5" x 8" CUSTOM COVER INSTRUCTION GUIDE

STEP 1: **Download your template(s).**

Download the Adobe InDesign template that matches the custom cover(s) you are creating.

- ➢ **Front Cover Templates**
  - • [Outside Front 5" x 8"](#)
  - • [Inside Front 5" x 8"](#)

- ➢ **Back Cover Templates**
  - • [Outside Back 5" x 8"](#)
  - • [Inside Back 5" x 8"](#)

You may use other programs to create your custom cover; however, we are restricted to Adobe InDesign templates at this time. Please export your custom cover as a PDF before submitting it online.

If you do not want to use the template or would like to use a different program to create your cover, please pay close attention to the information in Step 2, to ensure your cover meets the required specifications for printing.

Note for Custom Back Covers: If you do not want to create a Custom Inside Back Cover, you may select a pre-designed Canada Map Inside Back Cover.

STEP 2: **Create your cover.**

As you create your cover, consider the following:
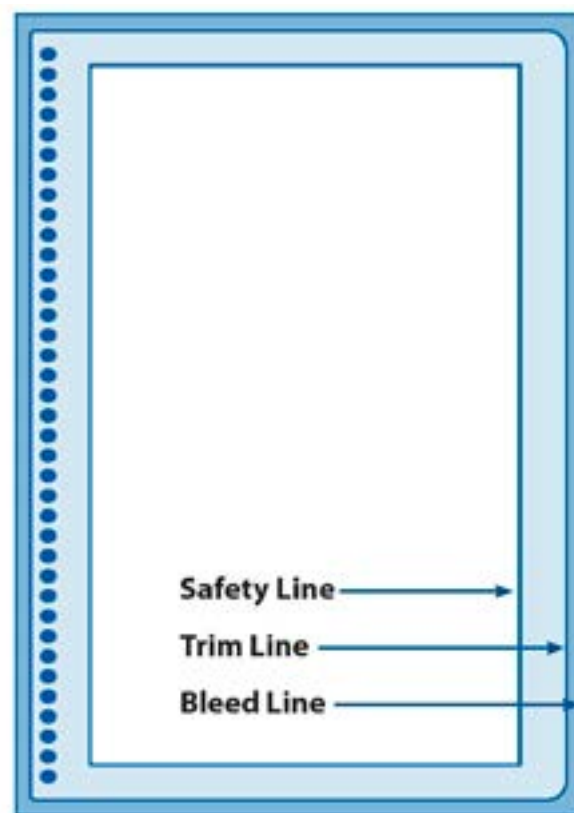
Safety Line (4" x 7.25")
The Safety Line shows the outer edge of the safe image area. Art and text within the safety lines are far enough from the edges that they will not be affected by trimming and binding. Art and text outside of the safety line are at risk.

Trim Line (5" x 7.9375")
The Trim Line represents the physical edge of your planner. It is the final size of your cover after trimming takes place. Only the less important or background elements of your design should extend to this line because they may be trimmed or interrupted by the coil and hole punches.

Bleed Line (5.375" x 8.3125")
The area beyond the trim line is the Bleed Line. All background artwork should extend to the Bleed Line. Although this part of the cover will be cut off, including it ensures that no unwanted slivers of white paper show around the edges of your cover.

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Ensure all images are high resolution (300 dpi). If the image is pixelated on your screen, it will print the same way! Proofread your cover carefully. Your cover will print exactly as submitted.

STEP 3: Export your file as a PDF.

When you have completed your file and have proofread it carefully, you're ready to export it as a PDF.

All submitted files must be in PDF form. PDFs are a secure way to prevent changes to your document and they ensure your fonts print correctly.

For help exporting your InDesign file as a PDF, watch the Exporting a Cover as a PDF tutorial.

Please use the following naming convention for your cover: Order#_CoverType_SchoolName

- For example: Order#02132_OFC_AugustonTraditionalElementary
- Please use the following codes to indicate your cover type:
  - OFC = Outside front cover
  - IFC = Inside front cover
  - IBC = Inside back cover
  - OBC = Outside back cover

Note: Proofread your file carefully! PiQ is not responsible for misspellings. Your files will print exactly as they are submitted.

STEP 4: Submit your files.

When it's time to submit your materials, you will receive an email with a link to our Online Materials Submission tool. Before submitting your materials, please review our Submission Checklist to ensure everything prints to perfection.

5x8
Outside Front Cover

Safety Line   4″ x 7.25″
No important information (text, logos, faces, etc.) should go beyond this line.

Trim Line   5″ x 7.9375″
Less important parts of the design should extend to this line, which represents the edge of the planner. These elements may be trimmed away, or interrupted by the coil and hole punches.

Bleed Line   5.375″ x 8.3125″
Your background artwork must extend beyond the trim edge to this line. Although this part of the artwork is cut off, including bleed ensures that no unwanted slivers of white paper show around the edges of your cover.

Coil & Hole Punch Area

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5x8

Inside Front Cover

Safety Line   4″ x 7.25″
No important information (text, logos, faces, etc.) should go beyond this line.

Trim Line   5″ x 7.9375″
Less important parts of the design should extend to this line, which represents the edge of the planner. These elements may be trimmed away, or interrupted by the coil and hole punches.

Bleed Line   5.375″ x 8.3125″
Your background artwork must extend beyond the trim edge to this line. Although this part of the artwork is cut off, including bleed ensures that no unwanted slivers of white paper show around the edges of your cover.

Coil & Hole Punch Area

5x8
Inside Back Cover

Safety Line   4″ x 7.25″
No important information (text, logos, faces, etc.) should go beyond this line.

Trim Line   5″ x 7.9375″
Less important parts of the design should extend to this line, which represents the edge of the planner. These elements may be trimmed away, or interrupted by the coil and hole punches.

Bleed Line   5.375″ x 8.3125″
Your background artwork must extend beyond the trim edge to this line. Although this part of the artwork is cut off, including bleed ensures that no unwanted slivers of white paper show around the edges of your cover.

Coil & Hole Punch Area

5x8
Outside Back Cover

Safety Line   4″ x 7.25″
No important information (text, logos, faces, etc.) should go beyond this line.

Trim Line   5″ x 7.9375″
Less important parts of the design should extend to this line, which represents the edge of the planner. These elements may be trimmed away, or interrupted by the coil and hole punches.

Bleed Line   5.375″ x 8.3125″
Your background artwork must extend beyond the trim edge to this line. Although this part of the artwork is cut off, including bleed ensures that no unwanted slivers of white paper show around the edges of your cover.

Coil & Hole Punch Area

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