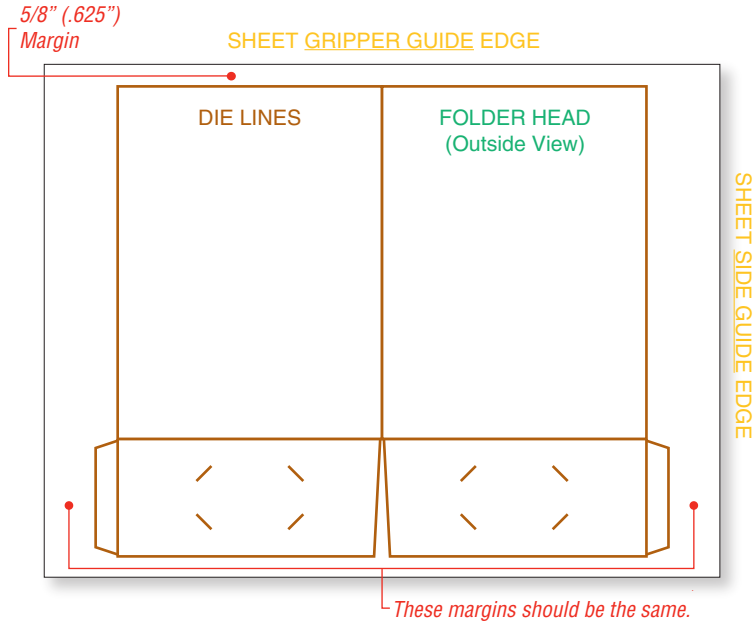


Pocket Folder Sheet Layout 1 (Do NOT use when Foil/Emboss/Deboss registers to print)

1-UP LAYOUT



1-UP GUIDELINES

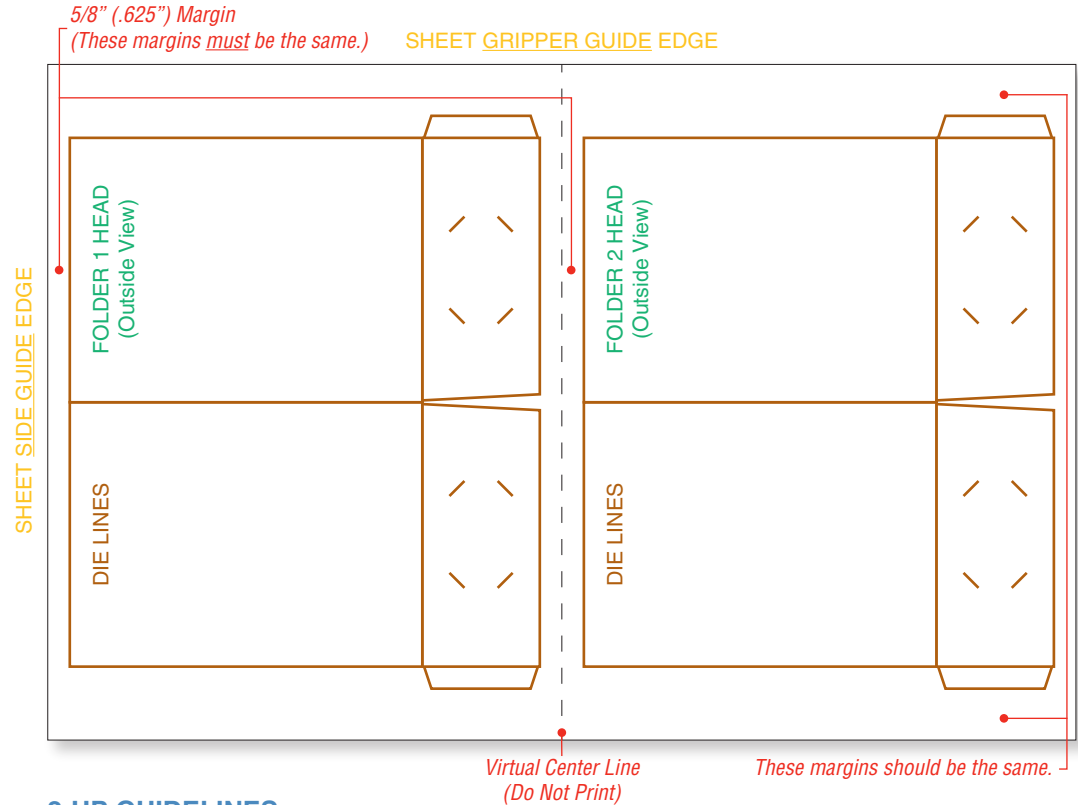
1. Place the outside view "Folder Head" die line 5/8" from the "Sheet Gripper Guide Edge".
2. Center the folder horizontally, such that the margin between the left sheet edge and the leftmost glue tab die line is equal to the margin between the "Sheet Gripper Guide Edge" and the rightmost glue tab die line.
3. Deliver the press sheets to us right from the press. Do not trim any part of the press sheets.

