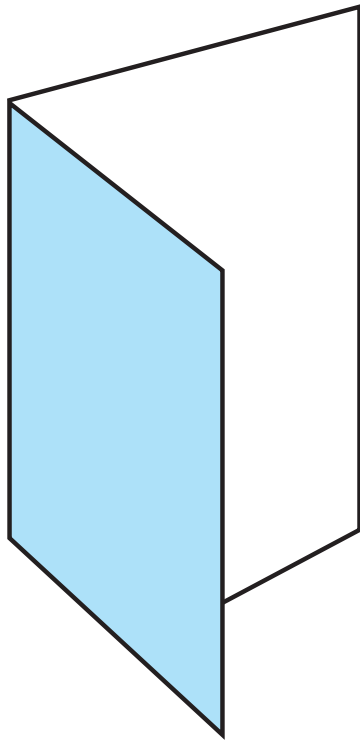




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p a p e r f o l d i n g
o p t i o n s

Half Fold



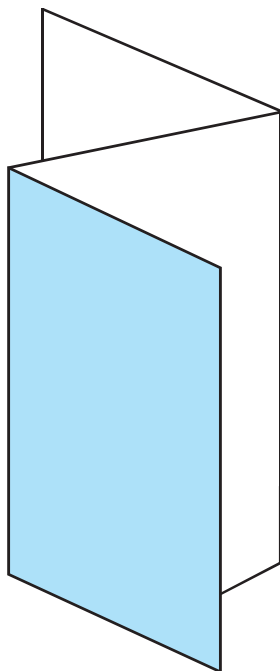
The half fold is typically used for newsletters, invitations, greeting cards and other personal messages.

For high GSM paper stock a score is applied to give the finished product a smooth folded edge.

We recommend this folding method for inserting for direct marketing purposes.

Other Titles: Single fold

Z-Fold

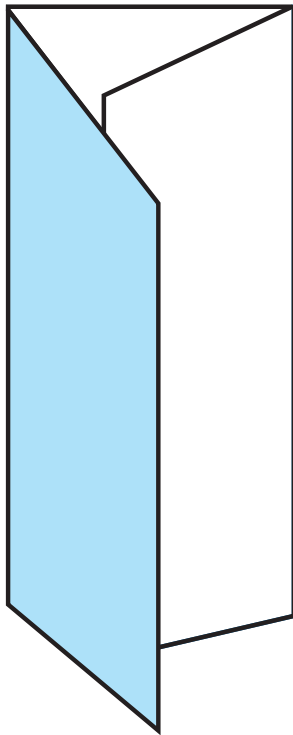


A common style typically used for folding brochures, letters and newsletters. This folding method creates a ziz-zag 'z' shape.

We recommend this style for folding multi-page letters.

Other Titles: Zigzag fold,
Concertina fold

Letter Fold

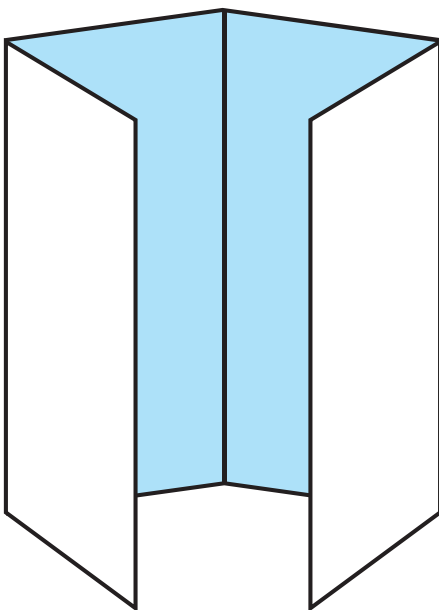


Another common folding method typically used for direct marketing pieces. The designer must factor in this panel order during the design phase.

We recommend this folding style for paper that is to be inserted via automated envelope inserters.

Other Titles: 3-Panel fold

Gate Fold

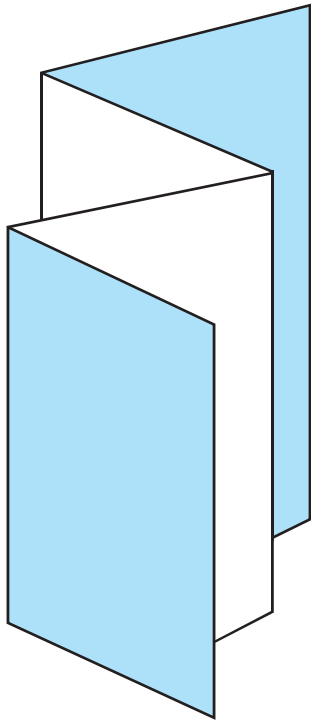


This folding method creates an impact by having a minimum of 2 panels fold into the centre from opposite sides.

