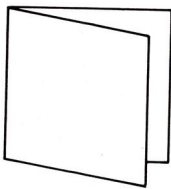


## BROCHURE/PAPER FOLDING GUIDE

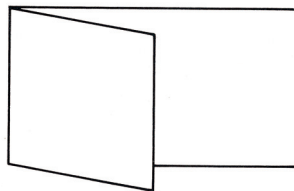
Folds can be executed in many ways to create a 'finished' look to your printed piece. Folder machines have several adjustable sections that stop a sheet being fed through the machine, forcing it to buckle. This crease is what becomes the fold. Accuracy of folding is generally kept to within 1/8 -inch to 1/16 -inch on either side of the fold. There are many ways to fold finished print, but be sure to check with Colortech's Project and Production Management team to determine the best method of approaching your project needs.

### How to Avoid General Folding Mishaps

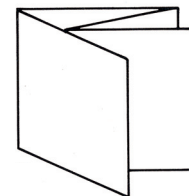
- To ensure that image or text is not lost due to folding tolerances, keep type or images at least 3/8 -inch from the trim edge.
- It is recommended that image or type not straddle, or crossover, a fold. If a crossover is necessary, discuss with our Project and Production Management team in order to anticipate and resolve potential problems before they occur.
- It is also recommended that you consult us if you anticipate using more than five folds.
- Optimum weight of stock is from 50 lb. to 80 lb.
- Grain of stock should run parallel to spine or it will not lie flat.



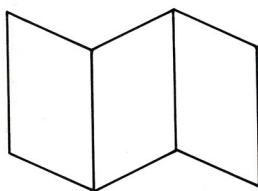
Four-page



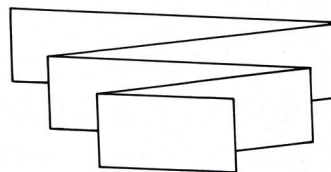
Four-page with short fold



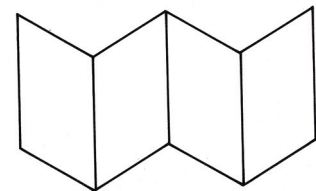
Eight-page with two parallels



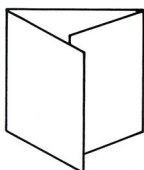
Six-page accordion



Ten-page fold with four short folds



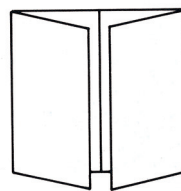
Eight-page accordion



Six-page barrel



Eight-page French



Eight-page gatefold



Eight-page barrel

