

Paper Folding Guide

Tri/Roll Fold – Sheet is creased twice to create six pages. The right hand panel is normally trimmed 2mm smaller depending on the paper weight to allow it to be folded neatly into the larger pages.



Example: Basic utility bill, which is folded in thirds

Z Fold – A ‘Z’ fold is creased twice, using two parallel folds made in the opposite direction and creates a document resembling the letter Z. This creates 6 equally sized pages.



Example: Company brochure, flyers or menus

Gate Fold – Sheet is creased twice to create 6 pages. The right and left pages are half the size of the center page. They fold inward to meet in the middle of the page.



Example: Gala invitation

Bi Fold/Half Fold – Sheet is folded in half vertically. This creates 4 pages, front-cover, back-cover and two internal pages.



Example: Thank you card

Tent Fold – Sheet is folded in half horizontally creating four pages: front-cover, back-cover and two internal pages.



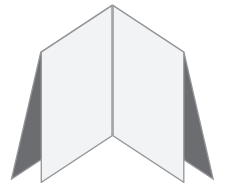
Example: Place setting card

Accordion Fold – Uses a series of alternating folds to create multiple panels of a similar size. The parallel pleats formed by the alternating folds resemble the expandable mid-section of an accordion musical instrument.



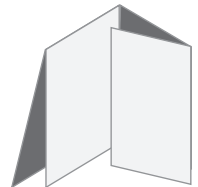
Example: Multi-page brochures

French/Quarter Fold – A folding of a sheet printed on one side into four or more leaves so that the outside pages read consecutively.



Example: Brochures and pamphlets

Map Fold – Paper is folded in half, then each panel is folded again in half in opposite directions. 8.5” x 14” is the standard brochure size for the parallel map fold.



Example: Maps