Note: The "Folder Head" must be located at the "Sheet Gripper Guide Edge".

HOW MANY OUT?

Pocket Folder Size	Sheet Size	Number Out
9"x12" w/One or Two 4" Pocket(s)	17.5"x22"	1
9"x12" w/One or Two 4" Pocket(s)	19"x25"	1
9"x12" w/One or Two 4" Pocket(s)	23"x35"	2
9"x12" w/One or Two 4" Pocket(s)	25.5"x38"	2
9"x12" w/One or Two 4" Pocket(s)	26"x40"	2

2-UP LAYOUT



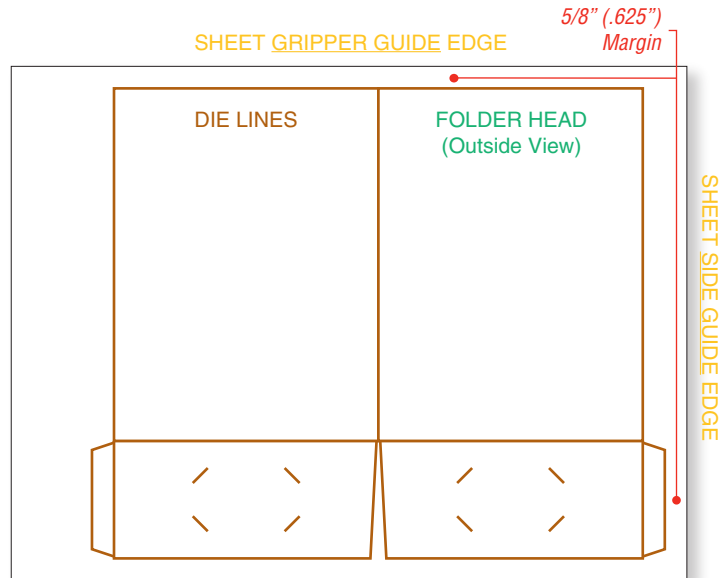
2-UP GUIDELINES

1. Divide the press sheet into two equal halves.
2. Place the outside view "Folder 1 Head" die line 5/8" from the "Sheet Side Guide Edge".
3. Place the "Folder Head 2" 5/8" from the virtual center line of the press sheet, not the bottom of "Folder 1".
4. Center both folders vertically, such that the margin between the "Sheet Gripper Guide Edge" and the topmost glue tab die lines of both folders is equal to the margin between the bottom of the sheet and the bottommost glue tab die lines of both folders.
5. Deliver the press sheets to us right from the press. Do not trim any part of the press sheets.

Note: The "Folder Head" of both folders must be located at the "Sheet Side Guide Edge" and "Virtual Center Line" of the press sheet respectively.

Pocket Folder Sheet Layout 2 (Use when Foil/Emboss/Deboss registers to print)

