

How to prepare full-bleed 4-page newsletters for submission to Chalk Line

To ensure that your four-page newsletter prints well, please refer to the following guidelines to help you layout and submit your design.

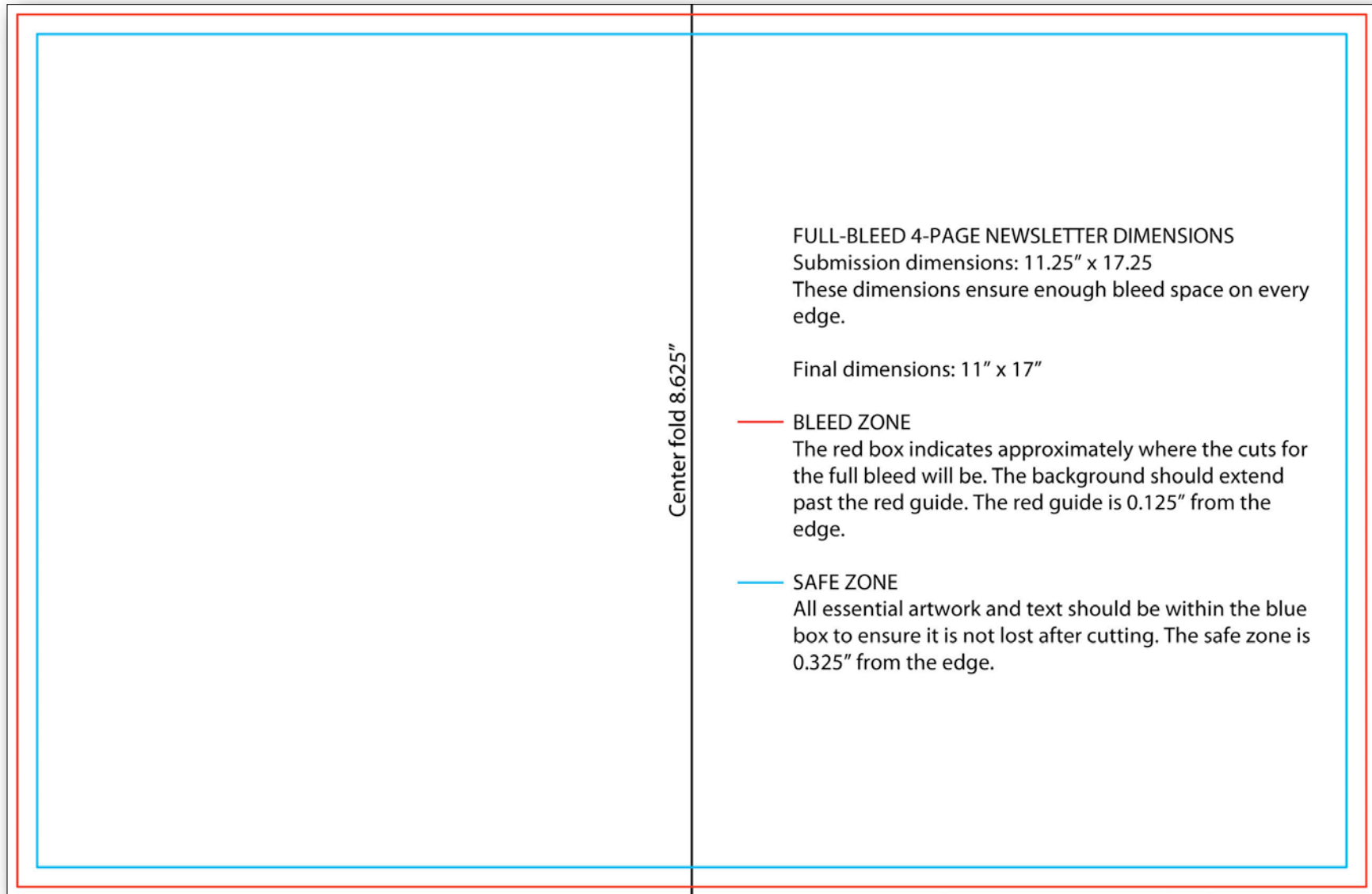
LAYOUT

Full-bleed newsletters have color that goes all the way to the edge of the paper. Our printers are unable to print all the way to the edge of paper, so to achieve a full-bleed, each piece must be cut down to its final size after printing.

