

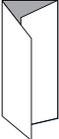
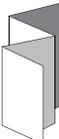
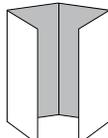
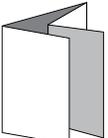
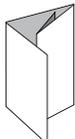
# Creating Templates for Common Brochure Folds

**Assignment** Create templates in InDesign for each of the common fold types listed below.

## Fold Type:

The table below provides you with only some of the information that you need to create the layouts. It is your job to figure out the width of the layout panels and the exact placement of the folds. Before beginning each type, on a separate sheet of paper **draw a sketch of the layout**, numbering the panels, and do the math to figure out the correct width of each panel. The product of this process is a **folding dummy**.

Note that panel width adjustments must be mirrored on the back side—if you subtract from the right panel on one side, you must do the same for the left panel on the other side. If you get stuck, go back to your folding dummy and double-check the math.

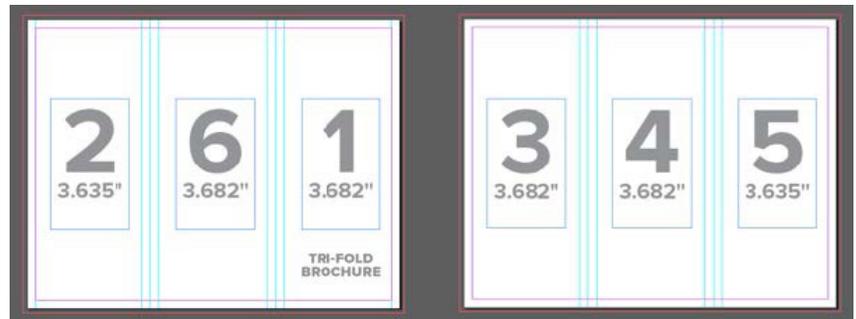
	Type	Trim Size	Base Panel Width	Panel Width Adjustment
Trifold		8.5"x11"	Page Width Divided By 3	Panel that folds in (inside spread, right panel) is reduced by 1/32"; the other two panels each gain 1/64".
Accordion Fold		8.5"x14"	Page Width Divided By number of panels (4 shown)	None. All panels are the same size.
Gate Fold		8.5"x14"	Page Width Divided By 4	Outside panels are reduced by 1/32" each; the inside panels gain 1/32" each. Note that this layout is symmetrical, so the back and front are the same.
Double Parallel Fold		8.5"x14"	Page Width Divided By 4	On inside spread, the two right panels are reduced by 1/32" each, while the two left panels gain 1/32" each.
Barrel Fold		8.5"x14"	Page Width Divided By 4	On inside spread, the far-right panel is reduced by 5/64", the middle-right panel is reduced by 1/64", and the two left panels are widened by 3/64" each.

## Creating Templates for Common Brochure Folds // exercise 02

### Assignment

#### Layout Instructions:

- o Create each layout in a separate, **two-page** document with **Facing Pages disabled**.
- o Set the **document bleed** to .125”.
- o The **document margin guides** should be .25” on all sides.
- o InDesign’s **column guides** (Layout > Margins and Columns...) will **NOT** help you for (most) of these layouts—our columns in general are not all the same width.
- o However, it can be helpful to create starter guides using the **Layout > Create Guides...** option. This will create individual guides that are evenly distributed at the fold lines—all that remains is to adjust them using the numbers below, and add the left and right guides as panel margins.
- o Be as precise as you can:
  - Use the numeric options in the **Option Bar** or the **Transform panel**.
  - **Guides are selectable** with the Selection tool and can be moved by entering values in to the X and Y boxes in the Control Panel.
  - Make sure that the **reference point** is set to the center to help make the math easier
  - Remember that you can do **simple math** within the number entry fields in InDesign.
- o Place guides precisely on the fold lines, plus place a guide .25” to both the left and right of the fold to define both the panel widths and gutter space.



- o **Number the panels** as you make them. Place the number in the correct orientation so that it is upright when printed and folded. Number the panels in the order in which you expect readers of the brochure to encounter them. For example, on a standard tri-fold brochure, panel 01 should be the front panel, and panel 06 should be the back panel when folded. Panel 02 should be the one that readers see when first opening the brochure, and panels 03-05 should be the inside spread, left-to-right.
- o In addition, type in the fold type on the first panel of each layout to identify the brochure type when handed in.
- o Save a Smallest File Size PDF that displays the Trim marks, bleed area
- o Submit all files into the dropoff folder
- o Upload PDFs to Canvas

#### What to turn in:

In the Dropoff folder, name the folder containing your native InDesign document layouts lastname\_firstname\_ex2 into the exercise>ex2 folder. Place your prepared files and Smallest File Sized PDF in that folder. Also upload PDFs to Canvas

**This exercise is due at the beginning of class on Thursday, October 3rd, 2019**