1-UP LAYOUT



1-Up Guidelines

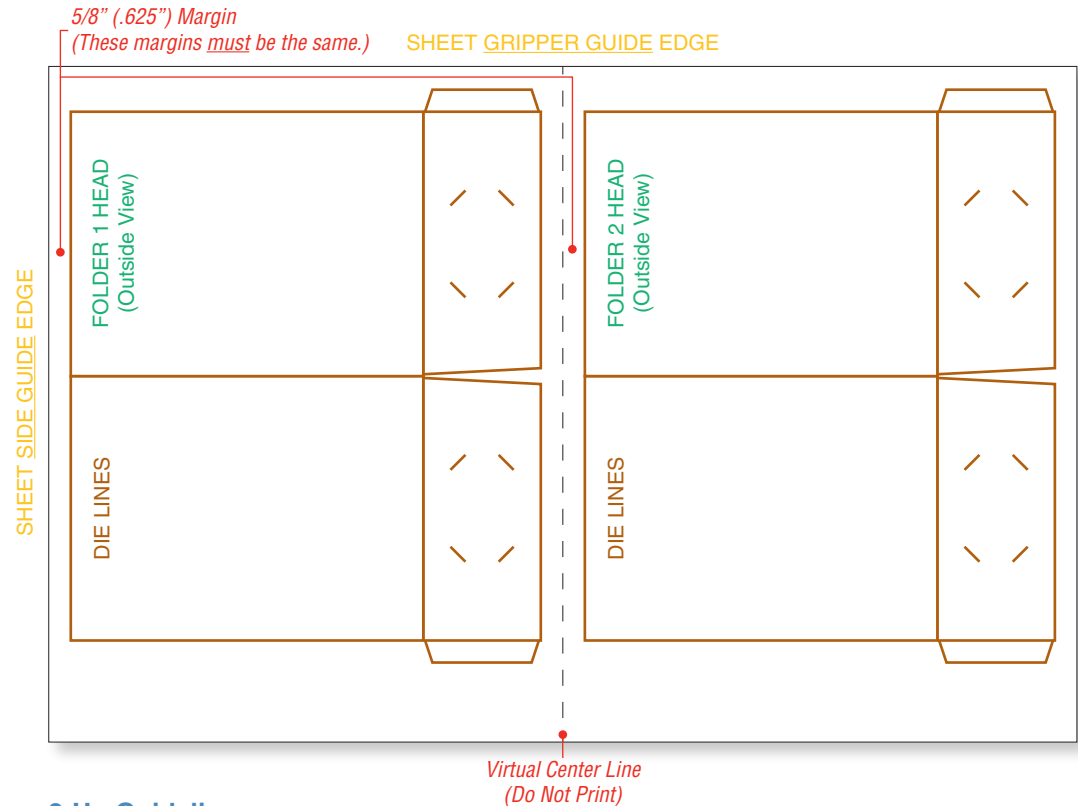
1. Place the outside view “Folder Head” die line 5/8” from the “Sheet Gripper Guide Edge”.
2. Place the rightmost glue tab die line 5/8” from the “Sheet Side Guide Edge”.
3. Deliver the press sheets to us right from the press. Do not trim any part of the press sheets.

Note: When foil/emboss/deboss registers to print, our press requires a 1-up pocket folder be printed in the upper right corner of the press sheet. Additionally, the “Folder Head” must be located at the “Sheet Gripper Guide Edge”.

How Many Out?

Pocket Folder Size	Sheet Size	Number Out
9”x12” w/One or Two 4” Pocket(s)	17.5”x22”	1
9”x12” w/One or Two 4” Pocket(s)	19”x25”	1
9”x12” w/One or Two 4” Pocket(s)	23”x35”	2
9”x12” w/One or Two 4” Pocket(s)	25.5”x38”	2
9”x12” w/One or Two 4” Pocket(s)	26”x40”	2

2-UP LAYOUT



2-Up Guidelines

1. Divide the press sheet into two equal halves.
2. Place outside view “Folder Head 1” 5/8” from the “Sheet Side Guide Edge”.
3. Place the “Folder Head 2” 5/8” from the virtual center line of the press sheet, not the bottom of “Folder 1”.
4. Place the topmost glue tab die lines of both folders 5/8” from the “Sheet Gripper Guide Edge”
5. Deliver the press sheets to us right from the press. Do not trim any part of the press sheets.

Note: When foil/emboss/deboss registers to print, our process requires that 2-up pocket folders be printed to yield the “1-up Layout” once the press sheet is cut exactly in half. Additionally, the “Folder Head” of both folders must be located at the “Sheet Side Guide Edge” and “Virtual Center Line” of the press sheet respectively.