

# Printing Brochure

University of Dundee

Print Unit guidelines  
Creative Services



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The Print Unit provides a full range of professional print and finishing services for all university staff, students and the general public.

## Creative Services

The Print Unit are based as part of a wider team, Creative Services. Creative Services are the overall guardians of the university's visual brand. We cover three areas: design, photography and brand.

To help ensure that we present the university to its best advantage and with consistency, we always work within our brand guidelines. If you need to produce/print anything in the university brand, please contact the below services:

### Design Services

We have a team of four Graphic Designers, based in the Tower Building on main campus. We provide an extensive range of work for departments, services and organisations (both on and off campus). Whether you are looking for simple leaflets or large publications, we can guide you from the original brief stage through the design process to the print and finishing.

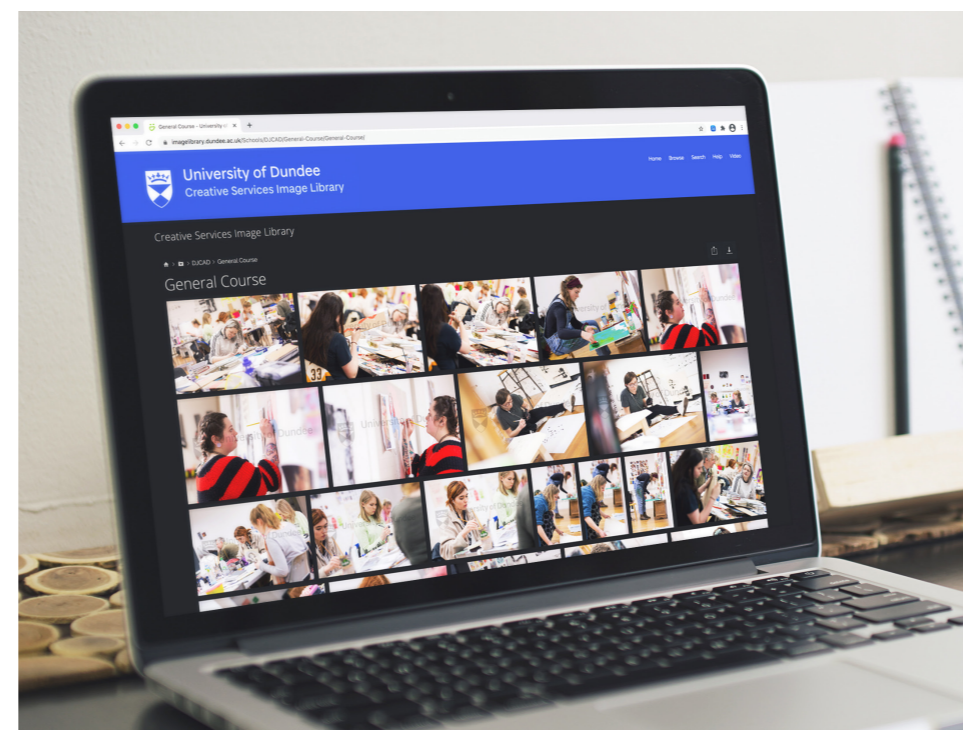
**e:** [creativeservices@dundee.ac.uk](mailto:creativeservices@dundee.ac.uk)

### Media Services

We have a team of three Photographers/Filmmakers, based in the Tower Building on main campus. We provide video and photography to support university needs (e.g. for recruitment, research, PR). We have developed photography and videography guidelines as part of our brand toolkit, and also an image library full of photographs for staff members to use.

**e:** [mediaservices@dundee.ac.uk](mailto:mediaservices@dundee.ac.uk)

**w:** [imagelibrary.dundee.ac.uk](http://imagelibrary.dundee.ac.uk)







## Setting up your file for print

### Sending us your file

- We only accept files that are saved as a PDF.
- All print jobs should be supplied electronically via email, or via USB at our counter service.
- Save your artwork to the correct page size in the application, e.g A4, A3 etc.

