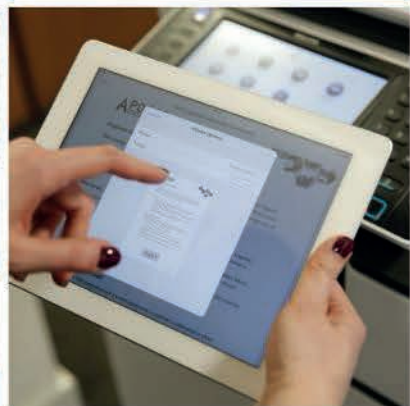
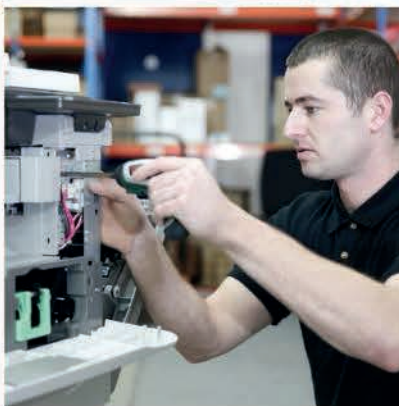




Student User Guide Main Portal



Ordering Print.

How to Guide

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Download and install Adobe Acrobat

In order for us to print your work correctly and calculate the cost you must first save your work as a PDF. To create a PDF of your work you must first make sure you have Adobe Acrobat Reader installed on your device.

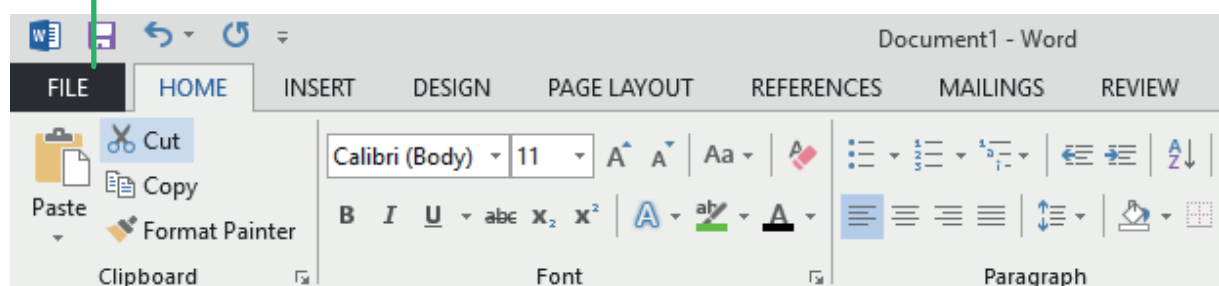
Adobe Acrobat is a piece of software used to view PDFs. There is a free version called Adobe Acrobat Reader and it is available as a free download directly from the Adobe website as per the link below.

<https://get.adobe.com/uk/reader/>

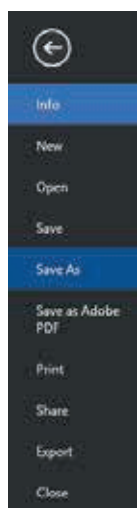
How to save a Microsoft Office document as a PDF

Once you have Adobe Acrobat Reader installed you can then save your work as a PDF ready to send to the print room. This is the same method for all Microsoft Office documents (Power Point / Publisher / Excel etc.)

1. Click on **File** in the top left corner

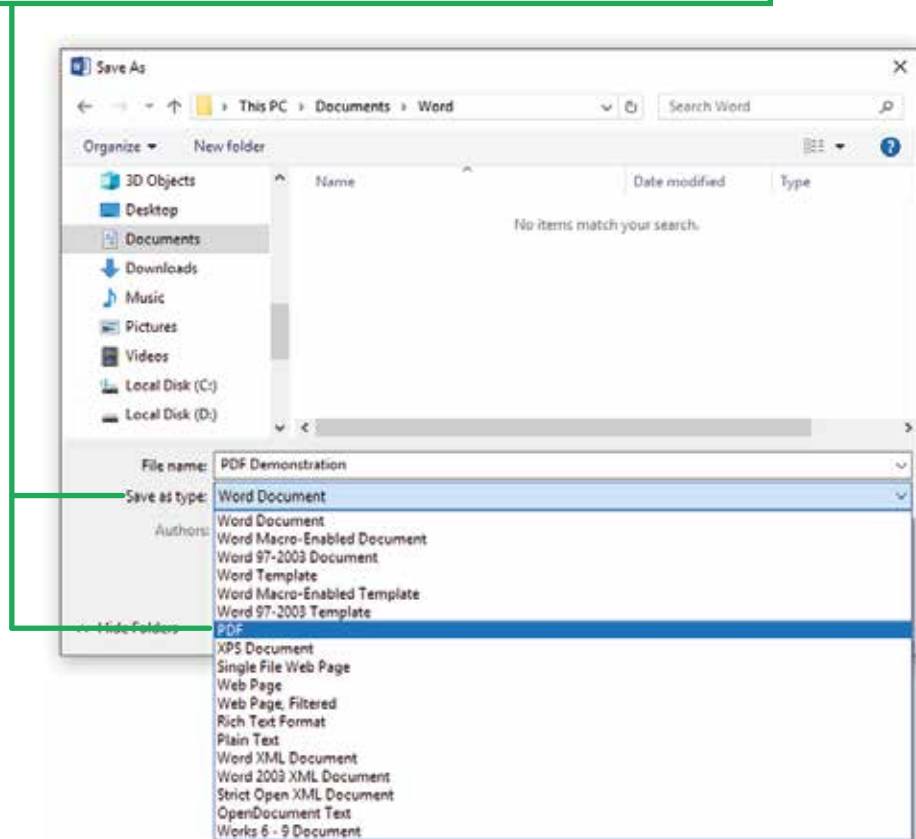


2. Click on **Save As**



3. Locate the folder you want to save the PDF to

4. Drop down the menu for **Save as type** and select **PDF**

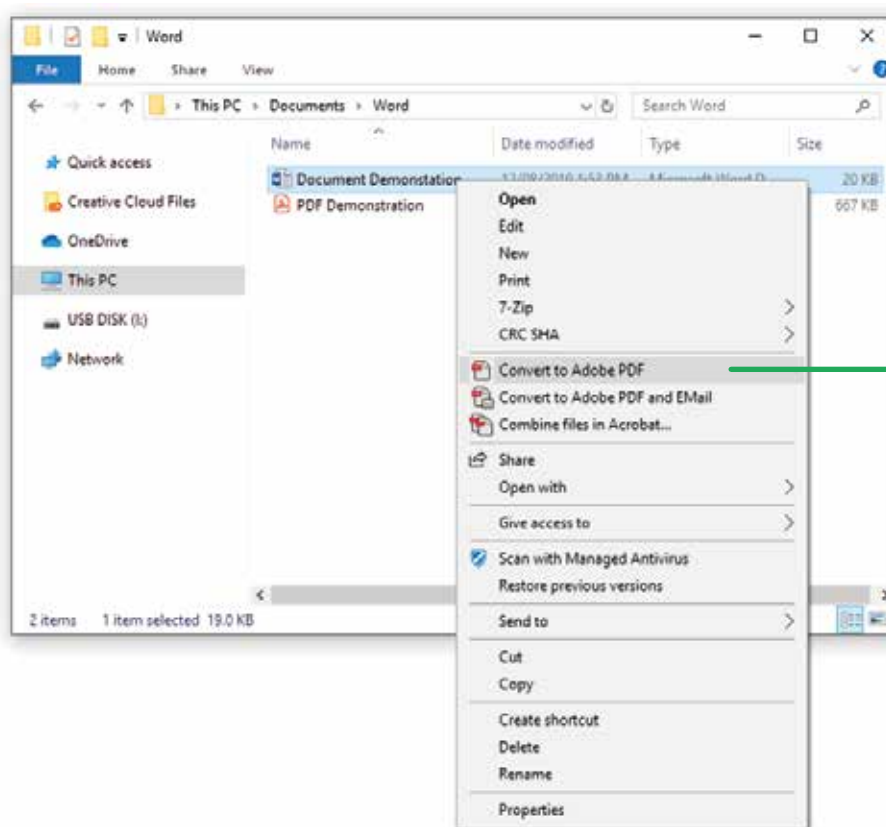


How to quickly convert a document to PDF

Some versions of Adobe Acrobat allow you to save a document to PDF without having to open the file itself. This is done via a shortcut called [Convert to Adobe PDF](#). It gives you the same result as the method above but is a much quicker way to do it.

If you have a version of Acrobat that allows you to do so; all you need to do is [right click](#) on the file from Windows Explorer and select [Convert to Adobe PDF](#).

A new PDF will be created in the same folder as the original file.

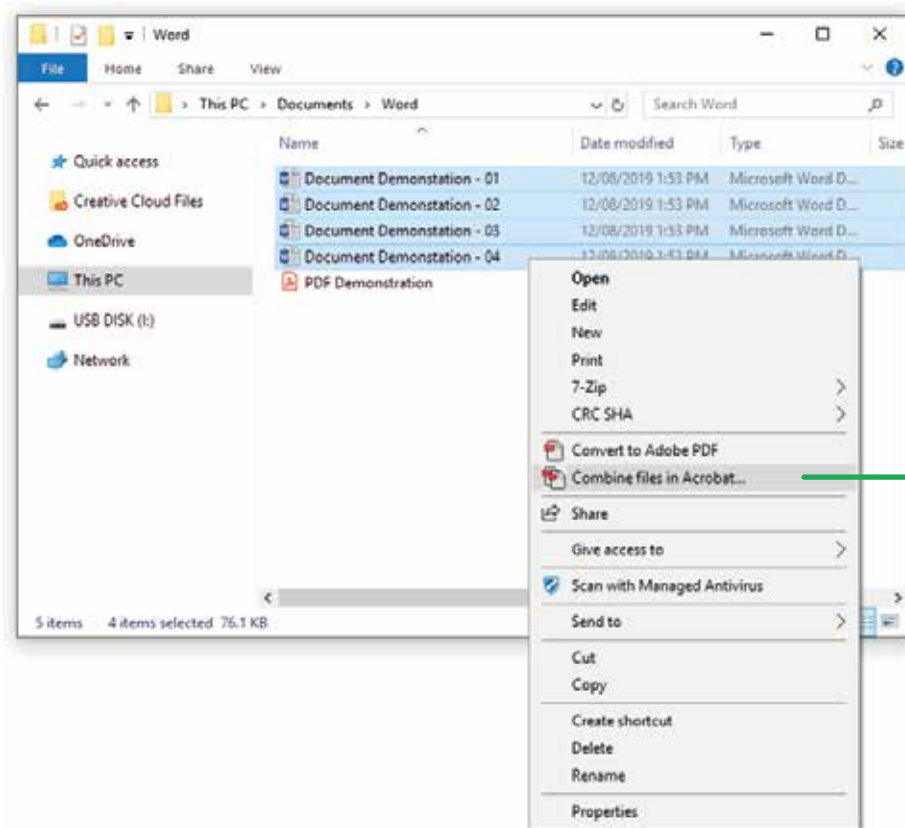


Right Click on a file and select
Convert to Adobe PDF

How to combine multiple files into one PDF

Some versions of Adobe Acrobat allow you to take multiple files and merge them into one PDF.

If you have a version of Acrobat that allows you to, locate the files you wish to combine in Windows Explorer. Highlight them all and right click. Then select [Combine files in Acrobat](#).



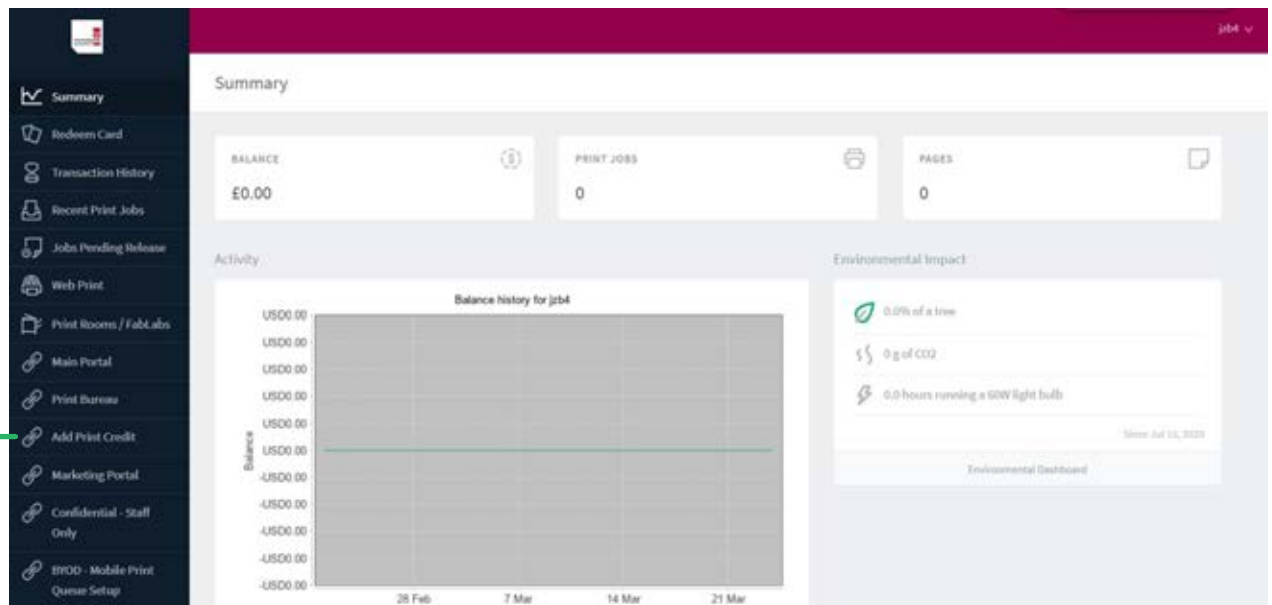
Right Click on multiple files and select [Combine files in Acrobat](#)

Print Credit Top Up.

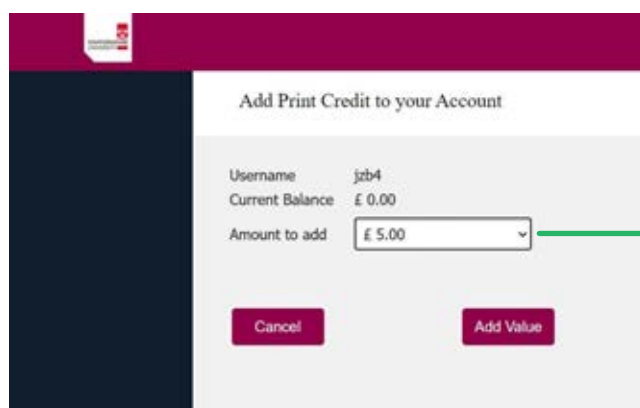
In order for us to be able to print your order you must have the required amount of Print Credit on your account.

