

Printing theses
and scientific publications

Watch this....



Paper cover: 260 gr. Sulfaat Cardboard

Paper interior: 100 gr. G-Print

Binding: PUR binding

Font: Calibri

Fontsize: 9,5pt

Refinement cover: scratchproof matt laminate

Extras cover: Spot UV varnish and embossing

Print method: digital

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Printing theses
and scientific publications

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INTRODUCTION

This is the 24th revised edition of our informative booklet, 'Printing theses and scientific publications'. This book contains three chapters with items you will have to bear in mind when preparing a thesis or doctoral thesis for printing. The first chapter is about delivering and printing the book, the second chapter is about delivering and printing the book interior and the final chapter is about delivering and printing the cover. You can ask for an offer through our website - www.gildeprint.nl - without obligation. Therefore it contains less information on price. On page seven and eight you will find a glossary which defines certain technical terms. These are explained briefly.

At the end of the book you will find six appendices. The first one explains how to make a PDF file by means of PDF995 or Acrobat Distiller following the Gildeprint Joboptions. You can download the PDF995 program from our website. Appendix number two deals with the cover design, using various software. The third appendix gives directions to our printing offices in Enschede. In the fourth appendix you will find a number of 'Frequently Asked Questions'. Appendix five shows you some common used fonts and the last appendix contains paper samples that can be used for printing your thesis.

From our website you can download:

- PDF995 for creating a high resolution PDF file;
- Our jobsettings for Acrobat Distiller;
- Templates for creating the book interior using Microsoft Word;
- Templates for creating the book interior using InDesign;
- Grids for your cover including the right spine in CorelDraw and InDesign for both glued in pur and sewed binding.

Gildeprint means quality printing. Our company has printed theses and other publications since 1986. We carry out nearly all parts of the production process ourselves. In this way we can keep our costs low and our delivery times short. As our operating procedures are efficient and flexible we can, if necessary, print a book within two days. Our delivery times are nearly always achieved.

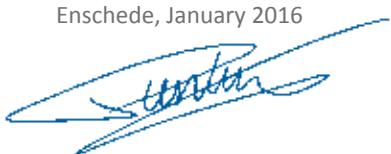
However, it's not just the delivery time that determines the quality. Also the paper, the interior and, above all, the quality of the printing, they all contribute to the package. We give the utmost attention to all these aspects. Our standards are high while our prices are competitive.

To guarantee these high standards our prepress department is equipped with state-of-the-art machinery. We will give you both service and support, such as this information booklet, we can test your PDF files without obligation, and you can always call us if you have any questions or problems. We can also take care of the full design of the interior and cover of your thesis as well.

We also have a service called 'home visit': if you are not able to come to our office in Enschede, we can come to you to discuss the printing of your thesis. This can be done at your office but also at your house. It is our pleasure to help you as much as possible. Finally, since 2009, we are fully FSC-certified. This means that we use FSC certified paper only which is good for the environment.

We hope this information book will help you in the final phase of your PhD period. We look forward to welcoming you as our customer!

Enschede, January 2016

A handwritten signature in blue ink, appearing to read "Peter Hendriks".

Peter Hendriks,
Managing Director Gildeprint

GLOSSARY

Explanation of some technical terms which appear frequently in this booklet.

BMP file: BMP is short for Bitmap and is a pixel-oriented file. Microsoft Windows makes use of this kind of file.

CDR file: a file made by the CorelDraw program.

Compression: reducing a file.

Couche layer: a chalk layer giving the paper a smooth surface.

DPI: Dots per inch - a measure of printing resolution.

Embedding: embedding a certain type of font, for example, in the end file.

Embossing: is the process of creating a three-dimensional image or design in paper.

EPS file: a vector based file made by the Adobe Illustrator software.

Font: a typeface.

Front side: front side of a print sheet.

JPG file: a kind of file meant to store an image. Please use as little compression as possible.

Pantone colours (PMS): PMS is the abbreviation for Pantone Matching System, a collection of numbered colour samples with various ink mixtures.

Pixel-oriented: the file consists of pixels. When an image is enlarged or reduced, the pixels per area become bigger or smaller and can cause a blurred image.

PRN file: a PostScript file.

Reverse side: reverse side of a print sheet.

Providing bleed: the paper is printed some millimetres beyond the cutting lines to ensure that the design runs right to the edge. When the paper is trimmed to its final size, this cutting space (bleed) is removed.

Smoothing layer: a coating to improve the surface of the paper.

Spot UV varnish: special treatment to the cover to highlight with a glossy look of specific parts.

Thumbing: ink spotting.

TIFF file: a kind of file used to store an image.

Type area: the part of the page (type page) that is being printed. The part within the margins.

Type page: the size of the whole page.

Vector-oriented: all shapes and lines are calculated by mathematic formulas. When the image is enlarged or reduced, all the shapes are re-calculated and the image remains well focused.

WMF file: wmf means Windows Meta File. This kind of file is made by Microsoft Windows.

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OUR PROCEDURE

| Our procedure

Before we will print your thesis there will be several moments of contact. Below we describe these moments of contact.

Step 1: Offer request

Generally the first contact is by e-mail or telephone. Most PhD students ask for an offer through our website or by telephone. You will receive the offer by e-mail and by regular post. If necessary we enclose a sample and/or additional information. The offer is without obligation and all-inclusive, with the exception of btw (VAT). If your final order matches the offer there will be no additional costs.

Step 2: Receiving and comparing the offer

Most PhD students ask for an offer at several printing companies. Please remember to compare like with like. We strongly recommend that you ask for the same specifications from each printing company.

Step 3: Discussing the offer request

If you have any questions regarding the offer request please do not hesitate to call us. You can also make an appointment for an informative discussion. This can be done in Enschede or elsewhere. During the meeting we discuss the offer request and can look at all the possibilities. It is helpful to bring a PDF file of your thesis to this meeting. If the PDF file is not available yet please bring along the hard copy of your thesis.

Step 4: Sending a new offer

If many changes are agreed during this discussion we will send you a new offer. This new offer is also without obligation.

Step 5: Testing your PDF file

Once you have decided to print your thesis at Gildeprint, we would like to test your PDF file around three weeks before the final delivery date. You can send your testfile by e-mail to test@gildeprint.nl or you can use www.gildeprint.wetransfer.com

We will test your test file for:

- Resolution of the images;
- Page size;
- Embedding of fonts;
- Which PDF converter was used;
- Irregularities, such as lines of type areas, headers and page numbers. We will give you the results of the test by e-mail or telephone.

Step 6: Adjusting the document

After checking the test file we might advise you to make certain adjustments. Should you encounter any problems in making a PDF file correctly you can always call us, we will be glad to help you make the PDF file ready for printing.

Step 7: Sending the final PDF file

You can send us the final PDF file on the agreed date through our upload tool, or by e-mail. After we have received your files our prepress will check them once again. If there is anything wrong with the PDF file you will be informed within two working days. **Please also send us a Word file with the number of copies, delivery address, proof address and the address for sending the invoice.**

Step 8: Checking proofs of the interior and the cover

You will receive the proof of the interior and the cover at least three working days after you have send us the PDF file. This proof allows you to check whether all the images have been included and/or whether all symbols (such as ß, ÿ, Ω, Ç) are clearly readable. When you have approved the print-out of the interior and the digital colour print of the cover, we would like to receive your approval by e-mail.

Step 9: Making the printing plates and start printing

We will produce the printing plates after you have given your approval. While making these printing plates, we use the same file as for the print proof, so there is no chance of mistakes. When all plates are produced we will start printing.

Step 10: Finishing your thesis

By finishing your thesis we mean: folding and gathering the interior of your thesis, lamination of your cover and eventually binding the thesis. All these proceedings are done at the Gildeprint company.

Step 11: Delivery of the thesis to one address in the Netherlands

On the day of delivery you will receive a text message with the time of delivery.

| Rush orders

Despite our quick delivery we are regularly asked to produce a thesis within a few days. We are generally able to do this as the production process is done entirely at Gildeprint. The shortest time of delivery is two days - depending of course on the size, print-run and design. We charge extra for these 'rush orders'. This surcharge increases when the days of production gets shorter. The surcharge is only made for the part that must be produced quickly, which in most cases is the interior of the book. The cover can usually be printed in an earlier stage. Ask for our terms of condition.



“

Dear Peter,



I received my thesis last Friday.
They look excellent!
I would really like to thank you and
all your colleagues for your
professionalism.

Best regards,
Ben van den Branden

”



2 THE INTERIOR

| Printing

Gildeprint uses two ways of printing your thesis:

- Digital printing
- Offset printing

Digital printing

Digital printing is most commonly used for printing thesis, books and commercial printing. Digital printing means that the PDF file of your dissertation is printed without the use of aluminium printing plates. Digital printing is particularly suitable for dissertations which contains colour images.

Offset printing

The offset printing process requires a fairly large investment in equipment and set up. However, once the infrastructure is in place, offset printing itself is relatively inexpensive. There are many things to know about the offset printing process from creating the artwork to operating the press and binding. We print your thesis in offset when you need more than 700 copies.

| Binding

Gildeprint uses three kinds of binding.

PUR binding

PUR binding is the most commonly used method of binding and it can be done at Gildeprint. Pur binding gives a result similar to sewed binding as it is made in a similar way. The only difference is that we mill the sections. Pur binding can be used with all sorts of paper and is often used for exercise books. The advantages of Pur binding are a shorter production time, a nicely flat spine and a slightly more favourable price.

Sewed binding

This way of binding can be used with all sorts of paper (see Table 1, page 17). The advantages of sewed binding compared to perfect binding are that the book is more durable and flexible. The printed sheets of 4, 8 or 16 pages are literally sewn together with thread. As the folded sections form a whole, a page cannot fall out, which indeed can happen when a book is glue-bound.

Perfect bind (glue-bound)

This way of binding mills the sheets at the spine. A bundle of loose sheets is glued to the cover with hot-melt glue. As the folded sheets are no longer intact, the book is vulnerable and there is a chance that the pages will fall apart when the book is opened. We do not recommend perfect bind.

| Paper

You will find four samples of paper types that we often use for printing the interior in the back of this booklet. Gildeprint offers the following kinds of paper:

- 100 gram G-Print (smooth, FSC); this is our standard
- 115 gram G-Print (smooth, FSC);
- 100 gram Wood free offset (HVO, white, FSC);
- 100 gram BiTop (yellowish, FSC);

Each type of paper has its own characteristics. The features for each sort of paper are given schematically in Table 1 on the next page.

Readability

Matt paper gives a better readability than glossy paper. The reflection of the light can be annoying while reading the book. Images also look better on matt paper.

Translucency or opacity

The thicker the paper the less translucent it is. But the papers bulk is also important. Paper with a higher bulk is less translucent and allows lower weights to be used. For printing novels, for example, it is usual to use a paper that is bulkier yet lower in weight. The thickness is expressed in grams. We use 100 grams G-print as our standard.

Surface treatment

There are two sorts: uncoated (such as HVO and Biotop) and coated (G-print). The couche layer applied to coated paper gives it a smooth finish so that less ink is absorbed in the paper and the print is brighter and more clearly defined.

Which paper is right for my thesis?

Normally G-print is perfectly satisfactory. The printing quality is excellent, and the readability and translucency are superb. We advise G-print for theses with lots of detailed pictures and colour images.

Table 1

Paper characteristics

	HVO	Biotop	G-Print	G-Print
Paper thickness grams/m ²	100	100	100	115
Text readability	++	++	++	++
Reproduction of pictures	+-	+-	++	++
Translucency	+	+	++	++
Glued in PUR	++	++	++	++
Sewed binding	++	++	++	++
Perfectbind	+-	+-	--	--
FSC	yes	yes	yes	yes

bad -- / poor - / average +- / good + / very good ++

Calculating the spine size

You can calculate the spine size yourself using the following formula:
number of pages x bulk + 0,5 mm = spine size in mm

Tables 2 and 3 shows the number of bulk millimeters per page for each method of binding and each sort of paper.

Table 2

Bulk Sewed binding

	HVO	Biotop	G-Print	G-Print
Paper thickness	100	100	100	115
Bulk	0,068	0,070	0,052	0,055

Table 3

Bulk PUR binding/
Perfect bind

	HVO	Biotop	G-Print	G-Print
Paper thickness	100	100	100	115
Bulk	0,060	0,064	0,0492	0,052

| Designing your thesis

Layout of the interior

In most cases the layout of the interior will be done in Word. Many PhD students do not like Word as software for thesis layout, especially when just one file is being worked on or when there are many images in the text. Word will often make layout adjustments by itself. If you wish to do the layout of your thesis in Word, we recommend you to use 'Styles'. You can find these styles in the drop-down menu 'Format'. We advise you to make a separate Word file for each chapter. For the layout of your thesis you can also use special desktop publishing (DTP) packages, such as InDesign.

Gildeprint can also take good care of your layout, as we are familiar with the software. In this way you do not need to work with Word or other layout software yourself, or to learn to work with a new program – and Gildeprint would be responsible for making a good PDF file. This service is of course more expensive and requires three weeks extra production time.

Page setting

The standard size of a thesis is 17 x 24 cm, a size we will also use throughout this book. Other sizes can be used as well but please note that other sizes are usually more expensive.

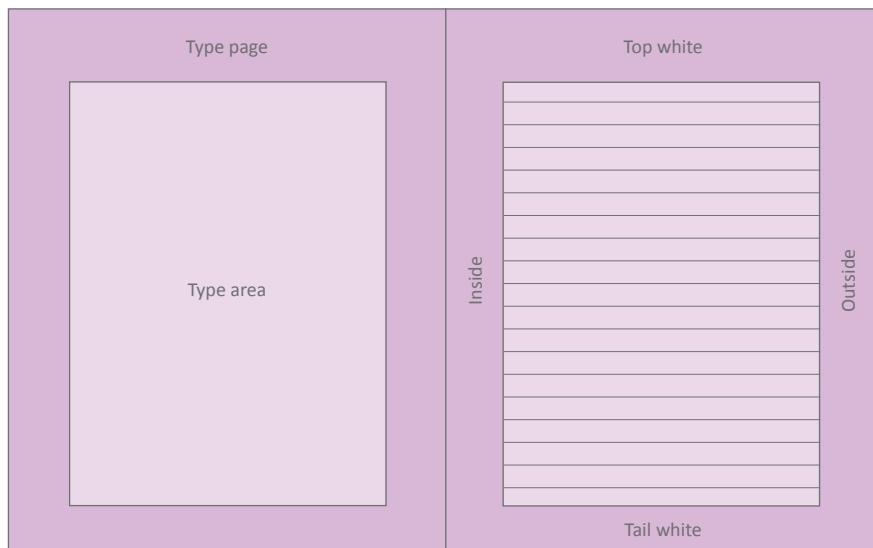
Page layout

This section contains some tips and points to keep in mind for the layout of the page. Remember that the margins given are merely an indication, you may deviate from them.

We make a distinction between the type page and the type area (see Figure 3). The type page is the size of the total page and the type area is the part of the page that is being printed, the part between the margins.

Possible headers and footers are not included in the type area. The type page of a standard thesis is 17 x 24 cm in size. You can change the size of the type area by changing the white margins.

Figure 3
Basic terms
for page layout



Delivering paper size and type page on 17 x 24 cm

Type page: 17 x 24 cm

Type area: 13 x 19,5 cm

Recommended margins:

Top white 2,5 cm

Tail white 2,0 cm

Outside 2,0 cm

Inside 2,0 cm

Delivering paper size and type page on 21 x 29,7 cm

Type page: 21 x 29,7 cm

Type area: 16 x 24 cm

Recommended margins:

Top white 2,85 cm

Tail white 2,85 cm

Outside 2,5 cm

Inside 2,5 cm

Delivering paper size on 21 x 29,7 cm and type page 17 x 24 cm

Type page: 21 x 29,7 cm

Type area: 13 x 19,5 cm

Recommended margins:

Top white 5,1 cm

Tail white 5,1 cm

Outside 4 cm

Inside 4 cm

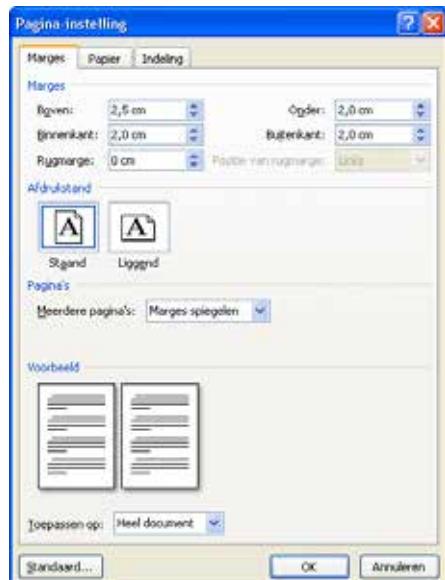


Figure 4
Margins in Word

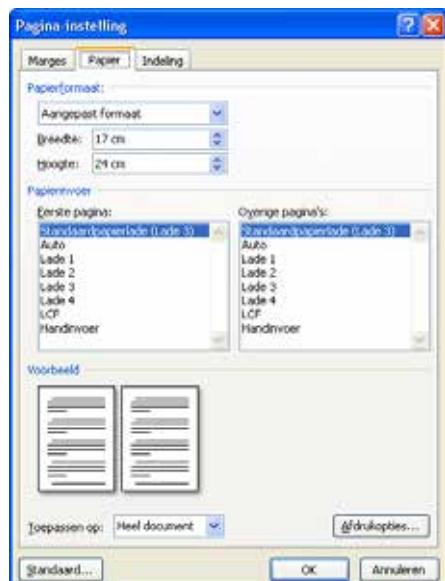


Figure 5
Papersize
in Word

Point size

We will consider the point size for a page layout of 17 x 24 cm and 21 x 29,7 cm.

Point size on 17 x 24 cm

Point size actually means the font size. Usually the plain reading text in theses has a font size of 10 points. For text accompanying the figures a font size of 7-8 is commonly used. Figure 6 shows some examples of how the text will look using different font sizes.

