Information
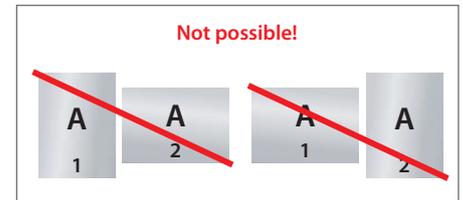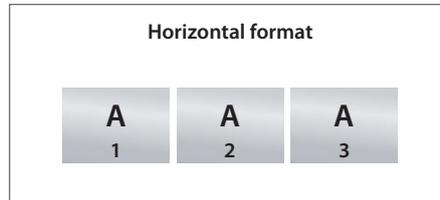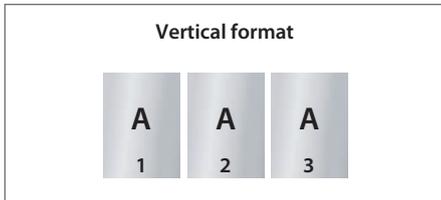
This information will help you create a perfect print file.
Further information can be found on our website under "Artwork creation".

❯ Alignment

- All files (1, 2, 3 etc.) should have identical format alignment: vertical or horizontal
- A combination of vertical and horizontal formats is not possible
- The format alignment must be selected as early as in your graphic programme - do not create any rotation in pages with pdf print files
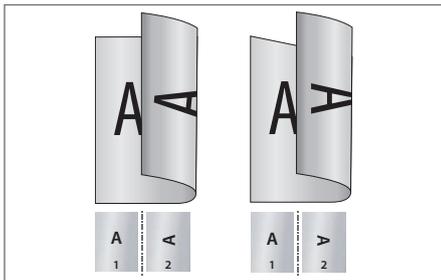- The format alignment must correspond to the artwork reading direction

Vertical format — A1 A2 A3

Horizontal format — A1 A2 A3

Not possible! — A1 A2 / A1 A2

❯ Order of artwork pages

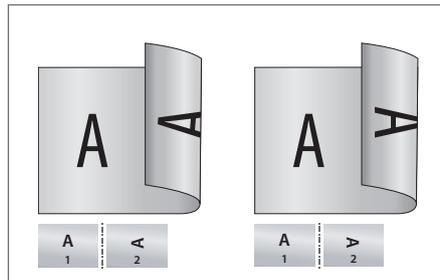Please create artwork pages in chronological order, starting with page no. 1 / title.

❯ Various reading directions in double-sided print products

Please note: When uploading artwork in various reading directions (A) for a double-sided print, the printing sheet is rotated by 180 degrees along the vertical axis. Please lay out your artwork and the format alignment accordingly.
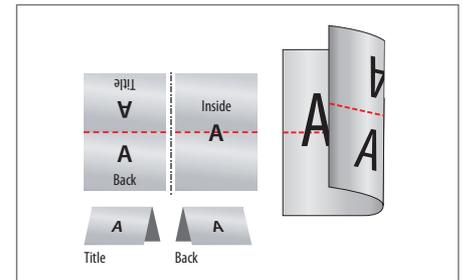
Examples:

Vertical format

Horizontal format

Horizontal format single fold

Explanations

- **Artwork format:** format / size of the artwork
- **Finished format:** format / size of the finished product
  Background area (colours / photos / graphics / texts) should bleed over the edge of the finished format in order to avoid white lines in the finished format.
- **Neutral area:** Please leave this area blank!
- **Not visible area:** Please do not place any important elements along this area!
  However, please do place background elements within this area in order to avoid white lines.
- **Bleed:** Area that is cut off in further processing
  Seam allowance: Area for the seam
- **Safety distance to artwork format:** Distance between text / elements and the edge of the artwork format
- **Safety distance to finished format:** Distance between text / elements and the edge of the finished format
- **Fold / groove / crease:** Here the product is folded / grooved / creased
- **Perforation:** Here the product is perforated
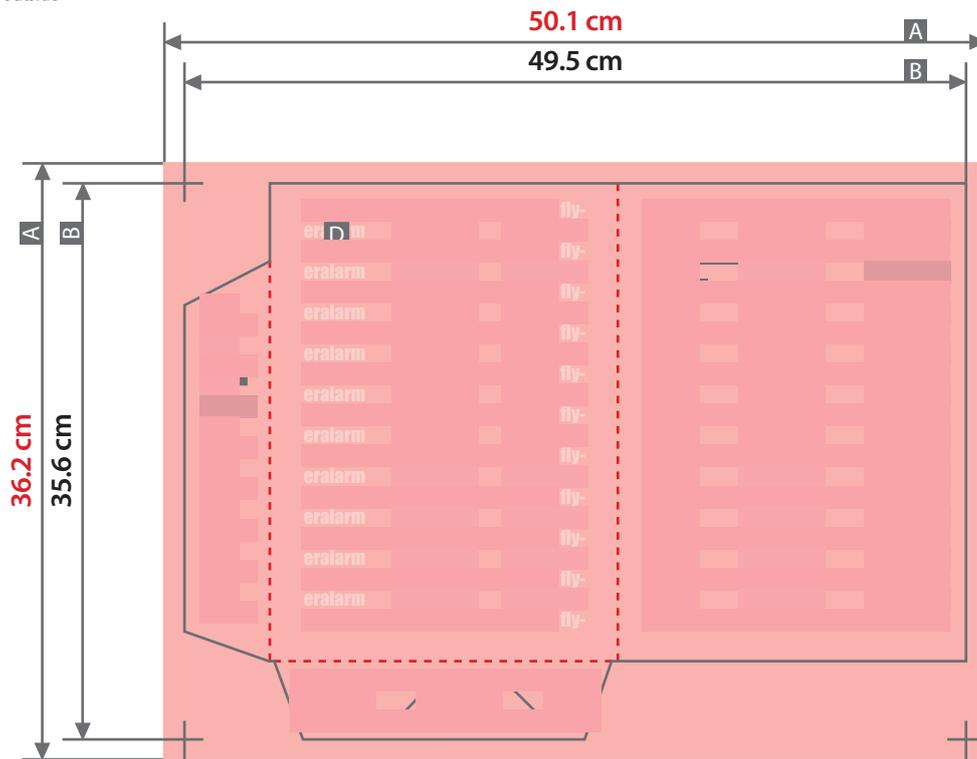- **Seam:** Here the seam is applied

