25.5x11 Z-Fold
folds to 8.5" x 11"

**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

Inside Panel

Front Panel

fold

fold

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.

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

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.