



8.5 x 11 Letterhead

Template Instructions

Use the Layers Palette to turn on/off template layer.

Design only on ART Layer.

Keep content within the Margin Safe Area.

Guidelines

CMYK Color

Resolution must be at least 300 ppi

All fonts must be outlined

Export as Press Quality PDF with template layer Off.

Include .125 inch with No Cropmarks.

Any file larger than 20 MB

will need to be sent through our FTP

www.franklin.alphagraphics.com

Click the "Send a File" button at top right of page.



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Margin / Content Safe Area

(.25 inch)

Paper Trim / Document Size

(8.5 x 11 inch)

Bleed *(+.125 inch)*

any graphics that print to the edge
must extend to this line and included
in print ready file