

# SETUP TIPS FOR ALL PRINT JOBS

Anytime you use a template to lay out your print job, please remember that to ensure that your work prints as you expect, you have to work inside the lines. Otherwise, important parts of your job can be cut off. The guide below helps to explain how to use the borders.

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BLEED LINE

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CUTLINE

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SAFETY LINE

## PROBLEM ARTWORK



**BLEEDS:** Artwork that reaches the cutline needs to be extended to the red line. Add a total of 0.25" to your original size for proper bleed. (0.125" to each side of your artwork)

**BAD FILE**

**Safety:** Text outside the blue safety line will get cut off in the trimming process. Make sure no information goes over the blue line.

## PRINT READY ARTWORK



**BLEEDS:** Artwork extends to the red dotted line for proper bleed

**SAFETY:** Text is inside the blue dotted line to prevent information from being cut off

**GOOD FILE**

Bleeds are required in all artwork with an image extending to the borders. Add an eighth of an inch (0.125") to each side to allow for cutting. For example, for a 4" x 6" postcard with full bleed, the image should be submitted at 4.25" x 6.25" (red box).