3 PANEL TRI-FOLD   Use size below

Flat Size	3	2	1
5.5x8.5	2.75	2.875	2.875
8.5x11	3.625	3.6875	3.6875
8.5x14	4.625	4.6875	4.6875
9x16	5.250	5.375	5.375
9x12	3.875	4.0625	4.0625
11x17	5.625	5.6875	5.6875
11x25.5	8.375	8.5625	8.5625

Custom Size:
Panels 1 & 2 = (length + .0625) divide by 3
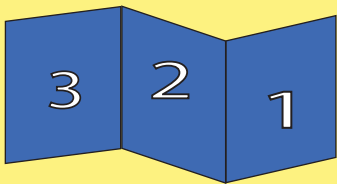Panel 3 = Panel 1 minus .0625
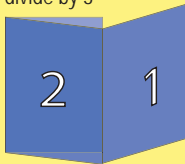
Panels 1 & 2 on the outside. Panel 3 is inside

3 PANEL Z-FOLD   Use size below

Flat Size	3	2	1
8.5x11	3.66	3.66	3.66
8.5x14	4.66	4.66	4.66
9x12	4.00	4.00	4.00
11x17	5.66	5.66	5.66
11x25.5	8.375	8.5625	8.5625

Custom Size:
All Panels are equal; Divide the length by 3

Panel 1 & back of Panel 3 are outside

4 PANEL ROLL-FOLD   Use size below

| Flat Size	1	2	3	4
4x10	2.4375	2.50	2.53125	2.53125
8.5x11	2.625	2.75	2.8125	2.8125
8.5x14	3.375	3.50	3.5625	3.5625
9x16	3.875	4.00	4.0625	4.0625
9x12	2.875	3.00	3.0625	3.0625
11x17	4.125	4.25	4.3125	4.3125
11x25.5	6.25	6.375	6.4375	6.4375

Custom Size:
Panels 1 & 2 = equal
Panel 3 = smaller than 1 & 2
Panel 4 = smaller than 3
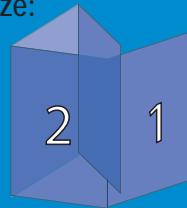
Panels 1 & 2 = length divide by 4
Panel 3 = length divide by 4
Panel 4 = Panel 3 minus .125

Panels 1 & 2 are outside
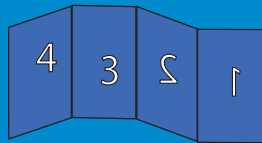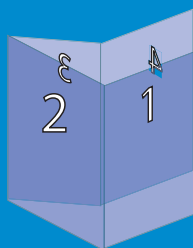
4 PANEL ACCORDIAN-FOLD
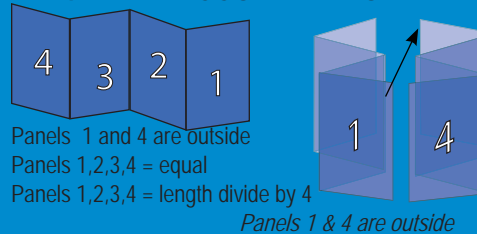
Panels 1 and 4 are outside
Panels 1,2,3,4 = equal
Panels 1,2,3,4 = length divide by 4

Panels 1 & 4 are outside

4 PANEL DOUBLE PARALLEL-FOLD

Panels 1,2,3,4 = equal
Panels 1,2,3,4 = length divide by 4

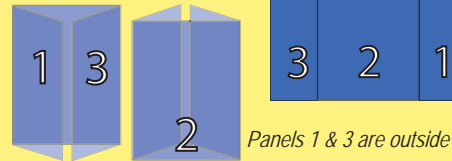Panels 1 & 2 are outside
Panels 3 & 4 are inside

3 PANEL GATE-FOLD   Use size below

Flat Size	3	2	1
4x10	2.4844	5.0312	2.4844
8.5x11	2.7344	5.5312	2.7344
8.5x14	3.4844	7.0312	3.4844
9x16	3.9844	8.0312	3.9844
9x12	2.9844	6.0312	2.9844
11x17	4.2344	8.5312	4.2344
11x25.5	8.3544	12.7812	6.3544

Custom Size:
Panels 1 & 3 = length divide by 4 plus .03125
Panel 2 = length divided by 2

Panels 1 & 3 are outside

4 PANEL DOUBLE GATE FOLD Use size below

Flat Size	4	3	2	1
4x10	2.4375	2.5625	2.5625	2.4375
8.5x11	2.6875	2.8125	2.8125	2.6875
8.5x14	3.4375	3.5625	3.5625	3.4375
9x16	3.9325	4.0625	4.0625	3.9325
9x12	2.9375	3.0625	3.0625	2.9375
11x17	4.1875	4.3125	4.3125	4.1875
11x25.5	6.3125	6.4375	6.4375	6.3125

Custom Size:
Panels 2 & 3 = length divide by 4 plus .0625
Panels 1 & 4 = length divide by 4 minus .0625
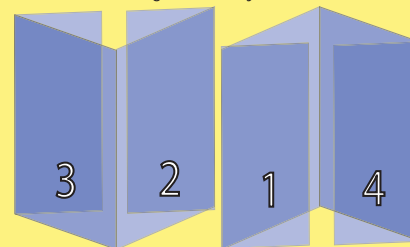
Panels 2 & 3 are outside

