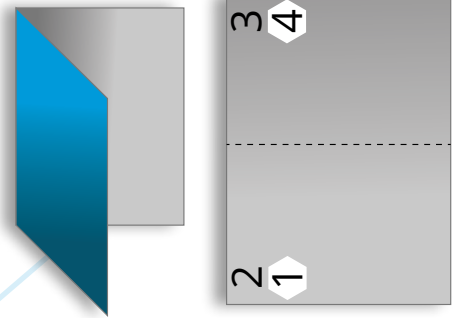


A Guide to the 8 Most Popular Folds

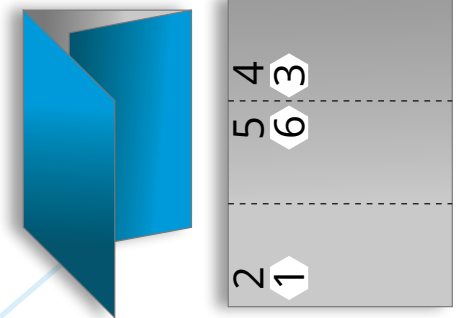
1. Half Fold (Bi-fold or Single fold)

- Sheet of paper with a single fold, both of equal size.
- Uses: greeting cards, announcements, invitations, price lists, menus, programs, booklets, bulletins, flyers/brochures.
- 1 fold, that creates 1 to 4 areas for print.



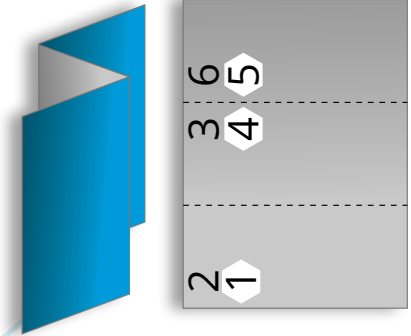
2. Tri Fold (Letter fold, C Fold)

- Sheet of paper with 2 folds, with 3 sections flaps folding inward.
- Uses: letters, invoices, statements, durable pamphlets, specials, flyers/brochures, price list. If 8.5" x 11" paper used, the paper can be placed in standard #10 or #9 envelope.
- 2 folds, that create from 1 to 6 areas for print.



3. Z Fold

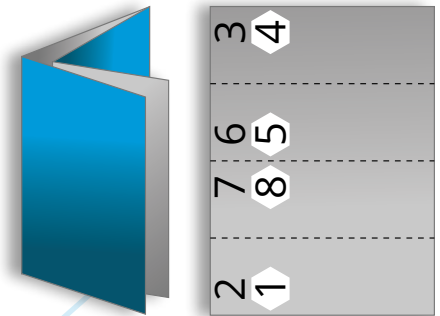
- Sheet of paper with 2 folds, with 3 sections of almost equal size. Flaps fold back and forth to make a Z.
- Uses: letters, invoices, statements, special offers, price list, flyers/brochures. If 8.5" x 11" paper used, the paper can be placed in standard #10 or #9 envelope. Paper will open left to right so you can see 3 sections at same time. Easy to handle handouts.
- 2 folds, that create from 1 to 6 areas for print



4. Inside Quarter Fold

(Double Parallel Fold, Accordion fold, Quarter fold)

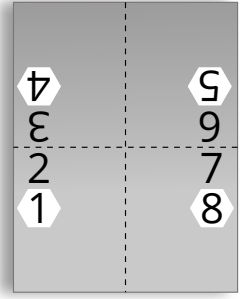
- Sheet folded in half & folded again.
- Uses: letters, promotional leaflets, brochures, self-mailers, statements, invitations, flyers/brochures. Normally used with 8.5" x 14" paper so you can put paper into a #9 or #10 standard envelope.
- 2 folds, that create from 1 to 8 areas for print.



A Guide to the 8 Most Popular Folds

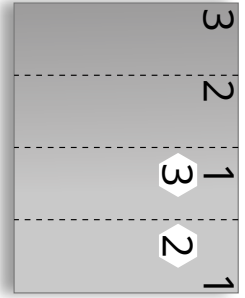
5. Quarter Fold (French Fold)

- Sheet of paper is folded vertical, then folded again horizontally.
- Uses: letters, greeting cards, flyers/brochures.
- 2 folds, that create 1 to 8 areas for print.



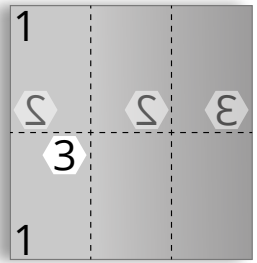
6. Quarter Pocket Fold (Roll Fold)

- Sheet of paper with 3 folds.
- Uses: unfolding brochure, step-by-step instructions, cards, advertising.
- 3 folds, that create from 1 to 8 areas for print.



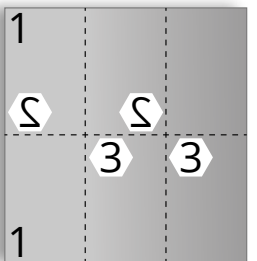
7. Half - Tri fold

- Sheet of paper folded in half, then Tri folded.
- Uses: brochures, maps, charts, large diagrams
- 3 folds, that create from 1 to 12 areas for print.



8. Half - Z fold

- Sheet of paper folded in half, then Z folded.
- Uses: brochures, maps, newsletters.
- 3 folds, that create from 1 to 12 areas for print.



Need more complicated folds? Put your company ahead of the competition with a BAUM folder that is capable of many folds beyond the 8 most popular.

Looking for a solution, recommendation or product information? Contact a Baumfolder bindery & finishing process expert at 800.543.6107 or visit us online at baumfolder.com.



BAUMFOLDER
SOLUTIONS