



European University Institute

REAL ESTATE AND FACILITIES SERVICE

Request to print a Working Paper

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

Begin

Begin

Begin



Invitations

Invitations

Begin



Flyer - Leaflet - Poster

Begin

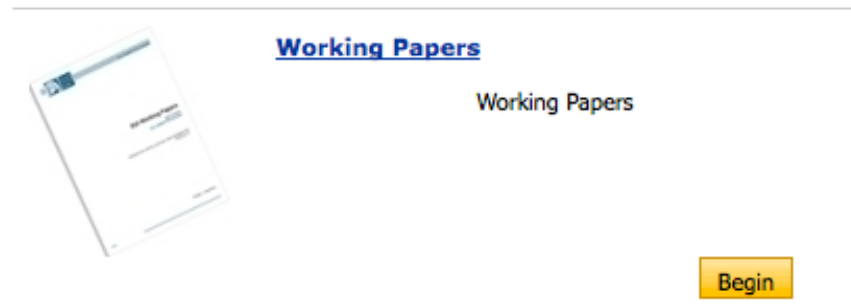


Non-standard formats

and various material such as Laminated Cartel, Labels and Adhesive Paper. For other requests contact the Print Shop

Begin

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



The main options selected by default are the following: double sided print, cover printing in colours on 200 gr. Cardboard and tape 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/number** of the WP and the **quantity**
- Click on **Browse** and select the file to submit
- Then **Upload file** and, after few seconds, it will appear on the right side of the window.

Progress 1 Add Files 2 Print Options 3 Review

Job Name: Test Working Papers SPS N.2012/2
Quantity: 1

In case you have not a digital file, but your original is on CD/DVD, Portable Drive, Sheets etc., in the section "Upload File" select "Offline Material" and choose the appropriate option or other that are not listed.

Upload File | Offline Material

Select File:

Add to 'My Saved Files' for future use.
 Convert to PDF (recommended)
[Supported File Types](#)

My Saved Files

- Wp completo.pdf
- OCR supported etichetta.pdf
- Instructions for OCR Scanning.pdf
- Diploma Prize Gabor Ntnas Yordanova.pdf
- 2011-05-08 Invito Gala Cordenons.pdf

60 Page(s)
Saved on: 17/01/2012 15:13:01 WEST
All files will expire after 2 Years

File(-) 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.

	WP completo.pdf	
	50 Pages	
	Saved Date: 17/01/2012 15:13	
	Saved Time: 15:13 WEST	
	Uploaded via WebPage	

Browse

File Aggiunti a Questo Lavoro

Upload file

File salvati

- Copertina tesi Keller.doc
- Copertina prova DSF.pdf
- Interno prova per DSF.pdf
- Prova copertina tesi.doc

1 Pagina(e)
Salvato in: 12/05/2010 17.38.13 EOO
All files will expire after 1 Anni

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 file upload interface. At the top, there are fields for 'Job Name' (Test Working Papers SPS N.2012/2) and 'Quantity' (1). Below this, a note states: 'In case you have not a digital file, but your original is on CD/DVD, Portable Drive, Sheets etc., in the section "Upload File" select "Offline Material" and choose the appropriate option or other that are not listed.'

The main interface is divided into two sections: 'Upload File' and 'Offline Material'. The 'Upload File' section includes 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 link for 'Supported File Types' is also present. An 'Upload File' button is at the bottom of this section.

The 'Offline Material' section is currently inactive. Below the 'Upload File' section, there is a 'My Saved Files' list containing the following items:

- WP completo.pdf
- OCR supported etichetta.pdf
- Instructions for OCR Scanning.pdf
- Diploma Prize Gabor Ntinás Yordanova.pdf
- 2011-05-08 Invito Gala Cordenons.pdf

Additional information for the saved files includes: '60 Page(s)', 'Saved on: 17/01/2012 15:13:01 WEST', and 'All files will expire after 2 Years'. There are 'Delete', 'Preview', and 'Add File' buttons for this list.

On the right side, the 'File(s) Added to This Job' section shows a list of files with a 'WP completo.pdf' entry. It includes details: '60 Pages', 'Saved Date: 17/01/2012 15:13', 'Saved Time: 15:13 WEST', and 'Uploaded via WebPage'. A close button (X) is visible next to the entry.

At the bottom of the interface, there are 'Save My Job', 'Cancel', and 'Next' buttons.

Red arrows point to the 'Add to 'My Saved Files' for future use.' checkbox, the 'Convert to PDF (recommended)' checkbox, and the 'My Saved Files' list. A blue label 'My saved Files' is positioned below the list.

Example of a request submitted through a sole file inclusive of front and back covers and of 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 print, cover on cardboard printed in colours and tape binding. To report pages to be printed in colours, click on “Special Pages”.

Job Name: Test SPS 2012/03
Quantity: 1

Opzioni di stampa
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.

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**

Legatura e copertine

Front Cover: **Print on Outside** Print In Colour: **Print In Colour**

Cover Material: Working Papers Cover
Type: Cartoncino Colorato
Size: A4

Back Cover: **Print on Outside** Print In Colour: **Print In Colour**

Cover Material: Working Papers Cover
Type: Cartoncino Colorato
Size: A4

Bind Type: **Tape** Bind Colour: **White**

Special Pages [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.

