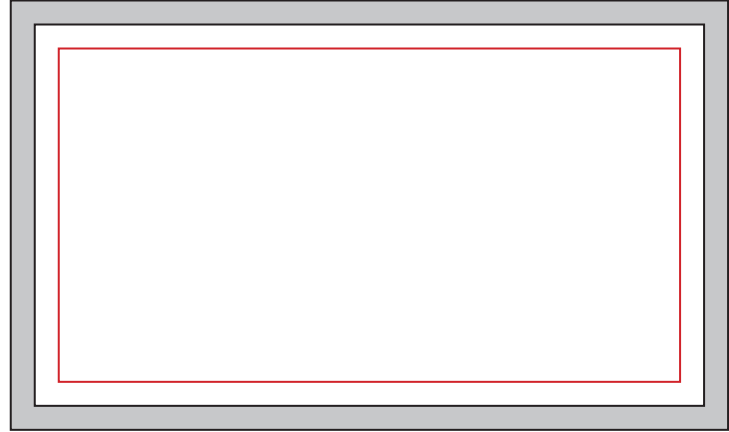


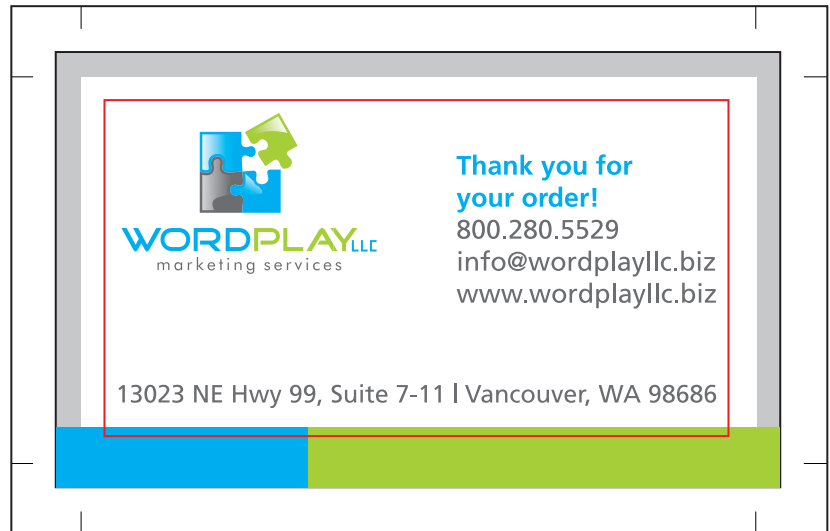
Preparing documents with bleeds

- 0.125- or 1/8-inch bleed - All words and images in this area will get cut off.
- Actual Card Size 3.5" x 2" - This is the final size of the card.
- Safe Area 3.25" x 1.75" - All words and images wanted on card should be inside this area.

This is a diagram showing the areas of concern when setting up a file for bleed. The gray area is for any images that are meant to go to the edge of the card. They actually need to be extended past the edge and into this area and will be cut off after printing. The white area is the actual area of the card: 3.5" x 2". The red border indicates a safety zone for all text, logos or images that need to be on the card.



This is a sample of the above diagram put to use, showing correct use of the bleed and margins.



This is a sample of how the file given to us should look. Same as above, but without any guides and with crop marks placed correctly (0.125" outside of the card and not touching in the corners).

