

January, 2008

To: Honors Candidates

From: Beth Labriola, Senior Associate Registrar

Re: Sir Speedy Printing Option – Reader Copies

If you prefer to use an outside service to print the reader copies of your thesis and are looking for the convenience of electronic submission and campus delivery, Sir Speedy is a good option. Please see detailed information below.

Basic Information:

- Convert your thesis to PDF format.
- Submit your PDF file to Sir Speedy online no later than *Friday, April 4th*. **You will still need to register your PDF copy through your electronic portfolio by the April 14 deadline.**
- Black and white copies cost 5 cents per page on standard 20 lb. paper.
- Color copies are available for approximately \$1 per page.
- Copying charges incurred with Sir Speedy will be billed to your student account. You must enter your name & WES ID # in the contact field when submitting your PDF to Sir Speedy.
- Your reader copies will be delivered to the Registrar's Conference Room on Friday, April 11 and will be held there until you arrive to complete the registration process.
- Thesis registration will be held Friday, April 11 from 1-4 pm and Monday, April 14 from 9am-4pm.

Step by step directions for accessing and using the Sir Speedy website are located on the reverse of this document (turn paper over). If you experience problems with the Sir Speedy process, you can contact Mark Bernacki directly at (860) 826-1798 or at sirs@snet.net.

If you have any remaining questions once you have reviewed the enclosed materials, please feel free to contact me at x2744 or at elabriola@wesleyan.edu.

Instructions for Submitting Electronic Theses To Sir Speedy

- 1) Go to <http://www.sirspeedy.com/newbritain>
(make sure the 200 Main Street, New Britain location is noted at top)
- 2) Under tools (bottom left) click on “Send a File”.
- 3) **Complete Step 1** of 2 by filling in the fields

In column 1:

- For “date required” enter 4/11/08
- Select platform you’re using
- Contact name: enter your full name & WES ID# (important)!
- Software version – can leave blank

In column 2:

- Images included? Yes or No
- Fonts included? Enter Yes (embedded in PDF)
- Instructions/Comments:
IMPORTANT: first indicate how many copies you want and whether these should be printed single or double-sided.
Then enter specific instructions pertaining to your project. Be specific. If your thesis is a screenplay, describe the size you need & fastening requirements. Do you have color inserts? If so, where? Communicate that all here! If you want to discuss your specs with a live person before you send it, call 860-826-1798 for advice.
- Job delivery: select “free local delivery”

In column 3:

Enter Registrar’s Office contact information so they know this is a Wesleyan project. Your copies will be delivered to the Registrar.

- First Name: Enter “Beth”
- Last Name: Enter “Labriola”
- Phone: Enter 860-685-2744
- Email: Enter elabriola@wesleyan.edu

Click on the link in the bottom right that says “Go to Step 2”

- 4) Complete Step 2 of 2.
 - Upload PDF file using browser.
 - Click Send
 - You will receive a message stating “file sent successfully”.