BLUE LINE = SAFE ZONE - no artwork beyond this point

RED LINE = CUT AREA

8.5x11" LETTERHEAD TEMPLATE

FINISHED SIZE: 8.5x11"

NO BLEED

LB

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PRINTING PROS

REMEMBER!

OUTLINE all fonts
COLOR SEPARATE your file
SAVE AS a .pdf

Place your artwork on the bottom layer to see if your artwork is set up correctly. (If you do not see your Layers Palate, go to Window > Layers.)

When you are satisfied that your artwork is set up correctly, delete the top template layer before saving your file.