# About Folding

Print jobs that require one or more folds present particular issues which need to be considered carefully during design and production. Taking into account paper thickness, layout, and ink coverage can help you achieve a successful folded print job. For templates for jobs that fold, visit the Folding Templates page.

Types of Folds

There are folding possibilities too numerous to mention here, so we focus on the most common kinds of folds that you can order through Pacific Press.

Half Fold: A single fold, vertical or horizontal, along the center of the printed piece, such as a greeting card, creating two panels per side.
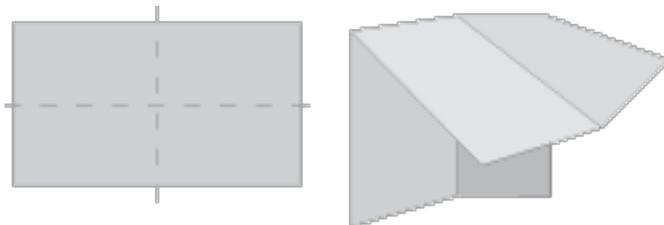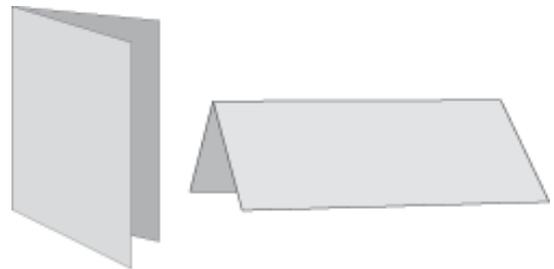
Crossfold: Two (or more) folds which are perpendicular, such as a Double Right-Angle Fold, which is folded in half, then in half again at a right angle to the first fold, creating four panels per side. An example of a common Crossfold is an 11 x 17" brochure, folded down to a 5.5 x 8.5" mailer.

Parallel Fold: Two or more folds running in the same direction, so that each panel sits parallel to the next panel. There are three common types of parallel folds: the Accordion Fold, the Double Parallel Fold and the Barrel Fold.

Accordion Fold: Contains two or more parallel folds, each folding in opposite directions, like an accordion. For example, an 8.5 X 11" brochure can Accordion-fold into three equal 3.6 X 8.5" panels. Accordion Fold is also known as Zigzag or Z-Fold.
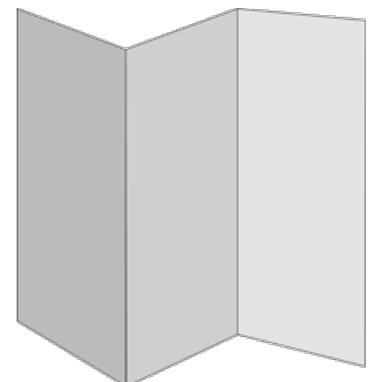
Double Parallel Fold: A printed piece that contains a Double Parallel Fold is folded in half and then folded in half again with the second fold parallel to the first fold, creating four panels on each side. For example, an 8.5 x 14" brochure can Double-Parallel Fold into four equal panels of 8.5 x 3.5". Double Parallel Fold is also known as Parallel Center Fold or Double Fold.

Barrel Fold: Consists of two or more parallel folds, each folding in the same direction, with the panels nesting into each other. The most common example of a Barrel Fold is an 8.5 x 11" letter, folded into a mailing envelope. Barrel Fold is also known as Letter Fold, Roll Fold, Spiral Fold, or Tri-Fold. The panel widths for projects requiring Barrel Folds and Double Parallel Folds need to be adjusted to avoid overlaps and pinching caused by the thickness of the paper. These adjustments are needed only on folds where "nesting" between the panels occurs.
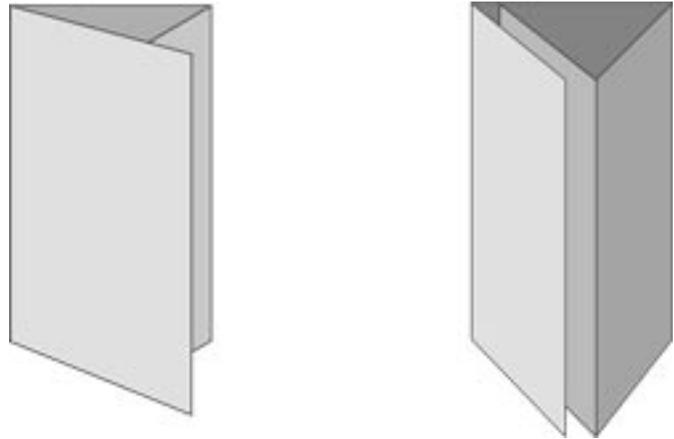
General Design Tips for Jobs with Folds
The spacing of graphic elements within each panel is a critical consideration when producing a print job that will fold. Since file creation is done in the context of the flat page on the screen, production artists often overlook the spacing considerations (centering) of the graphic elements within the panels. We recommend, for example, that you allow a minimum of 1/8" clear margin on either side of a column of type within each panel, and that you do a printout and a folded dummy of your artwork before uploading your final files.

Pacific Press users should also be aware that heavy coverage of printing inks tend to crack on folds. To avoid this problem, try to avoid heavy coverage along fold lines. If your printed piece requires heavy ink coverage, a varnish can help decrease cracking. Varnishes are generally recommended for printed pieces, such as folding brochures, that may be handled repeatedly by the reader.