

# HOW-TO GUIDE: PRINT SUBMISSION

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## UPLOADING A DOCUMENT FILE

1. Click on the **Upload** tab.
2. Click on **Select** and then find the appropriate file you want printed (PDF document preferred) and click on **Open**.
3. Click on **Proceed**. The system will then convert the file to ensure it is stable for printing and add it to your Library, this is 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 screenshot shows the 'Student Print Submission' page on the University of Bristol website. The navigation bar includes 'Home', 'Upload the file', 'Hard Copy Documents', 'Libraries', 'Orders', 'Products', and 'FAQ's'. The user is logged in as 'yg21910'. The page title is 'Student Print Submission'. Below the title, there is a section 'To place an order, upload your document below' with instructions and a list of file requirements. A file upload area shows a selected file 'PK-poster.pdf' with a 'Remove' option. A 'Proceed' button is highlighted. Below the upload area, there is a progress indicator showing the conversion stages: 'Queued -> Creating PDF -> Creating thumbnails -> Finalizing'. A table with columns 'Position' and 'File Name' is shown, but it is empty with the text 'No records to display.'

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

yg21910 / View Basket (2) / 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 uploading. Please check the converted file carefully
- If your file does not have bleed and crop marks, it may be necessary to enlarge the document slightly which could compromise quality. Find out more about bleed and crop marks by clicking [here](#)
- **This option is for private payment only. If you are paying with a BUDGET / GRANT CODE, please choose the Departmental ordering option**

**Select**

PK-poster.pdf **Remove**

**Proceed** [Supported File Formats](#)

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

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

Position	File Name
No records to display.	



## SELECTING A PRODUCT

4. Select the document(s) you want printed and click on **Order**


### Library

This is the **library** where you access your personal and shared documents and place orders.

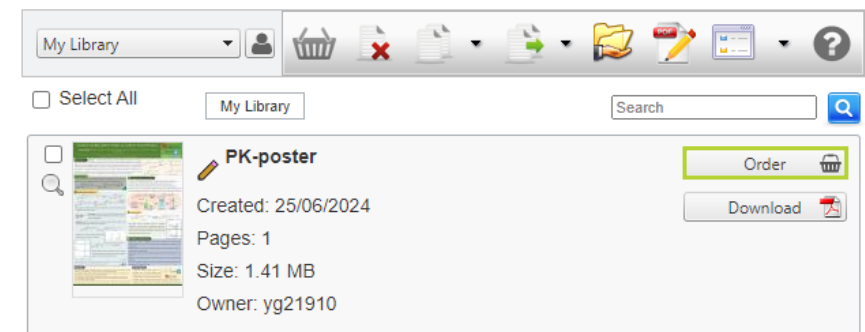
N.B. Any items in your library which have not been ordered in 18 months will be automatically removed.

**N.B. Please ensure, where applicable, that the necessary permission has been obtained from the copyright holder(s) for the material to be reproduced**

#### How to submit your documents:

1. To ensure the file has been correctly converted to a PDF document and uploaded onto the system, click on the PDF icon  and review the file. Check fonts, number of pages, content and layout
2. Select the document you want printed from the library by clicking on the basket icon adjacent to the file name
3. Choose the product type, quantity, print and finish options
4. Confirm the print and delivery details, an **estimate** will be generated by the system
5. You will receive your job reference and the **confirmed** cost via email with a payment link to our online shop
6. Once the payment has been received you can track your order through the print production process

**Please only submit one print job per order number**



The screenshot shows the 'My Library' interface. At the top, there is a navigation bar with a dropdown menu set to 'My Library', a user profile icon, and a series of icons for various actions: a shopping basket, a red 'X', a document with a checkmark, a document with a green arrow, a folder, a pencil, a document with a magnifying glass, and a question mark. Below the navigation bar, there is a 'Select All' checkbox, a 'My Library' button, and a search bar with a magnifying glass icon. The main content area displays a single document entry for 'PK-poster'. The entry includes a thumbnail image of the poster, a pencil icon, the title 'PK-poster', and the following details: 'Created: 25/06/2024', 'Pages: 1', 'Size: 1.41 MB', and 'Owner: yg21910'. To the right of the document details, there are two buttons: 'Order' with a shopping basket icon and 'Download' with a document icon.



