SAFE ZONE:
All critical elements (text, images, graphics, logos, etc.) must be kept inside the blue box.

Keep all elements away from the blue line (Safe Zone).

TRIMMING ZONE:
Please stay within the zone for cutting tolerance around your folder. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

BLEED ZONE:
Make sure to extend the background images or colors all the way to the edge of the black outline.

FOLD LINE

NO INK ZONE

IMPORTANT

Please remove our guidelines/instructions before submitting your files, or else they will be printed.
All text should be converted to outline.

Final Size: 9 inches x 12 inches
Flat Size with Bleed: 18.6 inches x 16.6 inches

BACK COVER

FRONT COVER

INSIDE RIGHT POCKET

Keep this area blank.
This area will not be printed

SAFE ZONE:

All critical elements (text, images, graphics, logos, etc.) must be kept inside the blue box.

Keep all elements away from the blue line (Safe Zone).

TRIMMING ZONE:

Please stay within the zone for cutting tolerance around your folder. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

BLEED ZONE:

Make sure to extend the background images or colors all the way to the edge of the black outline.

FOLD LINE

NO INK ZONE

BLANK AREA FOR POCKETS

IMPORTANT

Please remove our guidelines/instructions before submitting your files, or else they will be printed.
All text should be converted to outline.

Final Size: 9 inches x 12 inches
Flat Size with Bleed: 18.6 inches x 16.6 inches

This area represents where the back of pocket flap will fold up to. This area will be covered by the pockets and should be clear of any critical information such as text, images, graphic elements, logos, etc

This lower rectangle represents the back of pocket flap. Any information in this section will not be visible and should be clear of any critical information such as text, images, graphic, elements, logos, etc.

Keep this area blank.
This area will not be printed