

# Student Book Submission

Please fill out page one, read pages two and three, and submit this form with your project files to: [ou.edu/printing/upload](http://ou.edu/printing/upload) or deliver in person to 2101 West Tecumseh Road, Suite A

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## PROJECT INFO

Professor:

Course/Section#:

Team Name:

Team Leader Email:

# of Copies Needed:

2

## PAPER

Cover

- 100# Matte
- 100# Gloss

Text (Inside)

- 80# Matte
- 80# Gloss

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## SIZE, PAGE COUNT & BINDING

Size

X

max width = 12"  
max height = 11"

Binding

- Coil

Page Count

Excl. cover =

Cover

- Print Outside Only
- Print Outside & Inside

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## SPECIAL FEATURES?

- None
- Cut-out
- Tip-in

Special features such as cover cut-outs and tip-ins (oversized page inserts) are available. If interested, please email [ballenger.wyatt@ou.edu](mailto:ballenger.wyatt@ou.edu) before submitting.

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## PRINT-READY FILE SET-UP

Along with this form, please submit **two PDFs** (cover & inside pages) that include:

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

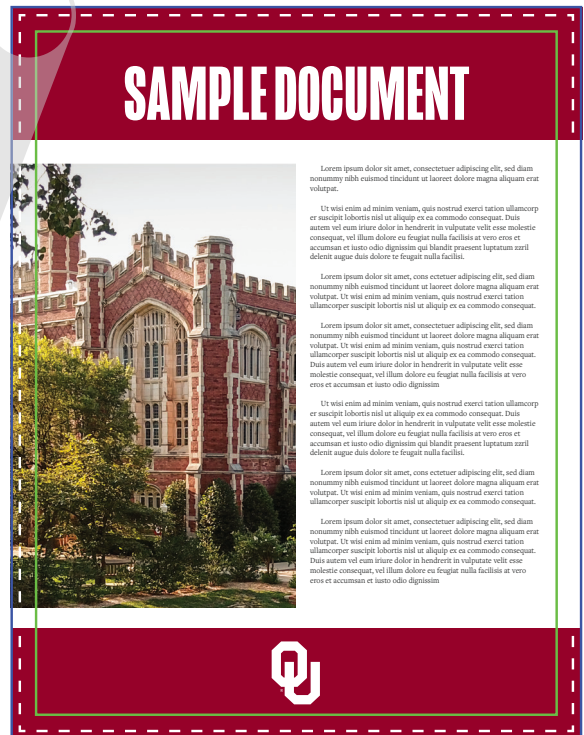
File > Adobe PDF Presets > PDF X-1/a

### Canva

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



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## NEED HELP?

[ballenger.wyatt@ou.edu](mailto:ballenger.wyatt@ou.edu)

# Tips

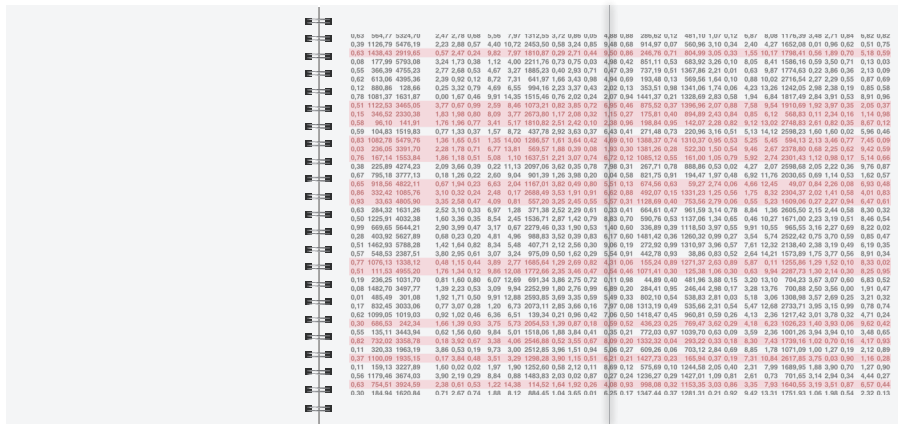
## Crossovers

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 separate 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.



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