



RIDDERPRINT

MANUAL

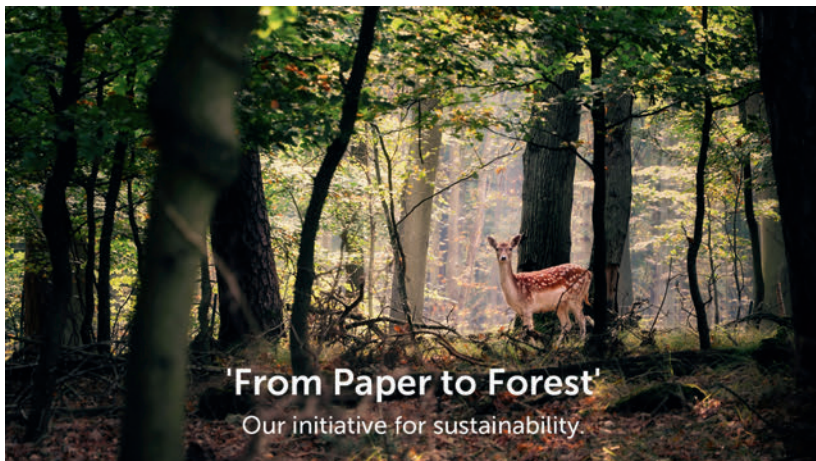
Theses | Books | Design

www.ridderprint.nl





MANUAL



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E info@ridderprint.nl
I www.ridderprint.nl

About us

Who are we?

Ridderprint is a family business which has specialised in the printing of dissertations (and other books) for many years. From day one, the vision is to deliver an exceptional final product in close consultation with the PhD. Everything is possible. After all, it is the conclusion of an exciting period and this deserves a beautiful dissertation.

Using the latest techniques, we always strive to deliver the highest quality at an appropriate price. In consultation with PhD students, we ensure that the best options are chosen for printing and layout. Everyone has their own preferences and our aim is to get as much as possible out of every budget.

As a team, we believe it is important to have short lines of communication. In your own online portal environment, all information can be found regarding your order; specifications, planning, progress and final delivery. If there are any questions, we are there for you.

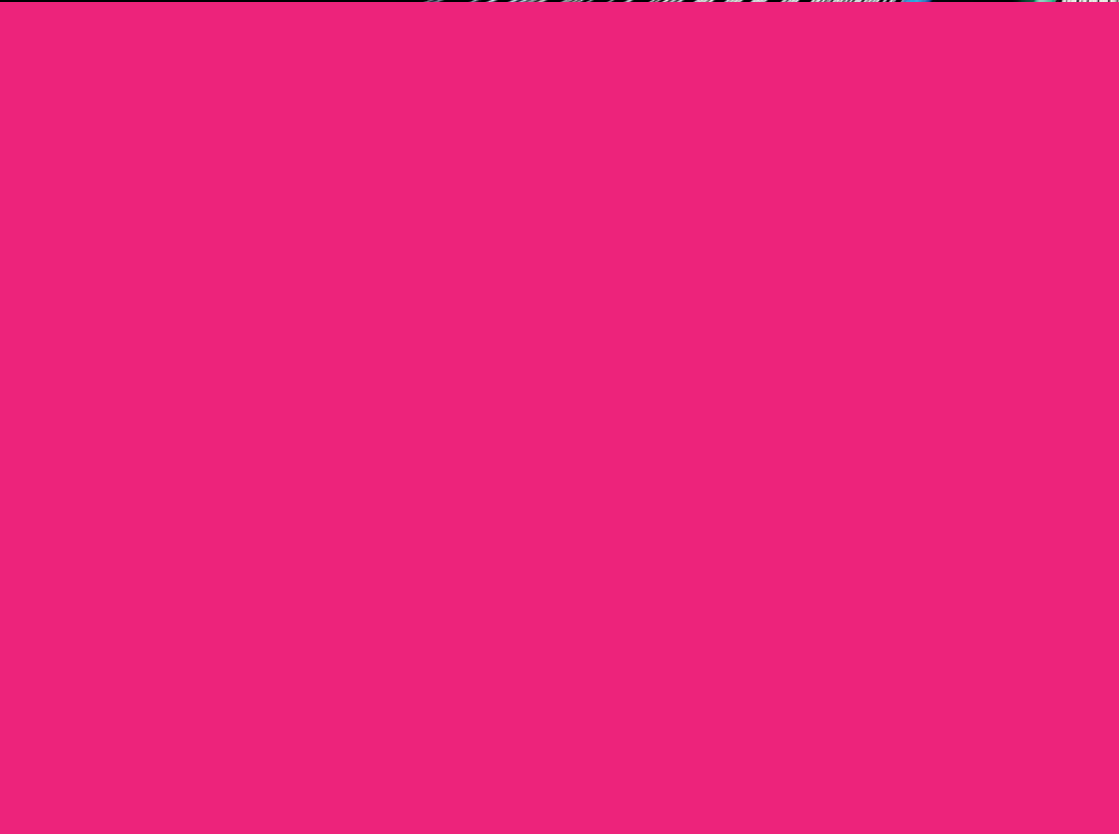
We look forward to a great collaboration!

The Ridderprint Team

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Procedure | 1

“ Ridderprint stands for service and quality, but without the high costs. With clear agreements, proper guidance and quality print, we aim for 100% customer satisfaction.

#Ridderprint

”



Procedure

You can submit a request for an offer on our website www.ridderprint.nl. A group discount may be offered if you employ our services together with other colleagues.

If you are submitting the files yourself, the entire procedure can take 3 to 4 weeks. When the layout is arranged by us, the procedure takes 5 to 6 weeks. The method in this procedure is explained during a call.

1. Request an offer

Request an offer without any obligations. We will personally deal with your offer. You can expect to receive an offer within two working days. The offer is all-inclusive, with the exception of VAT. We will be happy to amend our offer in response to your questions or suggested changes.

2. Planning and finalising order

If the offer is approved, you will receive a login to your Ridderprint portal. We will ask you to fill in some more details to finalize your order such as; preferred delivery date, need for an ISBN, etc. On the basis of your preferred delivery date, we will make a time schedule. After your order is scheduled you will receive an email with information.

3. Submitting files

Upload your files in your Ridderprint portal according to the time schedule. You will find here all your order specifications and help for submitting your files.

4. Checking and feedback

We will check your files for:

- Image resolution
- Embedding fonts
- Size
- Layout and pagination

After we have checked your files, you will receive feedback if necessary. You receive the feedback by e-mail.



5. Sending proof

We will send you a complete proof if we think the files are ready. Check this proof thoroughly. This proof will be sent by mailbox mail. If you are not able to receive post or in order to save time, we can send a PDF proof by e-mail. You will receive a track and trace when the proof has been sent.

6. Corrections

Are you satisfied with your proof, send us your approval by e-mail as soon as possible. Correct your files or send the corrections to your designer if needed. After receiving your final files, we will send a last final digital proof for approval production.

7. Approval / Order confirmation

After you have approved the final files, you receive an order confirmation by e-mail. Check the final specifications of your order. After your confirmation we will start the printing process.

8. Production and Delivery

The delivery of your books is in 8-10 working days, depending on your order specifications.

Your books will be packed in boxes and shipped to the address you provide. The day before delivery, your books will be picked up here (end of the day) and you will receive an e-mail confirmation with a track and trace from the external carrier. This will show an estimated time of delivery.

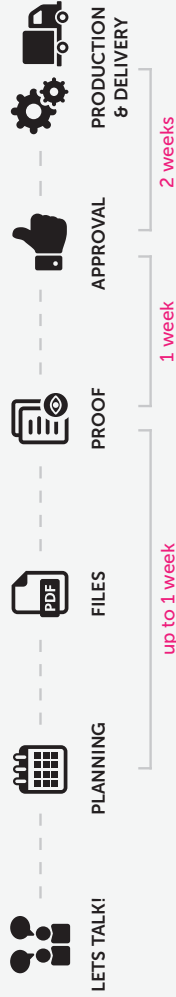
On the agreed delivery date, someone should be present between 09:00 and 16:00. If no one is present, the delivery will be offered a working day later. **Please note**, there will be an extra charge for this repeat delivery.

You will receive the invoice by e-mail after receiving the books.



Process timelines

SUBMIT YOUR OWN FILES (3-4 WEEKS)



COMPLETE LAYOUT (5-6 WEEKS)



Table 1. Baseline characteristics

	Ceftriaxone group (n=1268)
Age, years	73 (63-81)
Male sex	719 (57%)
History	
Atrial fibrillation/flutter	184/1265 (15%)
Stroke	406/1266 (32%)
Hypercholesterolaemia	332/1260 (26%)
Hypertension	694/1266 (55%)
Myocardial infarction	172/1266 (14%)
Cardiac valve disease*	95/1265 (8%)
Peripheral vascular disease	91/1262 (7%)
Obstructive pulmonary disease	115/1267 (9%)
Diabetes mellitus	251/1268 (20%)
Alcoholism	58/1268 (5%)
Malignancy†	112/1268 (9%)
Immunocompromised‡	53/1268 (4%)
Current smoker	319/1253 (26%)
Previous medication	
Anticoagulants	142/1267 (11%)
Antiplatelet therapy	514/1267 (41%)
Statins	473/1266 (37%)
Angiotensin-converting enzyme inhibitors	347/1264 (28%)
β blockers	428/1266 (34%)
Proton pump inhibitors	327/1265 (26%)
Modified Rankin Scale score before stroke symptoms§	0 (0-1)
National Institutes of Health Stroke Scale	
Dysphagia	

Control group
(n=1270)
74 (6.3-81)
725 (57%)
1269 (16%)
270 (33%)
58 (27%)
(56%)
133%)
(3%)

Table 1. Continued

	The Preventive Antibiotics in Stroke Study	
Cerebral infarction	1058 (83%)	1067 (84%)
Transient ischaemic attack	44 (4%)	49 (4%)
Cerebral haemorrhage	143 (11%)	126 (10%)
Other	23 (2%)	28 (2%)

Data are median (IQR) or n/N (%).
 † Cardiac valve disease was defined as cardiac valve insufficiency, stenosis, or replacement.
 ‡ Immunocompromised was defined as changed immune status, diabetes mellitus, alcoholism, malignancy, or immunosuppressive medication.
 § Scores on the modified Rankin Scale range from 0 to 6, with 6 indicating death; modified Rankin Scale scores before onset of stroke symptoms were assessed in 2538 patients (1268 in the ceftriaxone group and 1270 in the control group).
 ¶ Scores on the National Institutes of Health Stroke Scale range from 0 to 30, with 30 indicating highest degree of stroke severity; these scores were assessed in 2538 patients (1268 in the ceftriaxone group and 1270 in the standard treatment group).

Figure 2. Distribution of modified Rankin Scale scores 3 months after randomisation.

	Modified Rankin scale		
Intervention group	173 (14%)	279 (22%)	330 (26%)
Control group	140 (13%)	281 (22%)	330 (26%)



“ We provide several layout solutions for books and theses; a package for every budget!

#Ridderprint

”

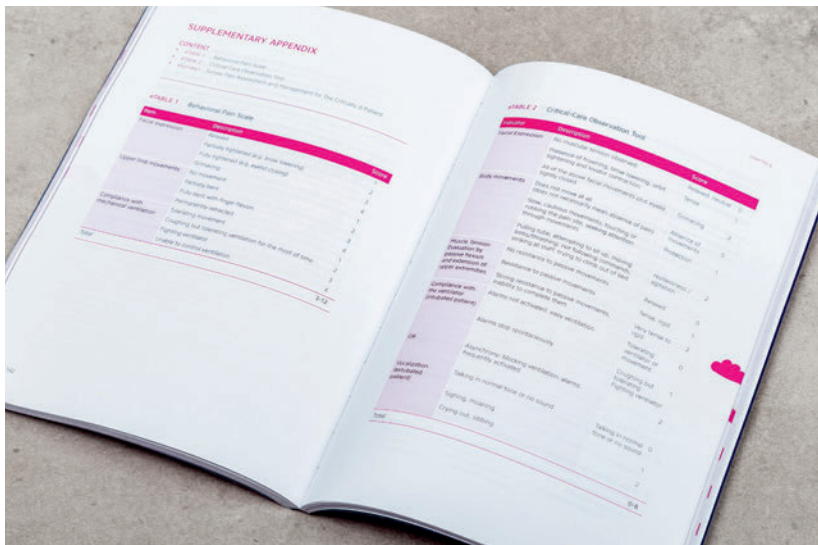


Layout

We are specialized in the layout of all kinds of books, in particular these. Our personal approach sets us apart. During a conversation we will take careful stock of your requirements using examples. With these requirements a design will be made. We will consult you about this design, making adjustments until it fully meets your requirements. This guarantees customer satisfaction. You are not obliged to follow fixed patterns: we can carry out any idea you may have!

Experience has taught us that some people arrange the layout themselves, asking us to add just a few layout elements. Others ask us to arrange the complete layout. We also create the cover for most of our customers. We have therefore developed a number of different packages, offering different options. These range from basic to full-service solutions.

Examples of the packages are available on our [website](#). Or contact Ridderprint for more information.



The Packages | Inside Pages

Complete Plus

Check our website for up-to-date prices

- A to Z layout of the inside pages
- Based on templates
- More than 30 tables

Complete

Check our website for up-to-date prices

- A to Z layout of the inside pages
- Based on templates
- Up to 30 tables

With the Complete Plus and Complete package, we will arrange the layout of the following items:

- Cover
- Fonts, type size and line spacing
- Use of headings
- Header and footer
- Contents
- References (non-textual)
- Tables and figures
- Indexes
- Chapter title-pages

Basic packages | Inside

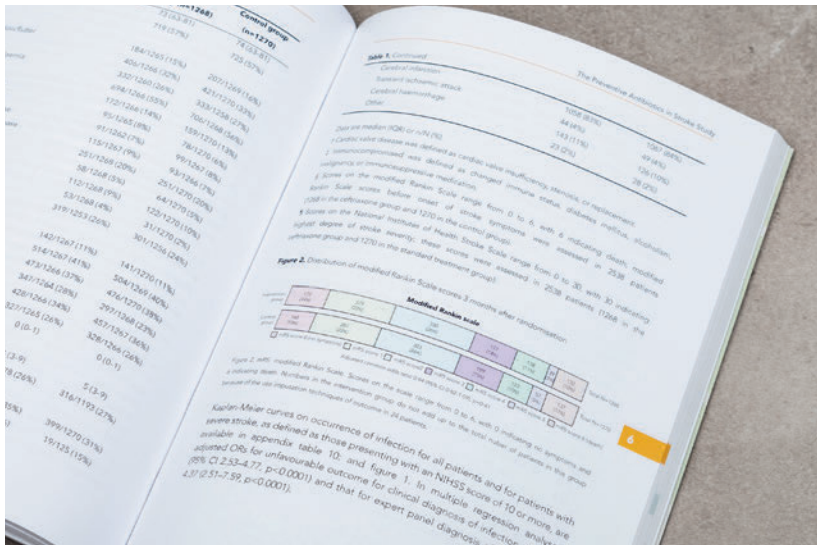
Standard PDF

Check our website for up-to-date prices

- Adding 1, 2 or 3 layout elements to your PDF file
- Choose different styling templates
- Upload via a handy tool in your portal

With this package you can choose one or more of the following layout elements:

- Header and footer (short titles and page numbers)
- Chapter indexes (on the side of the pages)
- Chapter and title page (styling according a template)





Total package

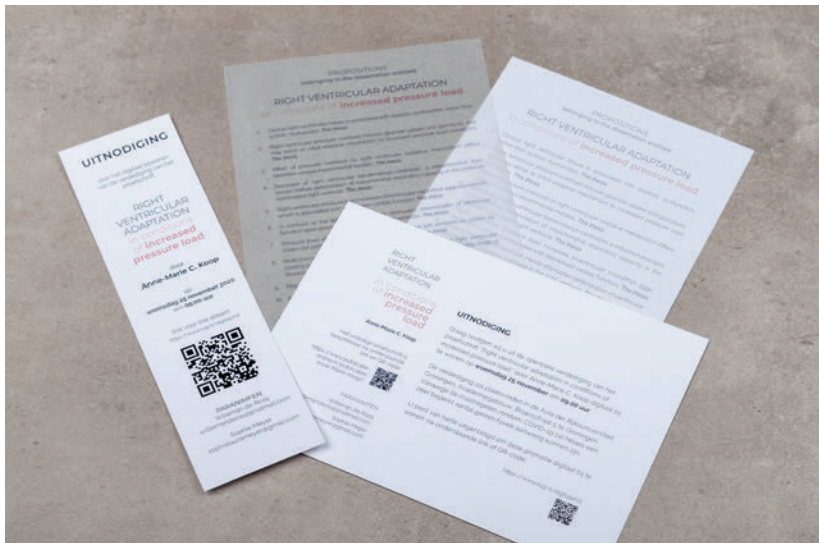
PhD package

Check our website for up to date prices

- Customised design (book + cover)
- Creativity of experienced designer
- Also for additional material (bookmark, propositions etc.)

Custom design of your interior and cover. Entirely according to your wishes and ideas in collaboration with the creativity of our designers. Also for additional material such as invitations.

Your book, cover and ancillary material are processed as an overall concept.



The packages | Cover

Standard

Check our website for up-to-date prices

- A standard layout of your cover and bookmark according to a template. Including bookmark/invitation layout

We combining images and text supplied by you. Send us an example and your wishes regarding color, positioning of the different aspects and style. We combine them to a technically correct cover .

