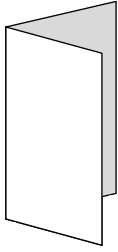


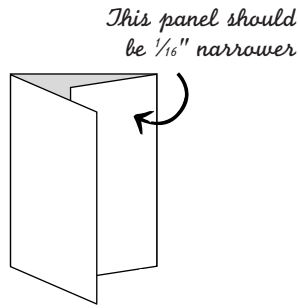
MORGANPRESS

COMMON FOLDS & FOLDING ALLOWANCES



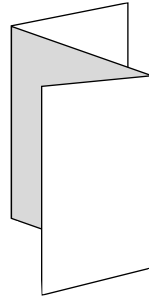
Single Fold

No allowance necessary.



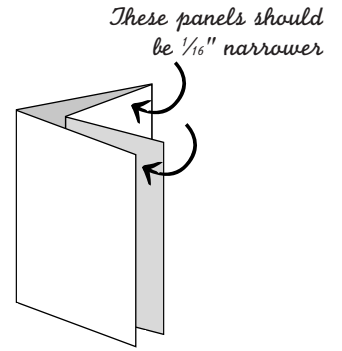
Letter Fold

Two outside panels: Full size.
Inside panel: $\frac{1}{16}$ " narrower.



Accordion or Z-fold

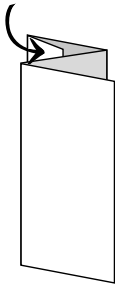
No allowance necessary.



Double Parallel Fold

Two outside panels: Full size.
Two inside panels: $\frac{1}{16}$ " narrower.

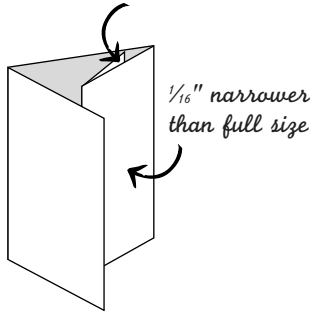
This panel should be 1/16" narrower



Map Fold

Inside panel should be $\frac{1}{16}$ " narrower than the other full size, Z-folded panels.

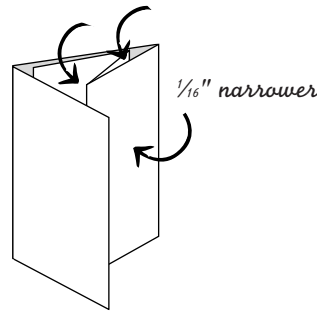
1/8" narrower than full size



Barrel or Roll Fold

Two outside panels: Full size.
Each successive panel should be $\frac{1}{16}$ " narrower than the previous one.

1/8" narrower



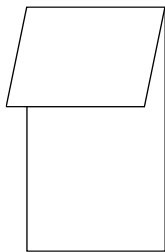
10-Page Parallel Fold

Two outside panels: Full size.
Middle panel: $\frac{1}{16}$ " narrower.
Two inside panels: $\frac{1}{8}$ " narrower than full size.



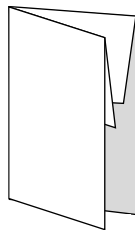
Right Angle or French Fold

No allowance necessary.



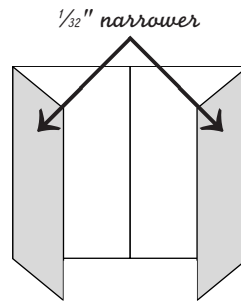
Short Fold

No allowance necessary.



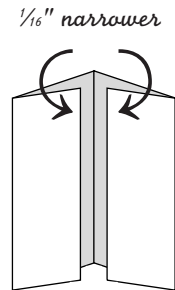
Right Angle with Short Fold

No allowance necessary.



Gate Fold

Outside panels: Full size.
Inside panels: $\frac{1}{32}$ " narrower.



Closed Gate Fold

Outside panels: Full size.
Inside panels: $\frac{1}{16}$ " narrower.