Printerface Users Guide – for UniPrint customers (revision 1)

Logging into Printerface

To get the most out of Printerface, it is essential to have a user account. Go to uniprint.uwa.edu.au and select the "Order Online" option presented, then enter your username and password to gain access to Printerface. If you don't have an account, you can click on the "Need a Login?" link to create an account.

Your account will keep essential details on file, which will automatically fill into the required fields when necessary, saving you time in the process. Make sure that your details are up to date on a regular basis, this will ensure the smoothest possible operation!

Submitting print jobs via Printerface

Brochures/Flyers/Posters (smaller than A2)

Printerface can be used to produce brochures and flyers, as well as posters smaller than A2, with many different options for paper stock, folding, and laminating!

From the Printerface home page, select Brochures/Flyers/Posters (smaller than A2).

Next is the Accounting & Delivery Details screen. The information here is what we'll use to charge your job, and to know where to deliver it when it's complete. Your details will automatically pre-fill in the fields from your user account, check that they are all correct, and make any neccesary changes before proceeding. Currently, you can only have Brochure/Flyer jobs charged to a Business Unit and Project Grant number.

At the Job Details screen, here is where you can upload your file to be printed. You must have your file already formatted for the type of brochure that you are producing. For instance, if you are going to have a brochure folded to a tri fold, you must create your document with three columns.

Select "Add a file for printing", and upload the file that you want to be produced.

After you have done this, you will get a small preview of your file, confirm that this is the correct file before proceeding to the next step.

Here, you can enter a title for your job, make it something that can make it easily recognizable. You can enter the amount of copies that you require, then you can select whether you want the brochure/flyer produced in colour or black & white. You also have selections for the type of paper, what weight of paper, and what size the final product will be.

If you would like for us to redesign your brochure for you, as well as add the correct and up to date UWA branding to your document, you can select this option. Fill out in the box a brief description of the changes you would like to see us do to your document.

Using the above options, you can select the type of folding you require. There are many types to choose from, and each type is illustrated with a diagram.

Lastly, you can choose to have your brochure/flyer laminated. If you choose Cello-glazing, you can opt to either have one, or both sides laminated, Fully sealed can only be done both sided. For both options, you have the choice between Gloss or Matt laminates.

The next screen will allow you to check a PDF proof of your document.

This is the document to be printed.

Please view it to ensure that everything is correct.

Click here to view your PDF proof

Select "Click here to view your PDF proof" and it will either allow you to download the file, or view directly in your browser. It is essential that you check this PDF, as this will be the file that will be sent for production, any errors that appear here will go to print!

After you have checked the PDF proof, select one of the following options:
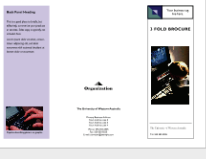○ I have checked the PDF proof and it is correct
○ The PDF proof has some problems
☐ **Hardcopy proof required before production**
☐ **Price required before production**
If you have any special requirements for the job that could not be specified on the previous pages then enter them here.

After checking the PDF proof, you must select the appropriate option from the provided list, if the proof is okay, you can select that option.

⦿ The PDF proof has some problems

Please write out a description of the problems that you noticed in the PDF so that the print room know what they need to do to fix it. This may cost more due to the extra work required. Alternatively you could try saving your document as a PDF and submitting that—this may resolve the problems you noticed with the PDF proof.

Description of the problems

If it's wrong, when you select that option, you will be presented with a box in which you can type the errors that you see, from there we will receive your issues and will be able to work them out from there.

You can opt to have a hardcopy proof printed before the entire job is run, this is beneficial if you're doing a lot of copies of your brochure or flyer, bear in mind however that this will add a delay to your job. You can also opt to have a cost for your job before it goes to print, again beneficial if you're doing a large volume of printing.

Finally, there is a box where you can type in any special requirements for the job. This will be for anything that wasn't covered in the previous screens. It's useful for telling us specific delivery instructions, any specific print or finishing options, or any other query that you may have. We will receive this and then let you know if anything has to be done to fit your needs.

Final Review

Job Specification #51,544 - Brochure

Client
Name: NICK KAPIRNAS
Phone Number: 6488 2098
Fax Number: 6488 1125
Email: nick.kapirnas@uwa.edu.au
Customer: UNIPRINT ADMINISTRATION
!!summary_section_desc
Business Unit: 02105
Account: 620
Project Grant: 63004001

Requirements
Number of Copies: 100
Date Required: Tuesday, 11 December 2012, 10:00

Delivery
Method: Collect
Mail Bag Number: M700

Item #1 - Brochure (Document)
Document Contents
PDF Proof: MergedSources.pdf
Generated from source document:
3 Fold Brocure.pdf (2 pages)

Printing Details
Content Printing
2 pages of Black & White printing
Double sided printing
Gloss laminated pages

Preview page 1 of 2

Cancel   < Previous   Finish: Send to Copy Centre

At the end, you will have this screen which goes over the billing, delivery, and print of your job. Please check this and make sure all of the details are correct before proceeding. If you do need to change anything here, then use the previous button on the bottom left of the screen to go back and change them. Doing so will not lose any of your settings for your job. If it is all correct, and you're happy to proceed, then select "Finish: Send to Copy Center"

Return to UniPrint homepage

Your print order has been submitted with ID #51,528; please record this for your reference.

Multipage Documents

Submit Assignment

Brochures/Flyers/Posters
(smaller than A2)

Wide Format/Posters
(size A2 and up)

Multiple Choice Question
Exam scanning service

My Orders

My Favourites

My Details

After a short moment, you will be sent back to the home screen, but with a notification at the top confirming the recipient of your job. You should also receive an email confirming that we have your print job. At this stage we will receive your job, contact you if there are any queries we may have, and then your job will be run!