Design

Check our website for up-to-date prices

- Customized design together with the input and creativity of an experienced designer. Including bookmarker/invitation design

In collaboration with the designer you create a plan of action. On the basis of, for example, a summary of the book, a concept can be made.

You will be consulted at various stages in the design process.



Cover design



which could be described as the anticipation of negative consequences; Component 2 that concern a negative influence of participation on the course or obliquity of responses by the perpetrator, or negative reactions from the victim's social surround.

Binary logistic regression analysis

As a first step in the preparation for the logistic regression analysis, 10 independent variables and the dependent variable (delivery of VC) eight factors that had significant bivariate associations with the

Table 2.2
Bivariate associations with the delivery of VC

Background characteristics	
Gender (women)	
Age	
Level of education	
Lowest (reference)	
Intermediate	
Higher	
Marital status	
Single (reference)	
Living together	
Married	
Divorced	
Widowed	
Employed	



Online Publication | 3

“ We offer various solutions for digital publishing; from PDF to Flipbook.

#Ridderprint

”





Online Publishing

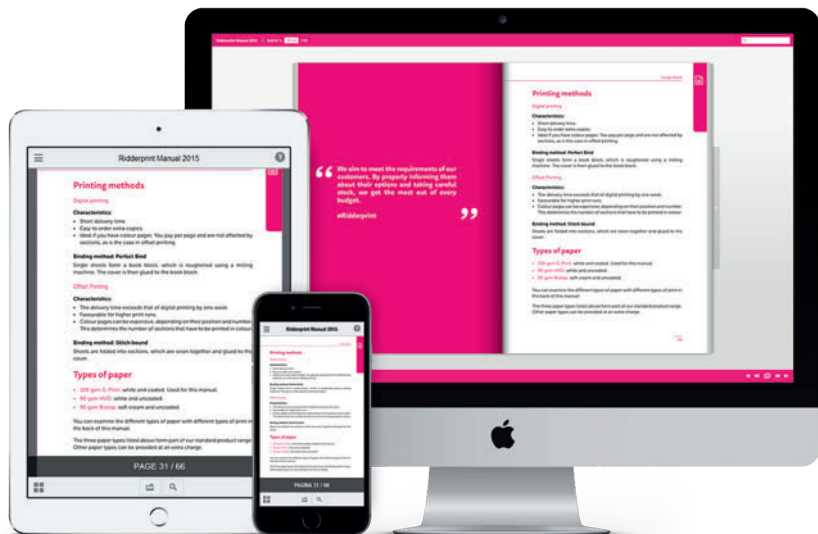
Ridderprint is moving with the times and therefore offers exciting digital publishing capabilities.

For example, a digital publication can make your work more accessible to more people on more devices (smartphone, e-reader, tablet, desktop computers), and can reduce costs because the paper print run can be a lot smaller. Or maybe you want your work to be easily found online through Google. You can also easily share it via different social media channels.

Ask us about the possibilities and see some examples on www.publication-online.com or scan the QR code!

QR code

A QR code is a type of barcode that can redirect your readers to your online book. For example, use it in your book or on an invitation card.





The packages | Online Publishing

Flipbook + PDF

Check our website for up-to-date prices

- Realistic page-turning on a desktop
- Intuitive display on a smartphone or tablet
- Clickable contents (Flipbook)
- Protection with a password possible
- Unlimited online hosting on www.publication-online.com

This package will be processed based on the approved PDF files of the inside work and cover. Creating the clickable contents is included. The online flipbook is not a physical file you can send by email. It's only for online purpose.

It is not a requirement to make use of one of our layout packages.

PDF

Check our website for up-to-date prices

- Cover as first and last page in the PDF
- Intuitive display on a smartphone or tablet
- Protection with a password possible
- Unlimited online hosting on www.publication-online.com

This package will be processed based on the approved PDF files of the inside work and cover. Inserting the cover as first and last page in the PDF is included.



Online publication page Ridderprint

RIDDERPRINT | Digital publications


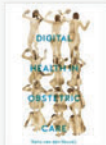










Publish digitally? The packages

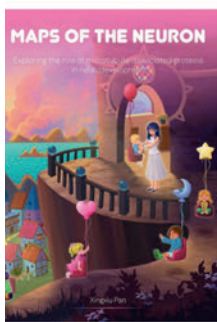
Grid icon

Search icon

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Search by keyword

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 <p>Intraoperative hypotension and postoperative organ injury</p>	 <p>Exploring the multiscale hierarchy of natural and synthetic</p>	 <p>New hardware avenues for enabling magnetic resonance</p>	 <p>Brachytherapy for rectal cancer Evo Rijkmans</p>	 <p>Health and economic outcomes in axial spondyloarthritis</p>	 <p>Musculoskeletal injuries and dropout in the military</p>



MAPs of the Neuron

Exploring the role of microtubule-associated proteins in neurodevelopment

Xingxiu Pan

Unlock

Download PDF

THE PULMONARY ENDOTHELIUM

RESTORING
THE PI



General | 4



Production methods

As thesis specialists, we keep a close eye on the latest developments in printing and are keen to have the best. Besides digital production, we also produce using conventional offset technology.

Digital printing

Characteristics:

- Short delivery time.
- Easy to order extra copies.
- Ideal if you have colour pages. You pay per color page and are not affected by sections, as is the case in offset printing.

Offset Printing

Characteristics:

- The delivery time exceeds that of digital printing by one week.
- Favourable for higher print runs.
- Colour pages can be expensive, depending on their position and number. This determines the number of sections that have to be printed in colour.

Finishing

Perfect bind (Soft cover)

Separate sheets form a book block, which is roughened in a machine with a cutter. The cover is then bonded to the book block in flexible hot melt. 99% of our books are done this way.

Sewn-glued (Hard cover)

Sheets are folded into quires, which are sewn together and then glued to the cover. This gives an even stronger bond. This way is much more expensive than the perfect bind method.

Color

When using photos, diagrams or other image elements in colour, these are printed in 'full colour', CMYK (Cyan, Magenta, Yellow and Key=black). These are the 4 basic colours used for digital and offset printing.

RGB versus CMYK

RGB colours are used for display and website design. These colours have a very high range in black and brightness. A printer cannot print RGB colours and therefore converts the RGB colour to a CMYK colour. Because the CMYK colour range is much smaller than the RGB colour range (see image below), RGB colours will be converted to the nearest colours in CMYK that can be printed. However, this can cause colour surprises. Compared to the colours of your file (in RGB) on your screen, your file in CMYK on screen and especially in your print will be less bright and appear a bit 'pale'.

If you have access to professional software such as Adobe Indesign , Illustrator or Photoshop, try to work in CMYK colour mode as much as possible. This will give you a better visual representation of the final colours in your print. If your file is in RGB, we will automatically convert it to CMYK.

So, your printed colours may look different compared to your screen.

The different properties of various types of paper also mean that colours can look slightly different. In the back of this guide you can see what effect a particular paper has on a colour.

The simplest and most effective solution to still know how your colour turns out, is a proof print.

Use of black (rich black)

When using large areas of black in your book or cover, use 'rich' black. This will give you a more deeper black color. Use these CMYK values; C60 / M50 / Y50 / K100

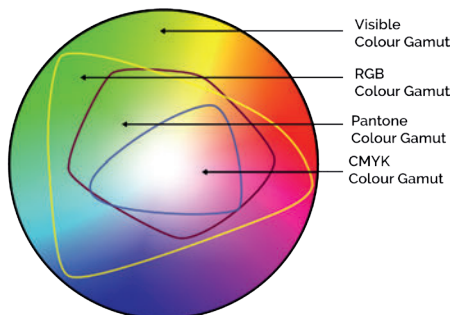




Image quality

Resolution

If your book contains images, make sure they are of good quality (resolution). We recommend a resolution of at least 300 dpi (dots per inch) to 600 dpi maximum. Of course, the quality of the images will be checked by us.

Be careful when enlarging images, this will affect the resolution and thus quality. For example, if the resolution of the image is 300 dpi and you double its size, the effective resolution will be only 150 dpi. Reduce an image size however, can again improve the quality. Adobe Photoshop is an example of pixel-oriented software. Pixel-oriented file types can be; .psd, .jpg, .tiff, .png or .bmp.



300 DPI



72 DPI

Vector figures

So-called vector graphics are scalable without losing quality. They have no resolution and do not depend on the number of pixels. Therefore, vector figures are ideally suited for line figures, graphics, logos, etc. The small file size of vector figures also makes them easy to process. Adobe Illustrator is an example of vector-oriented software. Vector file types can be; .ai, .eps, .pdf, .emf, .svg or .wmf.

Should you have created figures in certain programmes, see if you can save them in a file type as described above. You can then place this file in, for example, your Word document or Indesign document.

Paper proof

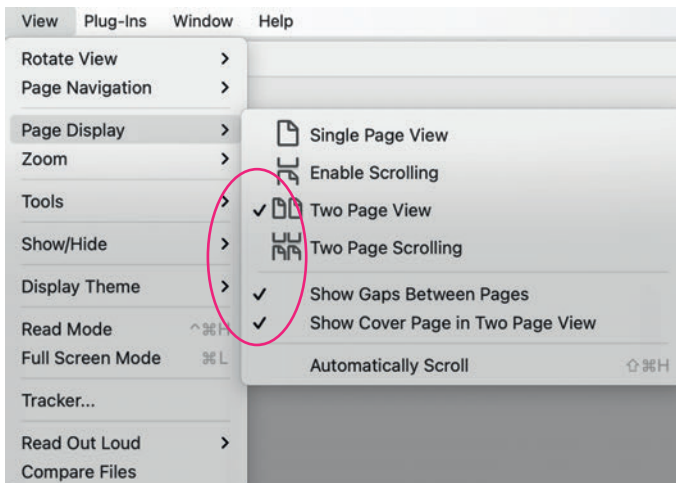
The simplest and most effective solution to still know how your colour turns out is a proof print. When discussing the quote, mention that you would like to receive a proof print. Then you can judge for yourself whether the colours meet your requirements and adjust them if necessary.

Special finishing of cover

If you have a special finishing option such as; foil printing or spot UV etc., unfortunately we cannot show it in a proof. These finishes are done off-site. 95% of the costs are start-up costs and therefore it is not possible to provide one copy with foil or spot-UV. We can, however, send a sample along if required. Please indicate this when requesting.

Viewing your PDF file

We regularly send you PDF files as samples. Please do not judge these in a browser environment or in preview mode. This does not always give a correct display. View them in Acrobat pro or standard version. If these are not available, you can download a free **Acrobat reader** version from the Adobe Acrobat website <http://www.adobe.com/products/reader.html>. Set up your PDF viewer as below to properly review your inserts.



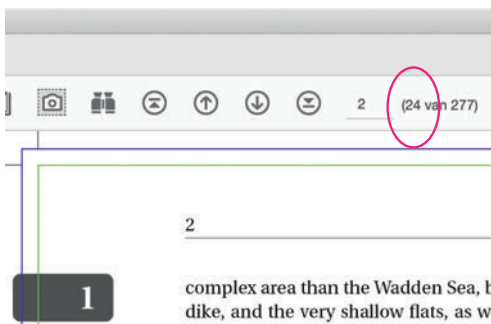
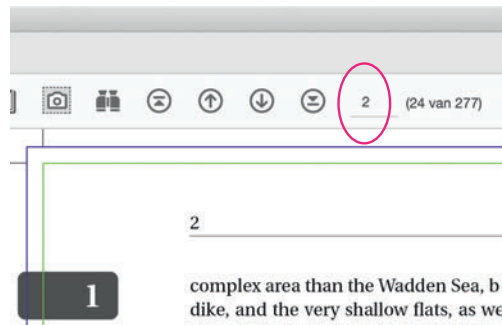


Colour or Black and White

The total cost of your book is partly determined by the number of pages printed in colour or black and white. The cost of colour pages is higher. Therefore, try to convert content that can be black or gray (graphics, images) to grayscale. For example weblinks in Microsoft Word are often placed in blue. These could then be made black or gray so that these pages are not calculated as colour.

If this is not (entirely) possible, we will do it for you as a service. Therefore, always send along a 'PDF' colour page list of the correct pages we need to print in colour. Write these down as follow; 12, 34, 56, etc. We use this list to convert the remaining pages to black and white (grayscale). If you have a designer creating the files for you, they will usually make sure that the correct pages are colour and all the rest are converted to black and white.

Write down these page numbers



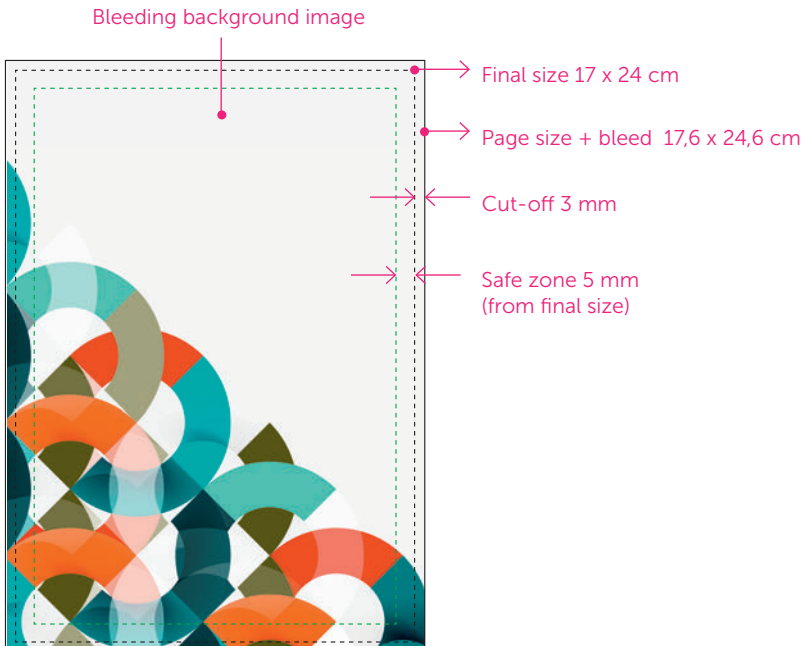
Write down these page numbers if you have preliminary page numbers

What is Bleed?

It's effectively a safety net. During the printing process, the paper may move in the machine or when trimming the pages, the stack of paper can shift slightly. If that happens when you have an image that goes right to the edge of your page and there is no bleed, you end up with an unsightly white line down the edge. (Assuming you are using white paper).

So, that's why we always want to receive a print file with a 3 mm bleed on all sides. This means that the top and bottom together will be 6 mm longer than the **final size**. This also applies, of course, to the left and right sides. So, if your book is A5 size (210 x 148 mm), your print file will have a size of 216 x 154 mm. Your design runs 3 mm over the page edge (**final size**), so to speak.

By bleeding an image beyond the trim size (**final size**) – often called a full bleed image - if there is any movement in the process, there is more image in the bleed area to compensate. So, if the paper moves a little, the image in the bleed area will be pulled into the trim size.





Note: this extra space around will be cut-off later. Make sure text or other important image elements are not too close to this 'trimming edge'. Keep 5 mm distance from the page edge (**final size**).

So, if colour areas, pictures or other image elements are to continue to the edge of the page (see also the chapter pages and 'tabs' of this manual), the layout should be made with 'bleed'. these elements need to 'bleed' 3 mm beyond the trim size. [How to set up bleed in your document can be read from page 50.](#)

See also the examples below for illustration.



06

Volumetric effect of pregnancy on a unilateral fat graft

A case report

A. Jorien Tuin, Rutger H. Schepers, Fred K.L. Spijkervet,
Arjan Vissink, Johan Jansma

Plastic and Reconstructive Surgery Global Open: 2019; 7 (9): e2358



Start your layout | 5

“ We aim to meet the requirements of our customers. By properly informing them about their options and taking careful stock, we get the most out of every budget.

#Ridderprint

”



Applying for an ISBN

Please consult your university about the ISBN rules. We can request an ISBN for you if you want. You can indicate this in your quote request. After you have completed the ISBN request form in your portal you will find the ISBN in about two days on the 'specifications' page in your portal.

What is an ISBN?

The ISBN is a unique code that can be assigned to a book. The abbreviation stands for International Standard Book Number, consisting of 13 digits. When you apply for an ISBN, you indicate which category it falls into by means of a 'NUR' code. This makes editions findable worldwide for (online) bookshops, libraries and archives and for people who are searching specifically for the subject of your book.

Is an ISBN mandatory?

No. If you want to sell your book through your own website or through a social media platform, an ISBN is not necessary. However, the ISBN is useful for the findability of your book. An ISBN does not mean there will be a barcode on your book, it will only be mentioned in the colophon. If you want to sell your book through a (online) bookshop however, a barcode is necessary.

Do i need an e-book ISBN?

No. In fact, the same applies here. If you want to sell an e-book through mainstream online book retailers (including iBooks), your e-book will need an ISBN. Otherwise, an e-book ISBN has no added value.

What is a DOI number?

DOI (Digital Object Identifiers) numbers are unique numbers that can be assigned to a digital document. The purpose of the DOI is that with the help of this number, the referenced document can always be found online in a standard way, independent of any changes to an Internet address.

For the findability of the book, a DOI as an identifier is nowadays more important than an ISBN. Please consult your university for the use of an ISBN, ISSN or DOI.

