



Letterhead 8.5"X11"

Design Guidelines



Trim Area: 8.75" x 11.25"

To avoid unwanted white borders at the edge of your final product, your design should extend to the outer edge. Important information, such as text, should not extend into this area since it's at risk of being cut off.



Safety Line: 8.25" x 10.75"

This solid line shows the edge of the safe area. Your design should extend beyond the safety line into the trim area, but important content should remain within the safety line to avoid being cut off.



Safe Area

Everything inside this area is safe. Keep all important content within this box.