



SMARTPRESS

# 4 Panel Accordion BROCHURES

*Flat Size: 14" W x 8.5" H | Folded Size: 3.5" W x 8.5" H*

BACK COVER PANEL

FRONT COVER PANEL

**SAFE MARGIN:** Your file needs to include a 0.125" safe margin necessary for production. Safe margin is the area around the edge of the sheet. If the safe margin is not included in document setup, there is a chance that the art close to the edge will get cut off, due to machine shift during cutting. This happens because there is a tolerance when cutting the printed piece. For more information on cutting tolerance, visit our website: [smartpress.com/support/printing-basics/cutting-tolerance-for-print](https://smartpress.com/support/printing-basics/cutting-tolerance-for-print)

**CUT LINE (FINISHED SIZE):** This is where your artwork will be trimmed.

**BLEED:** Your file needs to include a 0.125" bleed necessary for production. Bleed is printing that goes beyond the edge of the sheet after trimming. If a bleed is not included in document setup, there is a good chance there will be a gap between the edge of the printed area and the cut line. This happens because there is a tolerance when cutting the printed piece. For more information on the importance of bleed, visit our website: [smartpress.com/support/printing-basics/bleed-borders](https://smartpress.com/support/printing-basics/bleed-borders)

**FOLD LOCATIONS:** The orange lines indicate where the folds will be.

3.5"

7"

10.5"

7"

10.5"