Folding and scoring

What is folding and scoring?

Folding serves many functions, one of which is to reduce the physical size of a printed piece. This allows the piece to fit into something else like an envelope, packaging, or display rack.

Folding is also commonly used as a design technique to create separate panels from a single sheet, such as for a brochure or invitation. There are numerous folding styles available, including the Roll fold, Z fold and Gate fold.

If you are creating your own artwork, formatting the document to allow for the correct folding style is important. See over for samples and further information on folding styles.

Scoring is the process of making a crease in paper so it will fold easier. Scoring is usually used on documents printed on a heavier weight material where folding may cause cracking.

Folding and scoring at UniPrint

For documents printed on heavier weight stock which requires folding, UniPrint suggests scoring to remove the likelihood of the print cracking along the fold line.

We are able to score and fold documents, or score them and leave them flat if you wish.

While we are able to fold your printed material using any of the standard styles, we are also able to assist if you wish to achieve a non-conventional fold.

Contact UniPrint by email for a quote or for further information on any of the folding options. See also our job request form at uniprint.uwa.edu.au/design.

See also

- Finishing

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**Contact uniprint@uwa.edu.au
for further information**

The University's provider of print, copy and design services – uniprint.uwa.edu.au   /UniPrintUWA

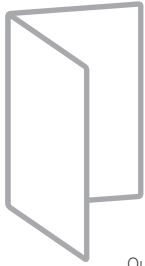# Folding samples

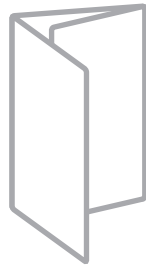**A** = Full size panel   **B** = Narrower panel   **C** = Narrowest panel

Half fold
A half fold has two panels, with a centre fold. Each panel is the same size.

Outside | A A
Inside | A A

Roll fold (3 panel)
A roll fold has three panels. The front and centre panels are at full size. The panel which folds inwards is 3mm narrower.

Outside | B A A
Inside | A A B

Roll fold (4 panel)
A roll fold may have four panels. The front and back panels are at full size. The first inside panel is 2mm narrower. The innermost panel is 4mm narrower than full size.
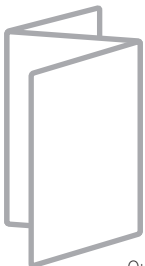
Outside | C B A A
Inside | A A B C

Parallel fold
A parallel fold has four panels. The two outside panels are at full size. The two inside panels are 3mm narrower.
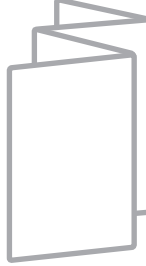
Outside | B B A A
Inside | A A B B

Z fold (3 panel)
A Z fold has three panels. All panels are at full size.

Outside | A A A
Inside | A A A

Z fold (4 panel)
A Z fold may have four panels. All panels are at full size.

Outside | A A A A
Inside | A A A A

Open gate fold
An open gate fold has three panels. The centre panel is at full size. The two front panels which fold over the centre are half the width of the centre panel.

Outside | C A C
Inside | C A C

Closed gate fold
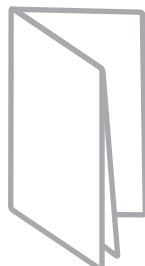A closed gate fold has four panels. The two nner panels are at full size. The two panels which fold inside are 3mm narrower.

Outside | B A A B
Inside | B A A B

Cross fold
A cross fold has four panels. Each panel is at full size.

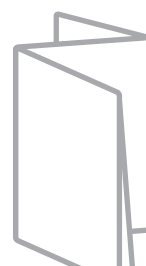Outside | A A / A A
Inside | A A / A A

Cross roll fold
A cross roll fold has six panels. The centre panels and the panels on the left which form the front of the document are at full size. The right side panels which fold inwards are 3mm narrower.

Outside | B A A / B A A
Inside | A A B / A A B

Cross Z fold
A cross Z fold has six panels. Each panel is at full size.

Outside | A A A / A A A
Inside | A A A / A A A