You can add money to your account by going to myprint.staffs.ac.uk

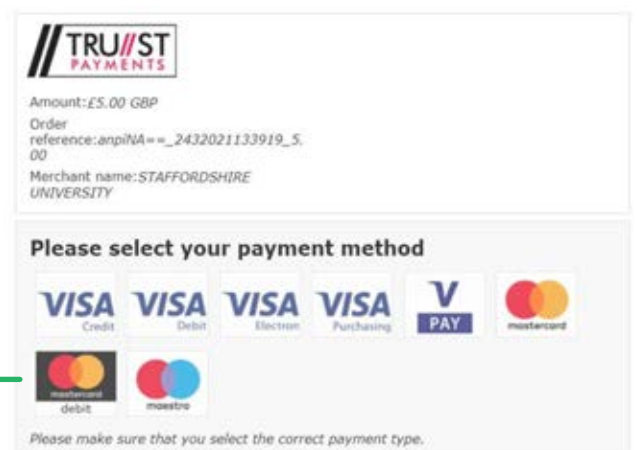
Then, select [Add Print Credit](#) from the list of options on the Left hand side.



Next, from the [Amount to add](#) drop down menu select the amount you wish to top up by and click [Add Value](#)



You will then be taken to the payment screen where you can pay by the card types shown.

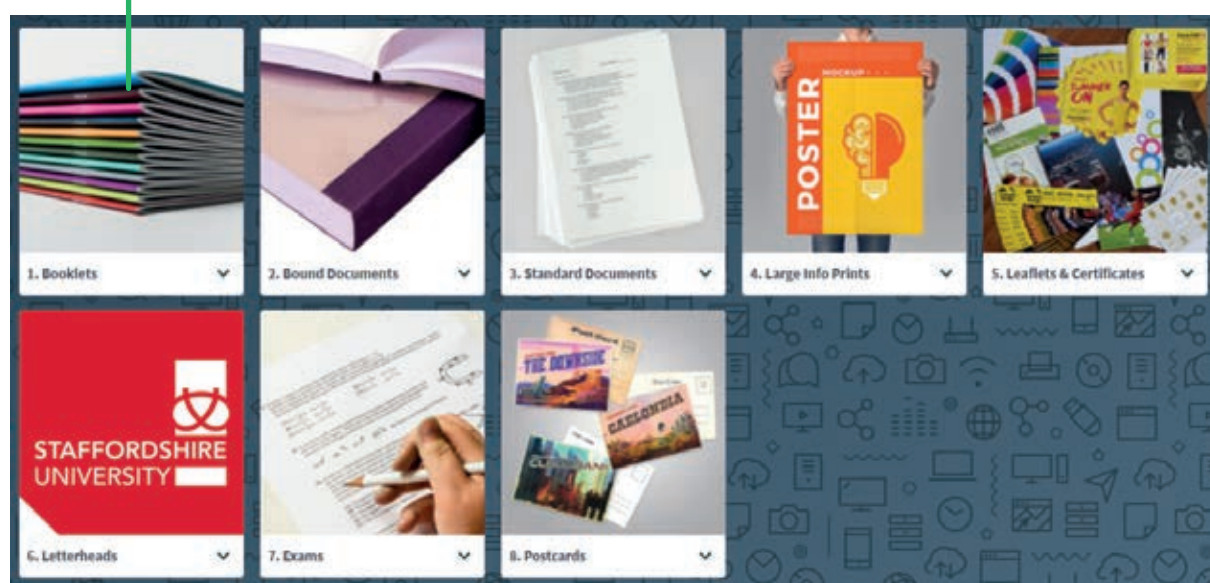


How to order a Booklet.

A booklet is characterised by multiple sheets of printed paper folded in the centre and stapled along the spine. They can have a card or paper cover and are ideal for short to medium length documents.

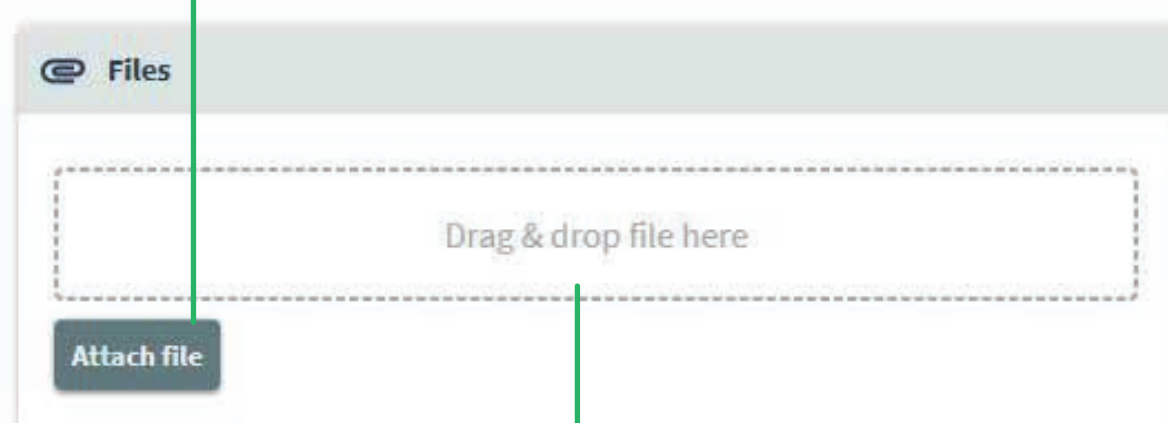
Step 1: Choose your product

Select **BOOKLETS** and click **Start Order**



Step 2: Attach your file

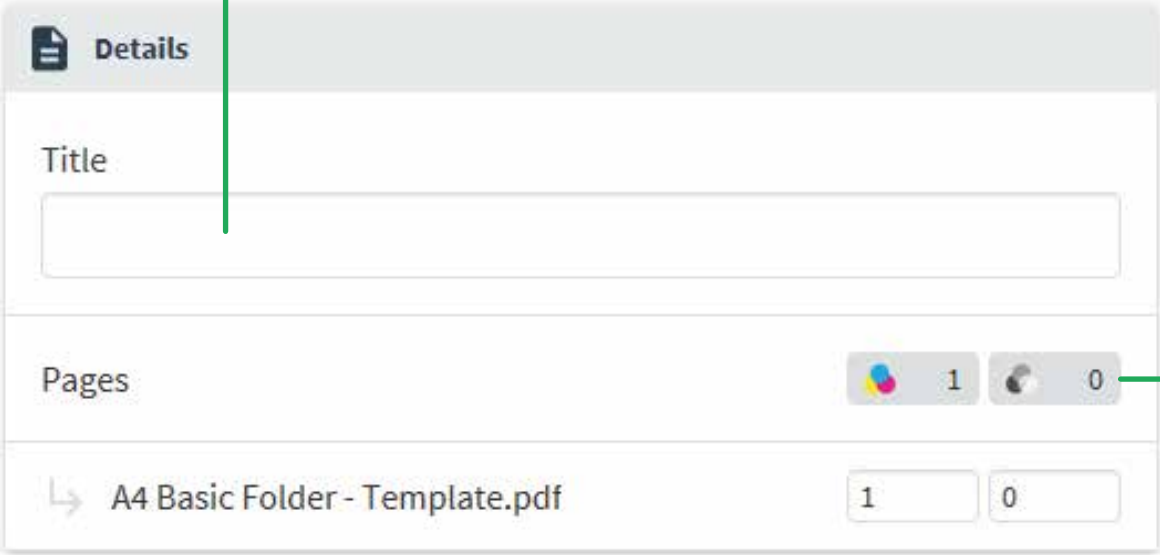
Option One: Click **Attach file** button. Then find the file you wish to print and click **Open**.



Option Two: Drag & drop. Find the file you wish to print from Windows Explorer on your PC, click and hold your mouse button on the file and drag it over the **Drag & drop files here** box and release the mouse button.

Step 3: Give your print job a title

Type the **Title** of the order here



The screenshot shows a 'Details' form for a print job. It includes a 'Title' input field, a 'Pages' section with color and black & white page counts, and a file list with page counts.

File	Colour Pages	Black & White Pages
A4 Basic Folder - Template.pdf	1	0

The system will work out how many colour / black & white pages your document has and display them here.

*PLEASE NOTE: MICROSOFT OFFICE DOCUMENTS CAN NOT BE CALCULATED.
PLEASE SAVE YOUR WORK AS A PDF AND RESUBMIT.*

Step 4: Job ticket

The image below is the job ticket for Booklets. Each option (1. through 7.) is a component of a booklet. You can change each component by clicking on the option in the green box and selecting a new component from the drop down box that appears.

The image shows a 'Booklet' job ticket form. It has a header with a menu icon and the title 'Booklet'. Below the header, there are several rows of options. Each row has a label on the left, a green button with the current selection in the middle, and a right arrow on the right. The options are: 'Quantity' (with a text input field), 'Finish Size and Print' (with 'A4 Colour'), 'Cover' (with 'Card'), 'Inside Cover' (with 'Printed'), 'Cover Colour' (with 'Any Colour'), 'Inner Pages' (with 'Regular 100gsm'), 'Folded and Stapled' (with 'Yes' and a lock icon), 'Finishing' (with 'Yes' and a lock icon), and 'Double sided' (with 'Yes' and a lock icon). To the right of the form, there are seven numbered boxes (1. through 7.) with lines pointing to the corresponding options: 1. points to the 'Quantity' input field, 2. points to the 'A4 Colour' button, 3. points to the 'Card' button, 4. points to the 'Printed' button, 5. points to the 'Any Colour' button, 6. points to the 'Regular 100gsm' button, and 7. points to the 'Yes' buttons for 'Folded and Stapled', 'Finishing', and 'Double sided'.

Option	Current Selection	Locked
Quantity		No
Finish Size and Print	A4 Colour	No
Cover	Card	No
Inside Cover	Printed	No
Cover Colour	Any Colour	No
Inner Pages	Regular 100gsm	No
Folded and Stapled	Yes	Yes
Finishing	Yes	Yes
Double sided	Yes	Yes

1. **Quantity** - type how many copies of the product you need. For example '500'
2. **Finish Size and Print** - This refers to the size of the booklet when it's closed and whether it's printed in colour or black & white. For an A4 colour booklet choose 'A4 Colour'. or for an A5 size booklet printed only in Black & White choose 'A5 Black'
3. **Cover** - Choose if you would like the cover of the booklet to be printed on Card or Paper.
4. **Inside Cover** - Choose whether you want to print on the inside of the cover or leave it blank.
5. **Cover Colour** - Choose the colour of the paper or card you for the cover of the booklet
6. **Inner Pages** - Choose the paper weight for the pages inside the booklet.
7. **Locked Options** - These options are locked and cannot be changed. This is because they are essential for making a booklet and would not need any changes making.

Step 5: Accounting & Delivery Options

Each job will be charged to your personal account and each order can be delivered through Staffordshire University internal mail or to your home address by Royal Mail.

There are two delivery methods available for Students. **Method one** is [Student Collection](#) where your order will be delivered to the [Art shop or Print Bureau](#) depending on term time. **Method two** is [Student Home Delivery](#) - please make sure you let us know your address in the [Additional instructions](#) box at the bottom of the order page. Postage incurs additional costs.

From the [Student Delivery Method](#) students can select either [Student Collection](#) or [1st / 2nd Class](#) postage for home delivery. *Please leave the Staff Delivery Method as default.*

The screenshot shows the 'Accounting & Delivery Options' section of an order form. It includes three main sections: 'Staff Delivery Method', 'Student Delivery Method', and 'Accounting'. The 'Staff Delivery Method' is set to 'Internal Postal Service'. The 'Student Delivery Method' is set to 'Student Collection - Art shop (Term time) Print Bureau (out of term time)'. The 'Accounting' section is set to 'Personal account'. The 'Delivery & Instructions' section has a 'Delivery option' dropdown set to 'Please Select'. Annotations explain the options: 'Student Collection' is for term time delivery to the Art shop or Print Bureau. 'Student Home Delivery' is for delivery to the student's home address, requiring the selection of a delivery method from the dropdown. The dropdown menu lists options for Staff, Stoke, Stafford, and London, with instructions to select from the appropriate category.

Staff Delivery Method	Student Delivery Method
Internal Postal Service	Student Collection - Art shop (Term time) Print Bureau (out of term time)

Accounting

Charge to: Personal account

Delivery & Instructions

Delivery option: Please Select

Student Delivery Method Options:

- Student Collection - Art shop (Term time) Print Bureau (out of term time)
- Up to 499gsm 2nd class (Available to Students Only)
- Up to 499gsm 1st class (Available to Students Only)

Delivery option dropdown options:

- Please Select
- Please select from the below options
- Student Home Delivery
Please select from Student Delivery Method above
- Staff Options Only
Please select from Staff Delivery Method above
- Stoke Internal Postal Service
Standard delivery
- Stafford (Blackheath Lane) - Internal Postal Service
May take up To 4 days from submission
- Stafford (Blackheath Lane) - Direct Delivery
Please select from Delivery Method options
- London Direct Delivery
Please select from Delivery Method options

For delivery to your home address:

From the [Delivery option](#) drop down menu choose [Student Home Delivery](#)

For Collection from the Art shop / Print Bureau:

Please leave the Delivery options as default.

Step 6: Check the price of the order

On the right hand side of the job ticket is the Estimated Cost display. This will update the the cost of the job with each change you make on the job ticket.

The screenshot shows a 'Job Ticket' interface. On the right side, there is a box titled 'Estimated cost' containing the following information:

- Estimated cost**
£6.25
- Qty = 200 Print Cost = 0.02975 Total Cost = 6.249999999999999 New Total Cost = 6.25

Below this, there is a table showing the breakdown of costs:

Print Costs A4 Colour, Regular 100gsm	£0.03
Subtotal 200 copies @ £0.02975 each	£5.95
Finishing Card, Any Colour Card	£0.30
Total	£6.25

Callouts from the text 'Total Cost for this order' and 'Breakdown costs for this order' point to the 'Estimated cost' box and the cost breakdown table respectively.

Step 7: Submit the order

Once you have checked over the job ticket and are happy with the price you can press the 'Submit' button in the green box in the bottom right of the job ticket. The order will then be sent to the print room ready for printing. Or if you want to cancel the order press the 'Cancel' button, this will delete any changes to the ticket and no charge will be made.

