

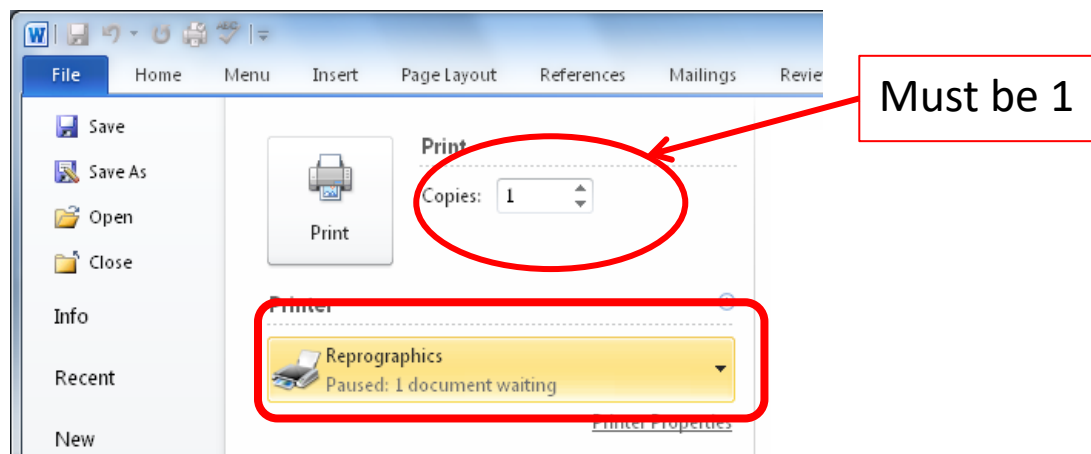
Many different types of publications can be produced including, but not limited to:

- A4 and A5 booklets
- Single to double sided
- Reduction to multiple pages per sheet
- Stapling
 - top left, double stapled down side and middle stapled for folded booklets
- Hole punched (manual operation)
 - 2 and 4 holes
- Front and back covers
 - different coloured paper or card
- Laminating
 - A3 and A4

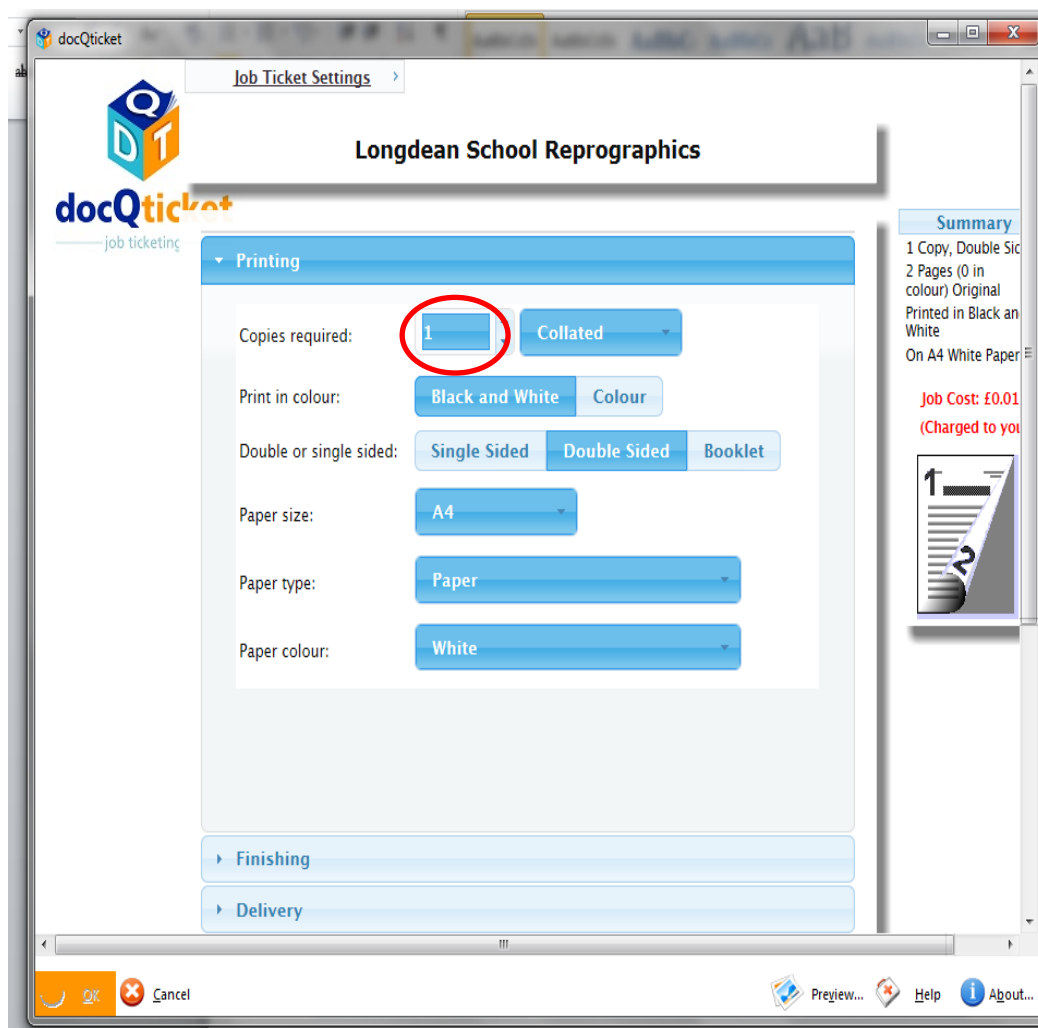
Reprographics work can be sent via the online system, as detailed:

