

## How to select a paper folder

Paper folding machines fold documents in various styles, ready to be inserted into envelopes. There are many types of paper folding machines for various applications: Vacuum feed models are great for glossy paper folding. Folder-sealers create self-mailers. Right angle paper folders are used in conjunction with other paper folders to produce right angle folds. Basic letter folders are perfect for low volume environments. Folder-inserters both fold and insert documents into envelopes.

They are a necessity for any business or organization that distributes correspondence, newsletters, flyers, statements or magazines. Folded paper examples include single fold, letter fold, zig-zag fold, double parallel, fold out, and gate fold.

When considering the purchase of a paper folder there are several things to keep in mind.

### Paper Fold Types

There are various types of weights, styles, and gauges of paper; such as, thick, thin or glossy. Paper folders perform various functions that aren't compatible with certain types of paper. Be sure the paper folder you are considering will accommodate the type of paper you use.

Find out the largest size paper you need to fold. Many folding machines are limited to the size of paper it can accept. If the largest size paper you will fold is legal size, then make sure the paper folder can fold this size. The same applies to 11" x 17" paper. You don't want to buy a paper folder that can't handle your largest size paper.

Friction feed paper folders have rollers which pull the paper into the paper folding machine. Friction feed folders offer letter folding options for all folding volumes. The friction feed paper folder relieves the problem of bulk folding. Also, automatic friction paper folders have rollers which automatically pull the paper in from the in-feed tray and fold it. With a manual setup folder, you usually have to adjust the folding plate to the exact fold you want.

Friction folders are best suited for standard office paper, but will tear through glossy or heavy gauge paper stock. If your paper weight is not very heavy, then you can go with a friction paper folder.

Air feed paper folders use air to suck paper into the paper folding machine to be folded. A puff of air lifts each sheet of paper and pulls it into the folder, reducing the static build up on each sheet of paper. Because air-feed paper folders use air rather than friction to pull the paper in, they are ideal for use with glossy paper. . Air feed folders are highly recommended for heavier paper.

Air-fed folders can accommodate all paper stocks. There are also manual folders, that require fold plate settings to be placed by hand, and automatic folders that electronically adjust the fold plates.

How frequent will the paper folder be used.

Usage should always be a consideration when purchasing paper folder or any kind of office equipment. Some models of paper folders are heavy-duty units built to be used continually. Others are only meant for light, occasional use. If your company distributes mass mailings then select a folder that will work with the volume you fold. Conversely, if your office sends out a small load of letters, then it's prudent to choose a light volume machine.

There are folders designed for folding one or two letters that fit on desktops. There are other paper folders large, require its own table or stand, and can fold thousands of pages per minute.

How much space do you have for the folder

Some paper folders sit at the side of your desk, providing mobility and ease of use. Larger, more heavy-duty folders require a table or countertop to rest on. If you need a large paper folder to share between departments, consider a model with a wheeled work station for easy mobility.

Whether you decide to purchase a friction-feed or air-feed paper folder, the investment will pay for itself when compared to the time and money spent manually folding each printed piece.

If you have a high volume of correspondence, invoices or statements to mail out, then it would be prudent to consider a paper folder that also features

an automatic envelope inserter, or pressure sealer. They cost more, but savings are made up in increased productivity and labor costs.

### About the Author

Tony Reynolds runs a advertising agency in Miami, Florida. To him running an ad agency means dealing with much paper work. His paper load reduced when he purchased a paper folder, and has helped him a lot when it comes to sorting and sending mail. Today Tony also suggests his clients to purchasing a paper folder for their business.

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