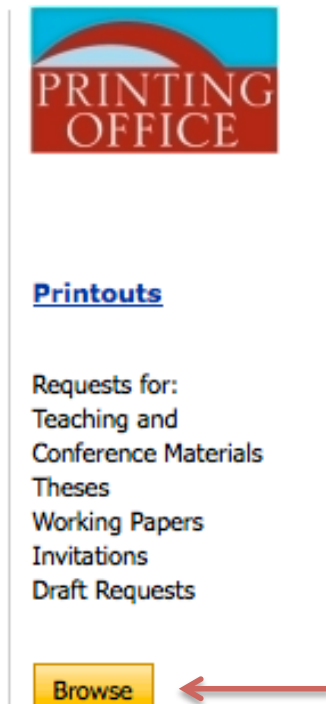


Request for a general print job

After Logging-in, please click
on [Printouts](#)



For “Teaching and Conference
Materials”, please click on
[Begin](#)



[Teaching and Conference Materials](#)

Material for Conferences, Brochures, Programs, Guide
and Workshop



- Type the title of the document (job name) and the number of copies (quantity)
- Browse and select the file to upload
- Always convert to PDF the files to be printed that do not need any lay out changes. Then, proceed by clicking on **Next**

Job Name
Title document

Quantity
25

Upload File Offline Material

Select File: Browse...

☐ Add to 'My Saved Files' for future use.

☒ Convert to PDF (recommended)

[Supported File Types](#)

Upload File

Storefront Administration

Progress 1 Add Files 2 Print Options 3 Review

Job Name	Quantity	Unit Price	Subtotal
Title document	25	€0.00	-

[Update Price](#)

Upload File Offline Material

Select File: Browse...

☒ Add to 'My Saved Files' for future use.

☒ Convert to PDF (recommended)

[Supported File Types](#)

Upload File

My Saved Files

File Name	Pages	Saved Date	Saved Time	Uploaded via
Tesi completa.pdf	65	14/03/2011	11:23:07 WEST	WebPage
WP completo.pdf	65	14/03/2011	11:23:07 WEST	WebPage
2009-04 Locandina concerti.pdf	65	14/03/2011	11:23:07 WEST	WebPage
2010-06-03 Invito Min. Prattini.pdf	65	14/03/2011	11:23:07 WEST	WebPage
seminario XY.pdf	65	14/03/2011	11:23:07 WEST	WebPage

65 Page(s)
Saved on: 14/03/2011 11:23:07 WEST
All files will expire after 1 Years

Delete Preview Add File

File(s) Added to This Job

To reorder or remove a file, click on the document's icon and then click on Move Up, Move Down or Remove icon. Click on a file name to preview that document. Click Next when you are done configuring your files.
NOTE: Files will be printed in the order shown below.

File Name	Pages	Saved Date	Saved Time	Uploaded via
seminario XY.pdf	65	14/03/2011	11:23:07 WEST	WebPage

Save My Job Cancel Next

Print Options Homepage

The Print Options Homepage shows all the available print services.

Progress 1 **Add Files** 2 **Print Options** 3 **Review**

Job Name: Quantity:

Covers & Binding

Front Cover: Print In Color:

Cover Material: Type: Size:

Back Cover:

Staple:

Bind Type:

Print Options

Please, indicate the number's page in "Add Special Page(s)", e.g. 13,14, 25, 36 etc. If there are some pages in your document that need to be printed in colour.

Paper/Media: Type: Size:

Scale to Fit: ☐ Scale my files to fit paper (when needed)

Print In Color: Sides:

Collate:

Orientation:

Other options

Drill:

Lamination Side:

Fold:

Special Pages

Special pages are when one or more pages will be treated differently than the rest of your job. For example, you may wish to have your entire job printed in Black and White except for pages 2-9, which should be printed in color.

Special Pages Not Available

Following the various shortcuts you will be able to choose among the following options available:

Covers and binding:

- front cover
- back cover
- stapling
- bind type

Print options:

- paper/media
- print in colour
- collate
- orientation

Other options:

- drill
- lamination side
- fold

Special pages

Note: please, contact the Print Shop for special requests.

Print options are wider than for Theses and Working Papers.

80 gr white paper is the default choice. However, users can choose among various colours, type and weight options.

Users can request for: front and back covers printed in colours, stapling and, for limited quantities, paperback or tape binding. Punching options are available, too.

Print Options

Please, indicate the number's page in "Add Special Page(s)", e.g. 13,14, 25, 36 etc. If there are some pages in your document that need to be printed in colour.

