

# 8.5" x 11" Letterhead

Usable Text Area 8.25" x 10.75"

## •RESOLUTION

Please be sure to create your artwork at 300 dpi.

## •BLEEDS

If your artwork extends to the Finished Trim Size line you must extend it to the edge of the **blue Bleed Area**.

## •BORDERS

If you use a border on the edge of your piece please be sure that it comes to the edge of the **red Text Safety Area line** or beyond. We cannot guarantee an even look on any borders that are smaller than 1/8 inch.



The diagram illustrates the layout of an 8.5" x 11" letterhead. It features three nested rectangular areas defined by lines. The outermost area is the Bleed Area, followed by the Finished Trim Size area, and the innermost is the Text Safety Area. Arrows on the left side point to each of these lines, with corresponding labels and dimensions.

Bleed Area  
8.75 x 11.25

Finished Trim Size  
8.5" x 11"

Text Safety Area  
8.25" x 10.75"