

HOW TO CREATE A PRINT-READY FILE - FOLDED FLYERS

The following instructions will help you create a print-ready file. If after reading them you are still unsure about anything, please visit the FAQ section of our website, request a professional File Check or contact customer support.

1 FILE FORMAT

Send your file in PDF format in 1:1 scale (not password protected).

2 PAGE ORIENTATION

The orientation of the pages of the PDF must match the choice made in your order (horizontal or vertical). Both pages must have the same orientation. Once you have saved the PDF file, ensure you do not rotate the pages using Acrobat.

PLEASE NOTE: For double-sided printing, the sheet is rotated around its vertical axis, as if turning the pages of a book: bear this in mind when positioning the text, as well as following the orientation chosen in your order.

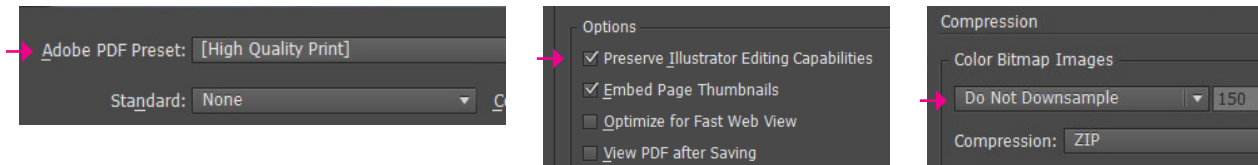
The image illustrates four scenarios for creating a print-ready file for a folded flyer, showing the correct and incorrect page orientations. Each scenario includes an orientation diagram, a flat layout, and a 3D rendering of the folded flyer.

- Scenario 1 (Correct):** The orientation diagram shows Landscape selected. The flat layout shows the front side (left) and back side (right) in landscape orientation. The 3D rendering shows the flyer folded correctly with a green checkmark.
- Scenario 2 (Incorrect):** The orientation diagram shows Landscape selected. The flat layout shows the front side (left) in landscape and the back side (right) in portrait. The 3D rendering shows the flyer folded incorrectly with a red X.
- Scenario 3 (Correct):** The orientation diagram shows Portrait selected. The flat layout shows the front side (left) and back side (right) in portrait orientation. The 3D rendering shows the flyer folded correctly with a green checkmark.
- Scenario 4 (Incorrect):** The orientation diagram shows Portrait selected. The flat layout shows the front side (left) in portrait and the back side (right) in landscape. The 3D rendering shows the flyer folded incorrectly with a red X.

3 TEMPLATE

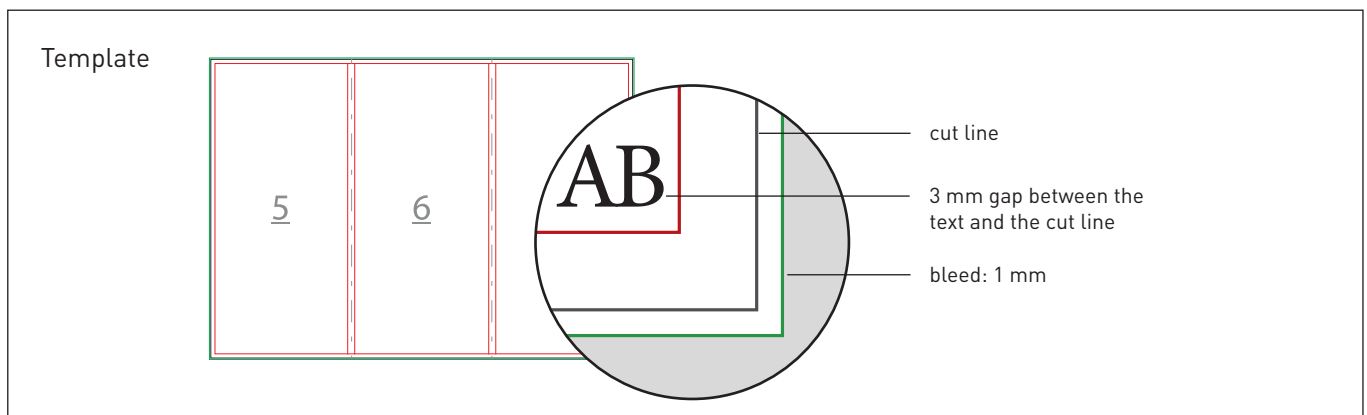
Always download **the template** for the product you purchased from the website and use it as the basis for positioning your artwork: this will make it easier to create a print-ready file. Insert your artwork, taking care not to alter the dimensions of the artboard. Finally, **delete all the guidelines** except the bleed line (the green line) and save the file as a PDF, without crop marks.

