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ONLINE ORDER INSTRUCTIONS

Student instructions for ordering and shipping Honors Thesis copies are detailed below:

1. Collect delivery addresses for the following figures:
 - a. A campus address (office number and building acronym, e.g. 102 MSRB) for the **DEPARTMENT** in which your Honors Thesis was completed. This may be your major, minor, or another department, depending on your thesis topic. If you are unsure which department to send your department copy to, contact the Honors Program
 - b. A campus address (office number and building acronym, e.g. 102 MSRB) for your thesis **ADVISOR**. If your advisor does not have an on-campus address, contact the Honors Program
 - c. **YOU**. Your personal mailing address, i.e. the address to which you would like to have your personal copy(ies) shipped
 - d. **OTHER** mailing addresses, e.g. a secondary advisor's, parents', or grandparents' addresses if you wish to have additional copies (if you ordered any) mailed directly to them instead of mailed to you
2. Go to <http://printandmail.byu.edu/honorsthesis/>
 - a. Read through the four bolded items on the honors thesis home page
 - b. **Watch the tutorial** (Prepare Your File) on how to embed your fonts when creating a PDF file
 - c. Convert your Thesis from a Microsoft Word file into a **single PDF file** with **embedded fonts** (per tutorial instructions)
 - d. **Email your newly created PDF file to honors@byu.edu** (for our electronic records)
 - e. Return to the honors thesis home page and click on the **"Get Started"** button at the bottom or upper right of the page
3. **THESIS ORDER PAGE**
 - a. **TITLE**. On the blue front cover, double click on "Title," delete "Title," and type in your thesis title. For example –

The Effects of Depression on Political Discernment (thesis title)

- b. **AUTHOR.** On the blue front cover, double click on “Author,” delete “Author,” and type in your full name as you wish it to appear on your thesis (first and last name are required but middle name/initial, additional surnames, etc. may be added as desired)
- c. **YEAR.** On the blue binding strip (to the left of the cover) double click on “Year,” delete “Year” and type in your year of graduation (e.g. 201X)
 - i. **Be sure to type in your title, name, and year PERFECTLY.** Errors in the title, author, or year cannot be fixed once the order is submitted
- d. **ORDER DETAILS.** On the **right** side of the page is a section where you will upload your PDF file and specify printing details for your thesis. Please complete the following items:
 - i. **UPLOAD FILE.** Upload your newly created **PDF file with embedded fonts.** Once your file has uploaded, the order form will automatically calculate the number of colored vs. black and white pages and generate an estimated price (per copy)
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 - iii. **OTHER OPTIONS.** If you need a CD/DVD pocket added to the back of your thesis copies, move the slider to the right so that the blue area with a white check appears
 - iv. **YOUR ORDER.** This section displays the estimated price per copy as follows:
 1. The **first price** listed indicates the cost for you for printing and paper for the first 4 required copies. As previously mentioned, the Honors Program subsidizes the cost for binding, which is not included in this estimated price
 2. The **second price** listed is the price you will pay for any additional (beyond the required 4 copies) personal copies you order. This price includes the cost of binding, paper, and printing
 3. **You will also be charged for any shipping fees,** which will be calculated on a **separate checkout page later** in the order process. Shipping fees do not include on-campus delivery of required copies to your department, advisor, and library. Shipping fees are charged only for shipping your personal copy to yourself or your extra copies (if applicable) to yourself or others. You will be able to see these charges before you submit your order
4. **EXTRA COPIES.** If you wish to order additional personal copies, click on the up arrow to the right of the box next to “Number of Copies.” This box defaults to 4 copies, which are the 4 required copies and extra copies will be added to that, e.g. if you want two extra copies, you will want the number in the “Number of Copies”

box to say “6.” **You will be able to view a TOTAL COST for all copies ordered on a later confirmation page before you submit the order.**

e. ADD TO CART. Once you have completed all details above, click on the “Add to Cart” button. Read and complete the prompts which appear

5. YOUR SHOPPING CART

a. Verify the number of thesis copies you wish to order. Again, the default is 4 copies, but if you wish to order extra personal copies, increase this number accordingly and the **total cost will be recalculated** to reflect any changes you make.

b. Once you have verified the number of copies you wish to order, click on the “Checkout Now” button

6. CHECKOUT

a. CONTACT INFORMATION. Enter your contact information (i.e. name, email, and phone number)

b. SHIPPING INFORMATION. Enter your delivery/shipping information collected in Step 1 of these instructions as follows:

i. You do not need to input information for the library. Although one of the required copies will eventually be delivered to the library, the library copy is by default sent to the Honors Program for confirmation purposes

ii. Enter your department name, office number, and building acronym

iii. Enter your advisor name, office number, and building acronym

iv. Enter your shipping address for where you would like your personal copy sent

v. If you ordered extra copies and would like these copies shipped directly to their recipients, enter additional recipient addresses

vi. NOTE: If you are in Provo and would like to pick up your personal and extra copies in person from Print and Mail Services rather than having them shipped, you may do so. If so, be sure to select the “I will pick up” option for your personal and extra copies. However, you will still need to provide on-campus delivery addresses for your department and advisor

c. PAYMENT INFORMATION. Select “Credit Card” and enter in your payment information. All student costs related to this order (printing, paper, shipping, and binding for extra copies) will be charged to this payment account

d. SUBMIT. After checking all details on the checkout page, click on the “Submit” button to submit your order.