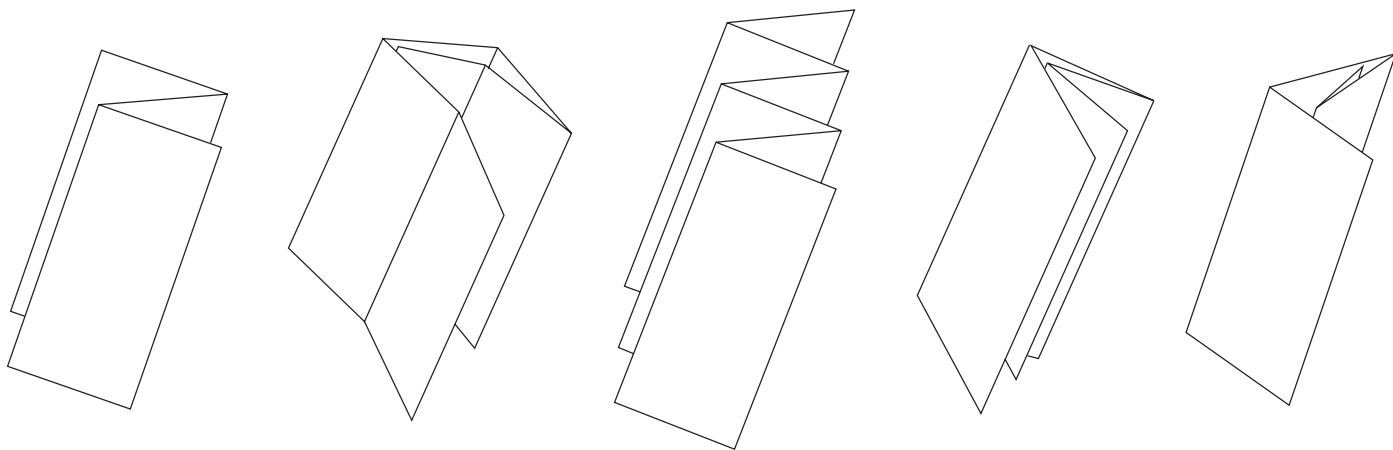


Standard Folding Diagrams



Graphics Universal
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Folding Information

Why Compensation is Key

What looks like a folding mistake by the bindery is often a setup error. If a panel is to fold into another, it must be slightly smaller or there will be what is called “telescoping,” or the inability for the folded sheet to lie flat. It will have a roundish profile because the panels are too long and push against each other for lack of anywhere else to go. The bindery will adjust the panels so there is no telescoping, but margins and color breaks will shift noticeably. Look through the diagrams for the individual folding styles and notice that there are slight adjustments in panel widths where appropriate. Pay attention to the adjustments and apply them consistently for good, predictable results. If you do not see the specific fold size you are looking for contact your Customer Service Representative.

Basic fold or V-Fold family consists of some of the easiest and most common folding styles. Your paper is folded in half. Great for low budget or simple projects, these styles are perfect for invitations, newsletters and brochures, and virtually guarantee stress-free production at the bindery.

Accordion folds are common folding styles used in brochure folding. The common characteristic of accordion folds is the “zig-zag” back-and-forth nature of the panels. Accordions are an excellent choice for a variety of applications. Nicknames: z-fold, back-and-forth, zig-zag.

Gate folds are generally symmetrical, with two or more panels folding into the center from opposing sides.

Parallel folds consist of styles with panels that stay parallel to each other. Parallel folds run the gamut from simple to complicated, and offer a variety of options suitable for almost any application.

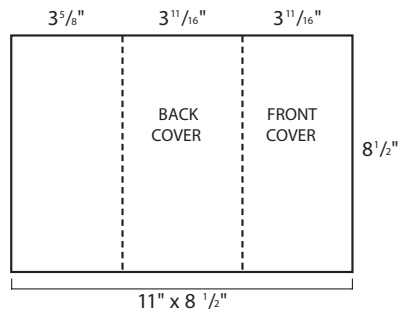
Roll folds or Wraparound Folds consist of four or more panels that roll in on each other. The roll-in panels must get incrementally smaller to be able to tuck into the respective panels. One of the benefits of a roll fold is that it can have multiple panels, but rolls into a compact package. Nicknames: barrel fold, over and over.

