



The pages that follow are common 8½ x 11 layout templates used in the printing and replication process. In addition to these guides, keep in mind the following when preparing your artwork for reproduction:

Always Keep a Quarter-Inch Border

For best results, keep a quarter inch margin between the substrate edge and your artwork/type. Only in special cases is it advisable to go closer. Templates denote preferred copy area.

Package Files Properly

All files associated with your document need to be enclosed upon file-handoff. This includes all fonts, images, artwork and the layout file. Be sure to utilize the “save for service provider” feature in many applications.




Extend Bleeds Where Applicable

When reproducing full or partial bleed materials, always extend the bleed ¼” past the substrate edge. This is important.

Use Quality Fonts

True Type fonts with styles applied (bold, italic, bold-italic) can printout inconsistently among different output sources and rips. Use Postscript Type I fonts wherever possible.

SYMBOL KEY

-  **Cut Lines**
-  **Score Lines**
-  **Copy/Artwork Area**

