

GUIDELINES FOR PRINTING

1. Copies should be reasonably dark, so make sure your typewriter ribbon is in good condition.
2. Large black solid areas (including thick lettraset) do not print well - the best we can achieve on these generally looks rather 'washed out'. Line drawings reproduce well.
3. Leave a margin of at least $\frac{3}{4}$ " on both sides to ensure that the text can all be accommodated. Also leave a small gap top and bottom. (i.e. at least $\frac{1}{2}$ ")
4. If you think you may want to print the same work again at a later date, keep a white photocopy.
5. If you want your letter printed on headed notepaper, type your original on plain paper, leaving enough room for the heading.
6. Do not use recycled paper for your original, it gives a greyish copy.
7. Do not type your copy on the back of e.g. an old letter - it may be ecologically sound but may cause confusion.
8. If you are not sure whether your work is printable - please ask when ordering.

Su Small

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