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How is it done? There are a few rules to this service:

- Maximum quantity: 225 pieces Printing method, digital printing (HP Indigo 5000, the state-of-the-art)
- Proofs: After we receive your pdf we will send you digital proofs for approval by email
- Binding method: Perfect binding

That's all, no extra charge and the same high quality that other PhD students before you have experienced with Ipskamp Drukkers.

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Creating a perfect PDF from MS Word®

If you are using Acrobat Distiller and Microsoft Word®, the best and safest way to creating the PDF file from MS Word is shown here in the following steps:

In Word:

From the **Tools** menu, choose **Options**.

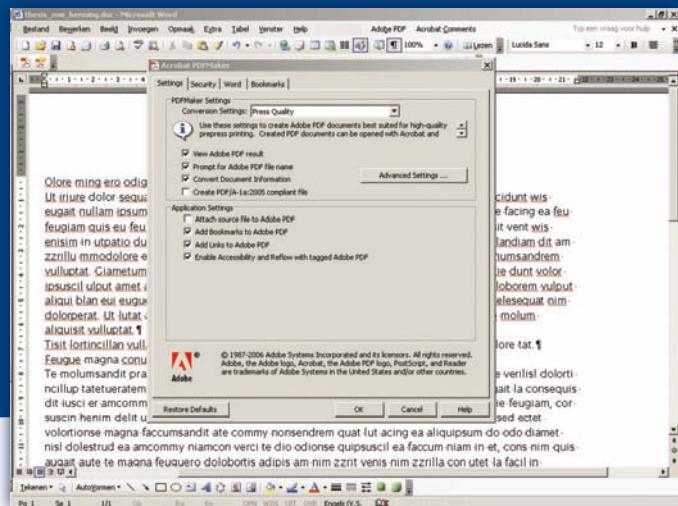
Navigate to the Save tab. Check the box marked "Embed TrueType fonts". Make sure the two sub-boxes, "Embed characters in use only" and "Do not embed common system fonts," are NOT checked. Click OK. (See illustration on the right).

From the **Adobe PDF** menu, choose **Change Conversion Settings**. In the drop-down menu for **Conversion Settings**, make sure you choose **Press Quality**. Click OK.

From the **Adobe PDF** menu, choose **Convert to Adobe PDF**. You will be prompted to name the file and choose where it is saved. Do so, and click Save. (If you're not prompted to choose the name and location, make note of where the file is being saved as indicated in the Print dialog).

If your thesis consists of multiple documents (such as a word processing file, graphics, spreadsheets, etc.), it is best to consolidate them first in one document and then print that file as a PDF document. If you aren't able to consolidate the files before creating the PDF file, it is possible to combine PDF files using the commands in Adobe Acrobat. Open the main PDF file in Acrobat.

Go to the page where you want to insert the additional page or pages. Choose 'Insert Pages' from the Document menu. Select and open the PDF file that contains the pages to be inserted. Verify the settings in the dialog to be sure that you're inserting the pages in the correct location, and click OK. Make sure beforehand that your page numbering is consistent and make sure to insert blank pages to guarantee that each chapter starts on a right hand page!



