



Guidelines for an 8.5 x 11 flyer without bleed

The Augustana Copy Center cannot print with bleed, so do not add crop marks or bleed.

You will need to have a 1/4" border on all sides of your design to print at the Copy Center.

The **trim size** is the final size you want your printed piece to be. Your file should be that size in InDesign or another page layout program. Note that because this does not have bleed the image and blue background color do not extend to the edge.

Safety Areas are included in most pieces as an area with no elements that will be printed (or no important elements) so that the print vendor can safely trim a piece without accidentally cutting off an important part. If you place text or images too close to the safety area, they could be cut off.

1/4" border

The Augustana Copy Center cannot print with bleed. Your artwork needs to have a 1/4" border on all sides.

Trim: 11"x17" (flat size)

This is the final size of the piece, folded to 8.5" x 11"

Safety Area:

1/2 inch minimum

ideally 3/4 inch 

It is important to keep your text, graphics, etc. inside the "safe area".