Point size on 21 x 29,7 cm

If your thesis has a layout of 21 x 29,7 cm (A4), the manuscript will be reduced with 81%, to 17 x 24 cm. For the plain reading text you can use a font size of 12 points, which will be 9.7 points after reduction. For text accompanying the figures a font size of 9 point is suitable. Figure 6 shows some examples of how the text will look using various font sizes.

Figure 6

Samples of different
font sizes with various
commonly-used font types

This text is set with point size 12 in the font type Times

This text is set with point size 10 in the font type Times

This text is set with point size 8 in the font type Times

This text is set with point size 7 in the font type Times

This text is set with point size 12 in the font type Arial

This text is set with point size 10 in the font type Arial

This text is set with point size 8 in the font type Arial

This text is set with point size 7 in the font type Arial

This text is set with point size 12 in the font type Verdana

This text is set with point size 10 in the font type Verdana

This text is set with point size 8 in the font type Verdana

This text is set with point size 8 in the font type Verdana

Fonts style

You can use various fonts style for your thesis. The types most frequently used are Regular, *Italic*, **Bold** and ***BoldItalic***.

Line spacing

Line space is the amount of white space between lines. In Word you can use the drop-down menu 'Format' under the heading 'Paragraph' and then adjust the line spacing. The most common spacing is 1.2, but a spacing of 1.5 is also possible. Examples of these two possibilities are shown in figure 7.

This text has a line interval of 1.0. The font type is Frutiger. The font size is 10 point. As you can see the text is less easy to read than a text with a bigger line interval. The advantage of a smaller line interval is that you can put more text on a page and the book eventually will have fewer pages.

This text has a line interval of 1.2. The font type is Frutiger. The font size is 10 point. As you can see the text is clearly readable and the line interval is also fine. Compared to a bigger line interval you can put more text on a page and the book eventually will have fewer pages.

This text has a line interval of 1.5. The font type is Frutiger. The font size is 10 point. As you can see the text is clearly readable and the line interval is bigger than in the above example. The advantage of a bigger line interval is that the lines are further apart and the text is easier to read.

Figure 7
Samples of different line-spacing

Graphics and diagrams

Graphics are usually made with a spreadsheet program. They can be put into Word by using the Windows cut-and-paste function. Line drawings are best saved or exported as a vector file (ai, eps, svg, wmf, emf or pdf) and then read into the text. Should your line drawing already be saved as TIFF, please note that these graphics have a resolution of at least 1200 dpi. Never save them as a JPG or a BMP file, as the quality is less.

PowerPoint

PowerPoint can be used to make images in black-and-white and in full colour which can be inserted into your text. Since the implementation of ISO 12647-2, full-colour images can be delivered simply in R(ed), G(reen), B(lue), so you no longer have to convert them into C(yan), M(agenta), Y(ellow), (blac)K.

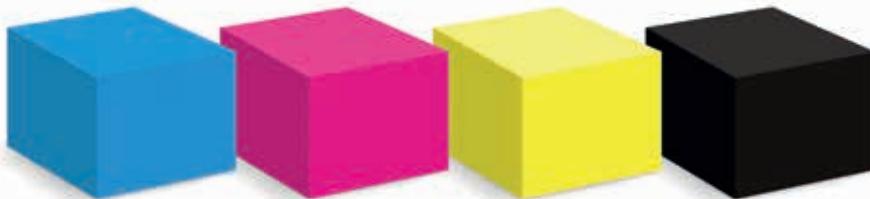
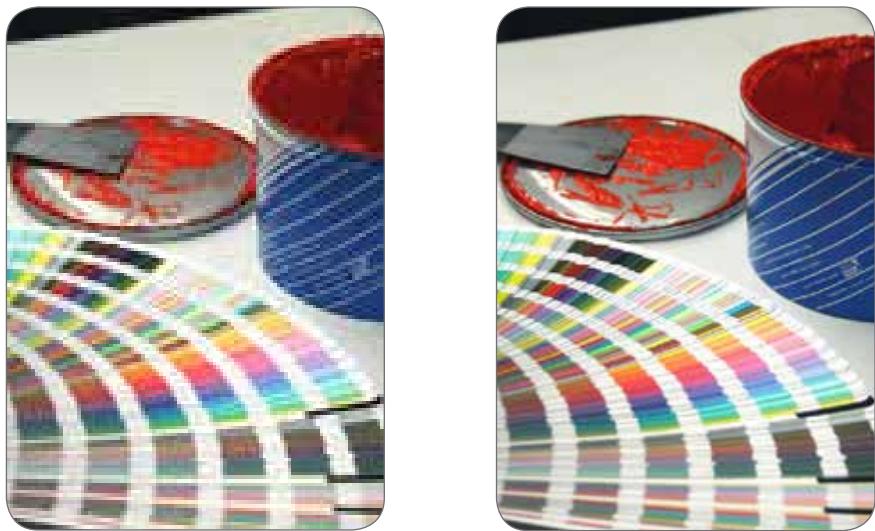


Figure 8
Cyaan, Magenta,
Yellow and Black

However, the resolution of figures made in PowerPoint needs extra attention, as PowerPoint slides are made for presentations on a monitor or a projection screen. The normal resolution is only 72 dpi while at least 150 dpi is required for printing. Nevertheless, images made in PowerPoint can be used for the layout. You will get the best results when you export the slides from PowerPoint as a WMF file and then import them in the layout. Newer versions of PowerPoint can save a slide as a TIFF file with a maximum resolution. This image can be imported in the layout of your thesis.

Figure 9
72 dpi (L)
300 dpi (R)



Bitmap files

Bitmap files can be photographs and artistic drawings (colour or black-and-white). These bitmap files can best be saved as an EPS, TIFF or JPG file. A printable image should have a resolution of at least 150 dpi (max. 300 dpi) when being inserted in the layout. If you reduce the image in the layout, the resolution will increase; if you enlarge the image in the layout, the resolution will decrease. When a bitmap is saved as a JPG file please do not use any compression. Information is lost when files are compressed. And information that is lost during compression cannot be restored.

Line size

Please keep in mind that some software creates graphics and tables with lines that have no thickness. An inkjet or laser printer will print these lines without any problem. But note that these lines will be left out when printed. A printable line must have a minimum thickness of 0.10 points. We can print thinner lines, but these might be unclear. You must take the final size of the images into account when you design a figure and choose a line thickness. By reducing a figure, the lines become thinner. Should you enlarge a figure, the line size will increase. Therefore we advise you to make your figures and your thesis full size. Figure 10 on the next page shows how the various line sizes appear when printed.

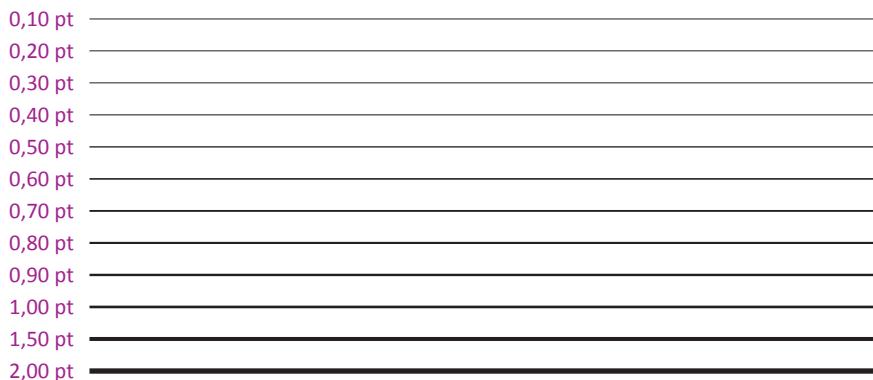


Figure 10
Line thickness

Shades of grey

Shades of grey are usually used for tables and/or graphics, but also for page numbering and on chapter pages. Grey shades are basically percentages of black. As PowerPoint, Word and Excel do not work with percentages of black, you can obtain different screen percentages (intensity of the lines) by using fill-up colours (full coverage).

If you want to use several shades of grey, please make sure that there is a minimum difference of 5% in their coverage so the differences remain visible when printed. Figure 11 shows the various grey shades that might be used. It is impossible to print a shade of grey of 1%. This shade will not be visible when printed. For a clear shade of grey the percentage must be at least 5% and not more than 95%. Everything lighter than 5% might give an irregular image. Everything darker than 95% might become fully black when printed. If the layout contains large grey areas with a value over 45% black, for example chapterpages, we have to varnish them. This is necessary because the ink will not be dry in time. For varnishing your thesis we have to charge you. If you have any doubts regarding your figures or if you prefer us to confirm that your images can be used, please send a test file in PDF format to test@gildeprint.nl.

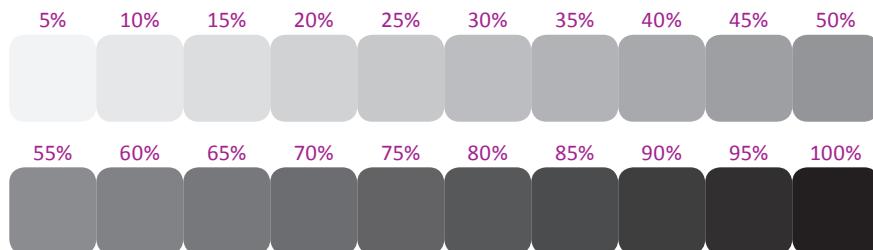


Figure 11
Shades of grey

Like to join a workshop?

GILDEPRINT

incl.
free
lunch

INVITATION WORKSHOP PhDs

PhD STUDENT? DON'T MISS THIS WORKSHOP!

Gildeprint has printed theses for over 30 years for PhD students from all over the country and is providing a workshop for anyone who will eventually graduate. An informative workshop about:

- >> Production methods
- >> Lay-out inside and cover
- >> Delivery of files
- >> Schedule
- >> Tips & tricks

Please register at
r.baartman@gildeprint.nl

YOUR UNIVERSITY

YOUR ROOM

YOUR DATE

5 PERSONS OR MORE

promoveren.nl



Questions? >> Ruben Baartman >> r.baartman@gildeprint.nl >> 06 1938 2726

GILDEPRINT

| Delivery

Digital delivery

Almost all theses are delivered to us as a PDF file. As some files might cause problems we will discuss how to deliver your file.

We can handle several types of files. We highly prefer a PDF file though, as in a good PDF file the layout is fixed. A good PDF file must fulfil the following conditions:

- All fonts should be embedded;
- The line thickness of the figures must be at least 0.10 points;
- The resolution of the figures must be at least 150 dpi and maximum 300 dpi;
- Shades of grey must differ by a minimum of 5%;
- All pages in the PDF file must have the same size.

Appendix I explains how to create a good PDF file. Another possibility is that we create a PDF file for you. All we need is a PostScript file or a .PRN file. Should you prefer to deliver an open file such as InDesign for your interior, please provide us with the fonts you use and the images. This can be done very easily in InDesign by making a 'Package'. This is not necessary when you deliver a PDF file. Publisher, Word, WordPerfect and other word processor files cannot be handled, unless you let us do the layout.

Table 5 shows the list of software available at Gildeprint. You can deliver your thesis in this software but we still prefer a PDF file.

Layout: Table 5 Software available at Gildeprint	InDesign (PC and Macintosh)	Bitmap-oriented drawing packages: Adobe Photoshop (PC and Macintosh)
Vector-oriented drawing packages:	Adobe Illustrator (PC and Macintosh)	Portable document software: Adobe Acrobat (PC and Macintosh)

Checking the delivery

Before delivering your file, you must always check carefully:

- All page sizes must be equal.
- The number of pages must be a multiple of 2.
- The line images must not be made in half tone but are colour filled.
- The lines must be thick enough (minimum 0.10 point).
- There should be no corrections left in the text.
- Headers and footers must be at equal height on each page.
- All chapters must start on a right-hand side (odd-numbered) page.
- Images should be delivered as a TIFF file.
- Line images in black and white should be delivered as a vector file - as an EPS file, CDR file or WMF file.
They should have a resolution of at least 1200 dpi.
- Full-colour images: please note that the colour black of small black lines in full-colour line drawings is not made up of the four basic colours but are 100% black.
- If you deliver your thesis as an open file, please make sure that you also deliver the fonts and the images you have used, even if the software has already integrated or embedded them in the file. Each version of Windows has its own font types. For example, the font type 'Symbol' is different in Windows XP from that in Windows Vista. You cannot assume a font type to be 'standard', not even the font types Times New Roman and Arial.
- Bitmap images in black and white must have a resolution of 150 dpi at full scale and are best delivered as TIFF or EPS.

Summarised we need you to send us:

- Your thesis as a PostScript and/or a PDF file;
- An open or PDF file for the cover;
- How many copies you want;
- Address for the printproof;
- Address for delivery;
- Address for the invoice.

Transferring digital files

You can send us your files by e-mail or you can use www.gildeprint.wetransfer.com.

Publishing and ISBN

If you add an ISBN number (International Standard Book Number) to your thesis, national and international bookshops and libraries will be able to find your thesis and, if so desired, order a copy. The ISBN makes a publisher's title or edition visible. You are probably the publisher of the thesis. If your thesis is part of a serie, the institute issuing this serie will be the publisher and will provide you with an ISBN. If you are the publisher, you can ask for an ISBN at the University Library.

We can also provide you with an ISBN. We need:

- Your first and last name
- Title of your thesis
- Subtitle of your thesis
- Field of study

Gildeprint in your colophon

Almost every PhD student mentions the printer in their thesis. If you do want to mention us, please use one of these suggestions:

- Printed by: Gildeprint
- Printed by: Gildeprint - Enschede
- Printed by: Gildeprint - www.gildeprint.nl
- Printed by: Gildeprint - The Netherlands

FSC logo in the interior

We print your thesis on FSC certified paper, so you are allowed to display one of the following logos in your thesis:



Dear Peter,

While i was very busy unpacking all the boxes i totally forgot to thank you and let you know that i am very pleased with the result. The thesis looks beautiful and i get a lot of compliments about the embossing!

It was nice working with you. I will definitely tell all my colleagues about your company!

Best regards,
Ingrid KorenRomp

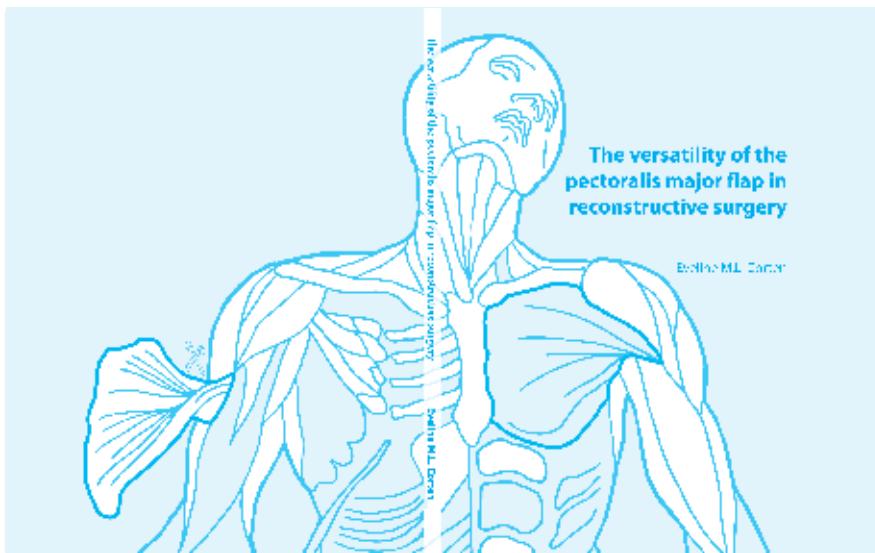


3 DESIGNING THE COVER

| Your cover in colour

Full colour covers are most common nowadays. Almost everyone has a nice picture available that is suitable for the cover. A big advantage is that the colour contains the four basic colours ([Cyan](#), [Magenta](#), [Yellow](#) and [Black](#)).

Figure 13
Cover printed
in full colour



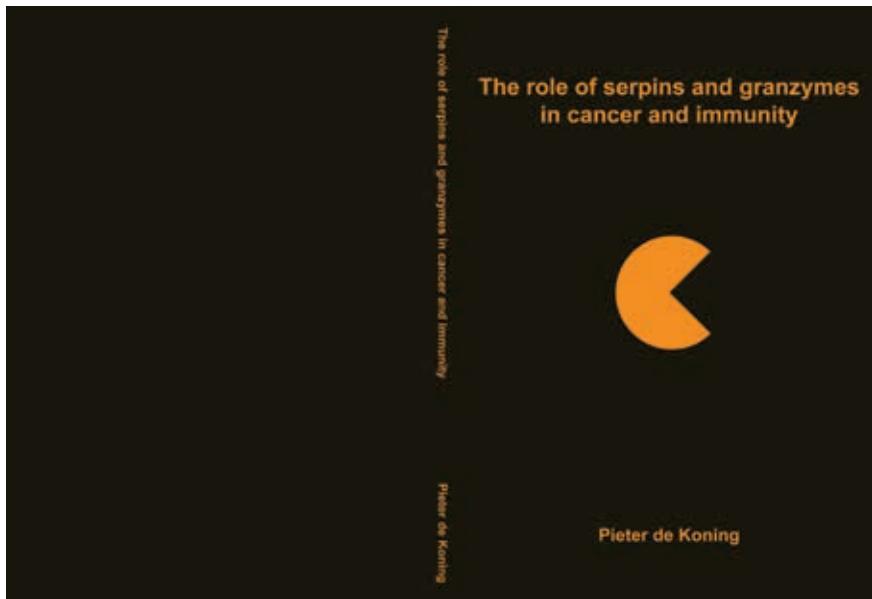


Figure 14
Cover printed
in full colour

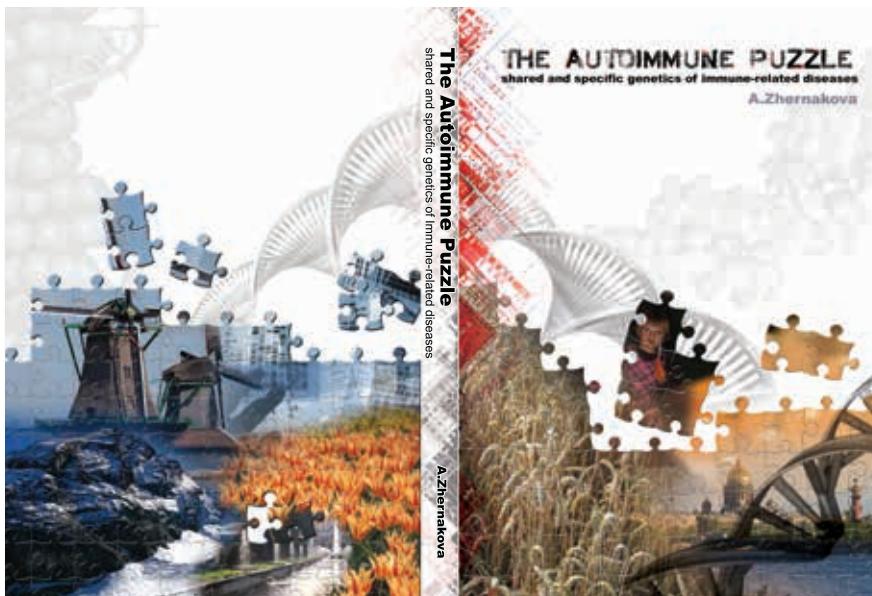


Figure 15
Cover printed
in full colour

| How to design your cover

Designing a cover is technically rather simple. Figures 16 and 17 shows schematically how to design a cover with or without flaps. If you start with the layout of your cover, please pay attention to:

- The size of your thesis;
- Does the design provide bleed or not;
- The method of binding (in connection with the spine of the book);
- The number of pages;
- The paper used for the interior.