Ridderprint in Colophon

The colophon page, mostly the second page of your book but, can also add as last page in the book, list things like; copyright, ISBN number and sponsors etc. If you would like to list Ridderprint as your printer, we are very grateful. This is commercially very important to us. Any notation is good to us but, we prefer the following options:

Dutch

- Druk:
Ridderprint, www.ridderprint.nl or
Ridderprint, Alblasserdam
- Omslag ontwerp and/or boek layout:
Ridderprint, www.ridderprint.nl or
Ridderprint, Alblasserdam

English

- Printing:
Ridderprint, www.ridderprint.nl or
Ridderprint, the Netherlands
- Cover design and/or book layout:
Ridderprint, www.ridderprint.nl or
Ridderprint, the Netherlands

You can put the following information on the colophon page:

- ISBN
- Name of the printer and designer
- Copyright
- Sponsors
- Etc.



Example colophon page

Financial support for the printing of this thesis was kindly provided by
Erasmus University Rotterdam
Parkinson Vereniging
Boehringer Ingelheim B.V.
UCB Pharma B.V.
Teva Nederland B.V.
Abbott B.V.
GRIPP B.V.

ISBN: 978-90-5335-481-0

The studies in this thesis were financially supported by the Prinses Beatrix Fonds
(grant number 01-0128).

Cover design: Ridderprint, the Netherlands
Printing: Ridderprint, the Netherlands

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Layout of the inside work

Starting the layout

The layout will be done in most cases in Word. For Word, the standard formats **A4 (21 x 29.7 cm)** and **B5 (17.6 x 25 cm)** are the best choices. If you work with **Indesign**, set your document to **17 x 24 cm**. See [page 58](#) for setting up an Indesign document. If you use **LaTeX** set your document to 17,6 x 24,6 cm.

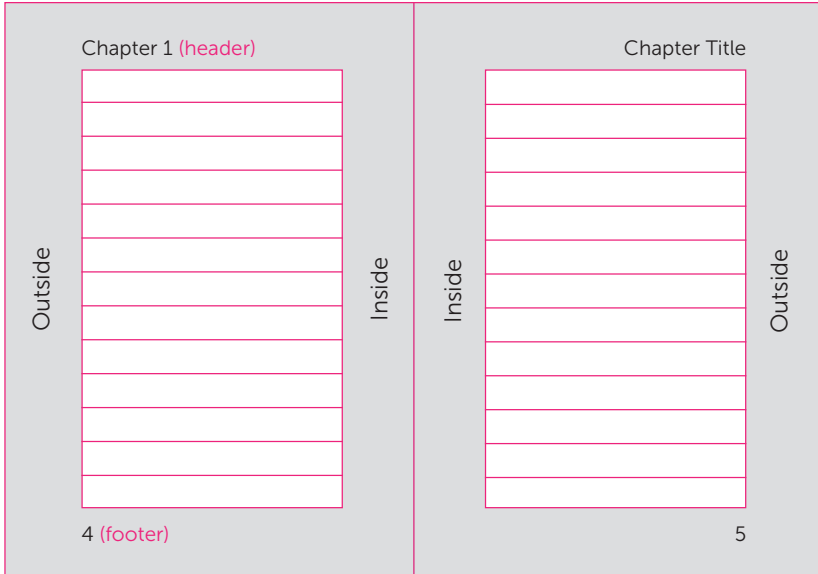
Upload your documents as [PDF files](#).

Points of attention

- White margins determine the width and height of the text box (this does not include the header and footer, which can be placed outside the box). **Make sure the margins at the binding side of the book (inside) is at least 20 mm.**
- Headers and Footers positioned at the same height on every page.
- On the left pages of an open book, the even pagenumbers are placed on the left outside of the pages. The right pages get the odd page numbers, which are placed on the right outside of the pages. See example [page 45](#).
- Important pages such as titles and chapters are positioned usually on an odd (right) page.
- Make sure the 'front matter' pages are in the right order. See [page 46](#).
- Submitting the file in A4 format? We reduce your file to 81% for the format 17 x 24 cm. Make sure the core text is in a minimum type size of 12 points, for a recommended type size of 10 pnt. after resizing.
- Do you have pictures or layout elements which extend to the edge of the page? Then you need "bleed". See [page 36](#) for more information about bleed.
- Try to keep as many images, tables etc. within the layout width of the text as possible. This looks neater and improves the readability of the text.
- We rotate landscape pages in an counterclockwise direction. Keep in mind that the side margins will become the top and bottom margins (and vice versa) as a result of rotating the pages.



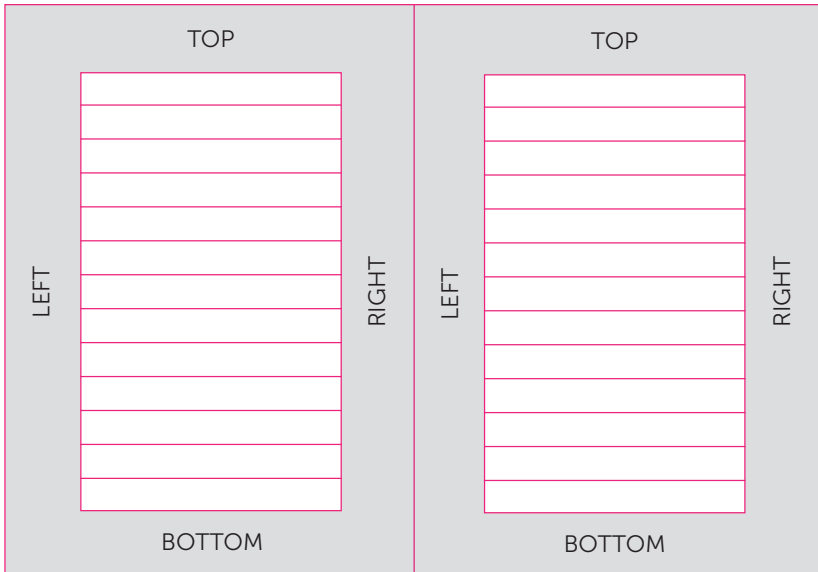
Page Layout



Even page (left page in open book)

Odd-page (right page in open book)

Margins in Microsoft Word



Front Matter

The front matter of a thesis should be placed in the right order. The content may vary from one university to another. Consult the doctorate regulations for the appropriate text.

Page I - (Half) Title Page

A short title, possibly with the addition of the author's name,

Page II - Copyright Page

You can provide the following information here:

- ISBN
- The name of the printer (see [page 42](#))
- Copyright
- Sponsors

Page III - Thesis Title Page

This page is compulsory. Consult the doctorate regulations for the appropriate text.

Page IV - Doctoral Committee

The doctoral committee members will be listed here. Consult the doctorate regulations for this.

These pages are being included in the page count, but the page numbers are not visible on these pages.



**Progressive Supranuclear Palsy
expanding the clinical and genetic spectrum**

Laura Duncker Kaat

**Progressive Supranuclear Palsy
expanding the clinical and genetic spectrum**

*Progressive supranucleaire verlamming: verbodding van
het klinisch en genetisch spectrum*

Proefschrift

ter verkrijging van de graad van doctor aan de
Erasmus Universiteit Rotterdam
op grond van de
notie ingediend,
Prof. dr. H.G. Schmeits
en volgens besluit van het College voor Promoties.
De openbare verdediging zal plaatsvinden op
vrijdag 2 december 2011 om 9:30 uur
s'ocht.

Laura Duncker Kaat
geboren te Haarlem



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Prof. dr. P. Heutsink
Overige leden: Prof. dr. H. C.M. van Duyn
Dr. Y. Beetsma
Dr. T. van Laar



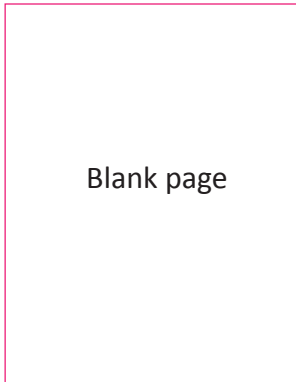
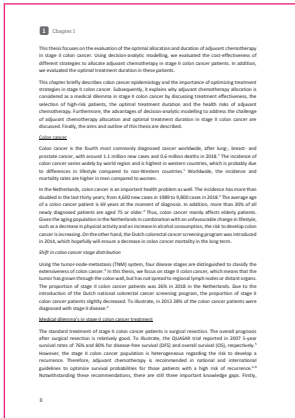
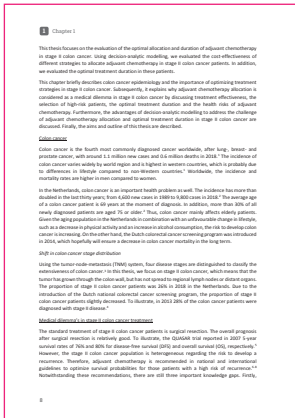
Continued page

The pages following the preliminary work have no specific order but, below are some points of interest and tips:

Place important pages like the start of a chapter, preface, CV etc. on an odd-numbered page. This is the right-hand side of the book.

End of chapter

If a chapter ends with an even page (left-hand page), place a blank page after it. (See example below).



Blank page



Start new chapter

If the previous chapter ended with an odd page (right-hand page), place a *blank, even page before the start of a new chapter. (See example below). This ensures that this chapter starts with an odd page (right) again. Of course, this can also be applied to the preface, CV, etc. Of course, it does not have to be a blank page but can also be a page with an image or illustration.

Note! Once these pages are added, your page numbering will also change. Therefore, check your table of contents after adding these pages.

***Blank page
or image/illustration**

CHAPTER 3

Estimating adjuvant treatment effects in stage II colon cancer: Comparing the synthesis of randomized clinical trial data to real-world data

Gabriella Jongeniel, Thomas Klusich, Felicia N. van Ering, Giuseppina N. Vok, Miriam Koopman, Cornelia J.A. Ruijs, Marjolijn J.E. Groender and Marieke M.H. Coupé

International Journal of Cancer, 2022, 151(16):3948-3975

1 Chapter 1

This thesis focuses on the evaluation of the optimal allocation and duration of adjuvant chemotherapy in stage II colon cancer. Using decision-analytic modelling, we evaluated the cost-effectiveness of different strategies to allocate adjuvant chemotherapy in stage II colon cancer patients. In addition, we evaluated the optimal treatment duration in these patients.

This chapter describes the clinical characteristics and the application of planning treatment strategies in stage II colon cancer. Subsequently, it explains why adjuvant chemotherapy education is considered an optimal strategy in stage II colon cancer by discussing treatment effectiveness, the selection of high-risk patients, the optimal treatment duration, and the health risks of adjuvant chemotherapy. Furthermore, the advantages of decision-analytic modeling to address the challenge of adjuvant chemotherapy allocation and optimal treatment duration in stage II colon cancer are discussed. Finally, the aim and structure of the thesis are described.

Abstract

Colon cancer is the fourth most commonly diagnosed cancer worldwide, after lung, breast and prostate cancer, with around 1.5 million new cases and 625,000 deaths in 2020. The incidence of colon cancer varies widely by world region and is higher in western countries, which is probably due to differences in lifestyle compared to nonwestern countries. Additionally, the incidence and mortality rates are higher in more affluent societies.

In the Netherlands, colon cancer is an important health problem as well. This incidence has risen steadily in the last thirty years from 1,020 new cases in 1980 to 6,800 cases in 2020. The average age of a colon cancer patient is 69 years at the moment of diagnosis. In addition, more than 10% of all newly diagnosed patients are aged 75 or older. Thus, colon cancer causes affected elderly patients. Given the aging population in the Netherlands, combined with self-reported change in risk factors, such as a decrease in physical activity and an increase in alcohol consumption, the aim to develop colon cancer screening that will improve the health consequences for concerned patients was introduced in 2014, which hopefully will ensure a decrease in colon cancer mortality by long-term.

Key words: colon cancer; stage allocation

Using the latest data available (TMN system), four disease stages are distinguished to study the effectiveness of colon cancer treatments, but not all stage II colon cancer, which means that the patients can go through the colon and not have had spread to regional lymph nodes or distant organs. The proportion of stage II colon cancer patients with 20% to 25% in the Netherlands. Due to the introduction of the Dutch national colorectal cancer screening program, the proportion of stage II colon cancer patients slightly decreased. In addition, 30-35% of the colon cancer patients were diagnosed with stage II disease.

Introduction: Rationale and research objectives

The standard treatment of stage II colon cancer patients is surgical resection. The overall prognosis after surgical resection is relatively good. To illustrate, the QoLindex that reported in 2017 varies approximately 0.706 to 0.806 for disease stages 0(I) and second colonized (C2), respectively. However, the stage II colon cancer population is heterogeneous regarding the risk to develop a recurrence. Therefore, adjuvant chemotherapy is recommended in selected and heterogeneous populations to optimize overall probabilities for survival and to minimize the risk of relapse. Personalizing these recommendations, however, still faces important knowledge gaps. Thus,

2 Chapter 2

Chapter 2 describes the clinical characteristics and the application of planning treatment strategies in stage II colon cancer. Subsequently, it explains why adjuvant chemotherapy education is considered an optimal strategy in stage II colon cancer by discussing treatment effectiveness, the selection of high-risk patients, the optimal treatment duration, and the health risks of adjuvant chemotherapy. Furthermore, the advantages of decision-analytic modeling to address the challenge of adjuvant chemotherapy allocation and optimal treatment duration in stage II colon cancer are discussed. Finally, the aim and structure of the thesis are described.

Abstract

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Layout in Microsoft Word

Dissertations mostly have the standard format of 17 x 24 cm. For this layout, use the standard Word format **A4 (21 x 29.7 cm)** or the **B5 (17.6 x 25 cm)** format. Then your document will always have the right format. If you work with **Indesign**, set your document to **17 x 24 cm**. See [page 58](#) for setting up an Indesign document. If you use **LaTeX** set your document to 17,6 x 24,6 cm.

Define 'Bleed'

If your document have image elements that need to run to the edge of your page such as; (full-page) pictures, tabs etc. (see this manual for example), then your document need bleed. (See also [page 36](#)). Keep in mind that this bleed will be cut-off again after printing. Do not place important text and/or (image) elements too close to the page edge. Make sure there is a safe margin of 8 mm in between. (See [page 54-57](#)).

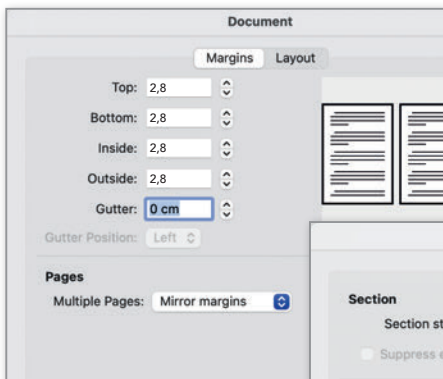
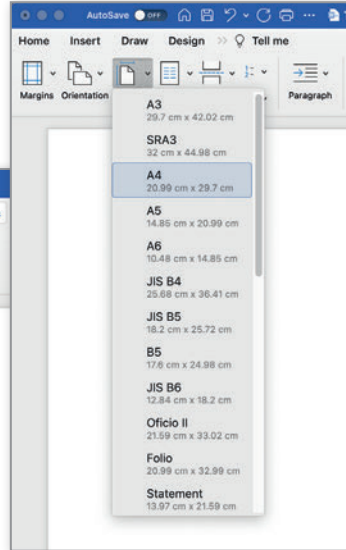
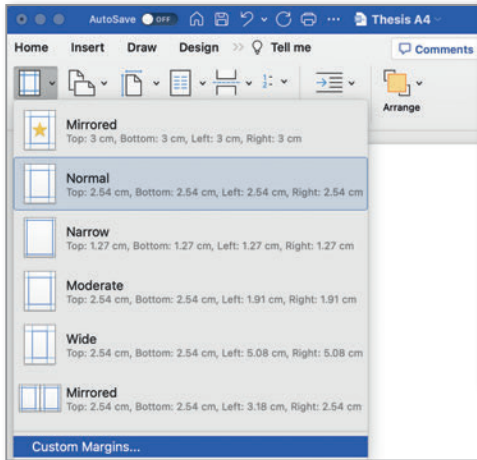
Layout book in A4 format (21 x 29,7 cm)

We reduce your file to 81% which eventually results in the size of 17 x 24 cm. What do you need to pay attention to?

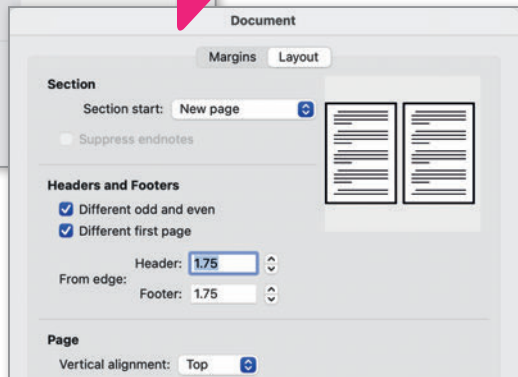
- Use the recommended margins for A4 size. See settings [page 51](#).
- If there is important text and/or (image) elements, do not put them too close to the page edge. Make sure there is a safe margin of 8 mm in between. (See [page 54-55](#)).
- Put the basic text in font size of 12 points. After resizing, this results into the recommended 10-point font size.
- Also consider the size of the rest of the text elements such as headers and footers, captions and text in tables.
- Print some pages at 81% to get an idea of the final result. You may then decide to make the font size slightly larger or smaller.



Format settings A4 (21 x 29,7 cm)
with recommended margins



When using headers and footers select the 'different even and odd' option. This places them on the outside. So, for even pages on the left and for odd pages on the right.



Layout book in size 17 x 24 cm (B5 - 17,6 x 25 cm)

If you want to make your book directly in the 17 x 24 cm size, the standard **B5** format in Word is very suitable, especially if your document also needs bleed. See [page 36](#) and [page 50](#) section 'define bleed'. The margins are slightly different for this format than for the A4 format. See margins [page 53](#).

