

Instructions for printing and binding your PSP with Campus Digital Graphics:

1. Send or take your PSP to Campus Digital Graphics.ⁱ You can either:
 - a. Email your PSP as an attachment to cdgraphics@lmu.edu,
 - b. Take your PSP on a flash drive to Campus Graphics (near the Distribution Center and Freight Elevator on P-2 of University Hall), - or –
 - c. Bring a printed copy of your PSP to Campus Graphics (near the Distribution Center and Freight Elevator on P-2 of University Hall)
2. Either in your email to Campus Digital Graphics, or when you speak with them in person, inform them that you would like coil binding. This will include the appropriate binding, a clear cover, and a thick black rear cover.
3. Request three (3) copies of your PSP: one for your PSP director, one for your PSP reader, and one to be kept on file in the Department.

You may choose to have your PSP printed and bound with FedEx/Kinko's rather than Campus Digital Graphics. If you choose to do so, please ensure that you have three copies made, and that your PSP has coil binding, a clear cover, and a black rear cover.

ⁱ Before submitting your PSP to Campus Digital Graphics, be sure that you have included the proper cover page. You can find a sample cover page at: <http://www.lmu.edu/AssetFactory.aspx?did=35464>