



Folding Guide

The most commonly used folds are identified below. Certain folds require an allowance for short panels in order to enable folded panels to nest properly. Short panels are noted in the flat sheet diagrams.



Four-Panel Single Fold

A single fold brochure is made by folding a printed page in half. Before folding, it consists of four panels (two on the front and two on the back).



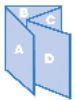
Six Panel Letter (Tri-Fold) Fold

A tri-fold brochure is made by folding a printed page in thirds. Before folding, it consists of six panels (three on the front and three on the back). The panel that folds inside will be under trimmed 1/16".



Six Panel Accordion (or "Z") Fold

An accordion fold brochure is made by folding a page in equal parts in front of and behind itself. Before folding, it consists of six panels (three on the front and three on the back).



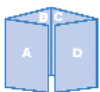
Eight Panel Double Parallel Fold

A double parallel brochure is made by folding a page in half and then folding the folded page in half again in the same direction. Before folding, it consists of eight panels (four on the front and four on the back). The last two panels need to be slightly narrower than the outer panels so that they fit inside when folded.



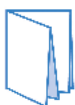
Eight Panel Barrel (or Roll) Fold

A barrel (or roll) brochure is made by folding one panel at a time into itself. Before folding, it consists of eight panels (four on the front and four on the back). The last two panels need to be slightly narrower than the outer panels so that they fit inside when folded.



Eight Panel Gate Fold

A gate fold brochure is made by folding the ends of a page inward so that they meet in the middle and then folding the folded page in half in the same direction. Before folding, it consists of eight panels (four on the front and four on the back). The panels on each end need to be slightly narrower than the outer panels so they will fit inside the others when folded.



Eight Panel French Fold

A french fold brochure is made by folding a page in half in one direction and then folding the folded page in half again in the opposite direction or at a right angle. Before folding, it consists of eight panels (four on the front and four on the back).

For additional assistance, please contact your HBP Account Executive.