

— **SAFE ZONE:**

All critical elements (text, images, graphics, logos, etc.) must be kept inside the blue box.

Keep all elements away from the blue line (Safe Zone).

— **TRIMMING ZONE:**

Please allow 0.125 inches cutting tolerance all around. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

— **BLEED ZONE 0.125 inches:**

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 outline.

**Full Bleed Size 12.25 x 18.25 Inches
304.80 x 463.55 mm**

**Document 12 x 18 Inches
Trim Size 304.80 x 457.20 mm**

**Safety Area 11.75 x 17.75 inches
298.45 x 450.85 mm**

Please extend background to the bottom of the slide
Need an additional 3" at the bottom