

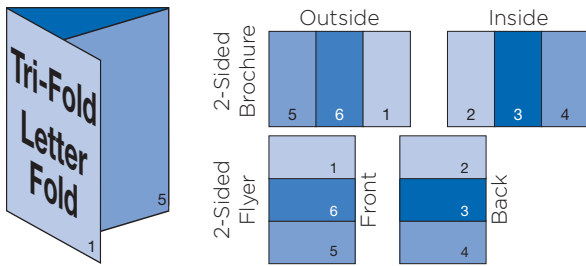
FOLDING GUIDELINES

Designing your printed piece to work with the folding that you have chosen is very important.

The folding default is head out/head up (the top or right side of the first page will be the visible panel once folded).

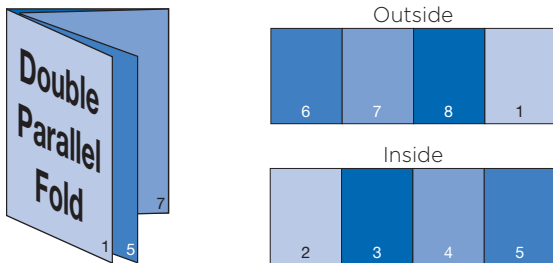
Our state-of-the-art computerized folder is capable of folding sheets of paper up to 20" x 28" and folding down to a finished size of 3". We also have with the ability to do an open or closed gate-fold.

Letter-fold / Tri-fold - paper is folded in thirds, with one flap covering the other (ex. 8.5" x 11" folds to 3.6875" x 8.5", and fits into a standard #10 envelope). Letter fold uses slightly different sized panels to ensure that the panel that folds in fits nicely and doesn't hit the fold of the other panels.



Letter / Tri-fold - Outside panels are slightly larger

Paper Size	Panels 5/4	Panels 6/3	Panels 1/2
8.5" x 11"	3.625"	3.6875"	3.6875"
8.5" x 14"	4.625"	4.6875"	4.6875"
11" x 17"	5.625"	5.6875"	5.6875"
11" x 25.5"	8.375"	8.5625"	8.5625"

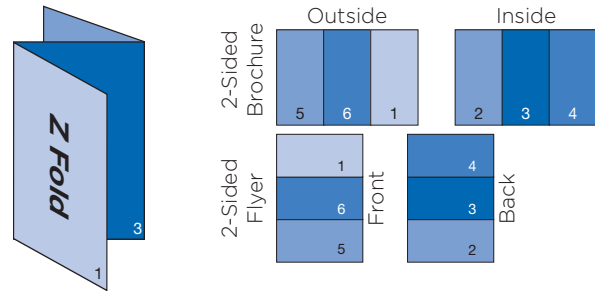


Double Parallel fold - paper is folded in half and then half again. The inside pages are slightly smaller than the outside pages.

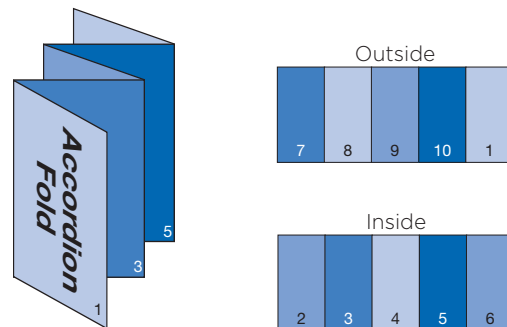
Double Parallel fold - Panel 6/5 are slightly smaller

Paper Size	Panels 6/5	Panels 7/4	Panels 8/3	Panels 1/2
8.5" x 11"	2.69"	2.77"	2.77"	2.77"
8.5" x 14"	3.437"	3.521"	3.521"	3.521"
11" x 17"	4.205"	4.265"	4.265"	4.265"
11" x 25.5"	6.312"	6.396"	6.396"	6.396"

Z-fold - paper is folded in thirds, accordion style (ex. 8.5" x 11" folds to 3.667" x 8.5", and fits into a standard #10 envelope).

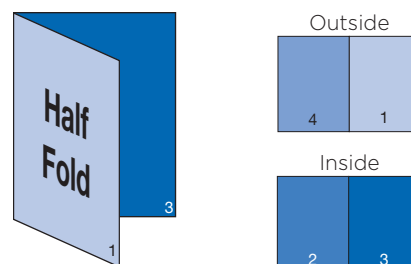


Accordion fold - similar to a Z-fold, paper is folded in fourths/fifths..., accordion style. Each panel is the same size.