Often the cover design provides bleed, meaning that the design runs right up to the edge of the cover. This should be done, unless the background is white. To ensure that the design runs right to the edge it must be a bit larger than the actual cover size. The extra space beyond the borders of the cover is called the cutting space, and is intended to give some extra space when cutting the cover. A cutting space of 0.5 centimetres is advisable. For a thesis with a standard size of 17 x 24 cm, the size of the cover design is:

Height: 25 (24 + 2 x 0.5) cm

Width: 35 + D (2 x 17 + 2 x 0.5 + D) cm ('D' is the thickness of the spine).

The spine of the thesis depends on the number of pages, the chosen paper and the method of binding.

D (mm) = bulk x number of pages + 0,5mm

(see table 2 and 3, page 17)

| Cover layout by Gildeprint

It is possible to have the layout of the cover done by Gildeprint. You just tell or show us what kind of design you have in mind, for example with a PowerPoint file, and we will work it out technically. Obviously we will give you advice on the colour, images and fonts. Your advantage of having the cover layout done by Gildeprint is that you do not have to worry about the right spine size and you are guaranteed that the measurements are right. Also it saves you some time.

| The invitation

If the invitation is printed as a bookmarker (6 x 23 cm), we will print the invitation for your defence without any additional charges. Usually the same colours and design are used as the cover. The cover and the invitation must be printed together, so we prefer to receive them as one document. The standard size of the invitation is 6 x 23 cm. While making the layout for the invitation, please take the cutting space (bleed) into account. You can find several grids for the layout of the cover and the invitation on our website at the download menu.

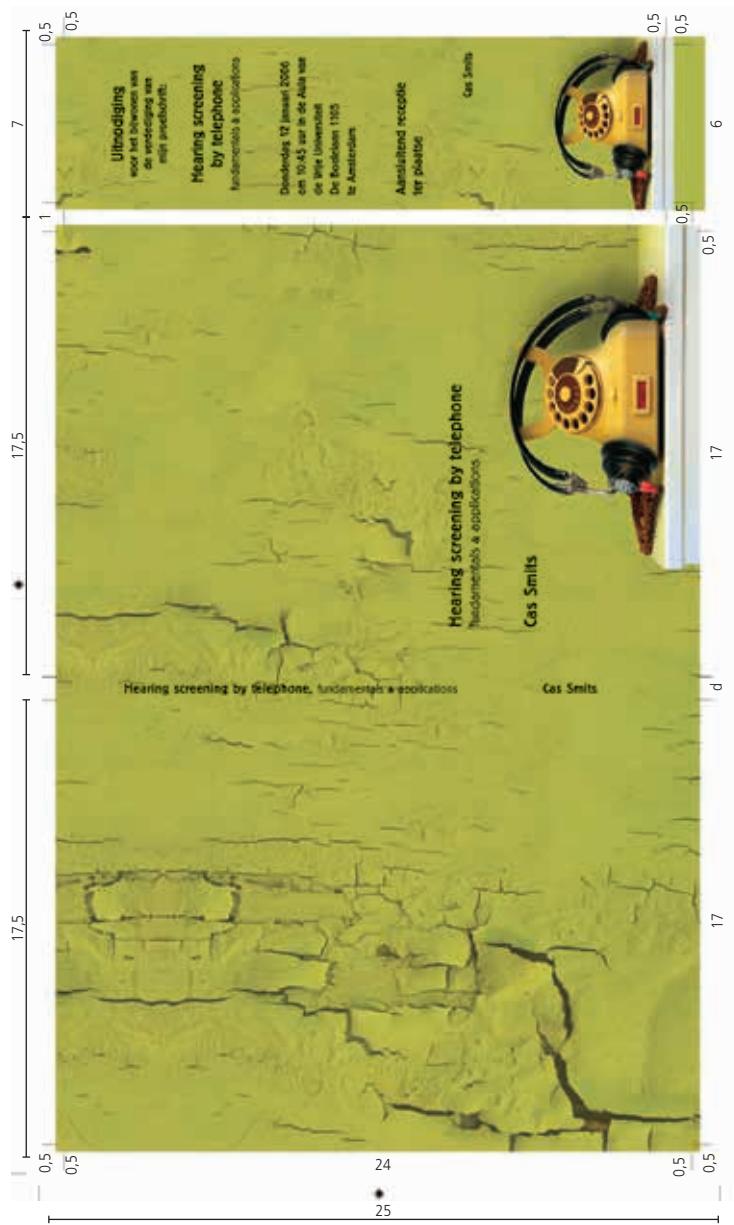
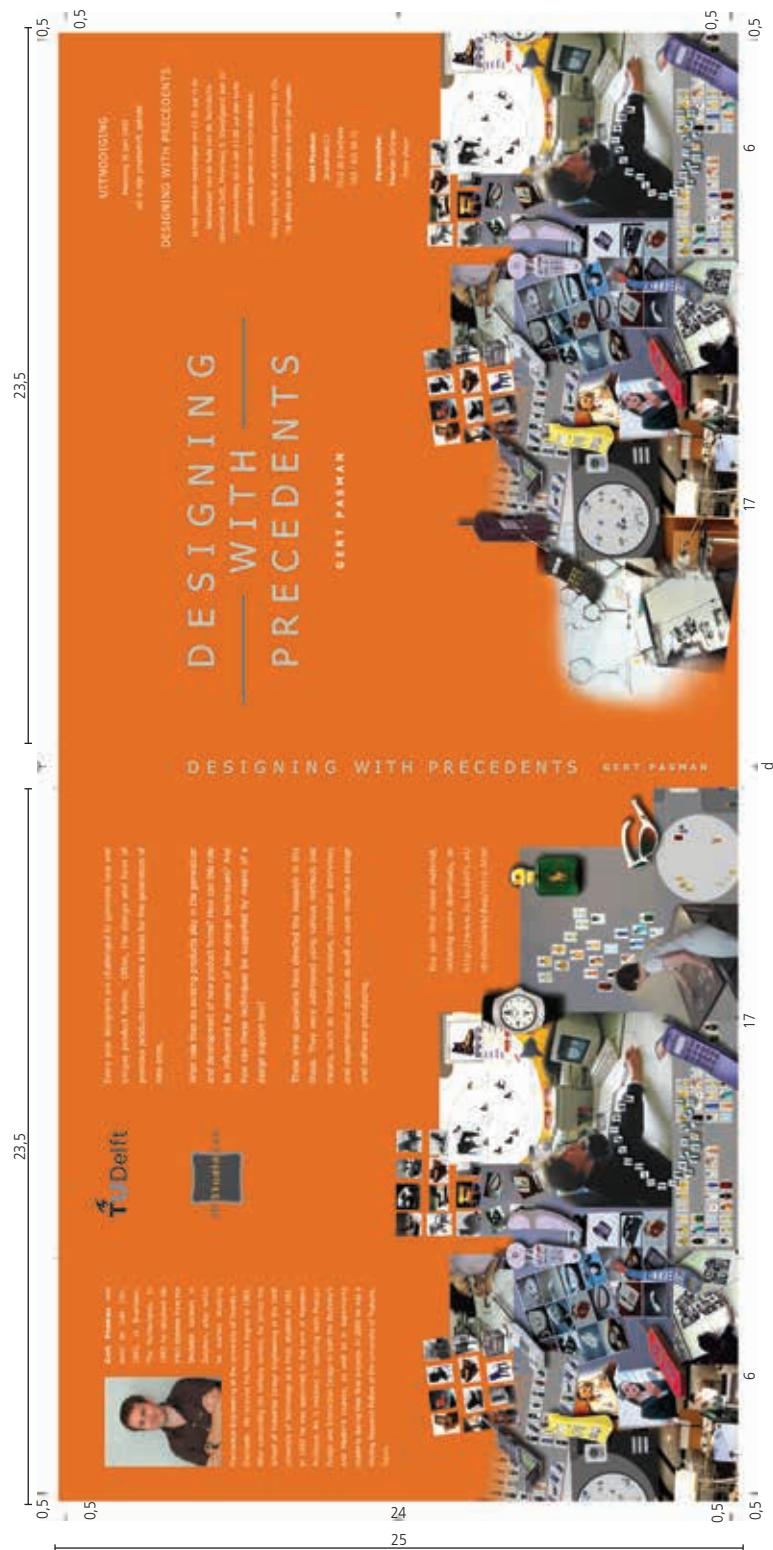


Figure 1b

Dimensions of a cover
With an invitation
(in cm)

Figure 17
Dimensions of a
cover with flaps
(in cm)



| Extra invitation

You may want to invite certain guests for a drink and/or dinner. We can print invitations as well. The invitations are printed on the same machine and material as the cover and the bookmarker, so that they are matching.



| Cover paper

Practically all covers are printed on 260 grams one-sided sulfaat board (also used for the cover of this information booklet). Of course there are many varieties of board, including board pressed with linen and board in which you still can see the paper pattern. The results can be surprisingly good. We can show you some examples at our office or they can be sent to you. Unusual kinds of board are more expensive than our standard sulfaat board.

| Refinement of your cover

Most covers must be refined, as the inks stay sensitive to thumbing, even after drying. Further refinement is necessary in order to prevent this thumbing and to protect the cover from damage. The cover can be protected from damage in various ways, three of which are mentioned on the next page.

Laminating

Only covers printed on smooth board can be laminated. A thin synthetic film is glued onto the cover. This makes the cover a lot stronger and lessens the chances of damage. The synthetic film can be glossy or matt. Glossy laminating makes the colours more sparkling than matt laminating. In matt laminating, the treatment applied to the laminate makes it slightly duller, and this gives the book a more modest character. Matt laminate is more sensitive to scratches. We can also laminate your cover with scratch-proof matt laminate.

Spot UV varnish

Spot UV varnish means that parts of the cover, such as an image or your name, are applied with a glossy layer of varnish. Spot UV varnish is only used for embellishment. A matt laminate is always used for protection in combination with Spot UV varnish. This information booklet is also Spot UV varnished with scratch-proof matt laminate.

Embossing

Embossing is the process of creating a three-dimensional image or design in paper. Also used on the cover of this information booklet.

“

Dear Nicole and Peter,



What a treat to receive the books last Thursday! I am very pleased with the result. Simple, thin books with no frills, but with a spicy accent colour. Exactly as I had in mind. I hope you do not become blinded by the bright pink! My family was very excited about the colour and the design.

Regards,
Clarissa Vergunst

”

APPENDIX |

| Creating a PDF file

What is PDF?

PDF means Portable Document Format. This file format was developed by Adobe in the early nineties to make the electronic exchange of files possible. PDF files can be read and printed on any computer, mac and pc.

The advantages of PDF files:

- All images and fonts are included in these files, if the right settings were used;
- PDF files are small: usually they can be sent by e-mail;
- Files can be checked and printed with the help of Acrobat Reader;
- It is possible to print single pages;
- PDF files can be printed by any printer.

We pay special attention to:

- PDF995
- Acrobat Distiller

Creating a PDF file with PDF995

PDF995 is a good alternative for Acrobat Distiller. It is a free print driver which can directly make a usable PDF file from the software you are working with.

To install PDF995 you need two files which you can download from our website. The following actions must be taken:

- 1 Copy the driver and the PDF converter to your desktop;
- 2 Unpack the driver first and install it by double clicking;
- 3 Unpack the PDF converter and install it by double clicking.

The PDF995 program will appear in the print menu (see figure 18).

You can create a PDF by choosing this printer option. Two more settings must be changed: the PDF995 paper size is normally 'letter'. Change this setting into A4 or 17 x 24 cm, depending on the pagesize you are working with. The resolution must also be adjusted to 600 dpi (see figure 19). Once these settings have been correctly adjusted, you can create a PDF file by choosing *print* and then check the file with Acrobat Reader.



Figure 18
Adding PDF995
to the printlist



Figure 19
Setting pagesize
and Resolution

Creating a PDF file with Acrobat Distiller

Acrobat Distiller is software that reads a PostScript file and converts the contents of that file into a PDF. It is important to use the so-called job option from Gildeprint to do this. You can find this job option on our website. In the directories 'PC' and 'MAC' you will find a directory 'Acrobat Distiller 9.0'. Here you will find the right job option called 'Drukklaar Gildeprint' (Ready-to-print Gildeprint). As soon as the Distiller is activated, you will see the image as shown in figure 20.

Please make sure that the Distiller has all the right settings before it is used, using figure 20 as a reference. The job option must be copied in the directory 'Settings' of Acrobat Distiller.

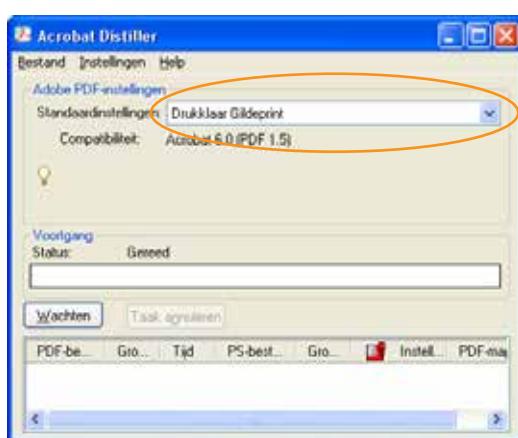


Figure 20
Right settings for
Acrobat Distiller

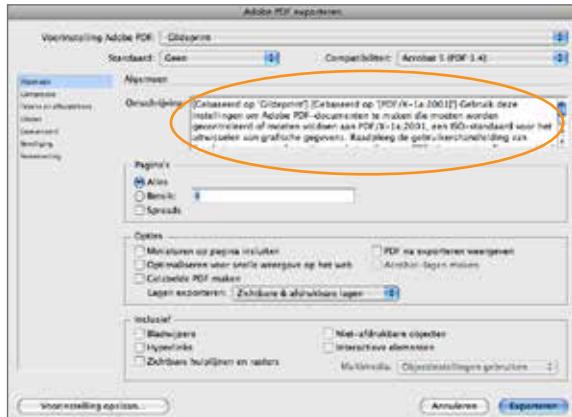
Creating a PDF file out of InDesign

To create a PDF file out of InDesign we recommend the following steps. You can also watch our movie on YouTube: <http://www.youtube.com/watch?v=D19JEuYGkSI>, or just scan the QR code.

Figure 21

Please choose
PDF/X-1a:2001.

The other settings
should be equal to the
settings below



Watch this....

