

A4 Folder with 5mm capacity - Outside

Pink = Trim size (Folded size = 215mm x 300mm)

Green = Bleed area - Any images or colour meeting the ‘trim’ (edge of the page) need to exceed by 3mm on all edges to meet the green line

Orange = Safe Zone - Keep any important suff such as text inside here

Blue = Fold lines

When you are finished:

- 1. Unlock and delete the guides from the layers panel (Window > Layers)
- 2. Export as PDF



OUTSIDE
BACK COVER

OUTSIDE
FRONT COVER

POCKET

Keep this clear for the glue

A4 Folder with 5mm capacity - Inside

Pink = Trim size (Folded size = 215mm x 300mm)

Green = Bleed area - Any images or colour meeting the 'trim' (edge of the page) need to exceed by 3mm on all edges to meet the green line

Orange = Safe Zone - Keep any important suff such as text inside here

Blue = Fold lines

When you are finished:

- 1. Unlock and delete the guides from the layers panel (Window > Layers)
- 2. Export as PDF



INSIDE
FRONT COVER

INSIDE
BACK COVER

POSITION OF POCKET AFTER FOLDER IS ASSEMBLED

INSIDE
POCKET

Keep this clear for the glue