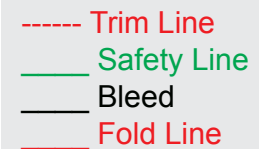
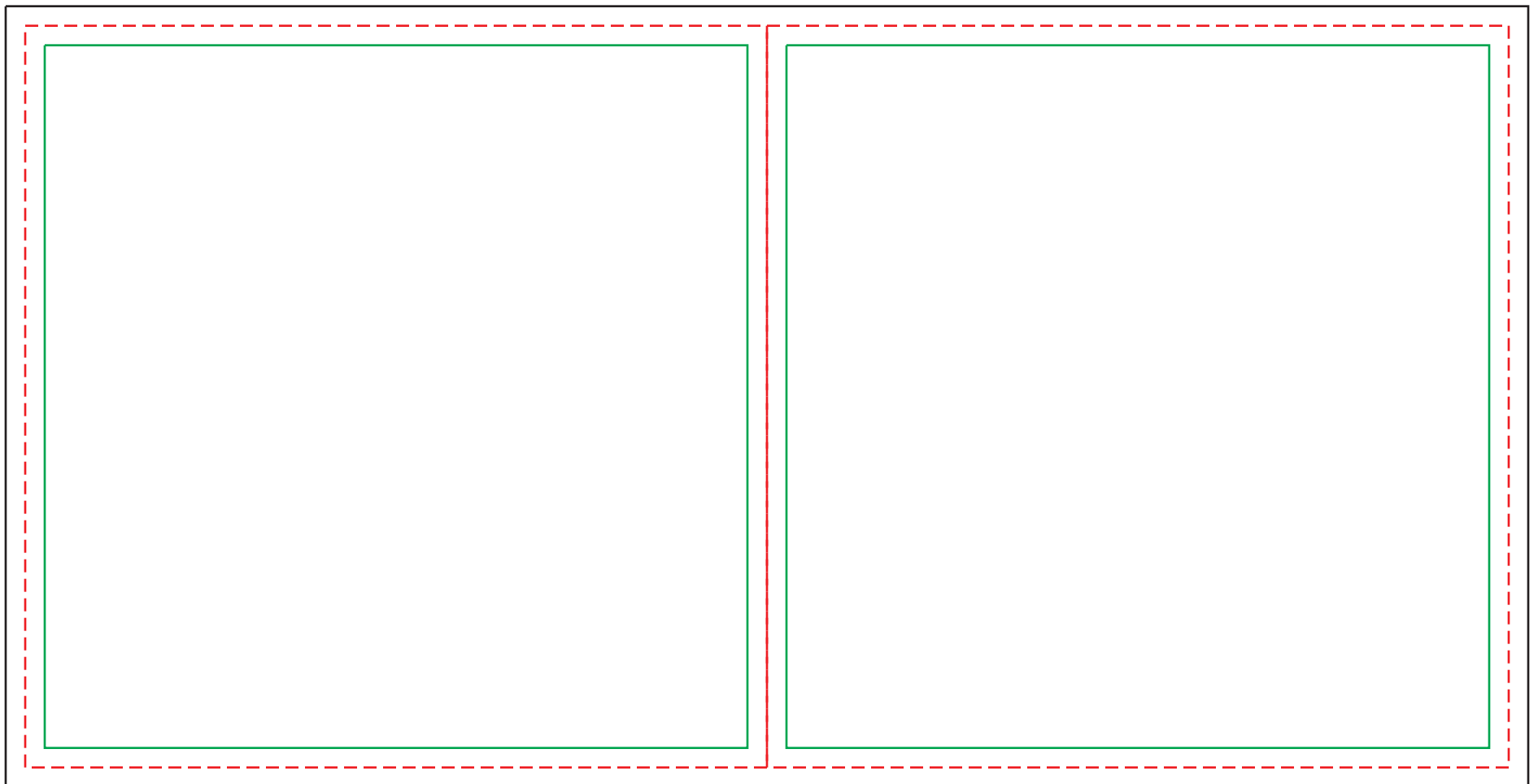


## TEMPLATE: 4 PANEL INSERT

9.5"x4.75" + 0.25"bleed



**Trim Line/Cut Line:** In order to print "full bleed" (no white lines down the edges) the ink coverage must exceed the final print dimensions. The trim line is located 1/8th of an inch inside your design you submit. For ex, a CD Cover is 4.75"x4.75" +0.25" bleed. You submit a 5"x5" file and we cut the 4.75"x4.75" inside. So the background of your design must be extended 1/8th of an inch outside of the trim line.

**Safety Line:** Keep your text and other important elements of the design within the Safety Line area. It is located 1/8th of an inch inside the trim line. Although the automated machines used to cut are highly accurate, it's best to leave that extra space from the cut line to assure text is not cut off.

**Bleed:** A bleed is extra image/color that extends beyond the edge of the page. Any time an image or a color is printed to the edge of a page, the image or color should extend at least 1/8th of an inch off the edge so that when the page is trimmed on a mechanical cutter, small variations in the trim will not result in a white line down the edge of the page.