5 PANEL ROLL-FOLD Use size below

| Flat Size	5	4	3	2	1
9x16	3.075	3.1375	3.200	3.29375	3.29375
11x17	3.275	3.3375	3.400	3.49375	3.49375
11x18	3.475	3.5375	3.600	3.69375	3.69375
11x24	4.675	4.7375	4.800	4.80375	4.89375
11x24	4.975	5.0375	5.100	5.19375	5.19375

Custom Size:
Panels 1 & 2= length divide by 5 plus .09375
Panel 3 = length divide by 5
Panel 4 = length divide by 5 plus .0625
Panel 5 = length divide by 5 minus .125
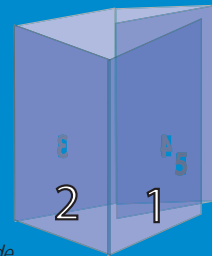
Panels 1 & 2 are outside

5 PANEL ACCORDIAN-FOLD
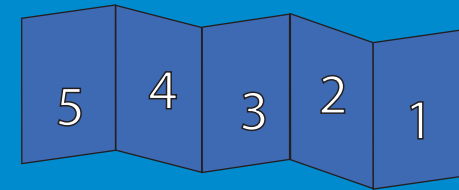
All 5 Panels are equal
Panels 1,2,3,4,5 = length divide by 5
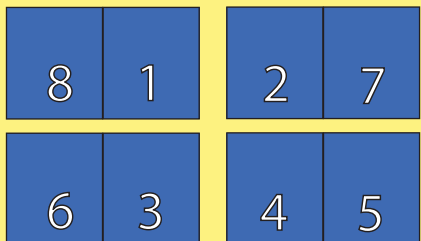
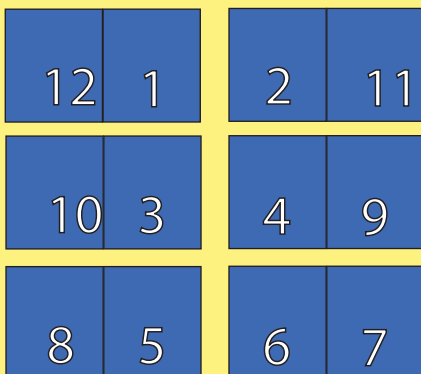*Panels 1 and panel 5 backside are outside*

BOOKLETS

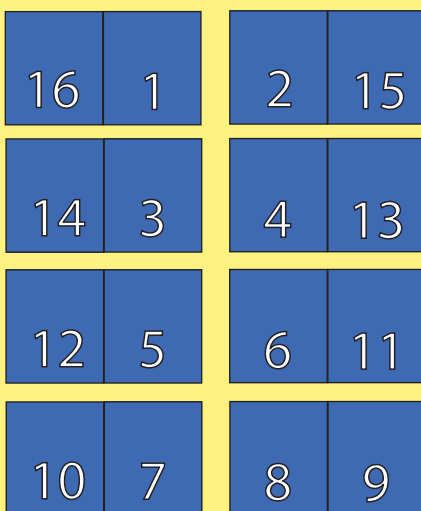**Important Note:**
Booklets should include a total bleed of 0.25.

8 PAGE BOOKLET

8	1	2	7
6	3	4	5

12 PAGE BOOKLET

12	1	2	11
10	3	4	9
8	5	6	7

16 PAGE BOOKLET

16	1	2	15
14	3	4	13
12	5	6	11
10	7	8	9

FRENCH-FOLD   Use size below

Flat Size	W	H
8.5x11	4.25	2.50
8.5x14	4.25	7
9x12	4.5	6
9x16	3.875	4.00
11x17	5.5	8.5
17x22	8.5	11
18x24	9	12

A French Fold is a fold that is folded in half one way and then folded in half again. The finished size then becomes one-half the flat width, and flat height.

11″
8.5″
OUTSIDE FRONT
OUTSIDE BACK

Fold First in Half

5.5″
OUTSIDE FRONT
OUTSIDE BACK
8.5″

Fold Again in Half

4.25″
5.5″
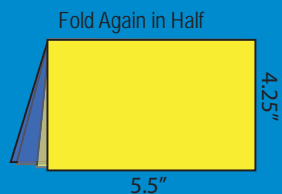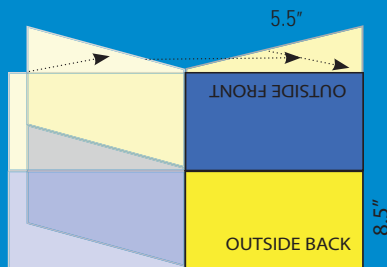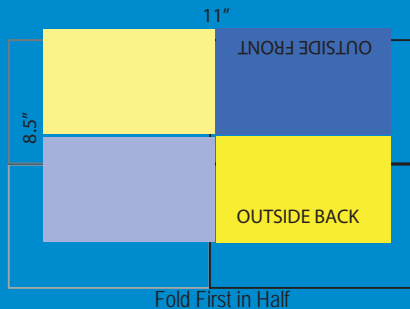
Finished width = width divided by 2
Finished Height = height divided by 2

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FOLDING

101

DESIGNERS POCKET GUIDE TO FOLDING