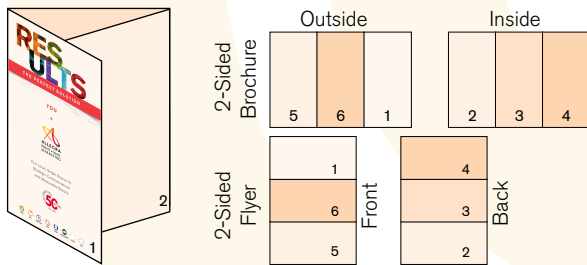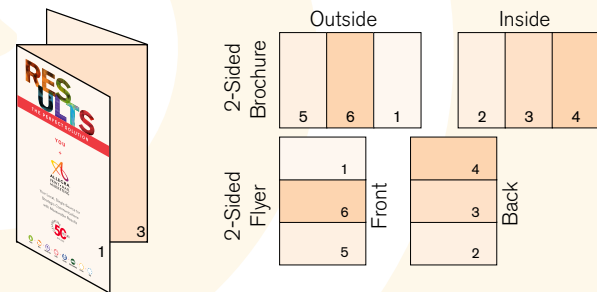# Folding Guidelines

Designing your project to work best within your choice of folding.

Letter-fold / Tri-fold - *Outside panels are slightly larger*

Paper is folded in thirds (ex. 8.5" x 11" folds to 3.6875" x 8.5", and fits into a standard #10 envelope). A letter-fold has a slightly smaller panel to ensure that it folds nicely and doesn't hit the fold of the other panels.
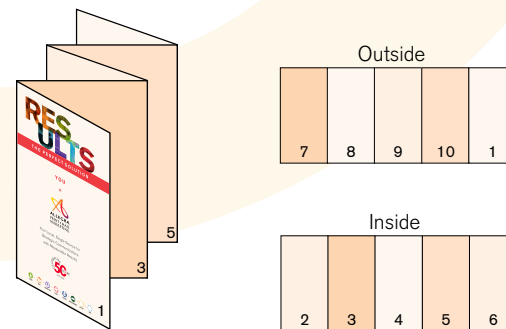

Paper Size	Panel #5	Panel #6	Panel #1
8.5" x 11"	3.625"	3.6875"	3.6875"
8.5" x 14"	4.625"	4.6875"	4.6875"
11" x 17"	5.625"	5.6875"	5.6875"

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", etc.).

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

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).
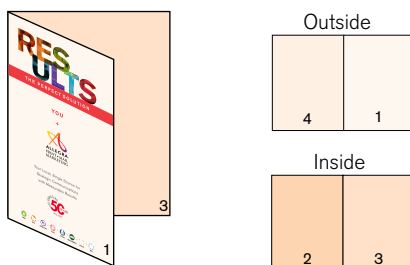

Accordion fold - *All panels are the same size*

Similar to a Z-fold, paper is folded in fourths/fifths, etc.

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"

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

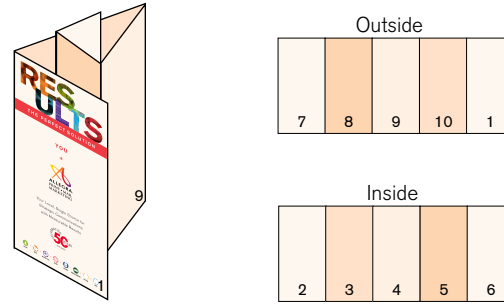

Outside
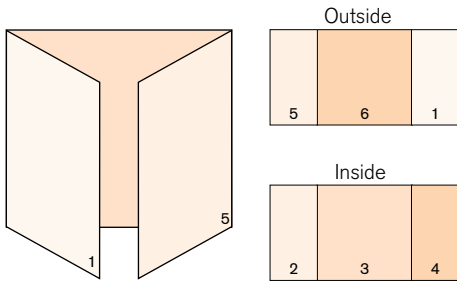
Inside

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"

## Roll-fold - *each panel is incrementally smaller to fit inside each other*
Paper is folded in fourths/fifths, etc., rolling in on each other (like a spiral).

Outside

Inside

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"

Closed Gate / Double Gate fold - *outside panels are slightly smaller than quarter*
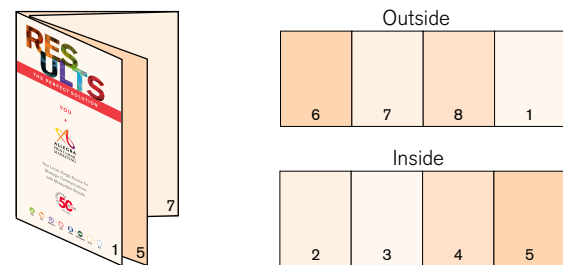A gate fold that is folded in half.

Outside
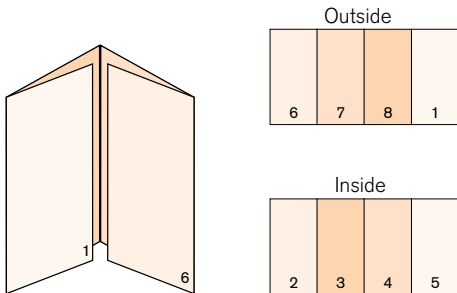
Inside

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"

## Double Parallel fold - *Panel 2/6 are slightly smaller*
Paper is folded in half and then half again. The inside pages are slightly smaller than the outside pages.

Outside

Inside

Paper Size	Panels #6/2	Panels #7/3	Panels #8/4	Panels #1/5
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"

Pocket Folder - Pockets are folded upward and then the folder is folded in half.

Outside

Inside

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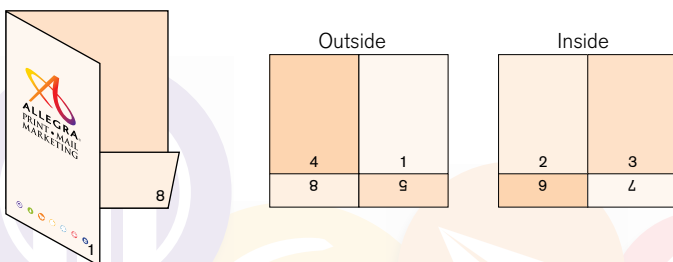
All measurements are in inches.
All panel measurements are width of that panel.