

The diagram illustrates the layout of a business card template with three distinct regions defined by colored borders: a blue innermost border for the safety area, a black middle border for the trim edge, and a magenta outermost border for the bleed area. Arrows point from text labels to each of these borders.

**SAFETY AREA** - keep important text and images inside this area - 0.125 inch inside TRIM EDGE  
For a business card, this area is 3.25 x 1.75 inches

**TRIM EDGE** - Your project will be cut on this line -  
Finished trimmed size is 3.5 x 2 inches

**BLEED AREA** - extend the background or images that touch the TRIM EDGE after being  
TRIMMED to 0.125 inch past the TRIM EDGE - this area should extend to 3.75 x 2.25

When making a PDF of your finished file -

- 1) Remove or turn off the layer with this template
- 2) Choose the options to print crops and bleeds is selected