Send an item to print, select printer as **Reprographics**, set the range of pages to the selection you want, and then select print.

Do not select any other settings here, not even quantity¹. That will be on the next step.



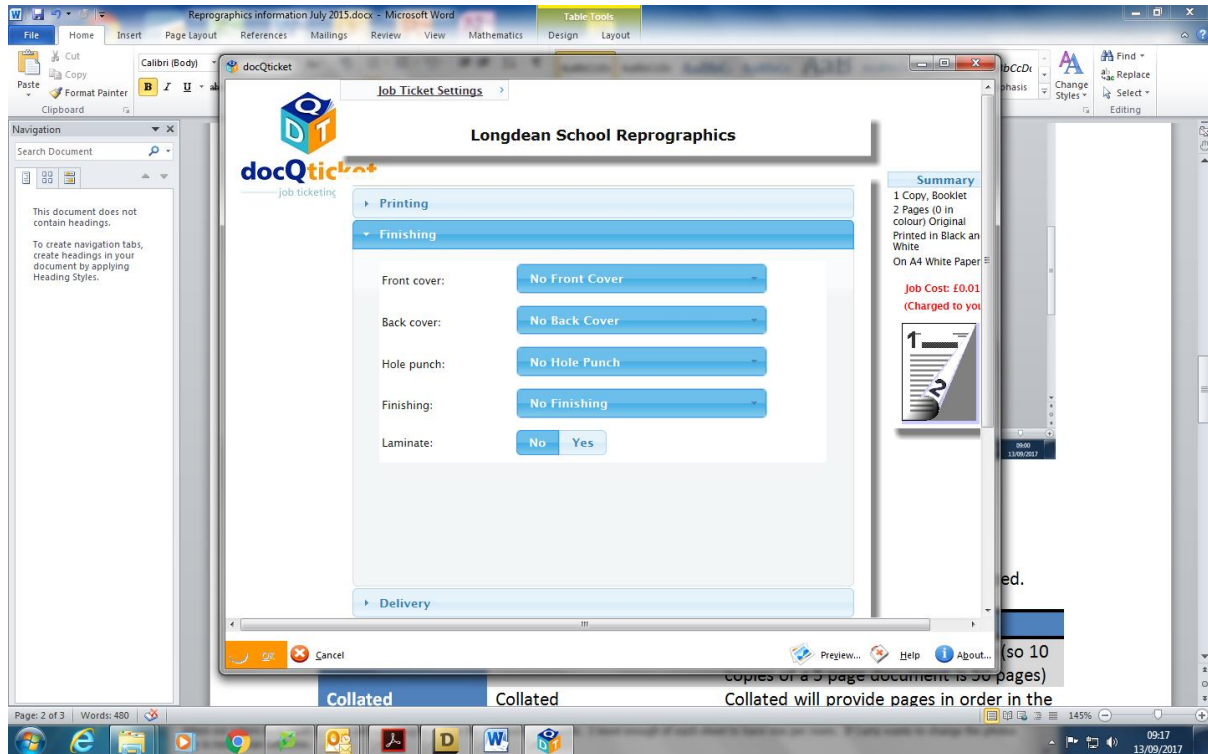
¹ docQticket sees your print request at this stage as the number of times to repeat the entire print job. You select the number of copies on the docQticket screen.



