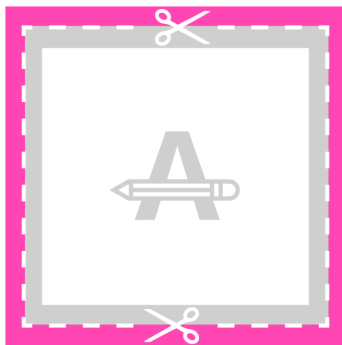# Folded Paper Design Guideline

To smoothly transition from the design stage to printing, we have a simple guideline to help you!

1 Set up your file

We recommend using our templates, but you can also set up your document size according to the **format** you have chosen and adding **3 mm bleed**. As for the quality, **300 dpi resolution** is the standard to ensure crisp and clear prints.

3 mm

Bleed
This area will be trimmed. Ensure all background graphics or images cover this area.

Trim Line
This is the final size your artwork will be trimmed to.
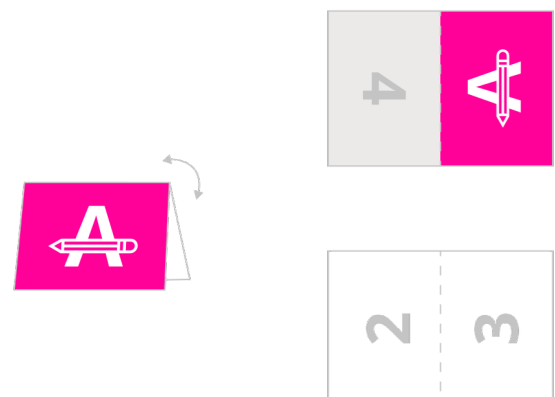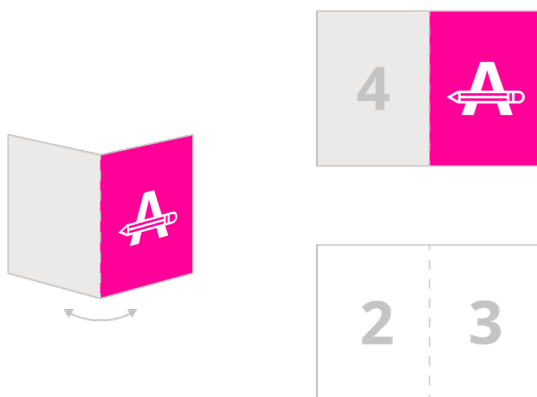
4 mm

Safety Margin
Avoid placing text or important details within this area in case of trimming inaccuracies.

2 How is it folded?

What's the best for your design? **Note that templates consist of 2 pages**. First page corresponds to the outside of the leaflet and the second page to the inside. Please make sure the folding lines are correctly placed in your digital proof.

Half Fold

Folded once (lengthwise or widthwise) and is therefore divided equally.
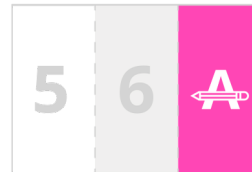
Contact our design team at artwork@printex.co.za

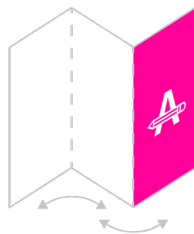PRINTEX

Folded Paper Design Guideline

Tri Fold

Folded twice in the same direction. One part of the leaflet is folded inside the other two parts.