- Keep in mind that the book is not reduced in size (as with the A4 format). Use a font size of about 10 pnt for the basic text.
- Use the advised margins for the B5 format. See settings [page 53](#).
- Enlarge or shift your image elements to the page edge if they need to have bleed.
- Keep in mind that after printing we cut-off 3 mm from left and right side and 5 mm from top and bottom.
- Do not place important text and/or (image) elements too close to the page edge. Make sure there is a safe margin of 8 mm in between. (See [page 56-57](#)). For more information on bleed, see [page 36](#) and [page 50](#).

Other book sizes

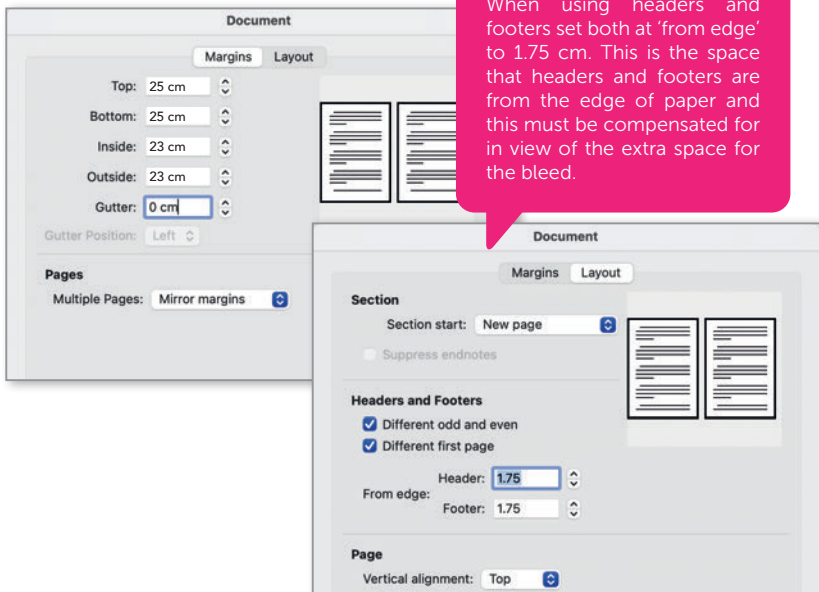
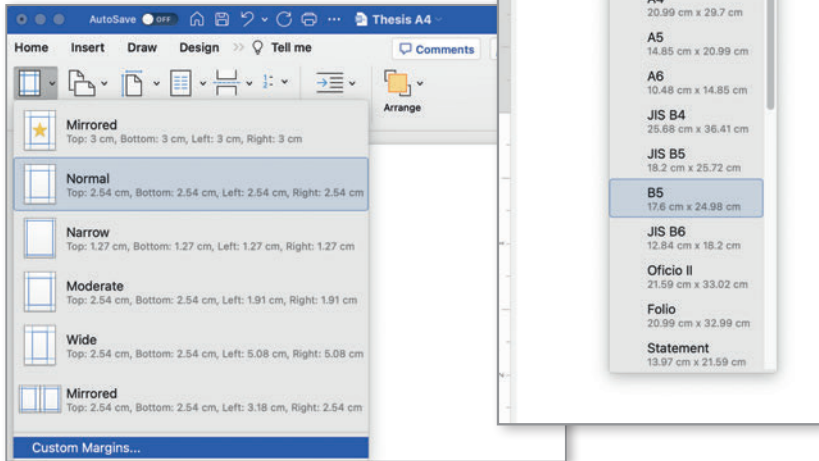
Does your book have a different final size of, for example; A5 (14.8 x 21 cm), 16 x 24 cm, 16.5 x 24 cm or 18 x 26 cm? Then you can use the same margins (not mandatory). Do keep enough distance (20 mm) on the inside of the pages, where the book will be bound, to maintain legibility.

Decide whether or not bleed is required in your file. If bleed is needed, we would like to receive a print file with a 3 mm bleed on all sides. Choose a 'custom size' in Word and add 6 mm to the width and height. So, if your book is A5 size (210 x 148 mm), your print file will be 216 x 154 mm.

After printing we will cut-off the bleed to the final size.



Format settings B5 (17,6 x 25 cm) with recommended margins



When using headers and footers set both at 'from edge' to 1.75 cm. This is the space that headers and footers are from the edge of paper and this must be compensated for in view of the extra space for the bleed.

Book 21 x 29,7 cm (A4)

After resize and trimming this will become 17 x 24 cm

Left page (even page number)

1 Chapter 1

This thesis focuses on the evaluation of the optimal allocation and duration of adjuvant chemotherapy in stage II colon cancer. Using decision-analytic modelling, we evaluated the cost-effectiveness of different strategies to allocate adjuvant chemotherapy in stage II colon cancer patients. In addition, we evaluated the optimal treatment duration in these patients.

This chapter briefly describes colon cancer epidemiology and the importance of optimizing treatment strategies in stage II colon cancer. Subsequently, it explains why adjuvant chemotherapy allocation is considered as a medical dilemma in stage II colon cancer by discussing treatment effectiveness, the selection of high-risk patients, the optimal treatment duration and the health risks of adjuvant chemotherapy. Furthermore, the advantages of decision-analytic modelling to address the challenge of adjuvant chemotherapy allocation and optimal treatment duration in stage II colon cancer are discussed. Finally, the aims and outline of this thesis are described.

Colon cancer

Colon cancer is the fourth most commonly diagnosed cancer worldwide, after lung-, breast- and prostate cancer, with around 1.1 million new cases and 0.6 million deaths in 2018.¹ The incidence of colon cancer varies widely by world region and is highest in western countries, which is probably due to differences in lifestyle compared to non-Western countries.¹ Worldwide, the incidence and mortality rates are higher in men compared to women.

In the Netherlands, colon cancer is an important health problem as well. The incidence has more than doubled in the last thirty years; from 4,600 new cases in 1989 to 9,800 cases in 2018.² The average age of a colon cancer patient is 69 years at the moment of diagnosis. In addition, more than 30% of all newly diagnosed patients are aged 75 or older.² Thus, colon cancer mainly affects elderly patients. Given the aging population in the Netherlands in combination with an unfavourable change in lifestyle, such as a decrease in physical activity and an increase in alcohol consumption, the risk to develop colon cancer is increasing. On the other hand, the Dutch colorectal cancer screening program was introduced in 2014, which hopefully will ensure a decrease in colon cancer mortality in the long term.

Shift in colon cancer stage distribution

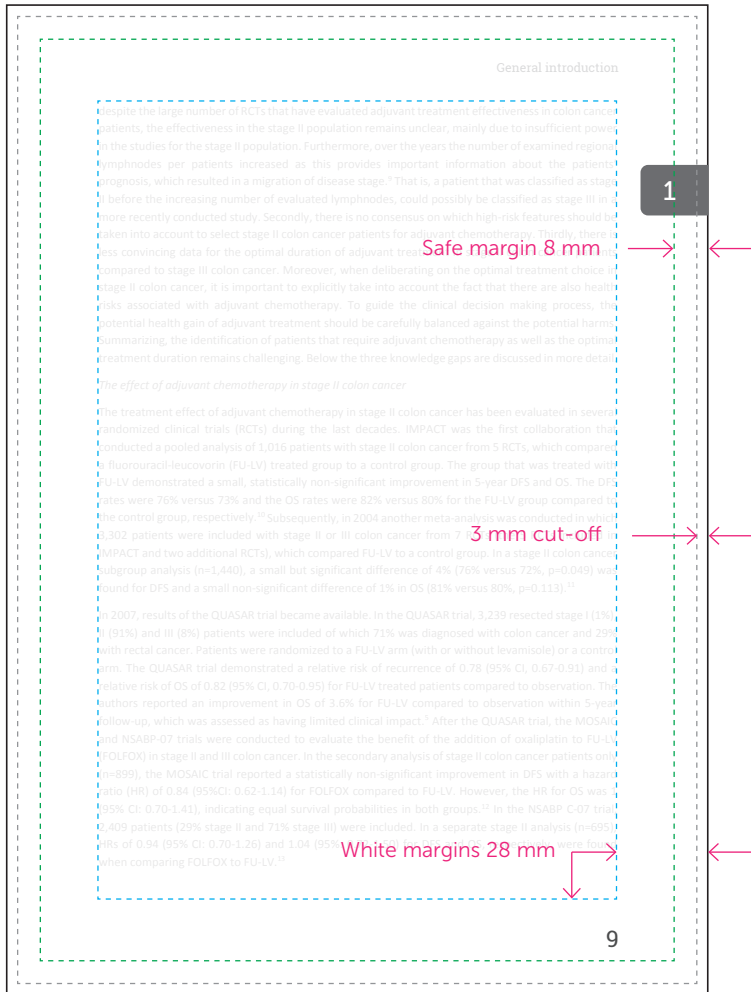
Using the tumor-node-metastasis (TNM) system, four disease stages are distinguished to classify the extensiveness of colon cancer.³ In this thesis, we focus on stage II colon cancer, which means that the tumor has grown through the colon wall, but has not spread to regional lymph nodes or distant organs. The proportion of stage II colon cancer patients was 26% in 2018 in the Netherlands. Due to the introduction of the Dutch national colorectal cancer screening program, the proportion of stage II colon cancer patients slightly decreased. To illustrate, in 2013 28% of the colon cancer patients were diagnosed with stage II disease.⁴

Medical dilemma's in stage II colon cancer treatment

The standard treatment of stage II colon cancer patients is surgical resection. The overall prognosis after surgical resection is relatively good. To illustrate, the QUASAR trial reported in 2007 5-year survival rates of 76% and 80% for disease-free survival (DFS) and overall survival (OS), respectively.⁵ However, the stage II colon cancer population is heterogeneous regarding the risk to develop a recurrence. Therefore, adjuvant chemotherapy is recommended in national and international guidelines to optimize survival probabilities for those patients with a high risk of recurrence.^{6,8} Notwithstanding these recommendations, there are still three important knowledge gaps. Firstly,



Right page (odd page number)



- Document size 21 x 29,7 cm (A4)
- - - Final size after resizing and trimming 17 x 24 cm
- - - - Safe margin 8 mm
- - - - - Space left for text and tables

Book 17 x 24 cm (B5 - 17,6 x 25 cm)

Left page (even page number)

1 Chapter 1

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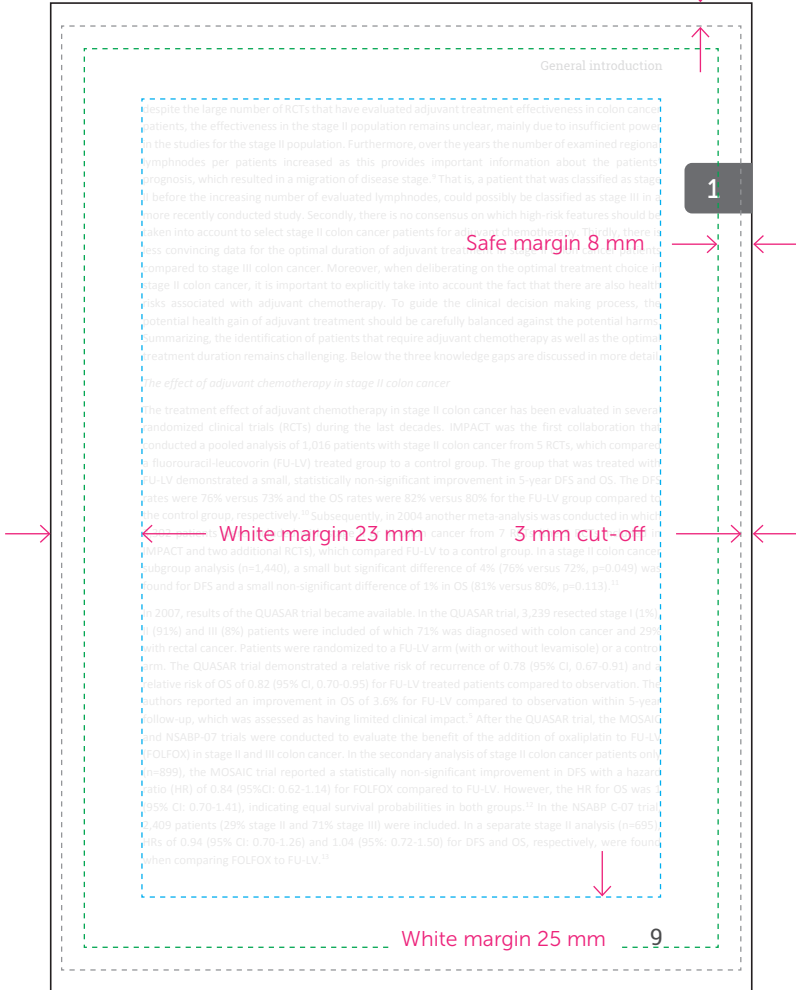
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Right page (odd page number)

5 mm cut-off ↓



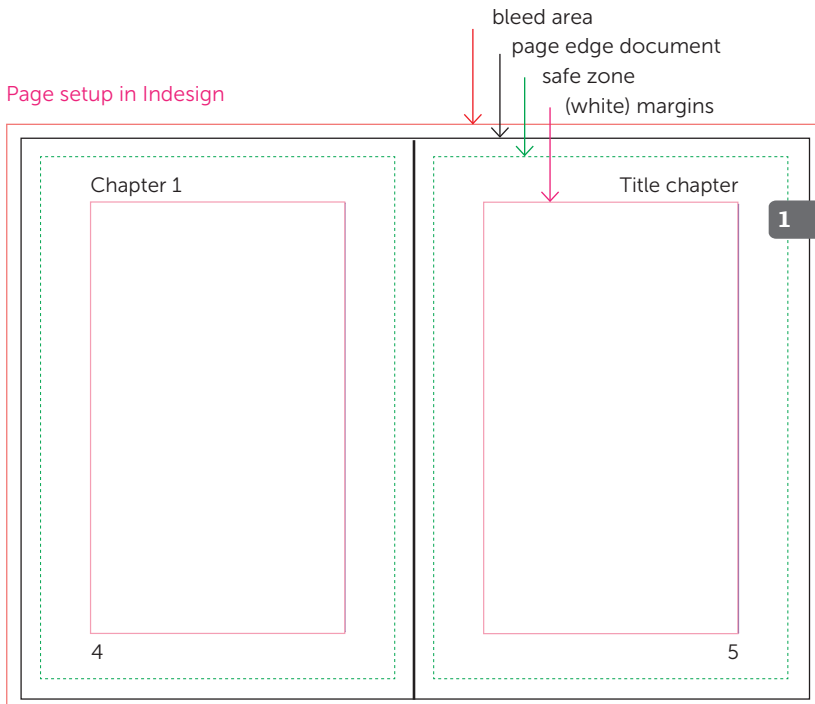
- Document size 17,6 x 25 cm (B5)
- - - Final size after trimming 17 x 24 cm
- - - Safe margin 8 mm
- - - Space left for text and tables

Lay-out in Adobe Indesign

Create a new document and set the 'bleed area' (see settings [page 59](#)). This bleed is indicated within Indesign by a red line outside the document. Every design element that needs to have bleed, will need to run up to this red line. **NB.** Note that this space is not part of content formatting, but will be cut off later. Do not place important text and image elements too close to the page edge. Keep a distance of 5 mm 'safe zone' from the page edge (black line).

Setup Indesign document

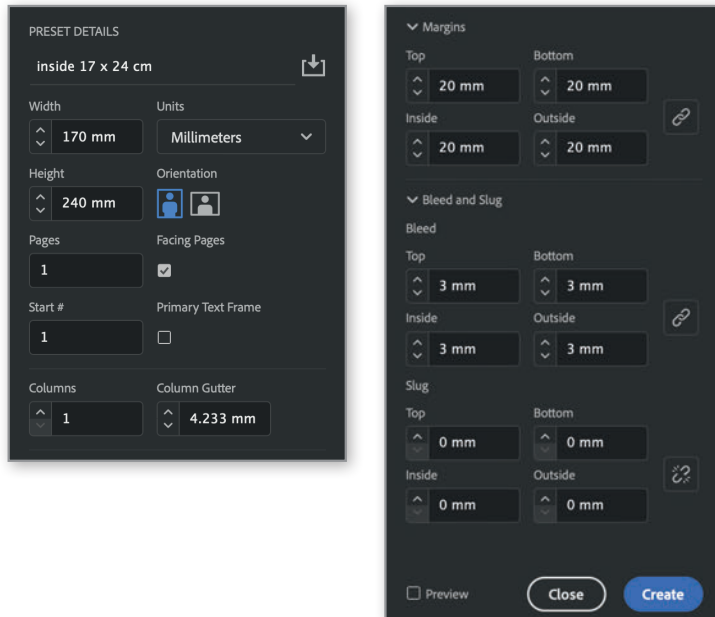
- Create new document 170 x 240 mm (or another book size)
- Select 'facing pages'
- Margins 20 mm (keep your text and tables inside this area)
- Bleed area 3 mm
- Headers, footers. Keep a minimum of 5 mm 'safe zone' distance from the page edge. See example below.





When ready, export the document to a PDF file with bleed and crop marks. See the settings on [page 88](#) in this manual.

Document settings Indesign book 17 x 24 cm



Tip

Keep the basic text 9-10 points in size. If necessary, print some pages at 100% to get an idea of the final result. You may then decide to make the font size slightly larger or smaller.

Also take into account the size of the rest of the text elements such as headers and footers, captions and text in tables.

