



KEMENTERIAN PENDIDIKAN TINGGI  
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



KOLEJ KOMUNITI  
CHENDEROH

# MAPKIN FOLDING TECHNIQUES

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# NAPKIN FOLDING TECHNIQUES



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2025

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First Edition

First Published 2025

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Published by:

Kolej Komuniti Chenderoh

Lot 43, Jalan Industri MIEL 2

Small and Medium Industry Area (IKS)

33000 Kuala Kangsar, Perak

Cataloguing-in-Publication Data

Perpustakaan Negara Malaysia

Access Mode: Internet

eISBN 978-629-96428-2-4

Diploma In Culinary Arts

Napkin Folding Techniques



# ACKNOWLEDGEMENT

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Alhamdulillah, with heartfelt gratitude to the Almighty for His boundless blessings bestowed upon the panel of authors of the e-Book Napkin Folding Techniques , who have successfully published a digital reference book that can be utilized by both students and lecturers of Kolej Komuniti Chenderoh.

Our deepest appreciation is extended to the Digital Learning Unit, Instructional and Digital Learning Division (BIPD), Department of Polytechnic and Community College Education (JPPKK), as well as the Curriculum Division and e-Book Development Team of Kolej Komuniti Chenderoh.

Special thanks are also conveyed to Ahmad Humaizi bin Hussin, Head of the Culinary Program and all staff members of the Culinary Department for their invaluable ideas and insights in the publication of this digital reference material.

It is our hope that the Napkin Folding Techniques e-Book will bring great benefit to all PolyCC students in Malaysia.



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# THE BISHOP'S HAT

---

01

This is a classic dinner napkin fold, but it can be difficult to line up the corners in the cap. Some starch and an iron make it easier to be precise while folding this one.



# THE BISHOP'S HAT

01



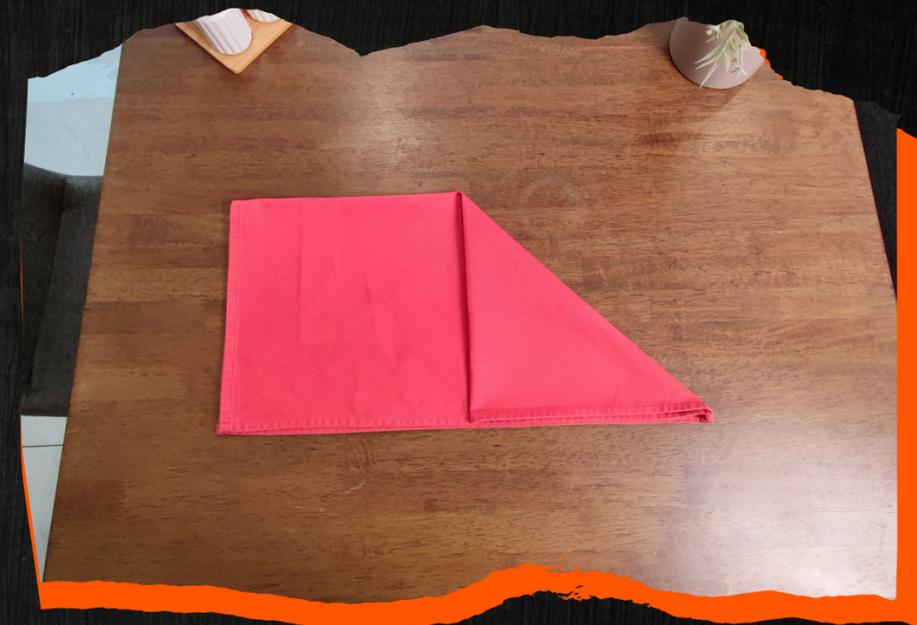
Lay the napkin face-down in front of you.

02



Fold the dinner napkin in half so that the open end is towards you.

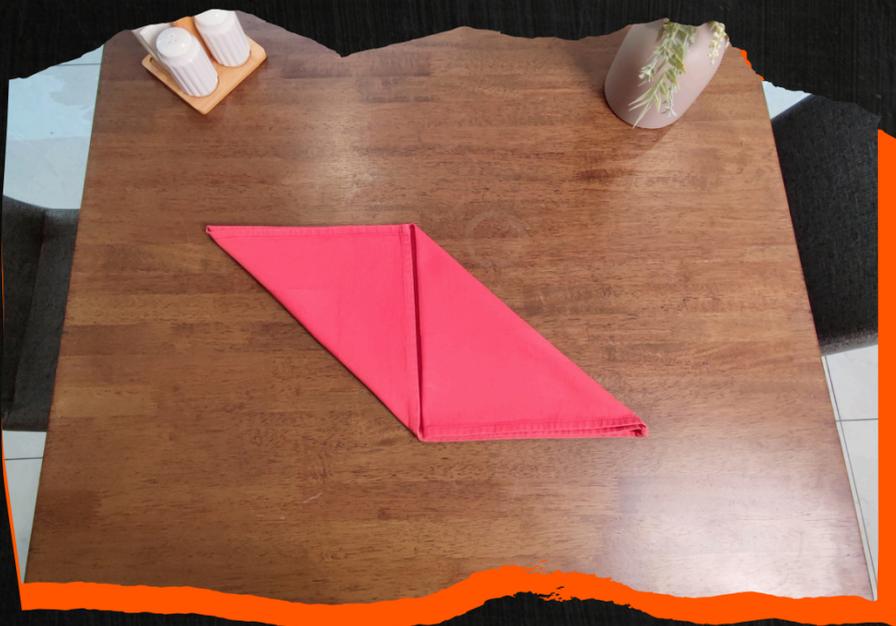
03



Fold the far-right corner diagonally towards you, resting the point in the center of the side closest to you.

