

# HOW-TO GUIDE: PRINT SUBMISSION

## Commercial Customer's Guide



## UPLOADING A DOCUMENT FILE

If you are new to Print Submission, you will need to register first. This takes less than a minute.

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 'Commercial Print' page on the University of Bristol website. The user is logged in as 'yg21910'. The page has a navigation bar with 'Home', 'Upload a file', 'Libraries', 'Orders', 'Products', and 'Help'. Below the navigation bar, the user's name and 'View Basket (0) | Preferences | Downloads | Edit | Admin | Logout' are displayed. The main heading is 'Commercial Print'. A section titled 'To place an order, upload your document below' contains instructions: 'If your file is not a PDF, the system will convert it after uploading.' and 'Once your submitted print job has been checked, we will confirm'. There is a 'Select' button and a 'Proceed' button. A 'Supported File Formats' link is also present. Below this, a progress indicator shows '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.' An 'Open' file dialog box is overlaid on the page, showing the 'Documents to Print' folder. It contains two files: 'John Poster' (20/02/2024 10:57, Adobe) and 'Regional Poster' (19/02/2024 16:04, Adobe). The 'Open' button in the dialog is highlighted with a green box.

The screenshot shows the 'My Library' interface. At the top, there is a 'My Library' dropdown menu and a shopping basket icon. Below this, there are icons for 'Select All', 'My Library', and a search bar. The main content area shows a document titled 'John Poster' with a thumbnail image. The document details are: 'Created: 20/02/2024', 'Pages: 1', 'Size: 2.43 MB', and 'Owner: yg21910'. An 'Order' button with a shopping basket icon is highlighted with a green box.

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).

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

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

**Posters / Banners**  
A0 - A2 Poster  
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**  
Leaflets / Flyers / Postcards

**NCR / Pads**  
A4 NCR - 2 or 3 part

**Document name:** John Poster  
**Pages:** 1

[Leaflets / Flyers](#) [Posters / Banners](#) [Booklets](#) [NCR / Pads](#)

 **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 ▶](#)

 **A3 Table-top Banner**  
Artwork should be set to 420 x 297mm 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. 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 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.

Document name: John Poster  
 Pages: 1

**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

Quantity  **Next**

Document Type Product Options  Basket Address Shipping Confirm

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

Document	Product	Quantity	Price	Pages	Edit
John Poster	A0 / A1 / A2 Posters	<input type="text" value="2"/>	 38.00	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 Confirm

[◀ Back](#)

**Please complete one order per delivery address**

**Name**

Address Line 1

Address Line 2

Address Line 3

Postal Code

**Phone Number**

Save this delivery address

**Delivery Method\***

**Next** ▶

10. At this point, you may see some additional costs, an explanation of what these relate to is on the left.
11. 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.
12. Click **Confirm Order**.
13. 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.
14. Through the system you will be able to track the order through the stages:
  - Order received
  - Proof completed
  - Completed
15. You will receive an email once the job has been completed. 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](#) [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
- **Pad artworking**  
£10 / £25 / £30 per order

**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
2	John Poster	A0 / A1 / A2 Posters	1	38.00

**Additional Costs** 3.75

**Total** 41.75

Confirm Order ▶

**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)