Save the PDF in high quality, without downsampling and keeping the layers separate.



4 MARGINS AND BLEEDS

Download the template for the product you purchased; the bleed will already be correctly set up. This product requires a **1 mm bleed on each side**. Text should be placed at least 3 mm from the cut line.



5 RESOLUTION

The optimal resolution for the print files is **300 dpi**.

6 COLOURS

All files should be sent in **CMYK** (cyan, magenta, yellow, black), with the **Fogra 39 colour profile**. Images in RGB or with PANTONE colours will be converted automatically using a standard colour separation profile.

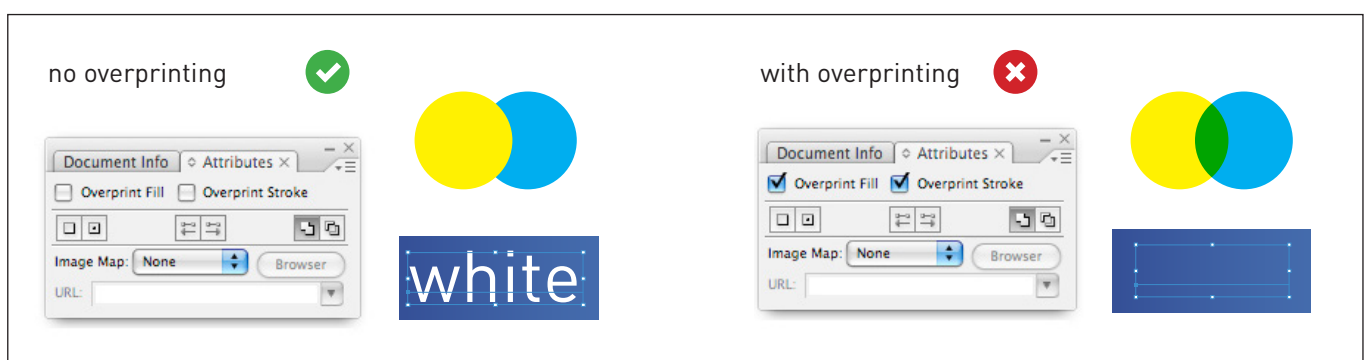
7 FONTS

Fonts should be **embedded in the PDF or converted into curves/paths**. The minimum font size (below which we cannot guarantee perfect print quality) is 6 pt.

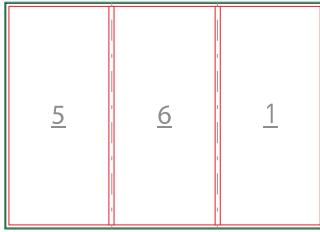
8 ADDITIONAL INFORMATION

Vector paths should have a weight of at least **0.25 pt**. We **recommend that you do not place frames or passepartouts too close to the margins**, as the tolerance in the cutting process may produce a slightly uneven result.

By default, when overlapping opaque colours are printed, the top colour knocks out the area underneath. Overprinting prevents knockouts and allows the inks to overlap. To avoid unexpected colour results, **check that your file does not contain overprinted objects or text**.



PLEASE NOTE - Folded flyers



DOWNLOAD
THE TEMPLATE



INSERT YOUR
ARTWORK



DELETE ALL GUIDELINES
except the green line



SAVE
THE PDF



PDF



300 dpi



CMYK



FOGRA 39



1 mm bleed



crop marks

The flyers are divided into three groups based on the number of panels, making it easy to choose the fold that best suits your needs.

The sequence of numbers represents a standard layout and orientation for the text; other reading orders are also possible, but should be assessed carefully to avoid unforeseen results.

