



CAMPUS PRINT - guide

Which postcard options do I have?

We naturally print both folded postcards for anniversaries and holidays with KU designs, and postcards for events with your own design. In this guide you can check out the options and make yourself acquainted with how to ready your own file for print.

For all print jobs, simply e-mail us the PDF-file to campusprint@adm.ku.dk. If the file is too big for our e-mail system you can send them to us through services such as www.wetransfer.com, using the same e-mail address. We will then receive a temporary link to your files online.

Shortcuts to each section in this guide:

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2. [Size and shape](#)
1. [Send us your own postcard design or choose between the existing KU designs](#)
2. [Greater quality \(typically higher MB\) makes for better results](#)
3. [You can choose between left or top fold](#)
4. [Cropmarks on postcards with colour to the edge](#)

Minimum order: 10

We have a minimum order for 10 per order on postcards. The image and fold must be the same on a minimum of 10 postcards, but you can order more sets of minimum 10 cards, where you pick a different image and different fold for each set.

Size and shape

When we print our own folding postcards with two sections and KU designs they are in a size A5. But you can freely choose a different size when designing your own postcards. We simply ask that the file has the same size as the product you want.

When we produce our postcards with a fold and two wings and KU images then they are in A5 size. You can only decide the size of postcards you create yourself.

Firstly, it is important that the ratio between height and width matches the wanted end result, and secondly, it is important that we don't have to enlarge the file, which can cost in quality.

See our header about postcards with or without a fold.

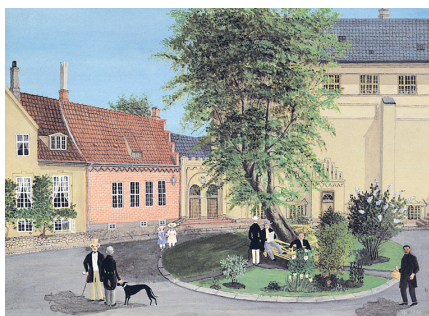
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Send us your own postcard design or choose between the existing KU designs

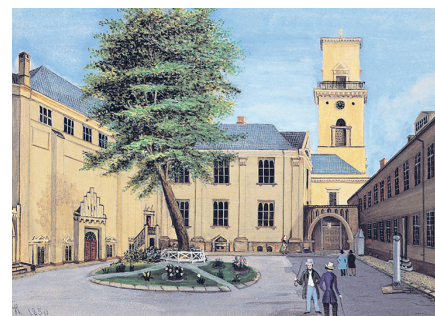
You can send us your own postcard designs, and here the headers on size, quality of images and crop marks will be important. But you can also always choose between our KU designs, which are very well suited for anniversaries or holidays. Our image are these:



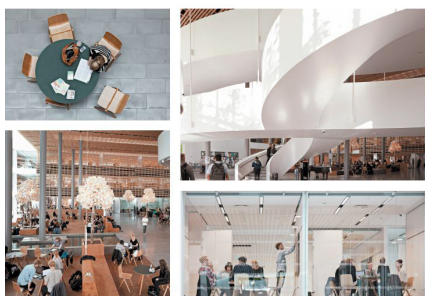
Frue Plads



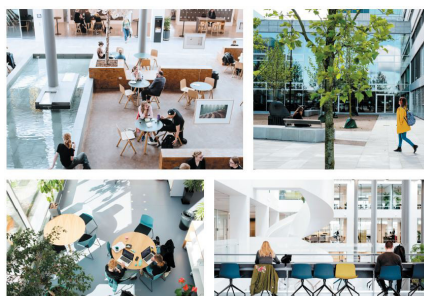
Lindegården (1)



Lindegården (2)



South Campus (1)



South Campus (2)



Campus City (1)



Campus City (2)



Campus City (3)

You can pick several images, but with a minimum of 10 per image.

Campus Print is the professional printing service at the University of Copenhagen and services all employees and students at the university. We have great experience with the needs of employees and students, as well as the guidelines and quality requirements of the university.

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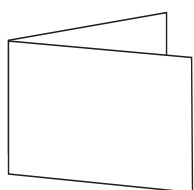
Greater quality (typically higher MB) makes for better results

Roughly speaking the size of the file in MB determines its quality, and therefore the larger the size the better the detail. This goes for any images you use in your design, as well as the postcard itself. For this reason we recommend that you send us the largest file you have. This is in addition to our request that the file be the same dimensions as the wanted result. Both of these factors determine the quality of the postcard.

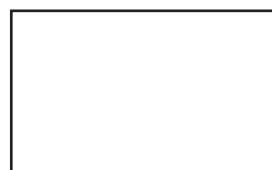
So, please remember to send us high-quality files.

You can choose between left fold or no fold

The postcard can either be printed on a larger sheet which is then folded down the left side (like a landscape booklet) or be printed on a sheet of the size you wish but not folded at all (like an ordinary postcard).



Left fold



No fold

Cropmarks on postcards with colour to the edge

We always appreciate cropmarks and bleed if you send us your own file. Bleed is of course only relevant, if there is colour to the edge of the card. This makes it easier for us to cut the cards without losing anything in the cut or ending up with a white border at the edge.

Thank you. We really hope that this has helped you. You are of course more than welcome to contact us at campusprint@adm.ku.dk or at phone (+45)35328086 / (+45)35335758 if you have any questions.

