

**SAFE ZONE**

Do not place important texts or images beyond the dotted area to prevent trimming.

**TRIM**

This is the actual cut of the final design.

**BLEED**

Extend your artwork to the edge of this template if you want your design to extend to the edge of your final prints; we require 1/8" bleed.

**NEWSLETTER OUTSIDE**

**SHORT FOLD PANEL**  
**3.625"**

**OUTSIDE BACK COVER**  
**3.6875"**

**OUTSIDE FRONT COVER**  
**3.6875"**

**CONTENT ALIGNMENT**

Use the inside vertical guides as a visual aid to simplify page content alignment within each panel.

This will help ensure any unintended page content does not extend outside the active panel during the folding process.



**Print Template**

Tri-Fold Newsletter  
Trim Size: 8.5" x 11"  
Fold to: 3.6875" x 8.5"  
Side: Outside

**Need help?**

Speak with one of our Customer Service Representatives at 407.831.2999

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**NEWSLETTER INSIDE**

**INSIDE FRONT COVER**  
3.6875"

**INSIDE BACK COVER**  
3.6875"

**SHORT FOLD PANEL**  
3.625"

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