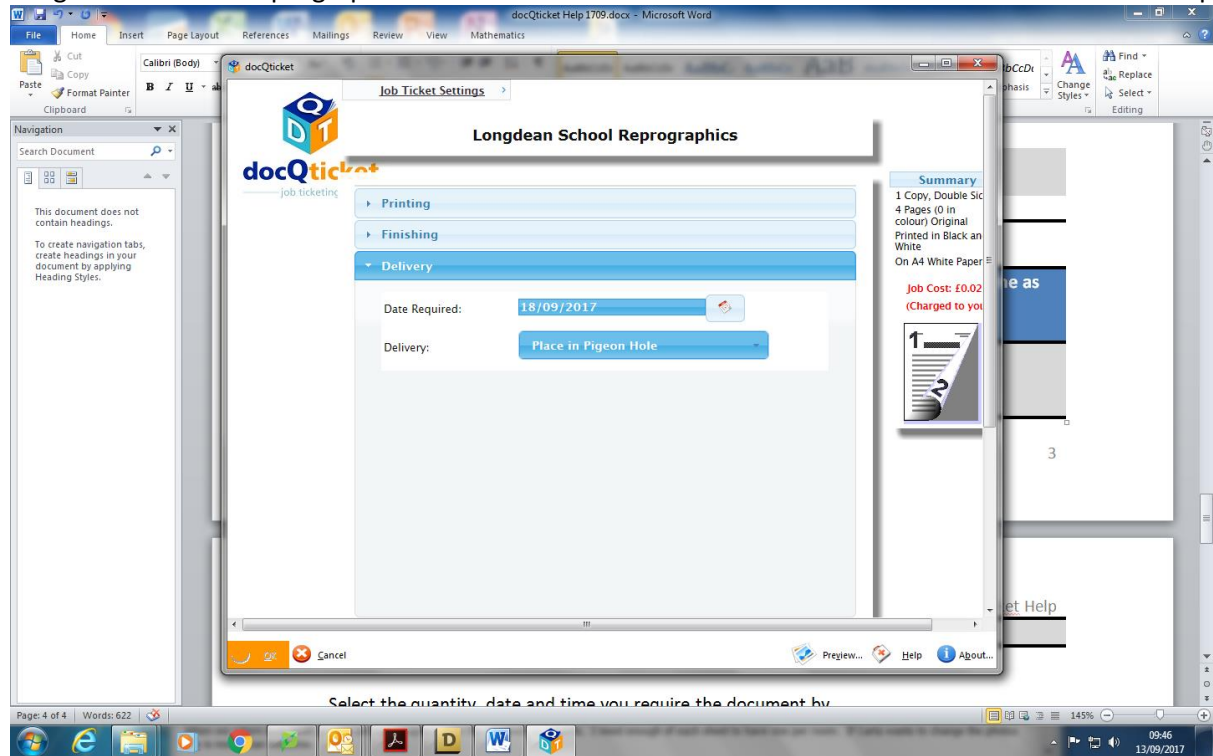
Fill out the form, selecting the way that you would like your document to be reproduced.