### Image specifications

- Supply colour images in CMYK.
- A minimum input of 300dpi is recommended. Images of 72dpi are only suitable for web and will print poorly. They can't be improved by increasing the resolution in Photoshop.
- Add bleed around the edge of your document, minimum 3-5mm.
- Always include crop marks and bleed (where applicable).

### Paper stock

- The paper weight we can print on ranges from 80gsm to 300gsm.
- We will accept paper stock brought to us within this weight range, but please bring it cut to size.
- We will not accept paper that is highly fibrous, pulpy or ragged edged.
- Acetate and tracing paper can be supplied, both in A4 and SRA3.

### Things to note

- There's no such thing as white toner.
- The colours produced on a monitor to print can differ.



## Page sizes

With all the different sizes available, it can sometimes be confusing trying to understand what size paper you need. From the biggest, A0, to the smallest, A8, the different sizes are designed to fit a range of different purposes. The page sizes we offer are featured below.

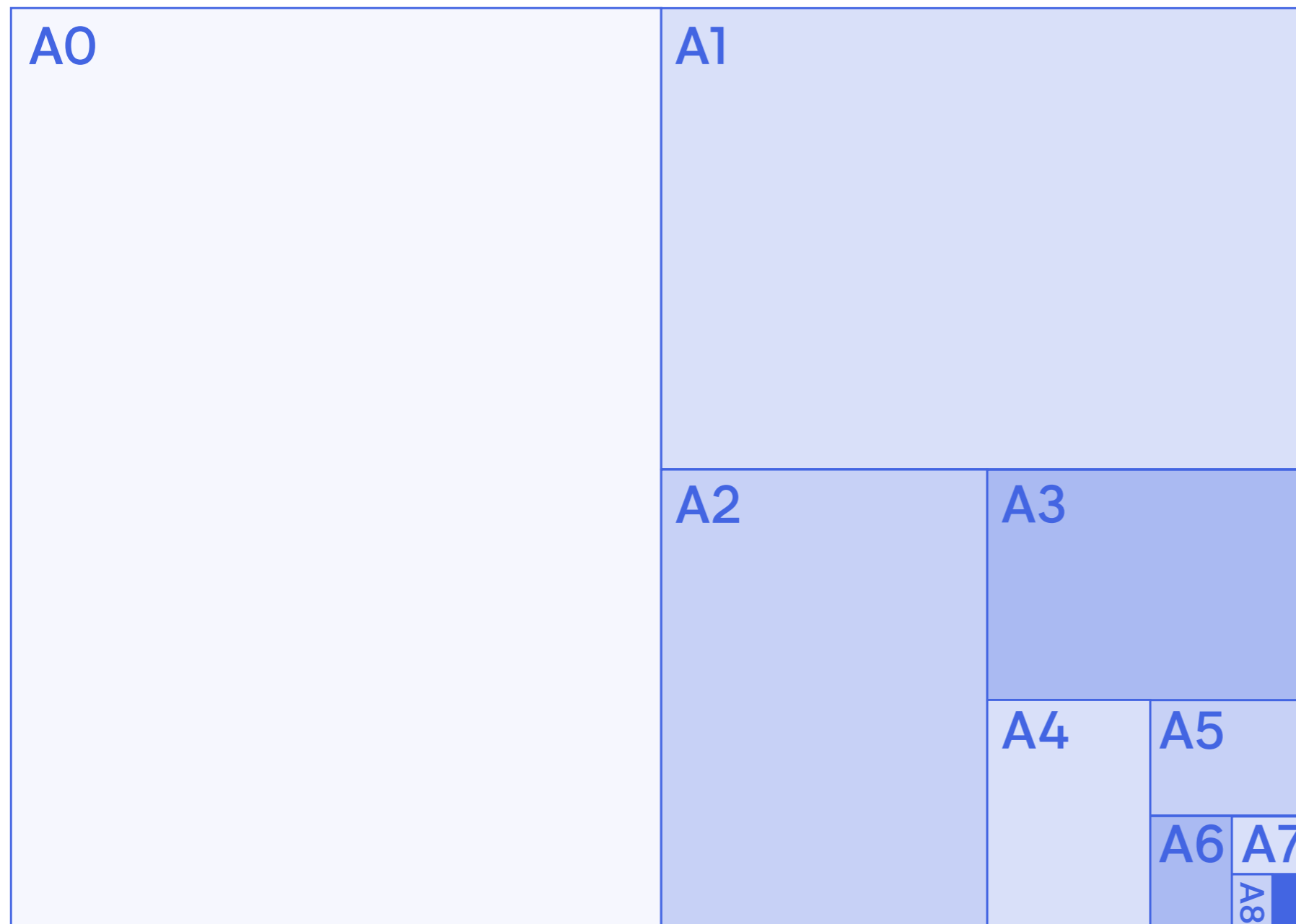
<b>A0</b>	-	<b>1189 x 841mm</b>
<b>A1</b>	-	<b>841 x 594mm</b>
<b>A2</b>	-	<b>594 x 420mm</b>
<b>A3</b>	-	<b>420 x 297mm</b>
<b>A4</b>	-	<b>297 x 210mm</b>
<b>A5</b>	-	<b>210 x 148mm</b>
<b>A6</b>	-	<b>148 x 105mm</b>
<b>A7</b>	-	<b>105 x 74mm</b>
<b>A8</b>	-	<b>74 x 52mm</b>

