

Dear Master thesis student

Now that you have ordered printing and binding of your Master thesis at Rotator we want to give you some important information.

Your Master thesis must be delivered at Rotator 08:00 on the day agreed.

Please send:

One PDF-file for the front/back page.

One PDF-files for the thesis.

Send the attachment to rotator@sias.no

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If you want us to send the bill to an institute or to others you must bring a written requisition from whom it concerns. The requisition from NMBU must contain "place code" and "reference code".

In your double-sided document:

We recommend that you use a 2,5 cm margin both on the front and the back.

If you want double sided printing your pagination should be like this;

- Odd numbers (front) to the right, and even numbers (back) to the left.
- Or eventually in the middle, both front and back.

You have to remember to add blank sheet, so that the Preface, Table of Contents, Appendix or other starts properly. Otherwise will all be printed double sided from the first to last page.

New this year, is that we unfortunately can not split a document. That some pages are in color and black / white the rest. If you have headlines, signs and character in color, they are counted as colors. It is important that you put black-white or colors on the various pages until you save the pdf-files.

If there is notified that the thesis should be printed singel-sided or double-sided, it is printed double- sided unless we make contact.

If you cannot come and print at the time agreed, please inform us in advance for the sake of other students who want our services.

Please visit us or call us on 64 96 63 42 if you have any questions.

We wish you good luck with your thesis and welcome!

Telephone number SiÅs Rotator: 64 96 63 42. Email: rotator@sias.no