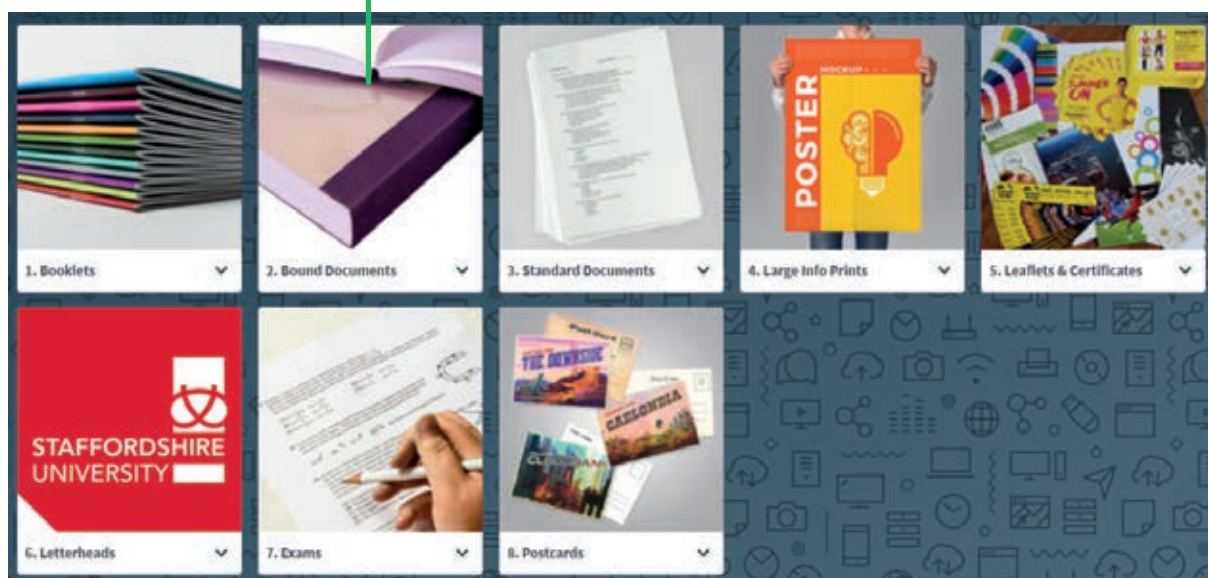
The screenshot shows the bottom right corner of the job ticket interface. It features a grey bar with two buttons: a 'Cancel' button and a green 'Submit' button. A callout from the text 'Submit' button in the green box in the bottom right of the job ticket points to the 'Submit' button.

How to order a Bound Document.

Bound documents are usually for print jobs with a larger page count. There are four binding options to choose from and this guide will help you find the right one and place your order.

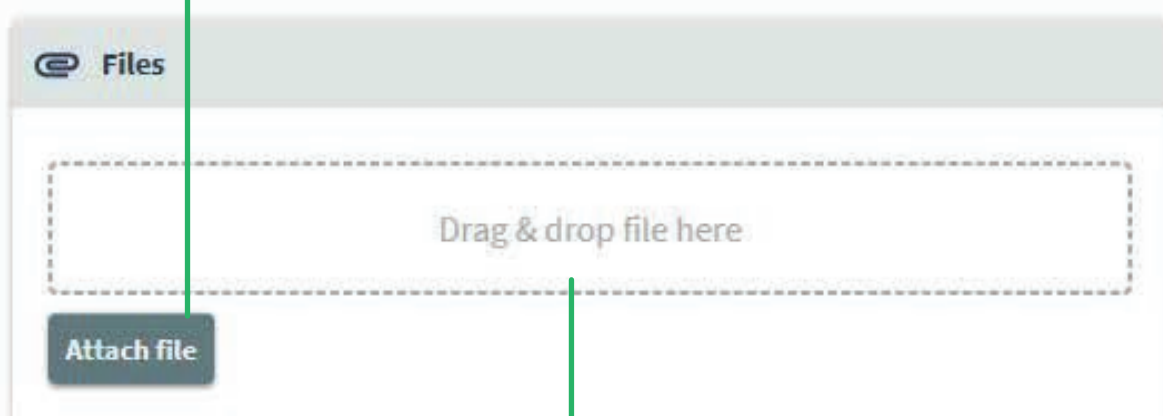
Step 1: Select the Product

Select [BOUND DOCUMENTS](#) and click [Start Order](#)



Step 2: Attach your file

Option One: Click [Attach file](#) button. Then find the file you wish to print and click [Open](#).



Option Two: Drag & drop. Find the file you wish to print from Windows Explorer on your PC, click and hold your mouse button on the file and drag it over the [Drag & drop files here](#) box and release the mouse button.

Step 3: Give your print job a title

Type the [Title](#) of order here

The screenshot shows a web form titled 'Details' with a document icon. It contains the following elements:

- A 'Title' label above a large text input field.
- A 'Pages' label above two sets of page count controls. The first set has a color icon and a value of '1'. The second set has a black & white icon and a value of '0'.
- A file name 'A4 Basic Folder - Template.pdf' preceded by a folder icon. To its right are two input boxes containing the values '1' and '0'.

The system will work out how many colour / black & white pages your document has and display them here.

*PLEASE NOTE: MICROSOFT OFFICE DOCUMENTS CAN NOT BE CALCULATED.
PLEASE SAVE YOUR WORK AS A PDF AND RESUBMIT.*

Step 4: Job ticket

The image below is the job ticket for Bound Documents. Each option (1. through 8.) is a component of a Bound Document. You can change each component by clicking on the option in the green box and selecting a new component from the drop down box that appears.

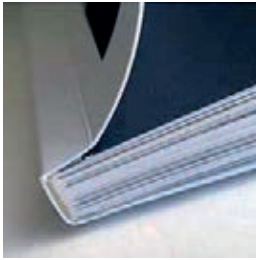
The image shows a web form titled 'Bound Documents' with a hamburger menu icon on the left. The form contains the following fields and options:

- Quantity:** A text input field, labeled with a green box and the number 1.
- Size and Print:** A green button labeled 'A4 Colour' with a right-pointing chevron, labeled with a green box and the number 2.
- Single or Double Sided:** A green button labeled 'Double Sided' with a right-pointing chevron, labeled with a green box and the number 3.
- Cover:** A green button labeled 'Card' with a right-pointing chevron, labeled with a green box and the number 4.
- Inside Cover:** A green button labeled 'Printed' with a right-pointing chevron, labeled with a green box and the number 5.
- Cover Colour:** A green button labeled 'Any Colour' with a right-pointing chevron, labeled with a green box and the number 6.
- Inner Pages:** A green button labeled 'Regular 100gsm' with a right-pointing chevron, labeled with a green box and the number 7.
- Binding Style:** A green button labeled 'Uni Bind' with a right-pointing chevron, labeled with a green box and the number 8.

1. **Quantity** - type how many copies of the product you need. For example '500'
2. **Size and Print** - This refers to the size of the document when it's closed and whether it's printed in colour or black & white. For an A4 colour document choose 'A4 Colour' or for an A5 size document printed only in Black & White choose 'A5 Black'
3. **Single or Double Sided** - Choose whether you want to print on only one side of the paper or both sides of the paper.
4. **Cover** - Choose what type of cover you want on the the document. Options are Paper, Card, Clear Plastic and Hard Back.
5. **Inside Cover** - Choose whether you want to print on the inside of the cover or leave it blank.
6. **Cover Colour** - Choose what colour paper or card cover you would like the document to have
7. **Inner Pages** - Choose what paper stock you would like the pages inside the document to be printed on.
8. **Binding Style** - Choose which binding style you would like - These are explained on the next page.

Binding Styles

1. **Perfect Bound** - No staples and a card cover that wraps around the entire book.



2. **Coil** - Plastic Coil that is sealed on both ends and has the ability to open flat and fold back around itself.



3. **Fastback** - A thermal bind that glues a black linen strip around the spine of the book. Choose from card, paper and clear plastic covers.



4. **Book Bound** - Hard back book with textured covers.



5. **Wiro Bind** - Metal wire that loops through drilled holes on the binding edge.



Step 5: Accounting & Delivery Options

Each job will be charged to your personal account and each order can be delivered through Staffordshire University internal mail or to your home address by Royal Mail.

There are two delivery methods available for Students. **Method one** is [Student Collection](#) where your order will be delivered to the [Art shop or Print Bureau](#) depending on term time. **Method two** is [Student Home Delivery](#) - please make sure you let us know your address in the [Additional instructions](#) box at the bottom of the order page. Postage incurs additional costs.

From the [Student Delivery Method](#) students can select either [Student Collection](#) or [1st / 2nd Class](#) postage for home delivery. Please leave the Staff Delivery Method as default.

The screenshot shows the 'Accounting & Delivery Options' section of an order form. It includes three main sections: 'Staff Delivery Method', 'Student Delivery Method', and 'Accounting'. The 'Staff Delivery Method' is set to 'Internal Postal Service'. The 'Student Delivery Method' is set to 'Student Collection - Art shop (Term time) Print Bureau (out of term time)'. The 'Accounting' section is set to 'Personal account'. The 'Delivery & Instructions' section is highlighted with a green box, and a green line connects it to a callout box. The callout box contains instructions for home delivery and collection from the Art shop / Print Bureau. The 'Delivery option' dropdown menu is open, showing options for 'Student Home Delivery', 'Staff Options Only', 'Stoke Internal Postal Service', 'Stafford (Blackheath Lane) - Internal Postal Service', 'Stafford (Blackheath Lane) - Direct Delivery', and 'London Direct Delivery'. A green box highlights the 'Student Home Delivery' option, and a green line connects it to a callout box. The callout box contains instructions for home delivery.

Staff Delivery Method Internal Postal Service >

Student Delivery Method Student Collection - Art shop (Term time) Print Bureau (out of term time) >

Accounting

Charge to Personal account

Delivery & Instructions

Delivery option Please Select >

Student Delivery Method

Student Collection - Art shop (Term time) Print Bureau (out of term time)

Up to 499gsm 2nd class (Available to Students Only)

Up to 499gsm 1st class (Available to Students Only)

Delivery option

Please Select

Please select from the below options

Student Home Delivery
Please select from Student Delivery Method above

Staff Options Only
Please select from Staff Delivery Method above

Stoke Internal Postal Service
Standard delivery

Stafford (Blackheath Lane) - Internal Postal Service
May take up To 4 days from submission

Stafford (Blackheath Lane) - Direct Delivery
Please select from Delivery Method options

London Direct Delivery
Please select from Delivery Method options

For delivery to your home address:
From the [Delivery option](#) drop down menu choose [Student Home Delivery](#)

For Collection from the Art shop / Print Bureau:
Please leave the Delivery options as default.

Step 6: Check the price of the order

On the right hand side of the job ticket is the Estimated Cost display. This will update the the cost of the job with each change you make on the job ticket.

The screenshot shows a 'Job Ticket' interface. On the right side, there is a box titled 'Estimated cost' containing the following information:

- Estimated cost**
£6.25
- Qty = 200 Print Cost = 0.02975 Total Cost = 6.249999999999999 New Total Cost = 6.25

Below this, there is a table showing the breakdown of costs:

Print Costs A4 Colour, Regular 100gsm	£0.03
Subtotal 200 copies @ £0.02975 each	£5.95
Finishing Card, Any Colour Card	£0.30
Total	£6.25

Callouts from green boxes point to specific elements:

- A line points from the **£6.25** total to a box labeled 'Total Cost for this order'.
- A bracket groups the 'Print Costs', 'Subtotal', and 'Finishing' rows, with a line pointing to a box labeled 'Breakdown costs for this order'.

Step 8: Submit the order

Once you have checked over the job ticket and are happy with the price you can press the 'Submit' button in the green box in the bottom right of the job ticket. The order will then be sent to the print room ready for printing. Or if you want to cancel the order press the 'Cancel' button, this will delete any changes to the ticket and no charge will be made.

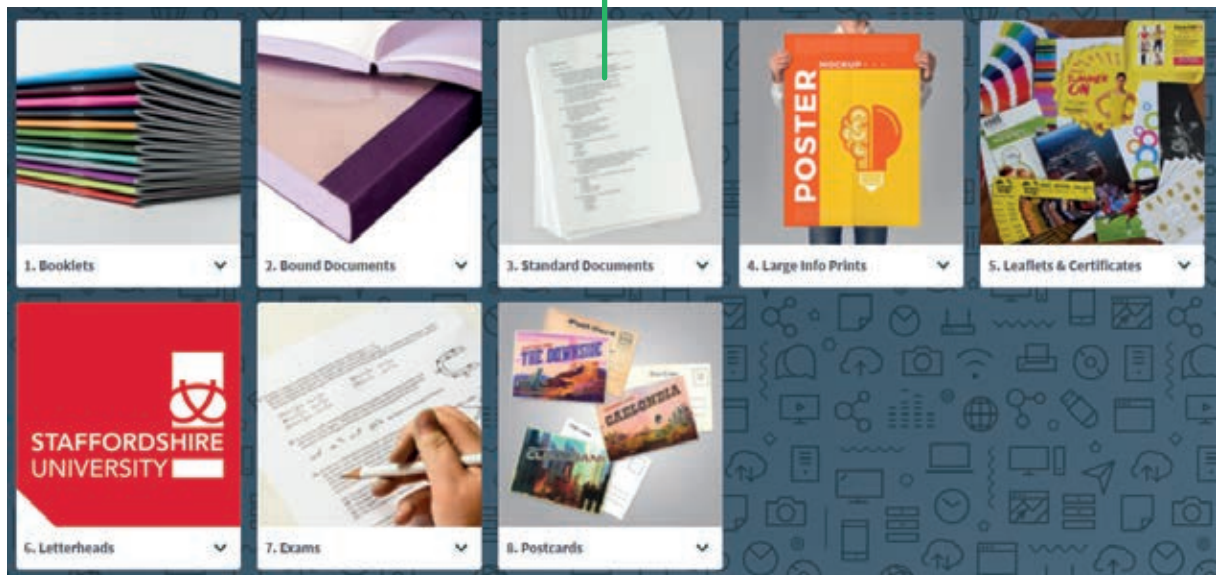
The screenshot shows the bottom right corner of the job ticket interface. It features a grey bar with two buttons: a 'Cancel' button and a green 'Submit' button. A green box highlights these buttons, with a line pointing to the 'Submit' button from the text above.

How to order a Standard Document.

Standard documents are the type of print job that only needs basic finishing such as a top-left staple or hole punched. They are usually for documents with a low page count that do not require a cover.