Figure 22

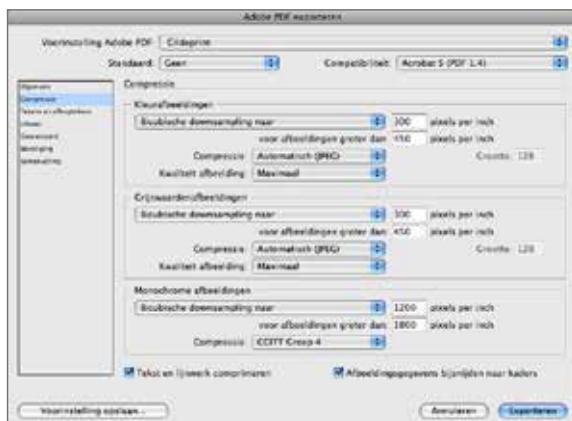


Figure 23

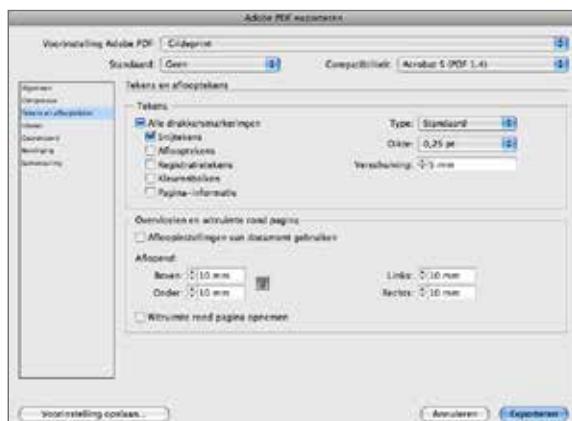


Figure 24

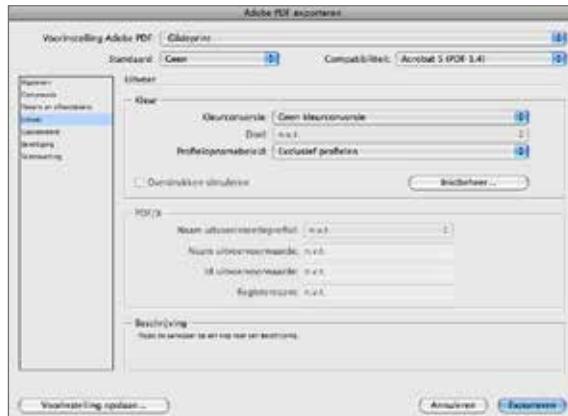


Figure 25

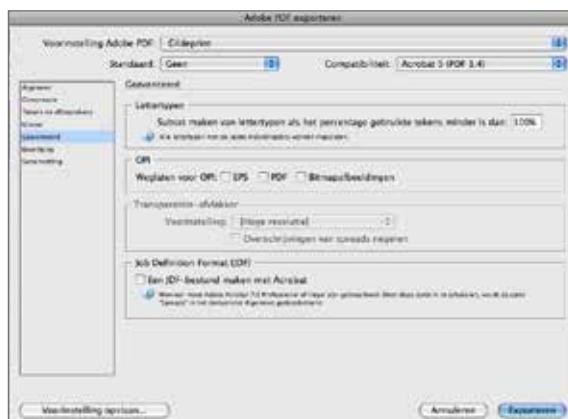
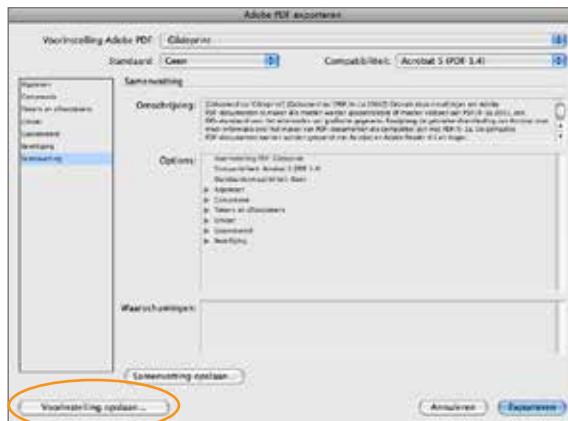


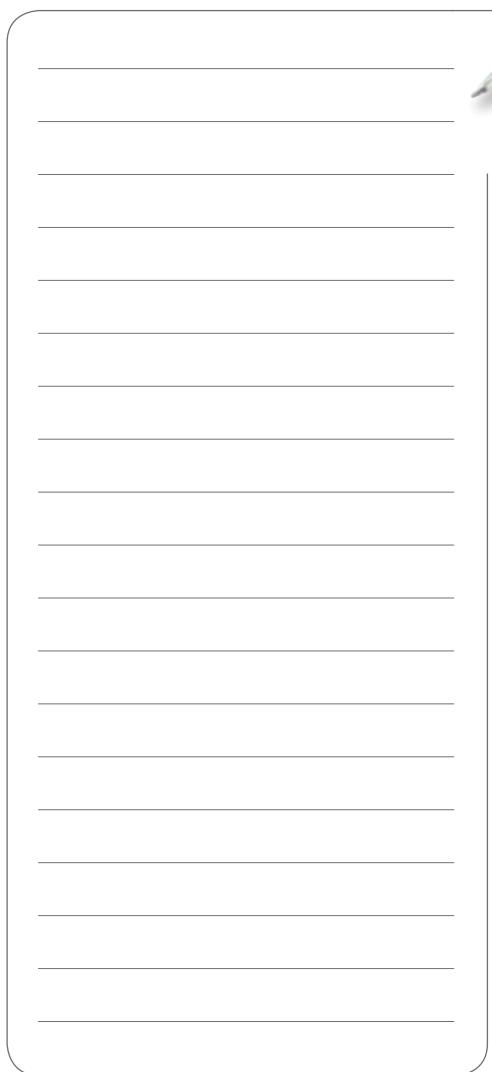
Figure 26



Figure 27

We recommend you to save these settings with the name Gildeprint. The saved settings can then be used again without any steps need to be reset. You can choose this settings in the first step where you previously chose PDF/X-1a: 2001





APPENDIX II

| Layout of the cover

The layout and design of the cover is done increasingly by the PhD students themselves. In this chapter we would like to give you some advice and draw your attention to some points of interest. We will do this by means of the most commonly used software:

- InDesign;
- CorelDraw.

When designing the cover you should never use software like PowerPoint, Word, WordPerfect or Latex. They do not have the right graphic settings. You can only use it to make a sample for us to show how the cover should look like if we do the layout for you. Designing the cover has the following components:

- The front;
- The back;
- The spine;
- The invitation.

The standard size of a thesis is 17 x 24 cm. The thickness of the spine of the book depends on the number of pages, the method of binding and the kind of paper that should be used (see table 2 and 3 on page 17 and 18). The invitation has a standard size of 6 x 23 cm or 7 x 23 cm. Please combine all elements in one document as shown on page 34 and 35.

Layout software InDesign and CorelDraw

InDesign and CorelDraw are the best known and most used software for the layout of the cover. This software is especially designed to combine several elements from other software into one file. If you have texts from Word, images from Illustrator and pictures from Photoshop, you can combine them in this software. We highly recommend InDesign and CorelDraw.

InDesign

More often InDesign is used by PhD students because it is more user-friendly than QuarkXpress and you can download a free version that can be used for 30 days. Like Illustrator, Photoshop and Distiller, InDesign is made by Adobe and is therefore interchangeable.

Create a new document. The page settings can be imported. See figure 28.

It is very easy to make a basic template consisting of a few lines and a trimming area in InDesign. We draw lines for the back side, spine, front side, cutting margins and bookmarker. These lines protrude 10 millimetres on top and at the bottom. Select this line and enter the co-ordinates. Do the same for all lines and draw a frame across them. Remember that the cutting margins must extend 5 millimetres beyond the final trim.

Colours

In InDesign you can work with several colour settings. Use only CMYK and Pantone Coated. To be able to work with PMS colours the Pantone spectrum must be loaded.

This can be done as follows:

- Select ‘Nieuwe kleurenstaal’ (new colour sample) in the menu of ‘Stalen’ (ranges). See figure 29.
- Select ‘Pantone Solid Coated’ under ‘kleuren modus’ (colour mode). See figure 30.



Figure 28
Creating a new file
in InDesign

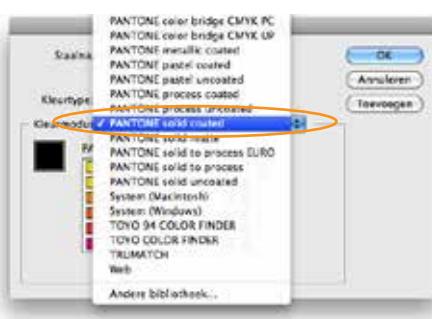


Figure 29
New swatch

Figure 30
Pantone Solid Coated



Fonts

You can see the fonts installed on your computer in the fontmenu. See figure 31.

Figure 31
Fontmenu



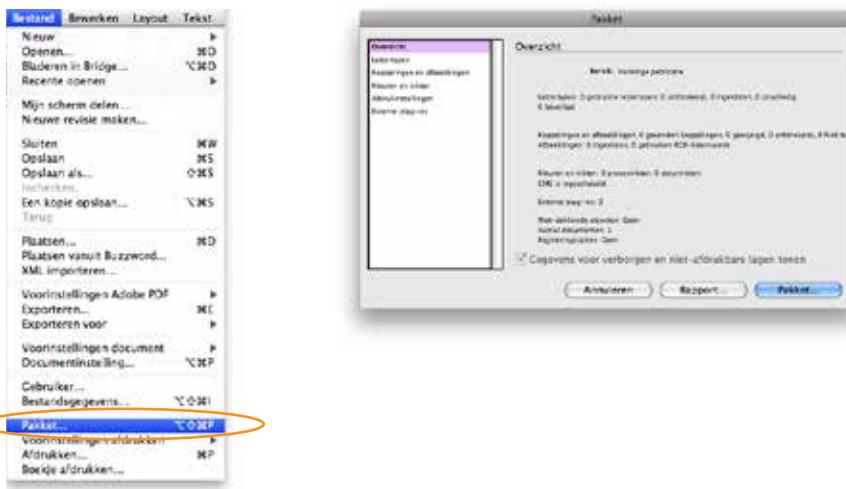
Images

Various images can be inserted in InDesign. You can use different kinds of software to create these images. Keep in mind that we prefer images like .tiff or .eps.

Collecting the files

The complete file, including all the fonts used, should be collected by 'Pakket' (Package). First you get the screen shown in figure 32, then the screen in figure 33. After collecting please check that all the fonts and images have indeed been collected correctly.

Figure 32 en 33
Collecting the files



| CorelDraw

We have used CorelDraw 13 as an example. Older or newer versions may lack the options mentioned or keep them in a different menu. Create a new document; use the guidelines as an easy tool to keep an overview of the cover. You can find the guidelines under 'Layout'. See figure 34.

Colours

You can choose printing in PMS colours, black-and-white or full colour (CMYK). Where to find these colours we will show you in the images below. In CorelDraw you must also deliver your cover in the right colour mode. The standard settings of CorelDraw are based on RGB. A fill-up colour can be selected under the bucket symbol. When you click on the bucket, a toolbar appears with the fill-in options. See figure 35. Use the first icon to select colours from all the colour libraries available. You can choose CMYK colours or PMS colours. See figure 36. If you want to adjust the line options you can do this under the pen, while you can adjust the line colours under the second little icon. See figure 37.

Fonts

When you send us the cover, please keep in mind that you also deliver us the used fonts. An alternative, when you are certain that there are no more text corrections left, is to select the whole text and convert them to curves. If you do so, you don't have to send us the fonts anymore. A disadvantage to this procedure is that we cannot make text corrections anymore. First select all the text, then choose 'Arrange' and 'Convert to Curves'. All text will now convert to curves. See figure 38.

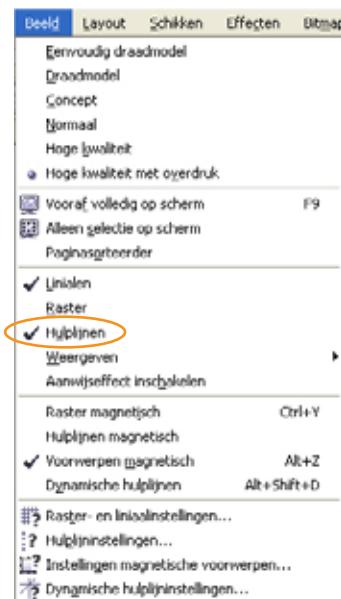


Figure 34

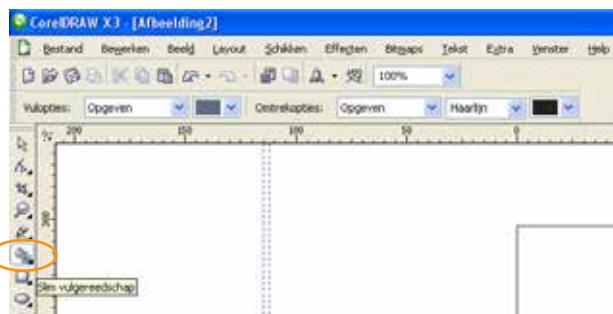


Figure 35

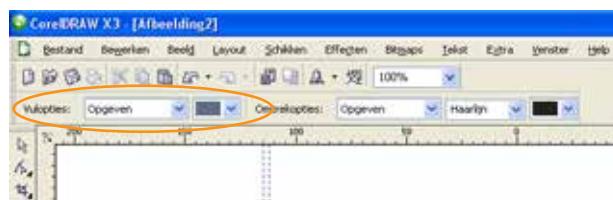


Figure 36

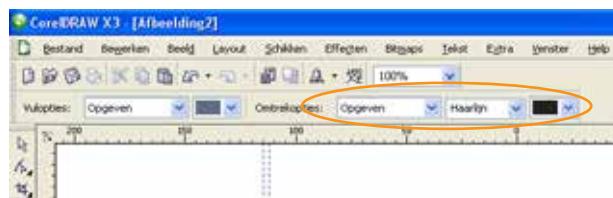
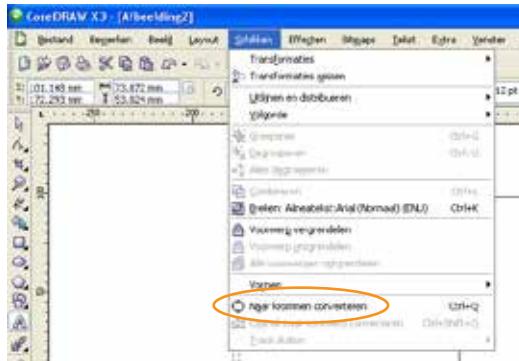


Figure 37

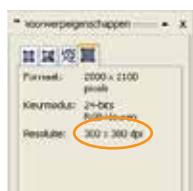
Figure 38



Images

You must insert an image in the right size. Please keep in mind that the inserted images must have a resolution of at least 150 dpi and maximum 300 dpi. You can check this by clicking on the image with the right mouse button and select 'properties'. See figure 39.

Figure 39

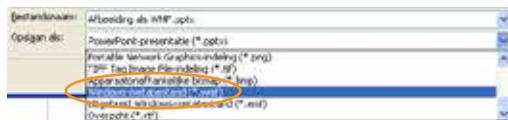


PowerPoint

PowerPoint creates low-resolution images (72 dpi). This software is specially created for presentations and is therefore not suitable for the layout of your cover. You can use PowerPoint to make a sample of your cover: if you send us the fonts and images along with your design, we can make a cover very similar to your model. If you still want to deliver a PowerPoint file and we turn this file into a workable size, this will have a negative effect on the final result. It will still be a low resolution file with only 72 dpi.

If you have already created a file in PowerPoint, you can turn it into another file - such as CorelDraw - by yourself. You can do this by saving the file as a Windows Metafile: select 'save as' and then select Windows Metafile in 'save as type'. See figure 40. A Windows Metafile can be imported into CorelDraw.

Figure 40



“

Dear Nicole,



I would like to thank you and all your colleagues who have contributed very much for the perfect job you have done. The thesis looks really good and I am very happy with it!
Thank you for your efforts.

Best regards,
Justin Luermans

”

APPENDIX

| Directions

How to reach Gildeprint Enschede by car

(The route is indicated with a dotted line on the map)

Coming from the west of the country, follow the A1 towards Hengelo, Enschede.

- At junction 'Azelo', follow the signs for Enschede (A1, E30). Ignore exit 'Borne-West'.
- At junction 'Buren' you follow the direction 'Enschede'. You are now on the A35.
- Continue on the A35 and turn off at exit 25, 'Enschede Zuid'.
- Turn left at the traffic lights at the end of the exit.
- As soon as you have crossed the A35, you will find more traffic lights. Drive straight on. Now you are on the Zuiderveld.
- At the next crossroads with traffic lights you drive straight on. You pass the Wethouder Beverstraat.
- At the next crossroads with traffic lights you turn right into the Varviksingel.
- After about 200 metres there is another crossroad with traffic lights. Go straight on.
- At the first side road on your left, after about 50 metres, you go straight on. After about 200 metres turn left into the Perikweg.
- Drive straight ahead for another 200 metres to the first road on your right. This is the Javastraat. Turn right into the Javastraat and after about 50 metres you will see Gildeprint on your left.

see map on page 52

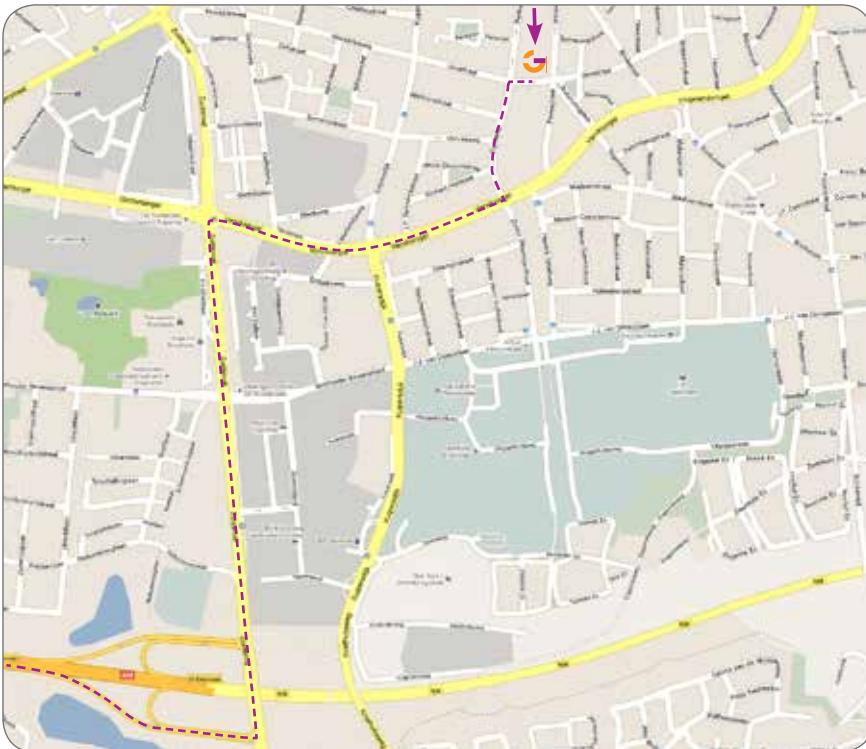


Figure 41
Directions by car

How to reach Gildeprint Enschede by public transport

(The routes on foot are indicated with a dotted line on the map)

By train and then by bus:

At the train station, you can take city bus route number 3 towards Glanerbrug Zuid/Gronau. The third stop after the station is called Eschmarke. Get off the bus and walk along the Molukkenstraat. Now you have two options.

First, you can walk about 250 metres straight ahead until you turn right into the Javastraat. You pass successively Ambonstraat, Timorstraat, Brinkstraat, Soerabajastraat and Floresstraat on your right. Having passed the Floresstraat you will see Gildeprint after about 100 metres on your right.

Alternatively, after you have turned into the Molukkenstraat, you can turn right immediately into the Rietmolenstraat. Continue straight on until you reach the Brinkstraat. Turn right again and after about 50 metres you arrive at the Perikweg. Turn left into the Perikweg and after about 200 metres turn left into the Javastraat. After about 50 metres you will find Gildeprint on your left.