4-6 PANELS

■ front of folded flyer when closed

■ back of folded flyer when closed

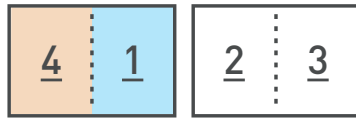
LANDSCAPE



Half fold
(4 panels)

SIZE WHEN OPEN

15x10 cm
21x10 cm
A5 (21x14.8 cm)
24x17 cm
A4 (29.7x21 cm)
42x15 cm
A3 (42x29.7 cm)
A2 (59.4x42 cm)



outside front
inside back

SIZE WHEN CLOSED

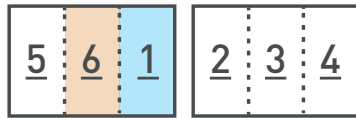
7.5x10 cm
10.5x10 cm
A6 (10.5x14.8 cm)
12x17 cm
A5 (14.8x21 cm)
21x15 cm
A4 (21x29.7 cm)
A3 (29.7x42 cm)



Tri-fold
(6 panels)

SIZE WHEN OPEN

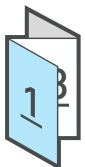
A5 (21x14.8 cm)
24x17 cm
A4 (29.7x21 cm)
41x15 cm
A3 (42x29.7 cm)
A2 (59.4x42 cm)



outside front
inside back

SIZE WHEN CLOSED

7.1x14.8 cm
8.1x17 cm
10x21 cm
13.8x15 cm
14.1x29.7 cm
19.9x42 cm



Z fold
(6 panels)

SIZE WHEN OPEN

A5 (21x14.8 cm)
24x17 cm
A4 (29.7x21 cm)
42x15 cm
A3 (42x29.7 cm)
A2 (59.4x42 cm)

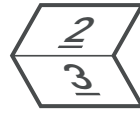


outside front
inside back

SIZE WHEN CLOSED

7x14.8 cm
8x17 cm
9.9x21 cm
14x15 cm
14x29.7 cm
19.8x42 cm

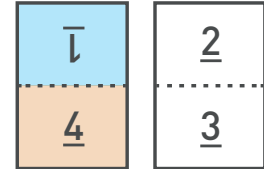
PORTRAIT



Half fold
(4 panels)

SIZE WHEN OPEN

10x15 cm
10x21 cm
A5 (14.8x21 cm)
17x24 cm
A4 (21x29.7 cm)
15x42 cm
A3 (29.7x42 cm)
A2 (42x59.4 cm)



outside front
inside back

SIZE WHEN CLOSED

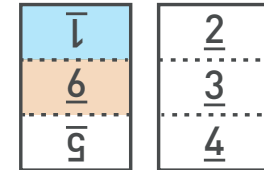
10x7.5 cm
10x10.5 cm
A6 (14.8x10.5 cm)
17x12 cm
A5 (21x14.8 cm)
15x21 cm
A4 (29.7x21 cm)
A3 (42x29.7 cm)



Tri-fold
(6 panels)

SIZE WHEN OPEN

A5 (14.8x21 cm)
17x24 cm
A4 (21x29.7 cm)
15x41 cm
A3 (29.7x42 cm)
A2 (42x59.4 cm)



outside front
inside back

SIZE WHEN CLOSED

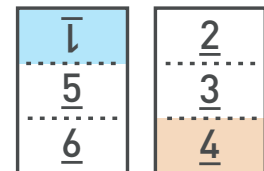
14.8x7.1 cm
17x8.1 cm
21x10 cm
15x13.8 cm
29.7x14.1 cm
42x19.9 cm



Z fold
(6 panels)

SIZE WHEN OPEN

A5 (14.8x21 cm)
17x24 cm
A4 (21x29.7 cm)
15x42 cm
A3 (29.7x42 cm)
A2 (42x59.4 cm)



outside front
inside back

SIZE WHEN CLOSED

14.8x7 cm
17x8 cm
21x9.9 cm
15x14 cm
29.7x14 cm
42x19.8 cm

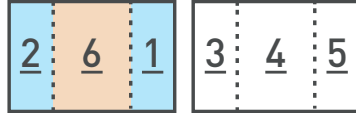
LANDSCAPE



Gate fold
(6 panels)