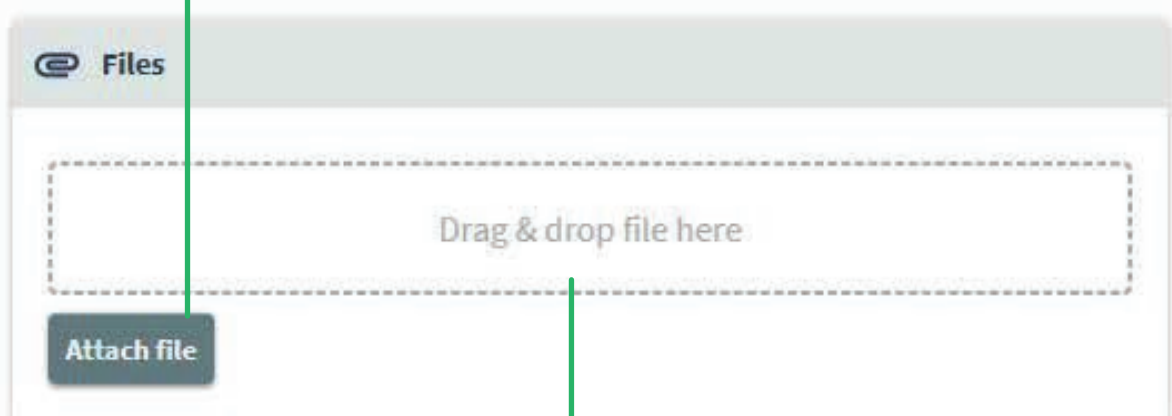
Step 1: Select the Product

Select [STANDARD DOCUMENTS](#) and click [Start Order](#)



Step 2: Attach your file

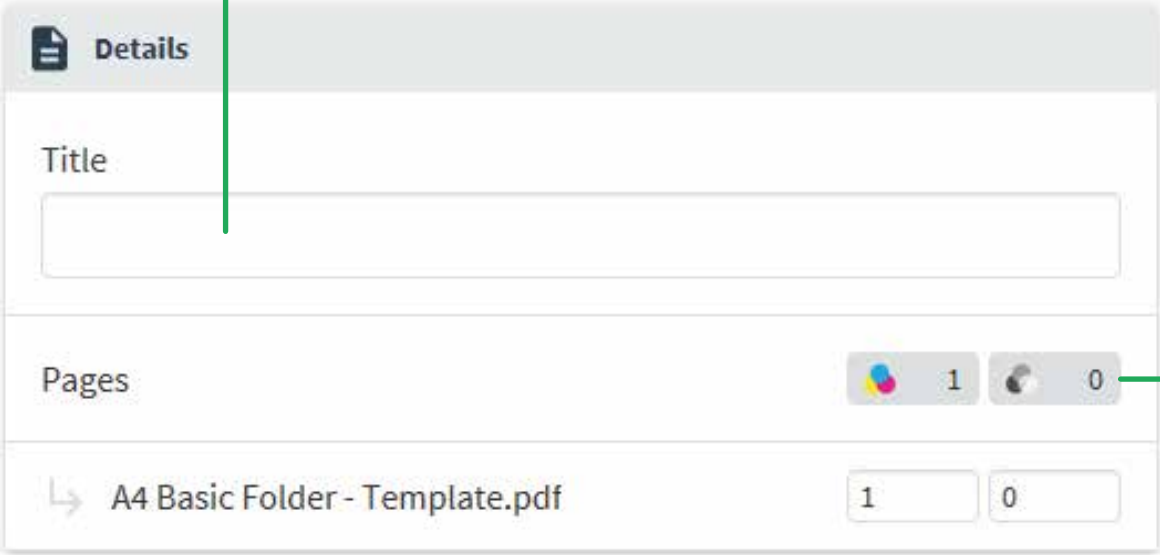
Option One: Click [Attach file](#) button. Then find the file you wish to print and click [Open](#).



Option Two: Drag & drop. Find the file you wish to print from Windows Explorer on your PC, click and hold your mouse button on the file and drag it over the [Drag & drop files here](#) box and release the mouse button.

Step 3: Give your print job a title

Type the **Title** of the order here



The screenshot shows a web form titled 'Details' with a document icon. It contains the following elements:

- Title:** A text input field with a green line pointing to it from the instruction box above.
- Pages:** A section with two buttons: a color button (with a CMYK icon) showing '1' and a black & white button (with a grayscale icon) showing '0'. A green line points to the '0' from the instruction box below.
- File List:** A table showing the document to be printed.

File Name	Color Pages	Black & White Pages
A4 Basic Folder - Template.pdf	1	0

The system will work out how many colour / black & white pages your document has and display them here.

*PLEASE NOTE: MICROSOFT OFFICE DOCUMENTS CAN NOT BE CALCULATED.
PLEASE SAVE YOUR WORK AS A PDF AND RESUBMIT.*

Step 4: Job ticket

The image below is the job ticket for Standard Documents. Each row (1. through 5.) is a component of a Standard Document that you can change. Clicking on a component will open a drop down menu displaying the choices available.

The screenshot shows a web interface titled 'Standard Documents'. It features a 'Quantity:' label above a text input field. Below this are five rows, each with a label on the left and a selection button on the right. The buttons are 'A4 Colour', 'Double Sided', 'Non', and 'Non'. Each button has a right-pointing chevron. To the right of the interface, five green boxes containing numbers 1 through 5 are connected to the corresponding elements by green lines: 1 points to the quantity input field, 2 points to the 'A4 Colour' button, 3 points to the 'Double Sided' button, 4 points to the first 'Non' button, and 5 points to the second 'Non' button.

Component	Current Selection
Quantity	[Input Field]
Size and Print	A4 Colour
Single or Double Sided	Double Sided
Stapling	Non
Punched	Non

1. **Quantity** - type how many copies of the product you need. For example '500'
2. **Size and Print** - This refers to the size of the document and whether it's printed in colour or black & white.
3. **Single or Double Sided** - Choose whether you want to print on only one side of the paper or both sides of the paper.
4. **Stapling** - Choose what staple option is applied to the document. Three options of a single staple in the top left hand corner or two staples along the left hand edge or no staples.
5. **Punched** - Choose what hole punch option you need, again three options of two holes or four holes on the left hand edge or no holes at all.

Step 5: Accounting & Delivery Options

Each job will be charged to your personal account and each order can be delivered through Staffordshire University internal mail or to your home address by Royal Mail.

There are two delivery methods available for Students. **Method one** is [Student Collection](#) where your order will be delivered to the [Art shop or Print Bureau](#) depending on term time. **Method two** is [Student Home Delivery](#) - please make sure you let us know your address in the [Additional instructions](#) box at the bottom of the order page. Postage incurs additional costs.

From the [Student Delivery Method](#) students can select either [Student Collection](#) or [1st / 2nd Class](#) postage for home delivery. *Please leave the Staff Delivery Method as default.*

The screenshot shows the 'Accounting & Delivery Options' section of an order form. It includes three main sections: 'Staff Delivery Method', 'Student Delivery Method', and 'Accounting'. The 'Staff Delivery Method' is set to 'Internal Postal Service'. The 'Student Delivery Method' is set to 'Student Collection - Art shop (Term time) Print Bureau (out of term time)'. The 'Accounting' section is set to 'Personal account'. The 'Delivery & Instructions' section is highlighted with a green box, and a green line connects it to a callout box. The callout box contains instructions for home delivery and collection from the Art shop / Print Bureau. The 'Delivery option' dropdown menu is open, showing options for 'Student Home Delivery', 'Staff Options Only', 'Stoke Internal Postal Service', 'Stafford (Blackheath Lane) - Internal Postal Service', 'Stafford (Blackheath Lane) - Direct Delivery', and 'London Direct Delivery'. A green box highlights the 'Student Home Delivery' option, and a green line connects it to a callout box. The callout box contains instructions for home delivery.

Staff Delivery Method Internal Postal Service >

Student Delivery Method Student Collection - Art shop (Term time) Print Bureau (out of term time) >

Accounting

Charge to Personal account

Delivery & Instructions

Delivery option Please Select >

Student Delivery Method

Student Collection - Art shop (Term time) Print Bureau (out of term time)

Up to 499gsm 2nd class (Available to Students Only)

Up to 499gsm 1st class (Available to Students Only)

Delivery option

Please Select

Please select from the below options

Student Home Delivery
Please select from Student Delivery Method above

Staff Options Only
Please select from Staff Delivery Method above

Stoke Internal Postal Service
Standard delivery

Stafford (Blackheath Lane) - Internal Postal Service
May take up To 4 days from submission

Stafford (Blackheath Lane) - Direct Delivery
Please select from Delivery Method options

London Direct Delivery
Please select from Delivery Method options

For delivery to your home address:
From the [Delivery option](#) drop down menu choose [Student Home Delivery](#)

For Collection from the Art shop / Print Bureau:
Please leave the Delivery options as default.

Step 6: Check the price of the order

On the right hand side of the job ticket is the Estimated Cost display. This will update the the cost of the job with each change you make on the job ticket.

The screenshot shows a 'Job Ticket' interface. On the right side, there is a box titled 'Estimated cost' containing the following information:

- Estimated cost**
£6.25
- Qty = 200 Print Cost = 0.02975 Total Cost = 6.249999999999999 New Total Cost = 6.25

Below this, there is a table showing the breakdown of costs:

Print Costs A4 Colour, Regular 100gsm	£0.03
Subtotal 200 copies @ £0.02975 each	£5.95
Finishing Card, Any Colour Card	£0.30
Total	£6.25

Callouts from the text 'Total Cost for this order' point to the 'Estimated cost' box. Callouts from the text 'Breakdown costs for this order' point to the 'Print Costs', 'Subtotal', 'Finishing', and 'Total' rows of the table.

Step 7: Submit the order

Once you have checked over the job ticket and are happy with the price you can press the 'Submit' button in the green box in the bottom right of the job ticket. The order will then be sent to the print room ready for printing. Or if you want to cancel the order press the 'Cancel' button, this will delete any changes to the ticket and no charge will be made.

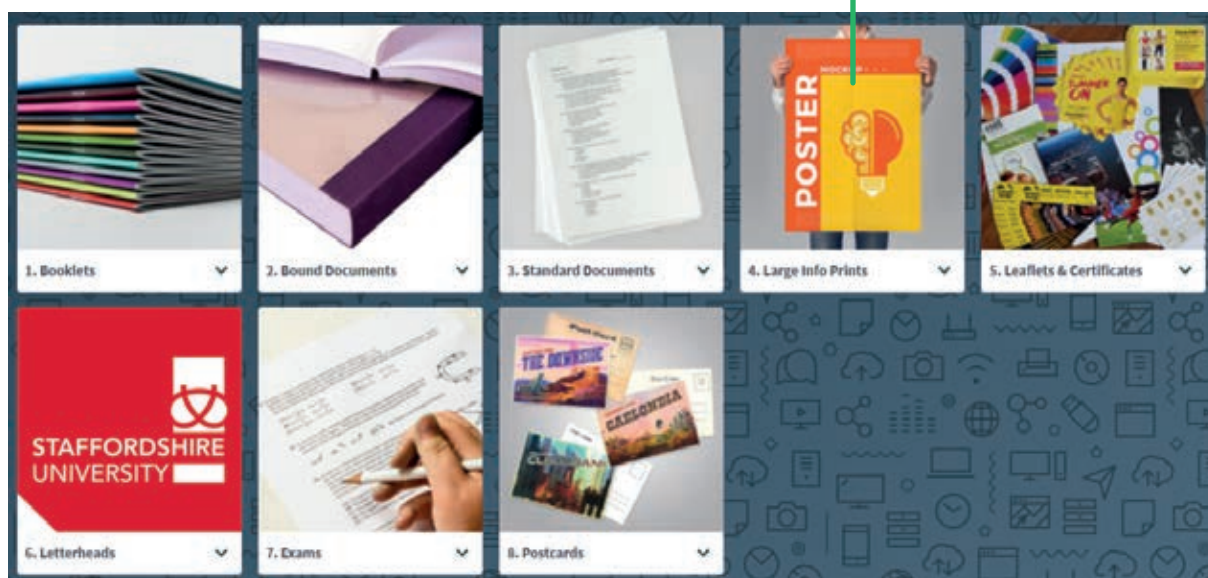
The screenshot shows the bottom right corner of the job ticket interface. There is a grey bar containing two buttons: a 'Cancel' button and a green 'Submit' button. A callout from the text 'Submit' button in the green box in the bottom right of the job ticket points to the green 'Submit' button.

How to order a Large Info Print

This guide will help you to order print at any size from A4 to A0. There are also options for laminating and different paper types.

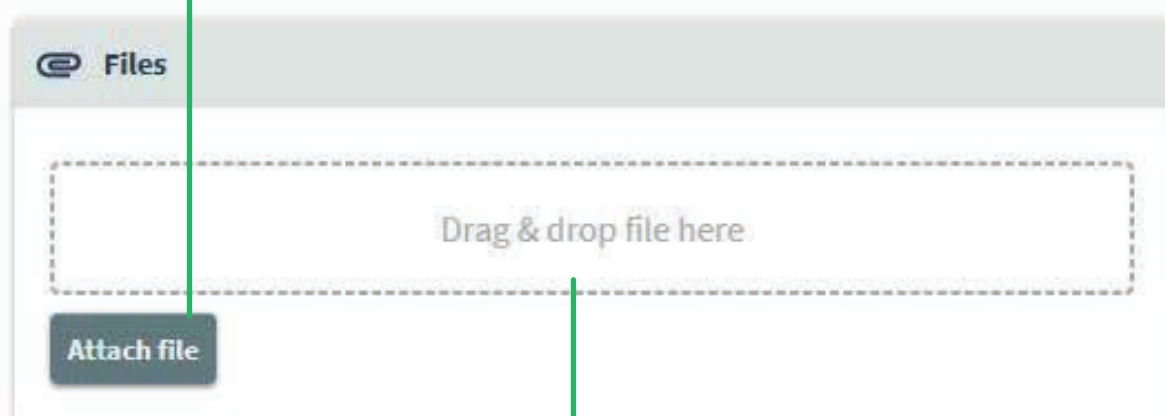
Step 1: Select the Product

Select [Large Info Print](#) and click [Start Order](#)



Step 2: Attach your file

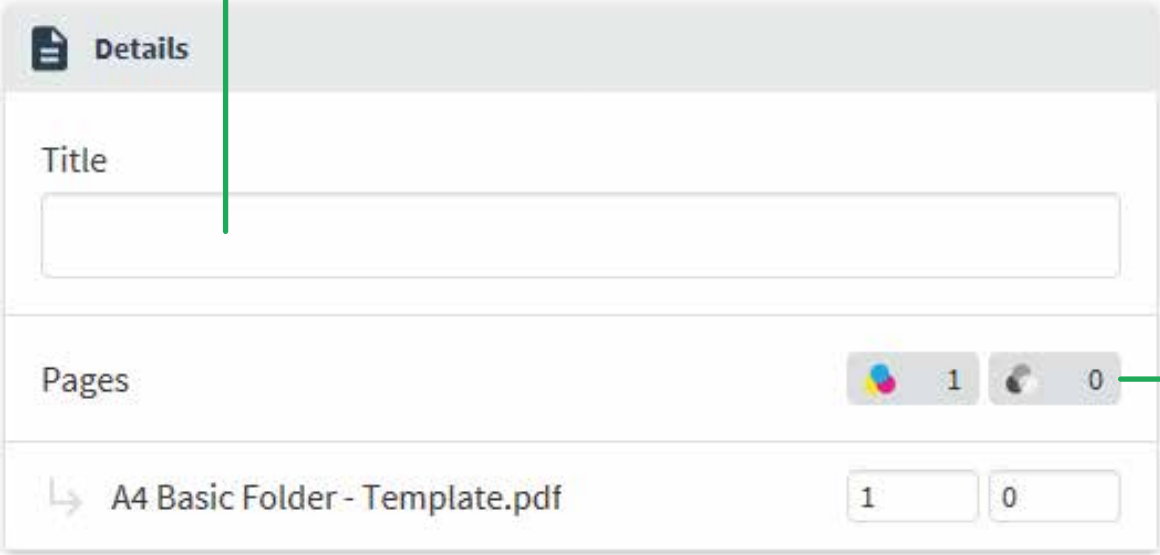
Option One: Click [Attach file](#) button. Then find the file you wish to print and click [Open](#).



