

Printing a thesis in the Fotostelle

Please send your thesis as a PDF file in **DIN A4 format** (please check before submitting). We ask for your understanding that we cannot accept USB sticks. Please send it by **2 p.m.** at the latest, then you can pick it up on the following working day.

Please send it to: **fotostelle@sulb.uni-saarland.de**

Please give us the following information:

- proof copy for correction or final version
- one-sided/double sided
(Double sided: please check margins and position of page numbers.)
- black and white or colour printing
(Our printers count colour pages and b/w pages automatically. Please create pages that are supposed to be printed in black and white without colour.)
- common paper (80 grams) or design paper (100 grams)
(For double sided printing we recommend the stronger 100 grams paper. It reduces the translucency of colour-intensive images significantly.)
- execution and colour of the hot glue binding
(front + back page cardboard or front transparent + back page cardboard – please note the colour table on the next page. Alternative choice: hard cover/soft cover)
- number of copies
- number of CD and protection sleeves

Do you need a proof copy for correction purposes?

We will print a copy without binding. After confirmation, please come to the Fotostelle for review. After checking, inform us by **2:00 p.m. at the latest**. If everything is okay, we will create the remaining copies and you can pick them up in the Fotostelle between 8:00 a.m. and 4:00 p.m. on the following working day.

Hardcover and Softcover

Please note that we may need a little more time to produce hardcover and softcover bindings. In addition to your work, please submit a cover page as a PDF or choose one of the templates available in the Fotostelle.

Binding of self-printed theses






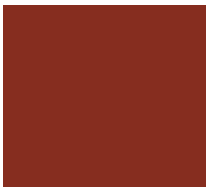
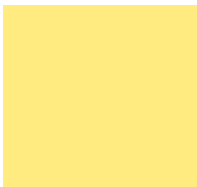



Please bring your printed work, we will bind your work with hot glue. When printing, please ensure that you use high-quality paper, as the quality of the binding primarily depends on the paper quality!

Pickup and Payment







The finished print jobs are usually ready for collection the next working day between 8:00 a.m. and 4:00 p.m. We will inform you by e-mail about the completion. You pay with your UDS, HTW or library card, which you can charge in the SULB lobby.

Colour table for ring and hot glue bindings

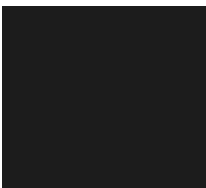


non-printable covers (cardboard)

1		2		3		4	
	schwarz		dunkelblau		jägergrün		weiß
5		6		7		8	
	dunkelgrau		polarblau		bordeaux		elfenbein
9		10		18			
	hellgrün		hellrot		tomate		

printable covers (cardboard)

12		14		19	
	azur		marm. Grau		weiß
15		16		17	
	schiefer		chromgelb		marm. chamois

Colour table for hardcover (book cover) and soft cover (plastic)

20		21		22		Hard covers and soft covers can be created with silver or gold print
	schwarz		dunkelblau		bordeaux	

Price list

Please check our website for current prices:

<https://www.sulb.uni-saarland.de/en/courses-and-learning-spaces/fotostelle/>