

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

Multipage Documents

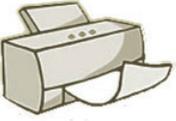
Using Printerface, you can submit to us documents to print, from jobs as simple as class notes, right up to complicated reports with custom covers, tabs, and coloured divider pages, just simply follow these instructions.

From the Printerface home page, select “Multipage Documents”

[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		

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. Currently, you can only have Multipage documents charged to a Business Unit and Project Grant number.



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Printer face

Step 1 of 5

Accounting & Delivery Details

Enter the administrative details of your job here.

Phone number

Mobile

Fax Number

Email address

Customer

Section

Business Unit

Account

Project Grant

Date Required

Delivery Method

Time Required

Collection Location

Mail Bag Number

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

no preview

The screenshot shows the 'Printer Face' interface for 'Covers and content to print'. At the top left is the University of Western Australia logo and name. The main header reads 'Printer Face' and 'Step 2 of 5'. The central area is titled 'Covers and content to print' and contains a list of uploaded files:

- Part 1: COVER PAGE.pdf (1 page; 66 KB), uploaded 30/11/2012 2:52:24 PM. Includes 'View uploaded file' and 'View converted PDF' links, and Up, Down, and X control buttons.
- Part 2: BODY.pdf (23 pages; 81 KB), uploaded 30/11/2012 2:52:27 PM. Includes 'View uploaded file' and 'View converted PDF' links, and Up, Down, and X control buttons.

Below the list is a button 'Add a file for printing or select a file from the library'. A text box at the bottom provides contact information: 'If you have any questions or require assistance you can phone: 08 6488 6779 or email: online-uniprint@uwa.edu.au'. On the right, a preview window shows a cover page with a sunset image and the text 'COVER PAGE'. Navigation buttons at the bottom include 'Cancel', '< Previous', and 'Next >'.

At the **Covers and content to print** screen, this is where you upload your files to print. PDF is the preferred file type for printing, but Printerface can also accept many other popular file types, such as Word, PowerPoint, different image types, and much more.

Using the "File" button, you can select a file to upload from your computer, and using the Up, Down, and X buttons on the right, you can rearrange and delete files from your job. For instance, if you have a cover page that's separate to your main document, you can upload the cover page, then the document itself, and then arrange them in the correct printing order.

Note, you cannot re-arrange the order of your pages after proceeding from this page, so ensure that they are correct before moving on!

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Step 3 of 5

Job Details

Choose the options you want for your job.

Print Order Title

Copies

Finished Paper Size

Paper Type

Paper Weight

By default your document will be printed double sided and in black & white. You can make changes to this using the options below. Click [here](#) for help.

ALL NONE [Icons]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

Orientation Portrait Landscape

Add headers, footers, or page numbering

Staple, bind, or hole punch your document

Add or specify covers

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

[Preview of COVER PAGE]

Preview page 1 of 24

Cancel < Previous Next >

You will now be presented with the Job Details screen. This screen is where you can define exactly how your document will print, from selecting whether a page will print in colour or black and white, define single and double sided pages, you can also insert divider tabs in your document, as well as colored slip sheets. This page is also where you select what orientation your document is (Portrait or Landscape), as well as other finishing options, such as adding headers and footers, page numbers, binding options, and various options for binding covers.

Choose the options you want for your job.

Print Order Title

Copies

Finished Paper Size

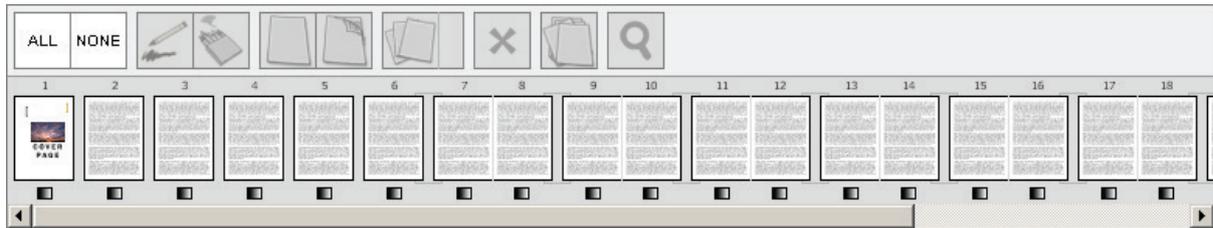
Paper Type

Paper Weight

By default your document will be printed double sided and in black & white. You can make changes to this using the options below. Click [here](#) for help.