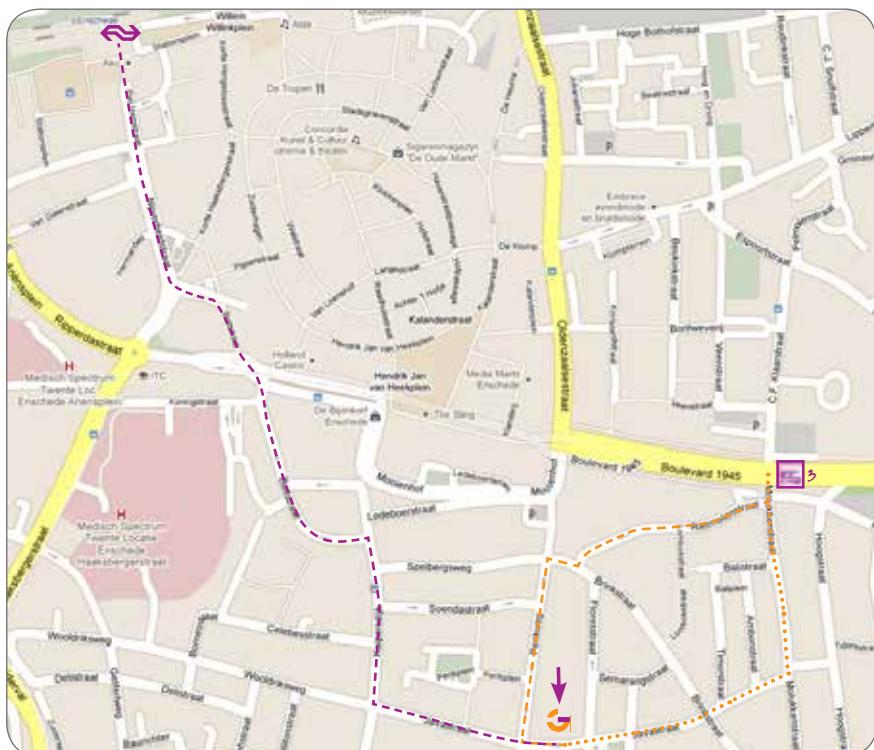
see map on page 53

By train and then on foot:

Coming from the train station it is easy to reach our office on foot. The walk takes about 20 minutes.

- Opposite the station you will see Piet Heinstraat. Walk into this street. After about 100 metres you will see the Maarten Harpertzoon Tromplaan on your right and the Hoedemakersplein on your left. Walk straight on and continue through the Nijverheidssstraat until the end of the street.
- Turn left into the Boulevard 1945, a big and busy street. After about 150 metres turn left into the Beltstraat on your right.
- The Beltstraat curves to the left. At the end of the Beltstraat you come to the Kuipersdijk. Turn right and walk for about 250 metres until you see the Wooldriksweg on your right and the Javastraat on your left.
- Turn left. After about 150 metres you cross the Perikweg and after another 50 metres you will see Gildeprint on your left.

Figure 42
Directions by
train and by bus



- Train station Enschede
- Busstop line 3
- By foot (trainstation to Gildeprint)
- By foot route 1 (busstop to Gildeprint)
- - - By foot route 2 (busstop to Gildeprint)

“

Dear Peter,



Once again i would like to thank you for sending the books. I did receive them right in time. I would also like to thank your colleagues as well. It was nice working with you all!

Best regards,
Bert van Veldhuizen

”



APPENDIX IV

| Frequently Asked Questions

1. Do I have to deliver my digital files on A4 format or on 17 x 24 cm?

Both sizes can be processed. 17 x 24 cm gives you a better preview of how the book will look in the end. If you deliver the book in A4 size we will reduce the book to 81%, to 17 x 24 cm. You can find more information about this subject in the section 'The layout of the thesis' in Chapter 2.

2. Is it possible to replace existing pages by new ones?

Yes, that is possible. If there are any errors in the document after the final file has been delivered, you can send us new pages. If more than 10 pages should be replaced, we advise you to deliver a complete new document. The extra costs for inserting new pages can be found on the enclosed leaflet.

3. Is it possible to deliver the images separately from the interior?

You can deliver the images separately. We can place the images in the interior. However, it is better to deliver your file as complete as possible, with both text and images in one PDF file.

4. Is it necessary to enclose the white pages in the final file?

As mentioned before, it is best to deliver the file as complete as possible, including the white pages. If this is not possible, we can insert them for you. It is important to state clearly which pages must be white.

5. Is it possible to deliver the chapters separately?

This is not a problem at all. Please pay attention to the naming of the chapters so that we can easily establish the right sequence. Also remember that each chapter starts on a right-hand (odd-numbered) page.

6. Is it possible to deliver my thesis on two different addresses?

Yes, this can be done. The offer includes a delivery at one address. If you prefer to receive your thesis at two addresses, you will have to pay a surcharge. You will find the exact amount on the leaflet enclosed.

7. Do you recommend to send a few pages in advance so you can test these pages?

It certainly is advisable to send us about eight pages in advance of the final document. We will check these pages and let you know by e-mail if there is anything wrong. Please send us pages with graphics, tables and images in particular, so that we can look at the resolution of your images as well. You can send your test file to:
test@gildeprint.nl

8. The images in my print proof do not look very well defined. Why is this?

This is caused by the resolution of the printer on which the proof is printed. The images in the print proof may be black all over for the same reason. The images will be well defined after the final printing process.

9. Is it possible to let Gildeprint take care of the layout of my thesis?

Yes, this is possible and it happens more often. First of all we will discuss your requirements regarding the layout. Fonts, line spacing, margins etc. After that we will send you 2 or 3 different samples of the interior. When you have chosen your layout we will start with the final layout. If a part of the interior is finished, we will send you that part as a PDF file by e-mail.

10. Is it possible to let Gildeprint take care of the layout of my cover?

We do not have graphic designers but we can design your cover the way you like it.

11. How do I request an ISBN?

This can be done in three ways. The cheapest and easiest way is at the University Library or by Gildeprint. We have to charge you 25 euro. You can also visit the website www.isbn.nl. If you require an ISBN through the website it will cost you 70 euro. This difference in price is because you also register yourself as the publisher of the thesis.

12. Do I need to be at home for receiving the print proof?

If the proof is sent by regular post you don't have to stay at home. The envelope fits your mailbox. If the print proof is sent by TNT express somebody has to sign for it.

APPENDIX V

| Common fonts

Garamond 3 LT Std Regular (10 pt)

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Frutiger LT Std 45 Light (9 pt)

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Minion Pro Regular (10 pt)

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Futura Std Book (9,5 nt)

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Myriad Pro Regular (9,5 pt)

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Calibri Regular (10 pt)

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Times New Roman (10 pt)

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Palatino Regular (9,5 pt)

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Gill Sans Regular (10 pt)

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Trebuchet MS (9 pt)

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Optima (9,5 pt)

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Candara (9,5 pt)

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Conduit ITC Light (10 pt)

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| Summarized

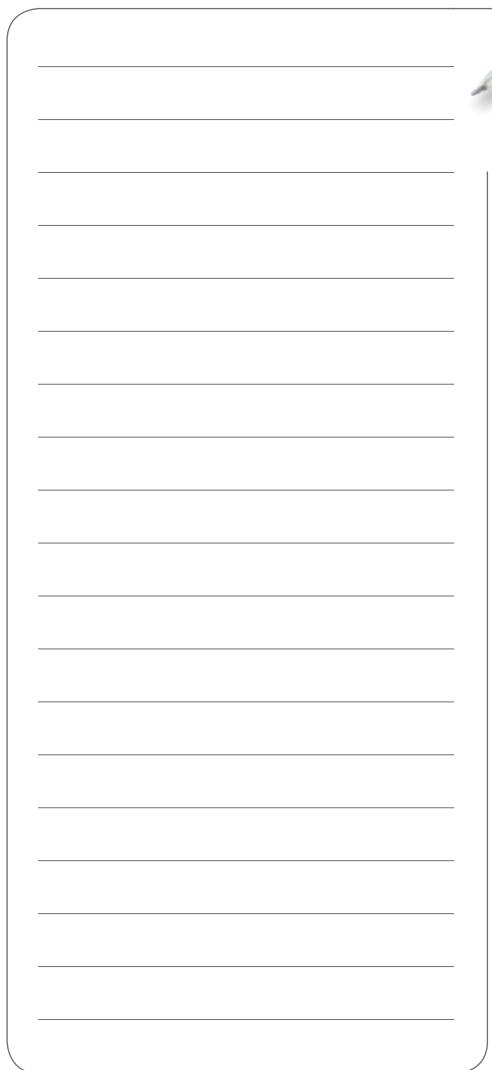
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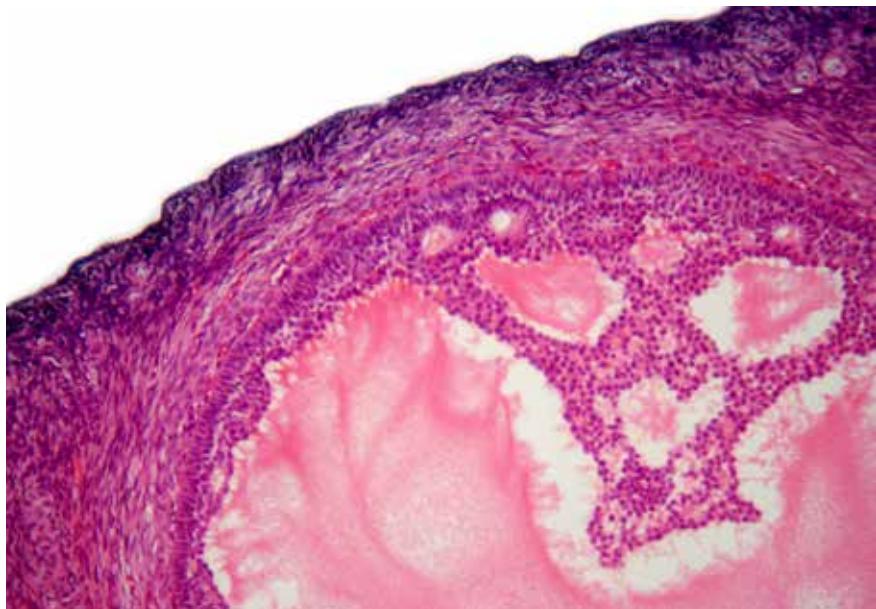


