

Media-Tryck

THE INTERNAL PRINTSHOP AT LUND UNIVERSITY

Media-Tryck handles all kinds of layout and printing works. High competence with modern equipment allows the department to deliver both fast, affordable and professionally. Dissertations, office printing, posters, flyers, annual reports, posters and leaflets are some of the products we layout and produce. Our four-man layout department handles the graphic profile so that together we profile LU in an integrated manner.

Media-Tryck is now the industry leader among university and college printing plants in Sweden.

Yours sincerely,
Richard Ringhov



WWW.LU.SE/MEDIATRYCK

MEDIA-TRYCK

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To write and format in Media-Tryck's book and report template

MEDIA-TRYCK | LU SERVICE | LUND UNIVERSITY 2014

Media-Tryck’s book and report template

Here is a step by step manual of how to download and write in Media-Tryck’s book/report template. On our website you will find downloadable templates in Word and many hints on how to help you print your book/report. Please, sign up for one of our courses “To write, format and submit a print-ready dissertation as a PDF file.” (Sign up on our website.)

BEFORE YOU GET STARTED

- Please download the correct Word template from our website www.lu.se/mediatryck
- Make sure you have installed the fonts you need (if not, you can download from lu.se/bildbank. The correct fonts for Lund University is **AdobeGaramondPro** and **TimesNewRoman**.

HOW TO WORK WITH THE TEMPLATE

1. **Download template.** You can download the template at lu.se/media-tryck, be sure to choose an **English** template if you got an **English Word**-program. If you write on a MAC computer you have to ask someone who has a PC computer to download the template. MAC computers dont read the macro in the beginning of the template. After you save the template for the first time you will be able to use the template on every MAC computer.
2. **When you open the template for the first time** you will get a safety warning, saying macro is inactivated. Click on alternative and choose activate contents. Now you can choose language, font, page size and will be able to fill in your name and title of your thesis.

3. **Content:** Update your table of contents by right click in the table and choose update fields.

Lunds universitet - Avhandlingsmall

Language selection
☐ Swedish ☒ English

Font
☒ AGaramond Pro
☐ Arial/Times New Roman
☐ Times New Roman

Page size
☐ A5 (148x210 mm)
☐ A4 (210x297 mm)
☐ E5 (155x220 mm)
☒ G5 (169x239 mm)
☐ S5 (178x252 mm)
☐ (135x210 mm)

Thesis title:

Subtitle:

Author:

OK Cancel

4. **Format:** Be sure to format every single letter in your thesis, if you do, it will be easy to make a nice layout in the end of your writing. In the template you will find formats for headline 1–4, quote, referencelist, figure-text, normal text etc.
5. **Bodytext:** Choose to write with space between the paragraphs using the bodytext format **or** use body text 1 and bodytext 2 if you want to write with an intent between your paragraphs.
6. **Pictures:** The pictures should be at least 300 ppi in final resolution. If you are unsure you can email the image to us and we will check if it is suitable for printing. Who has the copyright on the picture? Be sure to use the format insert picture.
7. **Figures:** The best way to place figures in your Word-file is to insert an EPS file of your figure. If your figure is made in PowerPoint be sure you group the figure before you place it in your Wordfile. If it doesn’t work you can try to save your figure as a WMF file (WindowsMetaFile)
8. **Tables:** The best way is to make the tables in Word.
9. **The Documentdatasheet** (page 2 in the template) fill in the form, later we help you scan the sheet after you signed it.
10. **Cover:** Please bring a cover photo, perhaps a text and a photo for the back.
11. **Papers:** We take care of your papers by adjusting margins and size. Please name the papers as paper 1, paper 2 ...

BEAR IN MIND!

- Odd pages in word is right pages in the final book.
- Use section-brakes very carefully, after a section brake you can change margins, pagesize, and page numbering.
- Place chapter headlines (level1) on an odd page through the whole book.
- A good thing is to write in “show hidden character” mode.

TO SAVE AND PRINT A PDF

If you have Acrobat Professional installed on your computer you can choose print in Word, look up your PDF writer and choose print PDF. In options choose “high quality” and the size of your book. Be sure to print your thesis on a printer before you mail it to Media-tryck in order to check the PDF files carefully before submitting. Also try “Save as PDF” in Word, and later print the PDF to be sure its correct.

HELP WITH TYPESETTING

We can help you to typeset your dissertation. About 10 days after submitting your Word file, you will receive a print-ready PDF file. Submitting: Visit us and bring a Word file plus a printed copy of your thesis.

CHECKLIST WHEN SUBMITTING

- Print your PDF files on a local printer and check carefully for errors and misstakes.
- Dont forget to bring a photo for your cover
- Prepare a text for your back cover and perhaps also a photo.
- Check your “kostnadställe”
- Do you want to pick up your books yourself or do you like them delivered to your office?
- How many books do you want us to print?
- What pages should we print in colour?

QUESTIONS?

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