SIZE WHEN OPEN

24x17 cm
A4 (29.7x21 cm)
42x15 cm
A3 (42x29.7 cm)



outside
front

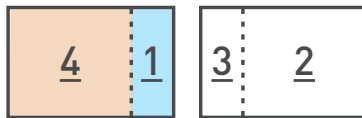
inside
back

SIZE WHEN CLOSED

12x17 cm
A5 (14.8x21 cm)
21x15 cm
A4 (21x29.7 cm)



Tab fold
(4 panels)
tab on left



outside
front

inside
back



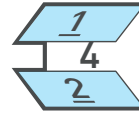
Tab fold
(4 panels)
tab on right



outside
front

inside
back

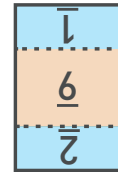
PORTRAIT



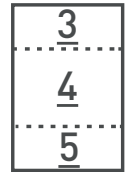
Gate fold
(6 panels)

SIZE WHEN OPEN

17x24 cm
A4 (21x29.7 cm)
15x42 cm
A3 (29.7x42 cm)



outside
front



inside
back

SIZE WHEN CLOSED

17x12 cm
A5 (21x14.8 cm)
15x21 cm
A4 (29.7x21 cm)

Tab fold is only available under 'Custom Formats'. With a landscape orientation the smaller panel can be placed on either the left or right.

Enter the dimensions of the smaller panel to get the fold you require.

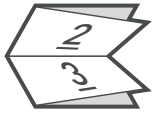
In addition to the standard sizes, a 'custom format' option is also available for this fold.

8-12 PANELS

■ front of folded flyer when closed

■ back of folded flyer when closed

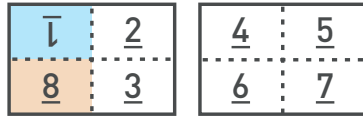
LANDSCAPE



French fold
(8 panels)

SIZE WHEN OPEN

- A5 (21x14.8 cm)
- 24x17 cm
- A4 (29.7x21 cm)
- 42x15 cm
- A3 (42x29.7 cm)
- A2 (59.4x42 cm)



outside
front

inside
back

SIZE WHEN CLOSED

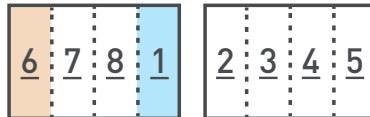
- 10.5x7.4 cm
- 12x8.5 cm
- A6 (14.8x10.5 cm)
- 21x7.5 cm
- A5 (21x14.8 cm)
- A4 (29.7x21 cm)



Accordion fold
(8 panels)

SIZE WHEN OPEN

- A4 (29.7x21 cm)
- 42x15 cm
- A3 (42x29.7 cm)
- A2 (59.4x42 cm)

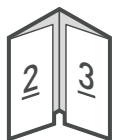


outside
front

inside
back

SIZE WHEN CLOSED

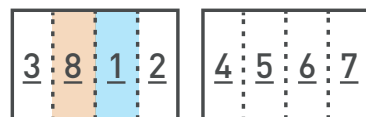
- 7.4x21 cm
- 10.5x15 cm
- 10.5x29.7 cm
- 14.8x42 cm



Double gate fold
(8 panels)

SIZE WHEN OPEN

- 24x17 cm
- A4 (29.7x21 cm)
- 42x15 cm
- A3 (42x29.7 cm)



outside
front

inside
back

SIZE WHEN CLOSED

- 6.1x17 cm
- 7.5x21 cm
- 10.6x15 cm
- 10.6x29.7 cm

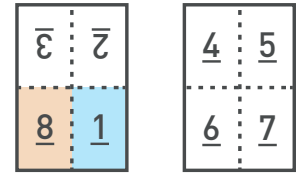
PORTRAIT



French fold
(8 panels)

SIZE WHEN OPEN

- A5 (14.8x21 cm)
- 17x24 cm
- A4 (21x29.7 cm)
- 15x42 cm
- A3 (29.7x42 cm)
- A2 (42x59.4 cm)

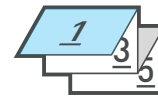


outside
front

inside
back

SIZE WHEN CLOSED

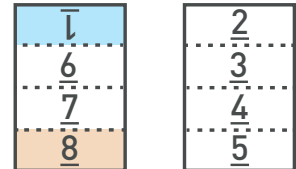
- 7.4x10.5 cm
- 8.5x12 cm
- A6 (10.5x14.8 cm)
- 7.5x21 cm
- A5 (14.8x21 cm)
- A4 (21x29.7 cm)



