

HOW-TO GUIDE: PRINT SUBMISSION Student Guide

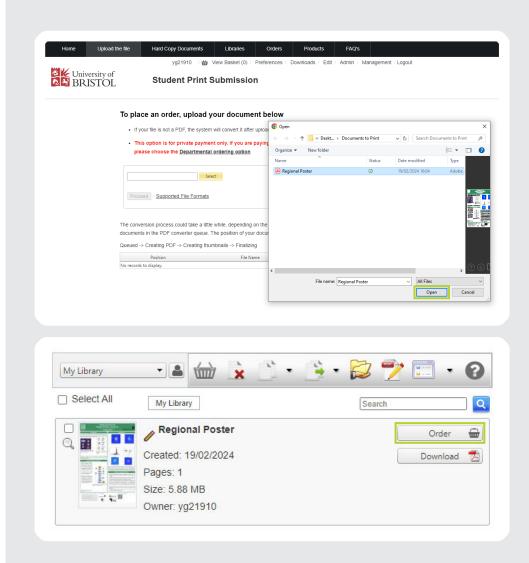




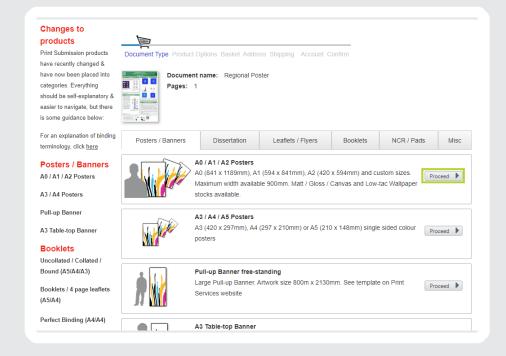
UPLOADING A DOCUMENT FILE

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

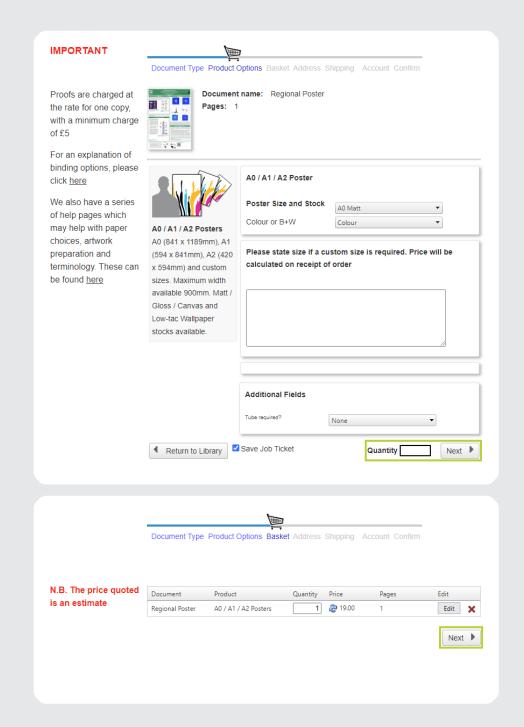
- 1. Click on the **Upload and Order** button.
- 2. Click on **Select** and then locate the file you would like to be printed (PDF document preferred) and click **Open**.
- **3.** Click **Proceed**. The system will then convert the file to a print ready PDF for printing and add it to your Library, this 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.



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).

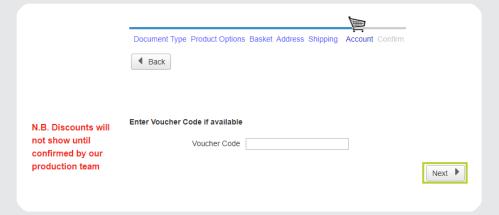


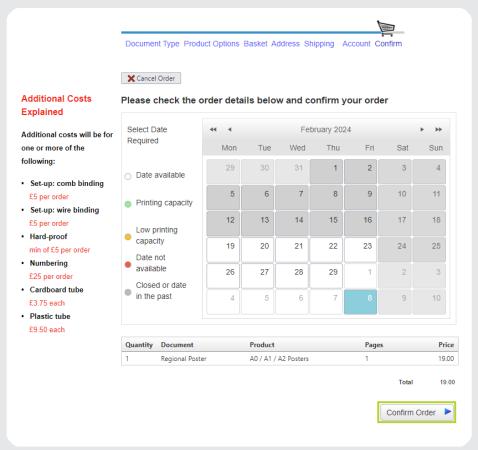
- **6.** Change the options to reflect your printing requirements. To clarify/confirm any specific print instruction please state in the further instruction box at the bottom. Note: The most common option will be shown as the default. There are links to help pages on the left where you can find explanations 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**.



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 responsibilty for goods lost or damaged in international transit - so please ensure insurance is added. Name Joe Blogs Delivery / Collection Collection by Customer Lower Ground Floor, 1-9 Old Parl Adress Line 1 Lower Ground Floor, 1-9 Old Parl Address Line 2 Address Line 3 Bristol City BS2 8BB Postal Code **Phone Number** 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.





CONTACT US:

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print-services@bristol.ac.uk

bristol.ac.uk/print-services