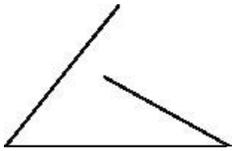
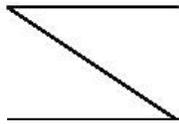


## Folds

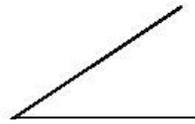
There are several types of folds that are common in inserting. These are the C fold, Z fold (or fan fold), half fold, and double fold (folding in half, and then in half again). A flats application is one where the documents are not folded at all. The diagram below illustrates some of the most common folds.



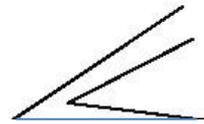
C Fold



Z Fold



Half Fold



Double Fold