Accordion fold
(8 panels)

SIZE WHEN OPEN

- A4 (21x29.7 cm)
- 15x42 cm
- A3 (29.7x42 cm)
- A2 (42x59.4 cm)

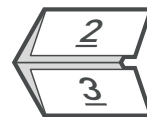


outside
front

inside
back

SIZE WHEN CLOSED

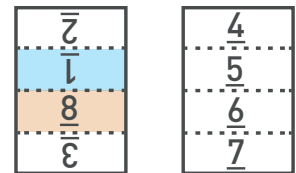
- 21x7.4 cm
- 15x10.5 cm
- 29.7x10.5 cm
- 42x14.8 cm



Double gate fold
(8 panels)

SIZE WHEN OPEN

- 17x24 cm
- A4 (21x29.7 cm)
- 15x42 cm
- A3 (29.7x42 cm)



outside
front

inside
back

SIZE WHEN CLOSED

- 17x6.1 cm
- 21x7.5 cm
- 15x10.6 cm
- 29.7x10.6 cm

LANDSCAPE



Double parallel fold
(8 panels)

SIZE WHEN OPEN

A4 (29.7x21 cm)
42x15 cm
A3 (42x29.7 cm)
A2 (59.4x42 cm)

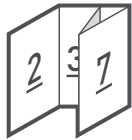


outside
front

inside
back

SIZE WHEN CLOSED

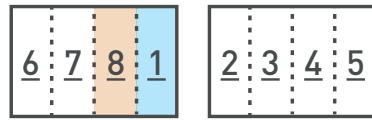
7.4x21 cm
10.5x15 cm
10.5x29.7 cm
14.8x42 cm



Roll fold
(8 panels)

SIZE WHEN OPEN

A4 (29.7x21 cm)
42x15 cm
A3 (42x29.7 cm)
A2 (59.4x42 cm)



outside
front

inside
back

SIZE WHEN CLOSED

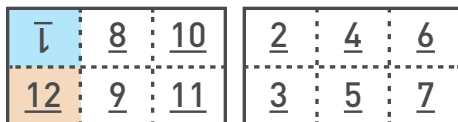
7.6x21 cm
10.7x15 cm
10.7x29.7 cm
15x42 cm



Z fold then half fold
(12 panels)

SIZE WHEN OPEN

A4 (29.7x21 cm)
42x15 cm
A3 (42x29.7 cm)
41x41 cm
A2 (59.4x42 cm)



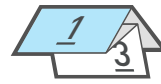
outside
front

inside
back

SIZE WHEN CLOSED

9.9x10.5 cm
14x7.5 cm
14x14.8 cm
13.6x20.5 cm
19.8x21 cm

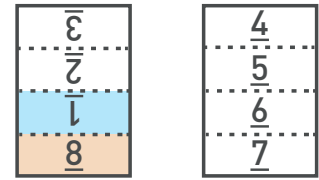
PORTRAIT



Double parallel fold
(8 panels)

SIZE WHEN OPEN

A4 (21x29.7 cm)
15x42 cm
A3 (29.7x42 cm)
A2 (42x59.4 cm)

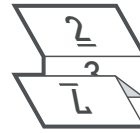


outside
front

inside
back

SIZE WHEN CLOSED

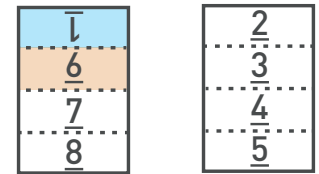
21x7.4 cm
15x10.5 cm
29.7x10.5 cm
42x14.8 cm



Roll fold
(8 panels)

SIZE WHEN OPEN

A4 (21x29.7 cm)
15x42 cm
A3 (29.7x42 cm)
A2 (42x59.4 cm)



outside
front

inside
back

SIZE WHEN CLOSED

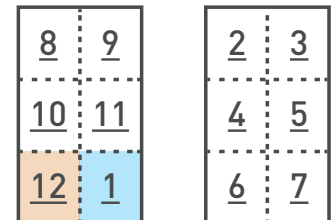
21x7.6 cm
15x10.7 cm
29.7x10.7 cm
42x15 cm



