

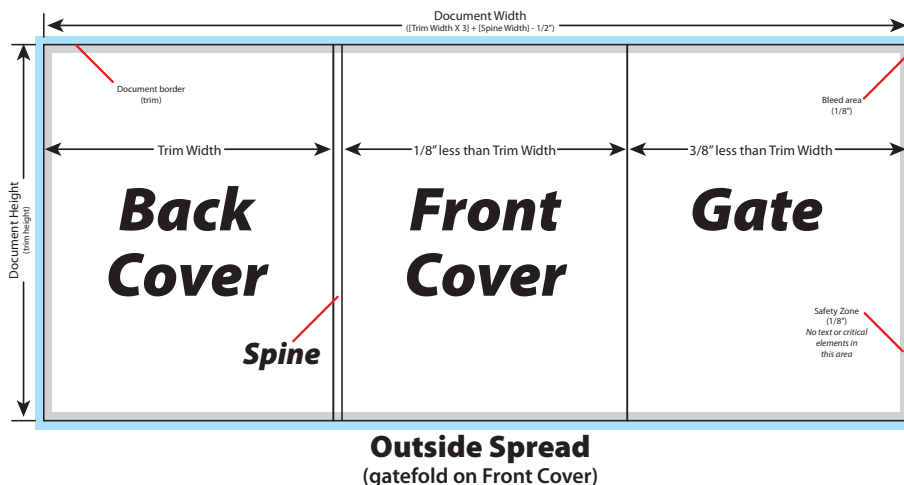
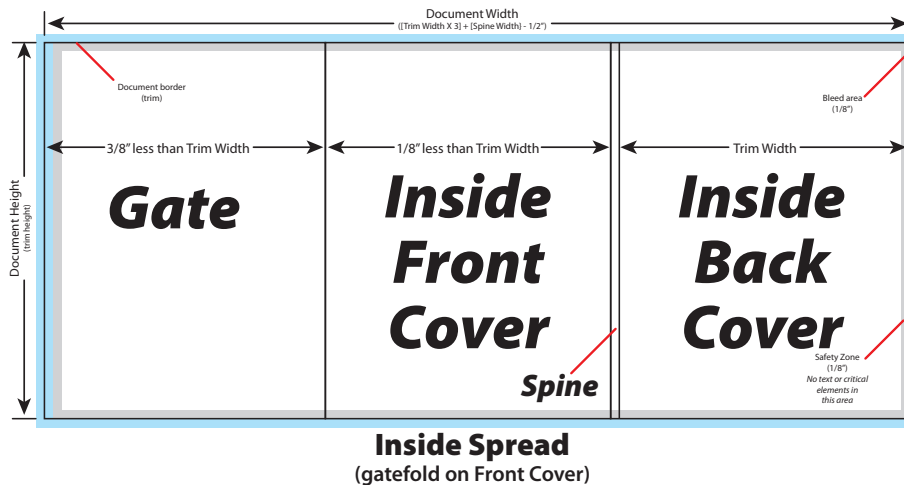
Overview

If you wish to have a gatefold in your magazine or other publication, you must submit the gatefold pages as a spread. This is similar to a cover spread, except it involves 6 pages (3 inside, 3 outside) plus a spine instead of 4 pages (2 inside, 2 outside) plus a spine for a cover spread. Each spread will have one normal page, a spine, a page with the gate attached to it and the gate itself. The normal page will be the same width as the trim width for your publication. The page that attaches to the gate will be $\frac{1}{8}$ " narrower than the trim width of your publication. This allows the gatefold to be folded without getting trimmed off when the magazine is trimmed to size. Finally, the gate page will be $\frac{3}{8}$ " narrower than the trim width of your publication. This takes into account the $\frac{1}{8}$ " taken off of the page the gate attaches to with an extra $\frac{1}{4}$ " removed to prevent the edge of the gate page from getting glued into the spine of the publication. So, for an $8 \frac{3}{8}$ " X $10 \frac{7}{8}$ " magazine with a gatefold you would have one page $8 \frac{3}{8}$ " wide, one spine, one page $8 \frac{1}{4}$ " wide, and one page 8" wide.

