ISR Duplicating currently offers six different fold types

Below is a summary of each fold type and when it is typically used. The attached documents are actual examples of the fold types to better help you select what you need.

Fold Types (listed in order of what is used most to least):

1) Letter fold – 8.5 * 11, used mainly for single page letters, or 3 panel brochures

2) Z-fold – 8.5 * 11, used exclusively for letters. This is the best fold to choose if your letter contains more than one page as the pages easily slide together.

3) Half fold – 8.5 * 11, typically used for table tents.

4) Double Parallel fold – 8.5* 14 (or larger), used for brochures with 4 panels.

5) Irregular Z-fold (rarely used) – 11 * 17, this folds an 11*17 down to an 8.5 * 11 if inserting into a folder/book.

6) Brochure fold (never used) – typically a letter fold is used instead.

Note the paper sizes used above are what are typically run for the folds listed, but any size paper can be used with any fold type. ISR carries paper sizes of 8.5 * 11 (regular), 8.5 *14 (legal), and 11*17 (ledger).

As always, please contact the Duplicating Office if you have any questions at either:

Duplicating@umich.edu or 734-647-1406