Submit Indesign files

If there are problems with the supplied PDF files, we may ask if you would like to supply the Indesign files. We would like to receive this as a 'package'. Go to File **'Package'**. This will create a folder with the Indesign file, fonts and copies of any images. You can then pack/zip this folder and send it to us.

UITNODIGING

voor het digitaal bijwonen
van de verdediging van het
proefschrift

RIGHT
VENTRICULAR
ADAPTATION
in conditions
of increased
pressure load

door
Anne-Marie C. Koop

op
woensdag 25 november 2020
om 09.00 uur

link voor live stream:
<https://www.rug.nl/digitalphd>



PARANIMFEN
van de Rooij
@paranimfen@gmail.com

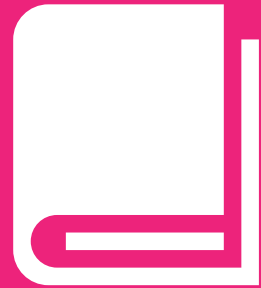
NOIION

Anne-Marie C. Koop

ULAR ADAPTA

RIGHT
VENTRICULAR
ADAPTATION

in conditions
of **increased**
pressure
load



Cover

Cover layout by Ridderprint

The cover layout often involves a lot of work. Just like an interior layout, we also offer different packages for the cover. These are described starting on [page 20](#). Or check our website for the various options.

Layout the cover yourself

If you want to layout the cover yourself, here are some guidelines to follow:

- Total width of your document; Your book size x2 (back and front) + spine width + 6 mm (bleed). Send the PDF as a spread file.
- The right bleed settings, if images or other elements run to page edge. (3 mm 'bleed')
- Correct spine thickness. This depends on the paper type, the number of pages and the binding method. You can find the info in your Ridderprint portal and calculate the spine width.
- Quality of images (minimal 300 DPI maximum 600 DPI).
- Do not put important image elements or text too close to the page edge (see safe zone).
- Cover inside printing? See [page 64](#) for the specifications.
- Do you want a bookmark as an invitation? Check the specifications in your portal.

Cover in InDesign or illustrator

Create a document with a total width of; your book size x2 (back and front) + spine. Specify the 3 mm bleed in the document settings. This bleed line is displayed outside the document format in red. See image on the right. Make sure your background colours/images extend to this line. The 'safe zone' is a safe margin of 10 mm. If you use the specifications of the screenshots on the right (margins), this line is magenta. Between this you can place all text and image elements without any problems. If this falls 'slightly' over it, this is not a problem.

When ready, export the Indesign document to a PDF file with bleed and crop marks. In Illustrator, you do this with 'save as' command. This is described further from [page 90](#) in this manual.



Setup cover 17 x 24 cm with spine of 11 mm

PRESET DETAILS

Cover spine 11mm

Width: 351 mm
Units: Millimeters

Height: 240 mm
Orientation: Portrait

Pages: 1
Facing Pages:

Start #: 1
Primary Text Frame:

Columns: 2
Column Gutter: 11 mm

Margins

Top: 10 mm
Bottom: 10 mm
Left: 10 mm
Right: 10 mm

Bleed and Slug

Bleed

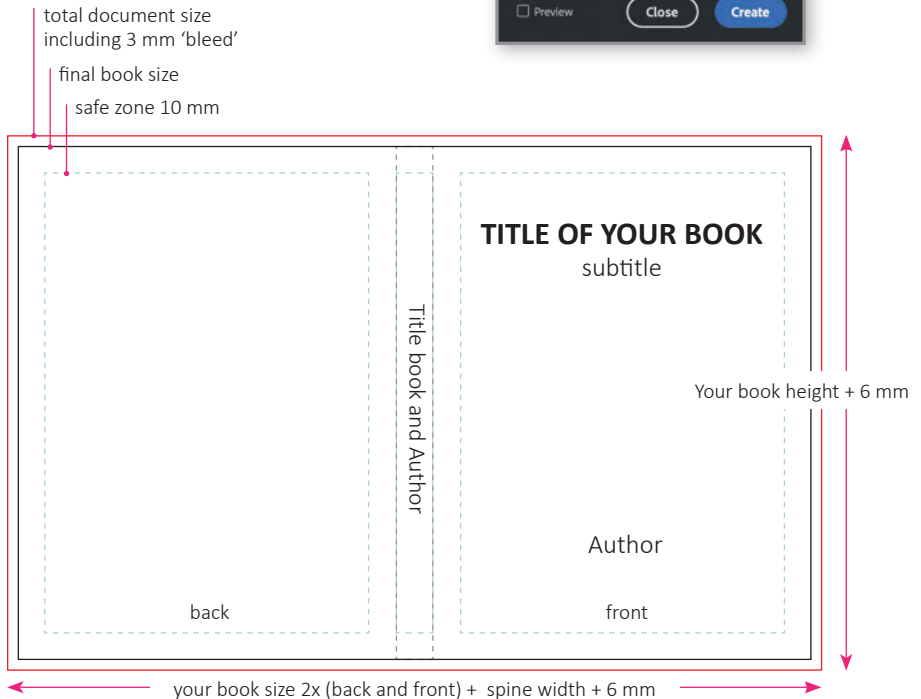
Top: 3 mm
Bottom: 3 mm
Left: 3 mm
Right: 3 mm

Slug

Top: 0 mm
Bottom: 0 mm
Left: 0 mm
Right: 0 mm

Preview

Close Create

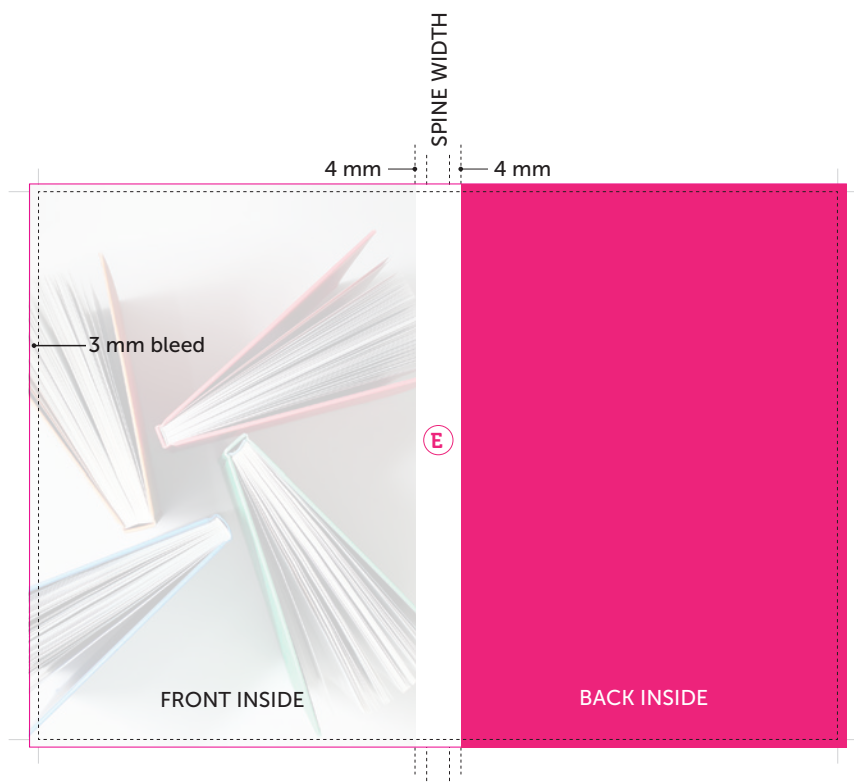


Cover inside

To give your book even more appearance, we can also print the inside of your cover. This can be done, for example, in a solid color, pattern or with an image. See the cover of this manual for example. This must be placed as a second page in the cover PDF file. The spine width + 4 mm on both sides, must remain white (E), See below image, to maintain the strenght for gluing the pages to the cover.

Other cover options

Check your portal for instructions on how to submit the files for spot-UV, foil stamping, hardcovers and more. See [page 66](#) for more cover options.





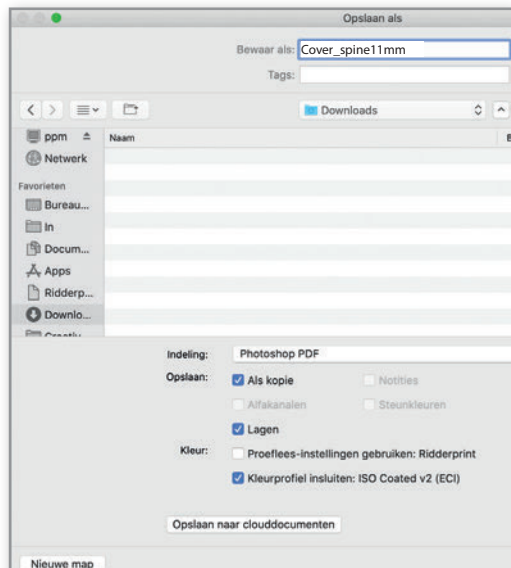
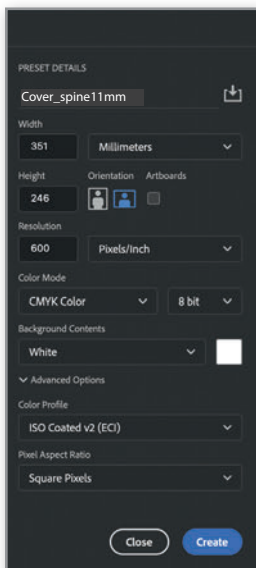
Cover in Photoshop

As you cannot specify the bleed in Photoshop as in Indesign or Illustrator, the document size must be created including the 3 mm bleed all around. Create a document with a total size of your book size x2 (back and front) + spine and add 6 mm in width and height. See settings below.

Bear in mind that this 3 mm all around will be cut-off again after printing. Therefore, do not place important text or logos too close to the page edge. Stay away 10 mm from your page edge (safe zone).

Use a minimum resolution of 300 DPI and a maximum of 600 DPI. Save the file as a PDF file and make sure to preserve all 'layers'. This allows the text to retain its vector properties (and thus better quality). See settings below and more information on [page 92](#).

Cover setup 17 x 24 cm with spine of 11 mm including bleed



Cover variations

A book is judged by its cover! If you really want to make your book stand out from the rest, we offer a number of special printing and finishing options. Of course, there are many more and if you have something in mind or have seen something special, please contact us to discuss the possibilities.

Always have your design technically reviewed by Ridderprint in advance to avoid disappointment. As 95% of the fixed costs are in setting up machines and making stamps etc, therefore **we cannot show these special techniques within the print proof.**

The instructions for these cover variations can be found in your portal.

Cover inside printing

We can print the inside of the cover. This can be in a nice full-colour, for example, or with a nice pattern. This gives the book even more appeal. The cover of this manual is printed on the inside.

White printing

We can also add a white ink to the cover. For example, in combination with a craft (brown) cardboard. This gives your cover a unique look. See example on [page 67](#).

Softcover with "flaps"

A softcover cover with flaps is also an option. The flaps can have a maximum width of 14 cm per flap. Both on the front and/or back of the book are possible.

Hardcover

This is a book with a hard cardboard, non-bendable cover and gives a luxurious look. It can be provided with a glossy or matt laminate, but can also be made in fabric or even leather, for example. A hardcover cover can have printing on the inside. For this purpose, a coloured endpaper is used or the endpaper is printed with a desired colour or pattern.

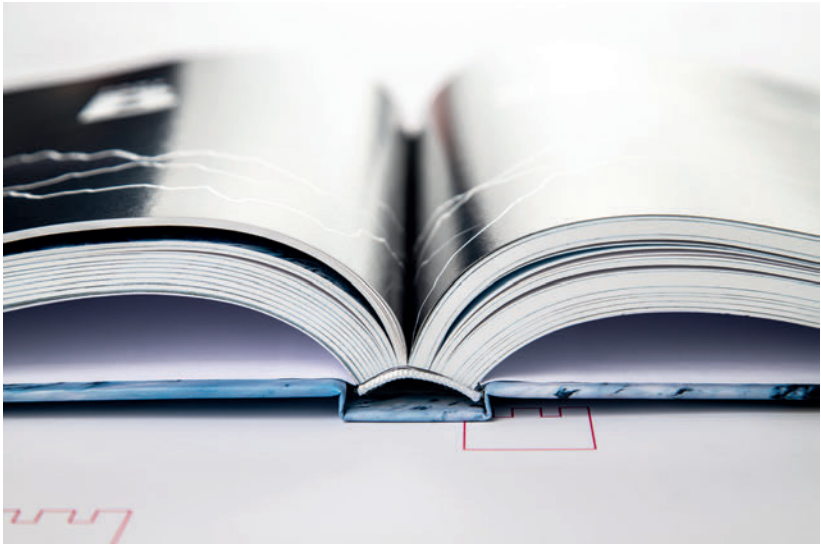
A hardcover can be expensive. Contact us for more information.



Cover from craft board with white print



Hardcover



Special cover finishing

Laminate

The laminate protects the cover, makes it a lot sturdier and adds to the book's appearance. Lamination is only possible on cardboard with a smooth surface. The cover of this manual is matt laminated.

We offer the following 3 types:

- Matt scratch free laminate (This manual has matt laminate)
- Matt 'Soft touch' laminate (This laminate has a matt look and feels like the skin of a peach).
- High gloss laminate

Spot-UV coating

First, we print all the full-colour parts of your design. Next, we apply matt (soft-touch) laminate to these sheets. Once all sheets are laminated, the corresponding parts are printed with a transparent UV varnish. These sheets are then dried in a UV drying tunnel.

Raised spot-UV coating

A more thickening form of Spot UV varnish. It is more visible and also more tactile. Note! This gives the best effect for texts and small areas.

Embossing

A special stamp is made that allows text or illustrations to be applied to the cover as relief. This can be raised or deepened.

Foil stamping

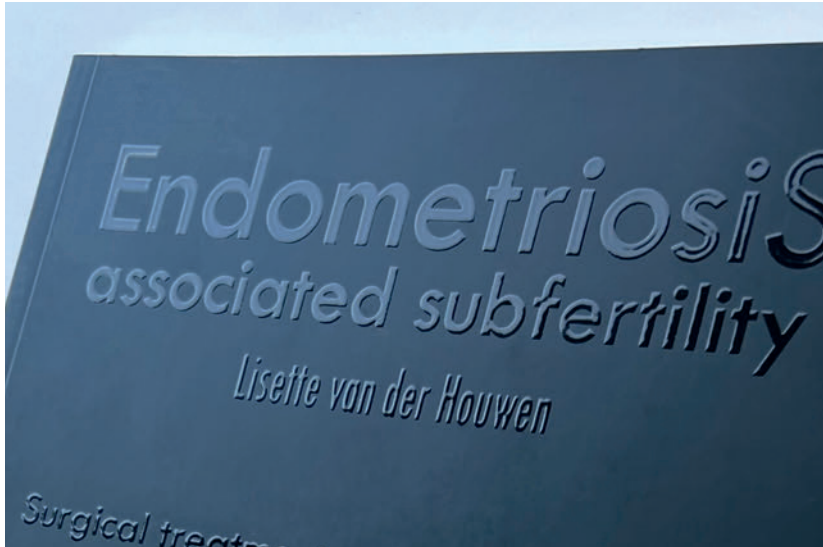
We first print the full-colour part of your print file. Then we apply a matt (soft-touch) laminate to these sheets and apply the foil over the matt laminate.

Die-cutting

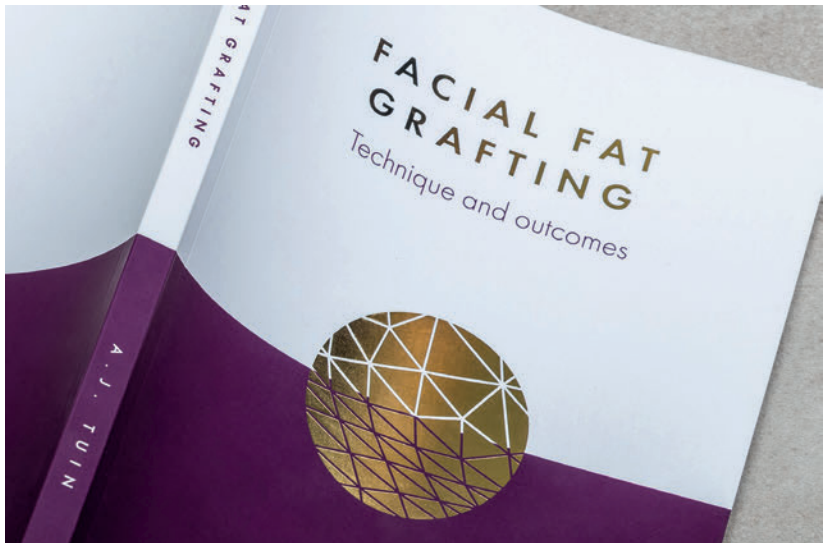
With die-cutting, you can have (almost) any shape you want cut out of the cover. You can also die-cut a specific design into a desired shape. Think of the invitation as a bookmark or the extra invitation for dinner or party. See example on [page 71](#).



Cover with (raised) spot-UV



Cover with gold foil stamping



Additional material

We have put below some of the most common extra's which come with a dissertation. If you have something in mind or have seen something, please contact us to discuss the possibilities. [Look for the different submission instructions in your portal.](#)

Bookmark

If you have chosen a cover package (standard or design), the layout of the bookmark is part of this service. The bookmark has a standard format of 71 x 236 mm (including 3 mm bleed), slightly shorter than the book format so, it fits easily inside the book.

