

Printerface Users Guide – for UniPrint customers (revision 2)

Logging into Printerface

If you use our online service regularly to upload jobs, having a user account is a great idea! 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!

Not registered?

Even if you are not registered yet, [you can still submit a job](#). For a wider range of options in PrinterFace, please [register using our online form](#).

If you prefer not to create an account, it is possible to upload a poster without one, you can click on the “you can still submit a job” link beneath the username and password fields to proceed as a non registered user.

Submitting print jobs via Printerface

Printerface allows you to submit to us a poster for printing, allowing you to choose between different size and finishing options!

Wide Format/Posters (size A2 and up)

[UWA Home](#) > [UniPrint](#) > [Printerface](#)

[Return to UniPrint homepage](#)

You currently have no messages.

 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		

At the Printerface homepage, select Poster/Wide Format

Important Poster Information

Step 1 of 4

Please be aware of poster printing requirements below:

- The source document should be set up at the final printing size. You will need to specify this on the 3rd page.
- PDF is the preferred format for all poster source files.
- If submitting a PowerPoint source file, we recommend embedding the fonts as we cannot guarantee the poster will print correctly without them.

Enter the administrative details of your job here.

Phone number

Mobile

Fax Number

Email address

Payment Method

Customer

Section

Business Unit

Account

Project Grant

Date Required

Delivery Method

Time Required

Collection Location

Mail Bag Number

no preview

\$0.00 inc GST

You will be presented with 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 necessary changes before proceeding. With posters, you can choose between having it charged to a project unit and business unit number, or you can opt to pay online via credit card.

Submitting a poster to us has certain requirements you must follow:

- The source document should be set up at the final printing size
- PDF is the preferred format for all poster source files
- If submitting a PowerPoint source file, we recommend embedding the fonts as we cannot guarantee the poster will print correctly without them

Step 2 of 4

Poster Details

Choose the options you want for your job.

Covers and content to print

Add a for printing

Print Order Title

Copies

PosterWide Format Style

 Posters	 Plan Printing (black and white on 80gsm bond)	 Plan Printing (colour on 80gsm bond)	 Vinyl	 Fabric (heat sealed edges)	 Fabric (stitched edges)	 Pull Up Banner (budget base)	 Pull Up Banner (standard base)
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Finished Size

Mount your poster on a board

Lamination

 None	 Cello-glazing (no sealed lip)	 Fully sealed
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Poster tube?

If you have any questions or require assistance you can phone: 08 6488 6779 or email: online-unprint@uwa.edu.au

no preview

Add some content to get a price

The Poster Details screen is where you set up your poster print job.

Covers and content to print

Add a for printing

Select “Add a file for printing” and upload your file. PDF is the preferred format for poster jobs, though we can accept other formats such as PowerPoint, Word, and various image formats (Note, particularly with PowerPoint and Word files, they can often not work due to missing fonts on our end, amongst other problems, PDF files will usually solve all of these problems).

Covers and content to print

	poster.pdf (1 page; 78 KB), just uploaded View uploaded file	↑ ↓ ×
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Add a for printing

Once you have uploaded your file, you will get a small preview, confirm that this is the correct file before proceeding. At this stage, if you have more than one poster to print, you may upload more files with the “Add a file for printing” button.

Print Order Title

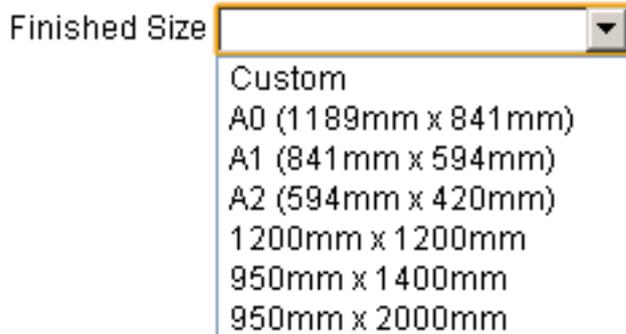
Copies

Here you can give a title for your poster printing job, name it with something that will make it easy to identify. You can also enter how many copies you require of your poster.



Now you can select the type of poster that you want printed.

