

# HOW-TO GUIDE: PRINT SUBMISSION

Schools and Departments





## UPLOADING A DOCUMENT FILE

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.

The screenshot shows the 'Departmental Print' interface on the University of Bristol website. The user is logged in as 'yg21910'. The page has a navigation bar with links for Home, Upload your file, Hard Copy Documents, Libraries, Orders, Products, and FAQs. Below the navigation, there are links for View Basket (4), Preferences, Downloads, Edit, Admin, Management, and Logout. The main heading is 'Departmental Print'. A section titled 'To place an order, upload your document below' contains a text box for the file name, a 'Select' button, and a 'Proceed' button. Below this, there is a note about PDF conversion and a progress indicator showing 'Queued -> Creating PDF -> Creating thumbnails -> Finalizing'. A table shows the document's position in the queue, with 'No records to display.' An 'Open' dialog box is overlaid on the page, showing a file explorer view of 'Documents to Print' with a table of files. The file '398800\_Text\_1\_High Res' is selected, and the 'Open' button is highlighted. The file details are: Name: 398800\_Text\_1\_High Res, Status: (green circle), Date modified: 15/02/2024 16:45, Type: Adobe Acrobat D..., Size: 21,321 KB.

The screenshot shows the 'My Library' view of the Departmental Print interface. The user is logged in as 'yg21910'. The page has a navigation bar with links for Home, Upload your file, Hard Copy Documents, Libraries, Orders, Products, and FAQs. Below the navigation, there are links for View Basket (4), Preferences, Downloads, Edit, Admin, Management, and Logout. The main heading is 'My Library'. A section titled 'My Library' contains a search bar and a 'Select All' checkbox. Below this, there is a table of documents. The document '398800\_Text\_1\_High Res' is highlighted, and the 'Order' button is highlighted. The document details are: Created: 15/02/2024, Pages: 16, Size: 21.83 MB, Owner: yg21910. There is also a 'Download' button.

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)

**Leaflets / Flyers**

Document Type
Product Options
Basket
Address
Shipping
Account
Confirm

Document name: 398800\_Text\_1\_High Res

Pages: 16

Posters / Banners
Booklets
Leaflets / Flyers
Dissertation
NCR / Pads

**A4 Sets - Uncollated / Collated / Bound**

A4 multi-page document. Binding options: Uncollated sets / Collated sets / Drilled / Stapled / Stapled and drilled / Comb bound / Wire bound / Soft bound. N.B. 80gsm cannot be used for colour print

Proceed ▶

**A4 Booklet / 4 page folded leaflet**

A3 stock which is folded to achieve an A4 folded leaflet, saddle-stitched booklet or square-back bound booklet. File submitted must be set up as single pages (not paginated) and in multiples of 4 pages (if necessary, insert blank pages where appropriate). N.B. 80gsm cannot be used for colour print

Proceed ▶

A4 Perfect Binding

**INCOMPATIBLE Too many or too few pages**

A4 pages glued on spine with wrap around cover. Minimum 30 sheets of paper, maximum 190 sheets of paper (depends upon stock). N.B. 80gsm cannot be used for colour print

**A5 Sets - Uncollated / Collated / Bound**

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

Document name: 398800\_Text\_1\_High Res  
Pages: 16

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](#)



**A4 Booklet / 4 page folded leaflet**

A3 stock which is folded to achieve an A4 folded leaflet, saddle-stitched booklet or square-back bound booklet. File submitted must be set up as single pages (not paginated) and in multiples of 4 pages (if necessary, insert blank pages where appropriate). N.B. 80gsm cannot be used for colour print

**Cover**

**Cover Stock**

Colour or B+W

**Inner Pages - if job is 4 pages select 'None' here**

**Inner Stock**

Colour or B+W

**Please complete this box with any further instructions**

**Binding Booklet**

Choose your binding option

Hard proof required?

Save Job Ticket

The price quoted is an estimate

**Please place one print job per order - minimum order charge of £5.00 per job**

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

Document	Product	Quantity	Price	Pages	Edit
398800_Text_1_High Res	A4 Booklet / 4 page folded leaflet	<input style="width: 40px;" type="text" value="30"/>	67.80	16	<input type="button" value="Edit"/> <input style="border: 1px solid red;" type="button" value="✕"/>

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.
10. Provide your valid budget code. These codes will be used to complete an internal journal.
11. Click **Next**.

[← 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**

**Department**

**Delivery Building**

**Street**

**Delivery/Collection**

Additional delivery instructions. State if documents are confidential

**Phone Number**

**Save this delivery address**

**Please provide your budget code e.g. U111111-101 This will be used to complete the internal finance journal. If you have not got a valid budget code please download and complete our external request form from our website.**

Budget Code

[Next ▶](#)

12. Confirm your required delivery date. Please note that some dates may be unavailable. If you are unable to select the date you require, contact Print Services to see whether your job can be accommodated.

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

14. 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.

15. Click **Confirm Order**.

16. You will be provided with your order number. You will also receive an email confirming your order number (OrderID).

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 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.

[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
- **Pad artworking**  
£10 / £25 / £30 per order

Please check the order details below and confirm your order

Select Date Required

January 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	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	31	1	2	3	4

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

Quantity	Document	Product	Pages	Price
30	398800_Text_1_High Res	A4 Booklet / 4 page folded leaflet	16	67.80
<b>Total</b>				67.80

[Confirm Order](#)

**Your order was successful.**

Order Number: **57084**

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

**Additional Costs Explained**

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

- **Set-up: comb binding**  
£5 per order
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£5 per order
- **Hard-proof**  
min of £5 per order
- **Numbering**  
£25 per order
- **Cardboard tube**  
£3.50 each
- **Plastic tube**  
£9.50 each
- **Pad artworking**  
£10 / £25 / £30 per order

Quantity	Document	Product	Pages	Price
30	398800_Text_1_High Res	A4 Booklet / 4 page folded leaflet	16	67.80
<b>Total</b>				67.80

**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](http://bristol.ac.uk/print-services)