

# Guide for print jobs in the Fotostelle

## Printing a thesis

Please send your thesis as a PDF document in DIN A4 format **by 2 p.m.** at the latest with all information about the print to:

**fotostelle@sulb.uni-saarland.de**

### Please give us the following informations:

- proof copy for correction or final version
- one-sided /double sided
- black and white or colour printing
- common paper (80 grams) or design paper (100 grams – 5 cent per sheet)  
For double sided printing of colour-intensive graphics, we recommend the use of stronger 100 grams paper. It significantly reduces the translucency of the colour-intensive images.
- execution of the hot glue binding  
front + rear cardboard or front transparent + rear cardboard  
please see the cardboard colour table on the next page
- number of copies
- number of CD and protection sleeves

### Do you need a proof copy for correction purposes?

We will print a copy without a binding, you will come to the Fotostelle for review / correction on the following working day and, after checking, inform us by 2 p.m. at the latest. If everything is OK, we will create the remaining copies and you can pick them up in the Fotostelle between 10:00 a.m. and 4:00 p.m. on the following working day.

If there are still changes, send us the modified PDF-file by 2:00 p.m. and we will print the modified thesis according to your print information.

## Binding of self printed matter

Please bring your printed work, we will bind your work with hot glue. When printing, please ensure that you use high-quality paper, as the quality of the binding primarily depends on the paper quality!

## Printing of scripts and learning materials

You can print out your printed matter yourself from the USB stick using the two photocopiers in the information room, or copy your original, or scan it onto your USB stick.





In the case of special requests (e.g. printing out parts of the document, ring binding or printing out on our inkjet printer – black and white or colour page for 5 cents each), send us the file as a PDF document in DIN A4 format with all printing information.

## Pickup and Payment







The finished print jobs are usually ready for collection the next working day between 8:00 a.m. and 4:00 p.m. We will inform you in advance by e-mail about the completion and the costs. You pay with your UDS, HTW or library card when you pick it up, which you can load in the SULB lobby.

## Colour table for ring and hot glue bindings and hard cover/soft cover

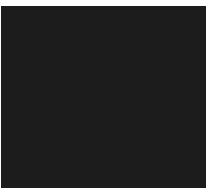


### non-printable covers

1		2		3		4	
	schwarz		dunkelblau		jägergrün		weiß
5		6		7		8	
	dunkelgrau		polarblau		bordeaux		elfenbein
9		10		18			
	hellgrün		hellrot		tomate		

### printable covers

12		13		14	
	azur		himbeer		marm. grau
15		16		17	
	schiefer		chromgelb		marm. chamois

### Hardcover and soft cover

20		21		22		Hard covers and soft covers can be created with silver or gold print
	schwarz		dunkelblau		bordeaux	

## Price list

A4 black and white: 7 cent, A4 colour: 14 cent, 100 grams paper 5 cent/sheet  
hot glue binding: 3 EUR, hard cover: 20 EUR, soft cover: 10 EUR  
small ring binding: 1,60 EUR, large ring binding: 2,20 EUR  
CD with sleeve: 1 EUR