

# FRONT COVER PAGE 1

RED LINE IS TRIM LINE (5.5 x 8.5")  
Final Product will be trimmed to this size

GREEN LINE IS SAFETY LINE (5.1 x 8.1")  
All import text must be within this area for trimming &  
finishing purposes

CYAN LINE IS BLEED LINE (5.9 x 8.9")  
All background images/colours that extend beyond the  
safety line must extend to this line.

## Book Guidelines:

- 1) Build pages at final trim size of a single page (5.5 x 8.5)
- 2) All pages with bleed as necessary.
- 4) DO NOT BUILD JOB WITH PAGES AS SPREADS. NO READER OR PRINTER SPREADS
- 5) Number of pages in files must match number of pages in the book. Include blank pages if necessary
- 6) Pages must be in sequential order, for example, pages 1 through 20 for a 20 page booklet
- 7) Booklet total pages must be a multiple of 4 (for example 8 page, 12 pg, 16 pg, 20 pg, etc.)
- 8) Supply single page high-res PDFs with bleed and fonts embedded.

# **FRONT INSIDE COVER PAGE 2**

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 3

RED LINE IS TRIM LINE (5.5 x 8.5")  
Final Product will be trimmed to this size

GREEN LINE IS SAFETY LINE (5.1 x 8.1")  
All import text must be within this area for trimming &  
finishing purposes

CYAN LINE IS BLEED LINE (5.9 x 8.9")  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 4

RED LINE IS TRIM LINE (5.5 x 8.5")  
Final Product will be trimmed to this size

GREEN LINE IS SAFETY LINE (5.1 x 8.1")  
All import text must be within this area for trimming &  
finishing purposes

CYAN LINE IS BLEED LINE (5.9 x 8.9")  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 5

RED LINE IS TRIM LINE (5.5 x 8.5")  
Final Product will be trimmed to this size

GREEN LINE IS SAFETY LINE (5.1 x 8.1")  
All import text must be within this area for trimming &  
finishing purposes

CYAN LINE IS BLEED LINE (5.9 x 8.9")  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 6

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 7

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 8

RED LINE IS TRIM LINE (5.5 x 8.5")  
Final Product will be trimmed to this size

GREEN LINE IS SAFETY LINE (5.1 x 8.1")  
All import text must be within this area for trimming &  
finishing purposes

CYAN LINE IS BLEED LINE (5.9 x 8.9")  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 9

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 10

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 11

RED LINE IS TRIM LINE (5.5 x 8.5")  
Final Product will be trimmed to this size

GREEN LINE IS SAFETY LINE (5.1 x 8.1")  
All import text must be within this area for trimming &  
finishing purposes

CYAN LINE IS BLEED LINE (5.9 x 8.9")  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 12

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 13

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 14

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 15

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 16

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 17

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# PAGE 18

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# **BACK INSIDE COVER PAGE 19**

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.

# **BACK COVER PAGE 20**

**RED LINE IS TRIM LINE (5.5 x 8.5")**  
Final Product will be trimmed to this size

**GREEN LINE IS SAFETY LINE (5.1 x 8.1")**  
All import text must be within this area for trimming &  
finishing purposes

**CYAN LINE IS BLEED LINE (5.9 x 8.9")**  
All background images/colours that extend beyond the  
safety line must extend to this line.