- **Always keep type at least 1/4” from the desired trim and fold areas.**
- **Send a folded printout with any job that requires folding.**
- **If applicable, leave 1/2” margin for drilling, GBC binding.**
- **If your job involves more complicated folds or your fold is not in this guide, please contact your Sales Person or Customer Service Representative BEFORE setting up your files.**

Please Contact us with any questions:
PO Box 188, 25 Commerce Ave.
Greencastle, PA 17225
1-800-745-8183

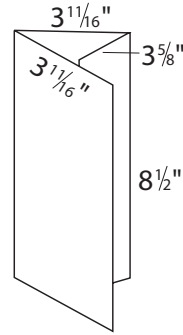
FLAT

8 1/2" x 11" Wraparound Fold

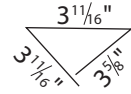


Inside fold 1/16" short for fold

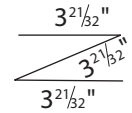
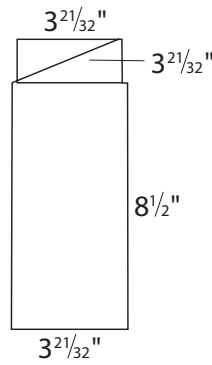
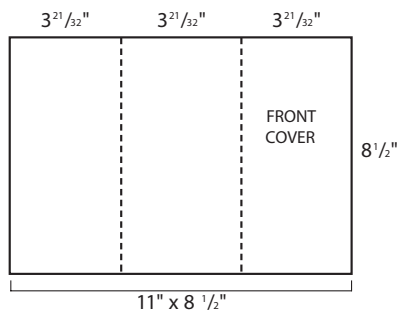
SIDE



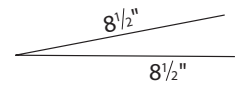
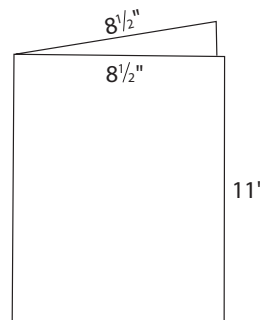
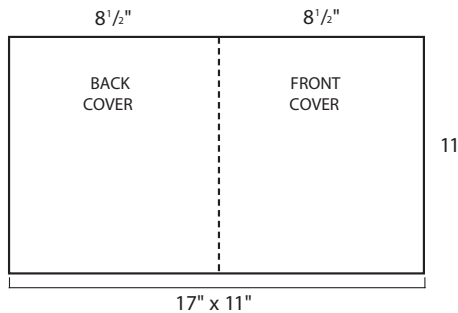
TOP



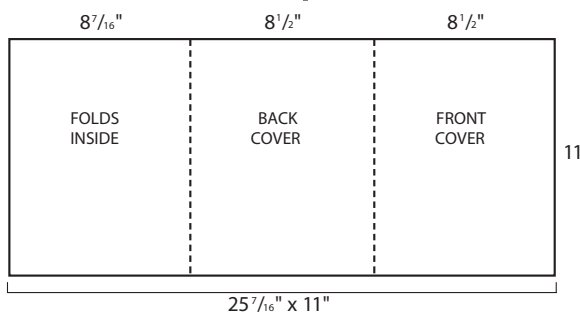
8 1/2" x 11" Accordion Fold



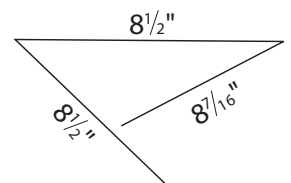
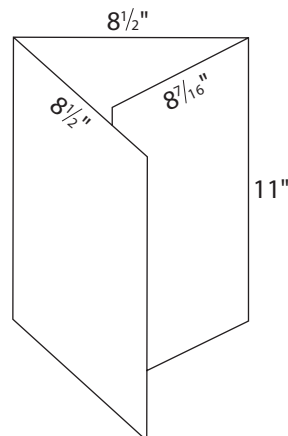
11" x 17" V-Fold