### Maximum print size

- SRA3 (320mm x 450mm) is the maximum dimensions which can be digitally printed.
- SRA3 is the largest size we can print double sided.
- Any page sizes larger than SRA3 become wide-format inkjet prints.

### Wide format print

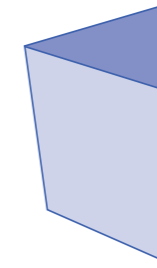
- Maximum width for printing is 1 metres.
- The maximum length we can print varies between 12 metres and 60 metres (depending on stock type).



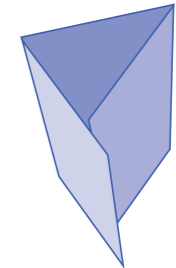
## Types of folds

We can create a range of fold types that can be used for leaflets, flyers etc. Below are an example of what we offer.

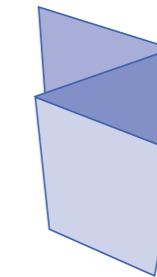
Single fold



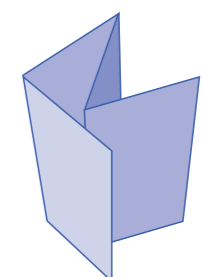
Letter fold



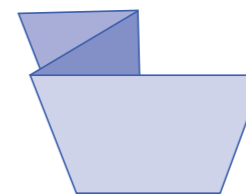
Concertina fold



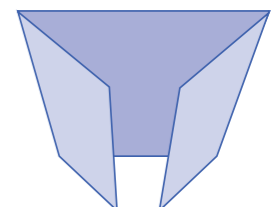
Double parallel fold



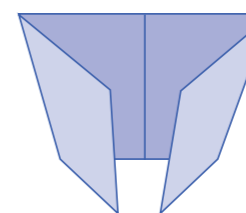
Engineering fold



Gate fold



Closed gate fold





## Business cards

### University branded business cards

- If you are a new member of staff, we have an existing template created for university business cards. If you are needing some created, please contact [creativeservices@dundee.ac.uk](mailto:creativeservices@dundee.ac.uk), and they will arrange the artwork for you.
- Prices for university branded business cards differ from regular business cards.

