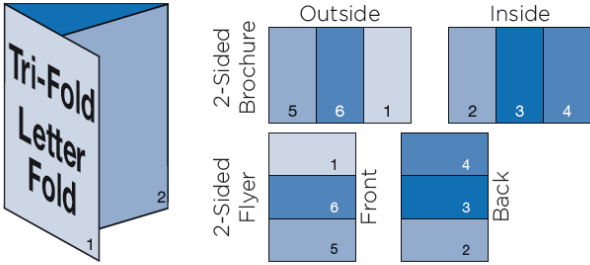


FOLDING GUIDELINES

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

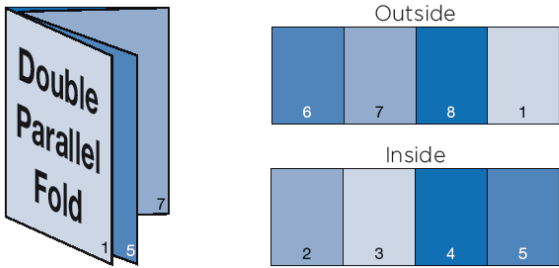
The folding default is head out/head up (the top or right side of the first page will be the visible panel once folded).

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.



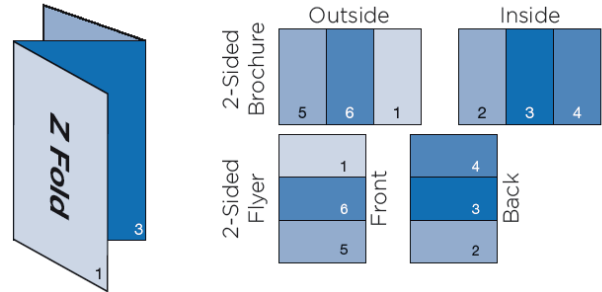
Letter / Tri-fold - Outside panels are slightly larger

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"



Double Parallel fold - paper is folded in half and then half again. All panels are the same size.

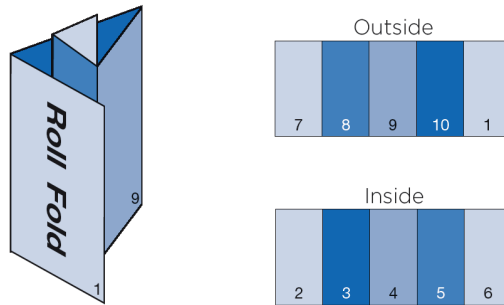
Z-fold - paper is folded in thirds (ex. 8.5" x 11" folds to 3.667" x 8.5", and fits into a standard #10 envelope).



Z fold - All panels are the same size

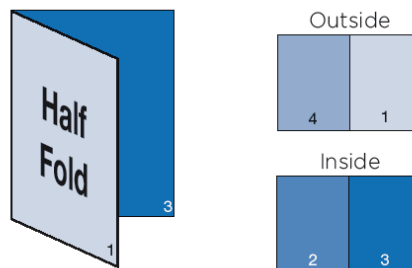
Paper Size	(3) Panels	(4) Panels	(5) Panels
8.5" x 11"	3.667"	2.75"	—
8.5" x 14"	4.667"	3.5"	—
11" x 17"	5.667"	4.25"	5.6875"

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"



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"....).