

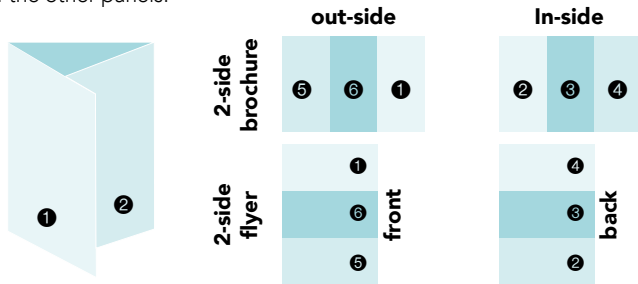
# FOLDING GUIDE

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).

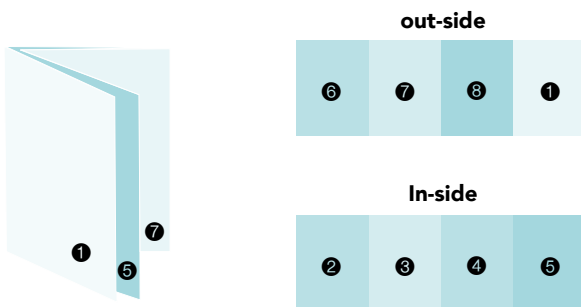
Our state-of-the-art computerized folder is capable of folding sheets of paper up to 20" x 28" and folding down to a finished size of 3". We also have with the ability to do an open or closed gate-fold.

**[ 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 Fold / 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"

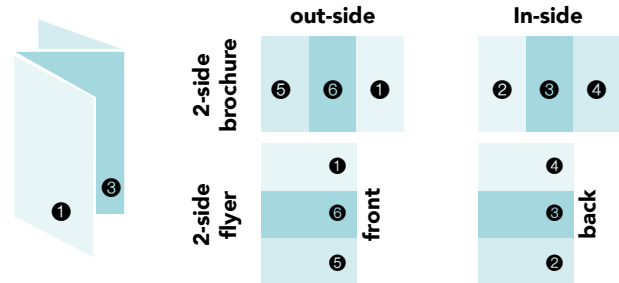


**Double Parallel Fold** Outside panels are slightly larger

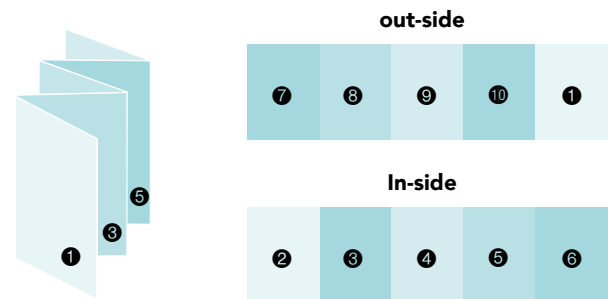
Paper Size	Panel #6	Panel #7	Panel #8	Panel #1
8.5" x 11"	2.6875"	2.6875"	2.8125"	2.8125"
8.5" x 14"	3.4375"	3.4375"	3.5625"	3.5625"
11" x 17"	4.21875"	4.21875"	4.28125"	4.28125"
11" x 25.5"	6.3125"	6.3125"	6.4375"	6.4375"

All Measurements are in inches.  
All panel measurements are width of that panel.

**[ Z Fold ]** Paper is folded in thirds, accordion style (ex. 8.5" x 11" folds to 3.776" x 8.5", and fits into a standard #10 envelope).

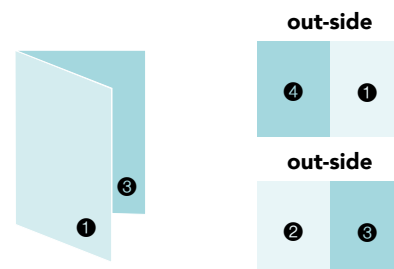


**[ Accordion Fold ]** Similar to a Z-fold, paper is folded in fourths / fifths..., accordion style. Each panel is the same size.