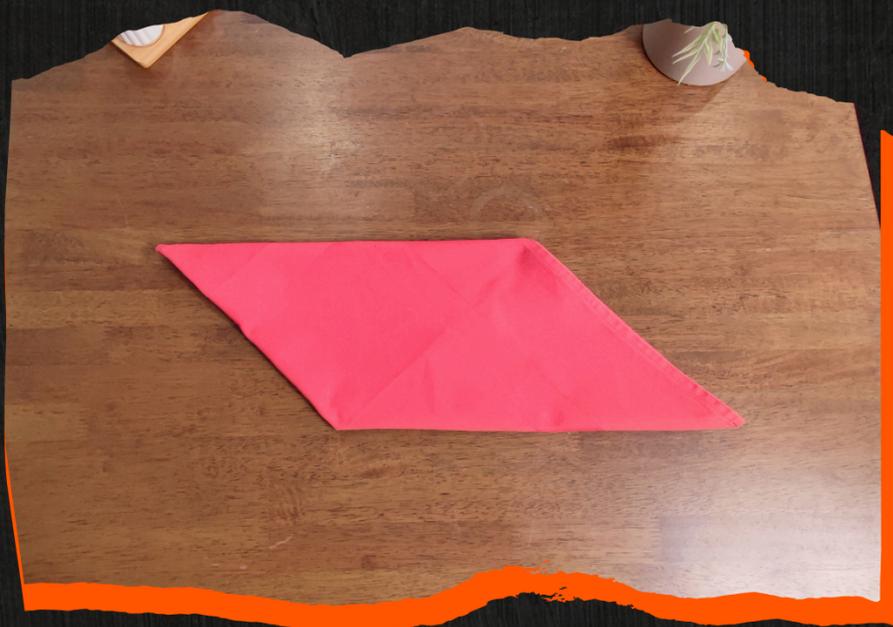
# THE BISHOP'S HAT

04



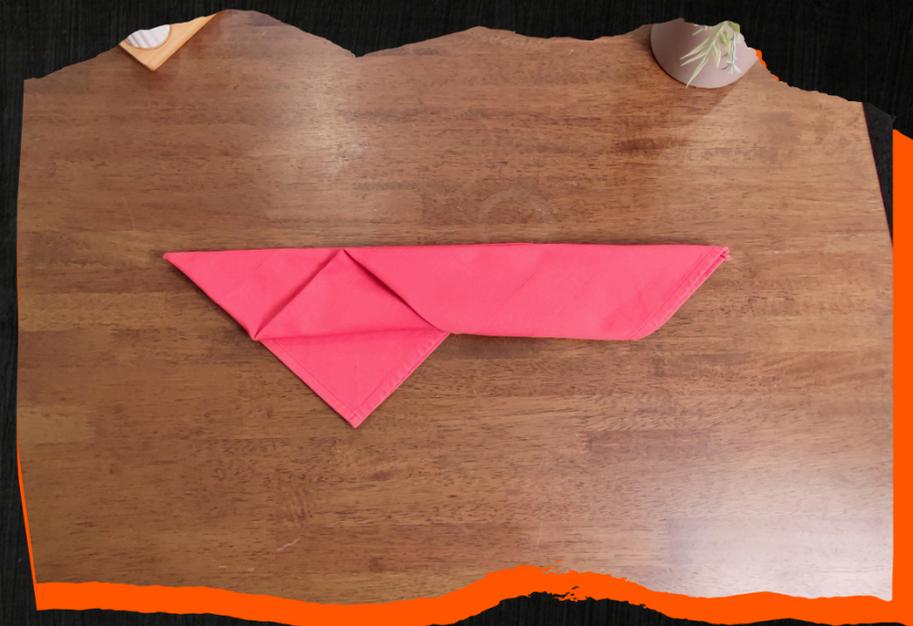
Fold the near-left corner diagonally away from you, resting it so that it lays right next to the previous fold.

05



Flip the napkin over and orient it so it points to the far-left and to the near-right.

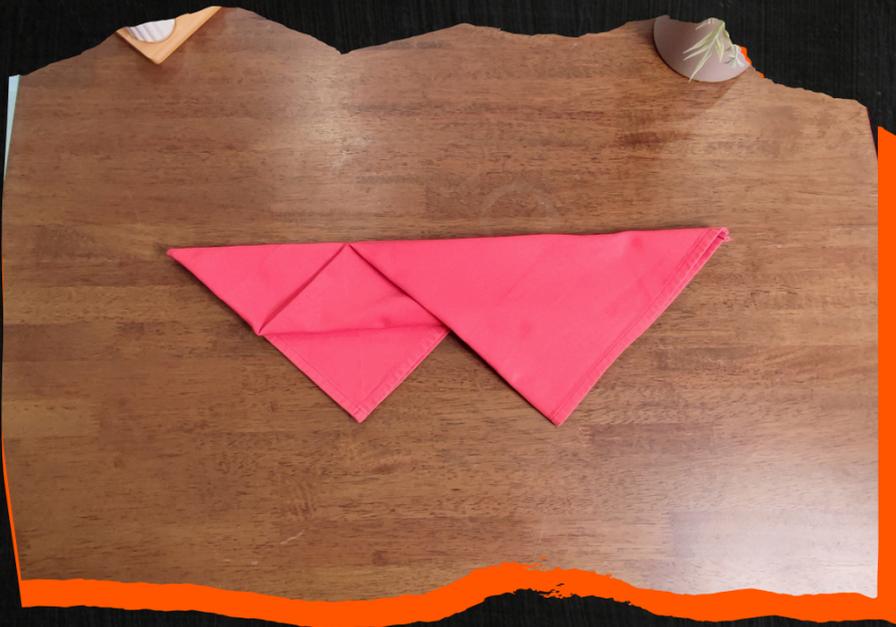
06



Fold the bottom half of the napkin up and away from you, laying it so the far edges run on top of one other.