Layout and Page Sizing - Front Cover or Back Cover Gatefold

In addition to the trim size of your publication, you must also know the spine width. Please contact your CSR to confirm the spine width before you begin. To determine the width of your layout multiply the final trim width of your publication times 3 then subtract 1/2" and add your spine width. The number you come up with will be the width of the document you create. The height of your document will just be the trim height of your publication. Remember to set your bleeds and margins to 1/8". Once you have the layout document created, you will need to put guides in place for the pages. Draw your first vertical guide at the measurement that represents the trim width of your publication (measuring from the left side of the document). You've just created a guide that represents the edge of one panel (one single, normal width page). Your spine comes next so place another guide to the right of the first guide you created, by the same distance as your spine width. So if your spine is 1/4", your second guide will be 1/4" to the right of the first guide you placed. The next panel needs to be 1/8" narrower than the previous panel, so create another vertical guide to the right of the last guide you placed by (your trim width - 1/8"). The last panel will now be sized 3/8" narrower than your publication's trim width if you did everything correctly. At this point you need to know which side your gatefold is on. If the gatefold attaches to the front cover of the publication, you have just created the spread for the outside of the gatefold. If the gate attaches to the back cover, you just created the spread for the inside of the gatefold. Save the document you just created and name it with "inside" or "outside" in the file name, depending on which configuration you are using.

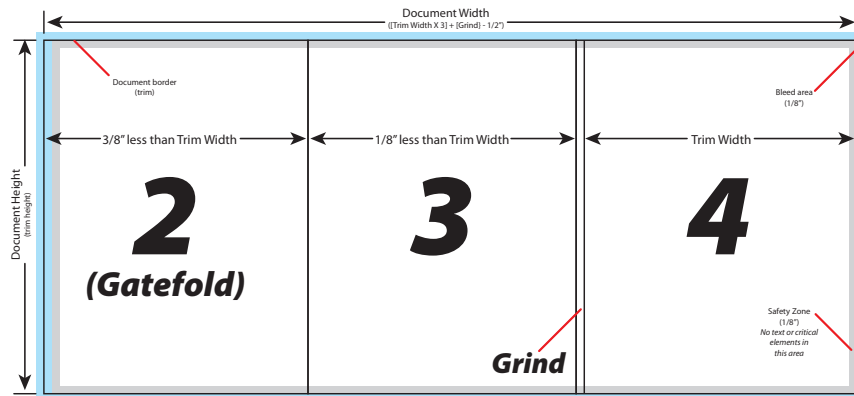
To build the layout for the other side of the gatefold, do a "Save As" from your layout application and change the name from "inside" to "outside" or vice versa. Delete the three vertical guides you created. Create a new vertical guide that is (your trim width) away from the right edge of the document. Draw a second vertical guide to the left of the first guide you drew by the distance of your spine width. Draw a third guide (your trim width - 3/8") from the left edge of the document. If you did this correctly the center panel will be sized 1/8" narrower than the trim width of your publication. You now have 3 panels, plus a spine, sized the opposite of the other side of the spread. The illustration below shows the details of how the gatefold spread layouts should be built for a gatefold attached to the front cover.



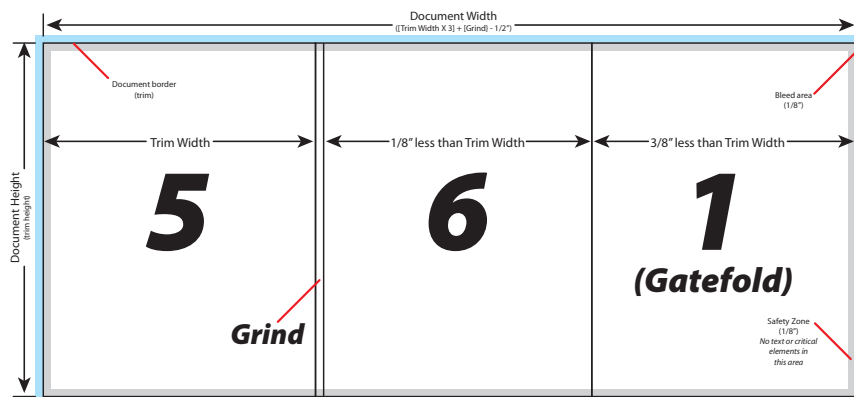
Layout and Page Sizing - Inside Section Gatefold

For a gatefold attached to an inside section, a standard grind area will replace the spine. For full size magazines this grind width is 3/16", for digest sized publications the grind width is 1/8". There may be special circumstances that may change these grind widths for your magazine, so please confirm this with your CSR before you begin. To determine the width of your layout multiply the final trim width of your publication times 3 then subtract 1/2" and add your grind width. The number you come up with will be the width of the document you create. The height of your document will just be the trim height of your publication. Remember to set your bleeds and margins to 1/8". Once you have the layout document created, you will need to put guides in place for the pages. Draw your first vertical guide at the measurement that represents the trim width of your publication (measuring from the left side of the document). You've just created a guide that represents the edge of one panel (one single, normal width page). Your grind comes next so place another guide to the right of the first guide you created, by the grind width (again, generally 3/16" for full size publications, 1/8" for digest sized publications). So if your grind is 3/16", your second guide will be 3/16" to the right of the first guide you placed. The next panel needs to be 1/8" narrower than the previous panel, so create another vertical guide to the right of the last guide you placed by (your trim width - 1/8"). The last panel will now be sized 3/8" narrower than your publication's trim width if you did everything correctly. At this point you need to know which side your gatefold is on. If the gatefold attaches to a left hand page of the magazine, you have just created the spread for the outside of the gatefold. If the gate attaches to a right hand page, you just created the spread for the inside of the gatefold. Save the document you just created and name it with "inside" or "outside" in the file name, depending on which configuration you are using.