If you supply the cover yourself, we would like to receive the cover and bookmark as separate files. We will print the bookmark along with the cover free of charge. Check the specifications in your portal.

Propositions

You have the option of having the theses printed along with the propositions free of charge (only black and white). We would like to receive them as a PDF file in A5 size (14.8 x 21cm). This is the standard format we use for the propositions. This is smaller than the 17 x 24 cm format so, it fits easily into the book. These can also be printed double-sided and or in color.

Extra invitation

If you want to send an extra invitation for a party and/or dinner, we can also make these for you. These are usually in A6 size (10.5 x 15 cm) or A5 size (14.8 x 21 cm) and are printed on the same material as the cover. These can also be printed on both sides in full colour.

Should you be interested in this, you can request it with the quotation.

Summary booklet

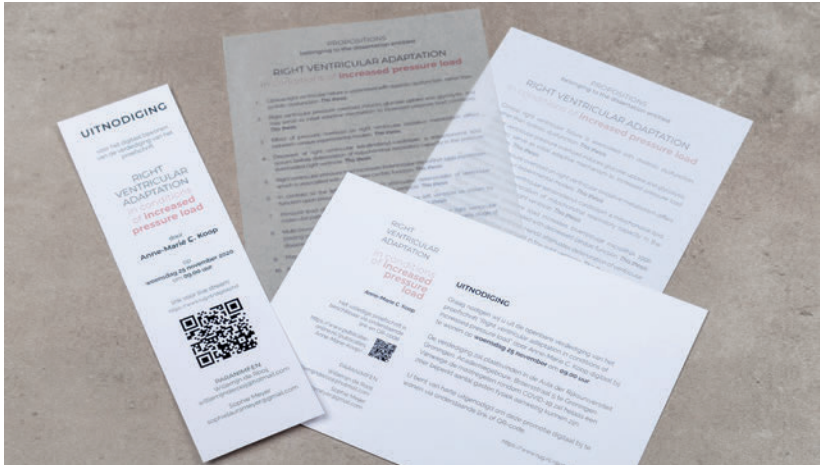
A summary booklet often has a lot fewer pages than the dissertation. These booklets are therefore not glued but folded and stapled in the spine. The booklet should always be a multiple of four pages. For example, 16, 24, 32 pages etc.



Cover summary booklet

The cover for the summary booklet is submitted without a spine. So, the front and back cover directly against each other. Furthermore, it has the same specifications as a soft cover for a book with perfect binding (glued) pages.

Additional material; bookmark, propositions, extra invitation



Book with extra invitation and die-cutted







Create PDF | 6

“

We carefully check all files and always give customers useful advice and feedback.

#Ridderprint

”



Submitting PDF files

When you do the layout of the files yourself, submit your files as PDF files. A correct PDF file meets the following requirements:

- The fonts are embedded.
- Figures should have a resolution between 150 DPI (minimum) and 300 - 600 dpi (maximum).
- All the pages should have the same format/size.
- Export to PDF with a high quality profile and CMYK color profile if possible. Such as the ISO coated v2 (ECI) or Coated Fogra 39 profile.
- Export to PDF with 3 mm bleed if your document need this. See [page 36](#) and [page 50](#) for more info.
- Submit your cover as a separate PDF file.

Before sending the PDF files check also:

- Headers and Footers positioned at the same height on every page.
- Make sure that on the even (left) pages the pagenumbers are on the left outside and on the odd (right) pages on the right outside.
- Are important pages as title pages and chapter pages positioned on an odd (right) page?
- Are the 'front matter' pages in the right order? See [page 46](#).
- Do you submit the file in A4 format? We reduce your file to 81% to the size of 17 x 24 cm. Make sure the core text is in a minimum type size of 12 points, for a recommended type size of 10 points after reduction.
- When submitting in A4 format, make sure not to work in 'Letter' format. You can check this in the Word page-setup or check your PDF file.

How you create correct PDF files from different software packages is explained from [page 78](#) or see the [online manual](#).

Ridderprint portal

You will receive from us the login details for your Ridderprint portal. With these login details you log into www.ridderprint-portal.com. Here you can find all your agreed order specifications. These can still be modified if desired. You can also find the planning and track the status of your order here.

How can I change my order information?

The portal is informative. If you want to change something in the specifications send an email to orders@ridderprint.nl. Do you want to add something during the (design) process, for example, if you want to have an embossing in the cover or extra invitations, please contact your thesis specialist and he can discuss the costs with you and add it to your order.

Upload files in the portal

No layout package?

Before you upload your files, go to the '**submission instructions**' page in your portal for the specifications of your files. Click '**my order**' and go to the "**upload & status**" page. Click "**bladeren**" to select and upload your files.

The package inside 'standard PDF layout'

Adding 1, 2 or 3 layout elements to your PDF. Go to "**Start PDF layout**" in your portal. Go through the steps and upload your PDF. You will receive a "PDF" proof from our studio with your chosen layout elements and styling as soon as possible.

The package "cover standard" or 'cover design'

If you only have this package, please send a cover example, image(s) and your wishes regarding the use of color and fonts to orders@ridderprint.nl. If you also have the '**inside complete (plus)**' package, a designer will contact you in about two days to discuss your design and let you know how to upload your files.

The package 'inside complete (plus)'

After we schedule your order, a designer will contact you in about two days to discuss your cover and/or book design and will let you know how to submit your files.



Submitting files

Submitting your files can be done in several ways:

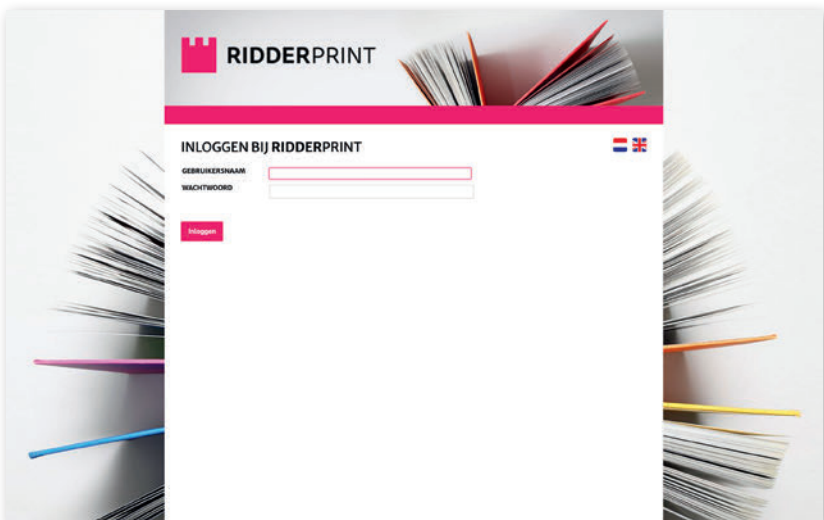
- Uploading through your portal; www.ridderprint-portal.com (our preference). In your Ridderprint portal go to the **'status & upload'** page. Click **'bladeren'** and choose your files to upload. Wait for closing the window until you see the files appear in the list.
- Uploading via our wetransfer channel; ridderprint.wetransfer.com.
- Sending via email. Maximum of 10 mb; orders@ridderprint.nl indicating your name and order number.

File names

File names should be clear to avoid confusion. When you upload a new version please give it a new version number or new date.

For example, use:

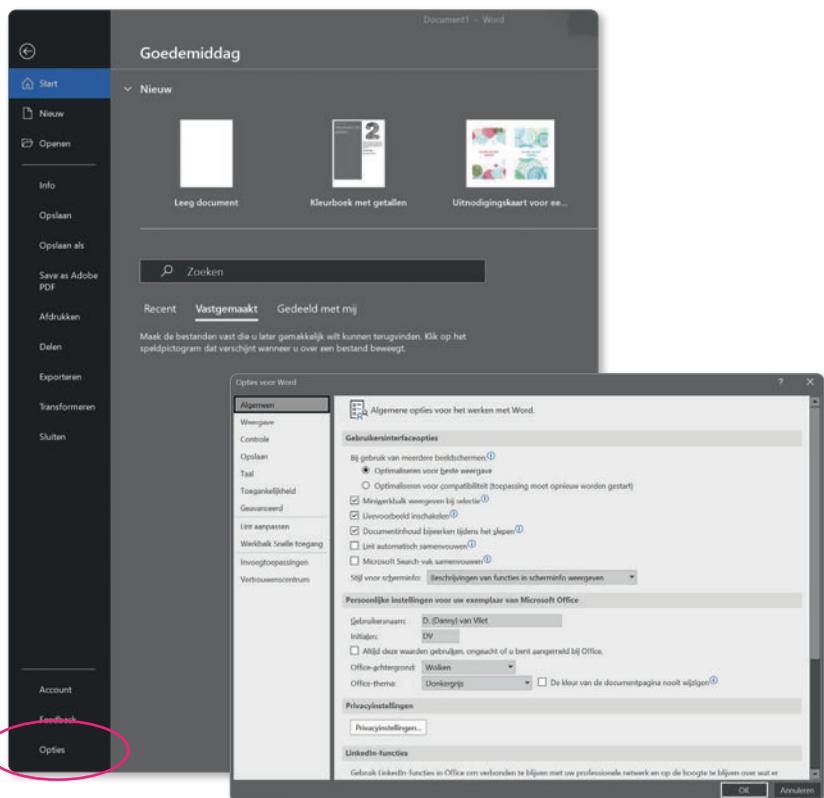
- "ordernr_surname_inside.pdf"
- "ordernr_surname_cover.pdf"
- "ordernr_surname_inside_version2"



Create PDF file with Word (Windows)

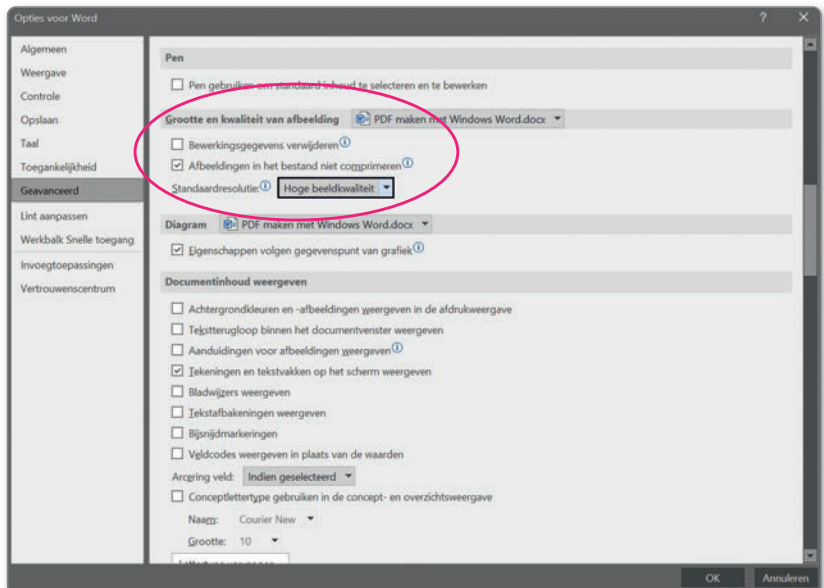
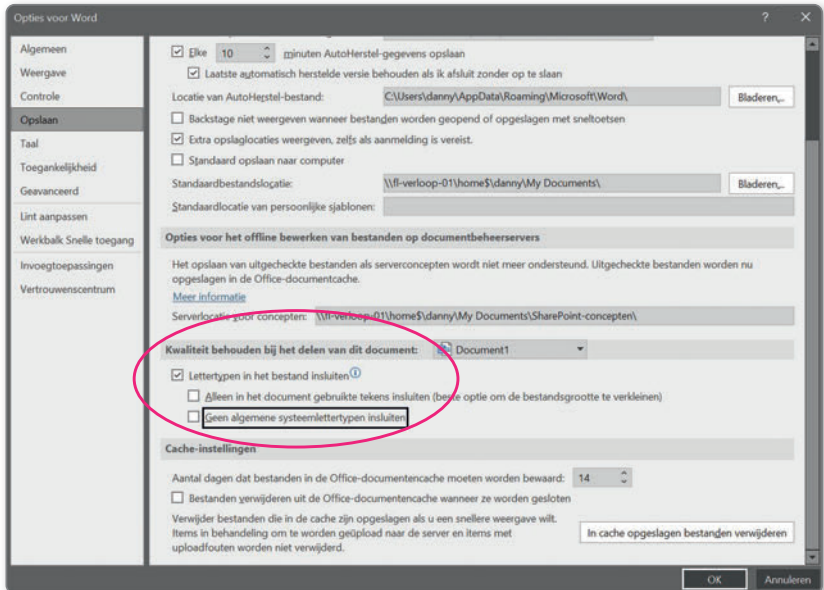
To create a PDF file from Word with optimal quality, we recommend the following settings. **Note**, with bad images, these points do not guarantee that these images become sharp. The example we use is Word Office 365.

Go to **file** in Word and go to **Options** at the bottom. On the left, go to **Save** and then to **Keep quality** and check 'Embed font in the file' Then go to **Advanced** and set the default resolution under 'Image size and quality' to 'High image quality' and check 'Do not compress images in the file'.





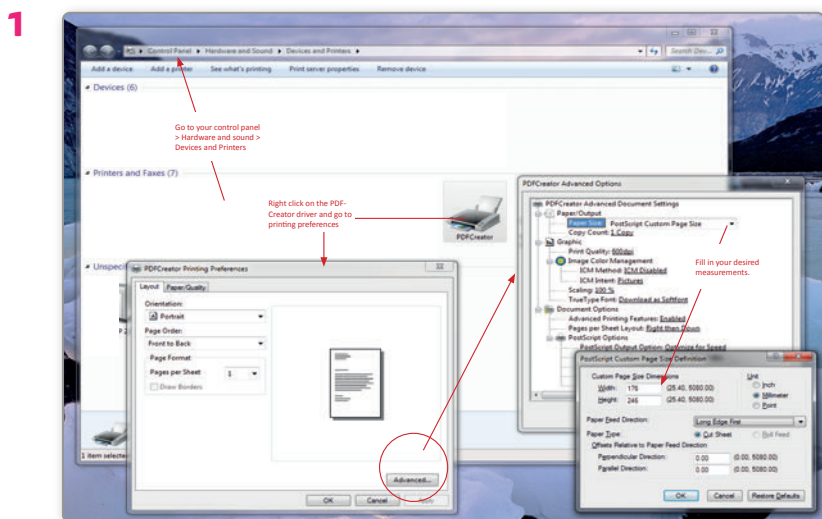
Create PDF with Word for Windows



Creating a PDF file using PDFCreator (Windows)

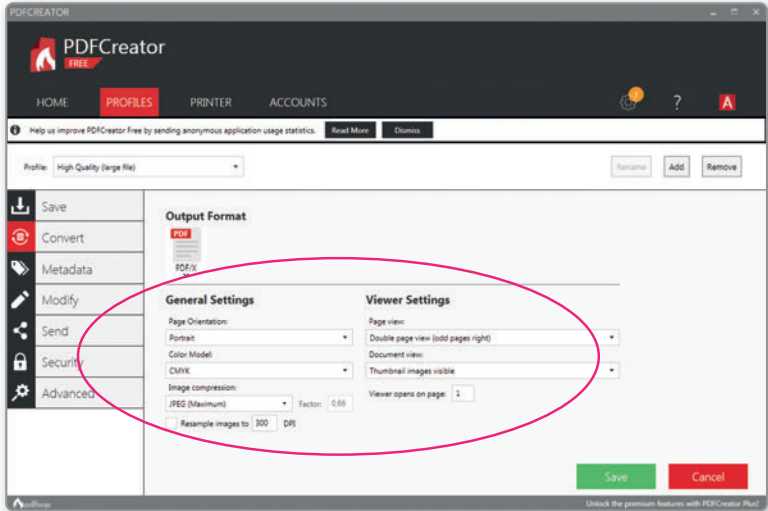
PDFCreator is a cost-free PDF creator. It can be downloaded from our website at 'Customer Service'. Unfortunately there is no Mac version.

1. Start the PDFCreator installation and follow the steps. In the step to install components, choose the '**Compact installation**'. After installation, PDFCreator is available as a virtual printer.
2. Go to your **control panel** in Windows (devices and printers). Select PDFCreator from the list of printers. Go to '**Printing preferences**' and to the '**advanced settings**' and enter the correct format here, which you also used in the Word page settings. Then click ok and apply.
3. Start PDFCreator if it is not already started. Click on the '**Profile**' tab and the '**Convert**' tab and choose the settings as in the screenshot on the next page. Go to '**Settings**' and then to the '**Save**' tab. Make sure that the option '**PDF/X**' is selected at '**Select default file format**'. Then choose '**Save**' at the bottom of the window. The settings are now saved.
4. Back in the PDFCreator window again, select '**Save**'. You can now name the PDF and save it to directory of your choice.





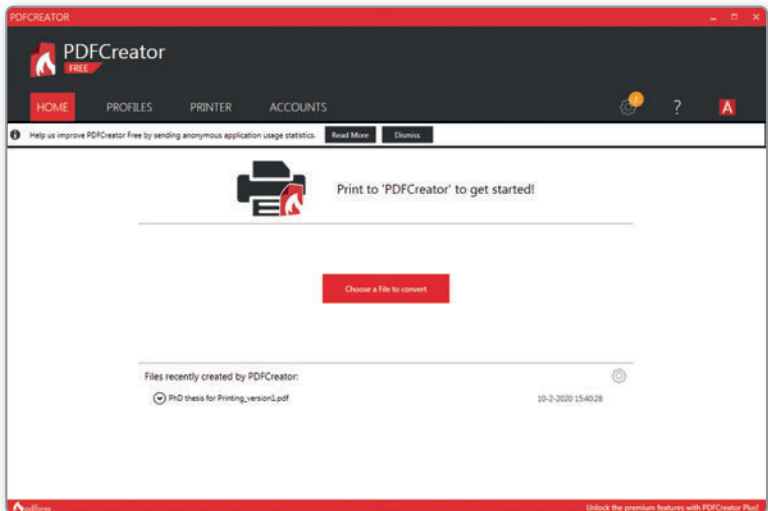
2



Select the 'High Quality' profile and Output format 'PDF/X'

Find your file and click convert ...

