

Printing of Master Thesis reports

1. The document size should be A4 (210 x 297 mm).
2. All headers, figure and table legends should be in black.
3. Pages to the right should always have odd numbers
4. Page numbering should be centered (or odd to the right and even to the left).
5. Blank pages are not allowed to the right.
6. Straight right margin is preferred.
7. Tables should be black or use gray scale.

Photos may be saved as jpeg, png or tif.

Other graphics, as for instance diagrams and PowerPoint sketches should preferably NOT be saved as pictures due to loss of quality.

Excel diagrams could be directly copied into a Word document, in which case the diagram is kept as an object. In case of a problem, use the same procedure as for a PowerPoint document.

Pictures drawn in *PowerPoint* lose their ability to be scaled with respect to the size if just using copy-and-paste. Instead, use the following procedure: group and copy and paste special” as meta file into the Word document.

If you have mac it will be slightly different. From Excel do as described above but from powerpoint you can't use metafiles. Instead save as pdf or .eps and insert in word.

The final file for printing should be handed in as a pdf file.

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