11 x 25 7/16" Wraparound Fold

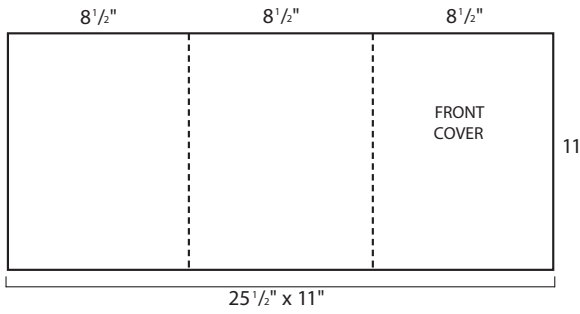


Inside fold 1/16" short for fold

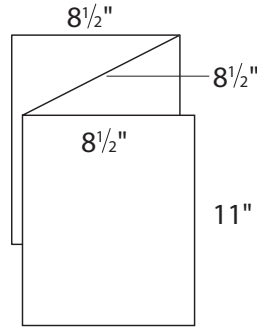


FLAT

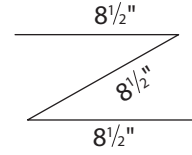
11 x 25 1/2" Accordion Fold



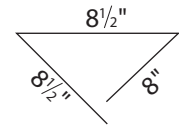
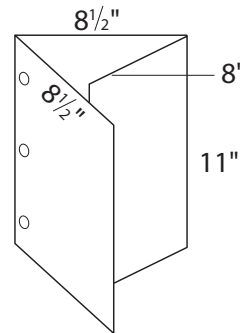
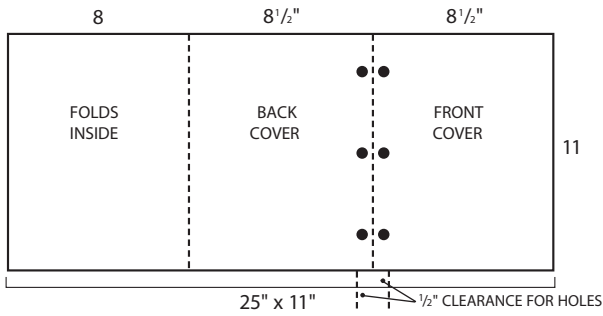
SIDE



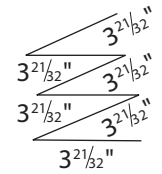
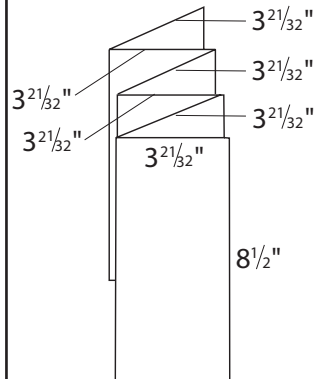
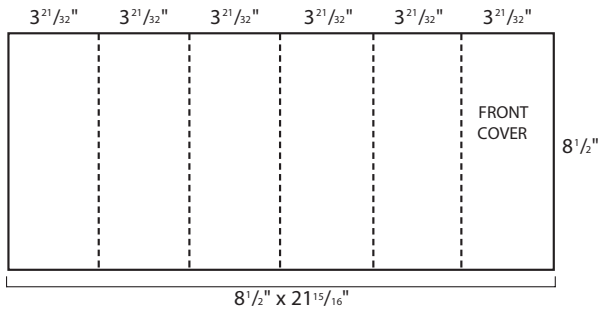
TOP



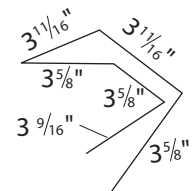
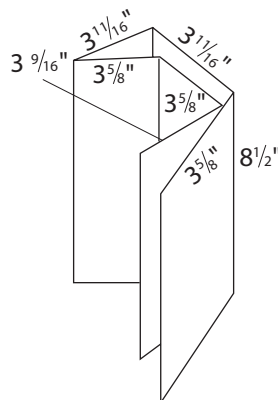
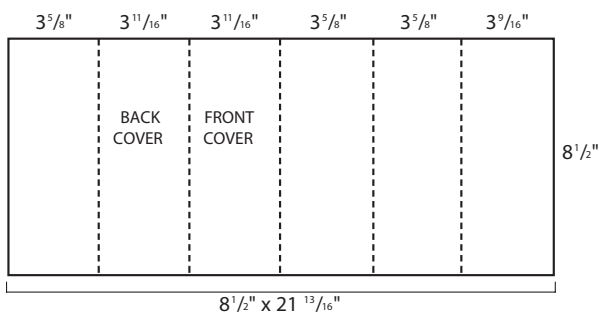
11 x 25" Wraparound Fold With 3 Hole Drilling



