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University
Institute

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AND FACILITIES
SERVICE

Request to print a thesis

After logging-in, please click on
Printouts






Printouts

Requests for:
Teaching and
Conference Materials
Theses
Working Papers
Invitations
Draft Requests

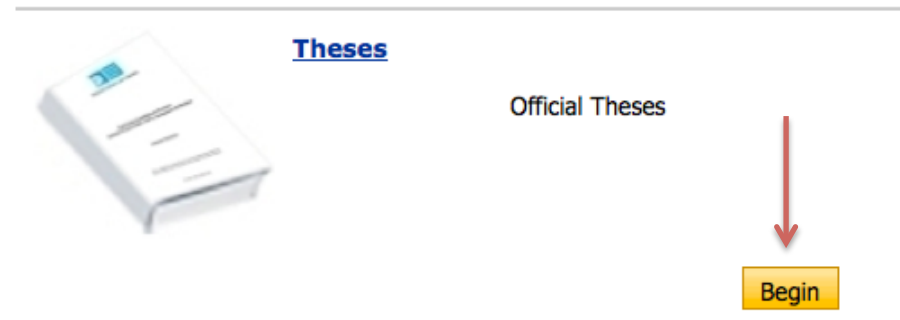
Browse

The following page will show you
the available templates

In this Category:

 Teaching and Conference Materials Material for Conferences, Brochures, Programs, Guide and Workshop Begin	 Theses Official Theses Begin	 Working Papers Working Papers Begin
 Invitations Invitations Begin	 Flyer - Leaflet - Poster Begin	 Non-standard formats and various material such as Laminated Cards, Labels and Adhesive Paper. For other requests contact the Print Shop Begin
 Letterhead Custom mailing letterhead Above 50 copies Begin	 Letterhead only paper Letterhead only paper Qty: <input type="text"/> Add to Cart	 Envelopes EUI Qty: <input type="text"/> Add to Cart

- Click on **Begin** to start the procedure



The main options selected by default are the following: double sided print, cover printing in colours on Splendorgel 190 gr. paper and paperback binding. In case some pages should be printed in colours, users need to report them in a specific field as shown later.

- Please type the **title** of the print job and the **quantity**
- Click on **Browse** and select the file to submit
- Then **Upload file** and, after few seconds, it will be appear on the right side of the window.

The image shows a web application interface for uploading files and a Windows File Explorer window. The web application has a progress bar with three steps: 1. Add Files, 2. Print Options, and 3. Review. The 'Add Files' step is active. It contains a 'Job Name' field with 'Job-test' and a 'Quantity' field with '1'. Below these fields is a note: 'If your original is on CD/DVD, Portable Drive, Sheets etc., in the section "Upload File" select "Offline Material" and choose the appropriate option.' The 'Upload File' section has two tabs: 'Upload File' and 'Offline Material'. The 'Upload File' tab is selected. It contains a 'Select File:' dropdown menu with 'Scegli file' and 'nessuno selezionato'. Below this are checkboxes for 'Add to "My Saved Files" for future use.' (unchecked) and 'Convert to PDF (recommended)' (checked). There is a link for 'Supported File Types' and an 'Upload File' button. The 'Offline Material' tab is also visible. The 'My Saved Files' section is empty. The 'File(s) Added to This Job' section shows two files: 'Job-Cover test.pdf' (1 Page, Saved Date: 6/20/2016 10:00 AM, Saved Time: 10:00 AM WEDT, Uploaded via WebPage) and 'Job-internal test.pdf' (12 Pages, Saved Date: 6/20/2016 10:04 AM, Saved Time: 10:04 AM WEDT, Uploaded via WebPage). The Windows File Explorer window shows the 'Scegli file' dialog box. The 'Scegli file' dialog box has a 'Browse' button and a 'Cancel' button. The 'Browse' button is highlighted. The 'Scegli file' dialog box shows the file selection process. The 'Scegli file' dialog box has a 'Browse' button and a 'Cancel' button. The 'Browse' button is highlighted. The 'Scegli file' dialog box shows the file selection process.

The **Add to “My Saved Files”** option allows to save the file in the DSF server.
(to use only when necessary)

Please flag the **Convert to PDF** check box
(this option is not available if your file is already a PDF)

The screenshot displays the DSF server upload interface. The 'Upload File' tab is active, showing a 'Select File:' field with a 'Browse...' button. Below this, there are two checkboxes: 'Add to 'My Saved Files' for future use.' (unchecked) and 'Convert to PDF (recommended)' (checked). A red arrow points to the 'Convert to PDF' checkbox. Below the checkboxes is a link for 'Supported File Types' and an 'Upload File' button. To the right, the 'My Saved Files' section lists four files: 'WP completo.pdf', 'Tesi completa.pdf', 'OCR supported etichetta.pdf', and 'Instructions for OCR Scanning.pdf'. A red arrow points to this list. Below the list, it shows '60 Page(s)', 'Saved on: 1/17/2012 3:24:47 PM WEST', and 'All files will expire after 2 Years'. At the bottom right, the 'File(s) Added to This Job' section shows 'Tesi completa.pdf' with 58 pages, saved on 2/28/2012 at 5:38 PM WEST, uploaded via WebPage. At the bottom of the interface are 'Save My Job', 'Cancel', and 'Next' buttons.

