

BACK COVER

FRONT COVER

SIDE FLAP
folds in,
right way up

Presentation Folder - A4 Single Pocket - OUTSIDE
Folded 219 x 310mm | flat sheet 519.83 x 390.98mm + 3mm bleed
Magenta = cut | blue dash-dot = fold
Text and logos inside the green lines
Backgrounds out to the blue bleed line
Pocket artwork goes in UPSIDE DOWN
GUIDES layer: hide or delete before saving

POCKET
UPSIDE DOWN
it folds up

BUSINESS CARD
90 x 55mm

THIS TEMPLATE

- A4 Single Pocket, folded 219 x 310mm (flat sheet 519.83 x 390.98mm). Page 1 is your working artboard at 525.83 x 396.98mm - the flat folder plus 3mm bleed, seen from the OUTSIDE.
- The magenta line is the cut line (spot colour DIELINE) and the blue dash-dot lines are the folds, both from our folder supplier's die for this exact style, business card slits included. You do not need to draw either.
- Green dashed lines = safe zones, one per panel. Keep all text and logos inside them - 3mm clear of every cut and fold.
- Extend background colours and images out to the blue bleed line, 3mm past the cut, so no white edge shows after die cutting.
- Outside only printing: supply this one page. Outside & inside printing: supply a two page PDF, page 1 on this Outside template and page 2 on the matching Inside template.
- The pocket folds up inside the folder, so set pocket artwork upside down (turned 180 degrees). The side flap folds in without turning: set it the right way up.
- A 90 x 55mm business card sits in the slits over the pink box, so keep anything important out of it.
- Velvet Laminate + Scodix: set up the SCODIX page on this Outside template (see FILE REQUIREMENTS) and keep Scodix off small text and fine detail.

ADOBE ILLUSTRATOR / AFFINITY / INDESIGN

- Open the PDF - page 1 is the artboard. The guides sit on their own layer named GUIDES.
- Design on the YOUR ARTWORK layer, under the guides.
- Before saving: delete (or hide) the GUIDES layer, convert all fonts to outlines, and check your document colour mode is CMYK.
- Export as PDF (PDF/X-4 or Press Quality) at 100% scale with 3mm bleed and crop marks.

CANVA

- Create a design with custom size 525.83 x 396.98mm (trim + bleed - this exact page size).
- Upload the matching PNG guide overlay from this pack, place it to fill the page, and lock it while you design.
- Keep text inside the green zone; run backgrounds to the page edge. Delete the overlay, then Share > Download > PDF Print, CMYK if available.

FILE REQUIREMENTS

PDF

- All files must be supplied in CMYK format
- All fonts converted to outlines (paths/curves) and/or supplied
- All elements must be linked, please ensure they are embedded
- Files to be supplied at 100% scale unless otherwise specified
- 3mm Bleed
- Keep important text/graphics at least 3mm inside the trim edge
- If using borders, make them at least 5mm thick

Scodix Finish

- Areas that require scodix finish needs to be copied to a new PDF file and updated as MAGENTA spot colour named 'SCODIX'

Sending Us Your Files

- Files up to 20MB can be uploaded online before checkout.
- Files over 20MB can be shared to printshop@paperlust.co via Google Drive / Dropbox.