Presentation folders

What are presentation folders?

A presentation folder is folded card that holds loose papers or documents together for organisation and protection. Presentation folders usually consist of a sheet of card stock which is scored and folded, and has pockets to keep paper documents in place.

Presentation folders at UniPrint

A generic UWA presentation folder can be ordered through UniPrint's Online Ordering service at uniprint.uwa.edu.au/online-ordering.

We are also able to design your folder for you. Presentation folders are able to be designed with a thicker gusset (or spine) to allow for a large amount of documents. UniPrint has a range of dielines with or without gussets in a range of sizes to suit your requirements. They can also include slots to hold business cards; as well as a window-face cut out to allow the first page of your document to be seen through the folder cover. See the dieline templates on the following pages.

Presentation folders may be printed digitally, or via offset printing. Smaller print runs are usually printed digitally to keep the overall costs down. For print runs of under 50 copies, UniPrint offers a template with a stick-on pocket as a cost-effective option.

While our standard templates use consistent sizes, we are able to design folders using non-standard sizes if you find our existing folder dielines do not meet your needs. Additional costs may be incurred to create dielines based on your specifications.

### Access to UniPrint's Online Ordering service

Access for staff and students is simple. Go to uniprint.uwa.edu.au/online-ordering and log in with your Pheme details (your staff or student number and password). You will be given access to upload and order your print ready jobs. To access the full range of services, or to have as default the billing and delivery details for your Business Unit you need to be registered in our system. Fill in our registration form and following approval from your school's administration we will give you access to the full range of relevant templates.

THE UNIVERSITY OF WESTERN AUSTRALIA | UniPrint
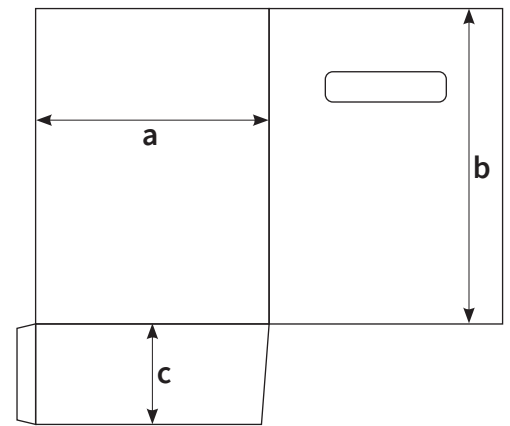
UniPrint folder dielines

SPD Single glue pocket, no gusset (digital print)

	a	b	c			window face
SPD	220	305	100			
SPWD	220	305	100			✔
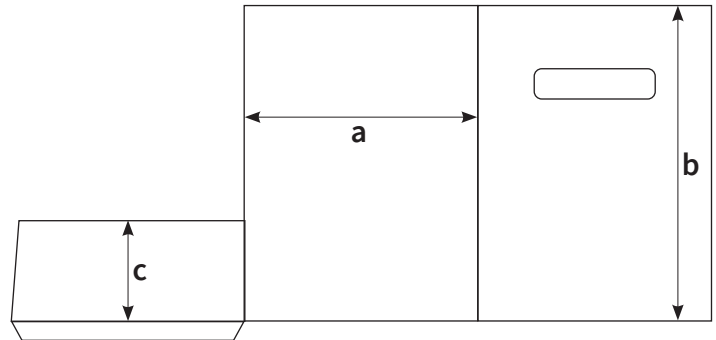
SPO Single glue pocket, no gusset (offset print)

	a	b	c			window face
SPO	220	305	100			
SPWO	220	305	100			✔

SPGD Single glue pocket, with gusset (digital print)

	a	b	c	d		window face
SP3GD	220	305	100	3		
SP3GWD	220	305	100	3		✔
SP5GD	220	305	100	5		
SP5GWD	220	305	100	5		✔
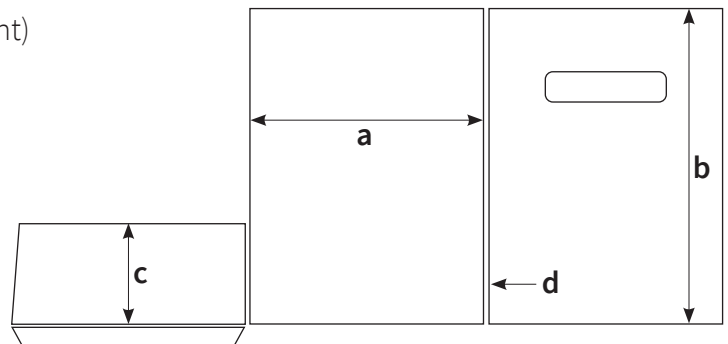
SPGO Single glue pocket, with gusset (offset print)

