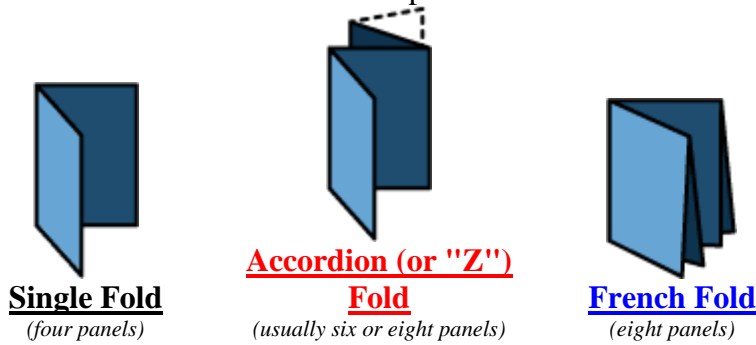


Folding Guide

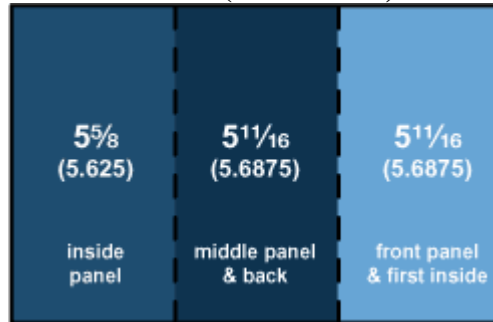
Many of the more common folds are shown in the following diagrams. Certain folds require "short panels" to allow the finished piece to remain flat. The short panels are identified on the pictures below. The amount of trim for the short panels will depend upon the weight and type of stock used in your project, but a safe measurement is $\frac{1}{16}$ th of an inch. Use the supplied panel dimensions to help make sure your project folds correctly. For specific information about your project, contact your Sales or Customer Service Representative.



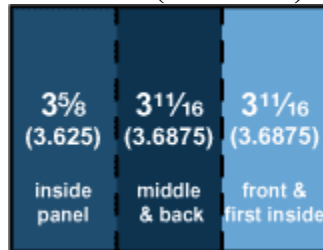
Letter Fold



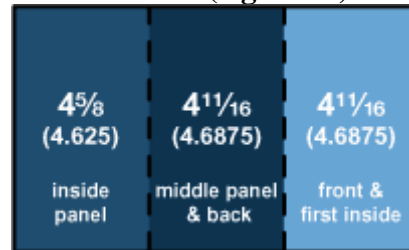
11 x 17 (tabloid size)



8 $\frac{1}{2}$ x 11 (letter size)

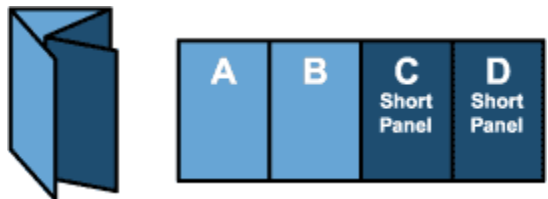


8 $\frac{1}{2}$ x 14 (legal size)



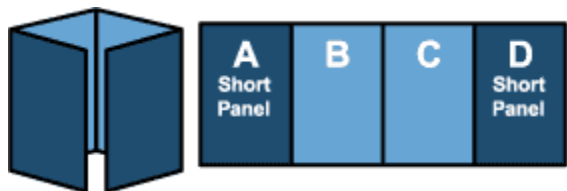
When doing a **trifold**, divide your paper width by 3 (ie, on an 8 $\frac{1}{2}$ x 11 sheet, divide 11 by 3 to get 3.6667). Round that number *up* to nearest 32nd of an inch (ie, 3.6875). This number will be the size of your two wide panels. To get third (short) panel, subtract a 16th, or .0625 from the wide panel size (ie, 3.625).

Double Parallel Fold/Four-Panel Gate Fold



Double Parallel Fold

(eight panels)

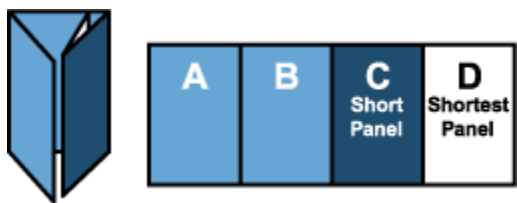


Gate Fold

(eight panels)

When doing a **four panel double parallel fold** or **four panel gate fold**, two of the panels are wide and two short. Divide your width by 4 (ie, 17 divided by 4 is 4.25). Add a 32nd, or .03125, to the number to get your wide panel size (ie, 4.28125). Subtract a 16th, or .0625, from the wide panel size to get your short panel size (ie, 4.21875).

Roll Fold



Roll Fold

(eight-panels example)

Four panel roll folds have two panels that are the largest size, a short panel, and an even shorter panel. Divide your width by 4 (ie, 17 divided by 4 is 4.25). Add a 16th, or .0625, to the number to get your wide panel size (ie, 4.3125). Subtract $\frac{3}{32}$ nds, or .09375, from that number to get the short size (ie, 4.21875). To get the final, even shorter size (the shortest size), subtract another 16th, or .0625 (ie, 4.15625). This actually makes the difference between the two large panels and the short panel $\frac{3}{32}$ s instead of a 16th, but that's only a 32nd of an inch difference.