A complex folding style which requires technical knowledge and specialised equipment.

Lining up images that must go over the inside flaps can be unsuitable.

Accordion Fold

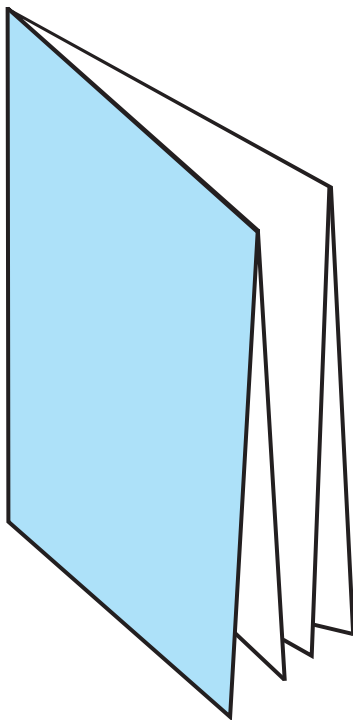


Similar style to a 'z' fold, but for 4+ panel jobs. The end result is an easy opening piece.

Typically it is folded so that the front cover panel will be the widest.

Please note this folding style cannot be machine-inserted into envelopes.

Right Angle Fold

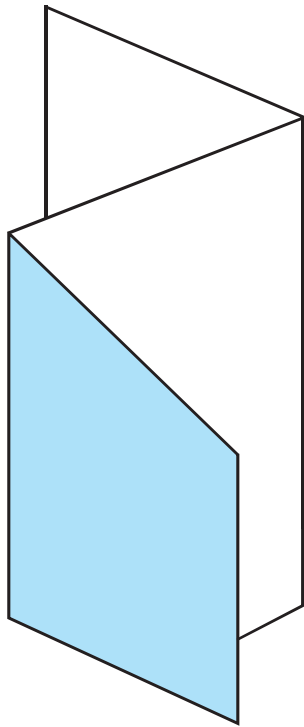


This method requires a page to be first folded in half horizontally and then again vertically.

It is commonly used for cards and typically has printing on only one side.

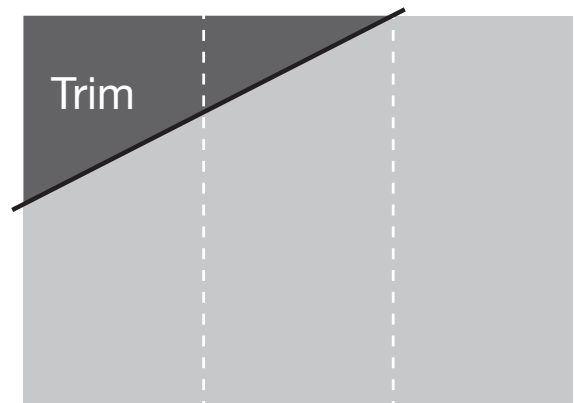
Other Titles: French fold

Z-Fold with Angled Trim

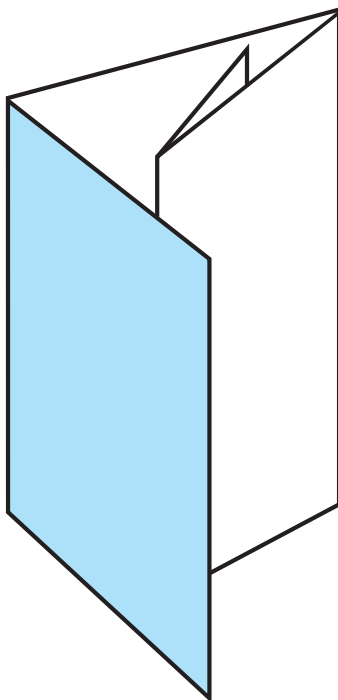


This folding method has the same attributes as the z-fold but with a trim across 2 panels.

The result in an innovative and attractive end piece.



Roll Fold



Roll folds require 3+ panels to roll in on the other.

Because of the paper thickness this method requires each panel to be slightly smaller than the other.

Other Titles: Barrel fold, Over and over

Crash Folding

Crash folding is when a bound job is folded again. This method is typically limited to only a single or letter fold.

On larger documents the crash folding method creates creasing on the folded edges. This is unavoidable and as such we encourage documents that must be folded to be instead designed for their end output (e.g. DL sized document).

We recommend using this method of folding only for insertion into DL or DLX envelopes.



c o n t a c t u s

+61 7 3102 9591
info@rostami.com.au

or visit our website
www.rostami.com.au

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