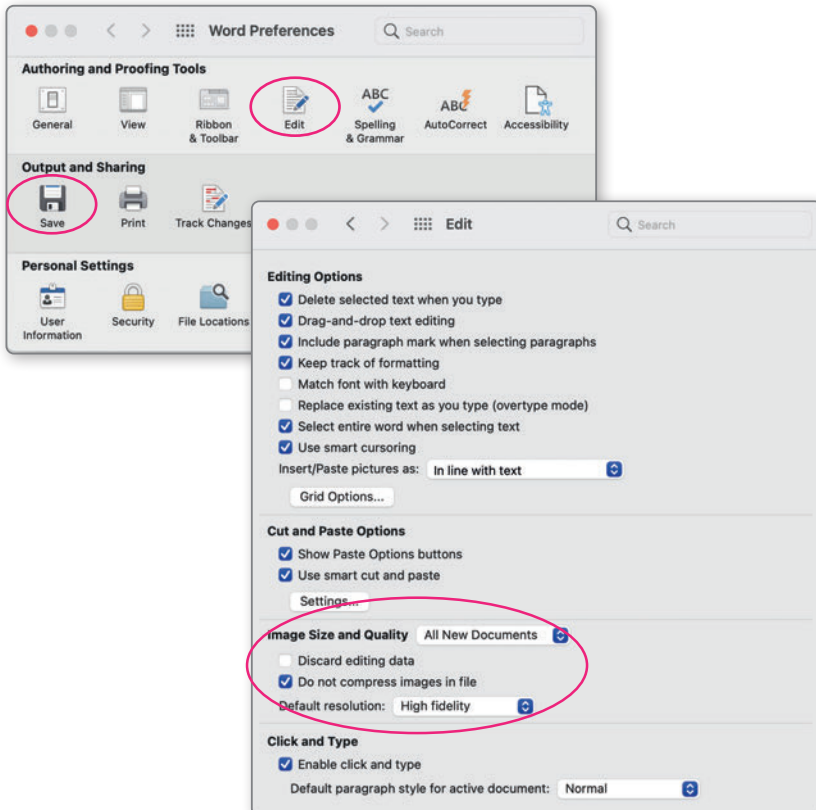
3



Create PDF file with Word (Mac OsX)

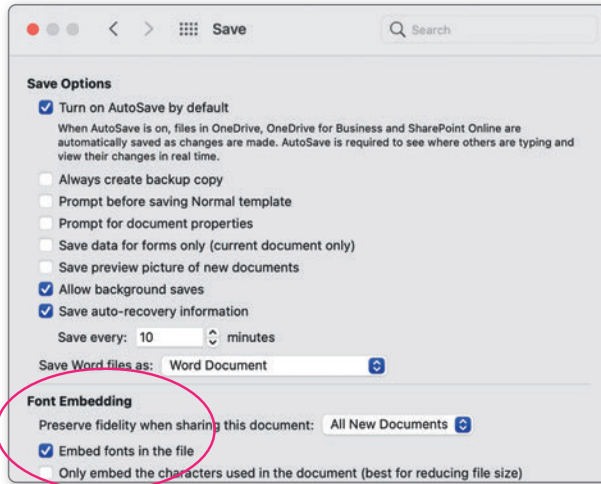
To ensure that your file in Word has the optimal quality for printing when it is converted to PDF, we recommend a number of points to follow. **Note**, with bad images, these points do not guarantee that these images become sharp.

Open the preferences in Word and go to **Edit** and set the default resolution under **Image size and quality** to 'High image quality' and check 'Do not compress images in the file'. Another important point is to embed all fonts in the PDF. Choose **Save** and under Embed fonts, check 'Embed fonts in the file'.



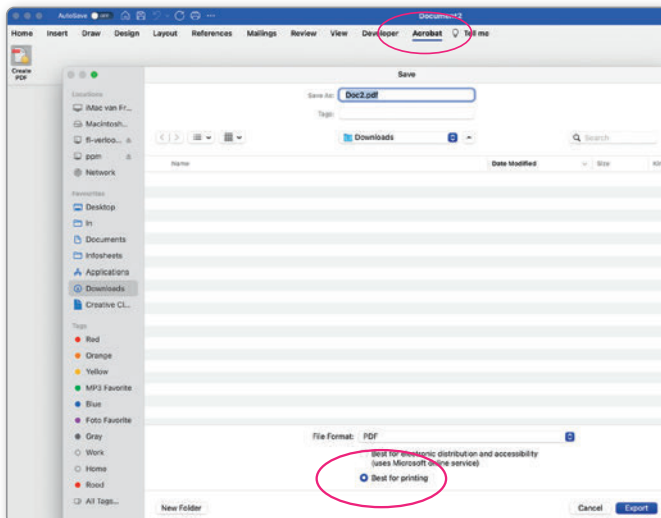


Embed fonts



Adobe Acrobat

If you have installed the Adobe Acrobat package (see page 88) you will see an Acrobat link at the top of the Word menu. Click the link and then 'Create PDF' to save the document as an Adobe PDF. Choose "PDF to print" and export.



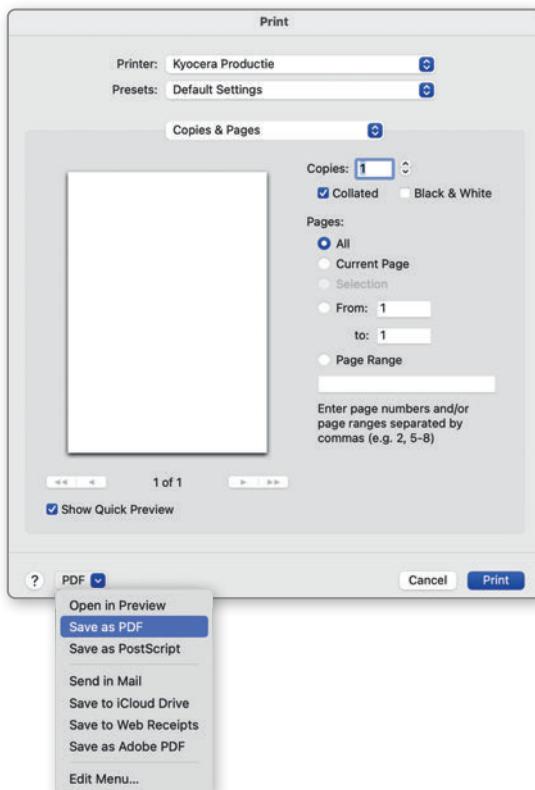
Creating a PDF file in Mac OS X

Recent Apple computers come standard with a PDF creator that meets the quality requirements. We will use Microsoft Word as an example.

Go to **File** > Print. Select “Save as PDF” from the options at the bottom of the window. Then name the file and save it in a directory of your choice.

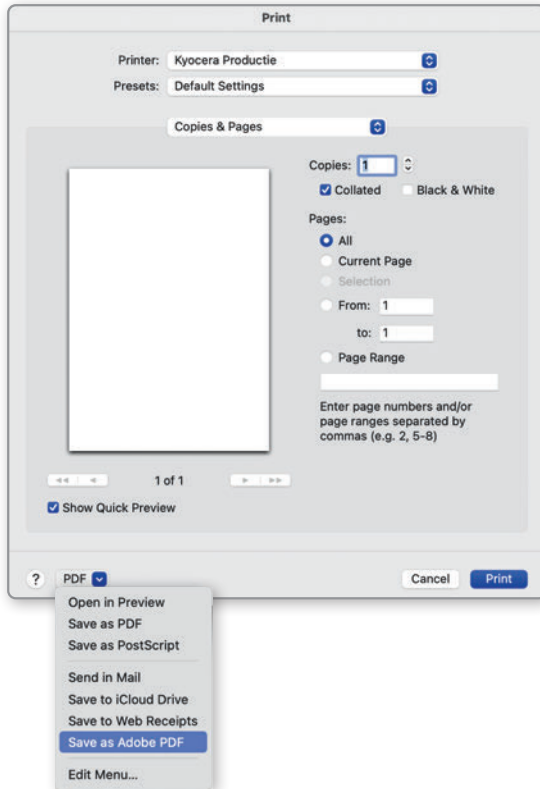
Adobe Acrobat

If you have installed the Adobe Acrobat package (see [page 86](#)) you have an extra option to save as an Adobe PDF (see screenshot next page). Use this option and choose ‘Print with high quality’.





Create PDF in Mac OSX



Creating a PDF file using Adobe Acrobat

Adobe developed the PDF format. Adobe Acrobat is the original PDF creator. If you not already have the software then an alternatif is to download a free trial version. The trial version can be used for a maximum of 30 days. You can download a trial version at the Acrobat website:

https://www.adobe.com/en_us/free-trial-download.html

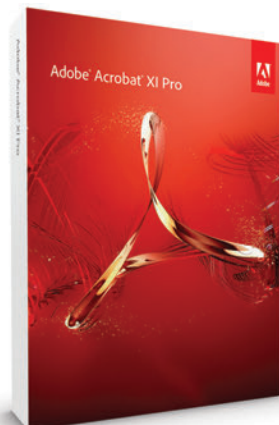
Start the installation of Adobe Acrobat Pro and follow the steps. After installation, Adobe PDF can be used as a virtual printer. Go to **File > Print**. Select Adobe PDF from your list of printers, then select **"Properties"**.

This concerns the Adobe PDF document properties. Select **"Press quality"** or **"High Quality"** under the standard settings and click OK. Then select **"OK/Print"** in the print window. Name the file and save it in a directory of your choice.

Checking proof files.

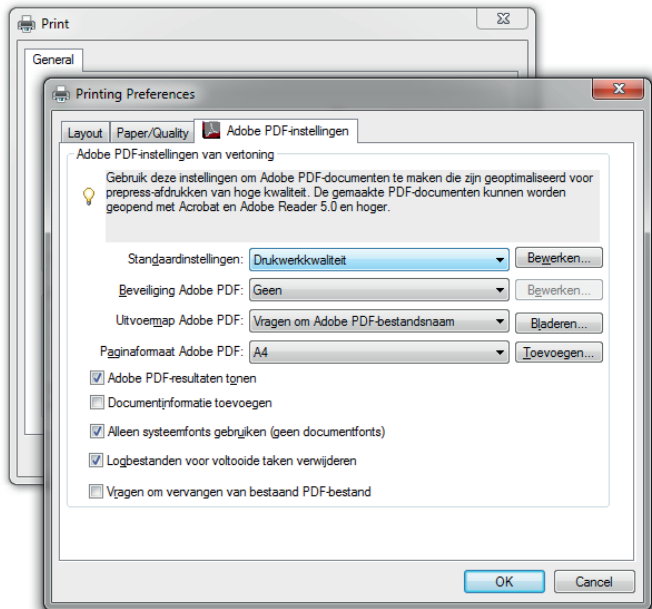
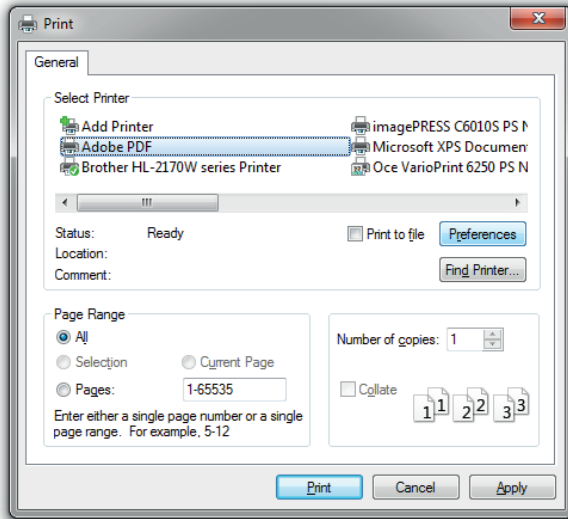
We regularly send you PDF proofs for checking. Do not view these PDF files in a preview mode or in a browser environment. This does not always give an accurate picture. These are best viewed with Acrobat Pro or Standard. version. If this software is not available, a free **Acrobat 'reader'** version can be downloaded from the Acrobat website.

<http://www.adobe.com/products/reader.html>





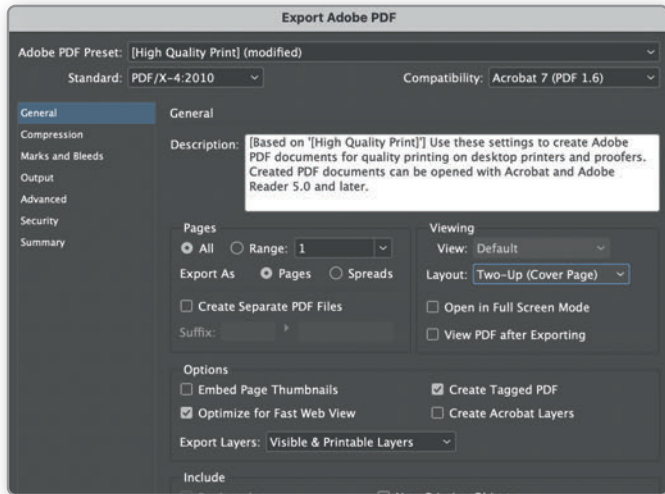
Create PDF file with Adobe PDF driver



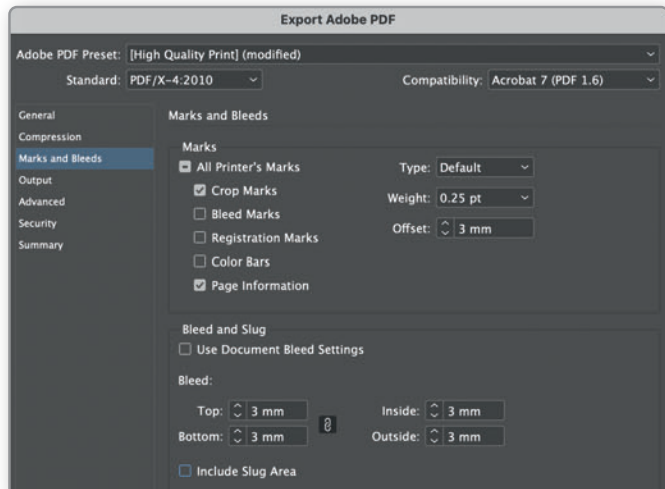
Create PDF with Adobe Indesign

Adobe Indesign is a professional layout program for creating books, magazines, folders, etc. See the instructions for exporting to a correct PDF file here. These setting can be used also If you created other files such as your bookmark or extra invitation.

1

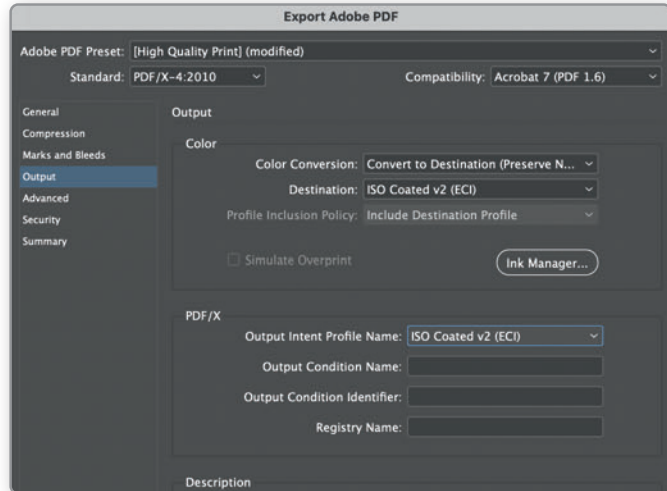


2





3



Go to File > **Export** and select “**Adobe PDF (Print)**”.

1. Tab “General”:

- By “Adobe PDF presets” choose high quality
- select “PDF/X-4 2010” and Acrobat 7 (PDF 1.6).
- Make sure the “Spreads” option is not selected.

2. Tab “Marks and Bleeds”:

- Select only the “Crop Marks” and “Page Information”.
- Set “Offset” to 3 mm.
- By “Bleed”, set all fields to 3 mm.

3. Tab “Output”:

- By “convert colors”, select “convert to destination (preserve numbers)”
- By “destination”, select ‘ISO Coated v2 (ECI)’ or “Coated FOGRA 39”

After following these steps, select “**Save Presets**”. This allows you to name the settings. You can then select this preset the next time round.