# THE BISHOP'S HAT

07



Reach underneath of the napkin and pull out the flap on the right, making the near-side come to two points as seen in the picture. Gently roll the left half of the left triangle over and tuck it's end underneath the right triangle.

08



Gently roll the left half of the left triangle over and tuck it's end underneath the right triangle. Lip the napkin over, points pointing away from you. Fold the right-triangle to the left, tucking it's end into the other triangle.

09



Open up the hat and press the material inside



# THE FLEUR DE LYS GOBLET FOLD

---

02

Pay your respects to the French monarchy with a Fleur de Lys in a cup. This is a fast and easy fold. You'll fold it so quickly you won't remember doing it!



# THE FLEUR DE LYS GOBLET FOLD

01



Lay the napkin face-down in front of you.

02



Fold the napkin in half diagonally.

03



Orient the napkin so the open end points toward you.

# THE FLEUR DE LYS GOBLET FOLD

---

04



Fold the bottom point up so the tip overlaps the far edge by about an inch.

05



Accordion fold the entire napkin from left to right.

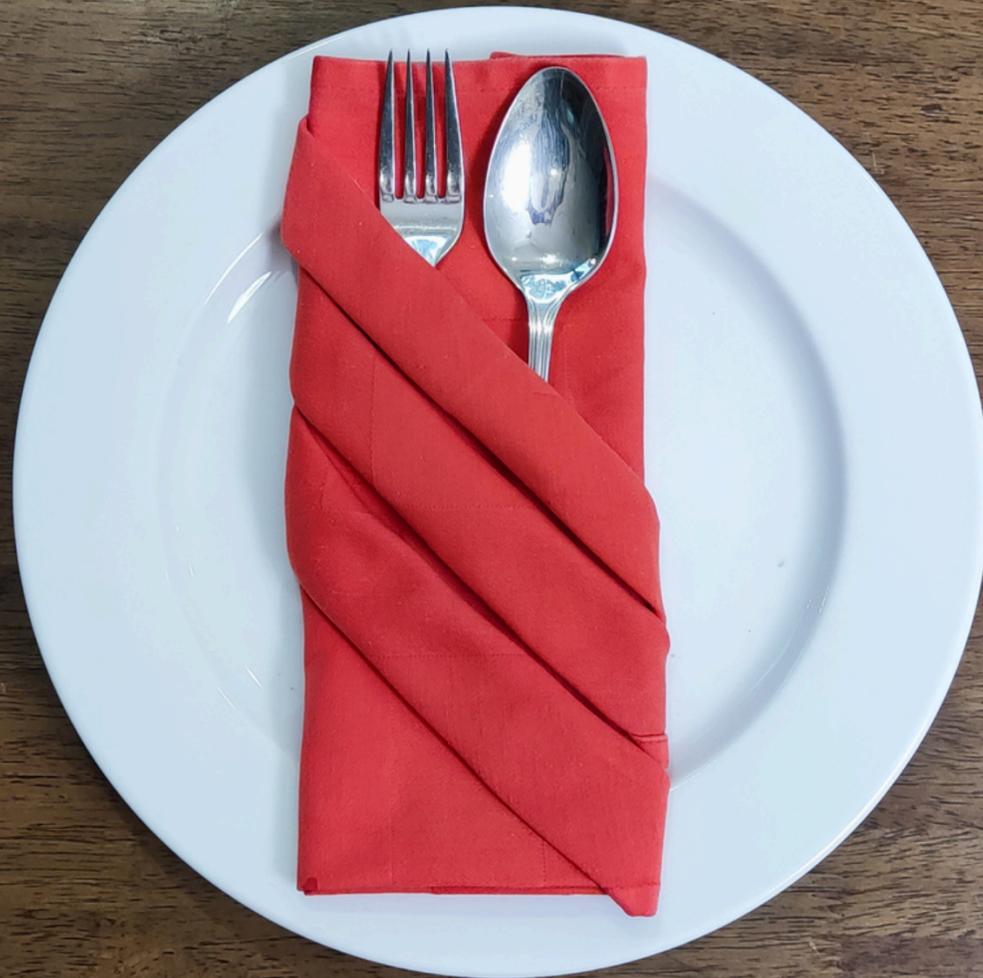


# THE FANCY SILVERWARE POUCH

---

03

This is similar to the basic silverware pouch, except for two more folds near the end. It is good for a more decorative touch than the basic pouch.



# THE FANCY SILVERWARE POUCH

---

01



Lay the napkin face-down in front of you.

02



Fold the napkin in half and orient the open end toward you. Fold the napkin into quarters. Orient the napkin so the open corner is facing away and to the right.

03



Roll the top-most layer of napkin diagonally down to the center and press it flat.

# THE FANCY SILVERWARE POUCH

---

04



Roll the next layer down until it meets the first and press that one as well. Repeat the last step once more.

05



Turn the napkin over. Fold the right side back about 1/3 of the way and press it down.

06



Fold the left side back also about 1/2 of the way and press.

