



FOLDING: COMMON TERMS

CREEP. The middle pages of a stapled/stitched book being pushed out in the center. A final trim will correct the physical alignment of the paper. Special software is used to compensate for creep, moving the image of the pages toward the center to offset the amount the pages are pushed out.

FINISHED SIZE. The size of a printed piece after all trimming and folding is complete.

FINISHING. General term for trimming, folding, binding and generally, post press operations.

FLAT SIZE. The size of printed piece after printing and trimming, but before folding. See finished size.

FOLD MARKS. Marks that appear outside the trim area of a press sheet used to indicate the location of required folds.

FOLD OUT. A sheet bound into a printed piece, typically tri-, roll- or gate-folded, that is used to add an extended page that folds out beyond the standard layout of the publication pages.

FORM. Each side of a signature.

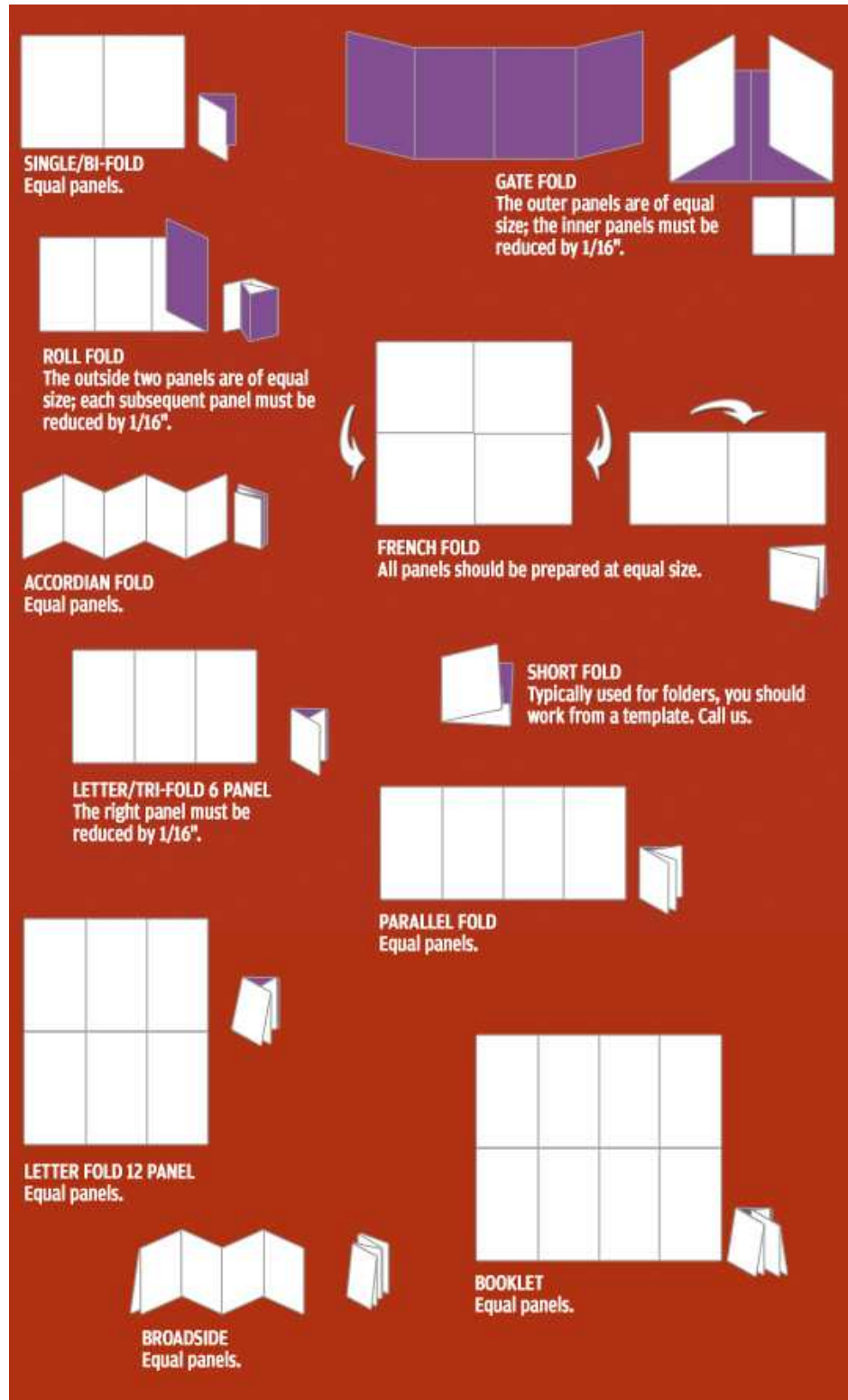
GRAIN. Predominant direction of paper fiber alignment occurring as a result of manufacturing.

PANEL. One side of one page of a finished brochure; for example, a tri-fold brochure has a total of six panels, not three.

SCORE. A crease applied to paper along the line of a fold prior to folding so that the folded edge will be hard and clean, avoiding the potential for the paper to crack.

SIGNATURE. A single printed sheet folded once or multiple times, to become part of a book, magazine or other type of print publication.

EXAMPLES OF TYPICAL FOLDS



SINGLE/BI-FOLD
Equal panels.

GATE FOLD
The outer panels are of equal size; the inner panels must be reduced by 1/16".

ROLL FOLD
The outside two panels are of equal size; each subsequent panel must be reduced by 1/16".

ACCORDIAN FOLD
Equal panels.

FRENCH FOLD
All panels should be prepared at equal size.

SHORT FOLD
Typically used for folders, you should work from a template. Call us.

LETTER/TRI-FOLD 6 PANEL
The right panel must be reduced by 1/16".

PARALLEL FOLD
Equal panels.

LETTER FOLD 12 PANEL
Equal panels.

BROADSIDE
Equal panels.

BOOKLET
Equal panels.