

Folding a layout

When developing the Layout, center the Approval block, Title block and Layout History block on the $\frac{1}{6}$, $\frac{1}{2}$ and $\frac{5}{6}$ points of the Layout sheet (as shown).

Fold the Layout in an accordion fashion, with panels as close to $8\frac{1}{2}$ " wide as possible. Start at the end with the title block so that it is on the outside. Continue folding until the last panel is $8\frac{1}{2}$ " or less in width. Once you have completed the vertical folds, fold it in to thirds, each 12" tall. The Layout Title Block should be on the outside of the folded layout. The Approval Block should be on the outside of the other side with the Layout History panel folded between the other two.