My saved Files

- Each thesis can be submitted in one PDF file already inclusive of the cover.
- Otherwise, users may submit two separate files, the first for the content and the second for the cover, whether the second file is a word format, the programm shall automatically convert it (please make sure you did not un-flag the “Convert to PDF” check box).

Note: The cover must be created through a template bearing a high definition EUI logo available on the server in respect of the internal Policy.

Example of a request submitted through one file inclusive of cover and with some internal pages to be printed in colours

The main options are selected by default as it follows: internal pages in B/W, double sided, cover on cardboard printed in colours and paperback bind. To report pages to be printed in colours, please click on “Add Special Page”

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

Print Options for internal pages

Paper/Media: Type: Paper (Generic) Size: A4

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

Print In Colour: ☐ Print In Black and White ☒ Sides: ☐ Single Sided ☒ Double Sided

Front Cover: ☐ Print on Outside ☒ Print In Colour: ☐ Print In Black and White ☒ Print In Colour

Cover Material: Type: Cartoncino Size: A4

Back Cover:

Binding

Bind Type: Stapling:

Special Pages Add Special Page(s)

Through “By Page(s)” users can select the numbers of pages that should be printed in colours, for instance: 2-5, 9-12. Pick the option “Print in Colour» and “Double Sided”.

Note: The option “By File” can be used in case you submitted two separate files.

Add Special Page(s)

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 colour.

☐ By File ☒ By Page(s)

[Preview PDF \(Selected File\)](#)

Example: 2, 5, 9-12

Paper/Media: Type: Paper (Generic) Size: A4

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

Print In Colour: ☐ Print In Black and White ☒ Sides: ☐ Single Sided ☒ Double Sided

☐ Print In Black and White ☒ Print In Colour

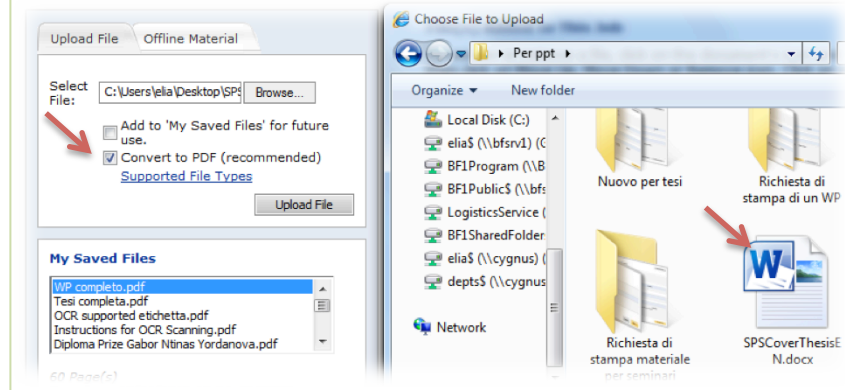
Type:

Cancel Save

Example of a request submitted through two separate files, one for the content and the other for the cover and with some internal pages to be printed in colours

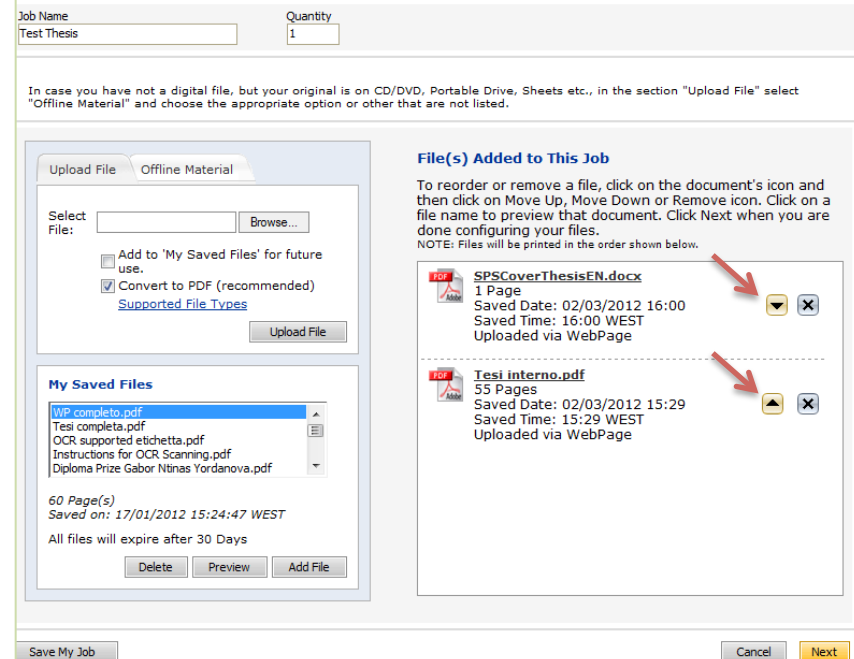
First submit the PDF file of the cover minding that word files can also be directly converted to PDF using the program by flagging the “Convert to PDF” check box. In both cases, make sure you choose the correct template. In the example given, the word file is directly converted to PDF using the program.

