

**1.0 GENERAL**

**1.1** To facilitate folding, the original tracing should indicate fold marks in the margin of the standard cut sheet sizes, except "A" size. However, if copies will be folded mechanically, i.e., by folding machines, fold marks are not necessary except for the vertical folds if the machines do not have that capability.

**2.0 BASIS OF FOLD MARKS**

**2.1** The easiest kind of fold is the fan fold. The advantage of fan folding is that the print is more easily handled on the shop floor and in the field. Fold marks are usually indicated in the horizontal margins of the drawing form in increments of 8.5 inches and in the vertical margin in

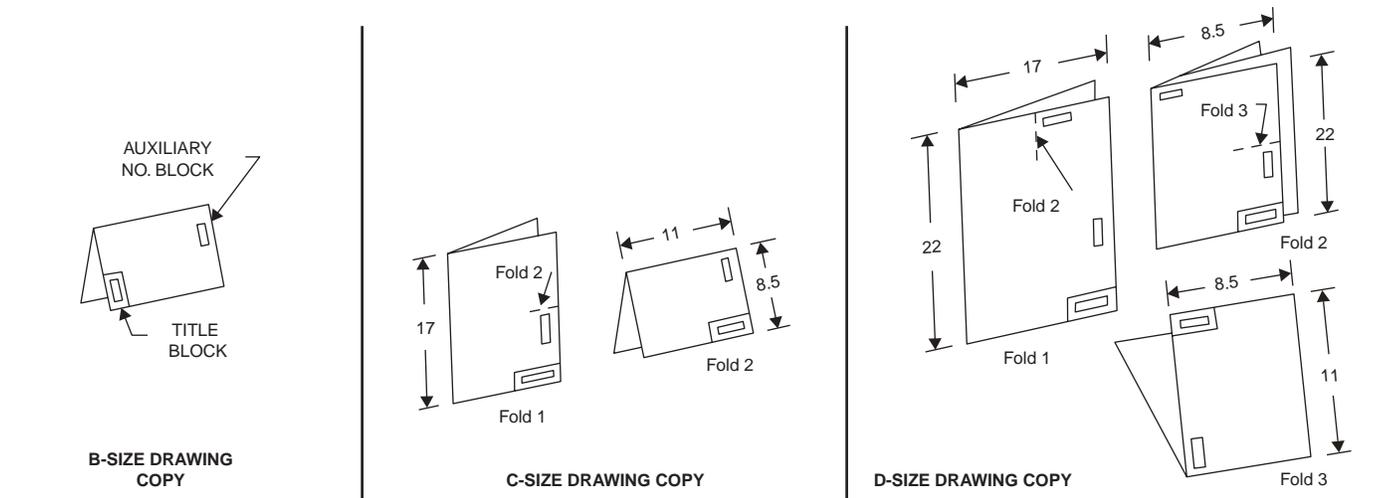
increments of 11.0 inches to the extent consistent with the display of the drawing number in the file. Figure 1 illustrates the method of folding all standard cut sheet sizes. Extended sizes should also be folded in similar fashion.

**2.2** Extended sizes should have fold marks shown in the same increments as cut sheet sizes.

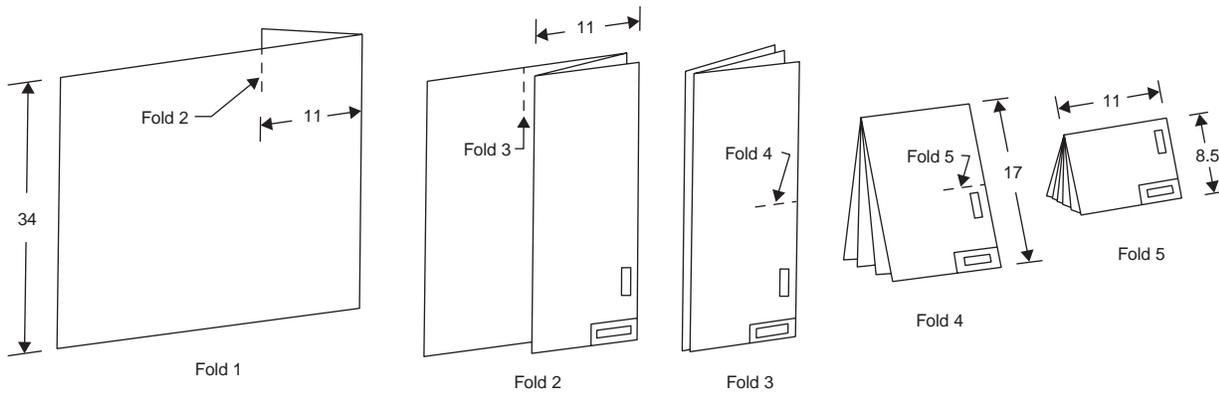
**2.3** The fold mark designation that should be observed for all cut sheet sizes and extended sizes is shown in Section K3.1.

**3.0 REDUCED-SIZE COPIES**

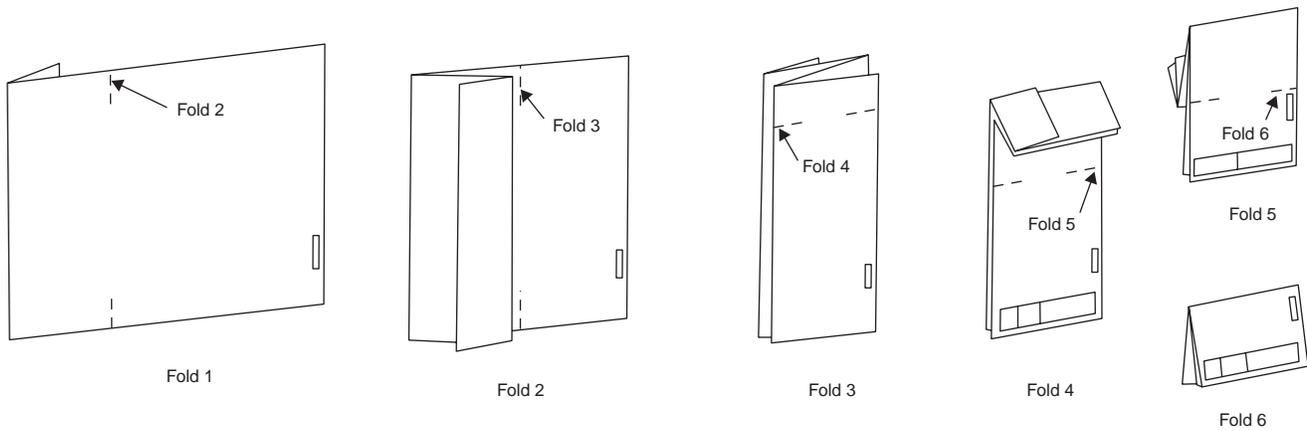
**3.1** If reduced-size prints are normally produced, the practice shown in Figure 1 should also be observed.



**Figure 1. Drawing Folding Sequence and Dimensions**



E-SIZE DRAWING COPY



F-SIZE DRAWING COPY

**Figure 1. Drawing Folding Sequence and Dimensions (continued)**

**Note:** When filed in an 11-inch file cabinet, the supplementary drawing number block on A-size sheets will be at the top right-hand border. For all other sizes the supplementary drawing number block would be located vertically in the top right-hand border.