8 1/2" x 21 15/16" Accordion Fold

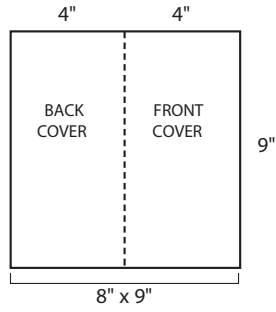


8 1/2" x 21 13/16" 3 Parallel Folds

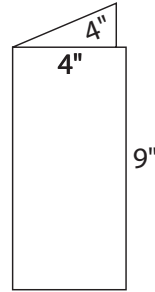


FLAT

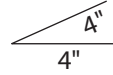
8" x 9" V-Fold



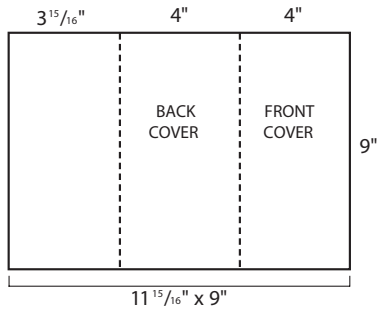
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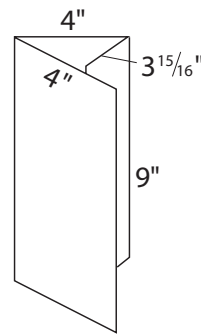
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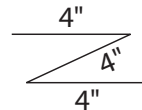
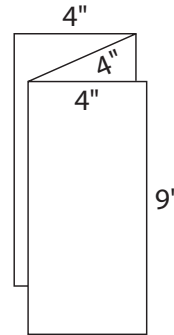
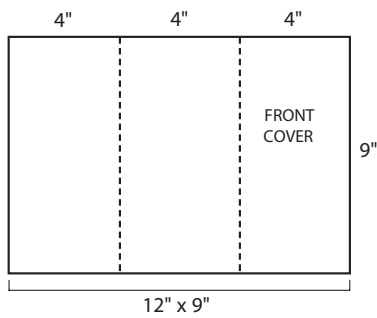
9" x 11 15/16" Wraparound Fold



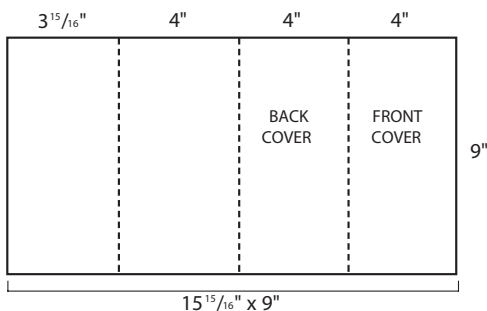
Inside fold 1/16" short for fold



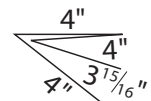
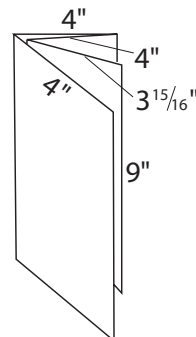
9" x 12" Accordion Fold



