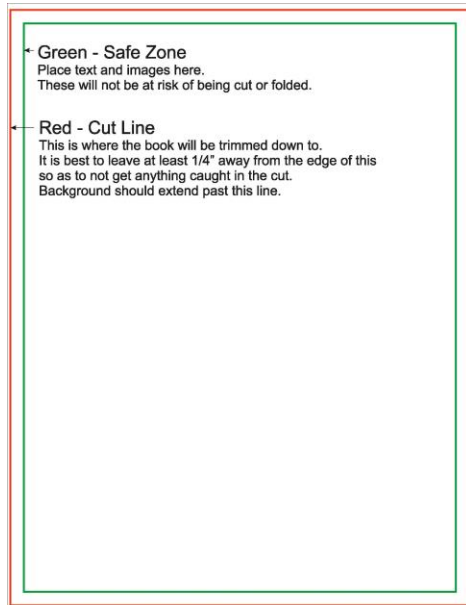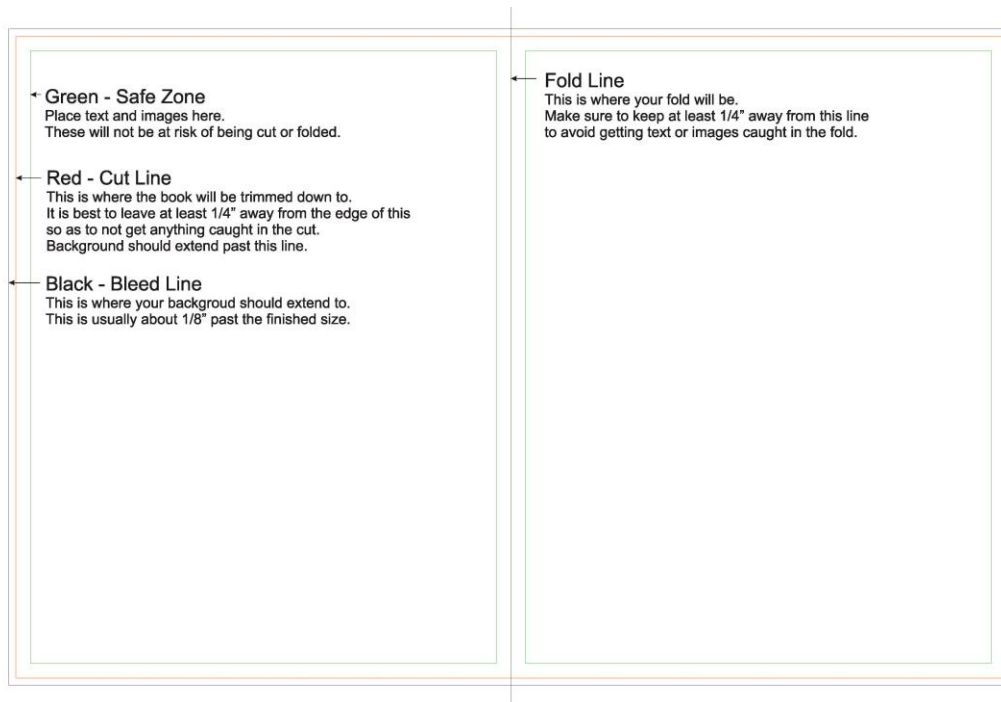# How to Use your Booklet Bleed Guide – General Use

1. Download your guide from our website- these are PNG! Double check to make sure you are maintaining the right format when you save it to your "Pictures" Folder.
   - If you are setting up your booklet to be side by side, please download our "Booklet Overlay (PNG) 11 x 17 Set up" which is set up for an 11x17 booklet.
   - If you are setting up your booklet one page at a time, please download our "Booklet Overlay (PNG) 8.5 x 11 Set up" which is set up for an 8.5x11 page.

2. Once the format you've chosen has been downloaded, move into your design program and create your new project. If using a template, please make sure you click on Custom. If using a word processor, look under "layout" and one of those options should be to customize your Page Size. What you want to end up with is a base page size of: 11.25 x 8.63 or 11.25 x 17.25. Remember your longest size determines if your book will be landscape (↔) or portrait (↕).

3. Now that your page is all set up, design away! When finished, you can overlay the PNG Guide by using insert/upload/import (most programs work with verbiage along those lines). Center your PNG picture over your page, and work to move your borders/images/text within the guidelines. Delete the overlay, save/export/publish and voila! A fool proof booklet layout sure to save you time and money with the printer 😊

Bleed Guide Definitions- 8.5 x 11

Green - Safe Zone
Place text and images here.
These will not be at risk of being cut or folded.

Red - Cut Line
This is where the book will be trimmed down to.
It is best to leave at least 1/4" away from the edge of this
so as to not get anything caught in the cut.
Background should extend past this line.

Bleed Guide Definitions and Fold Line- 11 x 17

Green - Safe Zone
Place text and images here.
These will not be at risk of being cut or folded.

Red - Cut Line
This is where the book will be trimmed down to.
It is best to leave at least 1/4" away from the edge of this
so as to not get anything caught in the cut.
Background should extend past this line.

Black - Bleed Line
This is where your backgroud should extend to.
This is usually about 1/8" past the finished size.

Fold Line
This is where your fold will be.
Make sure to keep at least 1/4" away from this line
to avoid getting text or images caught in the fold.

Article & Guide Provided by In House Graphic Designer: Melanie Oslie. Dec 2025.