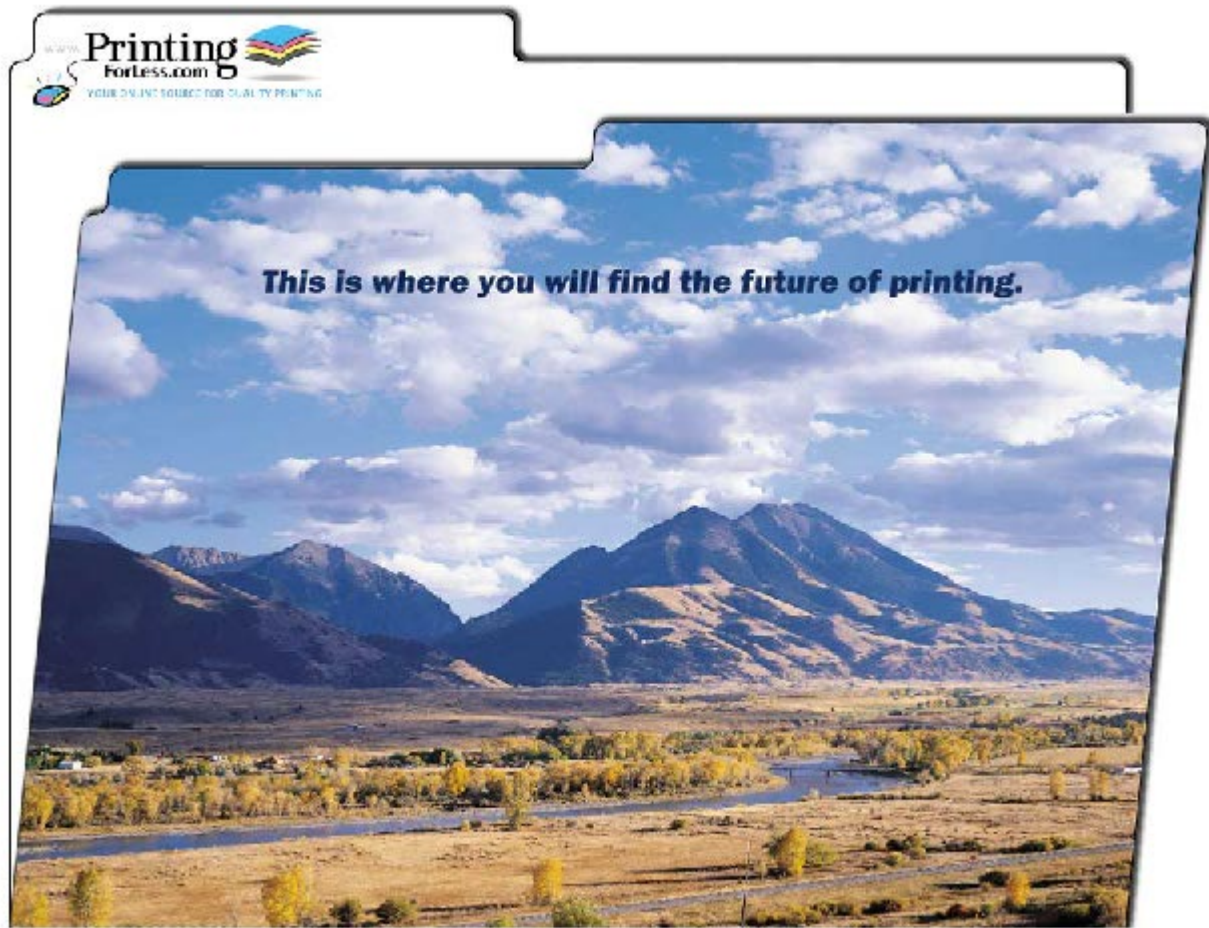


File Folders



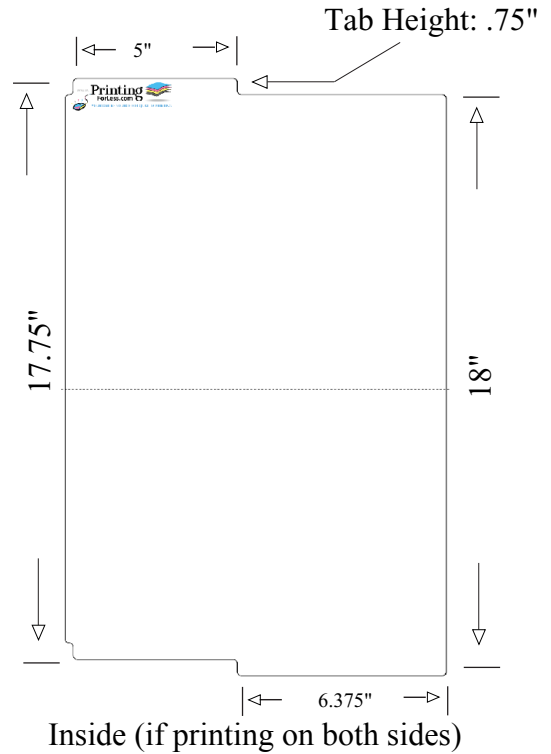
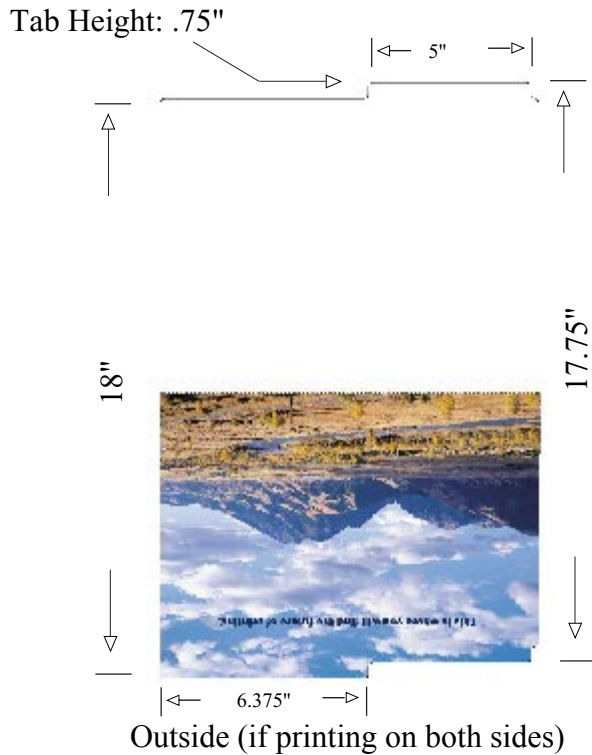
To produce a file folder you have the following options:

- Option 1: Supply us with the file for the full outside of the file folder and another file for the full inside of the file folder (see [page 4](#) for instructions and templates).

- Option 2: Supply us with the artwork for the 4 separate panels, 2 inside and 2 outside (see [page 3](#) for specific guidelines). We will compose the panels for you.