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❯ Support

Find helpful information and advice about our products on our website. Or alternatively, contact our hotline. We are happy to help.

Presentation folder

A4, vertical format, 2-parts, filling level 1 mm, with flaps, with window

Outside

50.1 cm
49.5 cm

A
B

A
B

36.2 cm
35.6 cm

D

Inside (not required in case of single sided print)
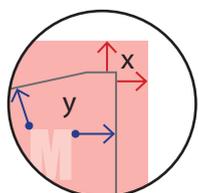
A
B

36.2 cm
35.6 cm

H

Sketches are not to scale

Folded finished format
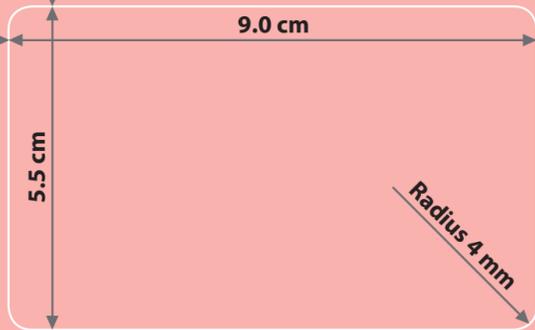**22.1 cm x 30.6 cm**

Bleed (x)
3 mm

Safety distance (y)
5 mm

A = Artwork format
B = Finished format
C = Title
D = Back
E = Flap
F = Flap with slot (for business card)
G = Window
H = Inside

⚠ Window (G):
Do not leave blank area for the window!
Safety space 5 mm from the edge of the window
Corner radius 4 mm
Dimensions: 9.0 cm x 5.5 cm

x
y

5.0 cm

4.5 cm

1.9 cm

9.0 cm

5.5 cm

Radius 4 mm

Presentation folder A4, vertical format, 2-parts,
filling level 1 mm, with flaps, with window

ATTENTION: Template necessarily has to be removed from your artwork again!

BACK

TITLE

30.6 cm

35.6 cm

5.4 cm

22.0 cm

22.1 cm

49.5 cm

5.0 cm

4.1 cm

8.6 cm

Outside

4.5 cm

9.0 cm

1.9 cm

5.0 cm

5.5 cm

Radius 4 mm
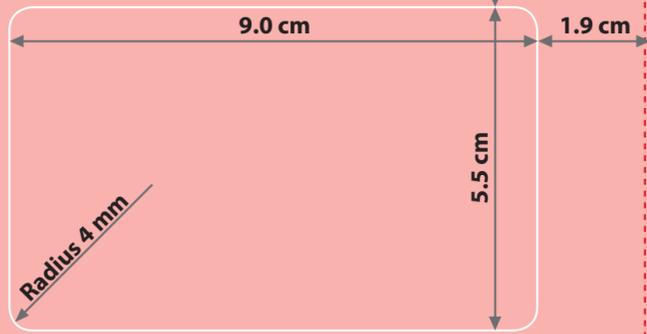
**Presentation folder A4, vertical format, 2-parts,
filling level 1 mm, with flaps, with window**

ATTENTION: Template necessarily has to be removed from your artwork again!

INSIDE

INSIDE

35.6 cm

30.6 cm

22.1 cm

22.0 cm

5.4 cm

49.5 cm

Inside

4.0 cm

8.5 cm

5.0 cm