

4 Page Newsletter - Individual Page Template

Finished Size (Trim size): 17" x 11" (17" x 11")

Folded Size (Half fold): 8-1/2" x 11" (8.5" x 11")

Folded Size (Half fold to Letter fold): 3-5/8" x 11" (3.6" x 11")

For Direct Mailing with No Envelope:

Folded Size (Right Angle Half Fold): 17"x11" to 8-1/2" x 11" to 8-1/2" x 5-1/2"
(17"x11" to 8.5"x11" to 8.5"x5.5")

Bleed Area: Bleed is the area where background colors, images, or other design elements extend beyond the finished trim size. This extra area is trimmed off during production to help prevent unwanted white edges when artwork prints to the edge of the paper. Bleed is not necessary if all printed elements remain within the finished page area and do not extend to the edges. This template includes a bleed area (shown in light blue) as a visual guide, but bleed is only needed for designs that print to the edge of the sheet. Refer to your design software's instructions for setting up bleed and exporting a print-ready PDF.

Inside Margin: A 1/2" (0.5") margin is recommended to keep important text, logos, and other design elements safely away from the edges of the page. The recommended 1/2" margin is indicated by the blue dashed line. Actual margins can vary, however, the minimum recommended margin is 1/4" (0.25").

Crop Marks: Crop marks indicate where a printed sheet should be trimmed to its finished size. They are generally included when preparing a print-ready PDF with bleed. If your design does not extend to the edges of the paper, bleed and crop marks are not required.

Important Note: Use this template for all pages of a 4 page newsletter. This template can also be used as page templates for a 2 page, 8 page and 12 page newsletter templates. Submit ****one PDF file containing all pages of your newsletter in normal reading order****, beginning with page 1 and continuing through the last page. We highly recommend using page numbers at the bottom of each page. We recommend adding page numbers at the bottom of each page. Treat the first page as page 1. If you prefer not to show a page number on the first page/cover page, you can leave it off and begin numbering the remaining pages with page 2. **DO NOT put a page number on the mailing panel area when using direct mail.**

For Self Mailing Newsletters without an envelope see the next page of this PDF template.



Your Company Name

Return Street Address

City, State, Zip

USPS
Permit
Area

4 Page Newsletter - Mail Panel Page Template

For Self Mailing Newsletters without an envelope use this page as the last page (the outside back cover) of your newsletter for the mail panel.

This upper panel is used as the mail panel for your return address, the recipients address, automated barcoding and the postage or postal indicia. We have included a sample return address, return address and barcoding areas, and a postage/indicia sample for illustrative purposes only. Do not put any content in the gray boxes

4"x2"

Leave this area blank for
recipient addressing and
automated barcoding

8-1/2" x 5/8" (8.5" x 0.625")

Leave this area blank for automated barcoding

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This lower panel can be used for additional newsletter content and will be the opposite outward facing visible part of the finished newsletter from the above mail panel once the newsletter is folded. The flat 17"x11" printed sheet will be folded in half first to 8.5"x11" (the size of this page template), then folded in half again to 8.5"x5.5" so the upper half of this page and the lower half of this page are exposed. The fold line is in the middle of this page above indicated by the red dashed line. Make sure you leave margin above and below this **red line** to meet USPS mailing requirements.



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