

HOW-TO GUIDE: PRINT SUBMISSION

Student Guide





UPLOADING A DOCUMENT FILE

This option is for private payment only. If you are paying with a BUDGET/GRANT code, please choose the Departmental ordering option

1. Click on the **Upload and Order** button.
2. Click on **Select** and then locate the file you would like to be printed (PDF document preferred) and click **Open**.
3. Click **Proceed**. The system will then convert the file to a print ready PDF for printing and add it to your Library, this is where you can save documents and order re-prints. It is important to check this PDF prior to ordering which can be opened by clicking on the image.
4. Select the document(s) you want printed and click on the shopping basket.

Home Upload the file Hard Copy Documents Libraries Orders Products FAQ's

yg21910 View Basket (0) Preferences Downloads Edit Admin Management Logout

University of BRISTOL

Student Print Submission

To place an order, upload your document below

- If your file is not a PDF, the system will convert it after upload
- This option is for private payment only. If you are paying with a BUDGET/GRANT code, please choose the Departmental ordering option

Proceed Supported File Formats

The conversion process could take a little while, depending on the documents in the PDF converter queue. The position of your document in the queue is shown below:

Position	File Name
No records to display.	

Open

File name: Regional Poster All Files

Open Cancel

My Library

Select All My Library Search

Regional Poster

Created: 19/02/2024

Pages: 1

Size: 5.88 MB

Owner: yg21910

Order Download

5. Find the product which is most appropriate for your printing requirements. Products have been placed into categories to help you make the right choice, there is also some guidance available in the column on the left. Select **Proceed** next to the selected product (some options may not be available if there are too many or few pages).

Changes to products

Print Submission products have recently changed & have now been placed into categories. Everything should be self-explanatory & easier to navigate, but there is some guidance below:

For an explanation of binding terminology, click [here](#)

Posters / Banners

A0 / A1 / A2 Posters

A3 / A4 Posters

Pull-up Banner


A3 Table-top Banner


Booklets

Uncollated / Collated / Bound (A5/A4/A3)


Booklets / 4 page leaflets (A5/A4)


Perfect Binding (A4/A4)


 [Document Type](#) [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)


 **Document name:** Regional Poster
Pages: 1

Posters / Banners Dissertation Leaflets / Flyers Booklets NCR / Pads Misc

 **A0 / A1 / A2 Posters**
A0 (841 x 1189mm), A1 (594 x 841mm), A2 (420 x 594mm) and custom sizes. Maximum width available 900mm. Matt / Gloss / Canvas and Low-tac Wallpaper stocks available. [Proceed ▶](#)

 **A3 / A4 / A5 Posters**
A3 (420 x 297mm), A4 (297 x 210mm) or A5 (210 x 148mm) single sided colour posters. [Proceed ▶](#)

 **Pull-up Banner free-standing**
Large Pull-up Banner. Artwork size 800m x 2130mm. See template on Print Services website. [Proceed ▶](#)

 **A3 Table-top Banner**

6. Change the options to reflect your printing requirements. To clarify/confirm any specific print instruction please state in the further instruction box at the bottom. Note: The most common option will be shown as the default. There are links to help pages on the left where you can find explanations of binding and paper types, as well as useful tips on how to prepare your document.
7. State the quantity (number of copies) you require then click **Next**.
8. The estimated price is shown at this stage, though some additional costs will only be specified later. You can amend the quantity or click **Edit** to amend the print instructions. To confirm the order, click **Next**.

IMPORTANT


Document Type [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)

Proofs are charged at the rate for one copy, with a minimum charge of £5

For an explanation of binding options, please click [here](#)

We also have a series of help pages which may help with paper choices, artwork preparation and terminology. These can be found [here](#)

Document name: Regional Poster
Pages: 1



A0 / A1 / A2 Posters
A0 (841 x 1189mm), A1 (594 x 841mm), A2 (420 x 594mm) and custom sizes. Maximum width available 900mm. Matt / Gloss / Canvas and Low-tac Wallpaper stocks available.

A0 / A1 / A2 Poster

Poster Size and Stock

Colour or B+W

Please state size if a custom size is required. Price will be calculated on receipt of order

Additional Fields

Tube required?

[Return to Library](#) Save Job Ticket Quantity Next ▶


Document Type [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)

N.B. The price quoted is an estimate

Document	Product	Quantity	Price	Pages	Edit
Regional Poster	A0 / A1 / A2 Posters	<input type="text" value="1"/>	19.00	1	<input type="button" value="Edit"/> <input type="button" value="X"/>

Next ▶

9. Provide your delivery and contact details then click **Next**.



[Document Type](#) [Product Options](#) [Basket](#) [Address](#) [Shipping](#) [Account](#) [Confirm](#)

[◀ Back](#)

Please complete one order per delivery address. N.B. if international delivery is required please refer to <https://bit.ly/47bWHfd>. Print Services will not accept responsibility for goods lost or damaged in international transit - so please ensure insurance is added.

Name	<input type="text" value="Joe Blogs"/>
Delivery / Collection	<input type="text" value="Collection by Customer"/>
Address Line 1	<input type="text" value="Lower Ground Floor, 1-9 Old Parl"/>
Address Line 2	<input type="text" value="Lower Ground Floor, 1-9 Old Parl"/>
Address Line 3	<input type="text" value="Bristol City"/>
Postal Code	<input type="text" value="BS2 8BB"/>
Phone Number	<input type="text" value="07922745210"/>

Save this delivery address

Please provide at least 24 hours notice in respect of date required (Print Services are open between Monday and Friday)

[Next ▶](#)

10. If you have a **Voucher Code**, please enter it here. Click **Next**

11. At this point, you may see some additional costs, an explanation of what these relate to is on the left.

12. Select your preferred delivery date. If the date you require is not available, it is unlikely we can print for this date, however, it is advisable to call Print Services on 0117 92 89099 to confirm.

13. Click **Confirm Order**.

14. You will be provided with your order number and you will be sent an email confirming your order number (OrderID) and a link to the University's online shop in order to make a payment. Once payment has been received, your order will be progressed.

15. Through the system you will be able to track the order through the stages:

- Order received
- Proof completed
- Completed

16. You will receive an email once the job has been completed. Please allow 1 working day from completion email to delivery taking place. If you are collecting your job, Print Services is open from 7.45am -4.30pm Monday to Friday. If your job is being sent via the post, allow a minimum of 3 working days.

Document Type Product Options Basket Address Shipping Account Confirm

Back

N.B. Discounts will not show until confirmed by our production team

Enter Voucher Code if available

Voucher Code

Next

Document Type Product Options Basket Address Shipping Account Confirm

Cancel Order

Additional Costs Explained

Additional costs will be for one or more of the following:

- **Set-up: comb binding**
£5 per order
- **Set-up: wire binding**
£5 per order
- **Hard-proof**
min of £5 per order
- **Numbering**
£25 per order
- **Cardboard tube**
£3.75 each
- **Plastic tube**
£9.50 each

Please check the order details below and confirm your order

Select Date Required

February 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

Date available

Printing capacity

Low printing capacity

Date not available

Closed or date in the past

Quantity	Document	Product	Pages	Price
1	Regional Poster	A0 / A1 / A2 Posters	1	19.00

Total 19.00

Confirm Order

CONTACT US:

Print Services

1-9 Old Park Hill

Bristol, BS2 8BB

0117 928 9099

print-services@bristol.ac.uk

bristol.ac.uk/print-services