

COPY CATS

DEPAUW PRINTING SERVICES NEWS

DECEMBER 2004

EXTRA!

EXTRA SERVICES, THAT IS ...

You may now submit job requests and electronic files online to DePauw Printing Services. The DPS Web site has been updated (by our skillful ITAP student, Zach Harris) and a new online job request form has been added for your convenience. In addition, electronic files can now be sent for direct output on the digital copiers. By submitting electronic files, every copy output is an original ... so the quality of the last copy is the same as it is on the first.

Check out the improved Web site at www.depauw.edu/pa/dps, then send us your files and save some time and money.

To send electronic files to DePauw Printing Services for output on the black and white or color digital copiers:

- Make sure the file is actual size (8.5"x11", 8.5"x14" or 11"x17").
- Proof your document well, and make sure that page sequence is correct, since no proof will be shown prior to output.
- Save your file in PDF format. Only files saved in PDF format will be accepted via electronic submission. (For assistance with PDF files, contact the Digital Media Lab at ext. 4389, or go to www.depauw.edu/it/dml.)
- E-mail rcrawley@depauw.edu to notify that an e-file has been placed in the folder.
- Fill out and send/take a standard Job Request form to Printing Services. Files will not be printed prior to receiving a completed Job Request form (the online form is located at www.depauw.edu/pa/dps/form.asp).

PC/WINDOWS USERS:

- In My Computer, open U:Drive – find the Printing Services folder and save the PDF file there.

MAC USERS:

- Log on to the Novell server: FS2_USER2B.nds – open the DePauw file; find the Printing Services folder and place the PDF file there.

Please stop in or contact Rob Crawley if you have any questions.

Before leaving for the holidays or Winter Term, send your printing jobs to DPS and know that they'll be ready when you return to campus.

SAVE on COLOR COPIES!

We're excited to offer improved color quality – and lower prices – with our digital color copier. Here is some information to help you plan your color copy requests:

Prices (white paper only)

8 1/2" x 11" (letter size)

25¢ each – one side

40¢ each – two sides

11" x 17" (poster size)

50¢ each – one side

75¢ each – two sides

\$1 each – two sides : printed on poster-weight paper

Transparencies/Overheads:

8 1/2" x 11" (11" x 17" not available)

50¢ each

Remember, call us if you have any questions, need cost estimates or would like information regarding digital file submission.

HO-HO-HO!!!

That's the sound you'll make when you see how much money is saved by using DePauw Printing Services!

Every copy made on your office copier costs 5¢, while the cost to make 5-25 copies in DPS is only 4¢ each ... and as little as 2¢ each for 100 or more copies.

We can save you time and money, so send your printing and copier jobs to DPS.

LOCATION: CHARTER HOUSE • PHONE: EXT. 4169 OR 4170 • E-MAIL: rcrawley@depauw.edu
HOURS: 8 A.M.–NOON • 1–5 P.M.

COPYRIGHTS

DePauw Printing Services observes the laws that apply to copying printed materials for classroom distribution. Here are additional procedures we would like to have you follow if you are preparing coursepacks or planning to reproduce articles or images in Printing Services:

1. Select the materials you want to use and identify the copyrighted materials you would like to reprint.
2. Sign on to www.copyright.com by entering the username and password created for you.
3. Enter the data about the materials you would like to reprint on the Web site to request permission (use the registered number of students in your course as the number of copies you would like to print).
4. Assess the feedback to determine if you wish to include those articles in the final coursepack. Permission may be denied, in which case you may not reprint the materials; or the price may seem to you to be prohibitive, in which case you may wish to ask the students to purchase books instead, you may change your selections or you may wish to put these materials on reserve in the library.
5. Complete the permission order submission online at Copyright Clearance Center Web site for the materials you actually want to use (we will be able to adjust the precise number of copies for which we will be billed later to match the number of copies actually distributed).
6. Prepare a table of contents for the coursepack with the complete citation of each article, including the copyright holder and the copyright date. Prepare clean copies of the materials you wish to have reprinted for the coursepack with the following information printed on the first page of each article:
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If you prepare this message and glue or tape it on the first page, make a clean copy of the page so labeled to make reproduction easier.
7. Take the order confirmation from CCC with the preliminary invoice, and the prepared clean copies to be reproduced, to Printing Services. Indicate the prudent number you think should be printed (this may exceed the number of registered students for which we obtained preliminary permissions, as we will adjust the permission order later to reflect the actual number of copies distributed and pay the appropriate charges). If you have used a different copyright permissions agent or if you have gotten and paid for the permissions yourself, just note this on the materials you give to Printing Services, and we will arrange for the appropriate reimbursement/ payment for those permissions.
8. Printing Services will arrange to send the materials to the bookstore, which will sell them to students for the cost of the printing and permissions without any additional markup. We would like to move to using the bookstore for such [coursepack] sales even if copyright permissions are not needed.
9. The Bookstore, Accounting Office and Printing Services will arrange to use the fees from sales to students to offset the printing costs and to pay the permissions charges, which will be billed directly to the University.
10. Basic course notes prepared by the faculty member, such as the syllabus, should be ordered as separate jobs from Printing Services and charged to the department budget. These may appropriately be distributed to all students without additional charge.

If you have questions about coursepacks or other course distribution options, please contact Rick Provine (rprovine@depauw.edu or ext. 4792)



Normal business hours for DePauw Printing Services are:
Monday-Friday, 8 a.m.-5 p.m.
(closed noon-1 p.m.)

Please call ext. 4169 or 4170 to request a job pick-up. If you need to have your printed job delivered, please indicate the location on the Printing Request form.