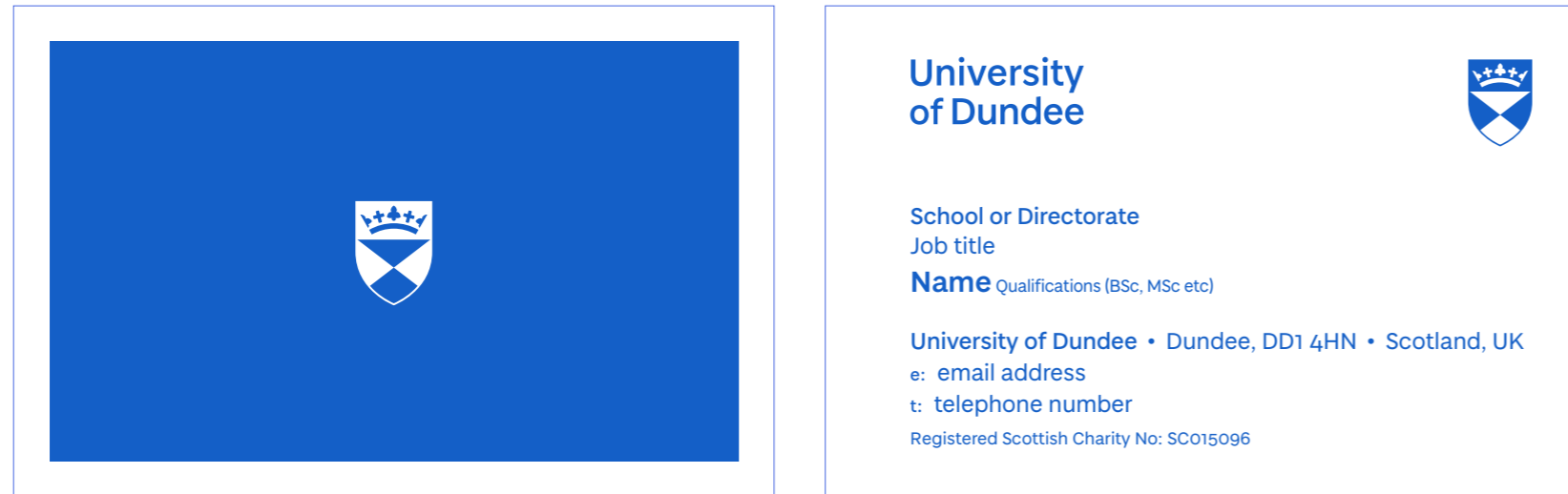
### Print specifications

- Business card size is 55mm by 90mm.
- Add bleed around the edge of your document, minimum 3-5mm.
- Always include crop marks and bleed (where applicable).

## Postcards

### Print specifications

- Postcard size is A6, 105mm x 148mm (most commonly).
- Add bleed around the edge of your document, minimum 3-5mm.
- Always include crop marks and bleed (where applicable).





## Booklets - Saddle Stitch

Saddle Stitching refers to a very popular book binding method in which folded sheets are gathered together one inside the other and then stapled through the fold line with wire staples.

### Page count

- Your final page count must be divisible by 4.
- For a saddle stitch booklet, the minimum number of pages is 8 and the maximum is 100 pages (depending on stock type).
- PDF must be supplied as single pages, and in reading order.

### Print specifications

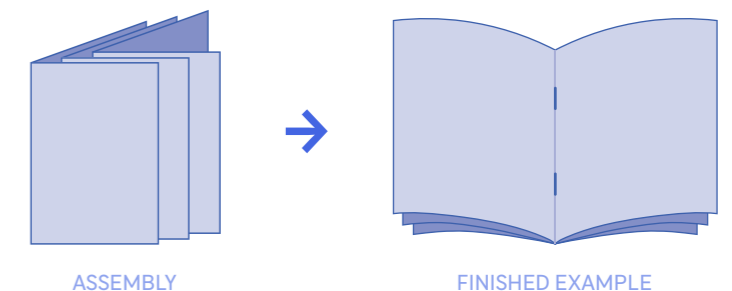
- Please add bleed around the edge of your document, minimum 3-5mm.
- Do not put text or page numbers close to the edge of the page. Please allow a 10mm margin around all edges.
- Always include crop marks and bleed (where applicable).

