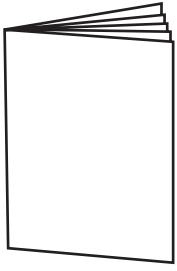


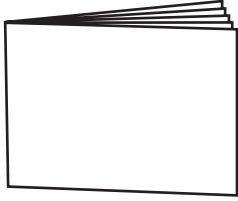


Folding & Finishing Guide

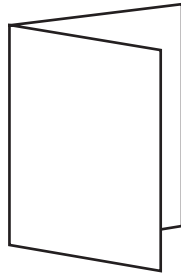




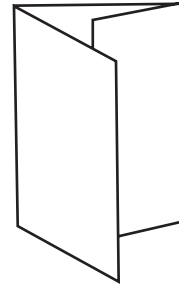
Portrait format
(upright)



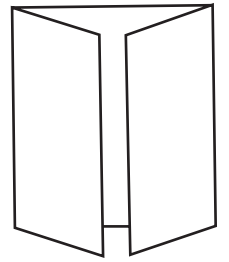
Landscape format
(horizontal)



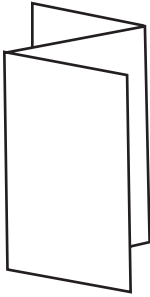
4 page leaflet
(single fold)



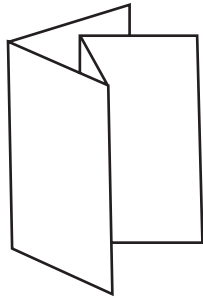
6 page leaflet
(standard fold)



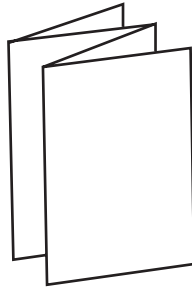
6 page leaflet
(gate fold)



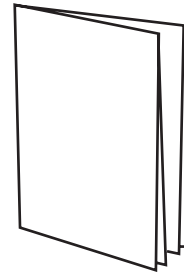
6 page leaflet
(concertina fold)



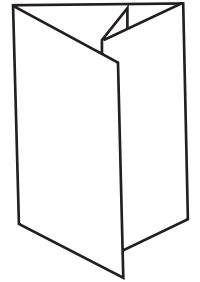
8 page leaflet
(parallel double fold)



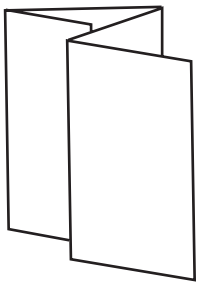
8 page leaflet
(concertina fold)



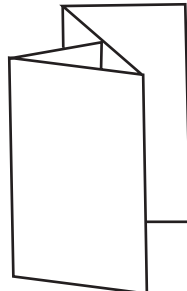
8 page leaflet
(right angle / french fold)



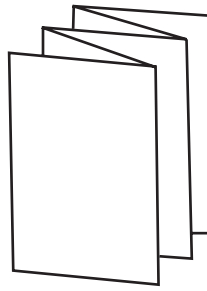
8 page leaflet
(parallel over & outer fold)



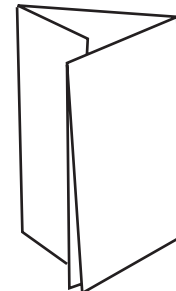
8 page leaflet
(parallel map fold)



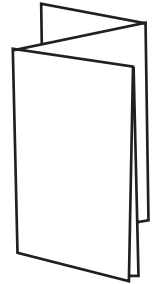
8 page leaflet
(reverse map fold)



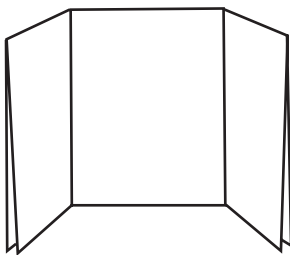
10 page leaflet
(concertina fold)



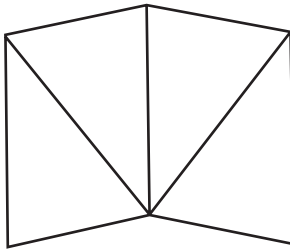
12 page leaflet
(standard letter fold)



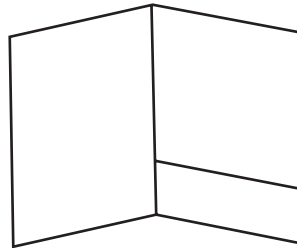
12 page leaflet
(concertina letter fold)



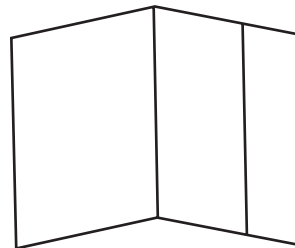
12 page leaflet
(endorsement fold)



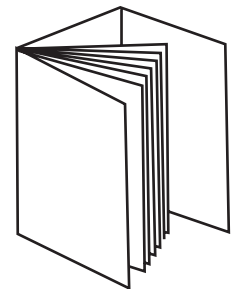
4 page folder
(diagonal pockets)



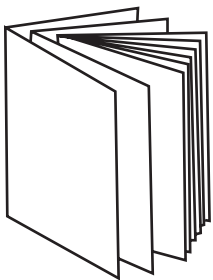
4 page folder
(horizontal pocket)



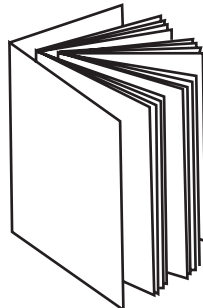
4 page folder
(vertical pocket)



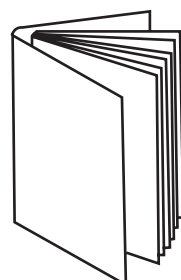
throw out and inset



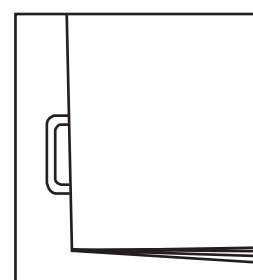
cover, flyleaf
and section



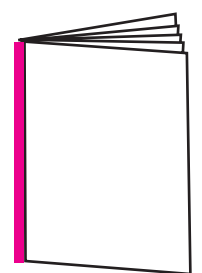
cover with two sections



perfect bound



saddle stitched



spine glued