

Bifold Brochures

8.5x11" & 11x17" Half Fold - File Specification Sheet

SPECIFICATION	REQUIREMENT
Available Flat Sizes	8.5x11" (folds to 5.5x8.5") · 11x17" (folds to 8.5x11")
Fold Type	Half Fold (single center fold) — 2 equal panels
Panels	4 panels: front cover, inside left, inside right, back cover
Stock Options	80# or 100# Coated Text · 80# or 100# Coated Cover
Print Sides	2-sided full color (outside + inside)
Minimum Resolution	300 DPI at flat print size
Bleed Required	0.125" on all 4 sides of the flat sheet
Safe Zone	Keep all text/logos 0.25" from finished edges and fold line
Color Mode	CMYK - embed or convert all colors
Accepted File Formats	PDF preferred · AI, EPS also accepted
Turnaround	2-3 business days

IMPORTANT NOTES

- Set up your file FLAT at the full sheet size — do NOT set up as pre-folded panels
- Divide the flat width in half for the fold guide (e.g. 8.5x11: two 5.5" panels)
- Keep all critical content at least 0.25" away from the fold line
- The front cover is the right panel when the sheet is laid flat (outside face)
- For 2-sided printing, supply both sides in one PDF (page 1 = outside, page 2 = inside)
- Avoid heavy ink coverage at the fold line — ink can crack on dark full-bleed areas

Upload your artwork after ordering

hightail.com/u/preprint — Include your order number. Proof sent within 2-4 hours.