APPENDIX VI

| Paper samples

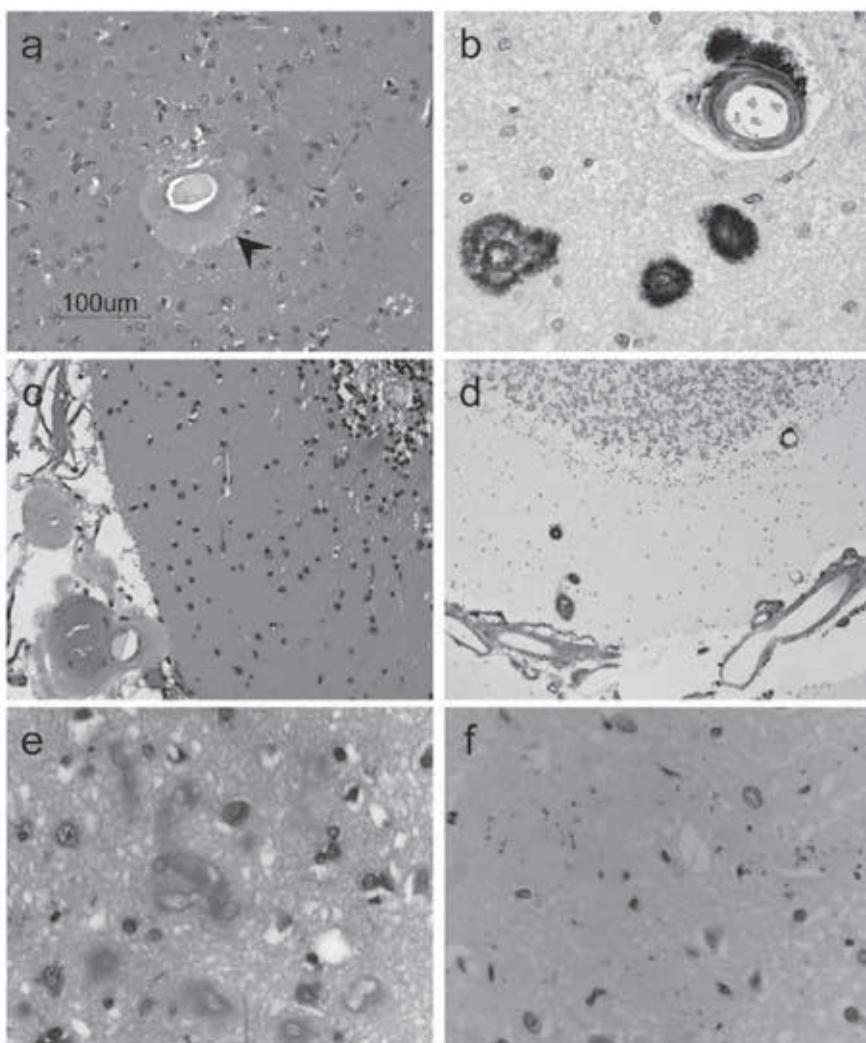
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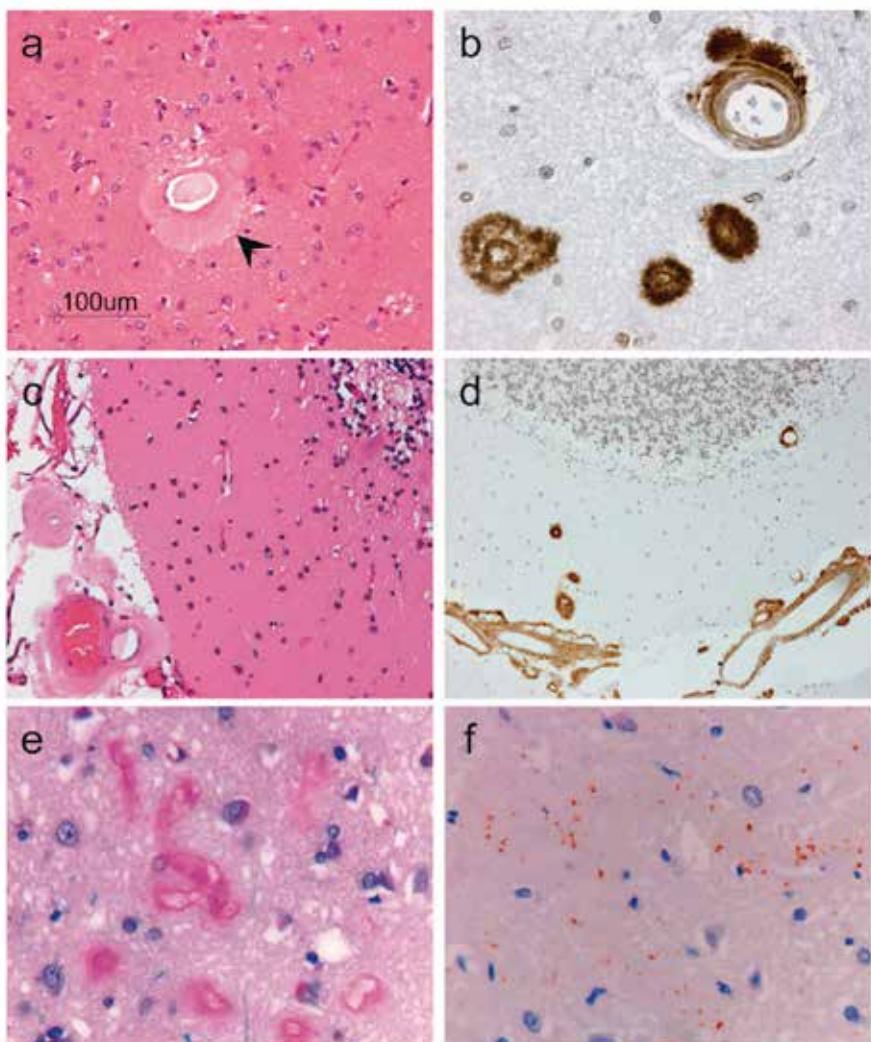
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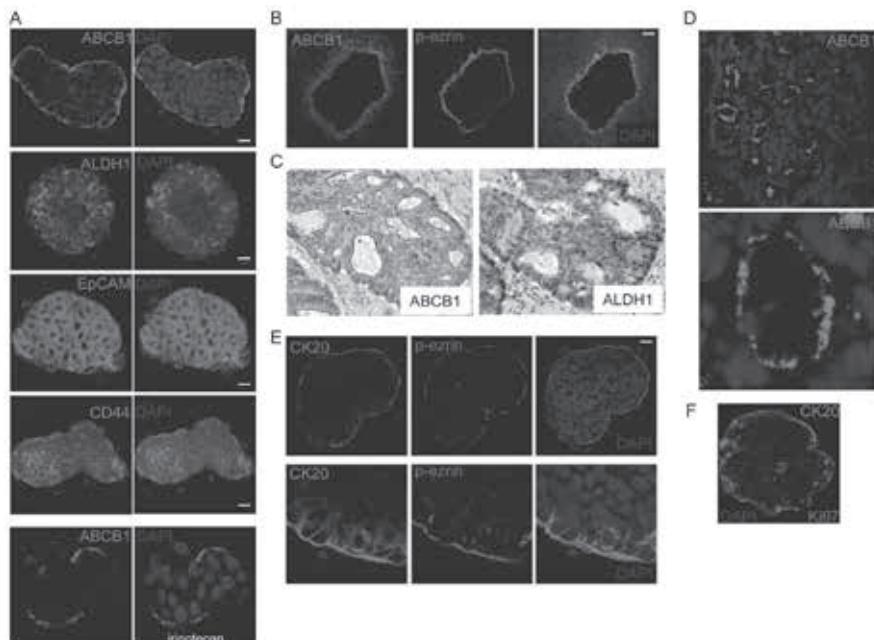
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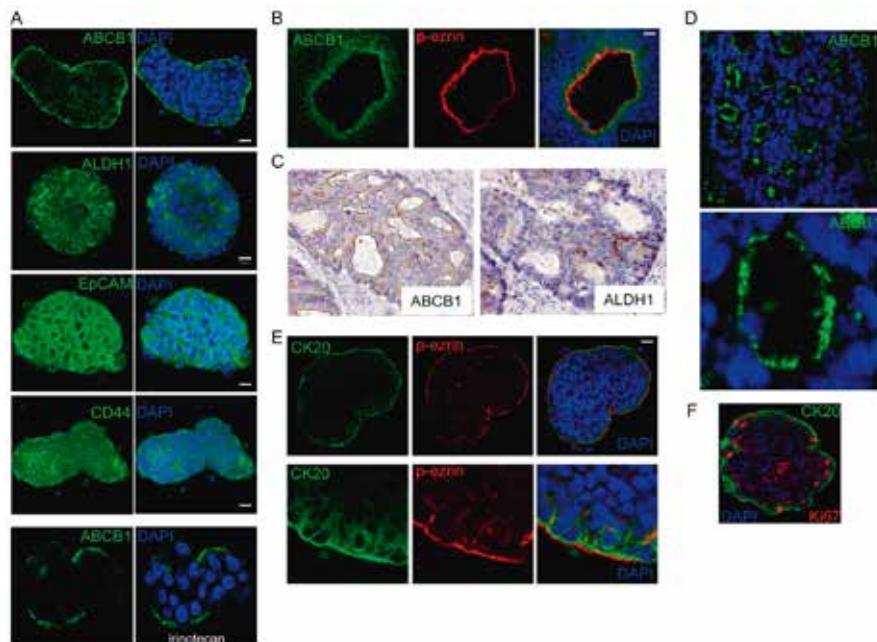
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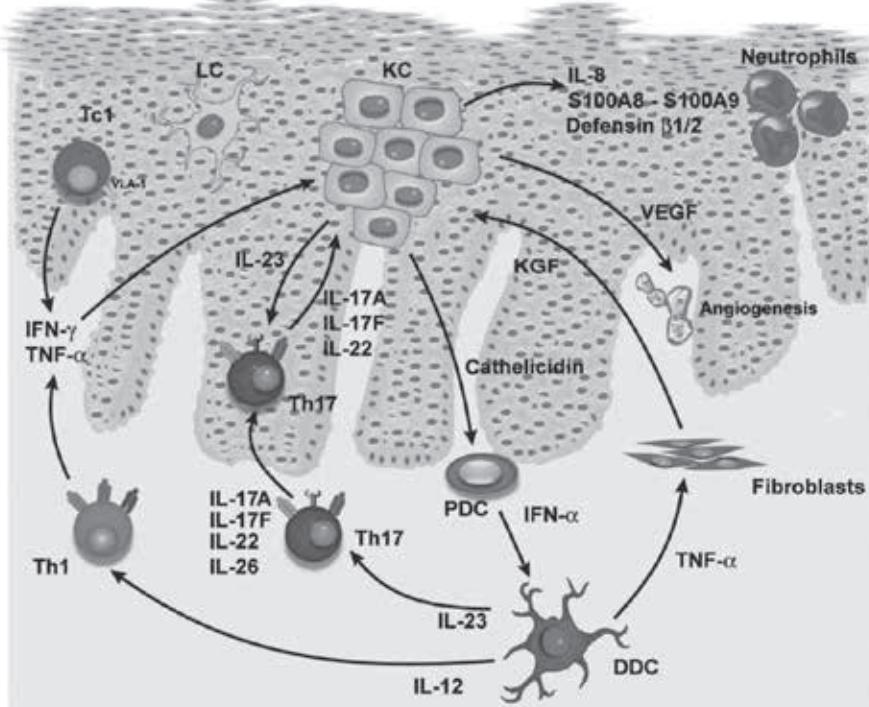
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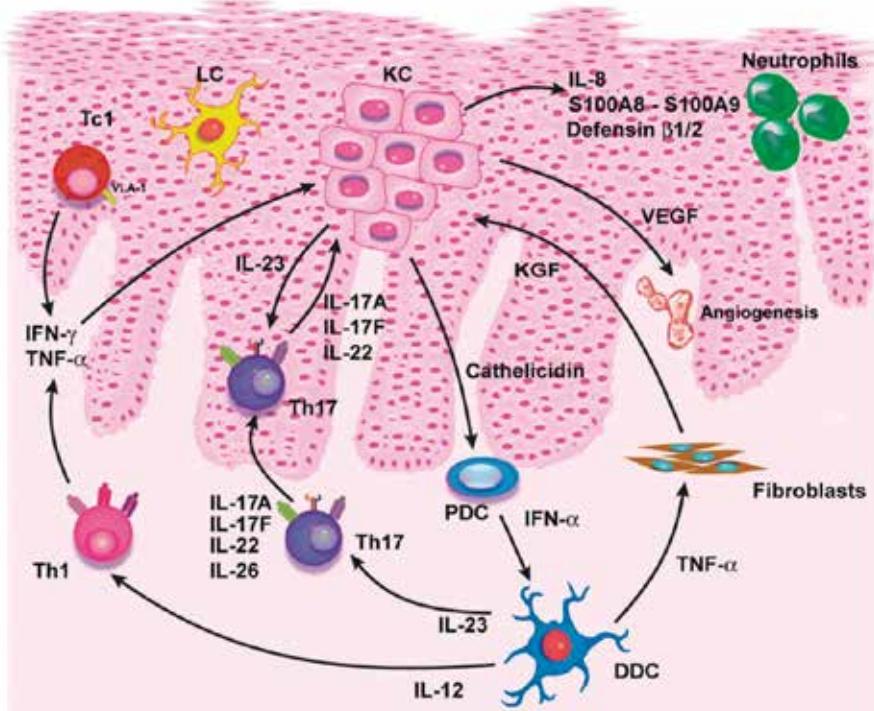
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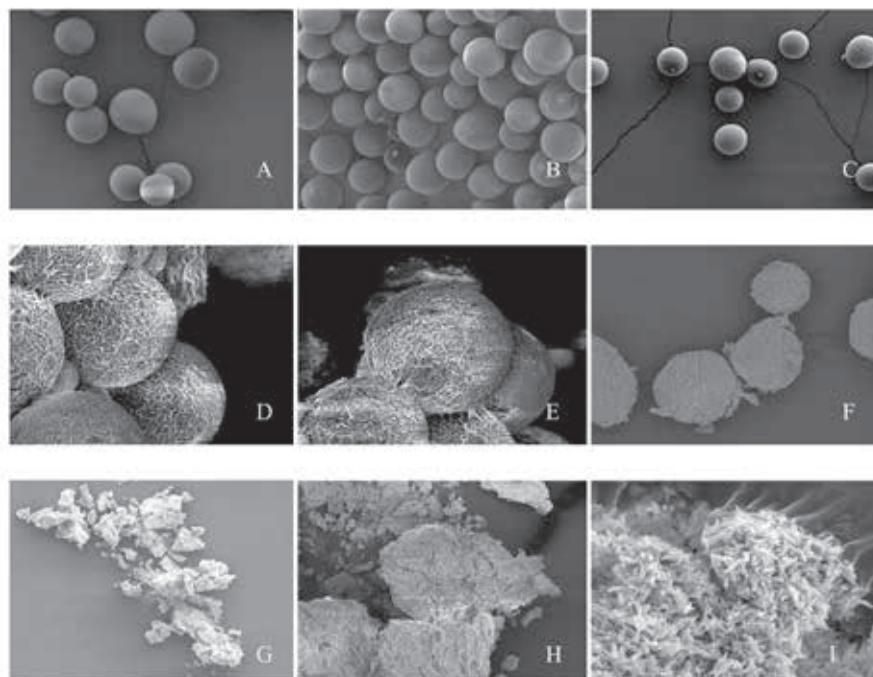


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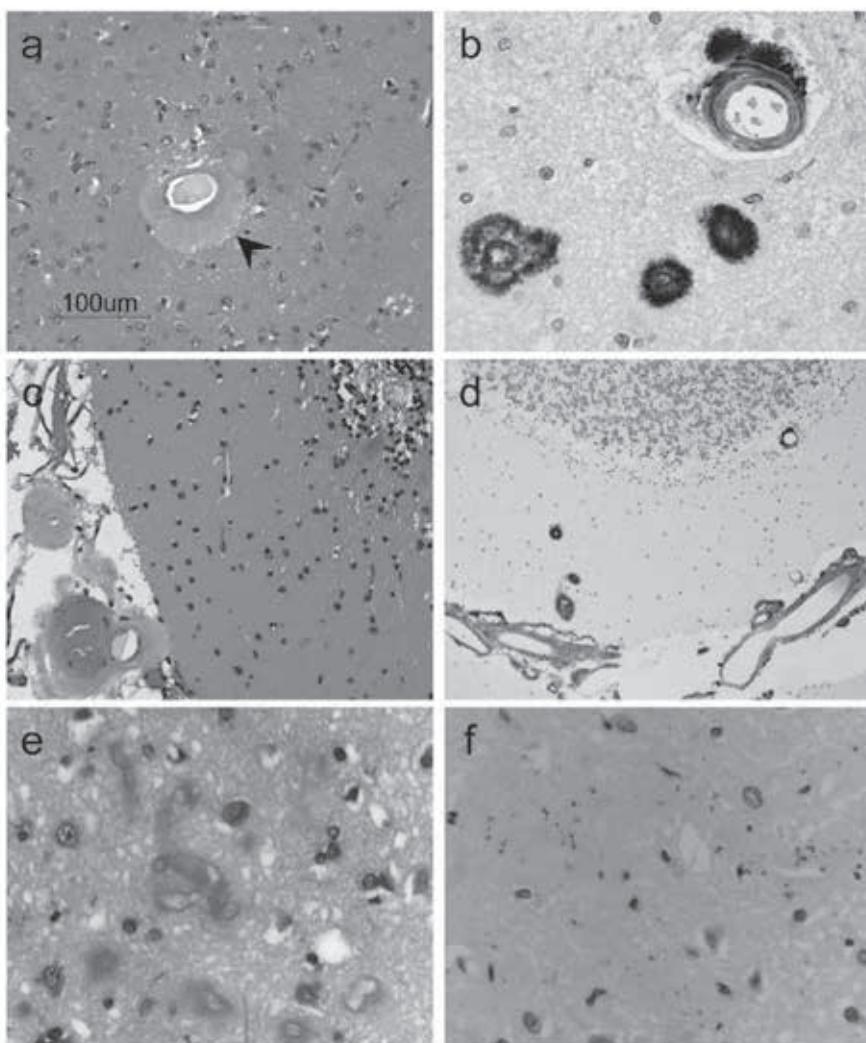
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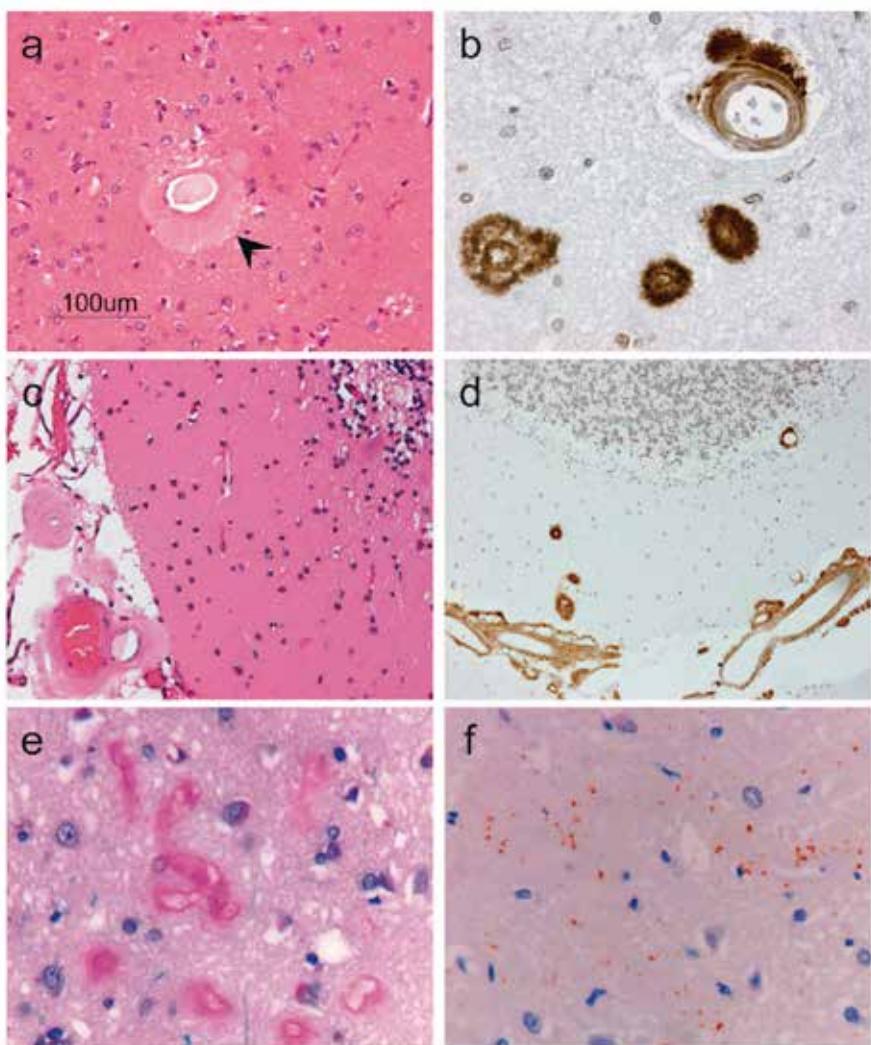
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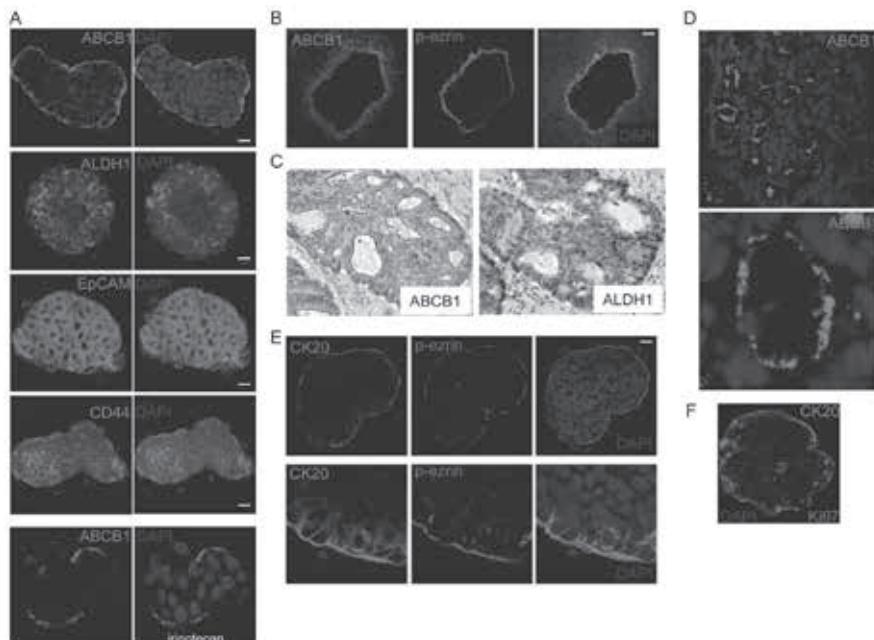
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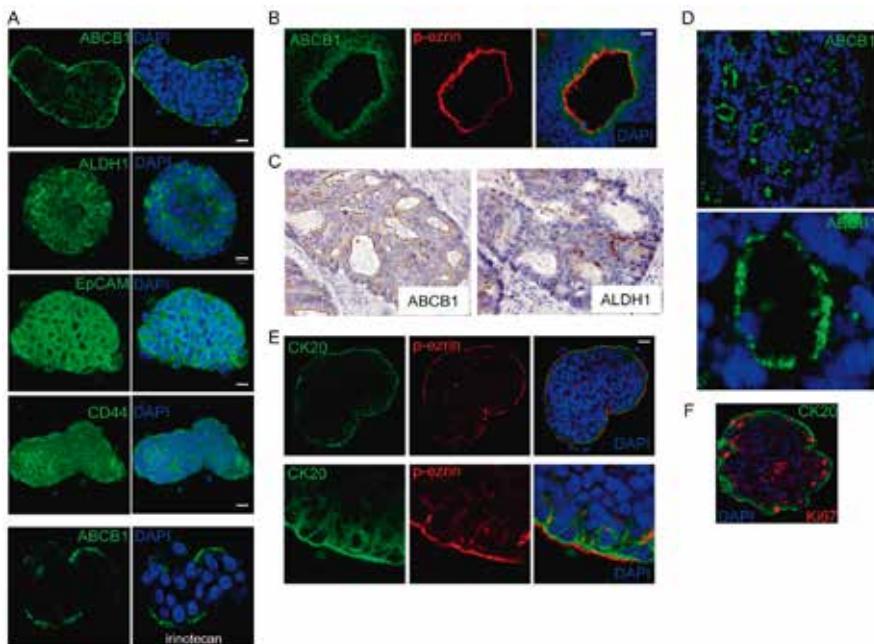
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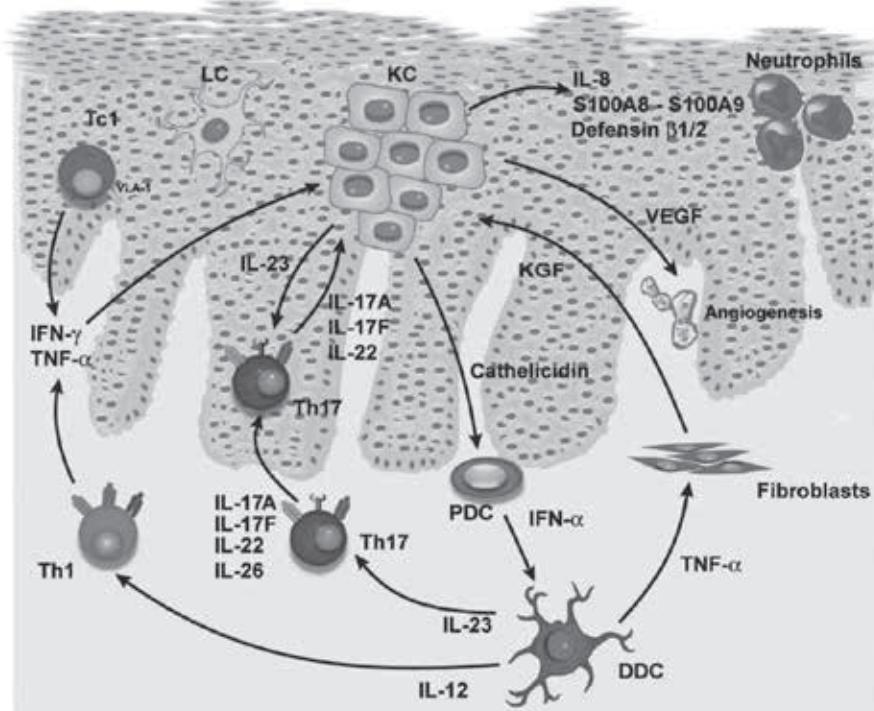
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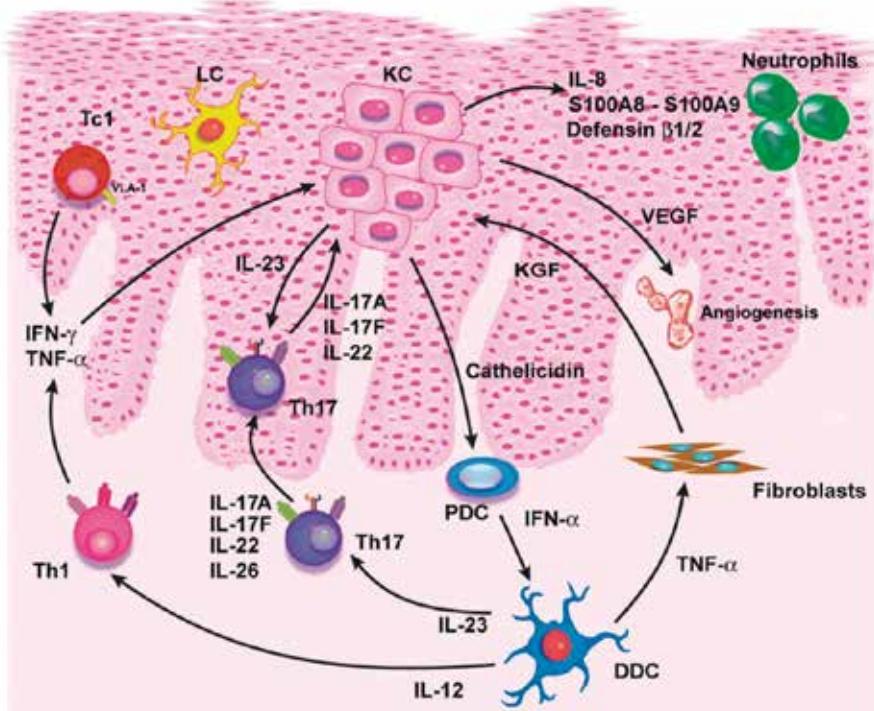
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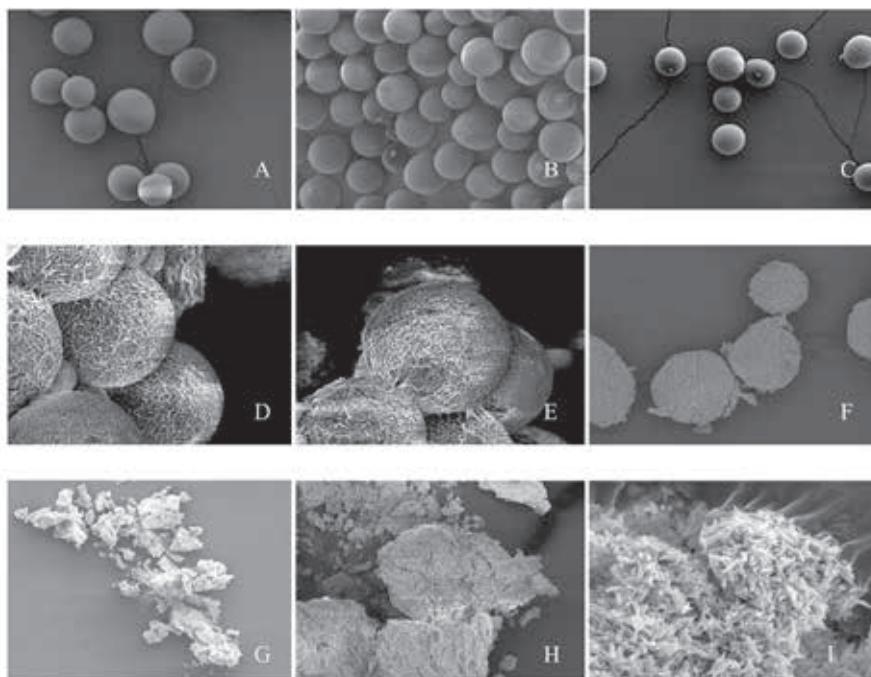


