

How-to guide for departments: Placing a print order

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Uploading a document

- 1 Click the **Upload the file** tab.
- 2 Click **Select** and then locate the file (PDF document preferred) you want printed and click **Open**.
- 3 Click **Proceed**. You will now move into your Library, where you can save documents and order re-prints. If the file uploaded is not a PDF file, please ensure that the fonts are embedded. The system will then convert the file to PDF to ensure it is stable for printing (please note this may take several minutes).
- 4 Please check the PDF file by clicking the **PDF icon** to ensure that the file is displaying correctly, ie.fonts, number of pages, content and layout.
- 5 Select the document(s) you want printed and click the shopping basket icon.

1

Home **Upload the file** Hard Copy Documents Libraries Orders FAQ's
buang View Basket (0) Preferences Downloads Edit Admin Management Logout

Upload a document

To place a print order you must first upload your file. If your file is not already saved as a PDF, the system will convert it as it is uploading (this will take a few moments).

Once the file has been uploaded into your Library, please check the file to ensure it has been converted correctly.

Select

Proceed Supported File Formats

The conversion process could take a little while, depending on the c documents in the PDF converter queue. The position of your docum

Queued -> Creating PDF -> Creating thumbnails -> Finalizing

Position	File Name
No records to display.	

File name: Klimecki_booklet_v7 BEN

2-5

My Library

Select All My Library Search

Document Name	Date	Number of Pages
Klimecki_booklet_v7 BEN	10/03/2021	12

- 6 Scroll through the list of products to pick the one most appropriate for your printing requirements. Click **Proceed** for the type of printing you want from the list (some options may not be available if there are too many or too few pages).
- 7 Change the options to reflect your printing instructions. To clarify/confirm any specific print instruction including additional delivery information, please enter this in the **special instructions** box.
- 8 State the quantity (number of copies) you require then click **Next**.
- 9 The estimated price is shown at this page. At this stage you can amend the quantity or press **Edit** to amend the print instructions. To confirm the order click **Next**.

6



A5 Booklet (Colour Print)

A4 stock which is folded to achieve an A5 stapled booklet. Colour print throughout booklet. File submitted must be set up as single pages (not paginated) and in multiles of 4 pages (insert blank pages where appropriate)

Proceed ▶

7-8



Document name: Klimecki_booklet_v7 BEN

Pages: 12



A5 Booklet (Colour Print)

A4 stock which is folded to achieve an A5 stapled booklet. Colour print throughout booklet. File submitted must be set up as single pages (not paginated) and in multiles of 4 pages (insert blank pages where appropriate)

Cover

Paper Stock

A4 White Silk Card 200gsm

Inside Pages

Paper Stock

A4 White Silk Paper 90gsm

Booklet Finish

Booklet with Staples

Special Instructions

Return to Library

Save Job Ticket

Quantity

Next ▶

- 10 Please provide your delivery details.
- 11 Provide the date required – please provide at least 24 hours' notice.
- 12 There is a minimum charge of £2.50 per order for collection in person or £5.00 for delivery to campus.
- 13 Provide your valid **budget code**. The budget/grant code will be used for charging your department.
- 14 Click **Next**.

10

Please complete one order per delivery address

Name	<input type="text" value="Joe Bloggs"/>
Department	<input type="text" value="eg Maths"/>
Delivery Building	<input type="text" value="Clifton"/>
Street	<input type="text" value="University Walk"/>
Delivery/Collection	<input type="text" value="Collection by Customer"/>
Additional delivery instructions. State if documents are confidential	<input type="text" value="BS28BB"/>
Phone Number	<input type="text" value="0117*****"/>

11

Date Required	<input type="text" value=""/>
Proof required	<input type="text" value="No Proof Required"/>

12-14

Budget Code	<input type="text"/>
-------------	----------------------

15 Click **Confirm Order**.

16 You will be provided with your order number on screen which will also be sent to you by email.

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

- Order received
- Proof completed
- Completed

18 You will receive an email confirming when the job has been completed. Please allow 24 hours from completion email to delivery taking place.