Z fold then half fold
(12 panels)

SIZE WHEN OPEN

A4 (21x29.7 cm)
15x42 cm
A3 (29.7x42 cm)
A2 (42x59.4 cm)



outside
front

inside
back

SIZE WHEN CLOSED

10.5x9.9 cm
7.5x14 cm
14.8x14 cm
21x19.8 cm

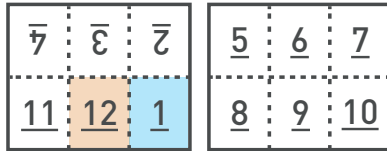
LANDSCAPE



Half fold
then
tri-fold
(12 panels)

SIZE WHEN OPEN

41x29.7 cm
41x41 cm

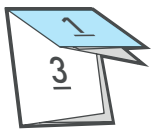


outside
front

inside
back

SIZE WHEN CLOSED

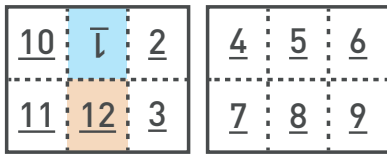
13.8x14.8 cm
13.8x20.5 cm



Tri-fold then half fold
(12 panels)

SIZE WHEN OPEN

41x41 cm
52.5x41 cm

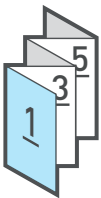


outside
front

inside
back

SIZE WHEN CLOSED

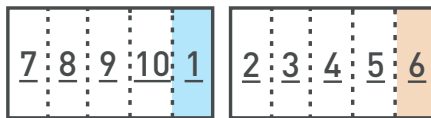
13.8x20.5 cm
17.6x20.5 cm



Four-fold accordion
fold
(10 panels)

SIZE WHEN OPEN

A4 (29.7x21 cm)
42x15 cm
A3 (42x29.7 cm)
A2 (59.4x42 cm)



outside
front

inside
back

SIZE WHEN CLOSED

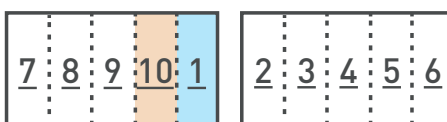
5.9x21 cm
8.4x15 cm
8.4x29.7 cm
11.8x42 cm



Z fold
with tri-fold
(10 panels)

SIZE WHEN OPEN

A3 (42x29.7 cm)
A2 (59.4x42 cm)



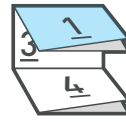
outside
front

inside
back

SIZE WHEN CLOSED

8.5x29.7 cm
12x42 cm

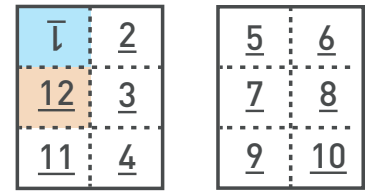
PORTRAIT



Half fold
then tri-fold
(12 panels)

SIZE WHEN OPEN

29.7x41 cm

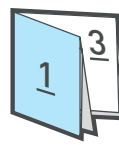


outside
front

inside
back

SIZE WHEN CLOSED

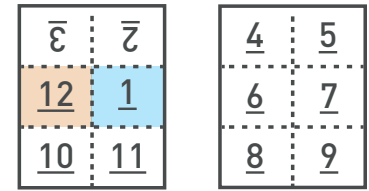
14.8x13.8 cm



Tri-fold then half fold
(12 panels)

SIZE WHEN OPEN

41x52.5 cm

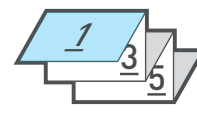


outside
front

inside
back

SIZE WHEN CLOSED

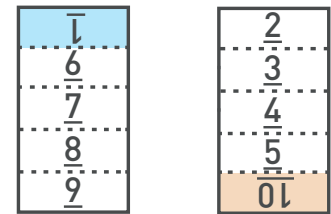
20.5x17.6 cm



Four-fold accordion
fold
(10 panels)

SIZE WHEN OPEN

A4 (21x29.7 cm)
15x42 cm
A3 (29.7x42 cm)
A2 (42x59.4 cm)