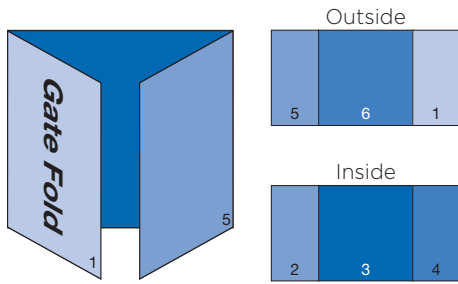
Z / Accordion fold - All panels are the same size

Paper Size	(3) Panels	(4) Panels	(5) Panels
8.5" x 11"	3.667"	2.75"	—
8.5" x 14"	4.667"	3.5"	—
11" x 17"	5.667"	4.25"	3.4"
11" x 25.5"	8.5"	6.375"	5.1"



Half-fold / Bi-fold - paper is folded in half (ex. 11" x 17" folds to 8.5" x 11", 8.5" x 11" folds to 5.5" x 8.5"....).

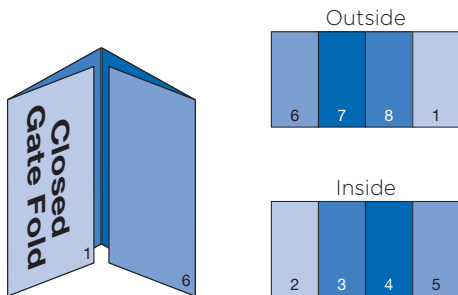
Gate-fold - paper is folded with the two outside panels each folding towards the middle. The two panels that fold in are slightly smaller than half of the sheet.



Gate fold - folding panels are slightly smaller than half

Paper Size	Panels 5/4	Panels 6/3	Panels 1/2
8.5" x 14"	3.46875"	7.0625"	3.46875"
9" x 12"	2.96875"	6.0625"	2.96875"
11" x 17"	4.21875"	8.5625"	4.21875"
11" x 25.5"	6.34375"	12.78125"	6.34375"

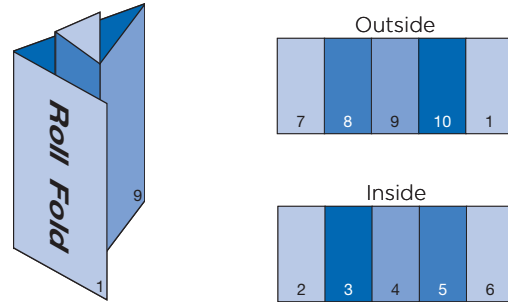
Closed Gate / Double Gate fold - a gate fold that is folded in half.



Closed Gate fold - outside panels are slightly smaller than quarter

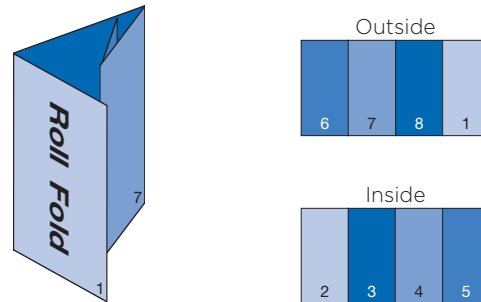
Paper Size	Panels 6/5	Panels 7/4	Panels 8/3	Panels 1/2
8.5" x 14"	3.4375"	3.5625"	3.5625"	3.4375"
9" x 12"	2.9375"	3.0625"	3.0625"	2.9375"
11" x 17"	4.21875"	4.28125"	4.28125"	4.21875"
11" x 25.5"	6.3125"	6.4375"	6.4375"	6.3125"

Roll fold - paper is folded in fourths/fifths..., rolling in on each other (like a spiral). The panels each get a little smaller so that they can fit inside each other.



Roll fold (5 Panels) - each panel is incrementally smaller

Paper Size	Panels 7/6	Panels 8/5	Panels 9/4	Panels 10/3	Panels 1/2
9" x 16"	3.0751"	3.1375"	3.2"	3.2937"	3.2937"
11" x 17"	3.2751"	3.3375"	3.4"	3.4937"	3.4937"
11" x 24"	4.6751"	4.7375"	4.8"	4.8937"	3.8937"
11" x 25.5"	4.9751"	5.0375"	5.1"	5.1937"	5.1937"



Roll fold (4 Panels) - each panel is incrementally smaller

Paper Size	Panels 6/5	Panels 7/4	Panels 8/3	Panels 1/2
8.5" x 14"	3.4063"	3.4687"	3.5625"	3.5625"
11" x 17"	4.1563"	4.2187"	4.3125"	4.1325"
11" x 24"	5.9063"	5.9687"	6.0625"	6.0625"
11" x 25.5"	6.2817"	6.3125"	6.4529"	6.4529"