If you are collecting your job, Print Services is open from 8.00am - 4.00pm (as these are subject to change, please check the website for current opening hours).

15

Your order was successful.

Order Number: **15712**

All order notifications will be sent to your registered email address which is:

Quantity	Document	Product	Pages	Price
 100	Klimecki_booklet_v7 BEN	A5 Booklet (Colour Print)	12	101.00
Total				101.00

16

The status of your orders are updated by the Print Room operators. In addition to reviewing status you can view your original job request.

[Show me how](#)

Number of orders per page 10 ▾

	Document	Order Number	Order Date	Required Date	Status	
View	Klimecki_booklet_v7 BEN	ST022	09/04/2021 14:57:00	14/04/2021	Order received	
View	Klimecki_booklet_v7 BEN	ST021	30/03/2021 13:08:00	31/03/2021	Print Production	
View	Klimecki_booklet_v7 BEN	ST020	30/03/2021 13:07:00	02/04/2021	Print Production	

17

Dear Joe Blogs

Thank you for your order, Klimecki_booklet_v7 BEN. Your order number is ST022. Please await a further email with payment info.

Regards

Print Services

bris.ac.uk/printservices



Booking in paper originals

If you don't have an electronic copy you can still use this system. This will speed up the process as you will already be in the queue for production.

- 1 Choose paper originals.
- 2 Name the document and enter the number of sides that require copying (a double sided page would equate to 2 pages). Click **Next**.
- 3 Select the printing type. Scroll through the list of products to pick the one most appropriate for your printing requirements. Click **Proceed**.

1

Home Upload **Paper Originals** Libraries Orders

buasg / View Basket (0) / Pref

University of BRISTOL

Print Submission

2

Document Name

Number of Pages

Next ▶

3

 **B+W Printed Document**
A4 or A3 black and white printed document (no covers). If required document bound by comb or wire; folded; stapled and/or hole punched. Course Notes; Handouts; Leaflets; A4 and A3 Posters

 **A4 B+W Printed Document with Covers**
INCOMPATIBLE Too many or too few pages
A4 Black and White printed document with covers collated into sets. If required document bound by comb or wire or stapled and/or hole punched. Course Notes; Coursework; Handouts

Proceed ▶

- 4 Change the options to reflect your printing instructions. To clarify/confirm any specific print instruction including additional delivery information, please enter this in the **special instructions** box.
- 5 State the quantity (number of copies) you require then click **Next**.
- 6 The estimated price is shown at this stage. You can amend the quantity or click **Edit** to amend the print instructions. To confirm the order click **Next**.

4

Pages

Type of Paper A4 White Paper 80gsm

Single or Double Sided Single Sided

Finishing

Stapling None

Hole Punch None

Folding (stapling/hole punch must not be selected with this option) None

Binding (stapling/hole punch must not be selected with this option) None

5

Job Ticket

Quantity 10 Next ▶

6

Document	Product	Quantity	Price	Pages	Edit
TEST	B+W Printed Document	1	2.25	50	✖

Next ▶

- 7 Please provide your delivery details. If you require the job to be delivered to more than one address please provide confirmation of the additional delivery address and the quantities required.
- 8 Provide the date required – please provide at least 24 hours' notice.
- 9 Provide your valid **budget code**. The budget/grant code will be used for charging your department.
- 10 Click **Confirm Order**.
- 11 You will be provided with your order number. You will also receive an email confirming your order number (OrderID).
- 12 Send your paper originals to Print Services stating the **Order Number (OrderID)** allocated by the system.

