





# File Folder

OUTSIDE FRONT

OUTSIDE BACK

-  **SAFE ZONE:** All critical elements (text, logos, etc.) must be kept inside this area to ensure no important elements are trimmed from the final piece. This area is positioned 1/8 inch inside the trim line.
-  **BLEED AREA:** Background images or colors should extend to the edge of this area to ensure full-color, borderless printing. This area extends 1/8 inch beyond the trim line.
-  **TRIM LINE:** The trim line represents where the piece will be cut and indicates the final size of the piece. Pro Tip: Due to production variance, it's recommended to keep borders at least 1/8 inch away from the trim line or avoid them completely.
-  **FOLD LINE:** Dotted lines indicate where folds occur (if applicable).

**INSIDE BOTTOM**

**VISIBLE TAB WHEN CLOSED  
INSIDE TOP**