

FRONT COVER (PAGE 1)

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

BOOK GUIDELINES:

- 1) Build pages in Adobe InDesign, Adobe Illustrator, or Quark Xpress at final trim size of a single page (8.5x11)
- 2) All pages with bleed as necessary. Use 0.125 inch bleed.
- 3) Supply single page high-res PDFs with bleed and fonts embedded
- 4) DO NOT BUILD JOB WITH PAGES AS SPREADS NO READER OR PRINTER SPREADS. THIS WILL CAUSE ISSUES WITH IMPOSITIONING SOFTWARE AND YOU WILL BE ASK TO SUBMIT IN SINGLE PAGES.
- 5) The dash border represents the trim and everything beyond this line will NOT print.
- 6) Number of pages in file must match number of pages in the book, including any blank pages if required.
- 7) Pages must be in sequential order, for example pages 1 through 12 for a 12-page booklet.

INSIDE FRONT COVER (PAGE 2)

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

PAGE 3

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

PAGE 4

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

PAGE 5

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

PAGE 6

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

PAGE 7

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

PAGE 8

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

PAGE 9

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

PAGE 10

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

INSIDE BACK COVER (PAGE 11)

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box

BACK COVER (PAGE 12)

**DELETE THIS LAYER
PRIOR TO SENDING**



BLEED AREA

Background image should
extend to this box



CROP AREA

Design will be trimmed at
this box



TYPE SAFETY

Type should not extend past
this box