Option Two: Drag & drop. Find the file you wish to print from Windows Explorer on your PC, click and hold your mouse button on the file and drag it over the [Drag & drop files here](#) box and release the mouse button.

Step 3: Give your print job a title

Type the **Title** of the order here



The screenshot shows a web form titled 'Details' with a document icon. It contains the following elements:

- A 'Title' label above a large text input field.
- A 'Pages' label followed by two buttons: a color button (with CMYK icons) showing '1' and a black & white button (with a grayscale icon) showing '0'.
- A table listing files with their respective color and black & white page counts.

File Name	Colour Pages	Black & White Pages
A4 Basic Folder - Template.pdf	1	0

The system will work out how many colour / black & white pages your document has and display them here.

*PLEASE NOTE: MICROSOFT OFFICE DOCUMENTS CAN NOT BE CALCULATED.
PLEASE SAVE YOUR WORK AS A PDF AND RESUBMIT.*

Step 4: Job ticket

The image below is the job ticket for a Large Info Print order. Each row (1. through 5.) is a component of a Large Info Print that you can change. Clicking on a component will open a drop down menu displaying the choices available.

The image shows a web interface for creating a poster order. The title 'Posters' is at the top left. Below it is a 'Quantity:' label followed by a text input field. This is followed by five rows, each with a label on the left and a selection area on the right. Row 1 is 'Quantity' with a text input. Row 2 is 'Size' with a green button labeled 'A1' and a right arrow. Row 3 is 'Paper Stock' with a green button labeled '160gsm Matt' and a right arrow. Row 4 is 'Finishing' with a green button labeled 'Non' and a right arrow. Row 5 consists of two rows: 'Colour' and 'Single Sided', both with grey buttons labeled 'Yes' and a lock icon. Green lines connect numbered boxes 1 through 5 to these elements: 1 to the quantity input, 2 to the size button, 3 to the paper stock button, 4 to the finishing button, and 5 to the 'Yes' buttons for 'Colour' and 'Single Sided'.

Component	Current Selection	Locked
Quantity	[Input Field]	No
Size	A1	No
Paper Stock	160gsm Matt	No
Finishing	Non	No
Colour	Yes	Yes
Single Sided	Yes	Yes

1. **Quantity** - type how many copies of the product you need. For example '500'
2. **Size** - Choose the size of your Poster (A4 to A0).
3. **Paper Stock** - Choose which type of paper you require. Matte or photosilk paper.
4. **Finishing** - Option for adding a laminate onto the poster - choose between Matte or gloss.
5. **Locked Options** - These options are locked and cannot be changed. These components are essential for a poster and so should remain the same on each Poster order.

Step 5: Accounting & Delivery Options

Each job will be charged to your personal account and each order can be delivered through Staffordshire University internal mail or to your home address by Royal Mail.

There are two delivery methods available for Students. **Method one** is [Student Collection](#) where your order will be delivered to the [Art shop or Print Bureau](#) depending on term time. **Method two** is [Student Home Delivery](#) - please make sure you let us know your address in the [Additional instructions](#) box at the bottom of the order page. Postage incurs additional costs.

From the [Student Delivery Method](#) students can select either [Student Collection](#) or [1st / 2nd Class](#) postage for home delivery. *Please leave the Staff Delivery Method as default.*

The screenshot shows the 'Accounting & Delivery Options' section of an order form. It includes three main sections: 'Staff Delivery Method', 'Student Delivery Method', and 'Delivery & Instructions'. The 'Staff Delivery Method' is set to 'Internal Postal Service'. The 'Student Delivery Method' is set to 'Student Collection - Art shop (Term time) Print Bureau (out of term time)'. The 'Accounting' section shows 'Charge to' set to 'Personal account'. The 'Delivery & Instructions' section has a 'Delivery option' dropdown set to 'Please Select'. Annotations with green boxes and lines provide instructions: one points to the 'Student Delivery Method' dropdown, another points to the 'Delivery option' dropdown, and a third points to the 'Student Home Delivery' option in the dropdown menu.

Staff Delivery Method	Internal Postal Service	>
Student Delivery Method	Student Collection - Art shop (Term time) Print Bureau (out of term time)	>
Accounting		
Charge to	Personal account	🔒
Delivery & Instructions		
Delivery option	Please Select	>

Student Delivery Method

- Student Collection - Art shop (Term time) Print Bureau (out of term time)
- Up to 499gsm 2nd class (Available to Students Only)
- Up to 499gsm 1st class (Available to Students Only)

Delivery option

Please Select
Please select from the below options

- Student Home Delivery**
Please select from Student Delivery Method above
- Staff Options Only
Please select from Staff Delivery Method above
- Stoke Internal Postal Service
Standard delivery
- Stafford (Blackheath Lane) - Internal Postal Service
May take up To 4 days from submission
- Stafford (Blackheath Lane) - Direct Delivery
Please select from Delivery Method options
- London Direct Delivery
Please select from Delivery Method options

For delivery to your home address:

From the [Delivery option](#) drop down menu choose [Student Home Delivery](#)

For Collection from the Art shop / Print Bureau:

Please leave the Delivery options as default.

Step 6: Check the price of the order

On the right hand side of the job ticket is the Estimated Cost display. This will update the the cost of the job with each change you make on the job ticket.

The screenshot shows a 'Job Ticket' interface. On the right side, there is a box titled 'Estimated cost' containing the following information:

- Estimated cost**
£6.25
- Qty = 200 Print Cost = 0.02975 Total Cost = 6.249999999999999 New Total Cost = 6.25

Below this, there is a table showing the breakdown of costs:

Print Costs A4 Colour, Regular 100gsm	£0.03
Subtotal 200 copies @ £0.02975 each	£5.95
Finishing Card, Any Colour Card	£0.30
Total	£6.25

Callouts from the text 'Total Cost for this order' point to the 'Estimated cost' box. Callouts from the text 'Breakdown costs for this order' point to the 'Print Costs', 'Subtotal', 'Finishing', and 'Total' rows of the table.

Step 7: Submit the order

Once you have checked over the job ticket and are happy with the price you can press the 'Submit' button in the green box in the bottom right of the job ticket. The order will then be sent to the print room ready for printing. Or if you want to cancel the order press the 'Cancel' button, this will delete any changes to the ticket and no charge will be made.

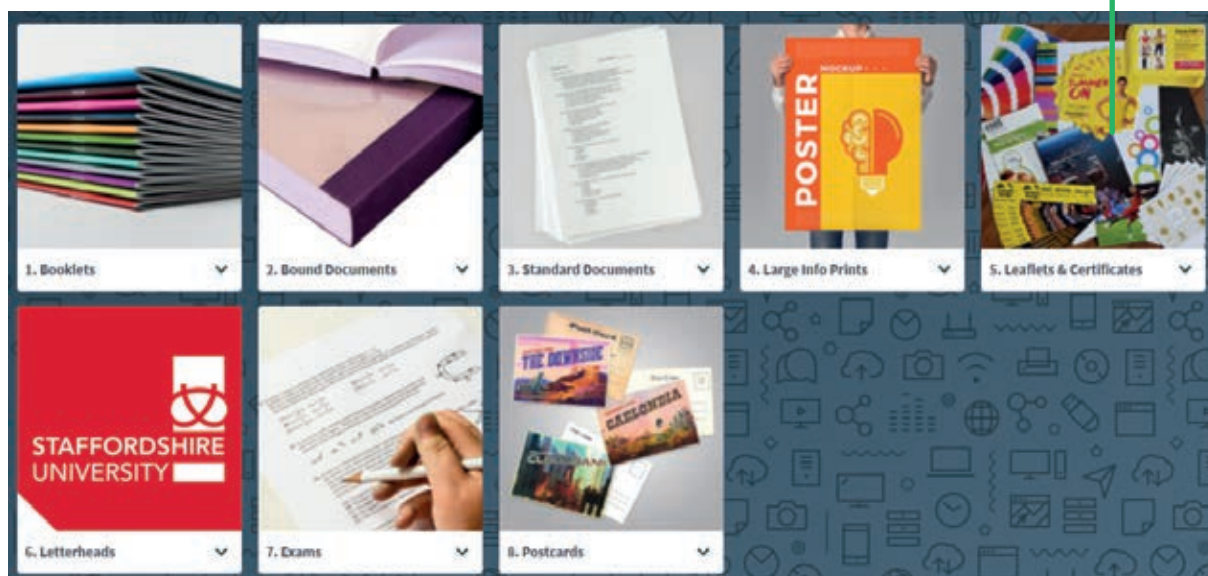
The screenshot shows the bottom right corner of the job ticket interface. It features a grey bar with two buttons: a 'Cancel' button and a green 'Submit' button. A callout from the text 'Submit' button in the green box in the bottom right of the job ticket points to the green 'Submit' button.

How to order Leaflets & Certificates.

There are a few options to choose from when ordering Leaflets & Certificates, from different sizes to different folding styles. This guide will help you find the right choices step by step to place your order.

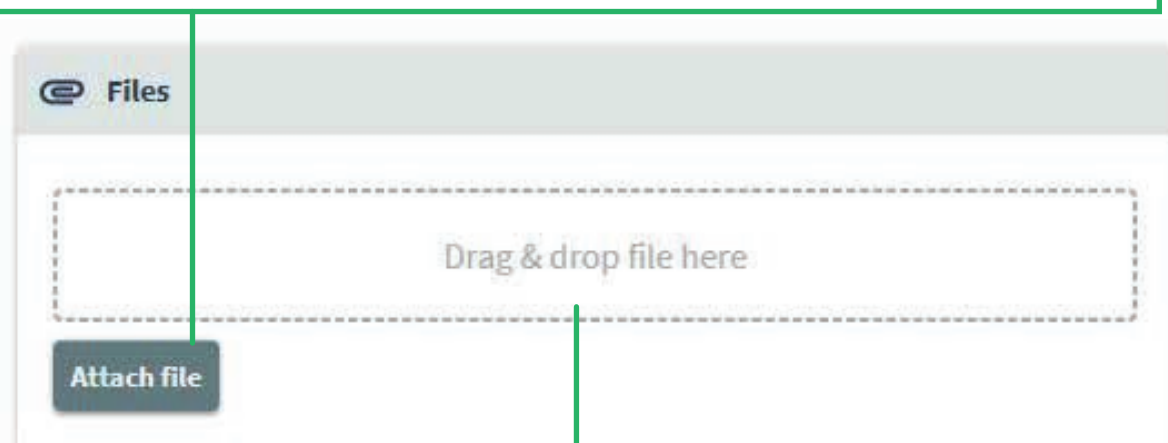
Step 1: Select the Product

Select [LEAFLETS & CERTIFICATES](#) and click [Start Order](#)



Step 2: Attach your file

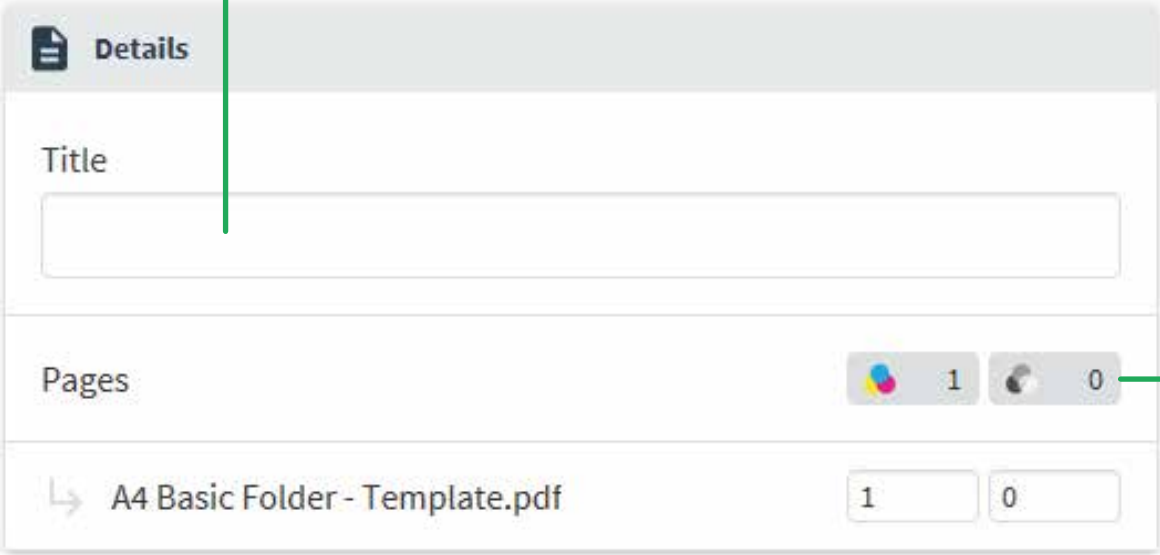
Option One: Click [Attach file](#) button. Then find the file you wish to print and click [Open](#).