	a	b	c	d		window face
SP3GO	220	305	100	3		
SP3GWO	220	305	100	3		✔
SP5GO	220	305	100	5		
SP5GWO	220	305	100	5		✔
SP8GO	220	305	100	8		
SP8GWO	220	305	100	8		✔

UniPrint folder dielines

DPO   Double glue pocket, no gusset (offset print)

	a	b	c			window face
DPO	220	305	100			
DPWO	220	305	100			✔
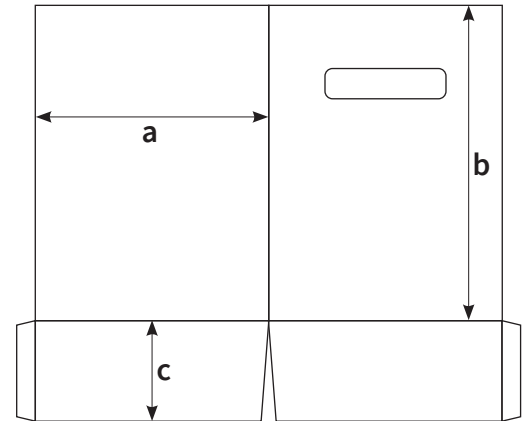
DPGO   Double glue pocket, with gusset (offset print)

	a	b	c	d		window face
DP3GO	220	305	100	3		
DP3GWO	220	305	100	3		✔
DP5GO	220	305	100	5		
DP5GWO	220	305	100	5		✔
DP8GO	220	305	100	8		
DP8GWO	220	305	100	8		✔

UniPrint existing folder dielines for reprints only

UPA — Single glue pocket, no gusset (offset print)

	a	b	c			window face
UPA1	230	310	100			
UPA1W	230	310	100			✔
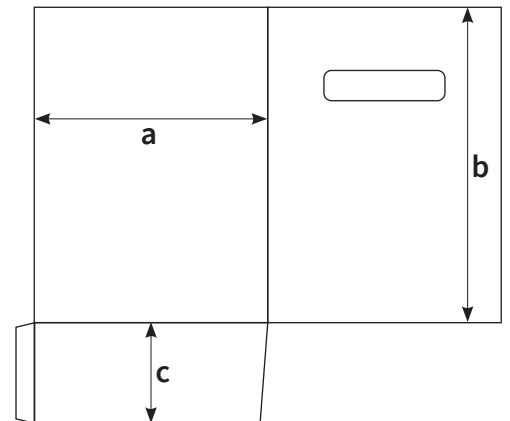
UPB — Double glue pocket, no gusset (offset print)

	a	b	c			window face
UPB1	230	310	100			
UPB1W	230	310	100			✔
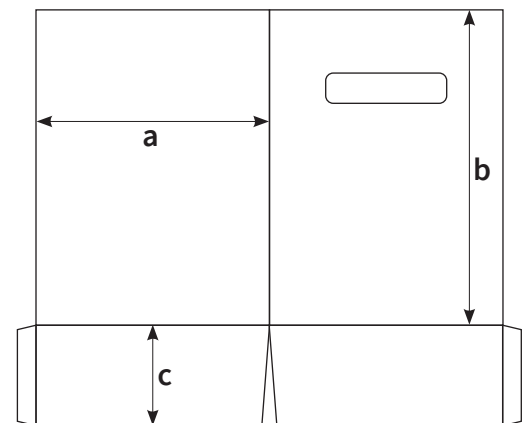
UPC — Single glue pocket, with gusset (offset print)

