

How do I prepare my folder for printing?

A folder can be useful for many purposes, as it can contain a lot of information without taking up much space. However, when creating your folder, there are a number of things you should pay attention to if you want the best possible result. In this guide, we will go through how to prepare your folder for print.

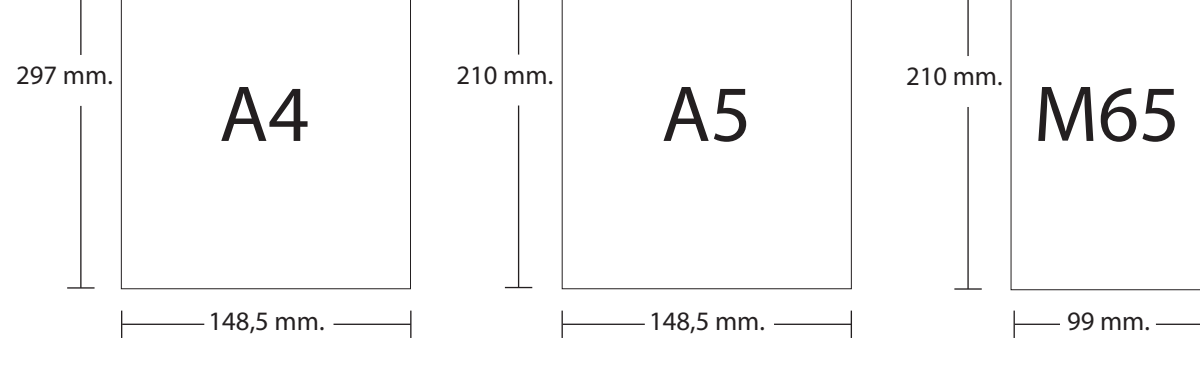
In general, for all print jobs, they must be sent as PDF files to campusprint@adm.ku.dk. If the files are too large for the email system, you can send them via www.wetransfer.com to the same email address. This provides us with a temporary link where we can download your file.

Below, we will review some of the most basic elements in setting up your folder. If you are in doubt, you are always welcome to contact us. These points can also be used as a checklist before you send your poster or banner for printing.

