



How to get your thesis copied

A SENIOR'S GUIDE TO SAFE AND SANE DUPLICATION

Printing services is the place to go . . . early!

Printing services is in Eliot 132. Expanded hours of operation during thesis week are 8 a.m. to 7 p.m. A thesis provided to us early in the process will be finished more quickly, with less panic, and with fewer errors than a last-minute thesis. Come early for instructions, troubleshooting files, to receive color proofs, and to get answers to any copying questions. Let us help you sooner than later. *We have been helping seniors for years!*

How to prepare your files

1. You must deliver your thesis to us as a hard (paper) copy, formatted according to library instructions. Word files are *not* accepted for printing.
2. If you are printing your thesis single-sided and it contains color or grayscale images, you must save each image page as individual PDF file and deliver all PDFs to us on a disk, along with a hard copy of your entire thesis.
3. If you are printing your thesis double-sided and it contains color or grayscale images, you must save the image page and the previous or next page as a *single*, two-page PDF. Repeat this procedure for each double-sided page on which an image appears, so that the image page and black and white page can be copied back-to-back. Deliver all PDFs to us on a disk, along with the hard copy of your entire thesis.

Time factors

Color copying takes longer than black and white copying, so allow extra time for this in your schedule. If you would like to have a free color proof of your color pages before your thesis is bound, deliver the PDFs on a disk and the hard copy of your thesis *one week prior to the library deadline*. After the deadline, color proof will not be available.

Charges

Archival paper is used for all bound theses. This paper is 5¢ per printed side; 4.5¢ for each double-sided page. We can bind theses up to 200 pages. The library prefers hard-cover binding (\$7.50), but will accept a soft cover binding (\$4). Jobs requiring hand-feeding, copying from books, or other labor-intensive services will be charged at the rate of 10¢ per page. Color copies are 80¢ per page. Full payment is due when you pick up your bound copies from our shop.

We're here to help!

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