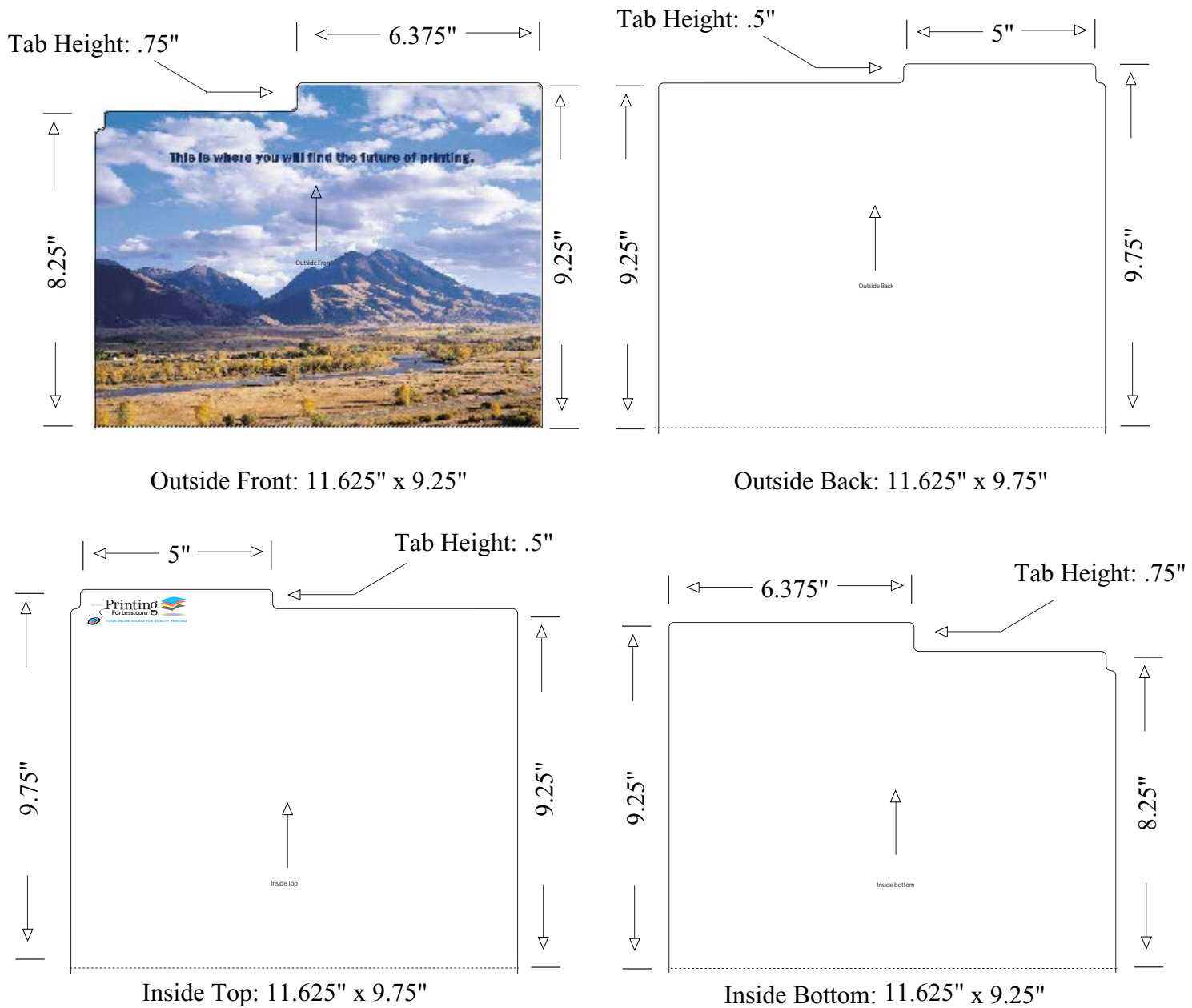
Instructions for preparing your artwork

Option 1: If you want to layout the complete artwork as shown below and have one of the software programs listed , click on the link below.



Microsoft Publisher
Quark XPress
Adobe PageMaker
Adobe InDesign
Adobe Illustrator
Macromedia FreeHand
CorelDraw
Adobe PhotoShop
[Click Here for Instructions](#)

Option 2: Supply the separate panels that look like these: (Note: these measurements are trimmed sizes)
 If your design includes bleeds please extend images 1/8" on each edge beyond these dimensions.



When your files are ready, you can place your order at:

<https://www.printingforless.com/filefolders.html>

or if you have already placed your order, you can now upload your files at:

<http://www.printingforless.com/fileupload.html> - be sure to have your order number handy.

Please upload the files from the design application that you are using rather than a PDF file. It is especially important with PhotoShop to send the *Layered* PhotoShop file.

Please call us if you have any questions or concerns.

File Folders

Layout Instructions

First download the appropriate template from our website at:

<http://www.printingforless.com/filefolderlayout.html>. Save the file to your hard drive. Follow these initial instructions below for the design program you will be using, then follow the General Instructions on page 3 for guidelines on laying out your artwork in the template.