Format and Size

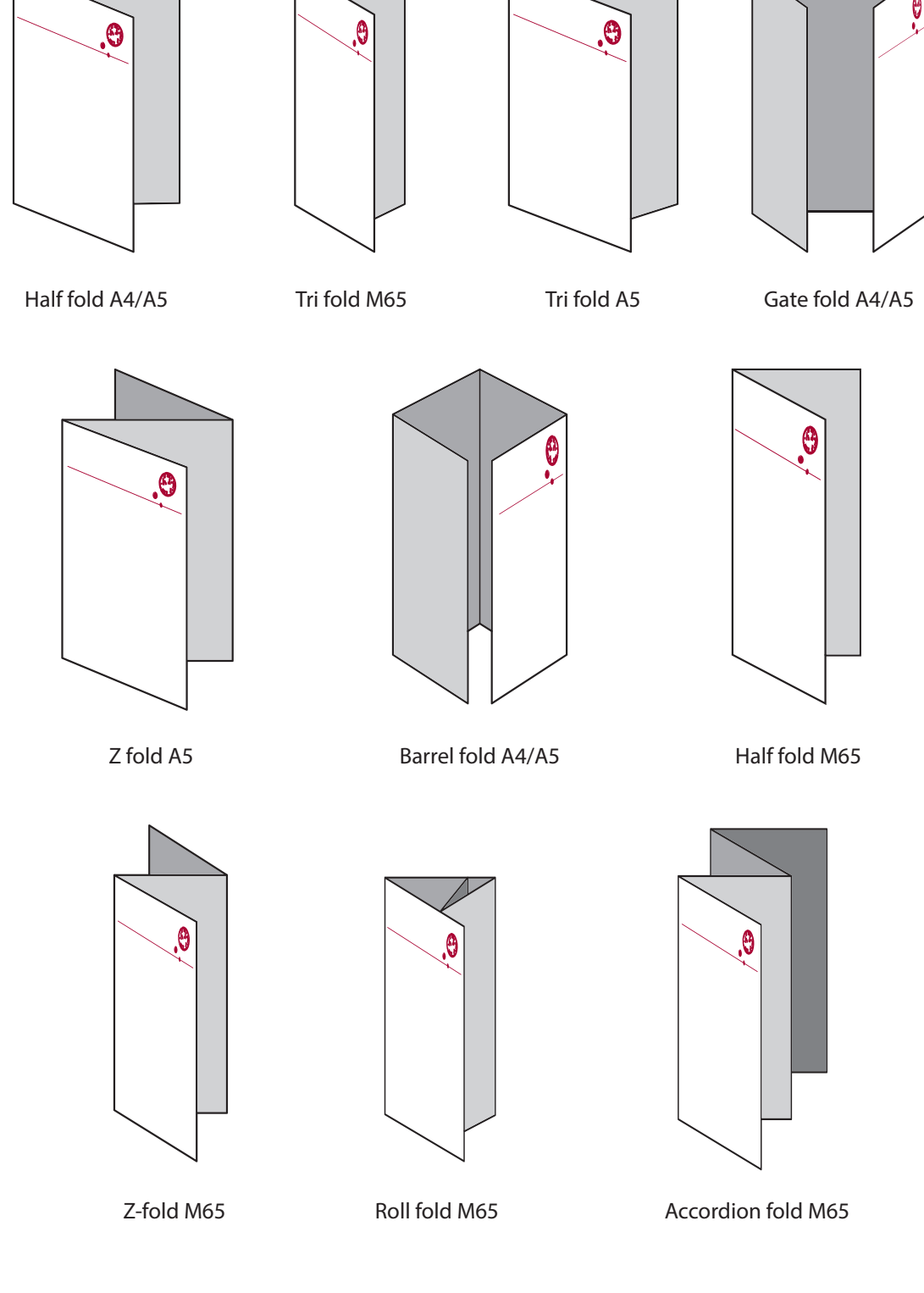
When specifying the size of your folder, always use the closed folder as the reference for the format. Depending on the type of folder you want, folders are available in different sizes based on A4, A5, and M65 formats. You can see the measurements for these in the illustrations below. However, we can easily create your folder in a more customized solution if you prefer.

When sending your folder to us, please send it as a PDF file with consecutive pages. We will make sure to set it up for the type of folder you want. Also, ensure that the size of your PDF matches the desired format, possibly with the addition of bleed if you have color extending to the edge.



Fold Types

We offer many different types of folds. Below, you can see a selection of the most commonly used fold types, as well as the formats we can provide them in. If you want other types of folds, we can easily make those too. You just need to specify how your folder should be folded or visit our shop with a sample of what you want, and we'll take it from there. If you are unsure about the measurements of the different folders, you are always welcome to contact us, and we will provide the exact dimensions for the folder(s) you want.



Design Guide

On the University of Copenhagen's design guide, you can find templates for your folders. There are templates available for both Microsoft Word and Adobe InDesign. If you want to find a template for Word, click on "Brochures and folders" and use the template provided there. If you work in InDesign, simply select the desired format, and the templates will be available.

We always recommend following these templates, as this ensures a professional result that complies with the University of Copenhagen's design profile and meets most of the requirements outlined in this guide. Most of the groundwork is already done, and if you need the UCPH logo on the front page, it is already included in the template in the correct quality. You can also find guidelines regarding fonts, sizes, and layout. You can access UCPH's design guide via the link below.

- [UCPH Design Guide \(Click to open\)](#)

Layout

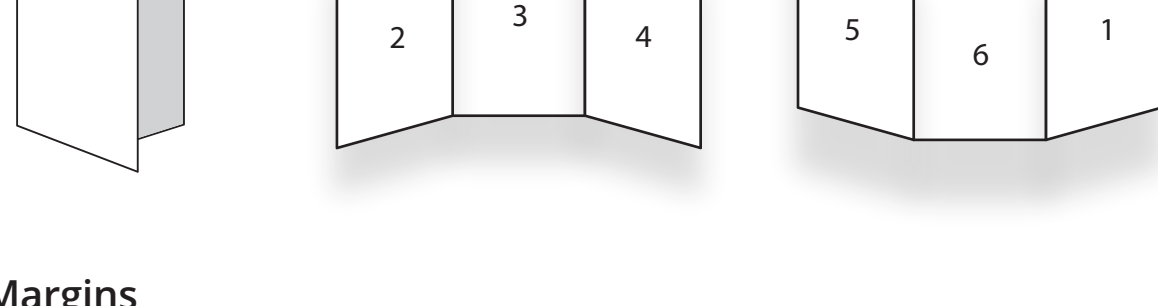
When creating your folder, there are a number of things you should pay attention to and keep in mind when preparing your file.

