

FOLDED PRINT

TEMPLATE FILE: Page 1 is the **exterior of the print**. Page 2 is the **interior of the print**.

BLEED: Your file needs to include a **0.125" bleed necessary for production**. Bleed is printing that goes beyond the edge of the sheet after trimming. If bleed is not included in document setup, there is a good chance there will be a gap between the edge of the printed area and the cut line. This happens because there is a tolerance when cutting the printed piece. For more information on the importance of bleed, visit our website: smartpress.com/support/printing-basics/bleed-borders.

CUT LINE (FINISHED SIZE): This is where your artwork will be trimmed.

SAFE MARGIN: Your file needs to include a **0.125" safe margin necessary for production**. Safe margin is the area around the edge of the sheet. If the safe margin is not included in document setup, there is a chance that the art close to the edge will get cut off, due to machine shift during cutting. This happens because there is a tolerance when cutting the printed piece. For more information on cutting tolerance, visit our website: smartpress.com/support/printing-basics/cutting-tolerance-for-print.

FOLD LOCATIONS: The pink lines indicate where the folds will be. To learn more about different brochure folding options, visit our website: smartpress.com/support/product-resources/brochure-folding-ideas.

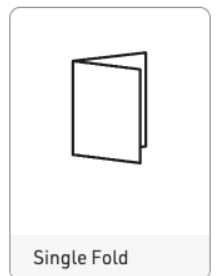
STANDARD FOLDS: Choose from a wide variety of fold options: tri fold, single fold, Z fold, roll fold, accordion fold, gate fold, closed gate fold, French fold, double parallel fold and custom folds. See more descriptions below.

- **Single Fold Guide:**

- Page 1: The outside
 - Right panel: Front cover (equal widths)
 - Left panel: Back cover (equal widths)
- Page 2: The inside

When you flip the page over, the layout reverses:

 - Left panel: Inside front
 - Right panel: Inside flap

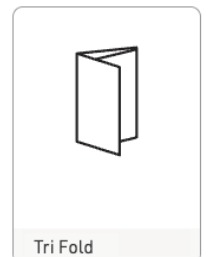


- **Tri Fold Guide:**

- Page 1: The outside
 - Far right panel: Front cover (equal to center width)
 - Center panel: Back cover (equal to right panel width)
 - Far left panel: Inside flap (slightly narrower so it can tuck neatly inside)
- Page 2: The inside

When you flip the page over, the layout reverses:

 - Far left and center panels: Equal widths
 - Far right panel: Inside flap (slightly narrower)

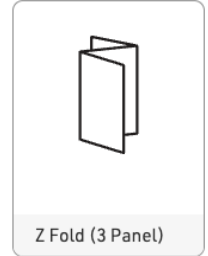


- **Z-Fold (3 Panel) Guide:**

- Page 1: The outside
 - Far right panel: Front cover
 - Center panel: Back cover (equal to right panel width)
 - Far left panel: Inside flap
- Page 2: The inside

When you flip the page over, the layout reverses:

 - Far right panel: Back cover
 - Far left panel: Inside flap



- **Accordion Fold (Even panel count) Guide:**

- Page 1: The outside
 - Far right panel: Front cover
 - Far left panel: Back cover
- Page 2: The inside

When you flip the page over, the layout reverses:

 - Far right panel: Inside front cover
 - Far left panel: Inside back cover



- **Accordion Fold (Odd panel count) Guide:**

- Page 1: The outside
 - Far right panel: Front cover
 - Center panel: Back cover
 - Far left panel: Inside front flap
- Page 2: The inside

When you flip the page over, the layout reverses:

 - Far right panel: Back cover
 - Far left panel: Inside back flap



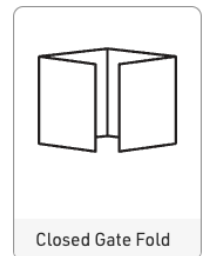
- **Closed Gate Fold Guide:**

- Page 1: The outside
 - Middle right panel: Front cover (equal widths with back cover)
 - Middle left panel: Back cover (equal widths with front cover)
 - Far right panel: Outside left flap when folded (narrower width)
 - Far left panel: Outside right flap when folded (narrower width)

When opened, far right and far left panels will have a small gap
- Page 2: The inside

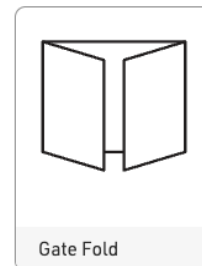
When you flip the page over, the layout reverses:

 - Far left panel: Inside flap (narrower width)
 - Far right panel: Inside flap (narrower width)
 - Middle left and right panels: Center spread



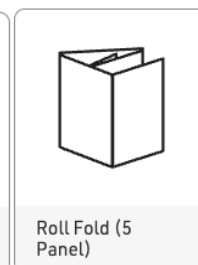
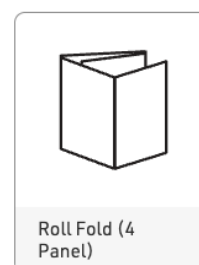
- **Gate Fold Guide:**

- Page 1: The outside
 - Far right panel: Front cover left side (equal widths with left panel)
 - Center panel: Back cover (folded size width)
 - Far left panel: Front cover right side (equal widths with right panel)
When folded, the right and left panels will have a small gap
- Page 2: The inside
When you flip the page over, the layout reverses:
 - Left panel: Inside flap (narrower width)
 - Right panel: Inside flap (narrower width)
 - Center panel: Center spread



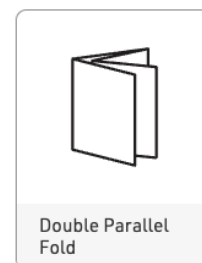
- **Roll Fold Guide:**

- Page 1: The outside
 - Far right panel: Front cover (equal to center width)
 - Second to far right panel: Back cover (equal to right panel width)
 - Third panel from the right: Each panel decreases in size to be smaller than the one to the right (slightly narrower so it can tuck neatly inside)
 - Far left panel: Smallest panel
- Page 2: The inside
When you flip the page over, the layout reverses:
 - Far left and second to far left: Equal widths
 - Third panel from the left: Each panel decreases in size to be smaller than the one to the right (slightly narrower so it can tuck neatly inside)
 - Far right panel: Smallest panel



- **Double Parallel Fold Guide:**

- Page 1: The outside
 - Far right panel: Front cover
 - Second panel from right: Back cover
 - Second panel from left: Inner panel (slightly narrower width)
 - Far left panel: Inside flap/Inner panel (slightly narrower width)
- Page 2: The inside
- *When you flip the page over, the layout reverses:*
 - Far right panel: Inside flap/Inner panel (slightly narrower width)
 - Second panel from right: Inner panel (slightly narrower width)
 - Second panel from left: Back cover
 - Far left panel: Front cover



- **Double/French Fold Guide:**

- Page 1: The outside

- Top right panel: Front cover (reads upright)
 - Top left panel: Back cover (reads upright)
 - Bottom right panel: Usually blank or hidden inside the first fold
 - Bottom left panel: Usually blank or hidden inside the first fold

- Page 2: The Inside (Full Spread View)

When you flip the page over entirely to the inside, it reveals a single large 4-panel spread (often used for posters or maps):

- Top left and right panels: Inside top half
 - Bottom left and right panels: Inside bottom half