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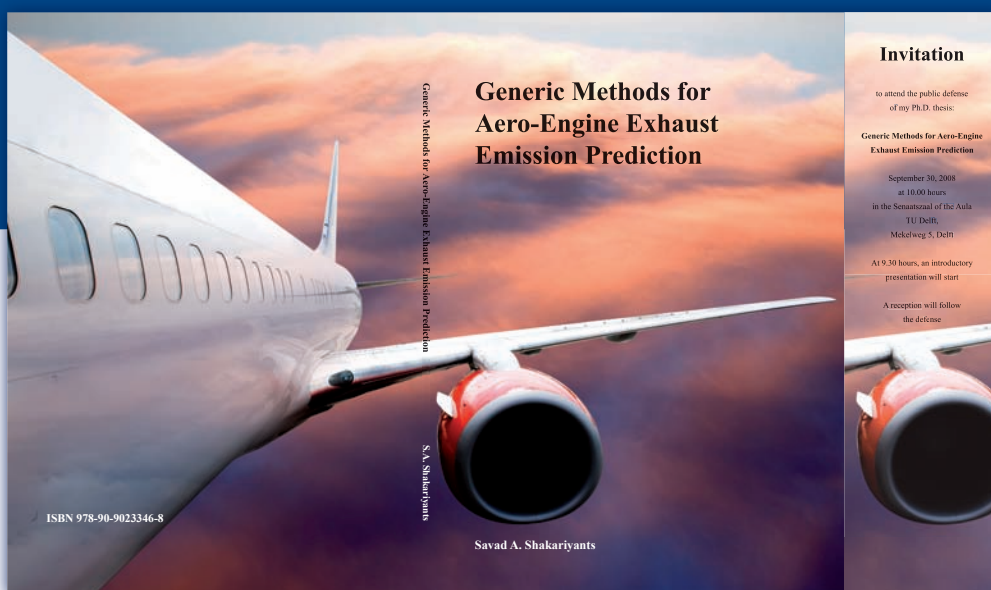
Online tool to lay out the cover of your thesis

You need a graphic software program as Adobe Illustrator, Adobe Photoshop or Adobe InDesign in order to submit a perfect file for your cover. A Microsoft PowerPoint document for example is absolutely not sufficient. But what if you do not have experience with a program as Adobe Photoshop or InDesign? Or what if you do not have access to such a graphic software program? From now on you can use our online tool for free! With this tool you can easily design a perfect file for your cover, including a free bookmark (invitation). It is possible to upload your pictures, insert the necessary text boxes and to make use of many other options. You can save your draft to continue later on. After you have finished the design you can check your cover, and send the file to our company. We will then send you a print proof, a last check before the cover will be printed. You can find this tool on our website, <http://cover.ipskampdrukkers.nl>. And this not all the good news: if you produce your cover and bookmark through our onlinetool we can offer you a discount of 50 euros!



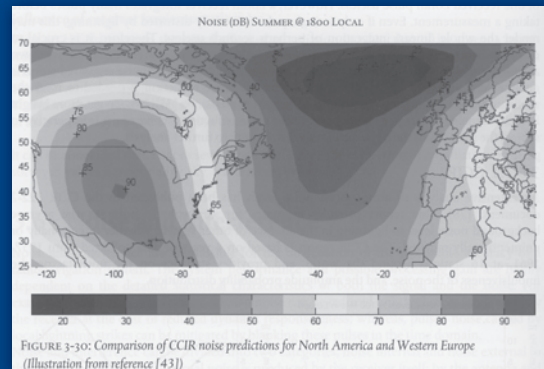
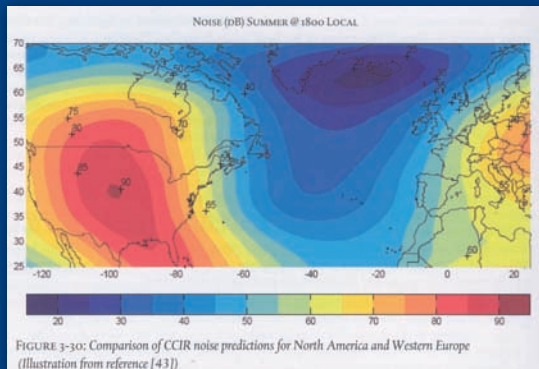
In case you do have experience with a graphic software program we would advise you to use the templates which can be found on our website. These templates help you to manage the cover of your thesis. These cover-templates are designed with a spine of 10 mm. You can submit us your cover with the 10 mm spine and we will adjust the width for you.

You can find the templates by using following link: <http://www.proefschriften.net/en/proefschriften/thesis/lay-out/lay-out-cover.php>. In order to make the cover layout easier: **Illustrator 8.0 and up, CorelDRAW 11, Adobe Indesign CS2 and up Adobe Photoshop (no restriction), QuarkXpress 4.11 and up**



Colour management Quick Guide!

“Colour management is difficult” is the general belief, but please stay with us as we explain the use of colour in your thesis and all the traps and obstacles you will encounter. Colour adds detailed value and enriches the appearance. Complicated graphs are easier to comprehend in full colour than in gray scale, as the 2 versions of the same graph show.