The page size in your PDF must match the folder size

When creating your PDF, make sure it consists of consecutive pages that match the size of your folder. We will then set it up and adjust the pages to fit the folder. For example, if you need a 2-panel A5 folder, the pages in your PDF should be A5 size (210 x 148.5 mm). However, you are also welcome to deliver a fully finished print-ready file if you have had a graphic designer do the layout or if you are confident in setting it up yourself.

The number of pages must match the number of panels

To avoid blank pages in your folder, it is important that the number of pages in your PDF matches the number of panels in your folder. For example, if you need a 3-panel A5 folder, it will have six panels when fully unfolded, as shown below. Therefore, your PDF file should contain six pages unless you want some pages to be blank.



Margins

We always recommend that your folder has an appropriate amount of space in the margins. This creates a clean visual appearance and makes it comfortable for the reader. The amount of margin depends on the fold type and the look you want for your folder. For an A4 folder, we recommend a minimum margin of 12 mm. For an A5 folder, a minimum of 8 mm, and for an M65 folder, a minimum of 5 mm. If you have color extending to the edge, you should also add bleed, which you can read more about in the next section.

Bleed

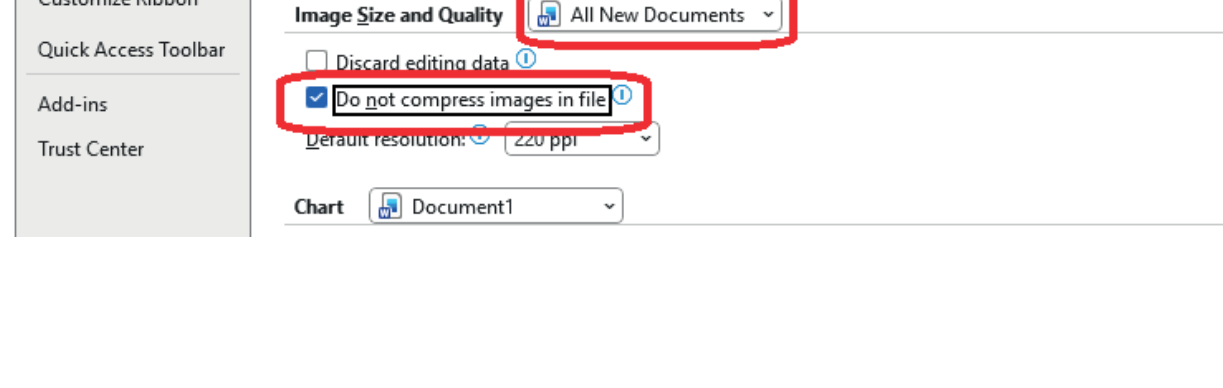
If your folder has color extending to the edge, it is important to add at least 3 mm bleed. If you do not add bleed, we will cut up to 3 mm into your folder on the sides, top, and bottom. Therefore, it is important to have some margin to spare if you cannot add bleed yourself, so your content does not get trimmed.

Converting to PDF

When converting your folder to PDF format, pay special attention to ensuring that the quality is not reduced during the conversion process. Below, we will show you how to save your folder from Microsoft Word and Adobe InDesign so that all charts, tables, and images are converted in full quality.

