

25.5x11 Tri-fold
Folds to 8.5x11
Actual Size is 25.4375x11

Place this template in a separate layer
in your layout program and delete or turn off
before sending/exporting your file.

To use this template for the inside
of your print project, flip it horizontally.

Inside Panel
(this panel is 1/16" smaller than front and back panels)
8.4375" wide

Outside Back Panel
8.5" wide

Outside Front Panel
8.5" wide



fold

fold

Copy margins
We recommend keeping copy 1/8" in from fold lines in
most cases.

Bleed
For borderless edges, extend
images, photos and/or solid
background colors 1/8" beyond the
edge of the page. This area (yellow)
will be trimmed during the finishing
process. It should not contain any
information you intend to be seen
or read.

Margin
For best results keep text and
images that must be seen and read
at least 1/8" from edge of page.

Trim
Edge of page.