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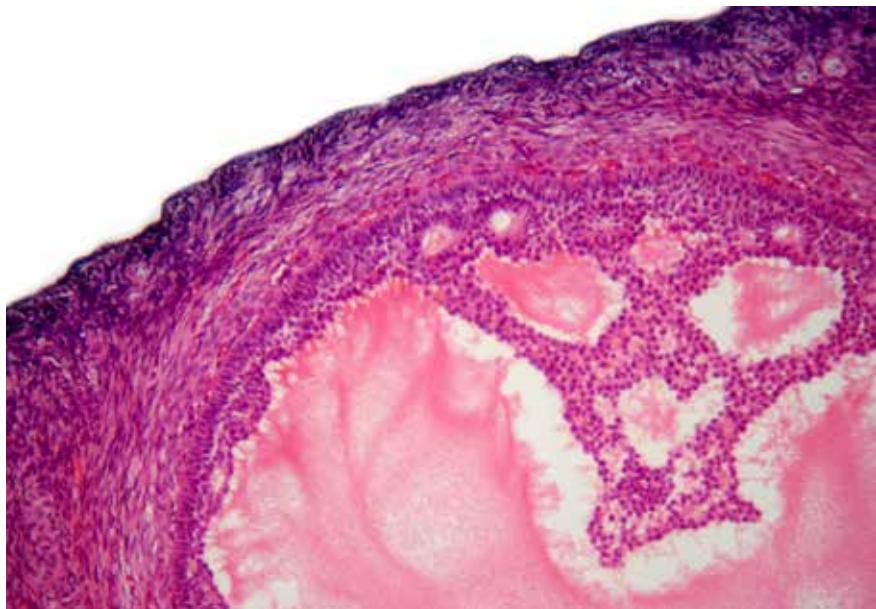
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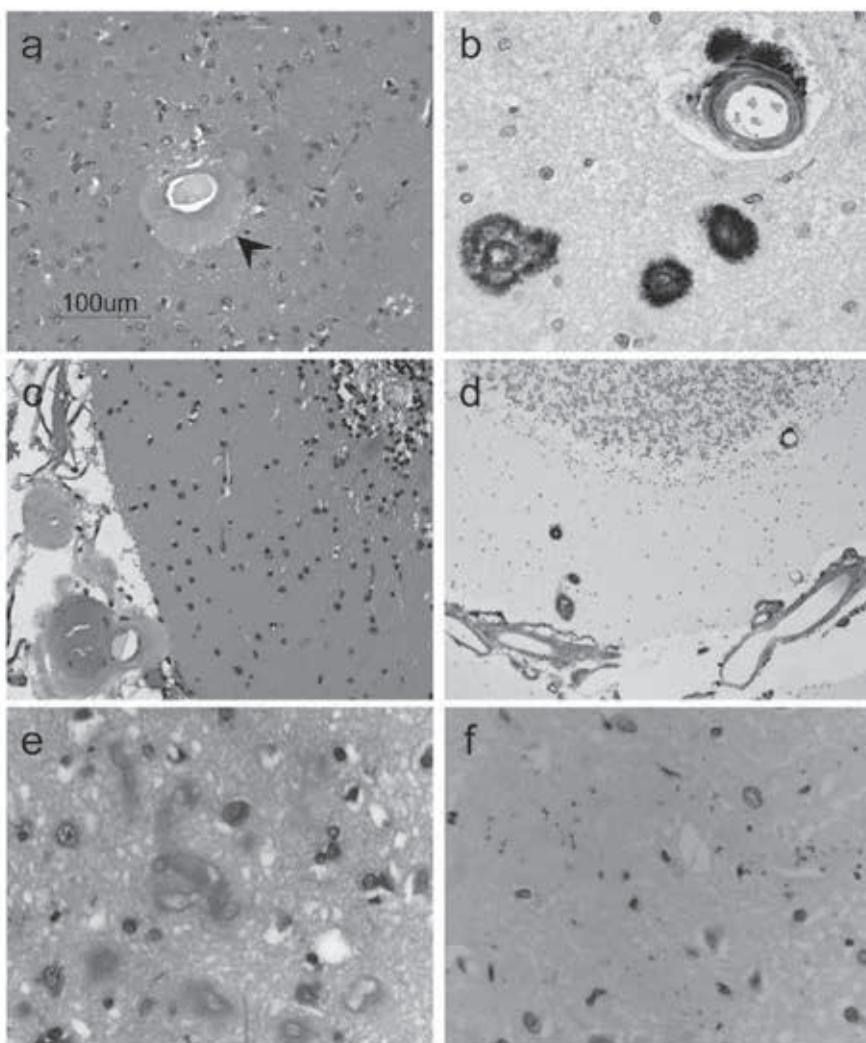
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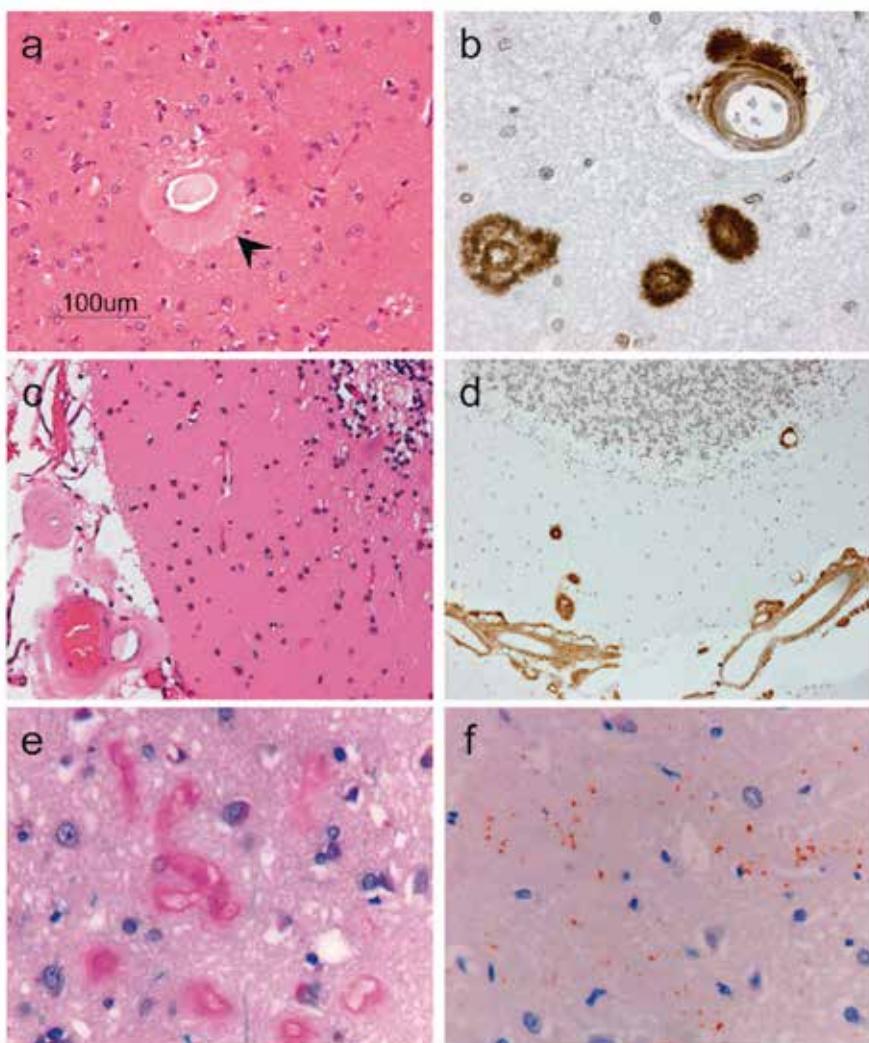
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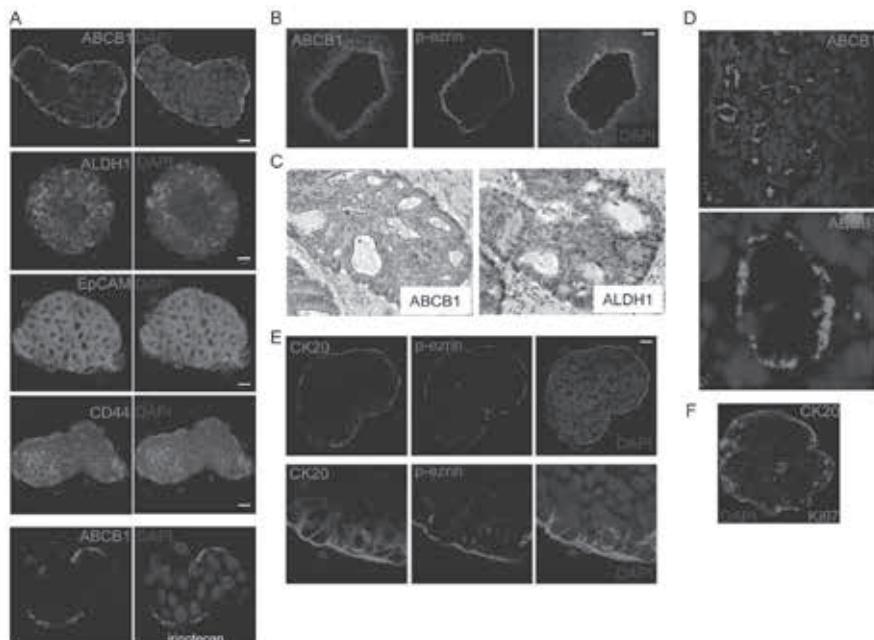
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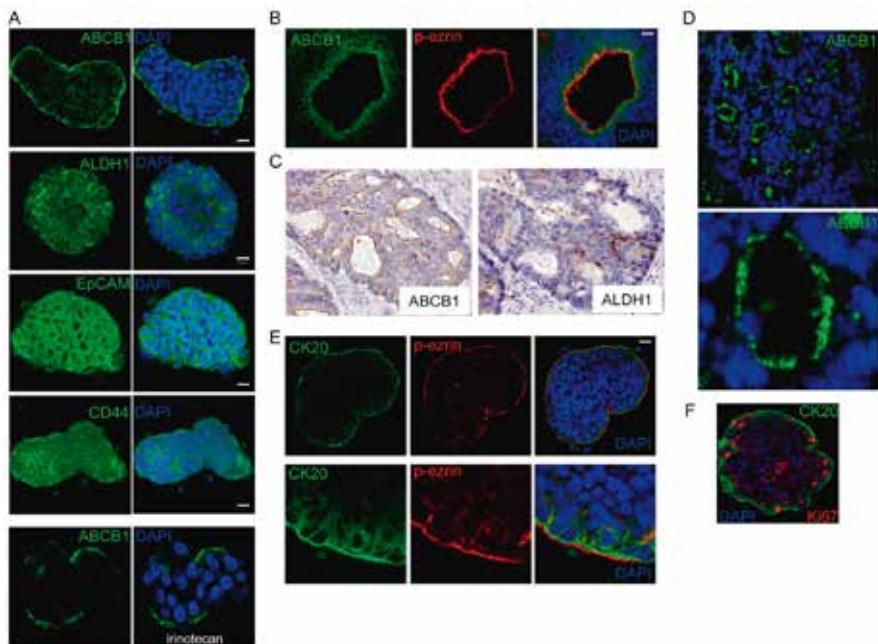
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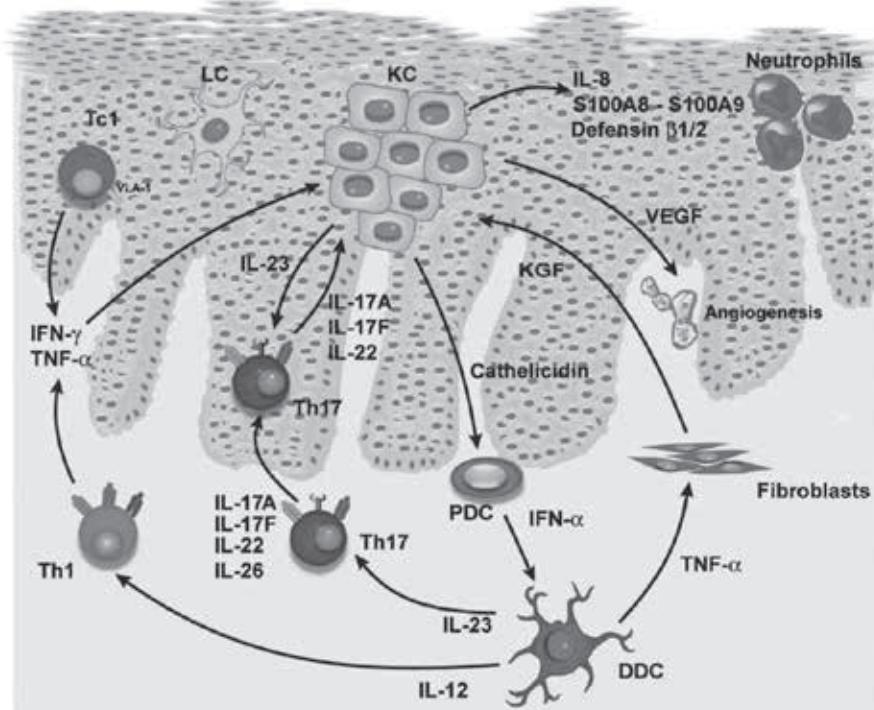
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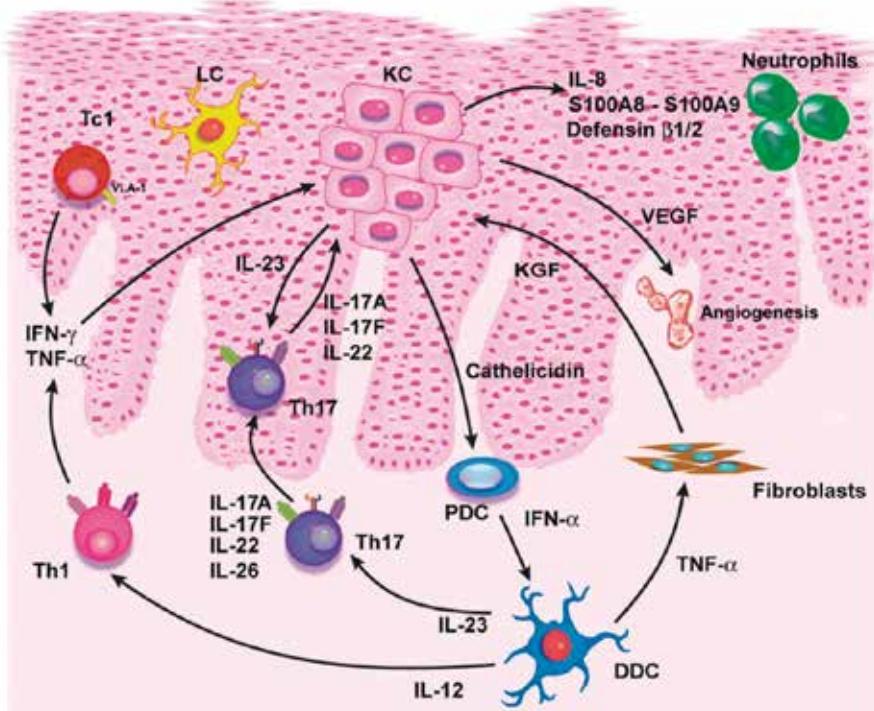
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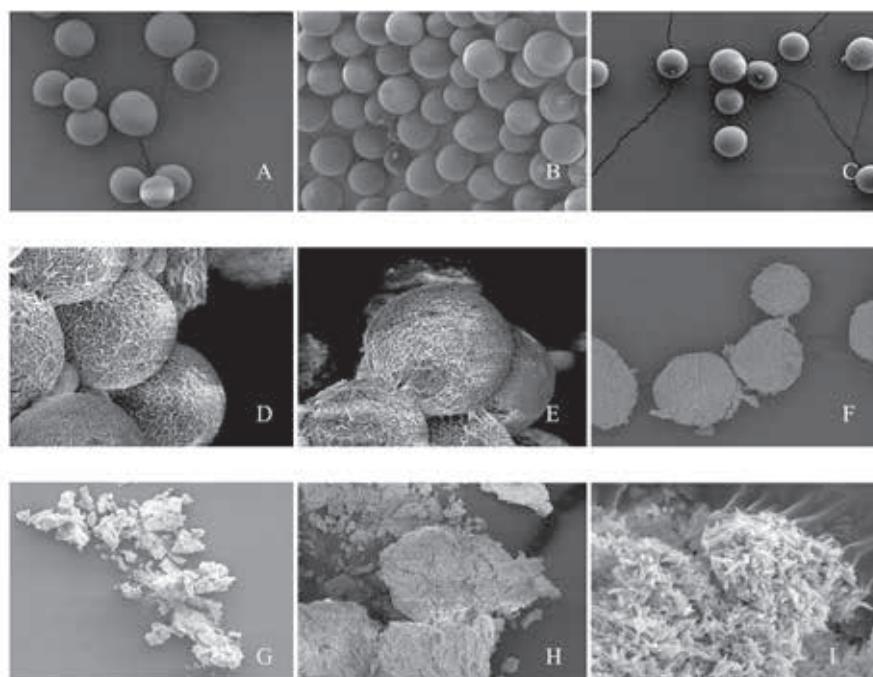


