BLEED

Any background images or colors, including borders, should extend to this line.

Bleed in the gutter should be created using a portion of the opposite page for full-page spreads.

TRIM

This is where the pages will be cut.

SAFETY

Anything important that shouldn't be cut off must be within the safety line. If there are borders, they should extend from the bleed to the safety line, or beyond it.

BINDING EDGE

holes will be punched here to insert plastic coil or wire



8.5x11 CALENDAR SPIRAL OR WIRE BOTTOM PAGE

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HOLE PUNCH

hole placed about 1/4" from bottom