## COMPLETING YOUR ORDER

5. Scroll through the list of products to pick the one most appropriate for your printing requirements, products are in categories to make finding the correct product easier. Select **Proceed** for the type of printing you want from the list (some options may not be available if there are too many or few pages).

### Product Categories

Print Submission products are arranged into categories, an explanation of which can be found below 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

### Dissertation

- A4 Dissertation

### Leaflets / Flyers

- Leaflets / Flyers / Postcards

### Booklets

- Uncollated / Collated / Bound Sets (A5/A4/A3)
- Booklets / 4 page leaflets (A5/A4)
- Perfect Binding (A4/A5)

### NCR / Pads

- A4 NCR - 2 or 3 part
- Bespoke Pads (A5/A4)

### Misc

- Finishing - of pre-printed material



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



Document name: PK-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. Quantity is the number required for each page in the document.

[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 2

Large Pull-up Banner. Artwork size 800m x 2130mm. See template on Print Services website.

[Proceed](#)



#### A3 Table-top Banner

Artwork should be set to 420 x297mm to include 20mm at bottom for insertion into the banner stand

[Proceed](#)

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. N.B. 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 on **Next**.
8. The estimated price is shown at this stage. You can amend the quantity or press **Edit** to amend the print instructions. To confirm the order, press **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](#)

**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. Quantity is the number required for each page in the document.

**A0 / A1 / A2 Poster**

**Poster Size and Stock**  
 A0 Matt

Colour or B+W  
 Colour

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

**Additional Fields**

Tube required?  
 Cardboard tube +£3.75

[Return to Library](#)
 Save Job Ticket
 

[Next](#)

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

**N.B. The price quoted is an estimate**

Document	Product	Quantity	Price	Pages	Edit
PK-poster	A0 / A1 / A2 Posters	2	£41.75	1	<a href="#">Edit</a> <span style="color: red; font-weight: bold;">✕</span>

[Next](#)

9. 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.

N.B. Delivery days and addresses are listed where applicable. Click **Next**.

10. If you have a voucher code, please enter it here. Any applicable discount will not show until until you receive your order confirmation.

Document Type Product Options Basket **Address** Shipping Account Confirm

◀ Back

If international delivery is required please see [here](#). Print Services will not accept responsibility for goods lost or damaged in international transit - so please ensure insurance is added.

**Contact and delivery details**

Name

Phone Number

Delivery Address

Full Address

Additional delivery instructions

Ensure Delivery Method is correct

Save this delivery address

Next ▶

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 ▶

11. Confirm your required delivery date. Please note that some dates may be unavailable. If you are unable to select the date you require, there is limited capacity for that day. Contact Print Services to see whether your job can be accommodated.

12. Click on **Confirm Order**.



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

✖ Cancel Order

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

Select Date Required

- Date available
- Printing capacity
- Low printing capacity
- Date not available
- Closed or date in the past

« ◀ June 2024 ▶ »

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	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	30
1	2	3	4	5	6	7

Quantity	Document	Product	Pages	Price
2	PK-poster	A0 / A1 / A2 Posters	1	41.75
<b>Total</b>				<b>41.75</b>


Confirm Order ▶

- 13.** You will be provided with your order number. You will also receive an email confirming your order number (OrderID).
- 14.** Via the system, you will be able to track the order through the stages:
- Order received
  - Proof completed
  - Completed
- 15.** You will receive an email confirmation when the job has been completed. Please allow at least 24 hours from receiving this email before delivery (depending on delivery location). If you are collecting your job, Print Services is open from 7.45am - 4.30pm.

## Your order was successful.

Order Number: **ST2455**

All order notifications will be sent to your registered email address which is:  
lawrence.flavell@bristol.ac.uk

	Quantity	Document	Product	Pages	Price
	2	PK-poster	A0 / A1 / A2 Posters	1	41.75
				<b>Total</b>	<b>41.75</b>



**CONTACT US:**

Print Services

1-9 Old Park Hill

Bristol, BS2 8BB

0117 928 9099

[print-services@bristol.ac.uk](mailto:print-services@bristol.ac.uk)

[bristol.ac.uk/print-services](https://bristol.ac.uk/print-services)