

# FOLDER TYPES AND FILE PREP

## UNDERSTANDING DIFFERENT FOLDER TYPES



### INTERLOCKING

Folders are assembled with interlocking tabs, supplied flat for self-assembly.

### TAPED

Taped folders are supplied flat with double-sided tape placed against pockets.

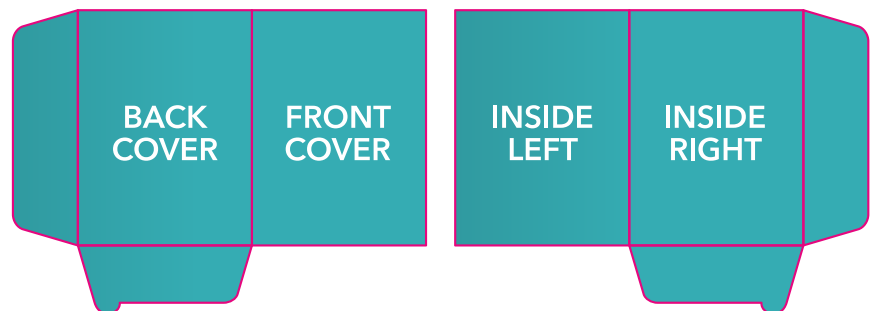
### GLUED

These folders are supplied already assembled with the pockets glued in place.

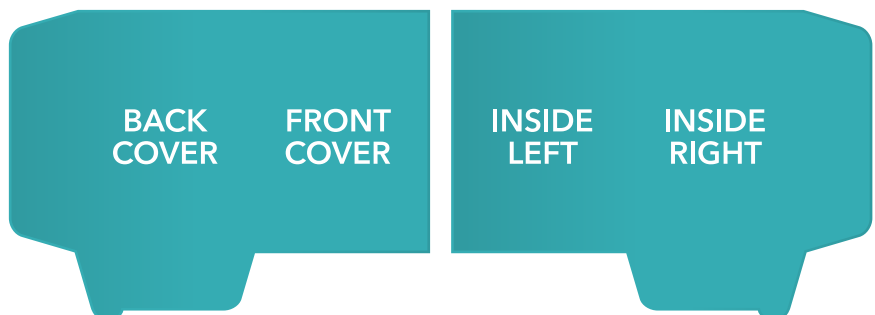
## Supplying Artwork

When supplying artwork for folders, please **upload one PDF file containing 4 pages**. This should include:

- 1 Two pages for inside and outside of folder **with cutter guide visible** (overlaid on your artwork).



- 2 Two pages for inside and outside of folder **without cutter guide visible** (leaving only what is to be printed).



ALL FOLDERS COME WITH BUSINESS CARD SLITS. PLEASE REMOVE IN FINISHING OPTIONS ON THE PRODUCT PAGE IF NOT REQUIRED. ENSURE YOU DOWNLOAD THE RELEVANT FOLDER TEMPLATE AND USE THIS AS YOUR GUIDE WHEN DESIGNING ARTWORK, EXPORTING WITH A SUPPLY 3MM BLEED.