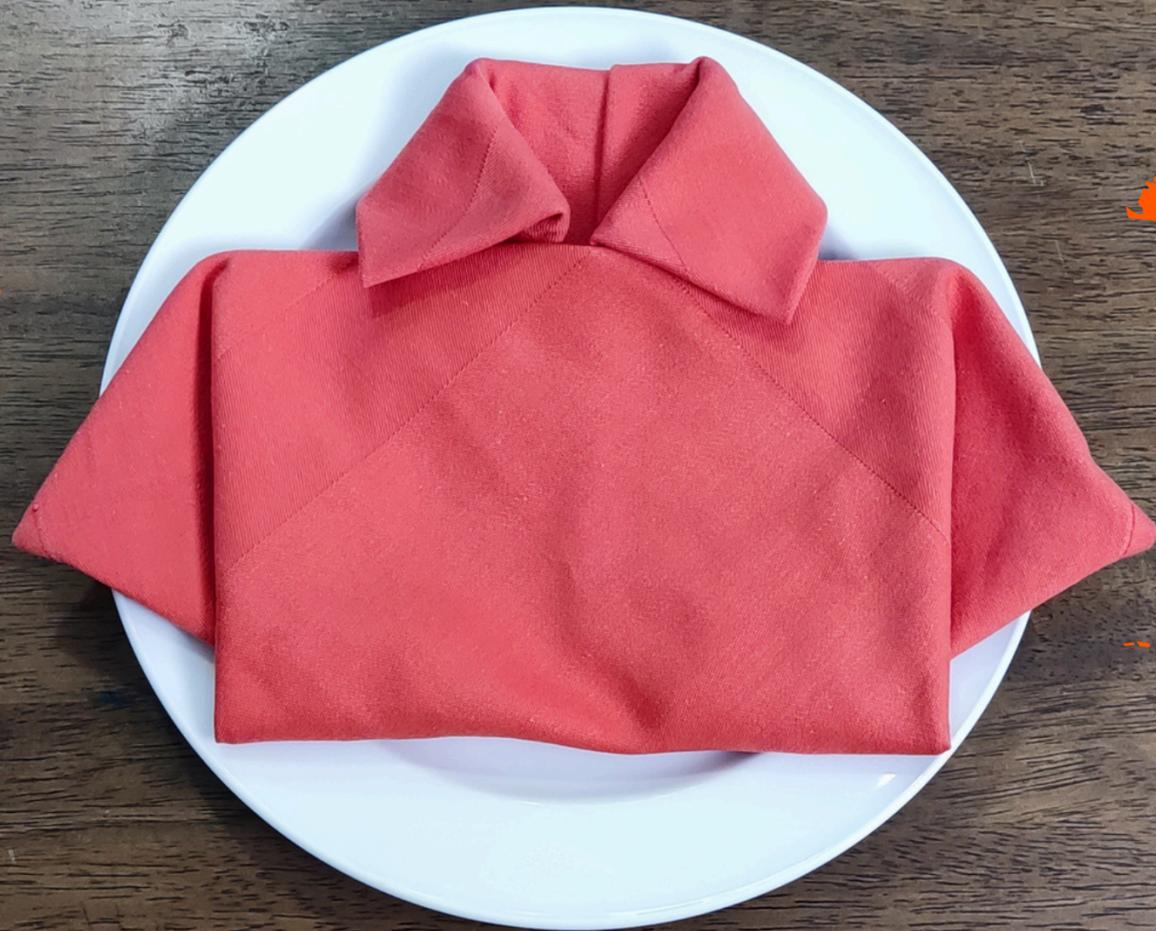


# THE SHIRT NAPKIN FOLD

---

04

This is a neat fold to have sitting on your guests dinner plates, and it's pretty easy assuming that you have an iron



# THE SHIRT NAPKIN FOLD

01



Lay the napkin face-down in front of you.

02



Fold the two right corners of the napkin diagonally so the tips rest at the center.

03



Fold the two left corners of the napkin diagonally so the tips meet the other two in the center.

# THE SHIRT NAPKIN FOLD

---

04



Fold the right side over so its edge rests on the napkin's center-line.

05



Fold the left side over to meet the last fold at the center-line of the napkin.

06



Turn the napkin over.

# THE SHIRT NAPKIN FOLD

07



Fold the top 1/4" - 1" down and press it with your iron. This will be the collar of the shirt.

08



Flip the napkin over again.

09



Fold both upper corners in diagonally, so the points meet in the center at an angle to form the front collar of the shirt.



# THE STANDING FAN

05

Elegant and decorative, this is a classic napkin folding technique. As usual, and iron helps but is not necessary



# THE STANDING FAN

---

01



Lay the napkin face-down in front of you.

02



Fold the napkin in half and orient the open end towards you.

03



Fold the napkin like an accordion starting at either narrow end. Leave one end with 2-3 inches of unfolded napkin to support the standing fan.

# THE STANDING FAN

---

01



Fold the napkin in half with the accordion folds on the outside.

02



Grasp the unfolded corners where they meet on the open end and fold them in diagonally, tucking them under the accordion folds.

