

STUDENT BOOK PRINTING SUBMISSION

SPRING 2026

Please note: The purpose of this form is to gather the information necessary to ensure successful printing of your project. If you have a concept for your book that isn't represented here, please let us know and we will do our best to make your vision a reality.

1

Fill out page 1 and 2 with the information for your book.

2

Read pages 3 and 4 for more information including tips for setting up your files.

3

Submit this form with your project files to ou.edu/printing/upload or deliver in person to 2101 West Tecumseh Road, Suite A.

PROJECT INFO

Professor Name:

Course/Section #:

Team Name:

Team Member Email:

PAPER

Cover

100# Matte

Coated (1 side)

100# Gloss

Coated (2 sides)

100# Uncoated

Text (Inside)

80# Matte

80# Gloss

80# Uncoated

NEED HELP?

ballenger.wyatt@ou.edu

SIZE, PAGE COUNT & BINDING

Size	Binding
X	Coil Bound Hidden Coil
Sizes larger than 9 x 12 may incur oversized pricing	
Total Page Count	Cover

Print on Front & Back of Cover

Print on Front, Back & Inside of Cover

Note: Cover is 4 pages (front, inside front, inside back, back)

Special Features & Requests*

Cover cut-out

Dimensional Ink

Other (including additional prints like posters)

Tip-in

None

Please contact ballenger.wyatt@ou.edu for questions regarding file setup for special features or requests.

*Special features will incur an additional charge.

NEED HELP?

ballenger.wyatt@ou.edu

PRINT-READY FILE SET-UP

Along with this form, please submit **two PDFs** (cover & inside pages) that include: (+ additional PDF for tip-in if applicable)

1. Correct dimensions
2. Bleed of 0.125" on all sides. Artwork on the edge must extend into the bleed area.
3. 0.375" Margins, creating a safe area (see graphic below)
4. High-Quality Images & Graphics (at least 200 dpi at print size)

How to export:

InDesign

File > Adobe PDF Presets > PDF X-1/a

Canva

Double check that your size is correct.

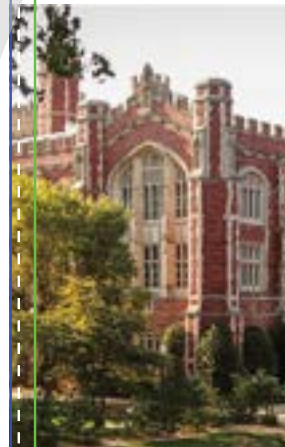
1. Share > Download > PDF Print
2. Crop marks and bleed > ON
3. Flatten PDF > ON
4. Download

BLEED AREA

TRIM LINE

SAFE AREA

SAMPLE DOCUMENT



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dais dolore te feugiat nulla facilisis.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim

Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zzril delenit augue dais dolore te feugiat nulla facilisis.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim

NEED HELP?

ballenger.wyatt@ou.edu

Tips

Crossovers

If an image flows across a spread (2 pages), be sure that important info will not be disrupted by the binding.



Tip-Ins

Content that is wider than the book's width (tables, spreadsheets, etc.) can be placed in the book as a tip-in. It must be the same height as the book and width must not exceed 30". Include it as a separate PDF in your submission.

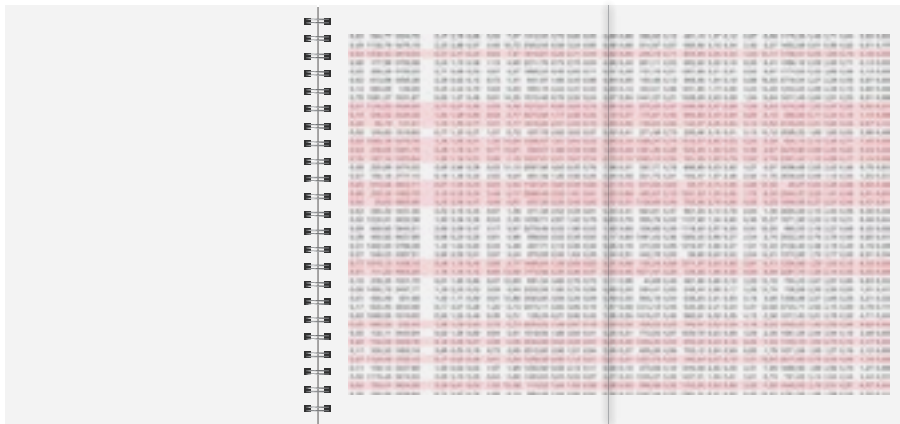


Image Quality in InDesign

Images and graphics must be at least 200 dpi/ppi to print. Check effective ppi in InDesign by selecting your placed image and open *Window > Info*.

Page Numbering in InDesign

How to: Open A-Parent at the top of the pages panel. Set text box where you want your numbers and select *Type > Insert Special Character > Markers > Current Page Number*. Formatting can be found at *Layout > Numbering & Section Options*

Note: Odd page numbers should always appear on the right-hand page and even on the left-hand page.