

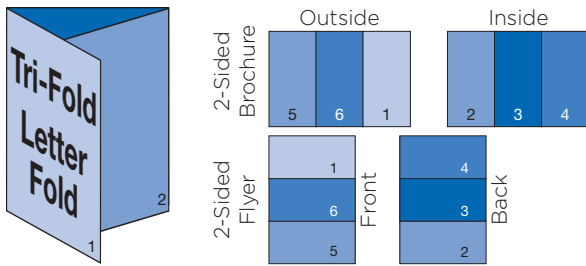
# FOLDING GUIDELINES

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).

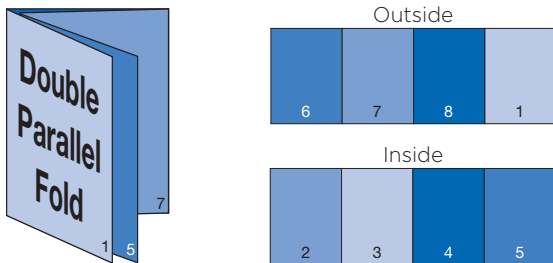
Our state-of-the-art computerized folder is capable of folding sheets of paper up to 20" x 28" and folding down to a finished size of 3". We also have with the ability to do an open or closed gate-fold.

**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	Panel #5	Panel #6	Panel #1
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"

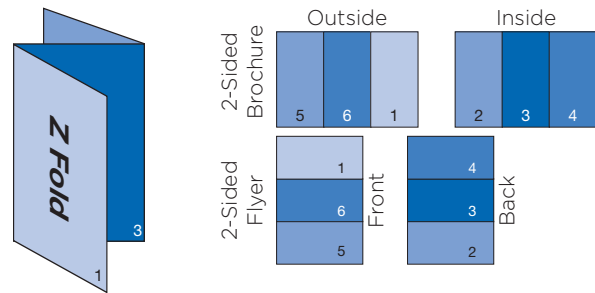


**Double Parallel fold** - paper is folded in half and then half again. The inside pages are slightly smaller than the outside pages.

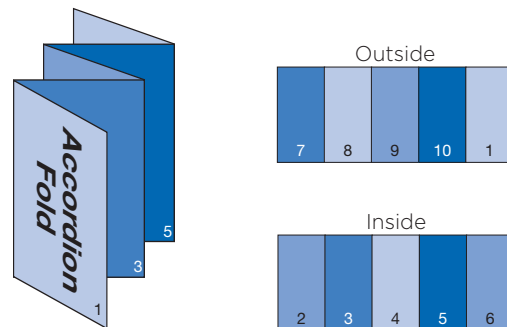
**Double Parallel fold** - Outside panels are slightly larger

Paper Size	Panel #6	Panel #7	Panel #8	Panel #1
8.5" x 11"	2.6875"	2.6875"	2.8125"	2.8125"
8.5" x 14"	3.4375"	3.4375"	3.5625"	3.5625"
11" x 17"	4.21875"	4.21875"	4.28125"	4.28125"
11" x 25.5"	6.3125"	6.3125"	6.4375"	6.4375"

**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).

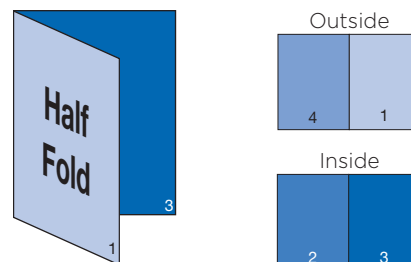


**Accordion fold** - similar to a Z-fold, paper is folded in fourths/fifths..., accordion style. Each panel is the same size.



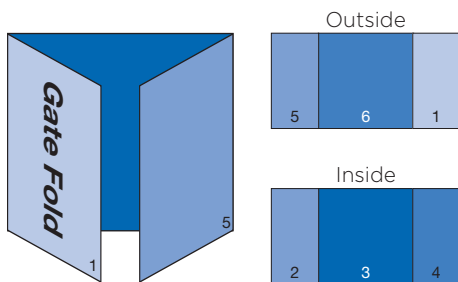
**Z / Accordion fold** - All panels are the same size

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"	5.6875"
11" x 25.5"	8.5"	6.375"	3.643"



**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"....).

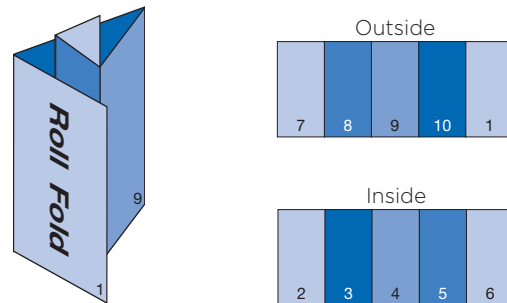
**Gate-fold** - paper is folded with the two outside panels each folding towards the middle. The two panels that fold in are slightly smaller than half of the sheet.



**Gate fold** - folding panels are slightly smaller than half

Paper Size	Panel #5	Panel #6	Panel #1
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"

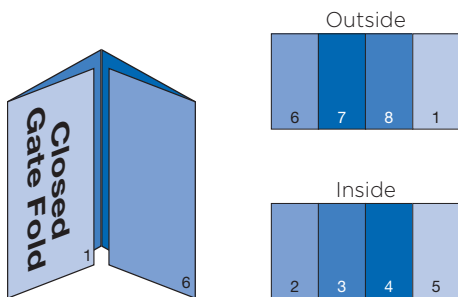
**Roll fold** - paper is folded in fourths/fifths..., rolling in on each other (like a spiral). The panels each get a little smaller so that they can fit inside each other.



**Roll fold** - each panel is incrementally smaller

Paper Size	Panel #7	Panel #8	Panel #9	Panel #10	Panel #1
9" x 16"	3.075"	3.1375"	3.2"	3.2625"	3.325"
11" x 17"	3.275"	3.3375"	3.4"	3.4625"	3.525"
11" x 24"	4.675"	4.7375"	4.8"	4.8625"	3.925"
11" x 25.5"	4.975"	5.0375"	5.1"	5.1625"	5.225"

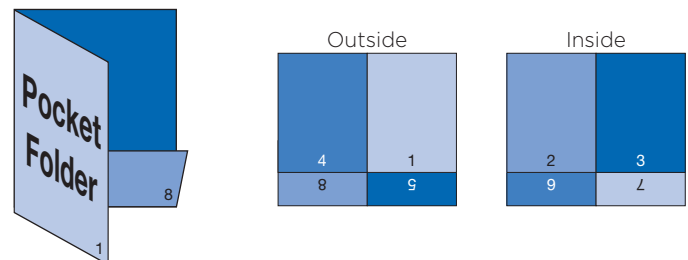
**Closed Gate / Double Gate fold** - a gate fold that is folded in half.



**Closed Gate fold** - outside panels are slightly smaller than quarter

Paper Size	Panel #6	Panel #7	Panel #8	Panel #1
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"

**Pocket Folder** - pockets are folded up and then the Folder is folded in half.



**Pocket Folder**

Paper Size	Width	Height	Pocket
9"w x 12"h with 4" pockets	9"	12"	4"
Flat	18"	16"	
9"w x 12"h with 3" pockets	9"	12"	3"
Flat	18"	15"	