11x25.5 Half Half Fold Template

folds to 12.75x5.5

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.

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)
12.75" wide

Inside Panel
12.75" Wide

fold

Outside Front Panel
12.75" wide

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.

Trim
Edge of page.

Inside Panel
12.75" Wide

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