Printing Services
Suggestions for Coursepack Development

In an effort to produce attractive coursepacks with fewer errors, we need your help. The following suggestions will help reduce errors, speed production, and produce a better looking coursepack.

1.   *When preparing your final coursepack original, we recommend that you use one side of the paper only. This is true even if you want the coursepack printed on both sides. Our equipment can do a better, more accurate job reproducing two-sided copies from one-sided originals.*

2.   *Originals that have most pages printed on one side and a few printed on two sides can cause problems. If the two-sided pages are not clearly marked and/or indicated on the Coursepack Work Order Form, there is a high level of probability the operator will not notice the two-sided pages.*

3.   *Odd numbered pages should be right-handed pages. Left-hand pages should be even numbered pages. Don't be afraid to insert blank sheets of paper to make this relationship work out.*

4.   *When photocopying materials from a book or magazine for inclusion in your coursepack original, many times a very unsightly black border will appear around the edge of the desired copy. If that black border is allowed to remain an inordinate amount of toner is applied to those areas causing the paper to curl and the copy machine to jam. Therefore, we ask that you cut the black border area off and mount the rimmed copies on a clean sheet of paper. Any clear tape can be used. DO NOT USE GLUE! Take care not to tape over any image areas.*

5.   *Determining the copyright holder can be a difficult task. The author is often not the copyright holder. In many cases even the publisher is not the copyright holder. To find the true copyright holder, look for this symbol - ©. Then the name that follows the copyright symbol is the copyright holder.*

6.   *White 20# bond/copy paper is best for creation of your originals. We cannot always copy from color pages.*

7.   *Originals produced in longhand with pencil or pen, do not reproduce well.*

8.   *Laser printers produce the best originals.*

If you have any problems or questions concerning how you should approach developing your coursepack originals, please give us a call. We will be more than happy to answer your questions and help you solve problems.

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Phone: #4161, 4162 or 7626