

**Outside Panel sizes for
Tri fold**

3-5/8 from edge of sheet
To fold line

3-11/16 from fold line
To fold line

3-11/16 from edge of sheet
To fold line

This is a layout to use in **Publisher** for a 3 panel Tri-Fold product The third panel is slightly shorter to allow for a machine folding. This layout is the maximum layout for our equipment. Your desktop printers may cut of information that we can print.

If formatting a **Word** document use the following Settings:
File> page setup > Margin Tab: set top, bottom, left, right to .25. Set gutter, header and footer to 0. Click on Paper size tab and set paper to landscape. Click OK. Click on Format> columns: Select 3, spacing to .25. Click OK. Your desktop printers may cut of information that we can print.

Start text box 1/4 from
edge of sheet

End text box 1/4 from
edge of sheet

End text box 1/8
before fold line

End text box 1/8
Before fold line

Start text box 1/8 from
fold line

Start text box 1/8 from
fold line

Inside Panel sizes for Tri fold

End text box 1/8 from
fold line



End text box 1/8
before fold line



Start text box
1/8 before fold
line



Start text box 1/8 from
fold line



Start text box 1/4 from
edge of sheet



End text box 1/4 from
edge of sheet



3-11/16 from edge of sheet
To fold line



3-11/16 from fold line
To fold line



3-5/8 from edge of sheet
To fold line

