

Folding Panels

All pieces that fold inward have an adjusted panel that is shorter than the other panels. Creating a shorter panel helps to eliminate “dog-eared,” or unintentionally folded, edges of a pages.

A standard rule is: Card Stock/Heavy Paper, make the panel 0.125" shorter.
Text Weight Paper make the short panel 0.0625" shorter.

Remember: Each panel that folds in is shorter than the adjacent panel.

Please allow a 0.25" or more bleed (especially on the front panel) to accommodate folding issues that are not determined until the piece reaches Press or Bindery

Below are suggested panel sizes for common standard folds.

Trifold - Three panel				
8.5" x 11"	3.6875"	3.6875"	3.625"	Folds to 3.6875"
8.5" x 14"	4.7"	4.7"	4.6"	Folds to 4.7"
11" x 17"	5.69"	5.69"	5.62"	Folds to 5.69"

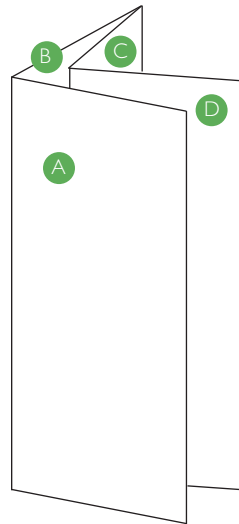
Double Fold - Four panel					
8.5" x 11"	2.75"	2.75"	2.75"	2.75"	Folds to 2.75"
8.5" x 14"	3.5"	3.5"	3.5"	3.5"	Folds to 3.5"
11" x 17"	4.25"	4.25"	4.25"	4.25"	Folds to 4.25"

Roll Fold - Four panel					
8.5" x 11"	2.85"	2.85"	2.7"	2.6"	Folds to 2.85"
8.5" x 14"	3.6"	3.6"	3.475"	3.325"	Folds to 3.6"
11" x 17"	4.36"	4.36"	4.2"	4.08"	Folds to 4.36"

Gatefold - Four panel					
8.5" x 11"	2.6875"	2.8125"	2.8125"	2.6875"	Folds to 2.8125"
8.5" x 14"	3.44"	3.56"	3.56"	3.44"	Folds to 3.56"
11" x 17"	4.187"	4.313"	4.313"	4.187"	Folds to 4.313"

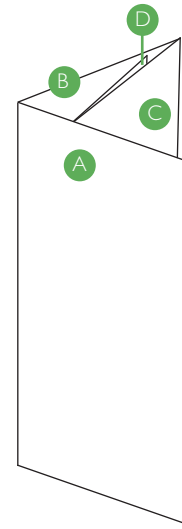
Standard Folds

When setting up a brochure that has folding panels, each panel that folds needs to be from .0625" to 0.25" shorter (depending on the stock thickness) than the adjacent panel. To know the exact panel sizes for the paper stock you are using, call your sales representative.



Double Fold

This brochure is first folded in half and then in half again, making it a double-fold brochure. With this brochure all panels are the same size.



Roll Fold

This brochure roll-folds—each panel rolls into the next.

Panel A:

Desired Folded Finished Size

Panel B:

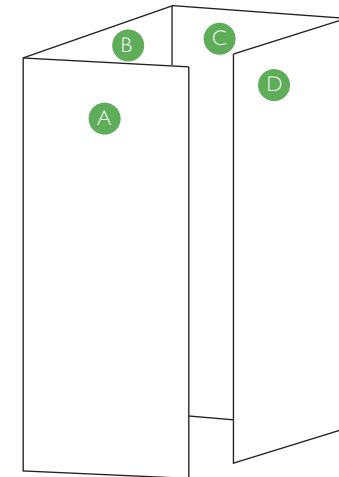
Desired Folded Finished Size

Panel C:

Panel B minus 0.125"

Panel D:

Panel C minus 0.125"



Gatefold

The two outside panels of this brochure fold in and then the center folds.

Panel A:

Panel B minus 0.125"

Panel B:

Desired Folded Finished Size

Panel C:

Desired Folded Finished Size

Panel D:

Same size as Panel A