1   **Fill out** page 1 and 2 with the information for your book.

2   **Read** pages 3 and 4 for more information including tips for setting up your files.

3   **Submit** this form with your project files to ou.edu/printing/upload or deliver in person to 2101 West Tecumseh Road, Suite A.

PROJECT INFO

Professor Name:

Course/Section #:

Team Name:

Team Member Email:

PAPER

Cover		Text (Inside)
100# Matte	Coated (1 side)	80# Matte
100# Gloss	Coated (2 sides)	80# Gloss
100# Uncoated		80# Uncoated

NEED HELP?
ballenger.wyatt@ou.edu

SIZE, PAGE COUNT & BINDING

Size	Binding
X	Coil Bound
	Hidden Coil
Sizes larger than 9 x 12 may incur oversized pricing	

Total Page Count	Cover
	Print on Front & Back of Cover
Note: Cover is 4 pages (front, inside front, inside back, back)	**Print on Front, Back & Inside of Cover**

Special Features & Requests*

Cover cut–out	Dimensional Ink	**Other** (including additional prints like posters)
Tip–in	None	Please contact ballenger.wyatt@ou.edu for questions regarding file setup for special features or requests.
		*Special features will incur an additional charge.

PRINT-READY FILE SET-UP

Along with this form, please submit **two PDFs** (cover & inside pages) that include: (+ additional PDF for tip-in if applicable)

1. Correct dimensions
2. Bleed of 0.125" on all sides. Artwork on the edge must extend into the bleed area.
3. 0.375" Margins, creating a safe area (see graphic below)
4. High-Quality Images & Graphics (at least 200 dpi at print size)

How to export:

InDesign	Canva

File > Adobe PDF Presets > PDF X-1/a

Double check that your size is correct.

1. Share > Download > PDF Print
2. Crop marks and bleed > ON
3. Flatten PDF > ON
4. Download

BLEED AREA

TRIM LINE

SAFE AREA

SAMPLE DOCUMENT

NEED HELP?
ballenger.wyatt@ou.edu

Tips

Crossovers

If an image flows across a spread (2 pages), be sure that important info will not be disrupted by the binding.

Tip–Ins

Content that is wider than the book's width (tables, spreadsheets, etc.) can be placed in the book as a tip–in. It must be the same height as the book and width must not exceed 30". Include it as a seperate PDF in your submission.
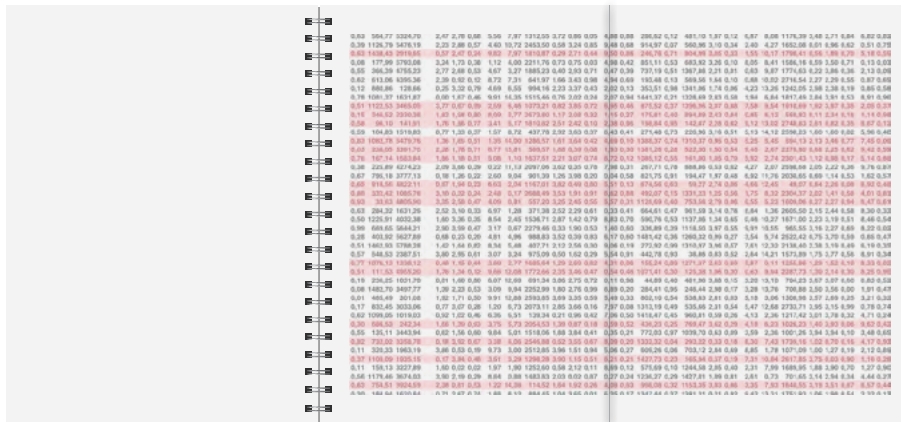

Image Quality in InDesign

Images and graphics must be at least 200 dpi/ppi to print. Check effective ppi in InDesign by selecting your placed image and open *Window > Info*.

Page Numbering in InDesign

How to: Open A–Parent at the top of the pages panel. Set text box where you want your numbers and select
Type > Insert Special Character > Markers > Current Page Number
Formatting can be found at
Layout > Numbering & Section Options

Note: Odd page numbers should always appear on the right–hand page and even on the left–hand page.