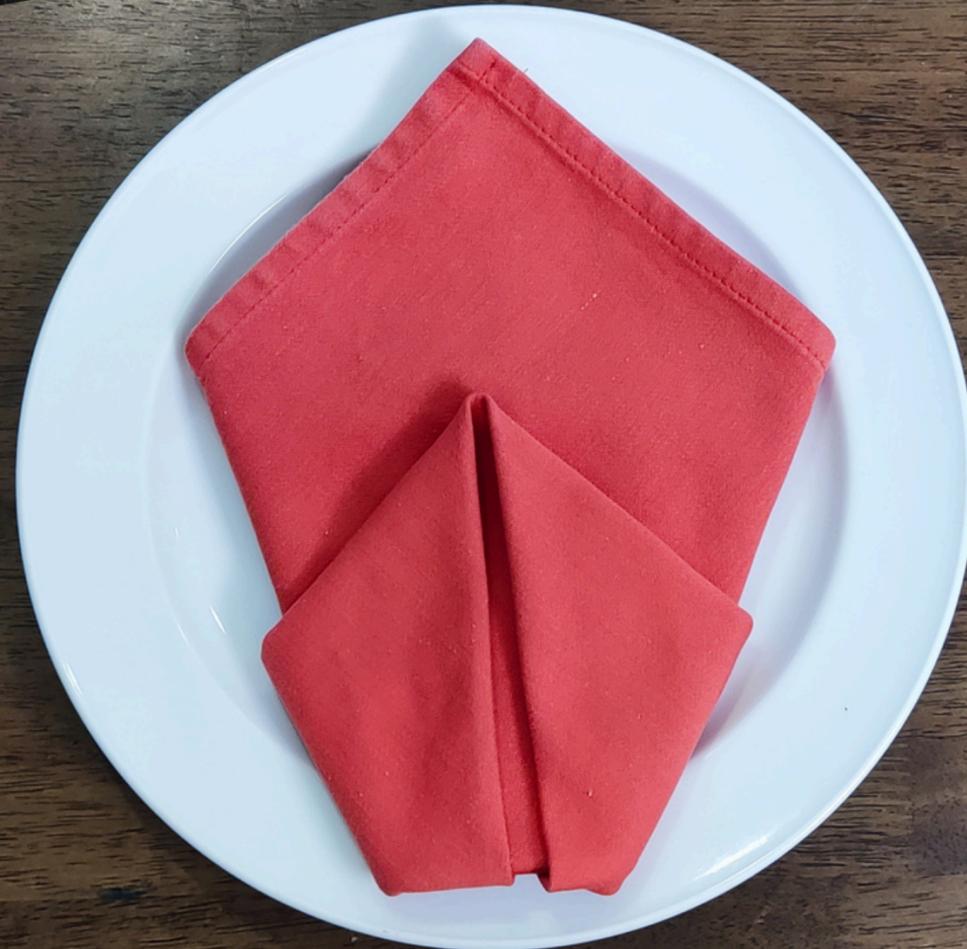


# THE CONE NAPKIN FOLD

---

06

This nice napkin design originated from the napkin-worshiping indians native to Guam called the dirty-wipey-nappies..



# THE CONE NAPKIN FOLD

01



Lay the napkin face down in front of you.

02



Fold the napkin in half diagonally.

03



Orient the napkin so the open corner faces away from you.

# THE CONE NAPKIN FOLD

04



Fold the left-most corner diagonally so the point rests on top of the far corner.

05



Repeat the last step with the right side, bringing this fold evenly along to the last one.

06



Turn the napkin over, keeping the open ends pointing away from you.

# THE CONE NAPKIN FOLD

---

07



Evenly fold the bottom third of the napkin up and press the it down well. An iron may be needed here Fold both the left and right sides back and underneath the napkin evenly to create the finished product seen here. .



# THE CROWN

---

07

Do you want your dinner guests to feel like royalty but have no red carpet? Treat them like kings and give them all crowns! Then you can use this napkin to wipe the cheese out of that introduction.

# THE CROWN NAPKIN

01



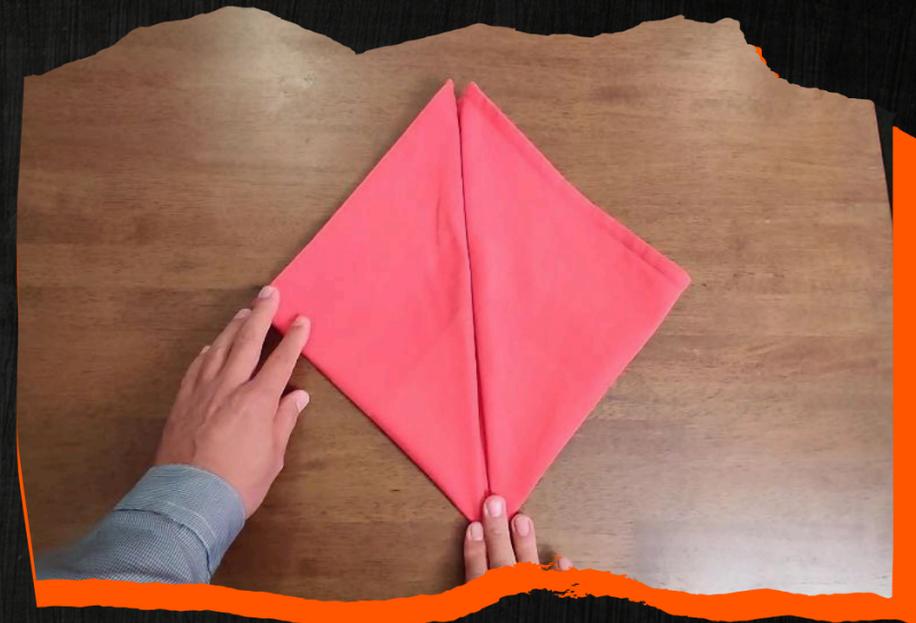
Lay the napkin face-down in front of you.

02



Fold the napkin in half diagonally. Orient the napkin so the open ends are pointing away from you.

03



Fold the right-corner up so that the point rests directly on top of the middle-corner. The edge of this new flap should lay on the center line of the napkin. .

# THE CROWN NAPKIN

04



Fold the right-corner up so that the point rests directly on top of the middle-corner. The edge of this new flap should lay on the center line of the napkin.

05



Fold the bottom of the napkin up about 2/4's of the way and press this fold down well. Fold the smaller triangle down so the point rests on the near edge of the napkin. Press.

06



Curl the left and right sides of the napkin up so they meet in the middle and tuck one into the other.



# THE ARROW

---

08

This method of folding napkins is very simple and can be done with almost any napkin without a need for starch. It adds a flowing, elegant look to your table.

# THE ARROW NAPKIN

01



Lay the napkin face down in front of you.

02



Fold the napkin in half and orient the open end towards you.