To build the layout for the other side of the gatefold, do a "Save As" from your layout application and change the name from "inside" to "outside" or vice versa. Delete the three vertical guides you created. Create a new vertical guide that is (your trim width) away from the right edge of the document. Draw a second vertical guide to the left of the first guide you drew by the distance of your grind. Draw a third guide (your trim width - 3/8") from the left edge of the document. If you did this correctly the center panel will be sized 1/8" narrower than the trim width of your publication. You now have 3 panels, plus a grind, sized the opposite of the other side of the spread. The illustration below shows the details of how the gatefold spread layouts should be built for a left hand gatefold on an inside section.



Inside Spread
(Left hand gatefold on Inside Section)

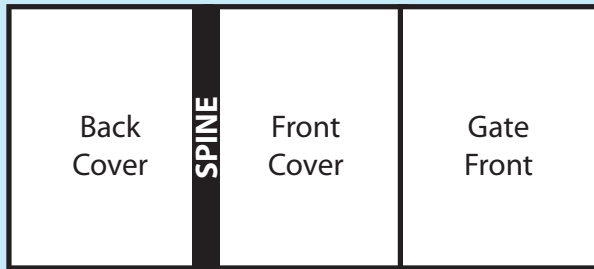


Outside Spread
(Left hand gatefold on Inside Section)

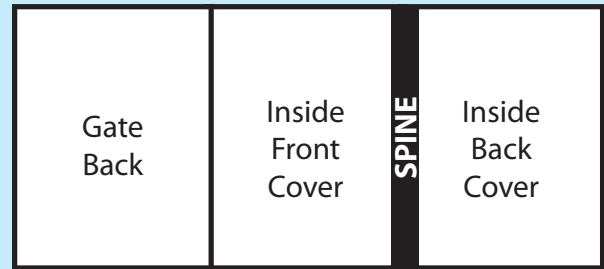
Pagination

Now that you have your documents ready you need to know where each page belongs to finish building the layouts. *It is strongly advised that you contact your CSR regarding pagination before putting your pages together if your gatefold is anywhere but the cover or back page of your magazine.* This is especially critical if you have any articles or advertisements that span multiple pages and will go beyond just the pages on the gatefold. Below you will find examples of the placement of pages for gatefolds on front covers and back cover pages. Examples for gatefolds attached to inside pages are on the following page.