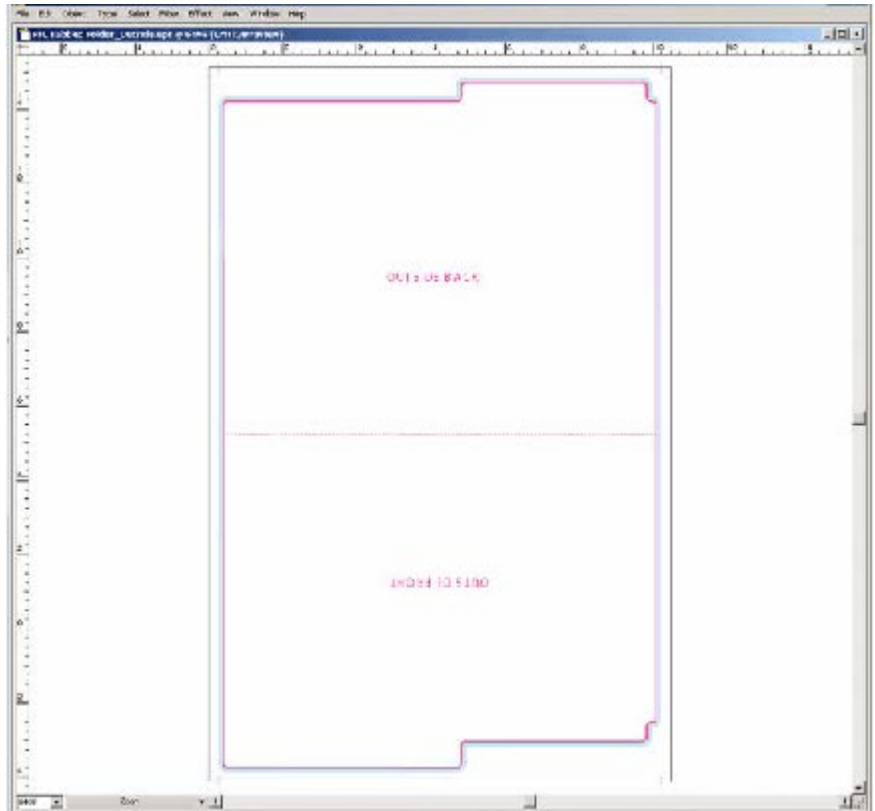
Microsoft Publisher	<ol style="list-style-type: none">1. Under File menu go to Page Setup2. Choose Publication Type as Custom3. Define the page size as: 12.5” Width 19.25” Height4. Under Insert menu choose Picture From File select the template you downloaded.5. Click Insert6. Go to General Instructions Below
Quark XPress	<ol style="list-style-type: none">1. Under the File menu select New Document2. Enter the page size as Custom3. Enter the dimensions as: Width 12.125,” Height 19”4. Click OK5. Make a Rectangular Picture Box 12.125” wide and 19” high. Use the Show Measurements tool found under the View menu to be sure the box is the right size and that the origin is at X: 0 and Y:0.6. Under the File menu, choose Get Picture.7. Select the template you downloaded8. Click Open9. Go to General Instructions Below
Adobe PageMaker	<ol style="list-style-type: none">1. Under the File menu select New2. Set the page size to Custom Tall Turn off Double-sided3. Go to the Master Page4. Under the File menu select Place5. Select the template you downloaded6. Click Open7. Position the place icon over the top left corner of the page and click8. If the control palette is not already open, under Window choose Show Control Palette9. Make sure the template is selected and use the control palette to verify that the top left corner is at X: 0 and Y: 010. Go to General Instructions Below

Adobe InDesign	<ol style="list-style-type: none"> 1. Under the File menu select New Document 2. Set the number of pages to 1 Turn off Facing Pages Set the page size to Custom Dimensions: Width: 12.125" Height: 19" Orientation: Landscape (icon on right) 3. Click OK 3. Go to the A-Master Page 4. Under the File menu select Place 5. Select the template you downloaded 6. Click Open 7. Position the place icon over the top left corner of the page and click 8. If the transform palette not already open, under Window choose Transform Palette 9. Make sure the template is selected and use the transform palette to verify that the top left corner is at X: 0 and Y: 0 10. Go to General Instructions Below
Adobe Illustrator	<ol style="list-style-type: none"> 1. Open the template in Illustrator 2. Go to General Instructions Below
Adobe PhotoShop	<ol style="list-style-type: none"> 1. Open the template in PhotoShop. In the “Rasterize Generic EPS Format” window enter the following: Width: 12.125 inches Height 19 inches Resolution 300 DPI Mode: CMYK Color 2. In your layers palette, lock the layer that has the template on it. You will need to lay out your artwork on other layers as the template needs to be removed when the file is printed. 3. Go to General Instructions Below
Macromedia FreeHand	<ol style="list-style-type: none"> 1. Open the template in Freehand 2. Go to General Instructions Below
CorelDraw	<ol style="list-style-type: none"> 1. Open the template in CorelDraw 2. Go to General Instructions Below

General Instructions

After following the previous instructions for your design program, you should have a screen that looks like the figure below.

- As you work, try not to move or change the elements in the template.
- If the program you are working in has layers, it is best to keep the template layer locked.
- If the program you are working in can lock objects, lock all the elements of the template.
- The red lines indicate where the folder will be cut out (solid line) or folded (dotted line).
- Begin laying out your artwork.
- Remember to include bleeds 1/8" on each edge, if your design “bleeds” to the edge of the sheet. Light blue lines indicate where bleeds should be.
- Apply the same instructions you used to set up the outside of your folder to set up a file for the inside. You can also just add a second page to your document if that is easier.



For more information about bleeds and “Safe Zones,” see

<http://www.printingforless.com/bizcardspecs.html>

While this is for business cards, the principle is the same for any product we print.

Congratulations, your File Folder is now ready! Place your order today and they will be ready to ship in 10 business days after you approve your proof.

When your files are ready, you can place your order at:

<https://www.printingforless.com/filefolders.html>

or if you have already placed your order, you can now upload your files at:

<http://www.printingforless.com/fileupload.html> - be sure to have your order number handy.

Please upload the files from the design application that you are using rather than a PDF file. It is especially important with PhotoShop to send the *Layered* PhotoShop file.

Please call us if you have any questions or concerns.