9" x 15 15/16" 2 Parallel Folds

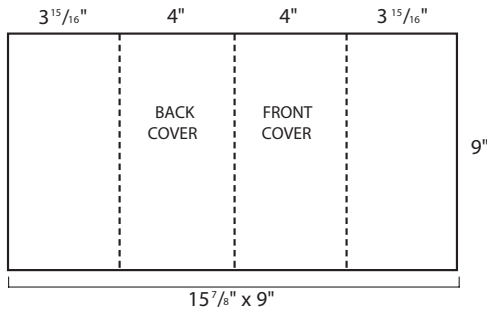


Inside fold 1/16" short for fold

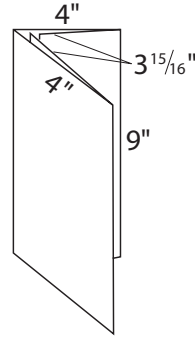


FLAT

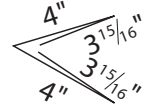
9" x 15⁷/₈" Gate Fold



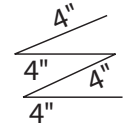
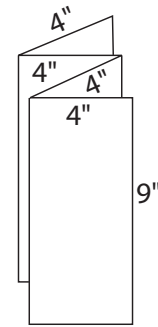
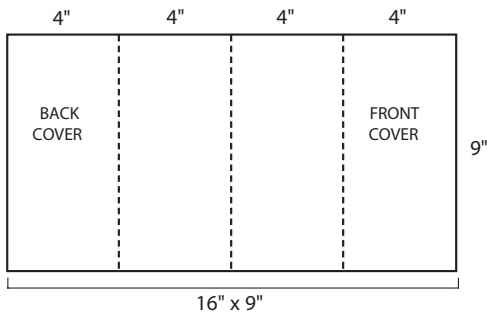
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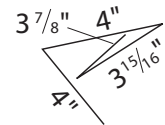
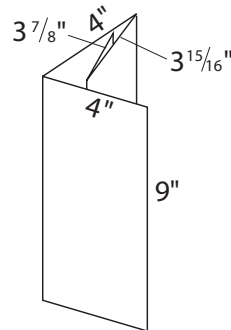
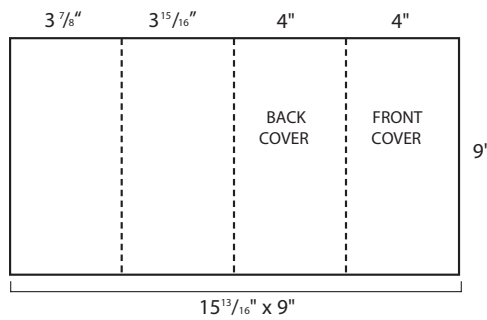
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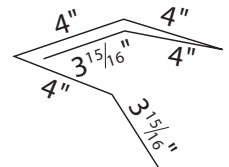
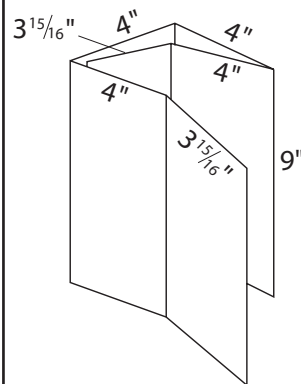
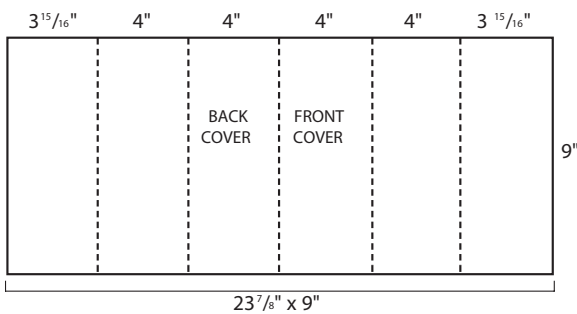
9" x 16" Accordion Fold



9" x 15¹³/₁₆" Wraparound Fold



9" x 23⁷/₈" Wraparound V-Fold



Fraction to Decimal Conversion

$1/8$	=	.125	$1/32$	=	.031
$1/4$	=	.25	$3/32$	=	.093
$3/8$	=	.375	$5/32$	=	.156
$1/2$	=	.5	$7/32$	=	.218
$5/8$	=	.625	$9/32$	=	.281
$3/4$	=	.75	$11/32$	=	.343
$7/8$	=	.875	$13/32$	=	.406
			$15/32$	=	.468
$1/16$	=	.062	$17/32$	=	.531
$3/16$	=	.187	$19/32$	=	.593
$5/16$	=	.312	$21/32$	=	.656
$7/16$	=	.437	$23/32$	=	.718
$9/16$	=	.562	$25/32$	=	.781
$11/16$	=	.687	$27/32$	=	.843
$13/16$	=	.812	$29/32$	=	.906
$15/16$	=	.937	$31/32$	=	.968