Here, you can assign a title to your print order, make it something that can be easily identifiable. You can define how many copies you require, what size paper it will be printed onto, the type of paper,

and what weight paper. Selecting different paper types will alter what paper weights can be selected.



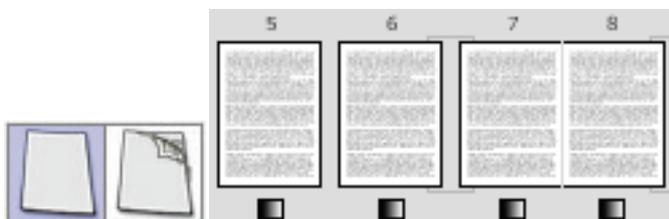
This screen allows you to customize the way your document is printed. By default, your document is set to print in black and white, double sided, and unbound. Using the supplied tools, you can change how the document will be produced.



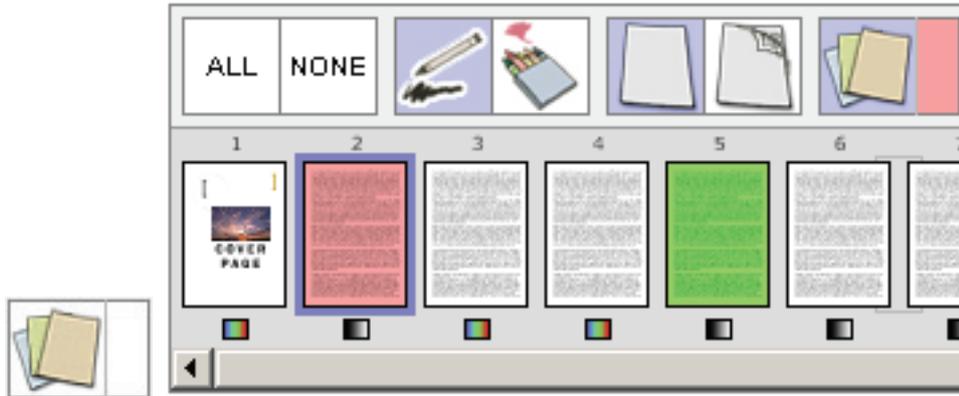
These buttons allow you to quickly select all of the pages in your document, or deselect all of them.



These two buttons allow you to set pages you have selected to print in either black and white, or colour. When you change between colour modes, the small icon beneath each page will change to reflect your selection. You can also click on the small icon to change the colour mode of individual pages.



After selecting the pages you want to change, you can select between single and double sided with these buttons. The preview will change to represent your changes, the first two pages in the figure are single sided, the last two are double, notice the gap between the single sided pages.



This button allows you to change the colour of paper that your document will be printed on, you can either define the entire document to be a single colour (using the select all command), or you can define different pages to be printed in different colours as seen in the figure. Note that you can only set the colour on pages that are being printed in black and white, and single sided.



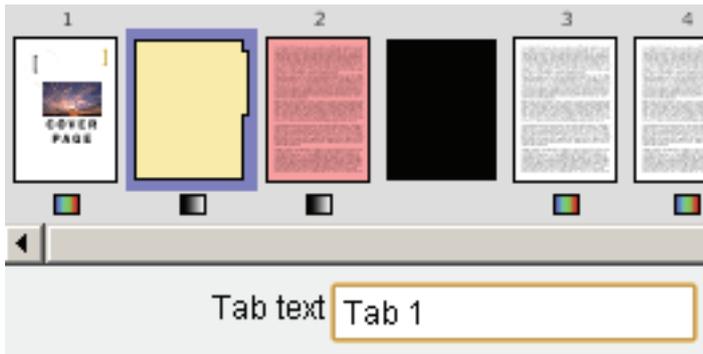
Selecting an insert (a divider tab or a slip sheet) and then clicking on this button will remove the insert from your document.



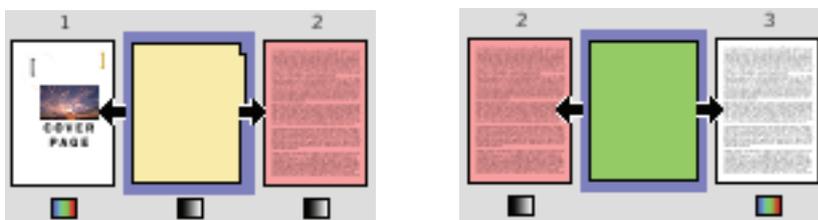
This button allows you to place an insert into your document. Highlight the page that you want the tab or slip sheet to be placed, then click on the insert button.