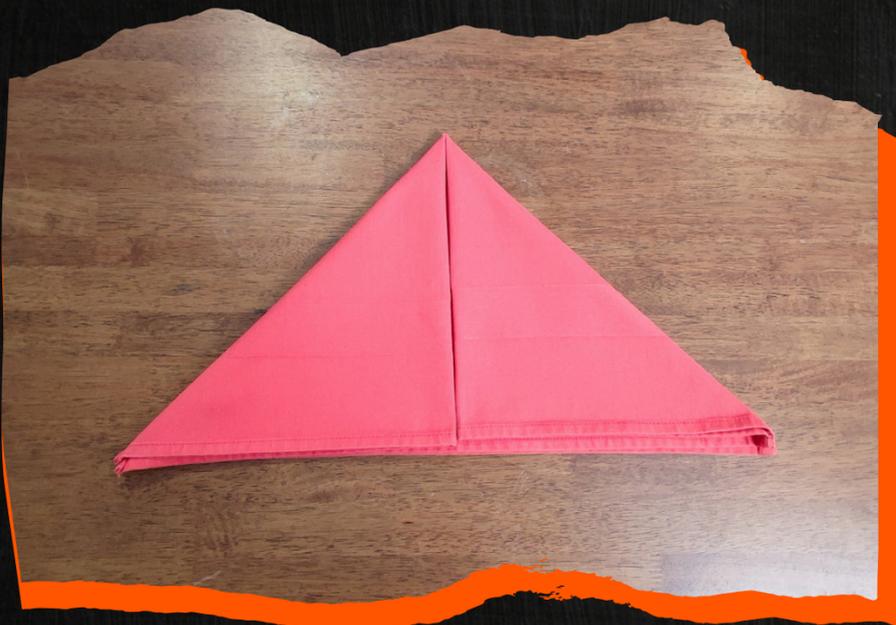
03



Fold the far-right corner over to the center of the side that is closest to you. The edge of this fold should run down the center of the napkin.

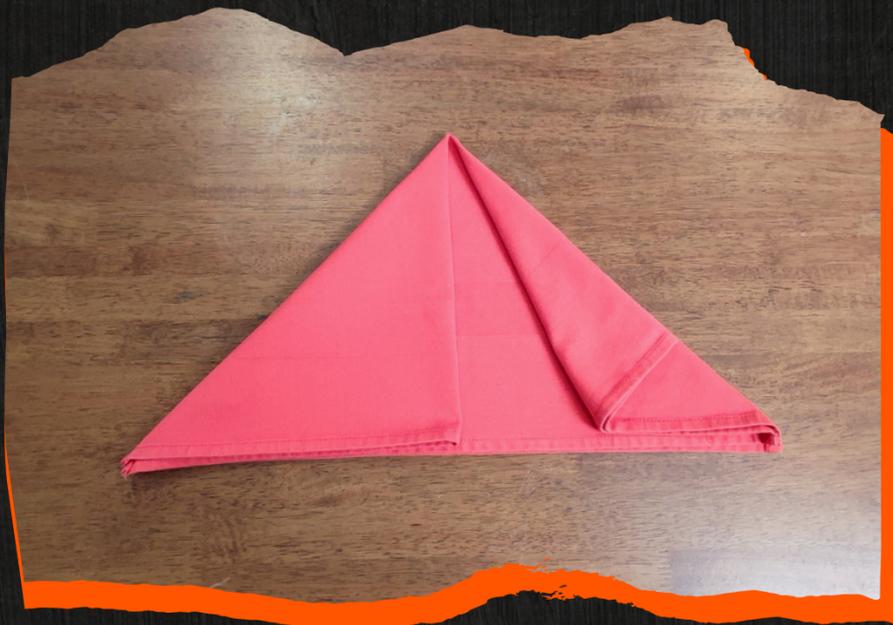
# THE ARROW NAPKIN

04



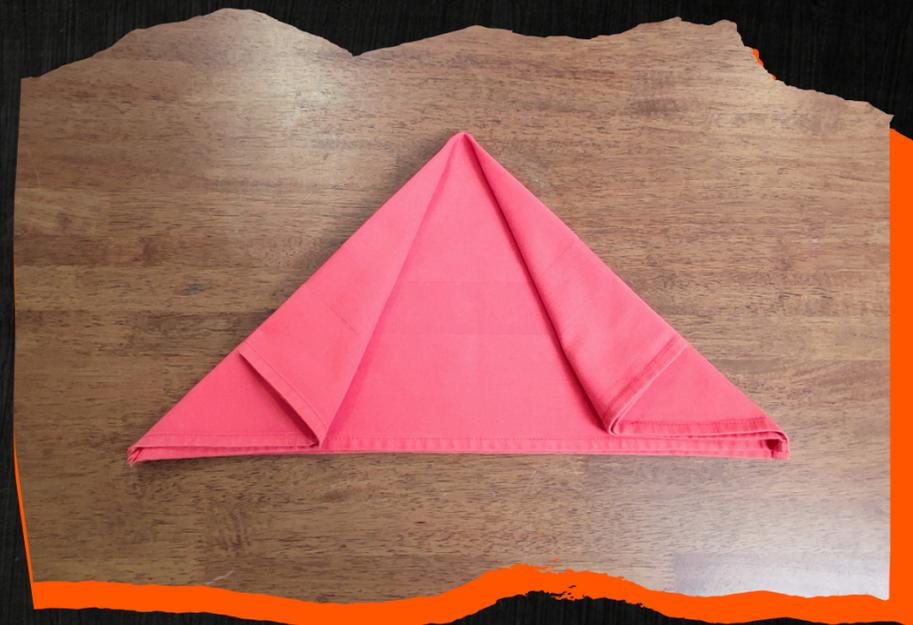
Repeat the last step with the other side, folding the far-left corner in to rest along side the previous fold.

05



Fold the right-flap out diagonally so that it's outer edge runs even with the far edge of the napkin.

06



Repeat the previous step on the other side, folding the left-flap out diagonally to meet the far edge of the napkin.

# THE ARROW NAPKIN

---

07



Repeat the previous step on the other side, folding the left-flap out diagonally to meet the far edge of the napkin.



# THE CANDLE

---

09

So you want something easy and elegant? Something that looks nice and fancy but doesn't take a boat-load of time? Try this one on for size.

# THE CANDLE

---

01



Lay the napkin face down in front of you.

02



Fold the napkin in half diagonally

03



Orient the napkin so the open ends point away from you.

