BOOKLET FOLDERS

FILE SETUP: When creating a Booklet Folder, you will need to provide two files: a cover file and an interior file. The flaps for gluing on the front will have a white knockout to ensure the glue adhesive has a strong bond to the paper. If the booklet folder will have two-sided print, there will also be a white knockout on page 2 for the glue tab to bond to. For more information on Booklet Folders, visit our website: smartpress.com/support/product-faq/booklet-printing-faq.

- **The cover** file needs to be in a spread layout.
    - Page 1: Outside surfaces (front, back and pocket fronts)
        - Right half: Front outside cover
        - Left half: Back outside cover
        - Bottom flaps: Outside pocket faces

      Note: Pocket graphics must be oriented UPSIDE DOWN on your layout sheet. Because these pockets fold UP into the inside of the folder, orienting them upside down on page 1 ensures they display right side up once assembled.
    - Page 2: Inside surfaces (inside left, inside right)
        - Left half: Inside left cover
        - Right half: Inside right cover
        - Bottom area: Backside of pockets/liner area
- **Glue knockouts**: The flaps used for gluing must include a white knockout (no ink, coating or varnish) to ensure the glue adhesive forms a strong bond to the paper. If the folder includes two-sided printing, include a white knockout on page 2 where the glue tabs adhere.
- **The interior** page file should be set up in the order the pages will be read. Because this is a stitched book, the page count must be divisible by four. The first page will be left of the inside front cover and the last page will be right of the inside back cover.

COVER FILE

OUTER DIE CUT: The blue lines indicate where the pocket folder will be laser cut. Digital outer die cutting is a process to cut paper. Save your dieline on this layer and make sure to use the Dieline spot color in the swatches panel. For more information on die cutting, visit our website: smartpress.com/support/features/die-cutting.

INNER DIE CUT: The green lines indicate where they will be cut inside the main dieline. Digital inner die cutting is a process to cut paper with a contour cut. Save your dieline on this layer and make sure to use the ID spot color in the swatches panel.

CREASE: The red lines indicate where the art will be creased. All crease lines need to be placed on their own layer and have a spot color assigned called Crease. For more information on die cutting, visit our website: smartpress.com/support/features/die-cutting.

FOLD LOCATIONS: The pink lines indicate where the folds will be.

COVER & INTERIOR FILE

BLEED: Your file needs to include a 0.125" bleed necessary for production. Bleed is printing that goes beyond the edge of the sheet after trimming. If bleed is not included in document setup, there is a good

chance there will be a gap between the edge of the printed area and the cut line. This happens because there is a tolerance when cutting the printed piece. For more information on the importance of bleed, visit our website: smartpress.com/support/printing-basics/bleed-borders.

CUT LINE (FINISHED SIZE): This is where your artwork will be trimmed.

SAFE MARGIN: Your file needs to include a 0.125" safe margin necessary for production. Safe margin is the area around the edge of the sheet. If the safe margin is not included in document setup, there is a chance that the art close to the edge will get cut off, due to machine shift during cutting. This happens because there is a tolerance when cutting the printed piece. For more information on cutting tolerance, visit our website: smartpress.com/support/printing-basics/cutting-tolerance-for-print.