

# Folding

## FILE GUIDELINES FOR FOLDING



**Advance  
Printing  
COMPANY**

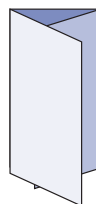
Folding is one of the most critical steps in the production process, however it rarely gets the amount of attention it deserves. With any folded piece the panel that is tucked inside must be shorter than the other panels so that the brochure will not crimp and will lay flat when folded.

Typically, the short panel will be .0625" shorter than the other panels.

Listed below are common folds and panel sizes. If you need any additional assistance setting up your document for any fold, please feel free to call us at 513-821-2299.



**Half Fold**  
(four panels)



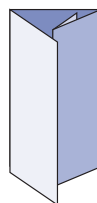
**Letter Fold (or "U" Fold)**  
(six panels)

Short Panel	Middle Panel	Front Panel
3.625"	3.6875"	3.6875"

**8.5" x 11"**

Short Panel	Middle Panel	Front Panel
4.625"	4.6875"	4.6875"

**8.5" x 14"**



**Roll Fold**  
(eight panel example)

Shortest Panel	Shorter Panel	Back Panel	Front Panel
3.40625"	3.46875"	3.5625"	3.5625"

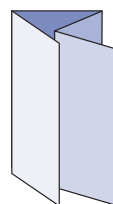
**8.5" x 14"**



**Accordion Fold (or "Z" Fold)**  
(usually six or eight panels)

Back Panel			Front Panel
3.5"	3.5"	3.5"	3.5"

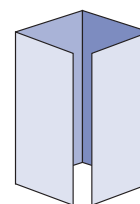
**8.5" x 14"**



**Double Parallel Fold**  
(eight panels)

Short Panel	Short Panel		Front Panel
3.46875"	3.46875"	3.53125"	3.53125"

**8.5" x 14"**



**Gate Fold**  
(eight panels)

Short Panel	Front Panel		Short Panel
3.46875"	3.53125"	3.53125"	3.46875"

**8.5" x 14"**