# THE CANDLE

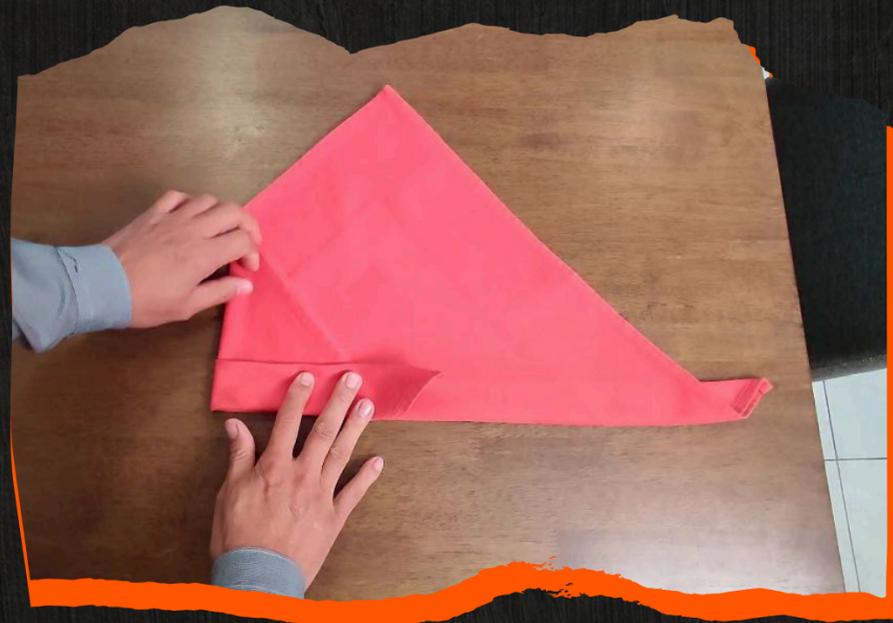
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04



Fold the long side up just about an inch. Press this fold down well or it will interfere with the next step.

05



Starting at either end, tightly roll the napkin into a cylinder. Take care to roll it straight so it will stand solidly.

06



Tuck the end of the roll into the base on the backside and stand it up.



# THE ROSEBUD

---

10

This sophisticated cloth napkin design benefits from stiff material or light starch. A hot iron will also make it easier to be exact.

# THE ROSEBUD

01



Lay the napkin face-down in front of you.

02



Fold the napkin in half diagonally.

03



Orient the napkin so the open end points away from you.

# THE ROSEBUD

---

04



Fold the far-right corner up diagonally so that the point rests on top of the far corner. The edge of this new flap should lay right on the center line. Repeat step four on the other side, bringing the left-most corner up to meet the far corner, creating a diamond shape.

05



Flip the napkin over while keeping the open end pointing away from you.

06



Fold the bottom of the napkin up about 3/4's of the way as shown and press the fold down well.

# THE ROSEBUD

---

07



Flip the napkin over. Curl both sides up so they meet in the middle and tuck one into the other.

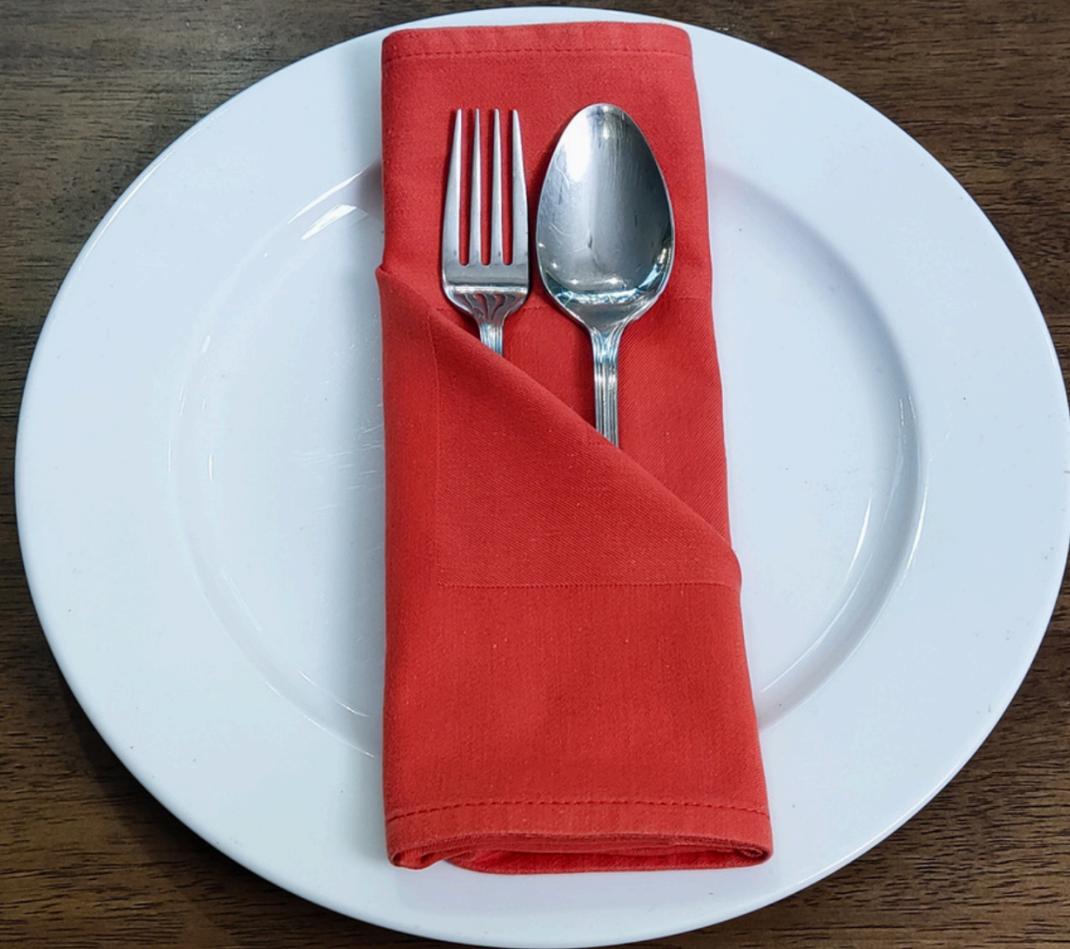


# THE BASIC SILVERWARE POUCH

---

11

Setting the table for lunch?  
Want simple and functional?  
Then go with a classic. These  
also work well with chopsticks.