Option Two: Drag & drop. Find the file you wish to print from Windows Explorer on your PC, click and hold your mouse button on the file and drag it over the [Drag & drop files here](#) box and release the mouse button.

Step 3: Give your print job a title

Type the **Title** of the order here



The screenshot shows a web form titled 'Details' with a document icon. It contains the following elements:

- A 'Title' label above a large text input field.
- A 'Pages' label followed by two buttons: a color button (with a CMYK icon) showing '1' and a black & white button (with a grayscale icon) showing '0'.
- A table listing files with their respective color and black & white page counts.

File Name	Colour Pages	Black & White Pages
A4 Basic Folder - Template.pdf	1	0

The system will work out how many colour / black & white pages your document has and display them here.

*PLEASE NOTE: MICROSOFT OFFICE DOCUMENTS CAN NOT BE CALCULATED.
PLEASE SAVE YOUR WORK AS A PDF AND RESUBMIT.*

Step 4: Job ticket

The image below is the job ticket for Leaflets. Each row (1. through 6.) is a component of a Leaflet that you can change. Clicking on a component will open a drop down menu displaying the choices available.

The screenshot shows a web form titled 'Leaflets' with a hamburger menu icon. The form contains the following fields and options:

- Quantity:** A text input field (labeled 1).
- Single or Double Sided:** A dropdown menu with 'Double Sided' selected (labeled 2).
- Finish Size and Print:** A dropdown menu with 'A4 Colour' selected (labeled 3).
- Paper Stock Style:** A dropdown menu with 'Matt' selected (labeled 4).
- Paper Stock Weight:** A dropdown menu with 'Medium weight – 170gsm' selected (labeled 5).
- Folding Style:** A dropdown menu with 'Non' selected (labeled 6).

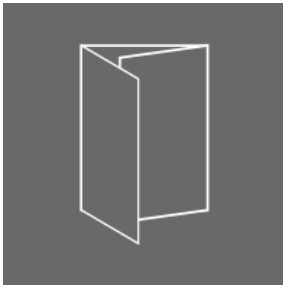
1. **Quantity** - type how many copies of the product you need. For example '50'
2. **Single or Double Sided** - Choose whether you want to print on only one side of the paper or both sides of the paper.
3. **Finish Size and Print** - This refers to the size of the Leaflet after it has been folded (if at all) and whether they are printed in Colour or Black & white.
4. **Paper Stock Style** - Here you have the option of Matt paper (feels slightly textured) or Gloss paper (feels smooth and shiny).
5. **Paper Stock Weight** - The thickness of paper/card.
6. **Folding Style** - Here you can choose from 5 different folding options which are explained in more detail on the next page.

Folding Styles

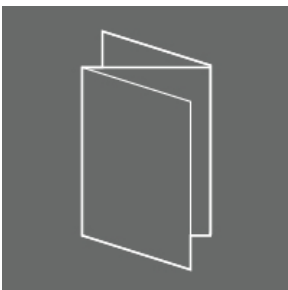
1. **Half Fold** - Like a greetings card. Folded in one place down the centre of the print.



2. **Tri Fold** - Folded in two positions creating 3 equal parts which fold inwards on each other.



3. **Z Fold** - Folded in two positions creating 3 equal parts that fold in opposite directions. Creating a Z shape.



4. **Gate Fold** - Folded in two positions creating one bigger part and two smaller parts that fold in towards the centre.



Step 5: Accounting & Delivery Options

Each job will be charged to your personal account and each order can be delivered through Staffordshire University internal mail or to your home address by Royal Mail.

There are two delivery methods available for Students. **Method one** is [Student Collection](#) where your order will be delivered to the [Art shop or Print Bureau](#) depending on term time. **Method two** is [Student Home Delivery](#) - please make sure you let us know your address in the [Additional instructions](#) box at the bottom of the order page. Postage incurs additional costs.

From the [Student Delivery Method](#) students can select either [Student Collection](#) or [1st / 2nd Class](#) postage for home delivery. *Please leave the Staff Delivery Method as default.*

The screenshot shows the 'Accounting & Delivery Options' section of an order form. It includes three main sections: 'Staff Delivery Method', 'Student Delivery Method', and 'Accounting'. The 'Staff Delivery Method' is set to 'Internal Postal Service'. The 'Student Delivery Method' is set to 'Student Collection - Art shop (Term time) Print Bureau (out of term time)'. The 'Accounting' section is set to 'Personal account'. The 'Delivery & Instructions' section has a 'Delivery option' dropdown set to 'Please Select'. A green box highlights the 'Student Delivery Method' dropdown, and another green box highlights the 'Delivery option' dropdown. A third green box highlights the 'Student Home Delivery' option in the dropdown menu. A fourth green box highlights the 'Please Select' option in the 'Delivery option' dropdown. A fifth green box highlights the 'Student Home Delivery' option in the 'Delivery option' dropdown. A sixth green box highlights the 'Please Select' option in the 'Delivery option' dropdown. A seventh green box highlights the 'Student Home Delivery' option in the 'Delivery option' dropdown. A eighth green box highlights the 'Please Select' option in the 'Delivery option' dropdown. A ninth green box highlights the 'Student Home Delivery' option in the 'Delivery option' dropdown. A tenth green box highlights the 'Please Select' option in the 'Delivery option' dropdown.

Staff Delivery Method Internal Postal Service >

Student Delivery Method Student Collection - Art shop (Term time) Print Bureau (out of term time) >

Accounting

Charge to Personal account

Delivery & Instructions

Delivery option Please Select >

Student Delivery Method

Student Collection - Art shop (Term time) Print Bureau (out of term time)

Up to 499gsm 2nd class (Available to Students Only)

Up to 499gsm 1st class (Available to Students Only)

Delivery option

Please Select

Please select from the below options

Student Home Delivery

Please select from Student Delivery Method above

Staff Options Only

Please select from Staff Delivery Method above

Stoke Internal Postal Service

Standard delivery

Stafford (Blackheath Lane) - Internal Postal Service

May take up To 4 days from submission

Stafford (Blackheath Lane) - Direct Delivery

Please select from Delivery Method options

London Direct Delivery

Please select from Delivery Method options

For delivery to your home address:

From the [Delivery option](#) drop down menu choose [Student Home Delivery](#)

For Collection from the Art shop / Print Bureau:

Please leave the Delivery options as default.

Step 6: Check the price of the order

On the right hand side of the job ticket is the Estimated Cost display. This will update the the cost of the job with each change you make on the job ticket.

The screenshot shows a 'Job Ticket' interface. On the right side, there is a box titled 'Estimated cost' containing the following information:

- Estimated cost**
£6.25
- Qty = 200 Print Cost = 0.02975 Total Cost = 6.249999999999999 New Total Cost = 6.25

Below this, there is a table showing the breakdown of costs:

Print Costs A4 Colour, Regular 100gsm	£0.03
Subtotal 200 copies @ £0.02975 each	£5.95
Finishing Card, Any Colour Card	£0.30
Total	£6.25

Callouts from the text 'Breakdown costs for this order' point to the 'Print Costs', 'Subtotal', 'Finishing', and 'Total' rows. A callout from the text 'Total Cost for this order' points to the 'Estimated cost' value of £6.25.

Step 8: Submit the order

Once you have checked over the job ticket and are happy with the price you can press the 'Submit' button in the green box in the bottom right of the job ticket. The order will then be sent to the print room ready for printing. Or if you want to cancel the order press the 'Cancel' button, this will delete any changes to the ticket and no charge will be made.

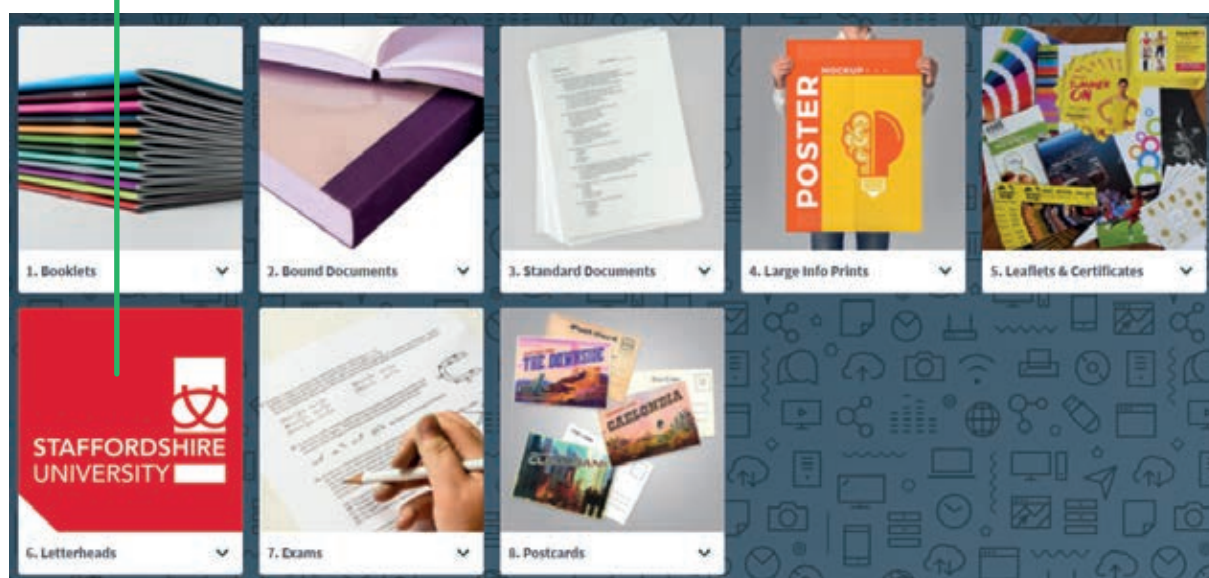
The screenshot shows the bottom right corner of the job ticket interface. There is a grey bar containing two buttons: a 'Cancel' button and a green 'Submit' button. A callout from the text 'Submit the order' points to the 'Submit' button.

How to order Staffordshire University Letterheads.

You can order Staffordshire Uni letterheaded paper through the online portal. Follow the steps in this guide that show you how to place an order. The print room has the file already so there is no need to attach one yourself. Just let us know how many you need.

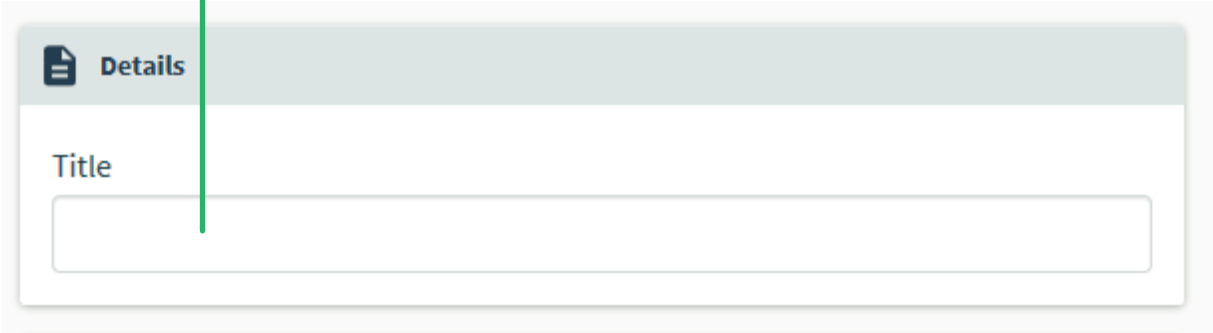
Step 1: Select the Product

Select **LETTERHEADS** and click **Start Order**



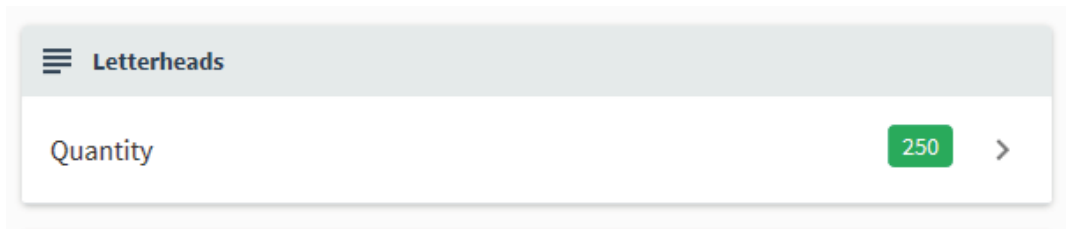
Step 2: Name your order

Enter a title for the order (This is so you can easily find it in 'My Orders' list)



Step 3: Job ticket

The only option the print room needs to know for Letterheads is how many you need. Choose a quantity from the drop down menu.

