



CoursePack Order Procedure — for Instructors

1. Choose your preferred CoursePack format.

- **Digital delivery** allows students to access their reading material online, 24 hours a day, through the XanEdu Website. Students can print readings on their own.
- **Print delivery** enables students to purchase a CoursePack in bookstores along with other course materials.
- **Digital plus Print delivery** affords students a pre-printed copy of the CoursePack, as well as online access to the same material.

2. Complete a CoursePack order form. Order forms are available online at www.xanedu.com or from your Account Service Manager. Simply call 800-218-5971 and ask for a form to be emailed or faxed to you.

Provide all required information including your name, number, email address, and the course information as you want it to appear on the CoursePack. Be certain to indicate the CoursePack format—print, digital, or digital plus print. Enter the bibliographic information that is needed for copyright clearance in the bottom portion of the order form or attach a complete bibliography.

NOTE: Incomplete order forms and citation information can result in delayed processing.

3. Send XanEdu your order form.

Fax your order form to 888-802-5734 or email your form to cporders@xanedu.com.

Be sure to sign the bottom of the order form. Signing the order form indicates that you have provided all bibliographic information for copyrighted material. For material that is not copyrighted, signing the order form indicates that the material you want us to copy is either your own work or is non-copyrighted.

4. Prepare all of your CoursePack materials to be used as a master production copy. For new orders or readopts with added content, you may need to provide hard copy materials. XanEdu will scan these documents and prepare them for duplication. These materials will be returned to you upon request.

NOTE: Some reminders about making the master copy.

- Make certain you provide XanEdu with all pages of the materials you have chosen.
- When in doubt, make copies of each page of the materials rather than trying to get two pages on one in the master. This will ensure a better quality copy.
- Avoid submitting copies of copies. Always submit a first generation copy if possible.
- Copy articles with photographs on a lighter scale. Make words darker when using text only.

5. Send materials to your XanEdu Account Service Manager. Your Account Service Manager will provide you detailed shipping information for submitting your hard copy materials.