- Posters: This is our standard colour poster print, on a 150gsm poster paper stock.
- Plan Printing: This is ideal for simpler posters, and perfect for building plans, it can be printed in colour or black and white, and is printed on a 80gsm bond stock.
- Vinyl: The poster is printed on a vinyl material, ideal for banners.
- Fabric (heat sealed or stitched): The poster is printed onto a fabric material, this is ideal if you will be travelling a lot with your poster, as it can be easily folded and placed into luggage. You have a choice between a simple heat sealed edge, or a stitched edge.
- Pull Up Banners: These are high quality banners designed to be used many times, can stand upright on their own, and can be collapsed into the base. Comes with carrying case.



With Finished Size, you can select the size you want your poster printed at, the options provided are standard poster sizes, you can also opt for a custom size in millimeters. The file that you uploaded must be the same size as your finish size.

Mount your poster on a board

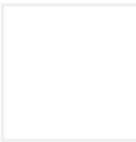
Type of board

Supply velcro tabs for wall mounting?

Attach a hanging wire for wall mounting?

You can also have your poster mounted on a 5mm or 10mm Gatorboard or Foamcore backing, as well as having Velcro tabs or a wire attached for mounting onto a wall. Note that you can only mount regular and Plan Printing posters, and you can't have both Velcro tabs and a hanging wire at the same time.

Lamination

 None	 Cello-glazing (no sealed lip)	 Fully sealed
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Lamination type

You can choose to have your poster laminated with a gloss or matte finish, as well as either being sealed to the edge or not.

Poster tube?

- None
- Standard x 875mm
- Standard x 1200mm
- Extendable up to 1400mm with carry strap

Finally, you can also have your poster delivered with a poster tube. The standard tubes are simple cardboard postal tubes, or you can opt for an extendable tube, useful if you will be using your poster frequently.

Proofing

Step 3 of 4

Verify that the PDF that you are about to send is correct.

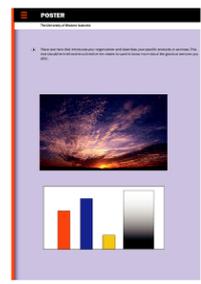
 This is the document to be printed.
Please view it to ensure that everything is correct.
[Click here to view your PDF proof](#)

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.

If you have any questions or require assistance you can phone: 08 6488 6779 or email: online-uniprint@uwa.edu.au



Preview page 1 of 1

\$77.00 inc GST

Cancel < Previous Next >

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



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 poster, 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

Step 4 of 4

Confirm the details below are correct before submitting your order.

Job Specification #51,561 - Conference Poster

Client

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

Requirements

Number of Copies: 1
Date Required: Wednesday, 12 December 2012, 10:00

Delivery

Method: Collect
Mail Bag Number: M700
Estimated Cost: \$77.00 (including GST)

Item# 1 - Conference Poster (Poster) [\$77.00 (including GST) per poster]

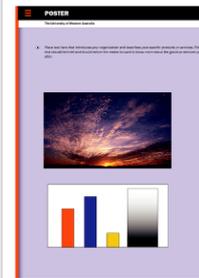
Document Contents

PDF Proof: [MergedSources.pdf](#)

Requirements

Printing on A0 (1189mm x 841mm) Posters
Gloss Cello-glazing (no sealed lip) lamination

If you have any questions or require assistance you can phone: 08 6488 6779 or email: online-uniprint@uwa.edu.au



Preview page 1 of 1

\$77.00 inc GST

Cancel < Previous Submit or Pay For Order

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 "Submit or Pay For Order"

Credit Card Payment

Enter your credit card details in the secure form below.

Your credit card details will be sent directly to the credit card processor and not saved on the server. When you click the Submit Payment button your payment will be processed immediately. If your payment is successful then your order will be sent directly to UniPrint. If your payment is not successful then you will be given a chance to change your payment method or adjust your order and try again.

Credit Card Number

Expiry / (MMYY)

Card Security Code [What is this?](#)

If you have any questions or require assistance you can phone: 08 6488 6779 or email: online-uniprint@uwa.edu.au

Cancel

< Previous

Submit Payment for \$77.00

If you opted for credit card payment, you will see this screen. Enter your card details in the supplied fields, and your card will be charged the amount for the poster.

[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 poster. You should also receive an email confirming that we have your job. At this stage we will receive your poster, contact you if there are any queries we may have, and then your poster will be run!