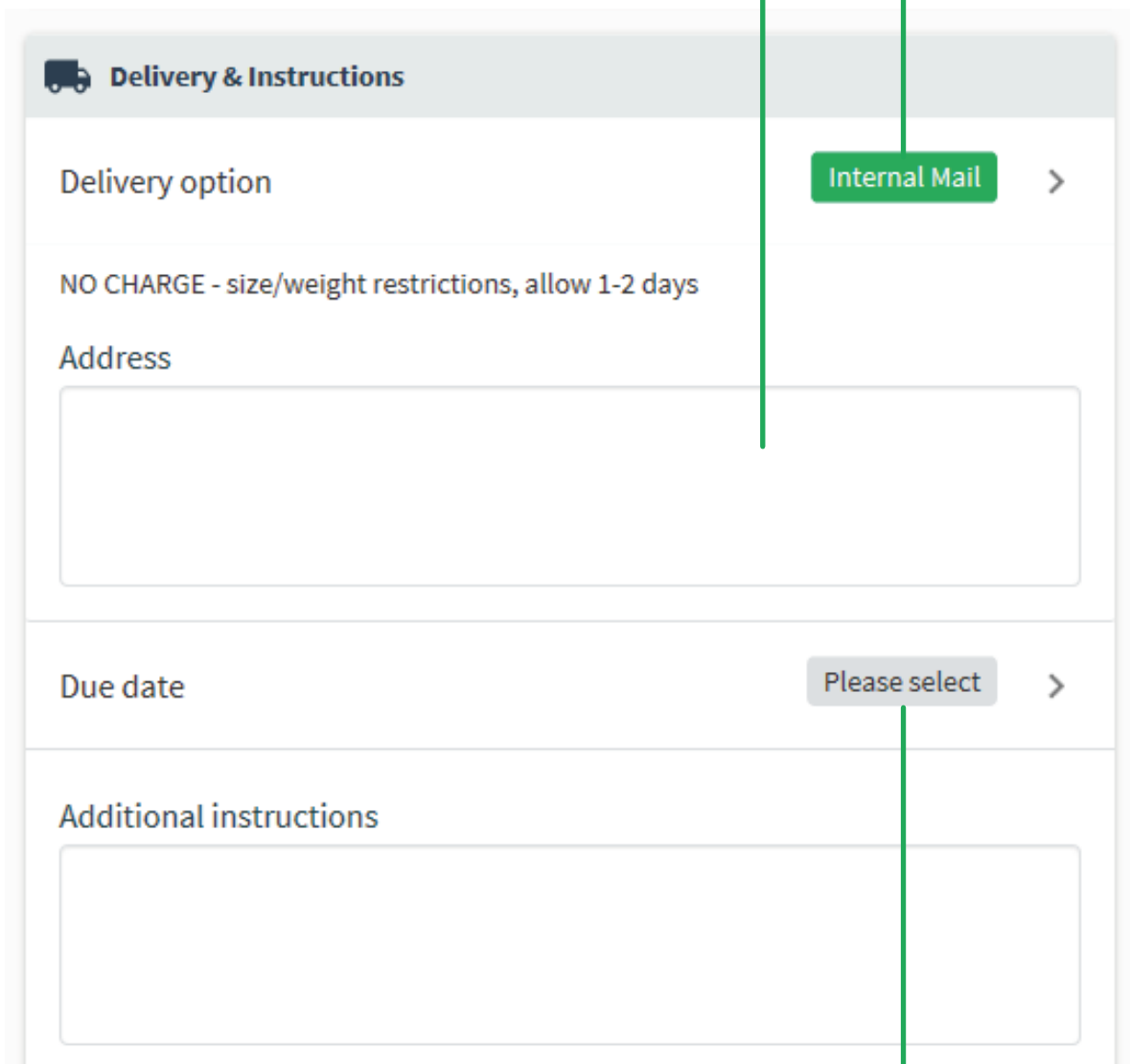


The screenshot shows a form titled "Letterheads" with a hamburger menu icon. Below the title is a "Quantity" label and a dropdown menu currently displaying the value "250" with a right-pointing chevron icon.

Step 4: Delivery Options

Select which site you require your prints to be delivered.

Type which floor and room number for delivery



The screenshot shows a form titled "Delivery & Instructions" with a truck icon. It contains several fields: "Delivery option" with a dropdown menu showing "Internal Mail"; "NO CHARGE - size/weight restrictions, allow 1-2 days"; "Address" with a text input field; "Due date" with a dropdown menu showing "Please select"; and "Additional instructions" with a text input field. Green callout boxes with lines pointing to the form fields contain the following text: "Select which site you require your prints to be delivered." (pointing to the Delivery option dropdown), "Type which floor and room number for delivery" (pointing to the Address input field), and "Select the date you need the work to be delivered" (pointing to the Due date dropdown).

Select the date you need the work to be delivered

Step 4: Check the price of the order

On the right hand side of the job ticket is the Estimated Cost display. This will update the the cost of the job with each change you make on the job ticket.

Estimated cost

£6.25

Qty = 200 Print Cost = 0.02975 Total Cost = 6.249999999999999 New Total Cost = 6.25

Print Costs

A4 Colour, Regular 100gsm

£0.03

Subtotal

200 copies @ £0.02975 each

£5.95

Finishing

Card, Any Colour Card

£0.30

Total

£6.25

Total Cost for this order

Breakdown costs for this order

Step 5: Submit the order

Once you have checked over the job ticket and are happy with the price you can press the 'Submit' button in the green box in the bottom right of the job ticket. The order will then be sent to the print room ready for printing. Or if you want to cancel the order press the 'Cancel' button, this will delete any changes to the ticket and no charge will be made.

Cancel

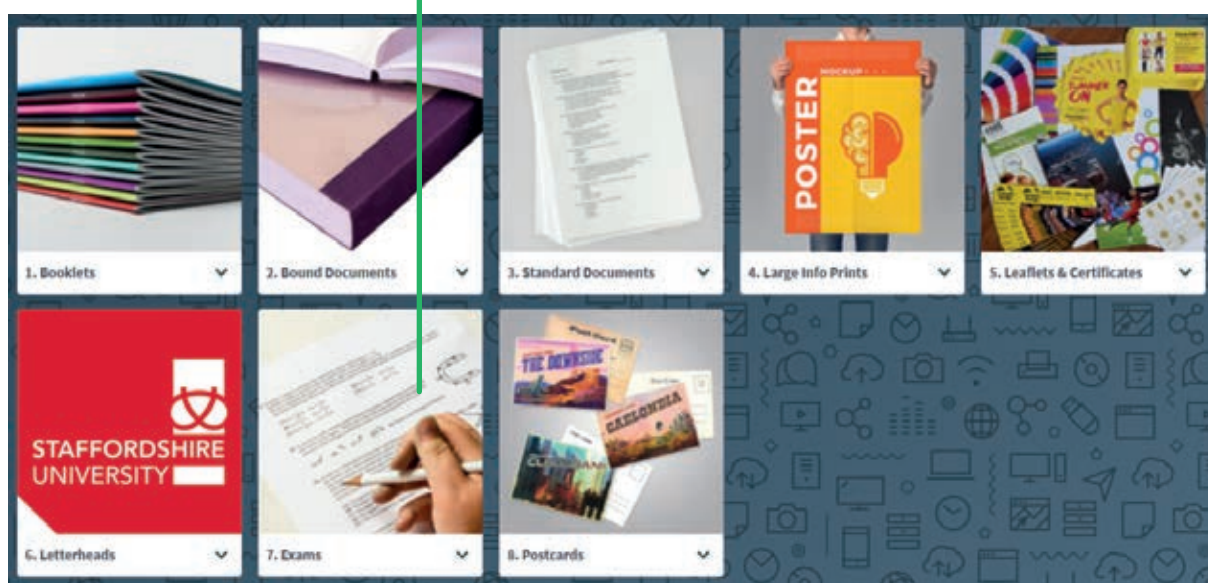
Submit

How to order Exam Papers.

Exam papers can be ordered through the portal and this guide will take you step by step through the ordering process.

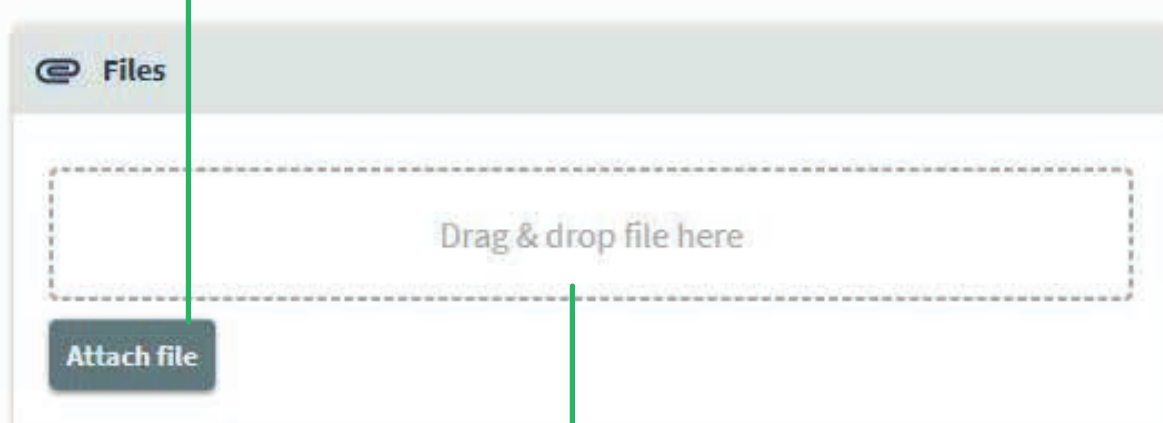
Step 1: Choose your product

Select [EXAMS](#) and click [Start Order](#)



Step 2: Attach your file

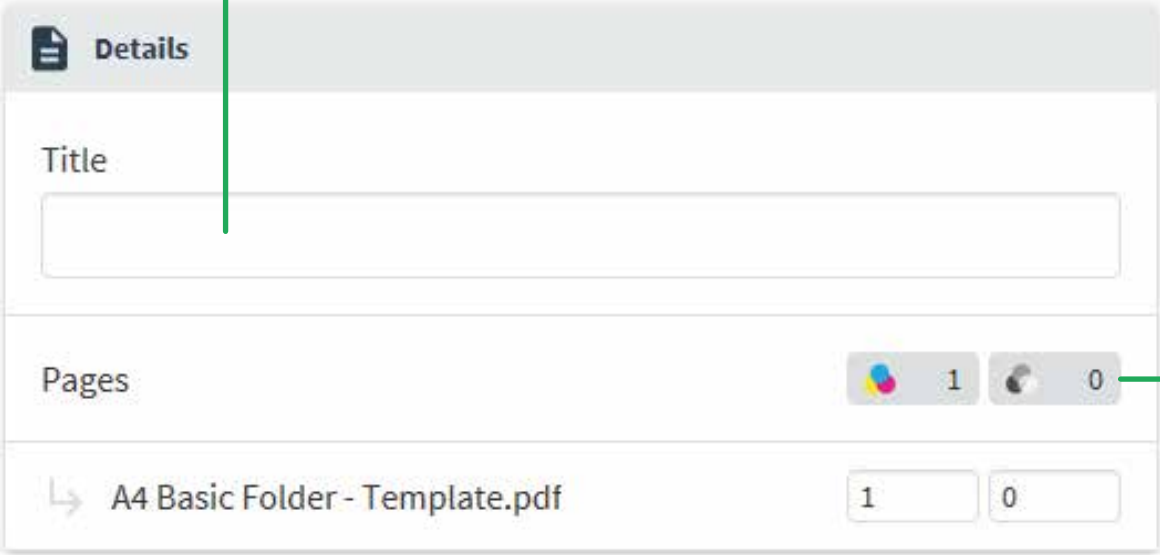
Option One: Click [Attach file](#) button. Then find the file you wish to print and click [Open](#).



Option Two: Drag & drop. Find the file you wish to print from Windows Explorer on your PC, click and hold your mouse button on the file and drag it over the [Drag & drop files here](#) box and release the mouse button.

Step 3: Give your print job a title

Type the **Title** of the order here



The screenshot shows a web form titled 'Details' with a document icon. It contains the following elements:

- A 'Title' label above a large text input field.
- A 'Pages' label followed by two buttons: a color button (with a CMYK icon) showing '1' and a black & white button (with a grayscale icon) showing '0'.
- A table listing files with their respective color and black & white page counts.

File Name	Colour Pages	Black & White Pages
A4 Basic Folder - Template.pdf	1	0

The system will work out how many colour / black & white pages your document has and display them here.

*PLEASE NOTE: MICROSOFT OFFICE DOCUMENTS CAN NOT BE CALCULATED.
PLEASE SAVE YOUR WORK AS A PDF AND RESUBMIT.*

Step 4: Job ticket

The image below is the job ticket for Exam Papers. Each option (1. through 4.) is a component of an Exam Paper. You can change each component by clicking on the option in the green box. This will open a drop down menu with the relevant options for that component.

The screenshot shows a web interface titled 'Exam Papers' with a hamburger menu icon. Below the title, there is a 'Quantity:' label followed by a text input field. Below this, there are three rows of options, each with a label on the left and a green button on the right. The buttons are labeled 'A4 Colour', 'Double Sided', and 'Booklet'. To the right of each button is a right-pointing chevron. Four green boxes with numbers 1, 2, 3, and 4 are positioned to the right of the interface, with lines pointing to the input field, the 'A4 Colour' button, the 'Double Sided' button, and the 'Booklet' button respectively.

Component	Current Selection	Callout Number
Quantity	[Input Field]	1.
Size and Print	A4 Colour	2.
Single or Double Sided	Double Sided	3.
Finishing	Booklet	4.

1. **Quantity** - type how many copies of the product you need. For example '500'
2. **Size and Print** - This refers to the size of the papers and whether they are printed in Colour or Black & white.
2. **Single or Double Sided** - Choose whether you want to print on only one side of the paper or both sides of the paper.
4. **Finishing** - Here you choose whether you would like the Exam Paper to be printed as a Booklet (folded and stapled) or if you just require the papers stapled in the top left.

Step 5: Accounting & Delivery Options

Each job will be charged to your personal account and each order can be delivered through Staffordshire University internal mail or to your home address by Royal Mail.

There are two delivery methods available for Students. **Method one** is [Student Collection](#) where your order will be delivered to the [Art shop or Print Bureau](#) depending on term time. **Method two** is [Student Home Delivery](#) - please make sure you let us know your address in the [Additional instructions](#) box at the bottom of the order page. Postage incurs additional costs.

From the [Student Delivery Method](#) students can select either [Student Collection](#) or [1st / 2nd Class](#) postage for home delivery. *Please leave the Staff Delivery Method as default.*

The screenshot shows the 'Accounting & Delivery Options' section of an order form. It includes three main sections: 'Staff Delivery Method', 'Student Delivery Method', and 'Accounting'. The 'Staff Delivery Method' is set to 'Internal Postal Service'. The 'Student Delivery Method' is set to 'Student Collection - Art shop (Term time) Print Bureau (out of term time)'. The 'Accounting' section is set to 'Personal account'. The 'Delivery & Instructions' section is highlighted with a green box, and a green line connects it to a callout box. The callout box contains instructions for home delivery and collection from the Art shop / Print Bureau. The 'Delivery option' dropdown menu is open, showing options for 'Student Home Delivery', 'Staff Options Only', 'Stoke Internal Postal Service', 'Stafford (Blackheath Lane) - Internal Postal Service', 'Stafford (Blackheath Lane) - Direct Delivery', and 'London Direct Delivery'. A green box highlights the 'Student Home Delivery' option, and a green line connects it to a callout box. The callout box contains instructions for home delivery.

Staff Delivery Method Internal Postal Service >

Student Delivery Method Student Collection - Art shop (Term time) Print Bureau (out of term time) >

Accounting

Charge to Personal account

Delivery & Instructions

Delivery option Please Select >

Student Delivery Method

Student Collection - Art shop (Term time) Print Bureau (out of term time)

Up to 499gsm 2nd class (Available to Students Only)

Up to 499gsm 1st class (Available to Students Only)

Delivery option

Please Select

Please select from the below options

Student Home Delivery
Please select from Student Delivery Method above

Staff Options Only
Please select from Staff Delivery Method above

Stoke Internal Postal Service
Standard delivery

Stafford (Blackheath Lane) - Internal Postal Service
May take up To 4 days from submission

Stafford (Blackheath Lane) - Direct Delivery
Please select from Delivery Method options

London Direct Delivery
Please select from Delivery Method options

For delivery to your home address:
From the [Delivery option](#) drop down menu choose [Student Home Delivery](#)

For Collection from the Art shop / Print Bureau:
Please leave the Delivery options as default.

