

Note: All basic fold styles have been included in this file. Please choose the two pages which best match your layout. You may then delete any unused pages if you prefer.

**Outside
Front Panel**
3.6875"

**8.5" x 11" Tri-Fold
(letterfold) Newsletter***
(8.75" x 11.25" including .125" Bleed)
Front (outside)

* Note: your document size should be set to 8.5" x 11" and the bleeds set to .125". Any artwork that touches the page edge must be extended outwards from that page edge by .125".

**Delete This Art
Before Printing!**

**Outside
Back Panel**
3.6875"

Text Safety Guide →
No text beyond this line.

Trim Edge →
This is the actual cut line
of the final trim size.

.125" Bleed →
To ensure that ink coverage
goes to the final trim size,
extend any art, pictures, or
other graphics .125" beyond
the trim edge to this point.

**Outside
Fold-in Panel**
3.625"

Note: All basic fold styles have been included in this file. Please choose the two pages which best match your layout. You may then delete any unused pages if you prefer.

**Inside
Front Panel**
3.6875"

**8.5" x 11" Tri-Fold
(letterfold) Newsletter***
(8.75" x 11.25" including .125" Bleed)
Back (inside)

* **Note: your document size should be set to 8.5" x 11" and the bleeds set to .125". Any artwork that touches the page edge must be extended outwards from that page edge by .125".**

**Delete This Art
Before Printing!**

**Inside
Back Panel**
3.6875"

Text Safety Guide →
No text beyond this line.

Trim Edge →
This is the actual cut line
of the final trim size.

.125" Bleed →
To ensure that ink coverage
goes to the final trim size,
extend any art, pictures, or
other graphics .125" beyond
the trim edge to this point.

**Inside
Fold-in Panel**
3.625"