7

Please complete one order per delivery address

Name	<input type="text" value="Joe Bloggs"/>
Department	<input type="text" value="eg Maths"/>
Delivery Building	<input type="text" value="Clifton"/>
Street	<input type="text" value="University Walk"/>
Delivery/Collection	<input type="text" value="Collection by Customer"/>
Additional delivery instructions. State if documents are confidential	<input type="text" value="BS28BB"/>
Phone Number	<input type="text" value="0117*****"/>

8

Date Required	<input type="text"/>
Proof required	<input type="text" value="No Proof Required"/>

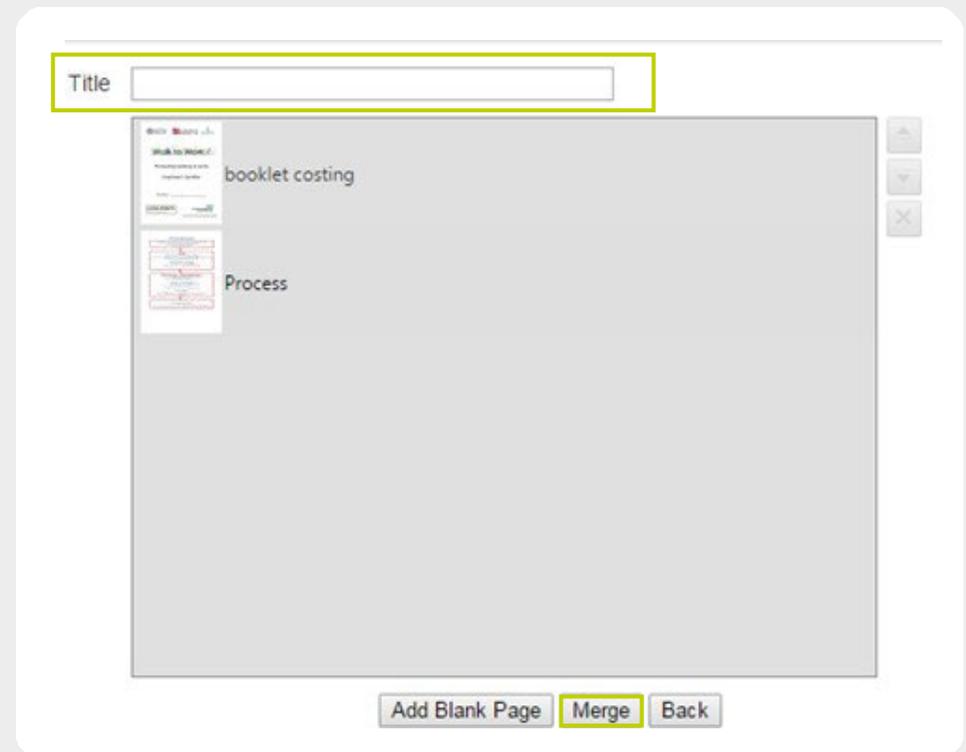
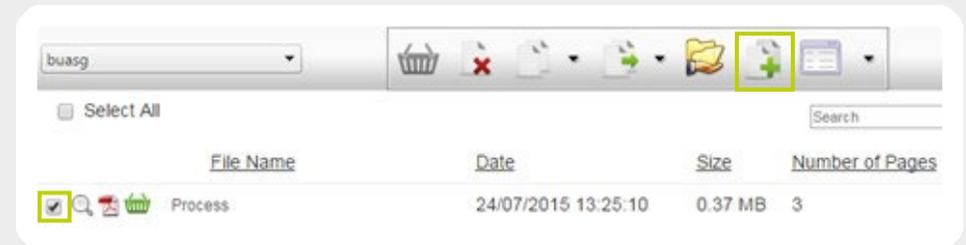
9

Budget Code	<input type="text"/>
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Merging documents

- 1 To merge documents from your library, select the required documents by ticking the box.
- 2 Click on the **merge icon** (green cross) on the tool bar.
- 3 Input a title for your new document.
- 4 If required, add blank sheets or rearrange the order by using the arrows at the side.
- 5 When satisfied with the order, click **merge**.
- 6 Your merged document will be uploaded to your library. Once uploaded continue as usual.



Contact us:

Print Services

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Bristol, BS2 8BB

0117 928 9099

print-services@bristol.ac.uk

bristol.ac.uk/print-services