### Booklet sizes

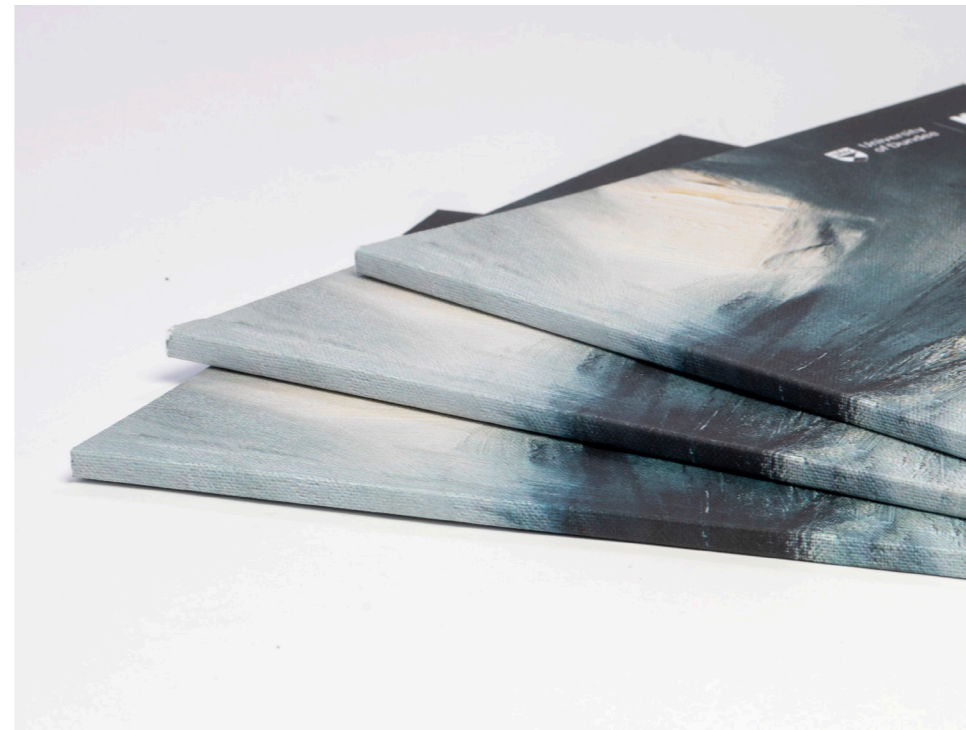
- Most common saddle stitch booklet sizes are A3 folded to A4, A4 folded to A5 or square booklets (210 x 210mm).
- We can't do A4 landscape.
- If you require a custom size, please set this up before hand or contact us regarding the dimensions.

### Cost

- These booklets are priced depending on page count, quantity ordered and finishing time required.







## Booklets - Perfect Bound

Perfect Binding is a widely used soft cover book binding method. With this binding method, the pages and cover are glued together at the spine with a strong yet flexible thermal glue.

### Page count

- Your final page count must be divisible by 2.
- For a perfect bound booklet, the minimum number of pages is 30 and the maximum is 200 pages, or a spine width more than 3mm (depending on stock type).
- The inner pages of the booklet must be supplied as PDF, as single pages, and in reading order.
- The wrap round cover of the booklet must be supplied as PDF and as a spread, showing both front and back

