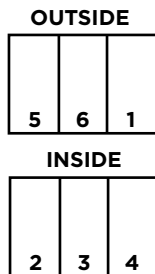
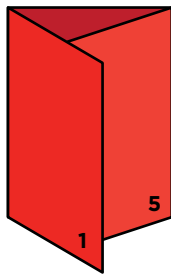


# Common Fold/Panel Sizes

## Letter/Tri-fold

Paper is folded in thirds with one flap covering the other. Final folded size (8.5x11 sheet) is 3.6875x8.5 and fits in a standard #10 envelope.

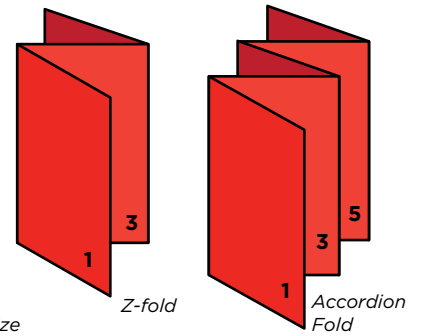


**Letter/Tri-fold** - Outside panels are slightly larger

Paper Size	Panel #5	Panel #6	Panel #1
8.5x11	3.625"	3.6875"	3.6875"
8.5x14	4.625"	4.6875"	4.6875"
9x12	3.94"	4.031"	4.031"
11x17	5.625"	4.6875"	4.6875"
11x25.5	8.375"	8.5625"	8.5625"

## Z-fold/Accordion Fold

Z-fold is folded in thirds accordion style. Final folded size (8.5x11 sheet) is 3.667x8.5.5 and fits in a standard #10 envelope.



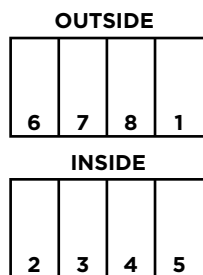
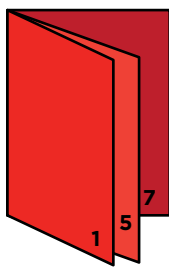
Accordion Fold is folded into fourths/fifths, etc. accordion style. Each panel is the same size.

**Z-fold** - Panels are equal size

Paper Size	3 Panels	4 Panels	5 Panels
8.5x11	3.667"	2.75"	-
8.5x14	4.667"	3.5"	-
9x12	4"	3"	-
11x17	5.667"	4.25"	3.4"
11x25.5	8.5"	6.375"	5.1"

## Double Parrallel Fold

Paper is folded in half then half again. Inside panels are slightly smaller than outside panels.

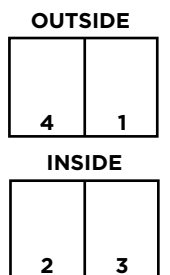
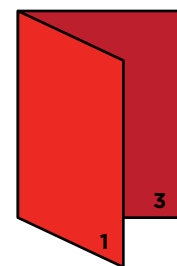


**Double Parrallel Fold** - Inside panels slightly smaller

Paper Size	Panel #6	Panel #7	Panel #8	Panel #1
8.5x14	3.42"	3.5"	3.52"	3.56"
11x17	4.17"	4.25"	4.27"	4.31"
11x25.5	6.28"	6.38"	6.40"	6.44"

## Half Fold

Paper is folded in half. Final folded size (8.5x11 sheet) is 5.5x11.

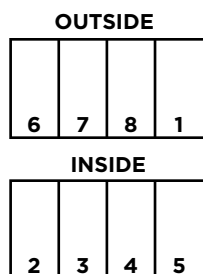
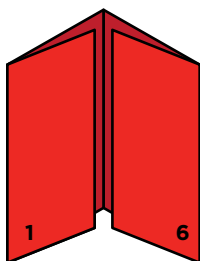


**Half Fold/Bi-fold** -

Paper Size	Panel #4/3	Panel #1/2
8.5x11	5.5"	5.5"
8.5x14	7"	7"
11x17	8.5"	8.5"
11x25.5	12.75"	12.75"

## Closed Gate/Double Gate

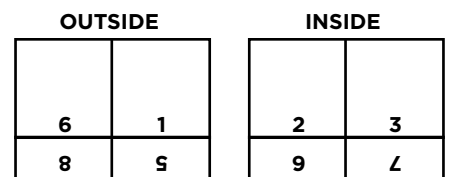
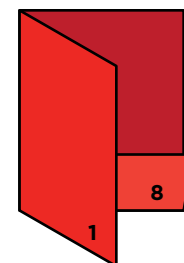
A gate fold that is folded in half.



**Closed Gate/Double Gate** - outside panels are slightly smaller

Paper Size	Panel #6	Panel #7	Panel #8	Panel #1
8.5x14	3.44"	3.52"	3.56"	3.48"
9x12	2.94"	3.02"	3.06"	2.98"
11x17	4.19"	4.27"	4.31"	4.23"
11x25.5	6.32"	6.40"	6.44"	6.36"

## Pocket Folder



**Pocket Folder**

Paper Size	Width	Height	Pocket
9"w x 12"h with 4" pockets	9"	12"	4"
Flat	18"	16"	
9"w x 12"h with 3" pockets	9"	12"	3"
Flat	18"	15"	