PREPARATION

PLANNING

For quick copy jobs, at least 1.5 working days are required between the clock in date and the ready date. If a project is being delivered allow an additional day. For large or special projects, give at least five (5) to ten (10) working days notice. For any special projects, check with the operators first to be sure adequate time has been given for completing the project. When planning special projects to be printed, check with the operator early in the planning process for assistance in selecting types of paper, ink, binding, etc. that is available. It is very important that these factors be considered when planning any printing to be done which is needed on a specific date for distribution.

ALL WORK MUST BE "CAMERA READY."

Original copies should be on clean, white paper. If the original copy is on color paper, the copier will pick up the tone and will produce a copy with an uneven, smudgy gray background. Be sure that the print is dark. Blue ink or pencil originals do not copy well on the copier.

TOP AND BOTTOM MARGINS must be at least 1/4 inch or more.
LEFT AND RIGHT MARGINS must be at least 1/4 inch or more.

If the material is single sided, drilled or bound, the left margin should be 3/4 inch.
If the material is front and back, drilled or bound, the margin settings should be:

Front page: left margin 3/4 inch, right margin 1/4 inch
Back page: left margin 1/4 inch, right margin 3/4 inch
cetc. etc. etc.

If the original copy has black edges (for instance, when a copy has been made from a book or magazine), cut off the black edges and tape (with transparent tape) the printed material on a clean sheet of paper with the required top, bottom and side margins.

Note: All original copies that are "cut and taped" need to be taped across the entire left margin of the page.

CARDS

Index cards of various sizes can be printed on 8½” x 11” or 11” x 17” index paper and then cut to the desired size. The original should be typed and ready for printing when delivered to Print Services. If the copies are to be printed front and back, the printing must correspond on both sides. DO NOT draw cutting lines. Write the desired size of the card in the "additional information" section on the REQUEST FOR PRINT SERVICES form ticket.

(EXAMPLE) One 8½” x 11” card stock sheet can produce four 4 1/4 x 5 1/2 cards.