Gatefold on Front Cover

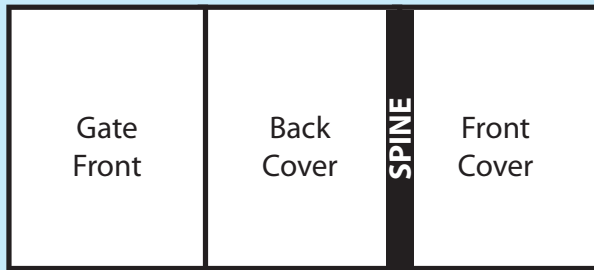


Outside Spread

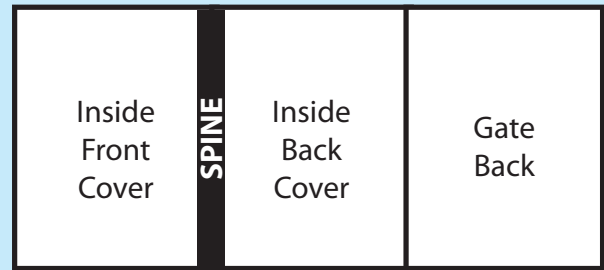


Inside Spread

Gatefold on Back Cover



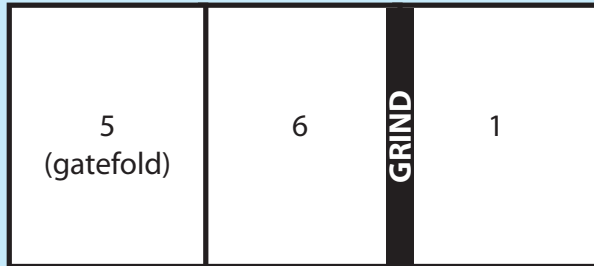
Outside Spread



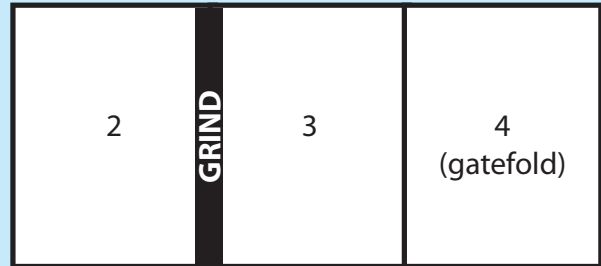
Inside Spread

Keep in mind that for inside pages, these paginations are simplified by assuming that the only pages inside the magazine are the pages involved in the gatefold spread and that the front cover, back cover, inside front cover and inside back cover are not numbered. Again, *please contact your CSR to verify where the pages belong.*

Gatefold on Right Side of Inside Page - Folios on Gatefold

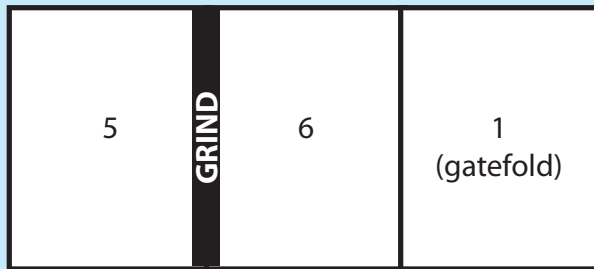


Outside Spread

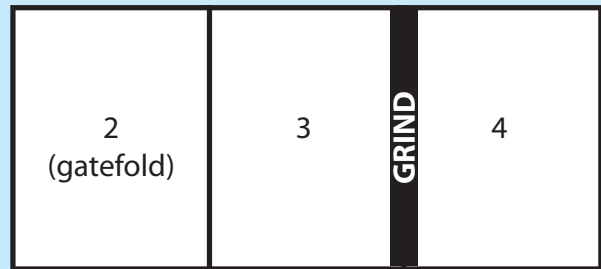


Inside Spread

Gatefold on Left Side of Inside Page - Folios on Gatefold

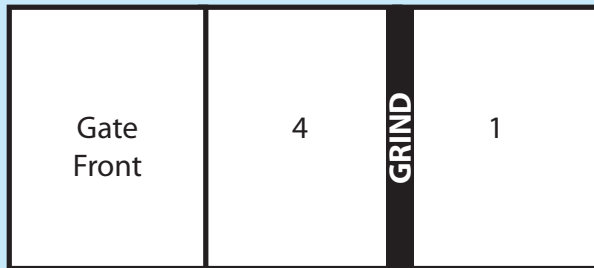


Outside Spread

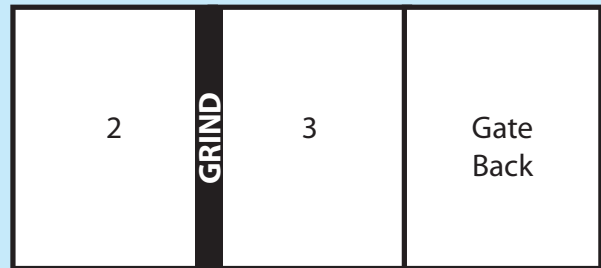


Inside Spread

Gatefold on Right Side of Inside Page - No Folios on Gatefold

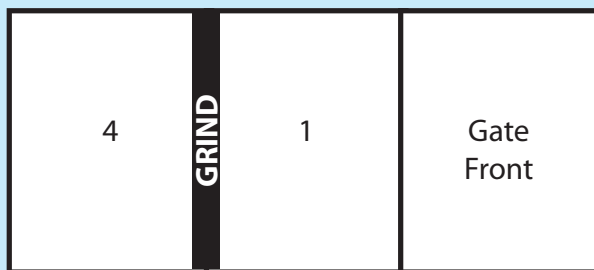


Outside Spread

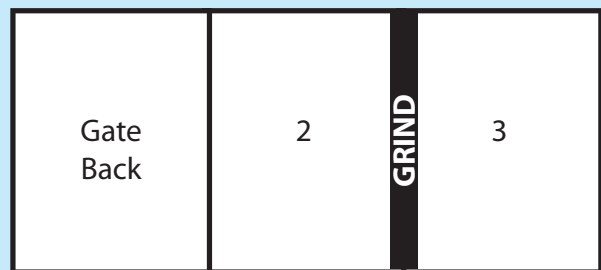


Inside Spread

Gatefold on Left Side of Inside Page - No Folios on Gatefold



Outside Spread



Inside Spread