Microsoft Word

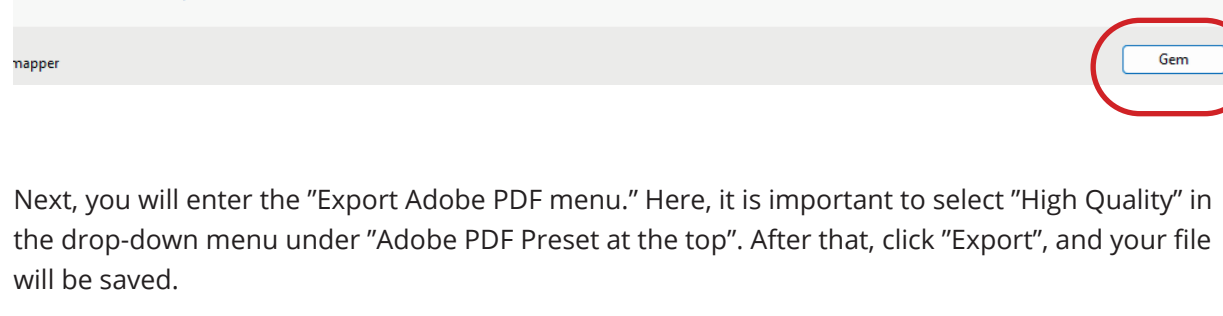
When you have created your folder in Microsoft Word and need to convert your file to PDF format, make sure that the image quality in your illustrations or pictures is not compressed. To do this, go to "File" -> "Options" -> "Advanced". Scroll down to the section "Image Size and Quality". Here, check the box "Do not compress images in file" and set the drop-down menu to "All new documents".



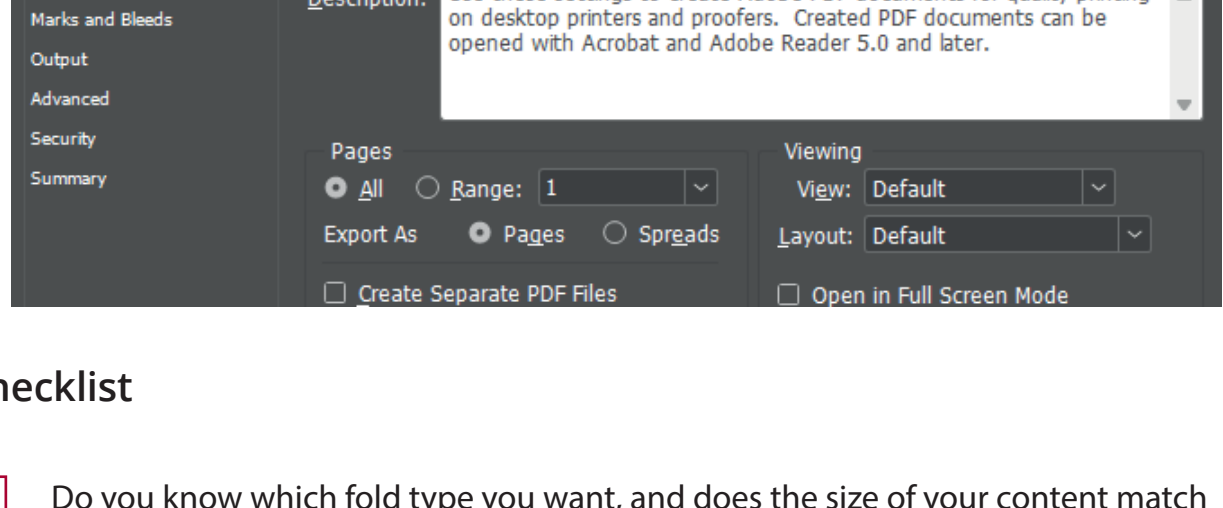
After that, under "File", select "Save as Adobe PDF". We recommend that you carefully review your PDF file and pay particular attention to whether all illustrations and images appear correctly.

Adobe InDesign

If you have created your folder in Adobe InDesign and need to save your file as a PDF, click on "File" and select "Export". Then, under "File Type", choose "Adobe PDF (Print) (*.pdf)" and click "Save".



Next, you will enter the "Export Adobe PDF menu." Here, it is important to select "High Quality" in the drop-down menu under "Adobe PDF Preset at the top". After that, click "Export", and your file will be saved.



Checklist

- ☐ Do you know which fold type you want, and does the size of your content match the size of the desired folder?
- ☐ Unless you have a finished print-ready file, make sure your PDF consists of consecutive pages that match the size of your folder.
- ☐ Does the number of pages in your PDF match the number of panels in the desired folder?
- ☐ Have you included an appropriate amount of space in the margins?
- ☐ Have you checked your PDF file for conversion errors and quality?