Note: The PDF file of the cover will be treated by the Print Shop as an image, so no further changes about the lay-out will be possible.



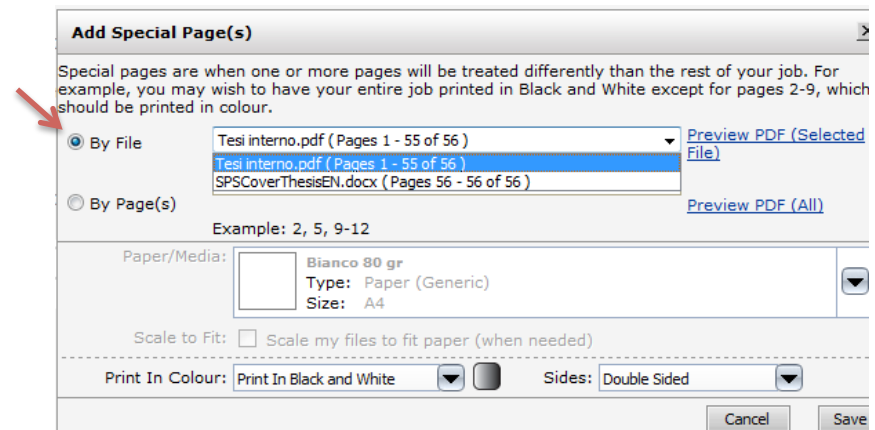
After the submission of the file of the content of the thesis, both files will appear as uploaded on the right side of the window.

Note: users are able to remove or move up/down the uploaded files up to the final submission of the request for print job.



How to report internal pages to be printed in colors when two separate files are submitted

- click on **Add Special Page**
- select the interested part of the file



The screenshot shows the 'Add Special Page(s)' dialog box. The 'By File' radio button is selected, and a red arrow points to it. The file list shows 'Tesi interno.pdf (Pages 1 - 55 of 56)' and 'SPSCoverThesisEN.docx (Pages 56 - 56 of 56)'. The 'Print In Colour' dropdown is set to 'Print In Black and White'.

Add Special Page(s)

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 colour.

☒ By File Tesi interno.pdf (Pages 1 - 55 of 56) [Preview PDF \(Selected File\)](#)
Tesi interno.pdf (Pages 1 - 55 of 56)
SPSCoverThesisEN.docx (Pages 56 - 56 of 56) [Preview PDF \(All\)](#)

☐ By Page(s) Example: 2, 5, 9-12

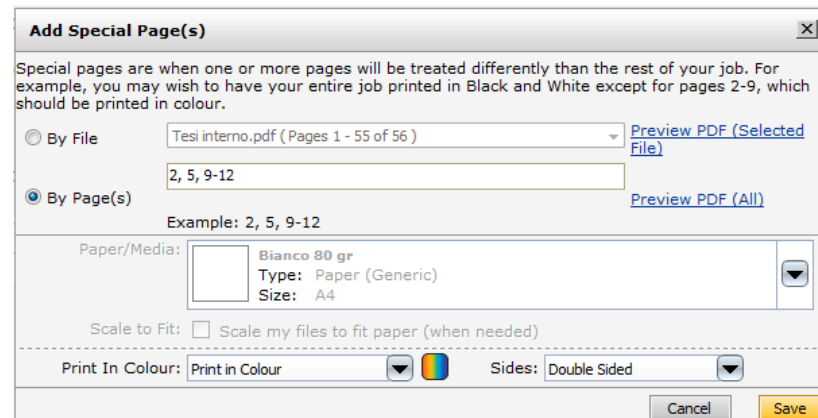
Paper/Media: Bianco 80 gr
Type: Paper (Generic)
Size: A4

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

Print In Colour: Print In Black and White Sides: Double Sided

Cancel Save

- Insert the number of the interested pages in **By Page**
- Select **Print Colour**
- Then **Save**



The screenshot shows the 'Add Special Page(s)' dialog box. The 'By Page(s)' radio button is selected. The page range '2, 5, 9-12' is entered in the text field. The 'Print In Colour' dropdown is set to 'Print In Colour'.

