

**CONTENT -  
ALIGNMENT**

Use the inside vertical guides as a visual aid to simplify page content alignment within each panel.

This will help ensure any unintended page content does not extend outside the active panel during the folding process.

**BLEED  
AREA**

Any page content that is intended to bleed outside the final trim area should extend into the bleed area at least .125" (1/8").

Use the perimeter guides as a visual aid for knowing how far your page content should be extended to satisfy production requirements.

**BROCHURE OUTSIDE**

**SHORT FOLD PANEL  
3.9375"**

**OUTSIDE BACK COVER  
4"**

**OUTSIDE FRONT COVER  
4"**

**SHORT FOLD PANEL  
3.9375"**

This information has been placed on a separate InDesign layer labeled "Callouts".

The "Default" layer is where you will place your artwork as the "Callouts" layer is locked and suppressed from printing. Feel free to unlock and delete the "Callouts" layer when you are finished constructing your brochure.

As always, if you have any questions, please do not hesitate to contact us!

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**BROCHURE INSIDE**

**SHORT FOLD PANEL**  
3.9375"

**INSIDE FRONT COVER**  
4"

**INSIDE BACK COVER**  
4"

**SHORT FOLD PANEL**  
3.9375"

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