Special Pages Not Available

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 whether users submit several files with the same characteristics, for instance in case of conferences/seminars, etc.

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 WP SPS 2012_03.pdf (Pages 1 - 41 of 41) [Preview PDF \(Selected File\)](#)

By Page(s) 3,4,7-10

Example: 2, 5, 9-12

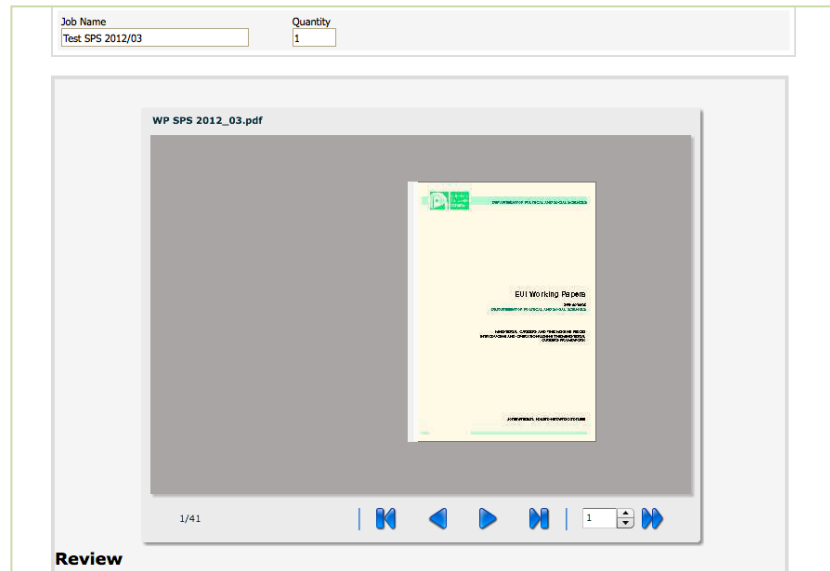
Print In Colour: **Print in Colour** Sides: **Double Sided**

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

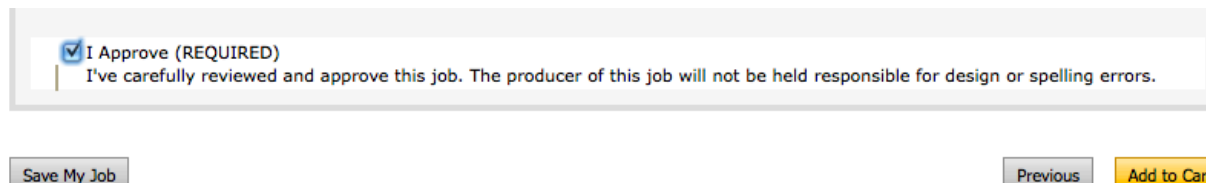
Scale to Fit: Scale my files to fit paper (when needed)

Cancel Save

After setting-up the options, the following window will show the preview and the review of the request



Note: in order to proceed, the users must flag the “I Approve” check box



Information on delivery

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

Requested Ship Date and Time: 08/03/2012 15:00 [Print Shop: Print Shop EU1](#)
 Piazza Edison 11
 Firenze, FI 50133
 Italy

Products	Quantity
Test SPS 2012/03 Item Name: Working Papers	1 Update Quantity

[Add Another Recipient](#)

Recipient #1

Please enter recipient information below.

Address Book: Method: Navette

First Name: Address: Delivery Instructions:

Last Name:

Company:

Telephone:

E-Mail Address:

City:

State:

Zip/Postal Code:

Country:

Save to My Address Book [Save](#)

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

Order confirmation

Welcome Mail Account Logistics Service! [Logout](#)

Thank you for your order! [Print this page](#) [Continue Shopping](#)

Order Confirmation

Order Number: 94 **Order Status: User approved**
 Requested Due Date: 08/03/2012 15:00:00 WEST **As of: 05/03/2012 10:32:38 WEST**
 Submitted on: 05/03/2012 10:32:38 WEST
 Submitted by: Mail Account Logistics Service **Print Shop: Print Shop EU1**
 Piazza Edison 11
 Firenze, FI 50133
 Italy

Products	Quantity
Test SPS 2012/03	1

Payment

Payment Method: Pay At Store

Recipients

Recipient #1	Method:	Products	Quantity	Shipping Status
Mail Account Logistics Service Logistics Service	Navette	Test SPS 2012/03	1	-
Italy E-Mail: Tipografia@EUI.eu				

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

Review your order

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

Requested Ship Date and Time: 08/03/2012 15:00:00 WEST **Print Shop: Print Shop EU1**
 Piazza Edison 11
 Firenze, FI 50133
 Italy

Products	Quantity
Test SPS 2012/03	1

Payment

Pay At Store

Recipients

Recipient #1	Method:	Products	Quantity
Mail Account Logistics Service Logistics Service	Navette	Test SPS 2012/03	1
Italy			

[Place My Order](#)

- We kindly remind you that the Print Shop, in case no specific request is submitted, will print in black and white.
- **Note:** users will receive a notification email of correct receipt of the order submitted.