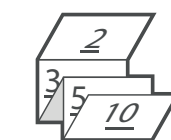


outside
front

inside
back

SIZE WHEN CLOSED

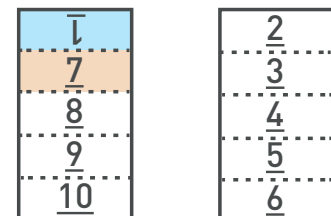
21x5.9 cm
15x8.4 cm
29.7x8.4 cm
42x11.8 cm



Z fold
with tri-fold
(10 panels)

SIZE WHEN OPEN

A3 (29.7x42 cm)
A2 (42x59.4 cm)



outside
front

inside
back

SIZE WHEN CLOSED

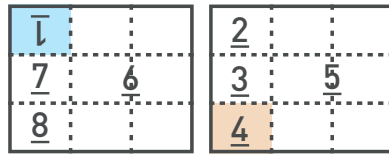
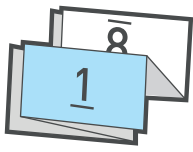
29.7x8.5 cm
42x12 cm

14-36 PANELS

■ front of folded flyer when closed

■ back of folded flyer when closed

LANDSCAPE



Z fold then Z fold
(18 panels)

outside
front

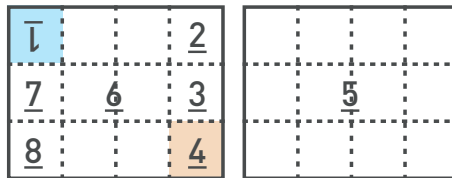
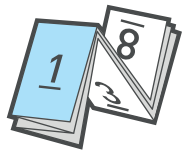
inside
back

SIZE WHEN OPEN

A3 (42x29.7 cm)
41x41 cm
51x36 cm

SIZE WHEN CLOSED

14x9.9 cm
13.6x13.6 cm
17x12 cm



Accordion fold
then Z fold
(24 panels)

outside
front

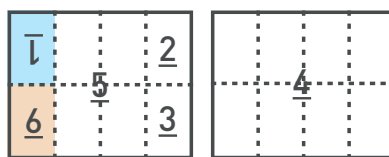
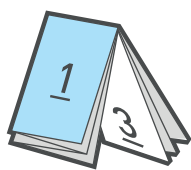
inside
back

SIZE WHEN OPEN

A3 (42x29.7 cm)
41x41 cm

SIZE WHEN CLOSED

10.5x9.9 cm
10.2x13.6 cm



Accordion fold
then half fold
(16 panels)

outside
front

inside
back

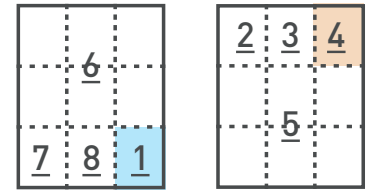
SIZE WHEN OPEN

A3 (42x29.7 cm)
41x41 cm

SIZE WHEN CLOSED

10.5x14.8 cm
10.2x20.5 cm

PORTRAIT



Z fold then Z fold
(18 panels)

outside
front

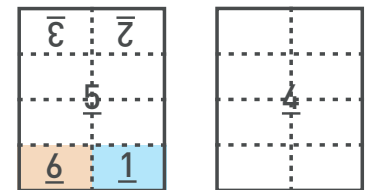
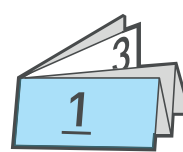
inside
back

SIZE WHEN OPEN

A3 (29.7x42 cm)
36x51 cm

SIZE WHEN CLOSED

9.9x14 cm
12x17 cm



Accordion fold
then half fold
(16 panels)

outside
front

inside
back

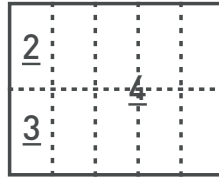
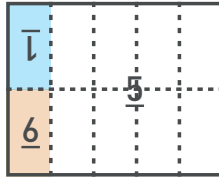
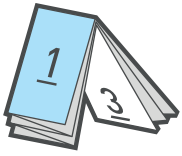
SIZE WHEN OPEN

A3 (42x29.7 cm)