# THE BASIC SILVERWARE POUCH

---

01



Lay the napkin face-down in front of you.

02



Fold the napkin in half and orient the open end toward you.

03



Fold the napkin into quarters.

# THE BASIC SILVERWARE POUCH

04



Orient the napkin so the open corner is facing away and to the left

05



Fold the top-most layer of napkin in half diagonally and press it down.

06



Turn the napkin over so that the open corner is now facing away and to the right.

# THE BASIC SILVERWARE POUCH

---

07



Fold the right-side back about 1/3 of the way and press it down.

08



Fold the left-side back also about 1/3 of the way and press.

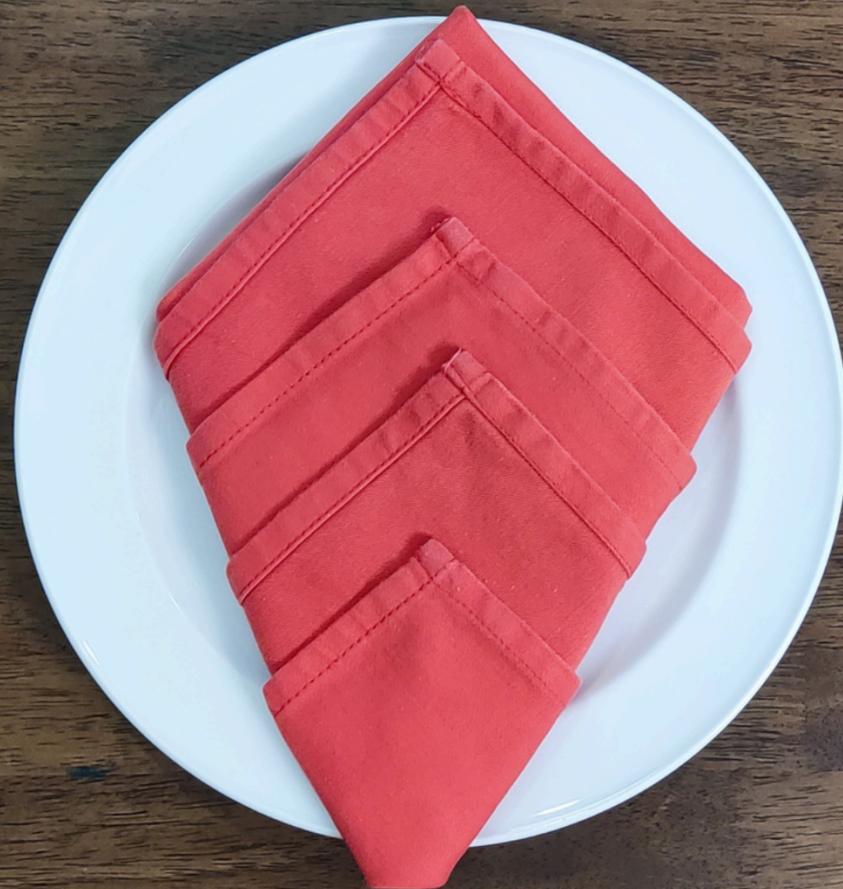


# THE DIAMOND NAPKIN FOLD

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12

Got some really limp napkins and want something nice to make without eating up too much time? Then this one's for you, if you're using thick/stiff napkins then an iron will help.



# THE DIAMOND NAPKIN FOLD

---

01



Lay the napkin face-down in front of you.

02



Fold the napkin in half and orient the open end toward you.

03



Fold the napkin into quarters.

# THE DAIMOND NAPKIN FOLD

---

04



Fold the next layer of napkin diagonally up and to the left, stopping slightly before the last fold to create an even, staggered effect.

05



Repeat by folding up the next layer of napkin to a point just before the last one.

06



And one last time with one last layer. Keep them as uniform as you can.



# REFERENCES

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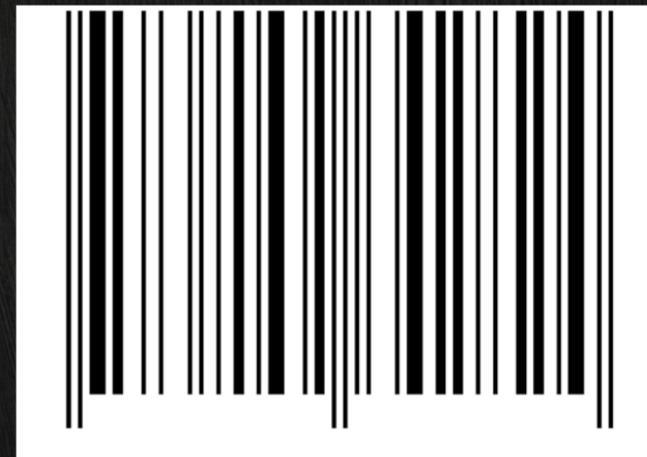
John Cousins, Suzanne Weekes. Food And Beverage Service 10<sup>th</sup> Edition 2020. Hodder Education  
An Hachette UK Company



# NAPKIN FOLDING TECHNIQUES

NAPKIN FOLDING TECHNIQUES

e ISBN 978-629-96428-2-4



9 786299 642824  
KOLEJ KOMUNITI CHENDEROH

(online)

# PUBLICATION

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KEMENTERIAN PENDIDIKAN TINGGI  
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