



Printshop Standard Format for Coursepack Master Copies

Please note - Coursepacks Masters must be submitted to the Bookstore first for processing.

- Pages must be single-sided.
- Paper used must be white.
- Paper must be the standard size of 8½ x 11 inches.
- Pages should not contain items that are glued, stapled or taped onto the sheets to be copied.
- Photocopied pages should be “first generation” copies if possible. Each time a document is re-copied, it loses print quality.
- Use care when photocopying original documents. Black edges surrounding photocopied text may cause toner build-up on the photocopier and affect the print quality of the entire manuscript.
- Note: Photographs and coloured print will not reproduce well.
- Requests for special formatting (coloured paper, NCR paper, lamination, etc) or binding (gluing, coil-binding) will increase costs, and may extend the completion time of the Coursepack.

For more information about formatting Coursepacks to Print Shop standards, please contact the Print Shop at (604) 527-5010 or by email at printshop@douglas.bc.ca.