**Z / Accordion Fold** All panels are the same size

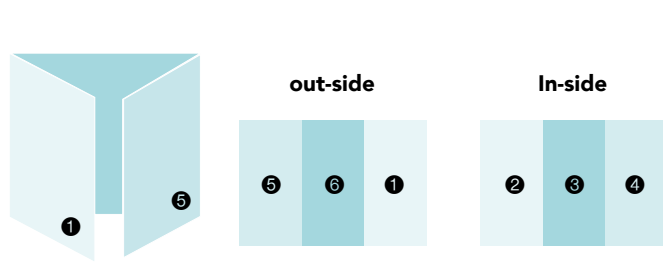
Paper Size	(3) Panels	(4) Panels	(5) Panels
8.5" x 11"	3.667"	2.75"	-
8.5" x 14"	4.667"	3.5"	-
11" x 17"	5.667"	4.25"	5.6875"
11" x 25.5"	8.5"	6.375"	3.643"



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

# FOLDING GUID

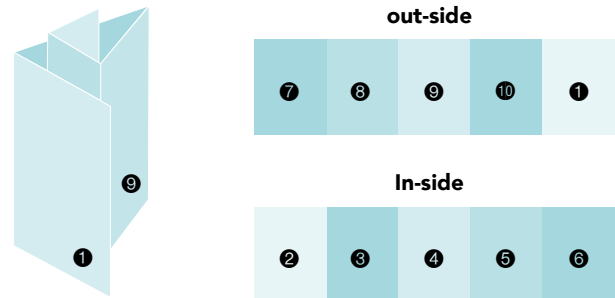
**[ Gate Fold ]** Paper is folded with the two outside panels each folding towards the middle. The two panels that fold in are slightly smaller than half of the sheet.



**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"

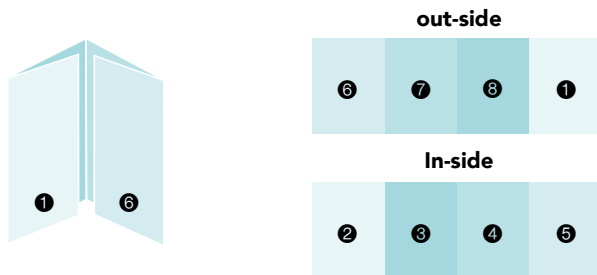
**[ Gate Fold ]** Paper is folded with the two outside panels each folding towards the middle. The two panels that fold in are slightly smaller than half of the sheet.



**Gate Fold** Folding panels are slightly smaller than half

Paper Size	Panel #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"

**Double Gate Fold / losed Gate** A gate fold that is folded in half.

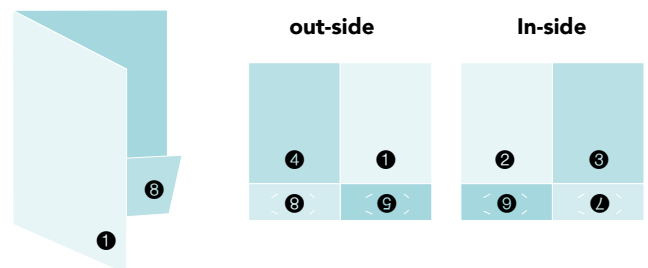


**Double Gate Fold** Outside panels are slightly smaller than quarter

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"

All Measurements are in inches.  
All panel measurements are width of that panel.

**Pocket Folder** Pockets are folded up and then the folder is folded in half.



**Double Gate Fold**

Paper Size	Width	Height	Pocket
9"w x 12"h with 4"	9"	12"	4"
Flat	18"	16"	Letter Size
9"w x 14.5"h with 4"	9"	14.5"	4"
Flat	18"	18.5"	Legal Size

- 1 Pocket right side with Business Cards Slits
- 1 Pocket right side without Business Card Slits
- 2 Pockets without Business Card slits
- 2 Pockets with Business Card slits both sides
- 2 Pockets with Business Card slits left side
- 2 Pockets with Business Card slits right side



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