

Please do not put a black box on your artwork to show the edge of your folder. Instead, put crop marks on all four corners.

# POCKET FOLDER — OUTSIDE VIEW

If you intend to write on the folder, the uncoated stock is recommended.

Finished Folder is 9" x 12"  
(with 4" inside pockets)

**Back Cover**

**Front Cover**

The blue line marks the "safe area". It is 1/16" inside the edge of your printed folder. You should never put any wording, logos or other important art closer than 1/16" from the edge, or it may get trimmed.

**Please Note:**

The finished art should be 18" X 16" with an 1/8" bleed on all sides.

The orange area is the bleed area. It overlaps the printed folder by at least 1/8" on all sides. Your artwork should fill this area if you expect the printed artwork to go all the way to the edge of your finished folder.

YOUR ART

YOUR ART

The purple lines show the optional slits for business cards. You may select to have them on the left side, right side, both or neither.

The dotted gray lines show where the folder folds.

YOUR ART

YOUR ART

**Inside Right Flap**

**Inside Left Flap**

Do Not Print Artwork in this Area.

Do Not Print Artwork in this Area.

9"

9"

**Note for setting up pockets:**

Both bottom flaps fold up to form a pocket on the inside of the folder. All text and graphics should be rotated 180 (artwork will view upside-down on template).

12"

12"

4"

4"

# POCKET FOLDER — INSIDE VIEW

Finished Folder is 9" x 12"  
(with 4" inside pockets)

**Inside Left**

**Inside Right**

**Please Note:**

The finished art should be 18" X 8" with an 1/8" bleed on all sides.

YOUR ART

YOUR ART

**GREEN AREA IS NOT VISIBLE**

(covered by flap below)

Do Not Print Artwork in this Area.

**GREEN AREA IS NOT VISIBLE**

(covered by flap below)

Do Not Print Artwork in this Area.

This flap folds up and makes a pocket.

Do Not Print Artwork in this Area.

This flap folds up and makes a pocket.

Do Not Print Artwork in this Area.

9"

**Note for setting up pockets:**

The inside view pockets should not have any text or graphics.

They fold together and form a pocket.

You can put art above the pockets.

9"

12"

8"

12"

4"

4"