SIZE WHEN CLOSED

10.5x14.8 cm

LANDSCAPE



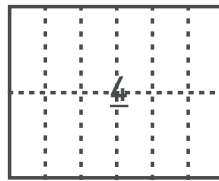
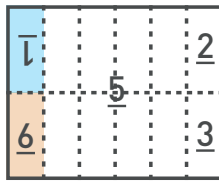
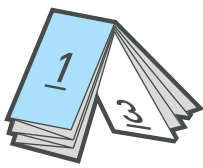
Four-fold
accordion fold then
half-fold
(20 panels)

outside
front

inside
back

SIZE WHEN OPEN
52.5x41 cm

SIZE WHEN CLOSED
10.5x20.5 cm



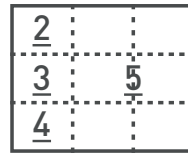
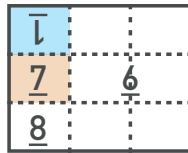
Five-fold accordion
fold then half-fold
(24 panels)

outside
front

inside
back

SIZE WHEN OPEN
A2 (59.4x42 cm)

SIZE WHEN CLOSED
9.9x21 cm



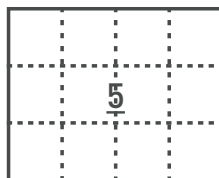
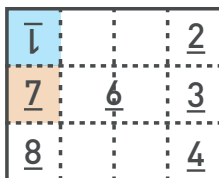
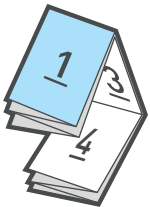
Z fold then tri-fold
(18 panels)

outside
front

inside
back

SIZE WHEN OPEN
A3 (42x29.7 cm)
51x36 cm

SIZE WHEN CLOSED
14x10 cm
17x12.1 cm



Accordion fold then
tri-fold
(24 panels)

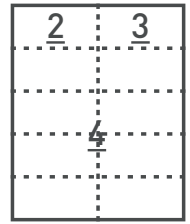
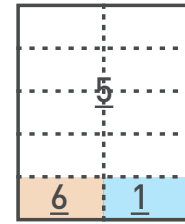
outside
front

inside
back

SIZE WHEN OPEN
41x41 cm

SIZE WHEN CLOSED
10.2x13.8 cm

PORTRAIT



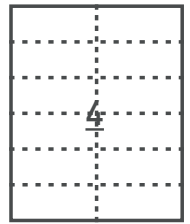
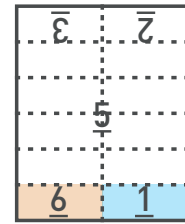
Four-fold
accordion fold then
half-fold
(20 panels)

outside
front

inside
back

SIZE WHEN OPEN
41x52.5 cm

SIZE WHEN CLOSED
20.5x10.5 cm



Five-fold accordion
fold then half-fold
(24 panels)

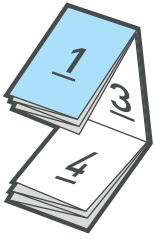
outside
front

inside
back

SIZE WHEN OPEN
A2 (42x59.4 cm)

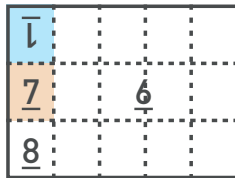
SIZE WHEN CLOSED
21x9.9 cm

LANDSCAPE

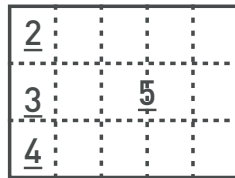


Four-fold
accordion fold
then tri-fold
(30 panels)

SIZE WHEN OPEN
52.5x41 cm



outside
front



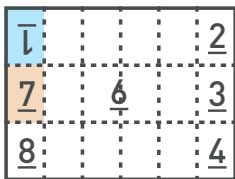
inside
back

SIZE WHEN CLOSED
10.5x13.8 cm

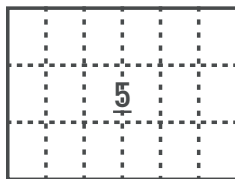


Five-fold accordion
fold then tri-fold
(36 panels)

SIZE WHEN OPEN
59.4x41 cm



outside
front



inside
back

SIZE WHEN CLOSED
9.9x13.8 cm