




# 8.5x14 Half Fold Template

**folds to 7x8.5**

**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.**

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

**Back Panel**

**Front Panel**

**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.

fold