Step 6: Check the price of the order

On the right hand side of the job ticket is the Estimated Cost display. This will update the the cost of the job with each change you make on the job ticket.

The screenshot shows a 'Job Ticket' interface. On the right side, there is a box titled 'Estimated cost' containing the following information:

- Estimated cost**
£6.25
- Qty = 200 Print Cost = 0.02975 Total Cost = 6.249999999999999 New Total Cost = 6.25

Below this, there is a table showing the breakdown of costs:

Print Costs A4 Colour, Regular 100gsm	£0.03
Subtotal 200 copies @ £0.02975 each	£5.95
Finishing Card, Any Colour Card	£0.30
Total	£6.25

Callouts from the text 'Total Cost for this order' point to the 'Estimated cost' box. Callouts from the text 'Breakdown costs for this order' point to the 'Print Costs', 'Subtotal', 'Finishing', and 'Total' rows of the table.

Step 8: Submit the order

Once you have checked over the job ticket and are happy with the price you can press the 'Submit' button in the green box in the bottom right of the job ticket. The order will then be sent to the print room ready for printing. Or if you want to cancel the order press the 'Cancel' button, this will delete any changes to the ticket and no charge will be made.

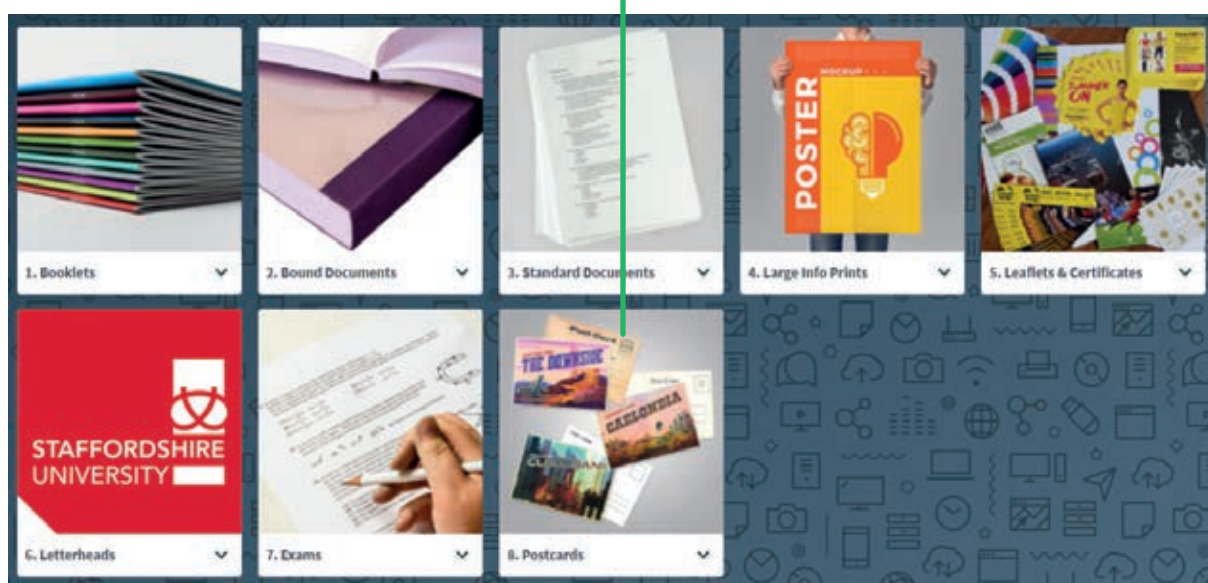
The screenshot shows the bottom right corner of the job ticket interface. It features a grey bar with two buttons: a 'Cancel' button and a green 'Submit' button. A callout from the text 'Submit' button in the green box in the bottom right of the job ticket points to the green 'Submit' button.

How to order Postcards.

Postcards can come in a variety of sizes and finishes. This guide will take you step by step through the ordering process.

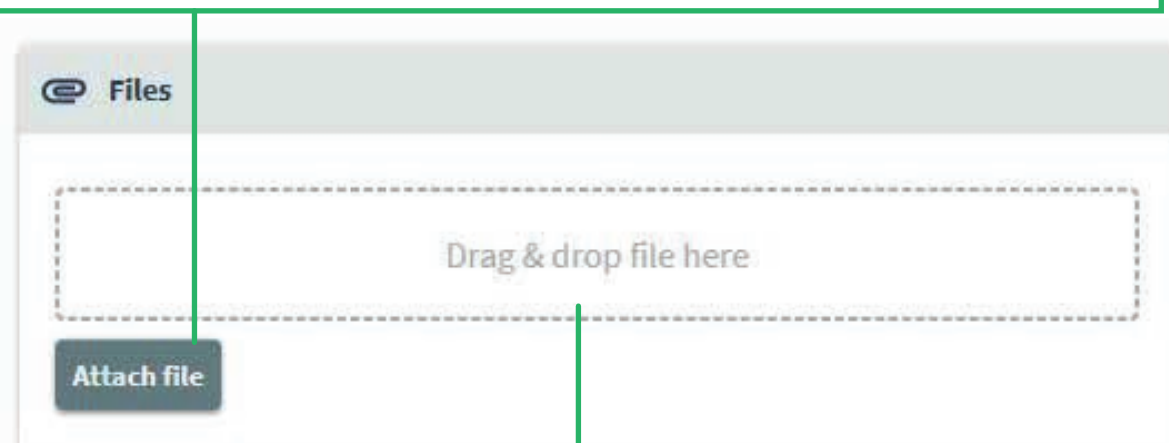
Step 1: Choose your product

Select [POSTCARDS](#) and click [Start Order](#)



Step 2: Attach your file

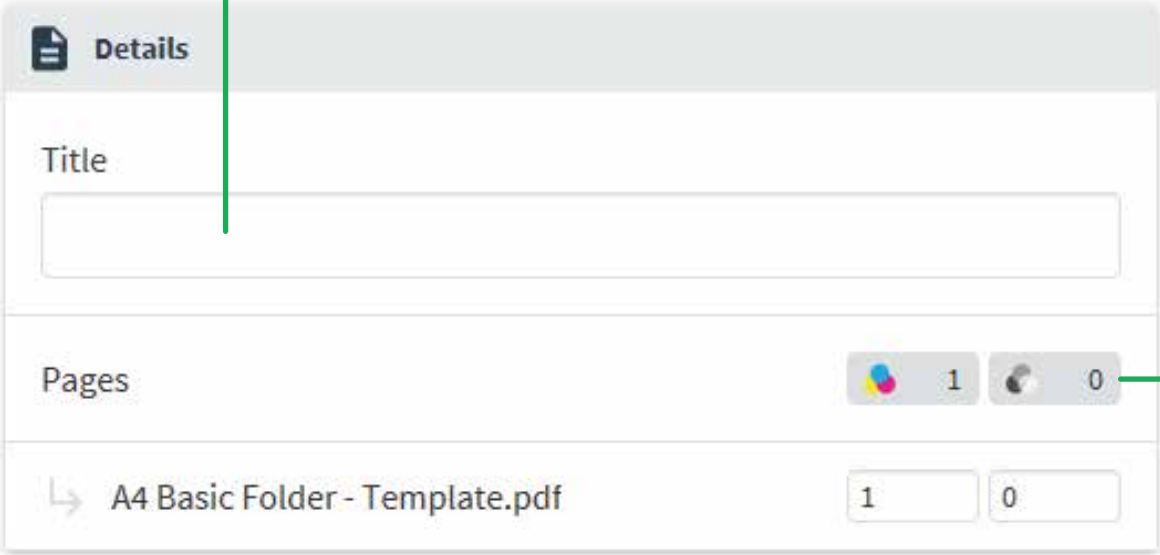
Option One: Click [Attach file](#) button. Then find the file you wish to print and click [Open](#).



Option Two: Drag & drop. Find the file you wish to print from Windows Explorer on your PC, click and hold your mouse button on the file and drag it over the [Drag & drop files here](#) box and release the mouse button.

Step 3: Give your print job a title

Type the **Title** of the order here



The screenshot shows a web form titled 'Details' with a document icon. It contains the following elements:

- A 'Title' label above a large text input field.
- A 'Pages' label above two buttons: a color button (with a CMYK icon) showing '1' and a black & white button (with a grayscale icon) showing '0'.
- A file list with one entry: 'A4 Basic Folder - Template.pdf' with a left arrow icon. To its right are two input boxes showing '1' and '0'.

Green lines connect the instruction boxes to the 'Title' field and the black & white page count button.

The system will work out how many colour / black & white pages your document has and display them here.

*PLEASE NOTE: MICROSOFT OFFICE DOCUMENTS CAN NOT BE CALCULATED.
PLEASE SAVE YOUR WORK AS A PDF AND RESUBMIT.*

Step 4: Job ticket

The image below is the job ticket for Postcards. Each option (1. through 6.) is a component of a Postcard. You can change each component by clicking on the option in the green box. This will open a drop down menu with the relevant options for that component.

The screenshot shows a 'Postcards' job ticket interface. It features a header with a menu icon and the title 'Postcards'. Below the header, there are six sections, each with a label on the left and a selection box on the right. The selection boxes are green and contain the current selected option. To the right of each selection box is a right-pointing chevron. Each section is connected to a numbered callout box (1 through 6) by a green line. The callout boxes are green and contain the number. The sections are: 1. Quantity (input field), 2. Single or Double Sided (Double Sided), 3. Finish Size/Print (A5 Colour), 4. Paper Stock Style (Matt), 5. Paper Stock Weight (Postcard Weight - 350gsm, locked), and 6. Finishing (Non).

Component	Current Selection	Callout Number
Quantity	[Input Field]	1.
Single or Double Sided	Double Sided	2.
Finish Size/Print	A5 Colour	3.
Paper Stock Style	Matt	4.
Paper Stock Weight	Postcard Weight - 350gsm (Locked)	5.
Finishing	Non	6.

1. **Quantity** - type how many copies of the product you need. For example '500'
2. **Single or Double Sided** - Choose whether you want to print on only one side of the paper or both sides of the paper.
3. **Finish Size/Print** - This refers to the size of the Postcard and whether they are printed in Colour or Black & white.
4. **Paper Stock Style** - Here you have the option of Matt paper (feels slightly textured and is best for writing on) or Gloss paper (feels smooth and shiny).
5. **Paper Stock Weight (Locked)** - All Postcards are printed on the same weight of card.
6. **Finishing** - These are your laminating options. If you need to be able to write on the back but want the front to be shiny then you can select 'laminated 1 side'.
Please note: By laminating both sides you remove the ability to write easily on the card.

Step 5: Accounting & Delivery Options

Each job will be charged to your personal account and each order can be delivered through Staffordshire University internal mail or to your home address by Royal Mail.

There are two delivery methods available for Students. **Method one** is [Student Collection](#) where your order will be delivered to the [Art shop or Print Bureau](#) depending on term time. **Method two** is [Student Home Delivery](#) - please make sure you let us know your address in the [Additional instructions](#) box at the bottom of the order page. Postage incurs additional costs.

From the [Student Delivery Method](#) students can select either [Student Collection](#) or [1st / 2nd Class](#) postage for home delivery. *Please leave the Staff Delivery Method as default.*

The screenshot shows the 'Accounting & Delivery Options' section of an order form. It includes three main sections: 'Staff Delivery Method', 'Student Delivery Method', and 'Delivery & Instructions'. The 'Staff Delivery Method' is set to 'Internal Postal Service'. The 'Student Delivery Method' is set to 'Student Collection - Art shop (Term time) Print Bureau (out of term time)'. The 'Accounting' section shows 'Charge to' as 'Personal account'. The 'Delivery & Instructions' section has a 'Delivery option' dropdown set to 'Please Select'. Annotations with green boxes and lines provide instructions: one points to the 'Student Delivery Method' dropdown, another points to the 'Delivery option' dropdown, and a third points to the 'Student Home Delivery' option in the dropdown menu.

Staff Delivery Method	Internal Postal Service	>
Student Delivery Method	Student Collection - Art shop (Term time) Print Bureau (out of term time)	>

Accounting		
Charge to	Personal account	🔒

Delivery & Instructions		
Delivery option	Please Select	>

Student Delivery Method

Student Collection - Art shop (Term time) Print Bureau (out of term time)

Up to 499gsm 2nd class (Available to Students Only)

Up to 499gsm 1st class (Available to Students Only)

Delivery option

Please Select

Please select from the below options

Student Home Delivery
Please select from Student Delivery Method above

Staff Options Only
Please select from Staff Delivery Method above

Stoke Internal Postal Service
Standard delivery

Stafford (Blackheath Lane) - Internal Postal Service
May take up To 4 days from submission

Stafford (Blackheath Lane) - Direct Delivery
Please select from Delivery Method options

London Direct Delivery
Please select from Delivery Method options

For delivery to your home address:
From the [Delivery option](#) drop down menu choose [Student Home Delivery](#)

For Collection from the Art shop / Print Bureau:
Please leave the Delivery options as default.

Step 6: Check the price of the order

On the right hand side of the job ticket is the Estimated Cost display. This will update the the cost of the job with each change you make on the job ticket.

The screenshot shows a 'Job Ticket' interface. On the right side, there is a box titled 'Estimated cost' containing the following information:

- Estimated cost**
£6.25
- Qty = 200 Print Cost = 0.02975 Total Cost = 6.249999999999999 New Total Cost = 6.25

Below this, there is a table showing the breakdown of costs:

Print Costs A4 Colour, Regular 100gsm	£0.03
Subtotal 200 copies @ £0.02975 each	£5.95
Finishing Card, Any Colour Card	£0.30
Total	£6.25

Callouts from the text 'Total Cost for this order' and 'Breakdown costs for this order' point to the 'Estimated cost' and the cost breakdown table respectively.

Step 7: Submit the order

Once you have checked over the job ticket and are happy with the price you can press the 'Submit' button in the green box in the bottom right of the job ticket. The order will then be sent to the print room ready for printing. Or if you want to cancel the order press the 'Cancel' button, this will delete any changes to the ticket and no charge will be made.

The screenshot shows the bottom right corner of the job ticket interface. It features a grey bar with two buttons: a 'Cancel' button and a green 'Submit' button. A callout line points from the text 'Submit' button in the previous block to the green 'Submit' button.