

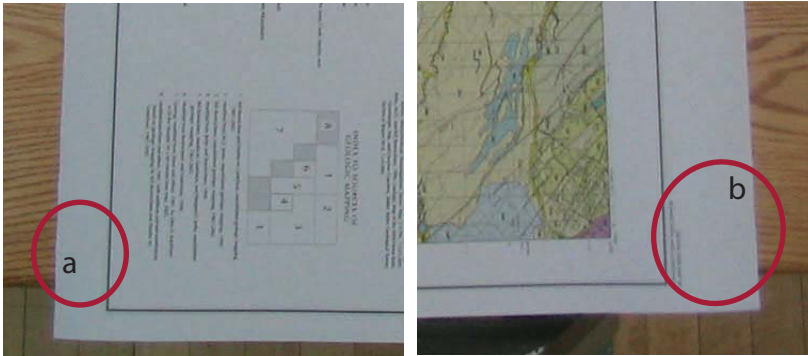
# Steps To Determine Map Fold Type

## FIRST TIME

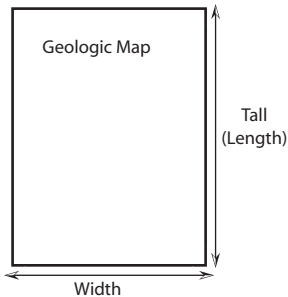
This series of linked PDF pages should enable the user to fold most IGS map publications to fit the standard 9" x 12" envelope. Follow the instructions in Steps 1 and 2 and then click on your map size in Step 3. This will take you to the correct folding instructions for that map size. Most new Print-On-Demand maps come with trim lines and fold tics printed on the maps. Many older maps (Xerox copies, etc.) can also be folded using these instructions.

## START HERE

**Step 1. Trim map.** Check map for any trim lines and cut on same line. Also, always check for extra white space at the top or sides of the map. The mapping lab has no control over this "extra bit" of white space. So, trim as best you can to *make* the bottom (a) and top space (b) even (OR sides as the case may be). (see figure below)



**Step 2. Measure the map.** Measure in inches, width and length (how tall) including border area.



**Step 3. Determine Fold type:** *CLICK on the correct map size to link to the right instructions for folding.*

a.  $W < 34" \times L < 36"$ --Maps 34" (or less) Wide AND 36" (or less) Tall -- Fold is 4 x 4 , GO FOLD

b.  $W 36" \times L 36"$ --Maps 34" to 36 " Wide AND 36" (or less) Tall-- Fold is 5 x 4 , GO FOLD

c.  $W 36" \times L 48"$ --Maps 34" to 36" Wide AND 37" to 48" Tall-- Fold is 5 x 5 , GO FOLD

d.  $W 48" \times L 36"$ --Maps 37" to 48" Wide AND 36" (or less) Tall -- Fold is 6 x 4 , GO FOLD

\*e.  $W 36" \times L > 48"$ --Maps 34" to 36 " Wide AND 49" to 60" Tall-- Fold is 5 x 6 , GO FOLD

\*f.  $W < 34" \times L > 48"$ --Maps 34" (or less) Wide AND 49" to 60" Tall-- Fold is 4 x 6 , GO FOLD

\*Uncommon size, Currently no Fold Instructions