



8.5x11 Z-Fold Template

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 backside
of your print project, flip it horizontally.

Inside Back Panel

Inside Panel

Front Panel

Margin

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

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.