

GUIDELINE TEMPLATES · CANVA, ILLUSTRATOR, INDESIGN

Place the 55 guide. Design on top. Hide the guide before you export.

Download the matching product template first. Use this sheet so the colored rings stay a helper, not printed art.

Canva

Friendly layout. Easy to flatten by mistake.

- 1 Upload the 55 JPG. Keep it on its own layer.
- 2 Match canvas size and orientation to the file.
- 3 Lock the guide. Build art on a new layer above.
- 4 Background goes through the outer bleed ring.
- 5 Hide the guide. Download PDF. Reopen it.

Illustrator

Best for logos and clean vectors.

- 1 File > Place the template on its own layer.
- 2 Confirm the artboard matches the template.
- 3 Lock the guide layer. Keep vectors separate.
- 4 Type, logo, and QR stay inside the safe ring.
- 5 Hide the guide. Export PDF. Open the export.

InDesign

Best for multi-page and fold work.

- 1 Place the guide on a parent page or locked layer.
- 2 Check every page, not only page one.
- 3 Confirm fold or panel logic before type lockup.
- 4 Exact content stays inside the safe ring.
- 5 Hide guides in export. Proof page by page.

Read the rings

Read Final Size and Size with Bleed on the file you downloaded. Do not invent a different gap from another shop.



- **Bleed**
Background and photos must reach this outer ring so white slivers do not show after trim.
- **Cut / trim**
The finished edge after cutting. Type and logos should not sit on this line.
- **Safe zone**
Keep names, phones, QR codes, and faces inside this inner ring.

Cute rule that saves reprints

The rings are a teacher, not decoration. If you still see magenta or cyan in the exported PDF, the guide is still in the file. Hide it, export again, and keep the working file with the guide for later edits.

RINGS, SAFE ZONE, AND EXPORT

Read the rings. Then hide them. Trust the labels on the file you downloaded.

Read Final Size and Size with Bleed on the file you downloaded. A business card and a letter flyer can print different outer gaps. Follow that sheet, not a generic story from another shop.

How the sheet looks



Cyan outside, magenta cut, green safe, art in the middle.



Cut / trim

The finished edge after cutting. Type and logos should not sit on this line.



Safe zone

Keep names, phones, QR codes, and faces inside this inner ring.



Bleed

Background and photos must reach this outer ring so white slivers do not show.

Do this

- Download the exact product size.
- Lock the guide. Name the working file.
- Reopen the export before upload.
- Send a proof note with editor + version.

Do not do this

- Use a look-alike size from another product.
- Leave guide colors in the print PDF.
- Trust a tiny thumbnail for trim.
- Ask the proof to invent missing copy.

Handoff note you can copy

Postcard v3 built in Illustrator from the 55 4 x 6 template, guide hidden in export, phone and QR inside the safe zone. Please compare crop and small type in proof.

Export check before you upload

- 1 Guide layer hidden or deleted in the export, not only in the working file.
- 2 Reopened PDF shows artwork only. No magenta, cyan, or leftover rings.
- 3 Small type, phone, and QR sit inside the safe ring at 100 percent zoom.
- 4 File name has product, size, editor, and version, such as postcard-4x6-ai-v3.pdf.