3" x 9.5"

Extend all background images

or colors .125" past the edge

of the finished artwork. This "bleed" enables background colors to run to the edge of

the graphic, even if any shifting occurs during the cutting process.

Keep all text and important elements INSIDE the dotted red line to ensure that they are not trimmed off if any shifting occurs during the cutting process.

HIDE the dotted line layer when exporting your final artwork.

Be sure that your final exported artwork inculdes .125" bleed on each edge.

Export your final artwork in either PDF or high-resolution JPEG to submit to Library

BLEED LINE: Extend all artwork

CUT LINE: This is where your artwork should be cut.

SAFETY LINE: All text and important info must be kept

inside this line.

.125" past the cut line.

Custom Artwork Template

LIBRARY SKILLS