

Back Cover  
Panel: 9"x 12"

Front Cover  
Panel: 9"x 12"

CREATING A PRINT READY PDF:  
File >> Adobe PDF Presets >>  
PDF/X-1a:2001 >> Marks and  
Bleeds >> Check "Crop Marks"  
>> Set all bleeds to .125"

**TRIM AREA:** This will be the finished size of your project. Anything outside this line will be trimmed during finishing.

**FOLD LINES:** The project will be folded along these lines.

**NON- TEXT MARGIN:** All text should be kept at least .25" from the edge of the project. Anything within the non-text margin may be cut off during trimming.

**BLEED AREA:** This area extends .125" from the edge of the project. Any artwork that should reach to the edge of the project should extend into this area.



**QUESTIONS?**  
Give us a call at 419-492-2133

**THIS TEMPLATE IS FOR A  
9" X 12" FOLDER WITH 4" POCKETS**

The Herald

**POCKETS:** All artwork will appear upside down because the pockets will be folded to the inside of the folder.

Pockets  
Height: 4"

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Pockets  
Height: 4"

Glue Flap

Glue Flap

— FOLD —

— FOLD —

— FOLD —

Inside Left  
Panel: 9"x 12"







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THIS TEMPLATE IS FOR A  
9" X 12" FOLDER WITH 4" POCKETS

Inside Right  
Panel: 9"x 12"

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— FOLD —

This area will be covered  
by the pocket.

This area will be covered  
by the pocket.

— FOLD —

— FOLD —

Pockets  
Height: 4"

THIS SIDE SHOULD BE LEFT BLANK AS IT  
WILL BE THE INSIDE OF THE POCKET.

Pockets  
Height: 4"

THIS SIDE SHOULD BE LEFT BLANK AS IT  
WILL BE THE INSIDE OF THE POCKET.

Glue Flap

Glue Flap