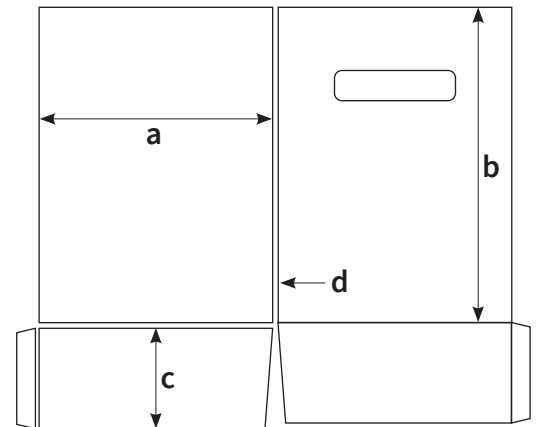|	a	b	c	d		window face
UPC1	230	310	100	3		
UPC1W	230	310	100	3		✔
UPC2	230	310	100	5		
UPC2W	230	310	100	5		✔
UPC3	230	310	100	8		
UPC3W	230	310	100	8		✔
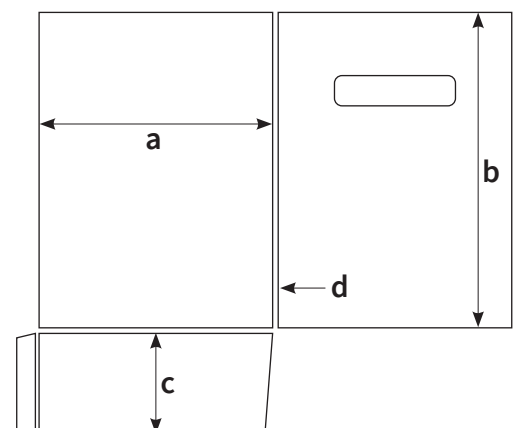
PRESENTATION FOLDERS

UniPrint existing folder dielines for reprints only

UPD — Double glue pocket, with gusset (offset print)

	a	b	c	d		window face
UPD1	230	310	100	3		
UPD1W	230	310	100	3		✔
UPD2	230	310	100	5		
UPD2W	230	310	100	5		✔
UPD3	230	310	100	8		
UPD3W	230	310	100	8		✔

UPE — Locking tab pocket, with or without gusset (offset print)

	a	b	c	d	e	window face
UPE1	230	310	100	0	55	
UPE1W	230	310	100	0	55	✔
UPE2	215	310	65	5	65	
UPE2W	215	310	65	5	65	✔
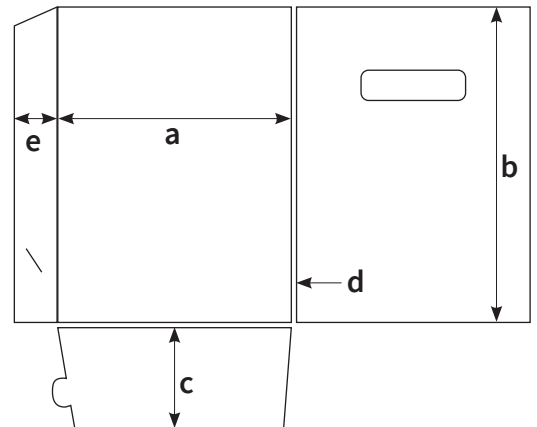
UPF — Stick-on pocket, no gusset (digital print)

	a	b			
UPF1	220	305			
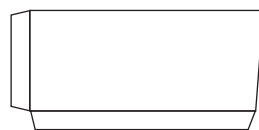
Double sided tape to base of folder
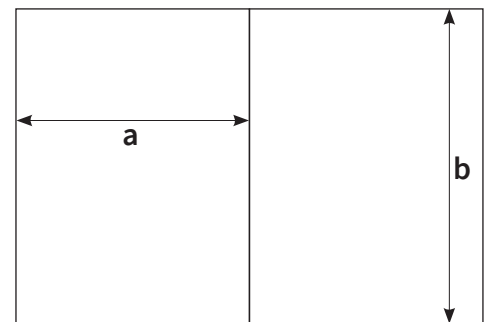
UPH — Single glue pocket with side tab, no gusset (offset print)

	a	b	c		e	window face
UPH1	220	305	100		55	
UPH1W	220	305	100		55	✔