

# Wide Format Print.

How To Guide —

Version 1.0

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# Getting Started.

On the landing page, there are 3 featured products to choose from. **A0**, **A1** and **A2** posters.

If you click on any product, it will take you to the product details page where you will find an **Artwork Guide** and a **More Options** button.

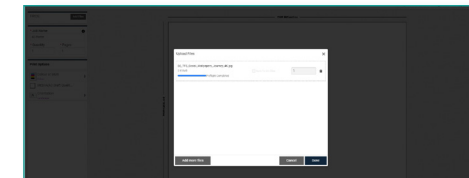
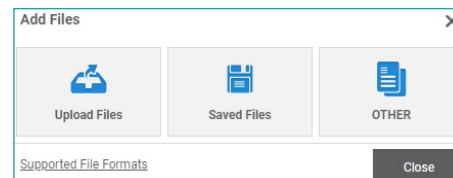
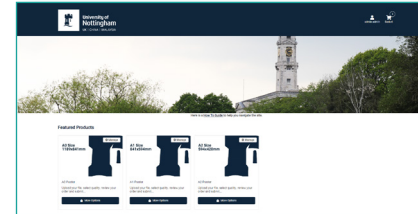
Click the **More Options** button to bring up the Print Submission page.

Choose your file, then click **Upload**, once uploaded Click done.

From here there are several options. **Job name** and **Quantity**. Please ensure the job name includes your **User Name**, **before** uploading your file.

The **Page count** is always set to the value of the file and cannot be amended.

There are **3 Print Options** to choose from, you can either get your file printed in **B&W** or **Colour**.



# Getting Started Cont....

Next you can choose the **Media** you want your file to be printed on.

Please note; if you are printing out technical drawings, **Draft quality 100gsm** should be good enough, for print jobs with large areas of colour saturation, please select **Final Submission 170gsm** for the best results.

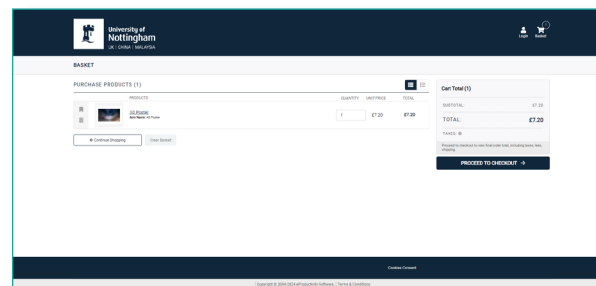
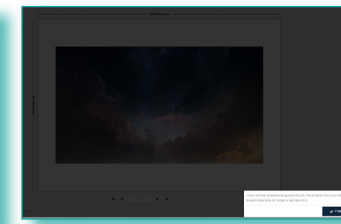
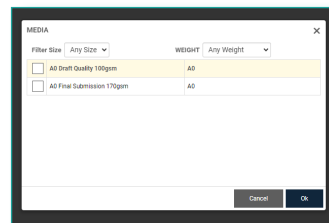
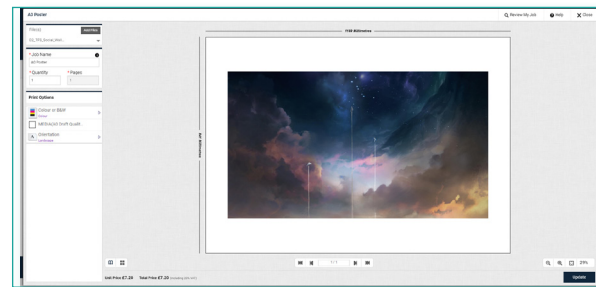
Finally, you can choose the **Orientation**, which can be either **Portrait** or **Landscape**.

Please note; what is viewed in the print preview will be the final product, there is no option to autofit to the correct size, and 300dpi in the minimum resolution.

Click **Add to Basket**, where you will be prompted to agree to the Terms and Conditions, and then **click I Agree**.

Once you are done, you can view your basket by clicking the **Basket** button, where you can delete any unwanted items.

Click the **Proceed to Checkout** button, you can verify your Shipment type and select your payment method and review or Modify items.



# Payment.

Choose your payment method,.

Click the **Place Order** button once you are ready to complete your order.

Once your order is placed it will take you to the order confirmation screen, confirming your order.

Once confirmed, your order will be processed, printed and delivered to your chosen destination. (Hallward Library, George Green Library or Djanogly Learning Resouce Centre.

This screenshot shows the 'CHECKOUT' stage of the online shopping process. The page is titled 'UNIVERSITY OF NOTTINGHAM' and 'CHECKOUT'. It features a navigation bar with 'BASKET', 'CHECKOUT', and 'CONFIRMATION' tabs. The main content area is divided into several sections: 'SHIPPING OPTIONS' with a 'SHIPMENT 1' section for 'Who To' (University of Nottingham) and 'Where To' (University of Nottingham); a 'Select a Payment Method' section with radio buttons for 'Credit Card Payment' (selected) and 'Pay in Store'; and a 'Check Out Total' section on the right. The 'Check Out Total' section displays the following information: 'Sub Total: £24.00', 'Delivery: £2.00', and 'TOTAL: £26.00'. A 'PLACE ORDER' button is visible at the bottom right.

This screenshot shows the 'ORDER CONFIRMATION' stage of the online shopping process. The page is titled 'UNIVERSITY OF NOTTINGHAM' and 'ORDER CONFIRMATION'. It features a navigation bar with 'BASKET', 'CHECKOUT', and 'CONFIRMATION' tabs. The main content area is divided into several sections: 'Thank you for your order!' with a 'Check ID: 34' and 'Order ID: 34'; a 'Product Details' section with 'New Name: All Power' and 'Qty: 1'; and a 'Check Out Total' section on the right. The 'Check Out Total' section displays the following information: 'Sub Total: £24.00', 'Delivery: £2.00', and 'TOTAL: £26.00'. A 'PLACE ORDER' button is visible at the bottom right.

