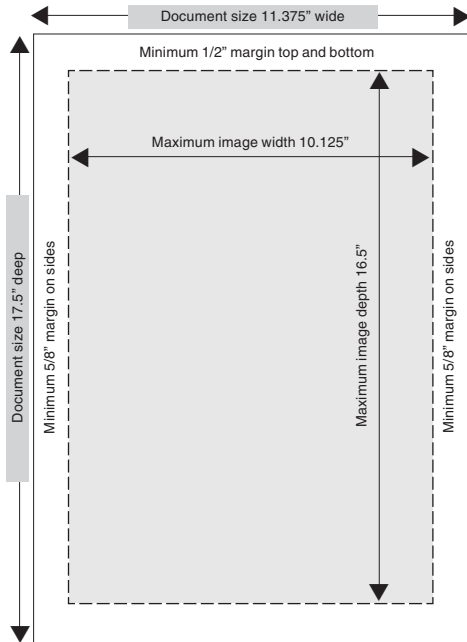


# Bleeds, Final Trim & Image Area

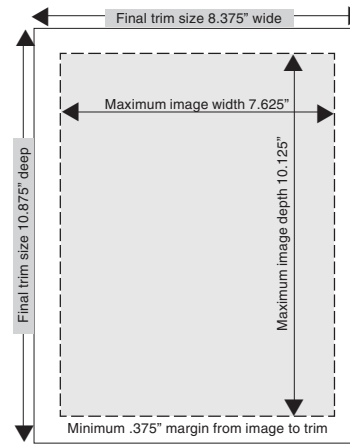
## Standard Tabloid Newspaper Format



The document setup for a tabloid should be **11.375" wide x 17.5" deep**. The maximum **image area is 10.125" wide x 16.5" deep**. All text, photos and page numbers should fit within that area.

If the center two pages of your document are setup as a spread with pictures or text running across the fold (double truck) set up the spread as a **separate single page document** measuring 22.75" x 17.5" with a maximum image area of **21.25" wide x 16.5" deep**. The same top, bottom and side margins apply. Do not place text or photos across the fold on pages that are not in the center of your publication.

Keeping consistent margins on all pages improves the appearance of your printed publication. If your tabloid contains bleeds, it will have to be trimmed to a custom size. Contact one of your sales reps for specifics before setting up your publication.



## Standard Saddle Bind Magazine

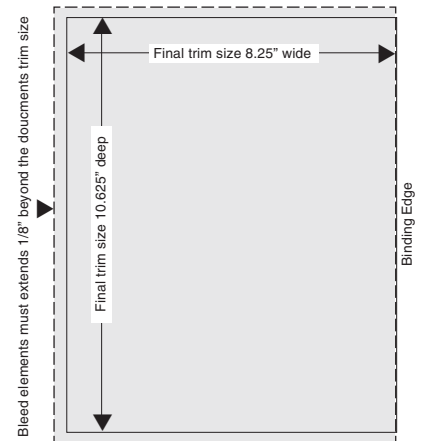
By default, PageMaker, Quark and In-Design give you a page size of 8.5 x 11. When you create a document for printing, **BE SURE** to change the document size to 8.375" x 10.875", which is the actual publication size after it is bound and trimmed. Set up your document with minimum margins of .375". All copy, graphics, page numbers and photos should fit within the maximum image area.

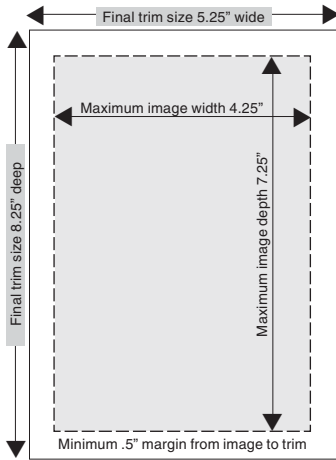
Keeping consistent margins on all pages improves the appearance of your printed publication.

## Saddle Bind Magazine with Bleed Elements

If your document contains bleeds, (elements that extend beyond the edge of the trimmed page), your documents final trim size will be 8.25" x 10.625". Any elements that bleed **MUST** extend 1/8" (.125") beyond the document trim size and flush on the binding edge (which is on the right for a left hand page and on the left for a right hand page). Keep in mind that any items not bleeding (folios, text, etc.) should still maintain a minimum .375" distance from the trimmed edge.

Keeping consistent margins on all pages improves the appearance of your printed publication.

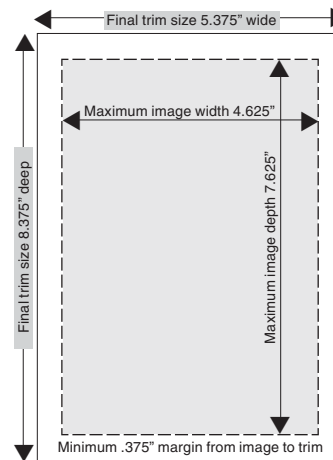




### Perfect Bind Booklet with No Bleeds

The standard document size for a perfect bound book with no bleeds is 5.25" wide x 8.25" deep. Maximum image area is 4.25" wide x 6.25" deep. All text, photos and page numbers should fit within that image area. Minimum margin from trim to image is .5".

When setting up a cover for a perfect bound publication, please contact your sales rep for correct spine width for the number of pages you are printing and the weight of the paper you are printing on.



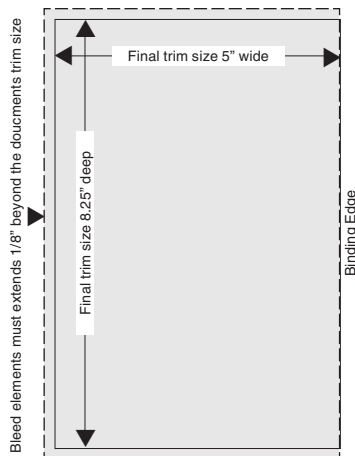
### Saddle Bind Booklet with No Bleeds

The standard document setup for a saddle bind booklet with no bleeds is 5.375" wide x 8.375" deep. Maximum image area is 4.625" wide x 7.625" deep. All text, photos and page numbers should fit within that image area. Minimum margin from trim to image is .375".

Keeping consistent margins on all pages improves the appearance of your printed publication.

### Perfect Bind Booklet with Bleeds

If your document contains bleeds (elements that extend beyond the edge of the trimmed page), your documents final trim size will be 5" wide x 8.25" deep. Any elements that bleed MUST extend 1/8" (.125") beyond the document trim size and flush on the binding edge (which is on the right for a left hand page and on the left for a right hand page). Keep in mind that any items not bleeding (folios, text, etc.) should still maintain a .5" margin from the trimmed edge.



### Saddle Bind Booklet with Bleeds

If your document contains bleeds (elements that extend beyond the edge of the trimmed page), your documents final trim size will be 5.125" wide x 8.25" deep. Any elements that bleed MUST extend 1/8" (.125") beyond the document trim size and flush on the binding edge (which is on the right for a left hand page and on the left for a right hand page). Keep in mind that any items not bleeding (folios, text, etc.) should still maintain a minimum .375" distance from the trimmed edge.

