www.tsd.ac.uk/en/reprographics/

This guide aims to assist students submitting their theses/dissertations for printing and binding

Important information, please read carefully

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Submitting your Theses or Dissertations to us for Printing and/or Binding

You can submit your thesis/dissertation for binding in two ways, either by supplying the hard copy for us to bind or digital copy for us to print and bind for you.

Please note, as page setup, pagination and fonts are inconsistent between machines you should only submit your digital copy as a PDF file (see Creating a PDF document).

We offer two kinds of binding:

Temporary: a heat sealed adhesive strip is wrapped around the spine. Particularly used for binding reports, thesis submissions, modules and combinding lecture notes and hand outs for easier access and use. A maximum of 275 pages (depending on thickness of paper) can be bound into each volume.
Price per volume £2.50

Hardback incl gold foil: used for the final submission of thesis or where a prestigious finish is required. The cover and spine can have gold foil print applied within certain limitations (see example, Fig 2) and a maximum of 270 pages (depending on thickness of paper) can be bound into each volume.
Price per volume £20.00

Printing your PDF

We can offer a choice of black and white or colour printing, all files will be printed in black and white unless you indicate otherwise.
Black and white: 7p per A4 copy
Colour print: 18p per A4 copy

Timescale

You should endeavour to check with us in advance of your deadline the required timescale at that time for binding/printing of your thesis/dissertation.

Payment

For payment we will quote on receiving your files and then ask you to contact Mel Thomas in the Finance Department, who will take your credit/debit card details. Printing/binding will be carried out on receipt of payment.

Document Setup

MS Word document setup

Step 1 - Setting A4 Paper
Many installations of Word will set the paper size to 'US Letter' by default. You will need to ensure that your document setup is setup as A4.
• Menu / File / Page Setup
• Click on the "paper size" tab
• Select "A4" then OK

Step 2 - Changing units of measure
Before you set the margin sizes (step 3) it is essential to ensure that the document units are in cm and not inches.
• Menu / Tools / Options
• Click on the "General" tab
• Change "measurements" to centimeteres

Step 3 - Change the Margin Sizes
The University regulations state that the left margin should be at least 4cm and the right margin should be at least 2cm.
• Menu / File / Page Setup
• Click on the "Margin" tab
• Change the left margin to 4.0 cm (the right margin should be greater than 2cm by default)

In addition to the above setup advice it is best practice to start a new page by using the Menu / Insert / Break command and choosing page break and **not** by using carraige returns to begin a new page.

Creating a PDF document

Windows PC

To create pdf documents in Windows you will need to have access to Adobe Acrobat Standard edition.
This program is very well documented and is widely used in businesses and Universities.
It is available to buy from www.adobe.com
• Menu / File / Print
• Click Save as PDF at the bottom of the Print menu
• Uncheck the hide extension box
• Choose where to save your file; then click Save

Apple Mac

All Macs running OSX have the ability to convert any document to PDF format built into the operating system.

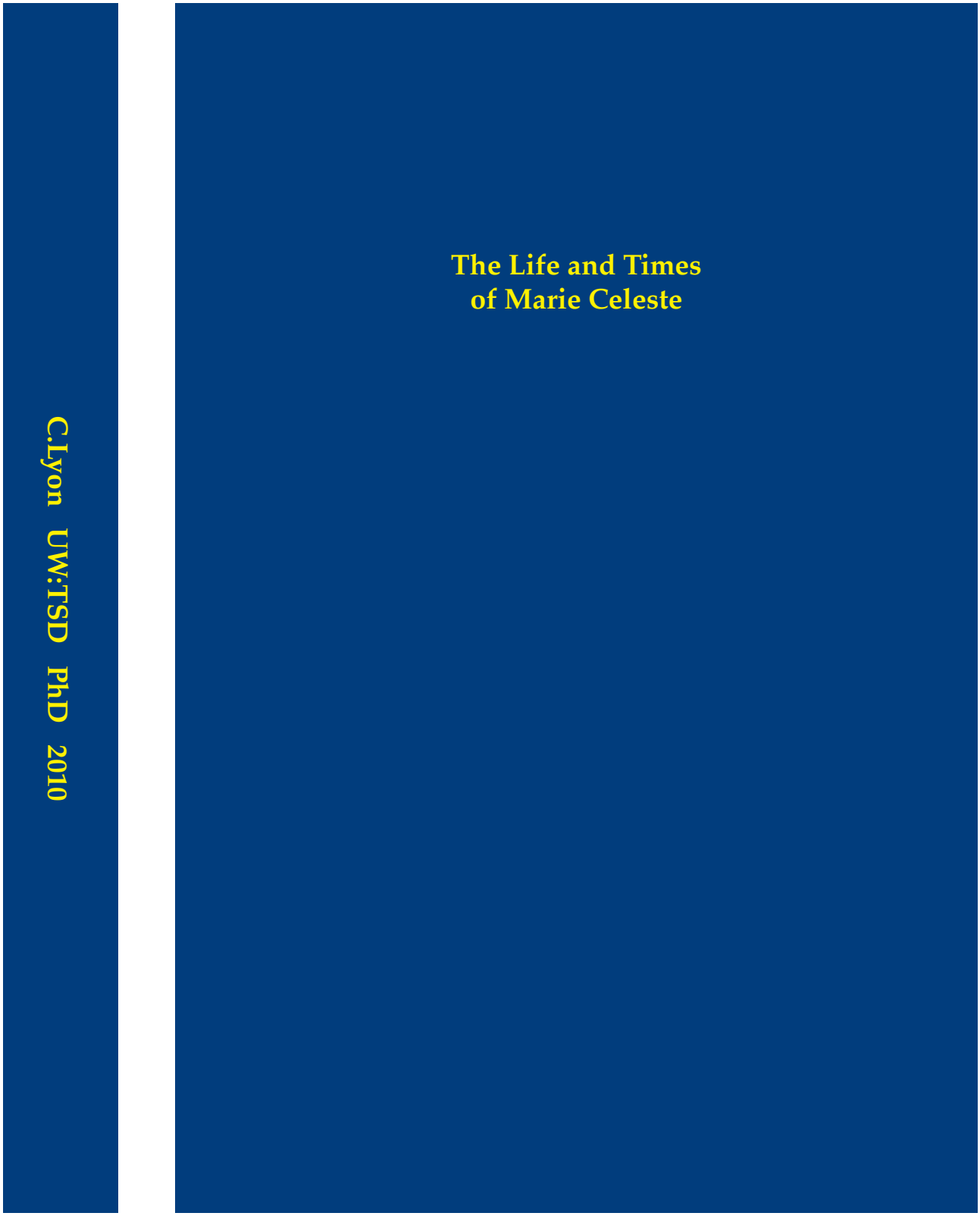
Fig. 1: Example of a Thesis title page

The Life and Times
of Marie Celeste

'A thesis submitted to the
University of Wales Trinity Saint David
in fulfilment of the requirements for
the degree of Doctor of Philosophy'

2012

Cedric Lyon

Fig. 2: Hardback Binding Cover and Spine

Below is a layout example of how we gold foil block the cover and spine of a Hardcover binding.