Add Special Page(s)

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 colour.

☐ By File Tesi interno.pdf (Pages 1 - 55 of 56) [Preview PDF \(Selected File\)](#)
2, 5, 9-12 [Preview PDF \(All\)](#)

☒ By Page(s) Example: 2, 5, 9-12

Paper/Media: Bianco 80 gr
Type: Paper (Generic)
Size: A4

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

Print In Colour: Print In Colour Sides: Double Sided

Cancel Save

In case some internal pages of thesis should be printed in colours, users need to report them in **Special Pages**

from Special Pages, select the interested part of the thesis file

Add Special Page(s)

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 1 - 2 of 3) [Preview PDF \(Selected File\)](#)
- Job-Cover test.pdf (Pages 3 - 3 of 3) [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](#)

insert the number of the interested pages by following the instructions

☐ By File

☒ By Page(s)

Job-Cover test.pdf (Pages 1 - 1 of 13) [Preview PDF \(Selected File\)](#)

2, 5, 9-12 [Preview PDF \(All\)](#)

Example: 2, 5, 9-12

Print In Color: ☒ Print in Color ☐ Sides: Double Sided

from the shortcut please choose the **Print in Colour** option

Add Special Page(s)

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 \(Selected File\)](#)

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](#)

on the right, on the same level, select **Double Sided** and then click on **Save**

Add Special Page(s)

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 Color ☒ Sides: Double Sided

Paper/Media: **A4, White**
Type: Paper (Generic)
Size: A4

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

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

Before submitting the request for a print job, please check the Review page

Review

File(s)

File Name [Job-Cover test.pdf](#) [Edit](#)

Page(s) 1

Upload Method Upload Digital

File Name [Job-internal test.pdf](#)

Page(s) 12

Upload Method Upload Digital

Special Pages

Pages 2, 5, 9 - 12 [Edit](#)

Paper/Media A4, White
80 gsm
White

Print In Colour/Sides Print in Colour - Double Sided

Print Options [Edit](#)

Front Cover

Print on Outside - Print In Black and White
A4, White
80 gsm
White

Back Cover *

Non stampato

Stapling *

No Stapling

Binding *

Brossura

Paper/Media

A4, White
80 gsm
White

Print In Colour/Sides

Print In Black and White - Double Sided

Collation *

Collated

Orientation

Portrait

Punching *

No Punching

Lamination *

No Lamination

Folding *

No Folding

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.

☒ 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

Job-Cover test.pdf



1/13



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

Your shopping cart

Storefront Administration

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

Requested Ship Date and Time: 23/06/2016 09:30

Print Shop: **Print Shop EUI**
Piazza Edison 11
Firenze, FI 50133
Italy

Products	Quantity
Job-test Remove Item Name: Teaching and Conference Materials	1 Update Quantity

[Add Another Recipient](#)

Recipient #1
Please enter recipient information below.

Address Book: [Address Book](#)

Method: Navette

Delivery Instructions:

First Name:
Last Name:
Company:
Telephone:
E-Mail Address:
Address:
City:
State:
Zip/Postal Code:
Country:

☐ Save to My Address Book

[Save](#)

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

Review your order

Storefront Administration

[Log in as buyer](#) | [Pending Approvals](#) | Welcome Renato Elia | [Logout](#)

Review Your Order [1](#) [Payment](#) [2](#) [Review](#) [Place My Order](#)

Requested Ship Date and Time: 23/06/2016 09:30:00 WEDT

Print Shop: **Print Shop EUI**
Piazza Edison 11
Firenze, FI 50133
Italy

Products	Quantity
Job-test	1

Payment
Pay At Store

Recipients

Recipient #1	Method:	Products	Quantity
Edit Tipograf Tipograf Real Estate and Facilities Service VillaPoggiolo Italy	Navette	Job-test	1

[Place My Order](#)

Note: users will receive a notification email of the correct receipt of their orders.

In case the original file is on paper, users need to print a copy of the order and send it enclosed with the material to be printed.

Conferma dell'ordine

Numero ordine: 46
Stato ordine: Approvazione richiesta
Data di consegna richiesta: 18/03/2011 12:00:00 EDO
Invia a: 08/03/2011 11:42:46 EDO
Invia da: Renato Elia
Sede: Tipografia
Via dei Roccettini
Firenze, Toscana 50133
Italia

Prodotti

Prodotto	Quantità
Titolo documento	15

Pagamento

Metodo di pagamento

Destinatari

Destinatario #1

Metodo: Navette

Prodotto: Titolo documento

Quantità: 15

Stato della spedizione

Stampa

Stampante: Aficio MP C3300 PS

Predefinito: Standard

PDF Anteprima Annulla Stampa