### Print specifications

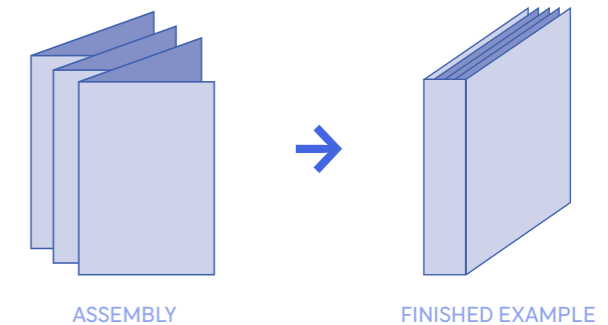
- Please add bleed around the edge of your document, minimum 3-5mm.
- Do not put text or page numbers close to the edge of the page. Please allow a 10mm margin around all edges.
- Always include crop marks and bleed (where applicable).

### Booklet sizes

- Maximum size is A4 portrait.
- We can't do A4 landscape.
- If you require a custom size, please set this up before hand or contact us regarding the dimensions.

### Cost

- These booklets are priced depending on page count, quantity ordered and finishing time required.
- 3 - 4 working days turnaround time.



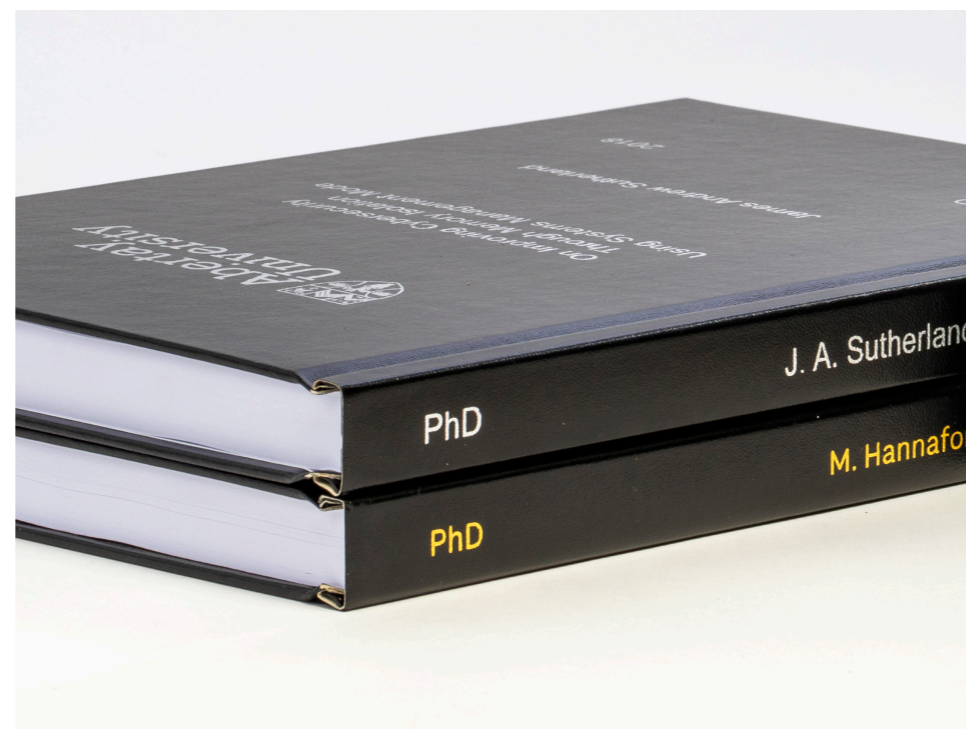
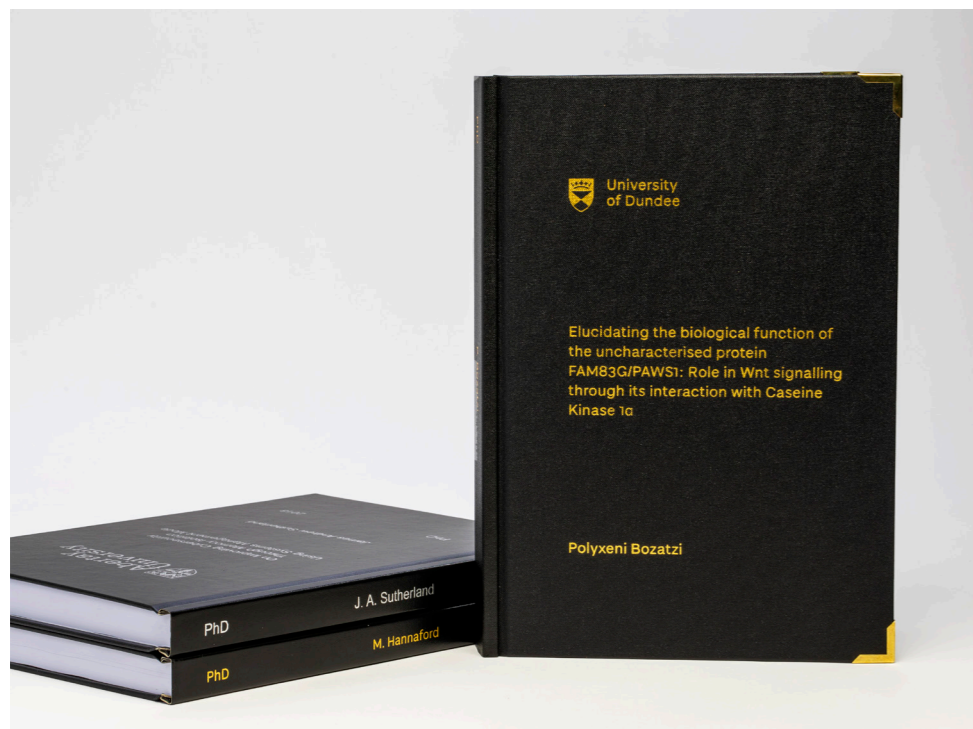