Paper/Media: Size: Any Size Type: Any Weight

A4, White
Type: Paper (Generic)
Size: A4

Acqua Marina 80 gr
Type: Colored
Size: A4

Arancione 160 gr
Type: Cartoncino Colorato
Size: A4

Scale to Fit: ☐ Scale my files to fit paper (when needed)

Print In Color: ☐ Sides: Double Sided

Collate: Collate into Sets

Orientation: Portrait

Other options

Drill: No Drill

Lamination Side: Lamine Both Sides Trim to Paper Edge

Fold: No Folding

Front Cover: Print In Colour:

Cover Material: **Bianco 160 gr**
Type: Cartoncino
Size: A4

Back Cover: Print In Colour:

Cover Material: **Bianco 160 gr**
Type: Cartoncino
Size: A4

Stapling: No Stapling

Bind Type: Left Edge (2 staples)

Punching: Top Edge (2 staples)

Special Pages

Special pages are when one or more pages will be treated differently than the rest of your job. For example, your entire job printed in Black and White except for pages 2-9, which should be printed in colour.

Special Pages Not Available

When one or more pages should be printed in colours, users need to report them in **special pages**

After clicking on Special Pages, please select the interested part of the file

1

Special Pages

Special pages are when one or more pages will be treated differently than the rest of your job. For example, you may wish to have your entire job printed in Black and White except for pages 2-9, which should be printed in color.

Special Instru

By File

Job-internal test.pdf (Pages 1 - 2 of 3)

Job-Cover test.pdf (Pages 3 - 3 of 3)

Preview PDF (Selected File)

Preview PDF (All)

Example: 2, 5, 9-12

Print In Color: Print in Black and White

Sides: Double Sided

Paper/Media: A4, White

Type: Paper (Generic)

Size: A4

Scale to Fit: ☐ Scale my files to fit paper (when needed)

Cancel Save

Through the shortcut, please select the **Print in colours** option

3

Special pages are when one or more pages will be treated differently than the rest of your job. For example, you may wish to have your entire job printed in Black and White except for pages 2-9, which should be printed in color.

By File

Job-internal test.pdf (Pages 2 - 13 of 13)

Preview PDF (Selected File)

By Page(s)

2, 5, 9-12

Preview PDF (All)

Example: 2, 5, 9-12

Print In Color: Print in Color

Sides: Double Sided

Paper/Media: A4, White

Type: Paper (Generic)

Size: A4

Scale to Fit: ☐ Scale my files to fit paper (when needed)

Cancel Save

Right on the right, on the same level, select **Double Sided** then click on save

4

Identify the number of pages to print in colours following the instructions

2

Special pages are when one or more pages will be treated differently than the rest of your job. For example, you may wish to have your entire job printed in Black and White except for pages 2-9, which should be printed in color.

By File

Job-Cover test.pdf (Pages 1 - 1 of 13)

Preview PDF (Selected File)

By Page(s)

2, 5, 9-12

Preview PDF (All)

Example: 2, 5, 9-12

Print In Color: Print in Black and White

Sides: Double Sided

Paper/Media: A4, White

Type: Paper (Generic)

Size: A4

Scale to Fit: ☐ Scale my files to fit paper (when needed)

Cancel Save

Note: Print Shop, in case no specific request is submitted, will print in black and white.

Review page

Job Name seminarioXY	Quantity 50	Update Price	Unit Price Requires Quote	Subtotal Requires Quote
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Velatura velo = nastro

This content requires the Adobe Flash Player.[Get Flash](#)

Review

File(s)	Edit	Print Options	Edit
File Name	seminarioXY.pdf	Print In Colour/Sides	Print In Black and White - Double Sided
Page(s)	66	Paper/Media	A4, Bianco 80 gsm White Scale to Fit - No
Upload Method	Upload Digital	Orientation	Portrait
		Front Cover	Print on Outside - Print In Black and White A4 Acqua marina cartoncino 160 gsm Blue (Light)
		Back Cover *	No Print
		Stapling	Left Edge (2 staples)
		Binding *	No Binding
		Folding *	No Folding
		Punching *	No Punching
		Special Instructions *	

* Not Shown In Preview

☐ I Approve (REQUIRED)
I've carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

[Save My Job](#) [Previous](#) [Add to Cart](#)

Note: in order to proceed, the submitted job needs to be approved by the user.

<input checked="" type="checkbox"/>	I Approve (REQUIRED) I've carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.
-------------------------------------	--

[Save My Job](#) [Previous](#) [Add to Cart](#)

For closing the request, please specify the shipping date and time and indicate delivery instructions you may consider necessary.