Submitting InDesign files

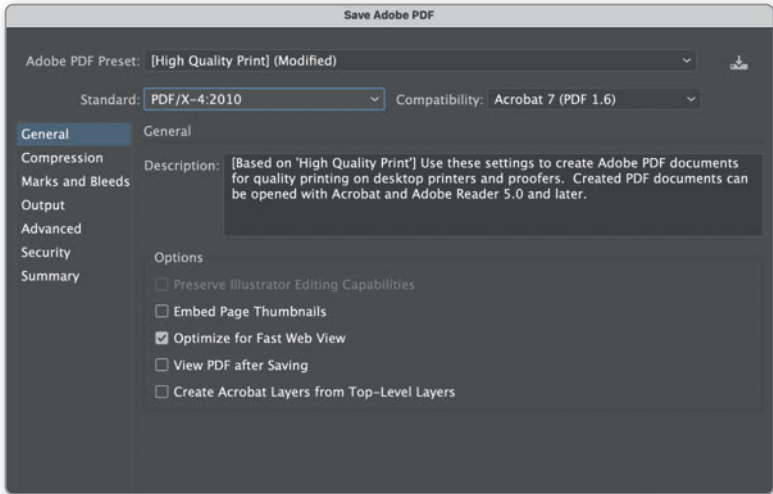
If there are problems with your PDF files, we can ask you to submit InDesign files. Go to **File > Package**. This will create a folder with the InDesign file, fonts and links to any images. You can then zip this folder and send it to us.



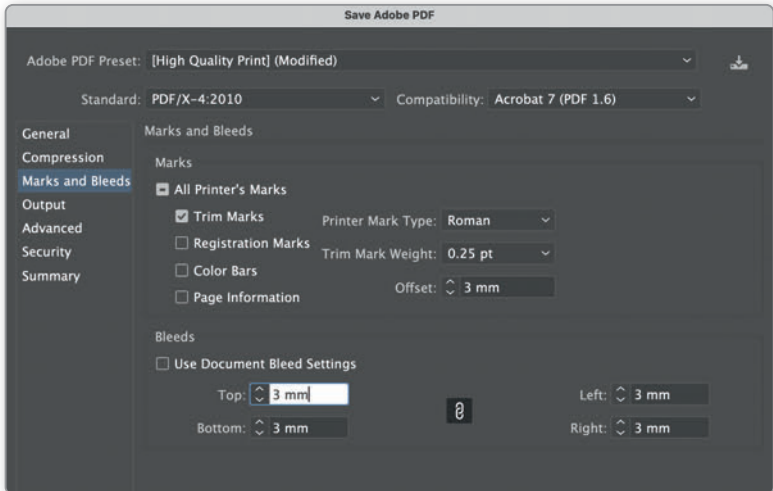
Create PDF with Adobe Illustrator

Did you create your cover layout in Illustrator? Save your document as a PDF file. Settings as below. These settings can be used for other files such as your bookmark or extra invitation document.

1

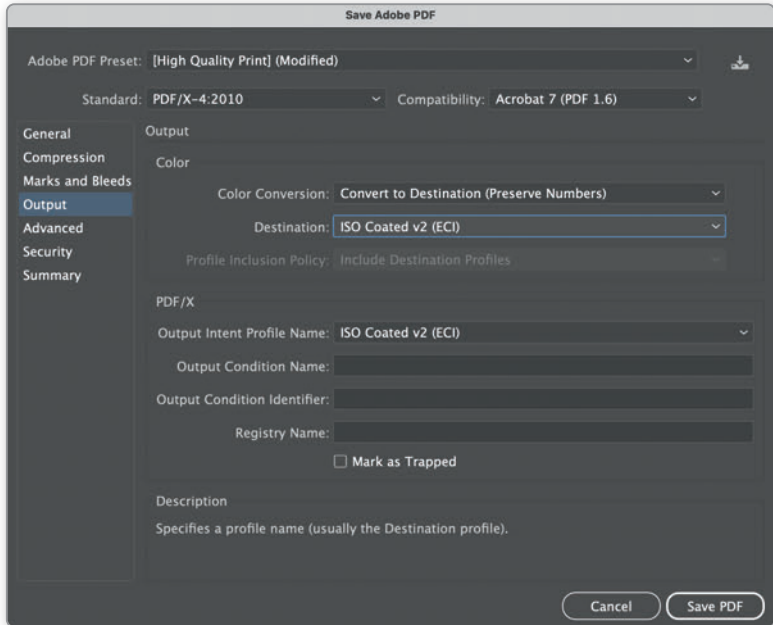


2





3



Go to File > 'Save as' and select 'Adobe PDF (Print)'.

1. Tab "General":

- By "Adobe PDF presets" 'choose high quality'.
- select "PDF/X-4 2010" and Acrobat 7 (PDF 1.6).

2. Tab "Marks and Bleeds":

- Select only the "Crop Marks" and "Page Information".
- Set "Offset" to 3 mm.
- By "Bleed", set all fields to 3 mm.

3. Tab "Output":

- By "convert colors", select "convert to destination (preserve numbers)"
- By "destination", select 'ISO Coated v2 (ECI)' or "Coated FOGRA 39"

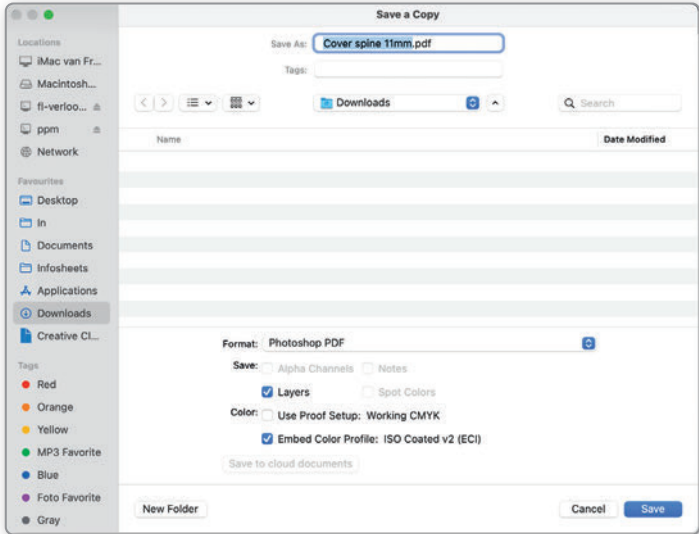
After following these steps, select "Save Presets". This allows you to name the settings. You can then select this preset the next time round.



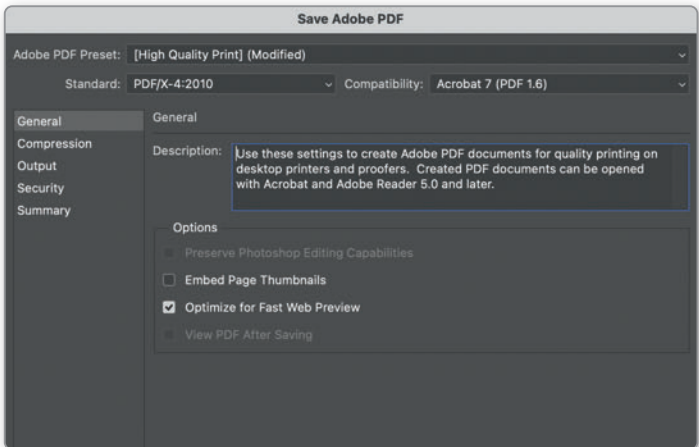
Create PDF with Photoshop

Did you create your cover layout in Photoshop? Save your document as a PDF file with layers. That way, the document will retain its vector properties if there are any. Use the settings as below.

1

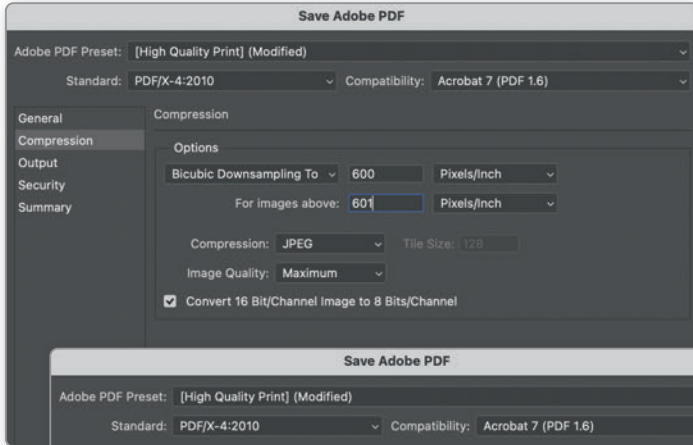


2

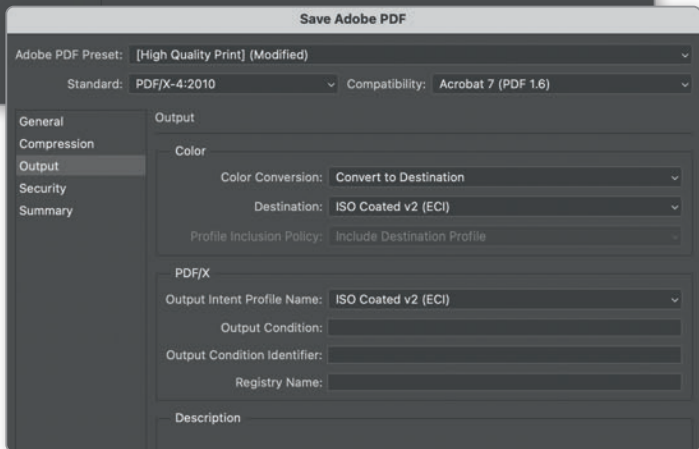




3



4



Go to File 'Save a copy' and choose 'Photoshop PDF' select layers on and embed color profile.

1. Tab "General":

- By "Adobe PDF presets" choose high quality
- select "PDF/X-4 2010" and Acrobat 7 (PDF 1.6).

2. Tab "Output":

- By "convert colors", select "convert to destination (preserve numbers)"
- By "destination", select 'ISO Coated v2 (ECI)' or "Coated FOGRA 39"

After following these steps, select "Save Presets". This allows you to name the settings. You can then select this preset the next time round.

FAQ?

'To who should i send my questions?'

Send your questions about your quote, price agreements or other questions about costs, (*what does spot UV cost*) for example, to your thesis specialist. Check your portal to see who this is.

Send your questions about (submitting) files, planning, order specifications, etc. to orders@ridderprint.nl mentioning your order number and name.

'How long takes the total process?'

The process can take 3 to 6 weeks. This depends on specifications of your order and services such as layout and design. There are ways to speed this up, please contact us.

'What are the cost of printing my book?'

The total cost of printing your book depends on your requirements such as print run, number of pages, additional services etc. If you request a quote via our website, we will contact you within 2 days to discuss your quote.

'How does a layout works?'

Check our website (layout page) for conditions and options. Check your portal for instructions for each package.

Ridderprint portal

'How can I modify the specifications in my portal?'

The portal is for information only. If you want to change anything, please send an e-mail to orders@ridderprint.nl mentioning your order number and name.

'Until when can i change my specifications?'

Send us your final amount of books and/or final delivery address at the latest when asked for your approval for production.

'How to approve production files?'

You will receive an email for a final check on the production files. Please reply to this email with your approval.

'How do i request an ISBN?'

Indicate this wish when you request a quote for printing your book. You can then fill in the ISBN request form in your portal.

'Where do i find my ISBN?'

After applying, your ISBN will appear on the 'specifications' page in your portal in about two days.

Submitting files

'How do i submit my files?'

Check the 'submitting instructions' page in your Ridderprint portal. We like to receive your files as PDF files.

'Where do i send my files to?'

You will receive login details for your Ridderprint portal where you can upload your files. We also have our own Wettransfer channel through which you can send documents. See also [page 76](#) in this manual.

'I have a layout package, what next?'

You will receive an email with information when your order has been scheduled. Or check your Ridderprint portal for the instructions per package.

'Can i submit my book in A4?'

That is possible. We reduce your PDF file by up to 81%, to the dissertation size of 17 x 24 cm. More detailed information on this can be found in our (online) manual [page 50](#).

'How do i calculate the spine width?'

You will find a calculation tool in your Ridderprint portal or on our website.

Proof print

'Do i receive a paper proof?'

Yes. You will receive a complete paper proof of the thesis. If it is an urgent delivery or you are unable to receive a paper proof, we will send a PDF proof by e-mail. Please indicate this in your quotation request.

'How fast do i receive the paper proof?'

After shipment, you will receive the proof in your letterbox within 1 or 2 days. You do not have to stay at home for this. If you have not received the proof after two days, please let us know. Sending abroad can take longer.

'Can i do any corrections after receiving the paper proof?'

Yes. Within the schedule, we take into account that you take your time for this. We look forward to receiving your approval or final files ASAP after checking.

'My paper proof does not have spot-UV or Foil printing?'

As about 95% of the total costs for a special finishing are start-up costs (setting up machines, making stamps etc.), we cannot apply this only for one proof. This applies to all special finishing.

'Can i pick-up the paper proof myself?'

Yes this is possible. Please inform Ridderprint.

'The colours of the print look different compared to my screen?'

For more information about colour see [page 32](#).

Online publication

'What is an online publication?'

We will put your book including cover [online](#) at www.publicatie-online.nl. You will receive a link as soon as it is online. Send this to the people who may view and/or download your book.

'When does my publication goes online?'

This follows a few days after your approval for production. You will receive an e-mail as soon as it is put online.

'When do i receive my book digital for the library?'

You will find these in your portal a few days after your approval for production.

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Yes, this is standard procedure and this is your order number by default. You can also choose one yourself. Please let us know also if you want us to remove the password.

Shipping

'When do i receive my books?'

This depends on your order specifications, 8 - 10 working days after your approval for production.

'When do i receive my hardcover books?'

The hardcovers come directly via our printing partner. This is a separate delivery from the softcover books. We try to coordinate delivery as much as possible but, this can be a few days later.

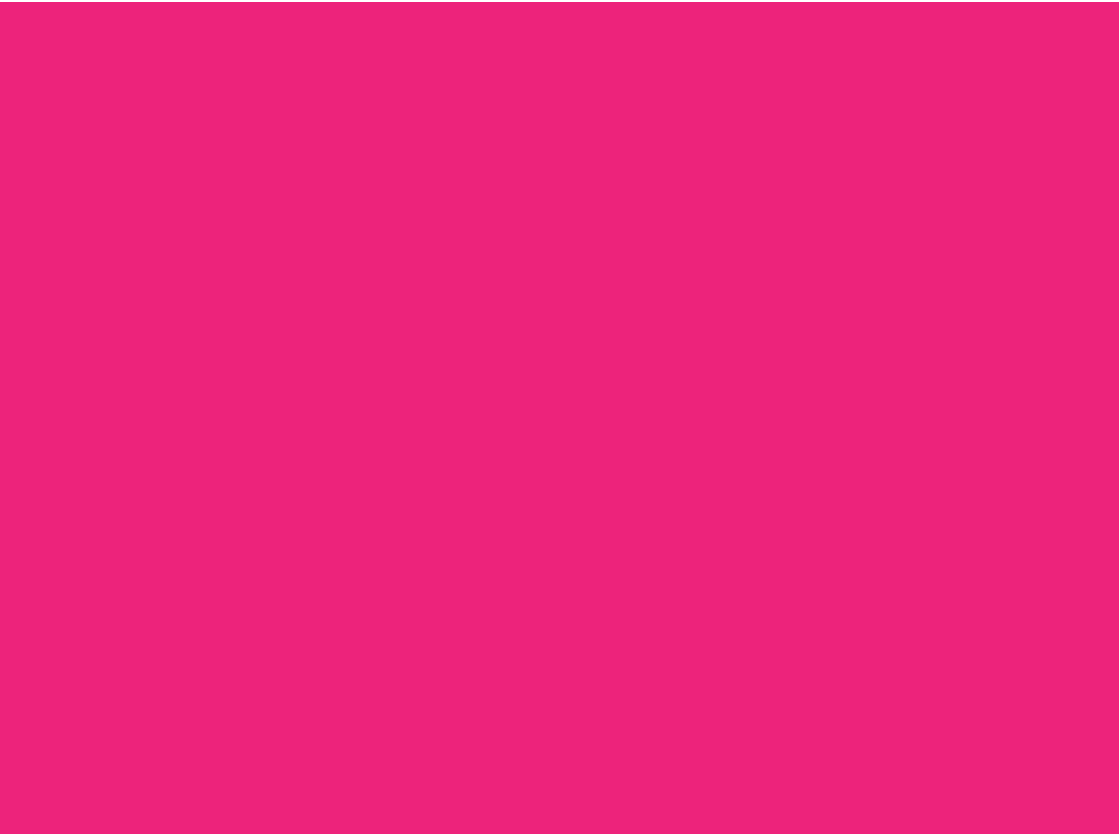
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After production, we pack the books in boxes. We ship them with an over-

night service. This service collects the books a day before the delivery date (end of day). You will receive an e-mail with track and trace from the carrier in which will appear an estimated time of delivery. The next day, they deliver the books between 09:00 and 16:00.

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Papiersorten

Types of Paper

We carry 4 standard paper types in our range for the interior and 1 standard paper type for the cover. This manual is made on the G-print 115-gram material and the cover with the 270-gram sulphate board. Through years of experience, we find this selection most suitable for dissertations. Other paper types are also possible at an additional cost. Ask your thesis specialist about the possibilities.

Colours

As the colour of the paper also influences the colour of the print, colours will show differently on each of these papers. Take a look at the following pages and see how the colours of a print are influenced by each of these materials. We also have a cover comparison material for each of these papers. **Keep in mind** that only the smooth paper (sulphate board) is suitable for laminate finishing to protect your cover.

Inside

- **G-Print 115 gram:** natural white and smooth. Used for the inside of this manual and is our most chosen paper.
- **HVO 100 gram:** matte paper, bright white. Surface has an open structure.
- **Biotop 100 gram:** matte paper, ivory white. Surface has an open structure.
- **Gerecycled 100 gram:** matt paper with a light grey shade. The material is 100% recycled and may have a 'speckle' here and there. Surface has an open structure.

Cover

- **Sulphate board 270 gram:** natural white and smooth. Used for the cover of this manual and is our most chosen paper.



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