Z Fold

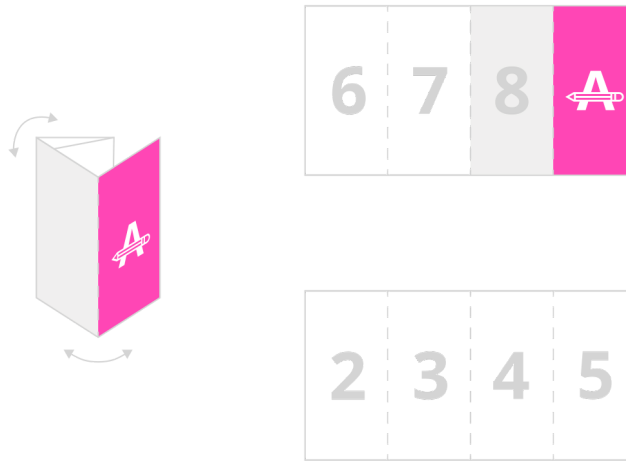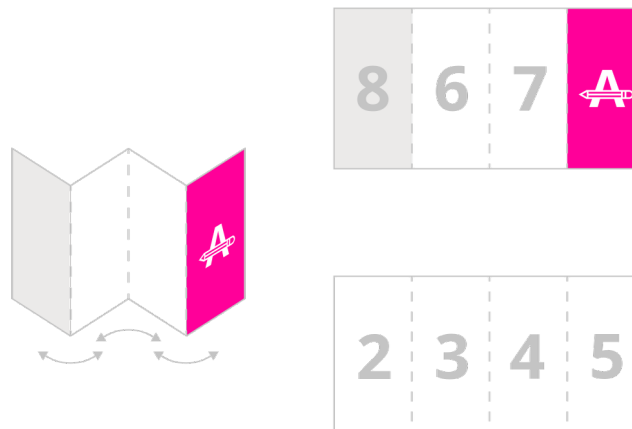Folded twice in the opposite direction forming an accordion shape.

Contact our design team at artwork@printex.co.za

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Folded Paper Design Guideline

Roll Fold

Folded twice in the same direction. One part of the leaflet is folded inside the other two parts.

6	7	8	A

2	3	4	5

W Fold

Folded three times in the opposite direction forming an accordion shape.

8	6	7	A

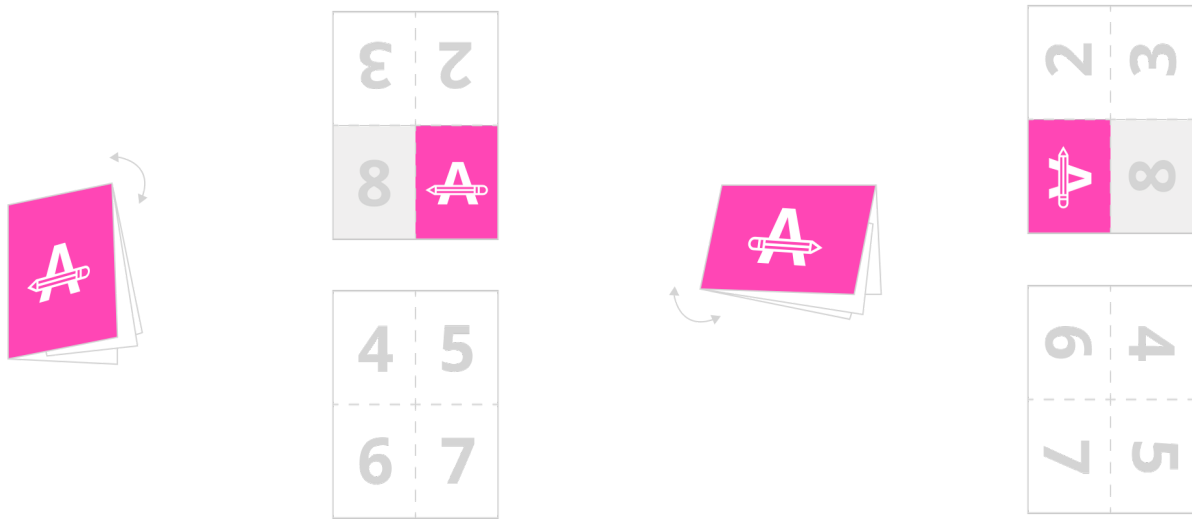| 2	3	4	5

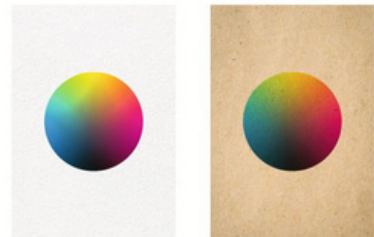Contact our design team at artwork@printex.co.za

PRINTEX

Cross Fold

Folded twice, the second fold is perpendicular, so crosswise, on the first fold.

3 Extra checks

There are some checks to take before exporting your artwork

- Same colour on different types off paper gives a different end result.
- All fonts and objects must be embedded.
- Check your layers for overprint.

4 Export to PDF

Export your artwork to PDF format and make sure your document **colour mode** is CMYK.

PRINTEX