

Working with Master Presentation Folder Templates

A technical dieline serves as an indispensable layout guide for graphic professionals, mapping out exactly where a document will be die-cut, creased, and folded during post-press finishing. While these tooling vectors are essential for confirming layout positioning and fabricating the physical cutting tool, they function purely as production indicators and are never printed on the final press sheet.

Adobe InDesign Document Setup

To begin layout assembly, initialize a flat document equal to the full width and height of the open folder plus its pocket flaps. A minimum bleed parameter of 0.75" must be established across all four edges to fully clear and house the physical glue tabs. For instance, setting up a standard 9" x 12" folder with 3" folder pockets requires a raw flat canvas dimension of 18" x 15" with an active 0.75" bleed. When rendering your production-ready export print asset, always ensure the 'Use Document Bleed Settings' option is enabled under the Marks and Bleeds module.

For pristine design isolation, import the master dieline template into a dedicated, locked layer positioned strictly at the top of your layer hierarchy. Placing template vectors over active design layers allows the primary glue areas to serve as an on-screen knockout reference, preventing critical design coverage down the production line.

Managing Layer Options & Component Placement

The master specification template is split cleanly across a multi-page array: Page 1 maps the inside spreads and structural interior pockets, while Page 2 governs the outside front and back cover designs. It features multi-layered, interactive elements to customize your project specifications:

- **Standard Configurations:** Use the STANDARD file if your project features standard square pockets paired with standard angled business card slits.
- **Custom Configurations:** Use the OPTIONAL file if your layout requires custom structural pockets or specialized, non-standard business card holder cuts.

Step 1

Navigate to File > Place in Adobe InDesign.

Step 2

In the browser dialog, make sure to check the 'Show Import Options' box before selecting the master template file.

Step 3

Once the Import Options module opens, switch directly over to the Layers tab control panel.

Step 4

Target the specific canvas side you want to work on (Page 1 or Page 2) and toggle off any optional components not required for your layout.

Step 5

Production Rule: When building a classic folder with dual pockets, toggle the combined 'L-R' dual-pocket configuration layer active instead of rendering the independent 'L' and 'R' component paths separately.

Step 6

Before final output, hide or disable the 'Legend' and 'Image Area' guidance layers. These modules exist solely as a reference canvas to verify margins and safety placement indicators.

InDesign Import Interface Mapping

Use the reference canvas setup map below to confirm layer isolation options during template ingestion:

[INDESIGN INTERACTIVE LAYERS MODULE VIEWPORT]

Place PDF (PF_9x12x3_Master.pdf)	
[Preview Window]	General [LAYERS TAB]
(Inside Folder Spreads)	Show Active Template Layers
Total Pages Selected: 2	☐ BC Slits - Left ☒ BC Slits - Right ☐ Pocket - Left Flap ☒ Pockets - L-R Combined
☒ Show Live Layout Preview [Cancel] [OK]	

Integration Blueprint Checklist:

1. Active Eye [X] -> Toggles custom target elements visible.
2. Empty Box [] -> Hides structural components to avoid overlap conflicts.
3. Combined L-R -> Ensures symmetrical cutting tolerances on printing plates.