You will be presented with two more icons, for slip sheets and tabs respectively. Click on one of those options, and you will see the insert appear inside your document.



When you select a tab, a small box will appear beneath it, here you can type in what you want printed on the tab.



If you hover your mouse cursor over a tab or a slip sheet, two small arrows will appear on each side of the insert, clicking on these arrows will allow you to move them around your document. Also, using the tint selection button from earlier, you can change the colour of the slip sheet. You cannot change the colour of tabs.



Selecting a page in your document, then clicking on this icon will allow you to zoom in on a page, so you can check how the page looks after making your changes. For instance, you can zoom in on a page you have changed the tint on to see if the colour clashes with anything you have on the page.

After you have made the changes to your document, you have a variety of finishing options to select from.

Add headers, footers, or page numbering

Header content

Footer content

Add page numbering?

What page of the document should the numbers start on?

Selecting the “Add headers, footers, or page numbering” checkbox will allow you to add a header and footer to your document, typing in your required text in the supplied fields. You can also add page numbering by checking the box, and then typing in what page you want the numbers to start on. If you don’t want to have a header and footer, but you do want to add page numbers, just keep the header and footer fields blank.

Staple, bind, or hole punch your document

Stapling

 None	 Top left	 Two staples on long edge	 Saddle (Booklet-style)
---	---	---	---

Binding

 None	 Perfect Bound	 Wiro bound (black)	 Spiral Bound	 Thermal (Strip) Bound
---	--	---	---	--

Which edge do you want to bind

 Long edge	 Short edge
--	---

Hole punch your document?

How many holes?

Checking “Staple, bind, or hole punch your document” will enable various finishing options. You can choose from various stapling options, various binding options, and if you’re binding your document,

you can also select between having it bound on the long edge, or the short. You cannot bind and staple at the same time.

Selecting the “Hole punch your document?” option, you can choose between 2, 3, and 5 holes to be punched into your document.

Add or specify covers

Add a clear plastic front?

Specify a front cover

Where does the cover come from?

How is the cover to be printed?

Black & white Colour

Paper Type

Paper Weight

Laminate the cover?

Lamination type

Add a clear plastic back?

Specify a back cover

Where does the cover come from?

Paper Type

Tint Colour

Paper Weight

Laminate the cover?

Lamination type

Finally, you can specify what covers your document will have. This is a very powerful tool capable of many different results, depending on your needs.

Selecting “Add a clear plastic front” will do exactly that, placing a clear PVC cover on the front of your document.

“Where does the cover come from?”, this option will allow you to select where the artwork for the cover comes from, by default it will use the very first page of your document, though you can choose to use the first two pages. This is dependent on what the first two pages of your document are, so make sure they are correct before selecting this option. You can also select the paper type and weight of the cover using the options supplied. Finally, you can also specify whether you want the cover laminated, in gloss or matt.

The same options apply for the back cover, however there is an extra option to just have a blank piece of coloured paper or card.

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Step 4 of 5

Proofing

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

COVER PAGE

Preview page 1 of 24

Cancel < Previous Next >

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. This is particularly handy if you had a lot files initially, here you can see a compiled PDF, allowing you to check the order and layout of your pages. 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!

Please note that this proof will not contain the header, footer, and page numbers defined in the previous screen, or any tabs or coloured slip sheets you have inserted, these are added during production.

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 a single document, 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.

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Step 5 of 5

Final Review

Job Specification #51,528 - COVER PAGE.pdf

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: 1
Date Required: Tuesday, 11 December 2012, 10:00

Delivery
Method: Collect
Mail Bag Number: M700

Item #1 - COVER PAGE.pdf (Document)

Document Contents
PDF Proof: [MergeSources.pdf](#)
Generated from source documents:
[COVER PAGE.pdf](#) (one page)
[BODY.pdf](#) (23 pages)

Printing Details
Content Printing
23 pages of Black & White printing
Double sided printing

COVER PAGE

Preview page 1 of 24

Cancel < Previous Finish: Send to Copy Centre

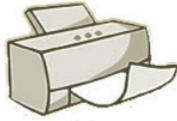
At the end, you will have this screen which goes over the billing, delivery, and print of your job. Please check this and make sure all of the details are correct before proceeding. If you do need to change anything here, then use the previous button on the bottom left of the screen to go back and change 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](#)



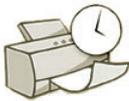
[Brochures/Flyers/Posters
\(smaller than A2\)](#)



[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!