

Letter coil workbook, 8.5 × 11 in

Specifications

Finished size	8.5 × 11 in, plastic coil on the left edge
Page count	Up to 48 interior pages, printed on both sides, plus a front cover
Interior	Black and white or full color on 70 lb uncoated text
Covers	Full-color front cover and blank back on 80 lb cover stock
File	PDF of single pages in reading order: page 1 = front cover, then the interior
Bleed	0.125 in on every side when anything touches the edge

How to use this guide

1. Set your document to the page size with bleed shown on the guide page, or to the trim size if nothing touches the edge.
2. Place the guide page on a locked bottom layer in your design app, and hide it before you export.
3. Keep text inside the dashed blue line. Extend backgrounds and edge photos into the pink bleed band.
4. Export a PDF of single pages in reading order, with fonts embedded and photos at 300 ppi at their printed size.
5. Canva: turn on File > Settings > Show print bleed, then download PDF Print with Crop marks and bleed checked.

Colors on the guide pages

-  Pink band: bleed. Extend backgrounds and edge photos into it; it is trimmed off.
-  Solid line: trim. The finished page edge.
-  Dashed blue line: safe area. Keep text, logos and page numbers inside it.
-  Amber band: coil holes. Keep everything important out of it.

Good to know

- Coil holes run along the binding edge: the left edge of right-hand pages and the right edge of left-hand pages.
- Keep the 0.5 in amber coil band free of text, page numbers and faces.
- Color images print in grayscale in the black-and-white workbook; check them on your proof.

Front cover

Trim size: 8.5 × 11 in

Page size with bleed: 8.75 × 11.25 in

Safe area: 0.25 in inside the trim; 0.5 in on the coil side

Hide or delete this guide before exporting

Right-hand page (odd numbers)

Trim size: 8.5 × 11 in

Page size with bleed: 8.75 × 11.25 in

Safe area: 0.25 in inside the trim; 0.5 in on the coil side

Hide or delete this guide before exporting

Left-hand page (even numbers)

Trim size: 8.5 × 11 in

Page size with bleed: 8.75 × 11.25 in

Safe area: 0.25 in inside the trim; 0.5 in on the coil side

Hide or delete this guide before exporting