Storefront Administration

Shopping Cart [Continue Shopping](#) [Checkout »](#)

Requested Ship Date and Time

Print Shop: Tipografia
 Via del Roccellini
 Firenze, Toscana 50133
 Italy

Products	Quantity	Item Price	Item Total
seminarioXY Remove Item Name: Lavoro generico	<input type="text" value="50"/> Update Price	Requires Quote	Requires Quote
seminarioXY Remove Item Name: Lavoro generico	<input type="text" value="50"/> Update Price	Requires Quote	Requires Quote

Subtotal: Requires Quote
Total: Requires Quote

Recipients [Add Another Recipient](#)

Recipient #1
 Please enter recipient information below.

Address Book:

Method:

Delivery Instructions:

First Name:
 Last Name:
 Department:
 Telephone:
 E-Mail Address:

☐ Save to My Address Book [Save](#)

[Clear Cart](#) [Continue Shopping](#) [Checkout »](#)

Checkout [1. Payment](#) [2. Review](#)

Request Quote
 One or more items you've requested requires that the shop manually give a quote. Once the shop receives your quote, you will have the option of paying for and submitting your request or cancelling it altogether. Click the Next button to continue or click Cancel to go back to the Cart.

[Cancel](#) [Next >](#)

The following page confirms the request submitted. In case of original paper, please print a copy to attach to the file.

Note: the correct submission of your request will be confirmed by an email notification of receipt sent by the Print Shop.

Storefront Administration

Thank you for requesting a quotation [Print this page](#) [Continue Shopping](#)

Order Confirmation

Order Number: 53
 Requested Due Date: 14/06/2011 15:30:00 WEDT
 Submitted on: 06/06/2011 15:09:15 WEDT
 Submitted by: tpograf tpograf
 Tel: 055 4685611

Order Status: Order requires manual quote
 As of: 06/06/2011 15:09:17 WEDT

Print Shop: Tipografia
 Via del Roccellini
 Firenze, Toscana 50133
 Italy

Products	Quantity	Item Price	Item Total
seminarioXY	50	Requires Quote	Requires Quote
seminarioXY	50	Requires Quote	Requires Quote

Subtotal: Requires Quote
Total: Requires Quote

Payment
 Payment Method: Deferred Payment

Recipients

Recipient #1	Method:	Products	Quantity	Shipping Status
tpograf tpograf CdC Via San Domenico 5 Italy Tel: 055 4685611 E-Mail: tpograf@eui.eu	Internal service delivery Delivery Instructions: Villa il Poggolo	seminarioXY seminarioXY	50 50	- -

[Print this page](#) [Continue Shopping](#)

The new request for a print job has been sent to the Print Shop and listed in your Order History & Status under [My Account](#)

It is possible to submit a new request for the same document without starting a new procedure.

Home Cart (1) :: My Account :: Order Status :: Print Shops :: Help

Welcome tipograf tipografi Logout

Storefront Administration

My Account

- Profile
- Address Book
- Order History & Status**
- Selected Print Shop
- Files
- Saved Jobs
- Spending Accounts Usage
- Promo Codes Usage

Order History & Status

CurrentOrders

Time period: All Orders Show status: All Sort by: Due By

Printed Product Order Number: 33 Order Date: 19/12/2010 17:21 Due Date: 27/12/2010 08:30 Status: Shipped	Items: · A 4 fronte	View Detail Reorder
Printed Product Order Number: 29 Order Date: 19/12/2010 14:55 Due Date: 27/12/2010 08:30 Status: Shipped	Items: · MATITA BLU- ROSSA - Unità · PERFORATORE (PICCOLO) - Unità	View Detail Reorder
Printed Product Order Number: 28 Order Date: 19/12/2010 14:14 Due Date: 27/12/2010 08:30 Status: Shipped	Items: · MATITA BLU- ROSSA - Unità	View Detail Reorder
Printed Product Order Number: 51 Order Date: 15/03/2011 11:13 Due Date: 23/03/2011 11:30 Status: Shipped	Items: · Title document	View Detail Reorder

Storefront Administration

Welcome tipograf tipografi Logout

My Account

- Profile
- Address Book
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Order History & Status

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Printed Product Order Number: 29 Order Date: 19/12/2010 14:55 Due Date: 27/12/2010 08:30 Status: Shipped	Items: · MATITA BLU- ROSSA - Unità · PERFORATORE (PICCOLO) - Unità	View Detail Reorder
Printed Product Order Number: 28 Order Date: 19/12/2010 14:14 Due Date: 27/12/2010 08:30 Status: Shipped	Items: · MATITA BLU- ROSSA - Unità	View Detail Reorder
Printed Product Order Number: 51 Order Date: 15/03/2011 11:13 Due Date: 23/03/2011 11:30 Status: Shipped	Items: · Title document	View Detail Reorder