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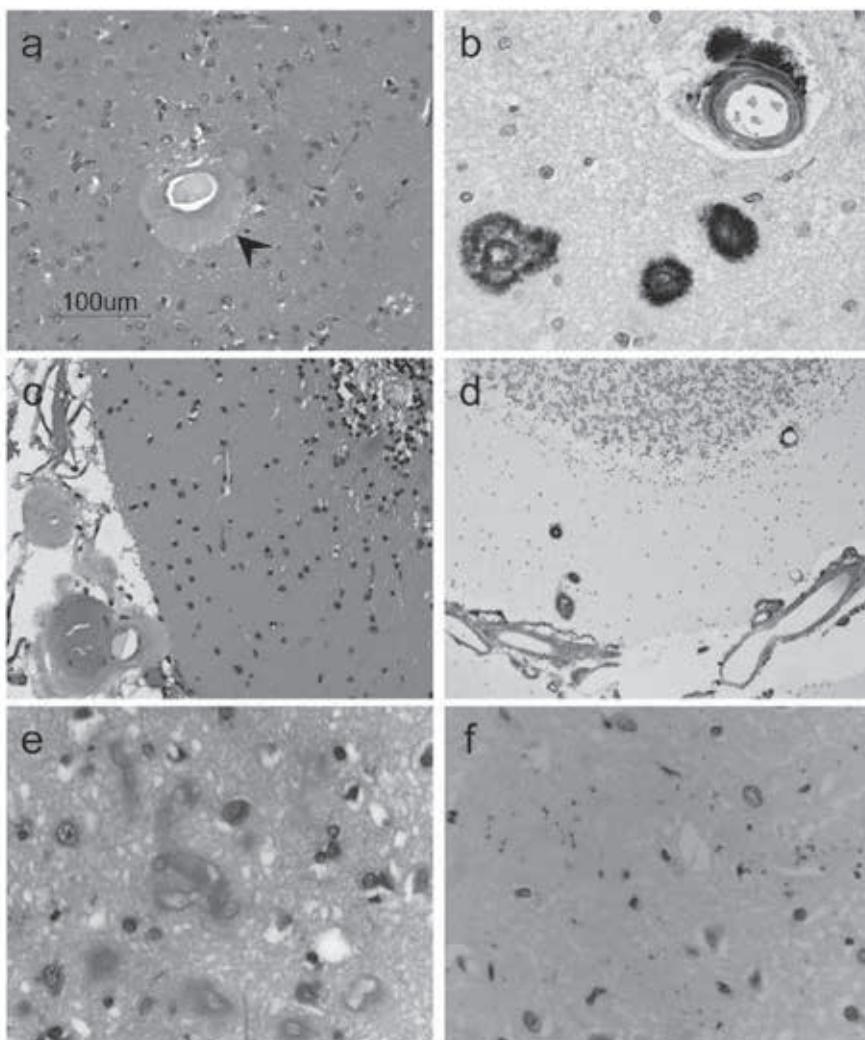
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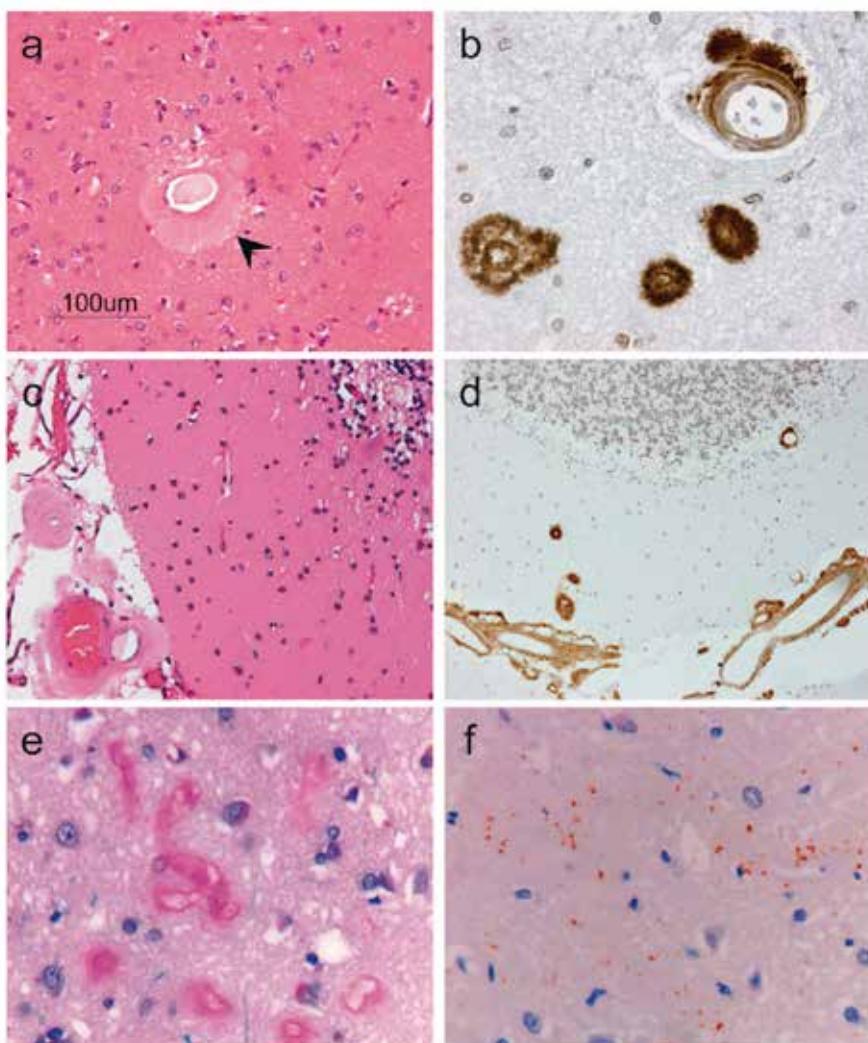
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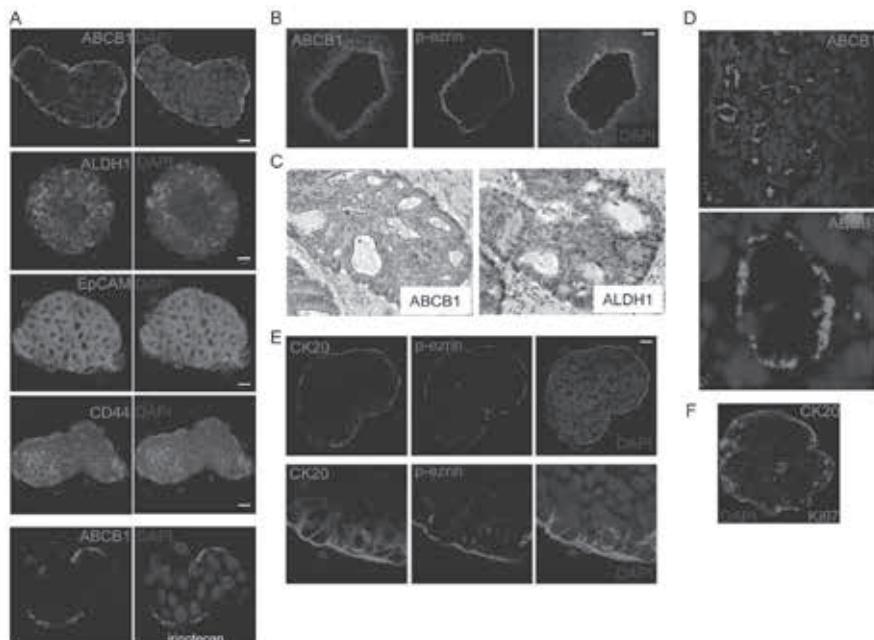
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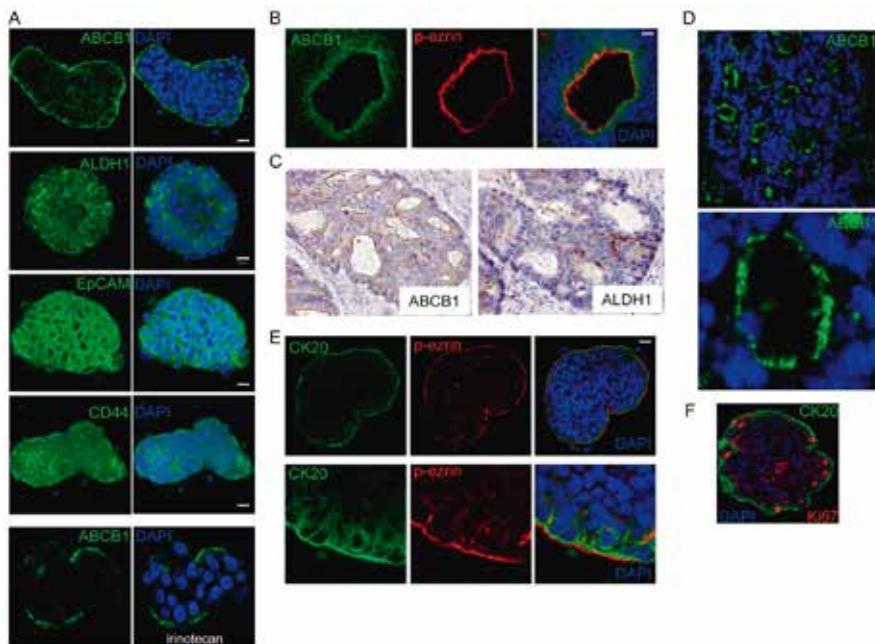
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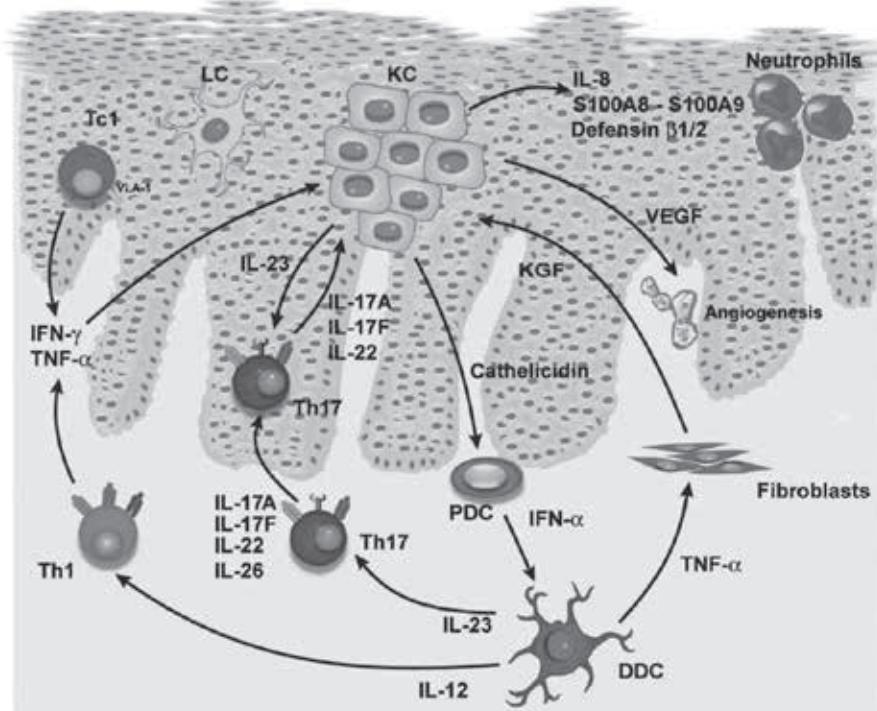
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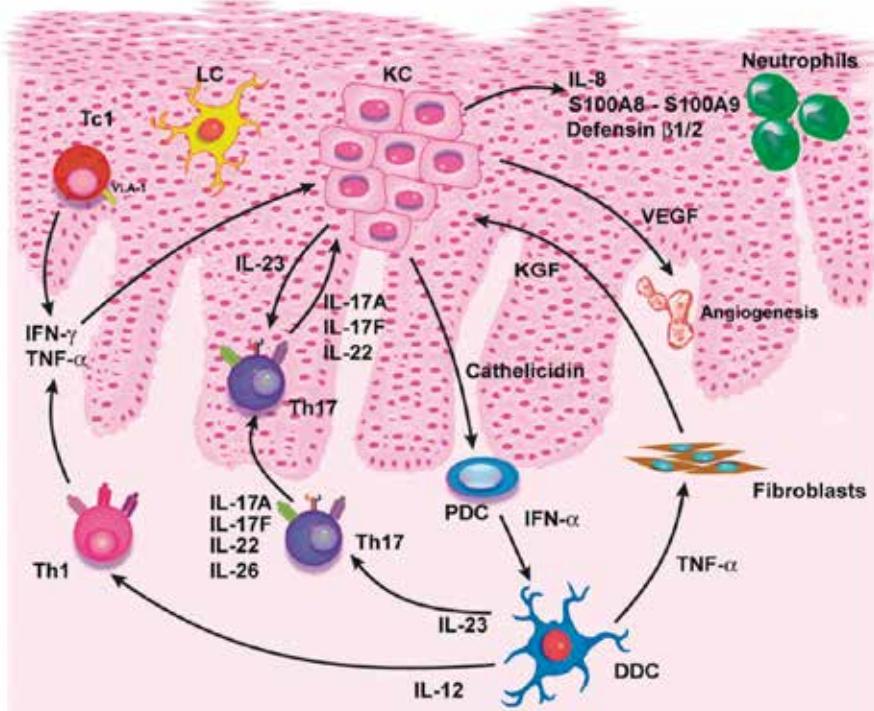
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