The final dimensions of a four-page newsletter after it is cut are 11" x 17". Our equipment requires a 0.125" space around every edge for the full-bleed. **When you design your newsletter, please design it with the dimensions 11.75" x 17.25".**

Although 0.125" is required on every side to allow for the full-bleed, please keep any essential artwork or text 0.325" away from every edge to avoid losing any important information or images. This allows for any shifts during printing. The background should continue beyond the bleed zone all the way to the edge of the design.

Refer to the image to below as a guideline. The red guide indicates the approximate cut locations. The blue guide indicates the area in which all essential elements should be. Notice that the half fold is at 8.625" instead of the traditional 8.5".



Below is an example of a newsletter designed according to our specs. The dimensions of this design are **11.25" x 17.25"**, and it takes into account the bleed zone and cut zone. If you are using images or photos that run to the edge, make sure that no essential elements of the image (e.g. the side of a person's face, the family dog, etc.) are beyond 0.325" margins.

Thank you all for your faithful prayers and generous gifts!

Charlie & Vicki Brent



The Nations. Here. Now.

TEL 979-575-9451 EMAIL cbrent@bridgesinternational.com

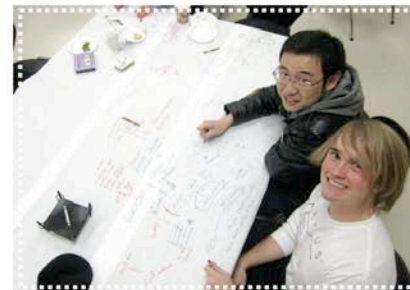


The Nations. Here. Now.

Stories from International Coffee House

We met a former member of parliament from Nepal who was visiting his son and daughter-in-law. He sat and talked with us about the church for an hour. He was involved in setting public policy on human rights issues in Nepal and wanted my input from a Christian perspective. We were able to introduce him to friends who run a Christian orphanage outside of Katmandu.

cont'd p2



Picture yourself going around the world...



Unity in the Harvest

We have had the privilege of partnering with people and ministries who have the same heart for reaching internationals in College Station. We pray for one another and have begun to go on campus together to give out Bibles and preach the good news. Pray that we would continue to be diligent in prayer and be a source of encouragement to one another!

While partnering with this ministry, our main focus is to reach out to Muslim students, although we also have the opportunity to speak to other internationals and American students. One American student came to us

cont'd p2

Now I'm going to overlay the bleed zone and safe zone margins so you can see where they fall on the design.

The red line indicates the approximate location of the cuts. The blue line indicates the margin of the safe zone. Notice that all of the text and essential images are within the blue line to ensure that they will not be cut off. If the paper shifts during printing, I know that my graphics are still safe.

Thank you all for your faithful prayers and generous gifts!

Charlie & Victor Brent

BRIDGES INTERNATIONAL

The Nations. Here. Now.

TEL: 914.676.5401 EMAIL: cbrent@bridgesinternational.com

The BRENT BEACON

NORTH AMERICA ASIA LATIN AMERICA
ANTARCTICA AFRICA OCEANIA EUROPE

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Note on size:

All sizes require 0.125" bleed space on every edge, so artwork must be designed with the same bleed and safe space as shown in this guide. This guide uses examples of our **four-page newsletter**, which has the final dimensions 11" x 17". If you have questions about other sizes, please email Tiffany at tiffany@chalkline.org.

Note on images:

To ensure high quality printing, please use the highest quality images you have. In general, the larger the image size, the higher the quality. Images taken from the internet tend to be of lower quality than is required for printing. Using original files for all photos, logos, and other graphics is always best.

Design options:

Chalk Line can send you a template with our guides in the following formats:

- Microsoft Publisher
- Apple Pages
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop

Or you can send your text and photos to tiffany@chalkline.org for Chalk Line to lay out for you.

If you have any questions about layout, printing, or pricing, please email tiffany@chalkline.org.