



Mailing Panel

If this piece is a mailer, mailing info, address, indicia etc must be on this panel, rightside-up with the arrow.

**Outside Back Panel
(Mailing Panel)**
5.5" wide

11x17 Half-Half Fold Template
folds to 8.5x5.5

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
5.5" Wide

Outside Front Panel
5.5" wide

Inside Panel
5.5" Wide

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.

Trim

Edge of page.

Margin

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