

# 8.5" x 11"

## Portrait

### Front cover page

(Flat size 8.5" x 11")

#### Bleed area

**What is 'bleed' and why do I need it?**

'Bleed' is the area of your design that's trimmed off when it's cut to its final size. It ensures your image reaches the very edge of the design and that there are no white edges. At Mixam, we need a 0.125" bleed on all documents.

It's best if you can add bleed before you upload your document. Some programs – like InDesign, Illustrator and Photoshop – allow you to do this. But if you need any help, just give us a call.

If you can't add bleed before uploading, we'll do our best to add it for you. We'll either expand the size of the document (but this will move the text closer to the edge), or mirror the image. But for the best results, we strongly recommend adding it before uploading your documents.

#### Quiet area

**What is the 'Quiet area' and why do I need it?**

The 'Quiet area' is the area of your design that is closest to the edge of the paper, right next to where your design will be trimmed off.

As it's so close to the trim line we strongly recommend the following to ensure you get the best result. Please avoid putting any text 0.25" or less from the edge of the document. Text placed in this area will run so close to the edge that it may get trimmed off. You just need to ensure your design has sufficient margins on the edges of all pages to avoid any trimming issues.

If possible, please also avoid using thin borders in this area as you may get inconsistent thicknesses.

#### Trim area

**What is the 'Trim area' and why do I need it?**

'Trim area' is the extent of your design and basically indicates the size of your finished document.

Anything placed outside of this area will be trimmed off.

#### Fold line

**What is the 'Fold line'?**

As the name suggest this is where your document will be folded. Please keep all critical text, especially small text and body copy at least 0.5" from this line to ensure it is not obscured by the fold.

# 8.5" x 11" Portrait Left inside page

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## IMPORTANT INFORMATION

### Double page spreads or single pages?

We have given you templates for double page spreads as well single left pages and right pages.

Some people like to design across double page spreads, while some prefer to work on single pages. So at the start of your project, please use the format you prefer and delete the other.

When you are ready to upload your print file, make sure you export your work as a press ready pdf file that is set to single pages. Please include the 0.25mm bleed. No crop marks are required.

Please remember, if you have text running across pages, you may lose it in the spine. For every 10 pages you add, you need to increase the width of the non text area from the spine by 0.04".

### Need help?

If you need help or advice please contact us.

Email: [support@mixam.com](mailto:support@mixam.com)

Phone: +1 (202) 900 9004



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