

## Membership Directory Ad: Covers

Finished Size: 6.25 inches (w) x 8.5 inches (h)

Margins: 0.4375" on all sides

Size with Bleed: 6.5 inches (w) x 8.75 inches (h)

This template can be placed in Illustrator, InDesign, or Photoshop.

**When creating an advertisement in Illustrator or InDesign, add .125 inches in the Bleeds section. If you're using photoshop, create your ad using the size with bleed: 6.5" w x 8.75" h. We *highly recommend* using this template as guide to ensure your advertisement does not lose any critical elements in the binding or in the trimming process.**

### LAYOUT INSTRUCTIONS

#### MARGINS/SAFE AREA:

All critical elements (text, images, graphics, logos, etc.) must be kept inside the margins (blue box). This will ensure that your content will not be affected from the binding and trimming process. Less critical elements, such as background images, may exceed past the safe zone.

#### TRIM AREA:

We do not recommend having borders due to shifting in the trimming process, which may cause borders to appear uneven. Any elements close to the trim line will be lost in the trimming process.

#### BLEEDS:

Make sure to extend the background images or colors all the way to the edge of the black outline.

### IMPORTANT

**Please remove our guidelines/instructions before submitting your files, or else they will be printed. All text should be converted to outlines.**

### EXPORT INSTRUCTIONS

**Adobe Illustrator & InDesign:** Export as an **Adobe PDF (Print)** using the **High Quality Print** preset. Do **not** include any printer marks. Check the box for **Use Document Bleed Settings**.

**Adobe Photoshop:** Save as a **Photoshop PDF** using the **High Quality Print** preset. Do **not** include any printer marks. *Note: Photoshop does not have the same bleed setup as Illustrator and InDesign. Use the overall size with bleeds (6.5 inches x 8.75 inches) when creating your document and use this template as a guide to follow the layout instructions.*