Colour models: CMYK versus RGB

Colour printing is based on how light reflects off paper through inks, the standard inks in printing are Cyan-Magenta-Yellow-Black (CMYK). By contrast, computer monitors use a model based on how the 3 colours of light (Red-Green-Blue) combine. Because the physics of the two models are different, what you see on the screen won't necessarily match what is printed. The printing industry uses the CMYK model, so please apply this model when producing the lay-out of your thesis.

(see also: <http://en.wikipedia.org/wiki/CMYK>)

Converting from RGB to CMYK produces a small difference in colour.

The printing method used, either offset printing or digital printing, can influence the location of your full colour images in your thesis.

Please consult one of our sale offices or our pre-press department for advice on the use of colour pages in your thesis. You can also make use of our imposition scheme in our thesis guide.

Offset quality with POD flexibility

In general there are two printing methods, offset printing and POD (Printing On Demand). Because POD makes use of a toner, the result is that this printing method offers less quality than offset printing. A toner is a powder used technology to form the text on the printed paper. If you touch the paper you will feel that the powder is on top of the paper itself. By offset printing the inked image is transferred from a plate to a rubber blanket, and then to the printing surface, the paper. Offset printing offers a higher quality, but has some inflexibility. It can be complicated to print your full-colour pages affordably because the inside is printed in large sheets. If POD is used, the inside will not be printed in large sheets, which results in much more flexibility concerning the full-colour pages. So, POD offers flexibility but less quality. Offset offers better quality but less flexibility. This can become a difficult issue. The solution to this problem is our state of the art in digital printing, the HP Indigo 5000. This digital press combines the offset quality with the POD flexibility. This press works in such a way that the ink forms a very thin and smooth plastic layer on the paper surface. These particles are very small and this ensures that the printed image does not mask the underlying surface roughness/gloss of the paper, which is possible by toner based productions. Ipskamp Drukkers can offer you offset quality with POD flexibility.



Time schedule for the printing of your thesis*

* This is based on a standard procedure in which we can deliver the books in ten or fifteen working days, in case you have additional corrections after you have received the print proof the delivery date can be delayed.

Action	Day
1. Offer request	
2. In take meeting / starting order	
3. Check test file(s)	2 weeks before submitting the final version
4. Excel-file with order specifications	At the beginning of order by email
5. Definitive data to our Enschede office (HQ)	1 st working day of production thesis
6. Check the final data	Report within 2 working days by email
7. Sending of print proofs	2 nd /3 rd working day
8. Delivery of proofs	3 rd /4 th working day
9. Corrections	
10. 2 nd proof after corrections (digital proof)	If sent before 9.00 hrs, digital proof will be sent on the same day
11. Approval from client to start printing	After approval delivery in 6 (perfect binding)/ 8 (sewn glued) working days
12. Approved data is used to produce printing plates	1 working day
13. Printing of thesis (cover and inside)	1 working day
14. Folding of printed sheets (16 pages)	
15. Laminating cover (mat or gloss)	1 working day
16. Drying of laminate	1 working day
17. Finishing (perfect binding or sewn glued)	Depends on finishing method
18. Packing	
19. Delivery at address specified in the order form	1 working day (shipped on Monday, delivery on Tuesday, etc.) between 9.00 and 17.00 hrs

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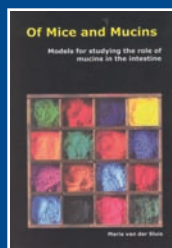
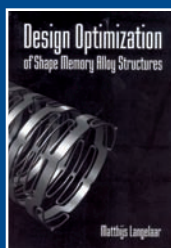
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We organise special presentations for Ph.D. students groups at a location at your university. All ins and outs of printing your thesis are being discussed, we show you samples of printed theses, types of paper, explain how to prepare your lay-out, colour management, cover of your thesis, pdf's, proofs, procedures, delivery, etc.

Such presentations will be held in either Dutch or English and will last approximately 30-60 minutes. Afterwards we give the Ph.D. students the opportunity to register on our Ipskamp Drukkers collective discount list; a discount that can go up to 12.5%!!

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