## Thesis binding

Full thesis and dissertation binding service available ranging from simple soft-binding (SureBind and metallic spiral bind) up to 600 pages, to University-standard hardback thesis binding up to 280 pages.

Hardback binding is available in black leather (Magister) or cloth (Buckram) finish with metallic gold or silver lettering. Available for University of Dundee or any other University on request.

Contact us for further details.







## Print finishing

### Wire / Sure / Glue binding

For these types of binding, the minimum number of pages is 2 and the maximum is 200 pages (depending on stock type).

Maximum size is A3 landscape, and any sizes inbetween.

If you require a custom size, please set this up before hand or contact us regarding the dimensions.

These binding is priced depending on page count, quantity ordered and finishing time required.

### Laminating

- We offer two types of lamination, gloss and matt.
- The maximum size for lamination is 61cm wide, and 75 metres long.

### Wide format print

- Maximum width for printing is 1 metres.
- The maximum length we can print varies between 12 metres and 60 metres (depending on stock type).
- The stock list we have for wide format print is below:
 

170gsm matte	Polycotton (fabric)
170gsm silk	Canvas
170gsm gloss	Acetate
300gsm artistic (smooth)	Backlitfilm
300gsm artistic (texture)	Tracing paper
Banner vinyl	Adhesive vinyl
Tyvek	
- Print priced according to stock and quantity.

**Get in touch:**

**Print Unit**

e: [print@dundee.ac.uk](mailto:print@dundee.ac.uk)

t: 01382 381560

**Creative Services**

Design:

e: [creativeservices@dundee.ac.uk](mailto:creativeservices@dundee.ac.uk)

Photography / Filmmaking:

e: [mediaservices@dundee.ac.uk](mailto:mediaservices@dundee.ac.uk)

## **Location:**

Level 5, Matthew Building,  
Duncan of Jordanstone  
College of Art & Design,  
Perth Road, DD1 4HT

## **Opening times:**

Monday – Friday, 10am to 12.30pm  
and 1.30pm to 4pm