Field	Expected Values	Description
Copies Required	1-500	Number of copies of the entire job (so 10 copies of a 5 page document is 50 pages)
Collated	Collated Uncollated	Collated will provide pages in order in the print run (Page 1, 2, 3 etc) Uncollated will provide the pages in batches of the pages printed (Page 1, 1, 1, then 2, 2, 2 etc.)
Double or Single sided	Single Double Booklet	One page per sheet (back is blank) Printed on both sides of page For an A4 Booklet, select A3 paper (A3 is folded to A4). For an A5 Booklet, select A4 paper (A4 is folded to A5)
Paper Size	A4 A3 A5	Scaled and printed on A4 Scaled and printed on A3 Scaled and printed on A5
Paper Colour	White, Lilac, Orange, Gold, Pink, Red, Pale	If you are unsure of the colour, please check with Reprographics.

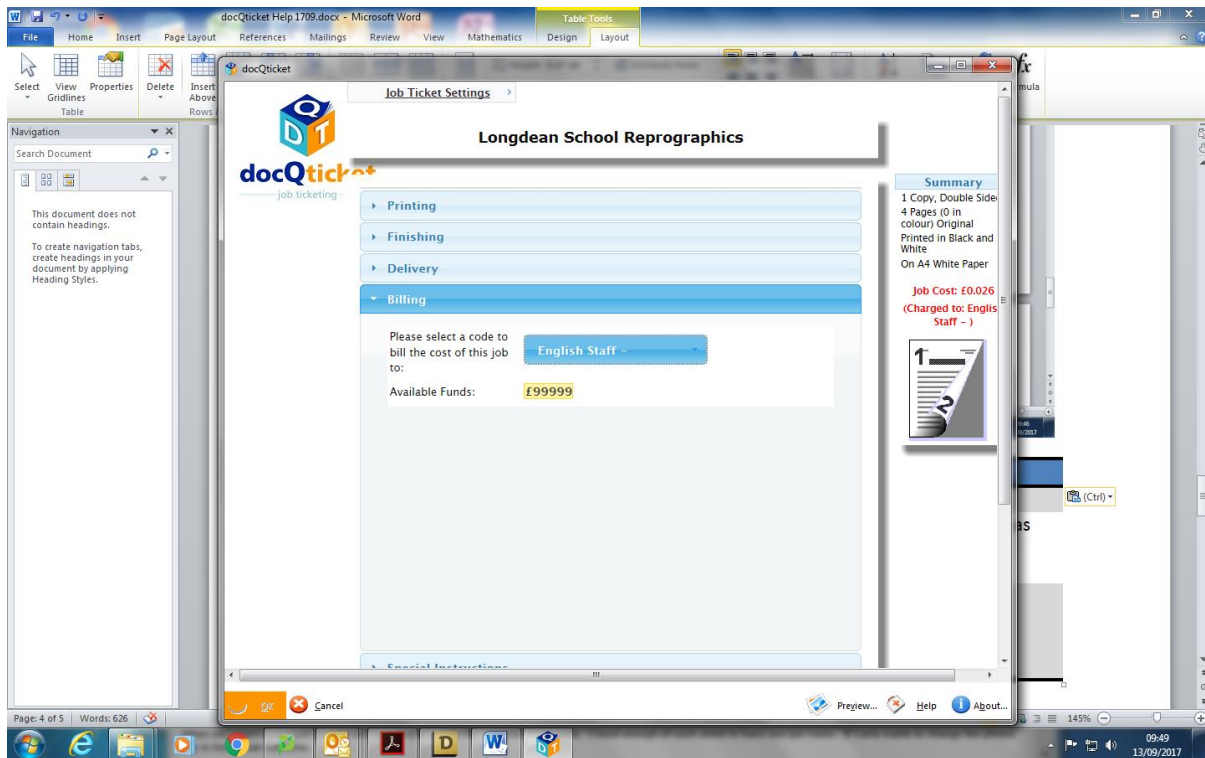
Field	Expected Values	Description
	Yellow, Yellow, Pale Green, Green, Pale Blue, Blue	



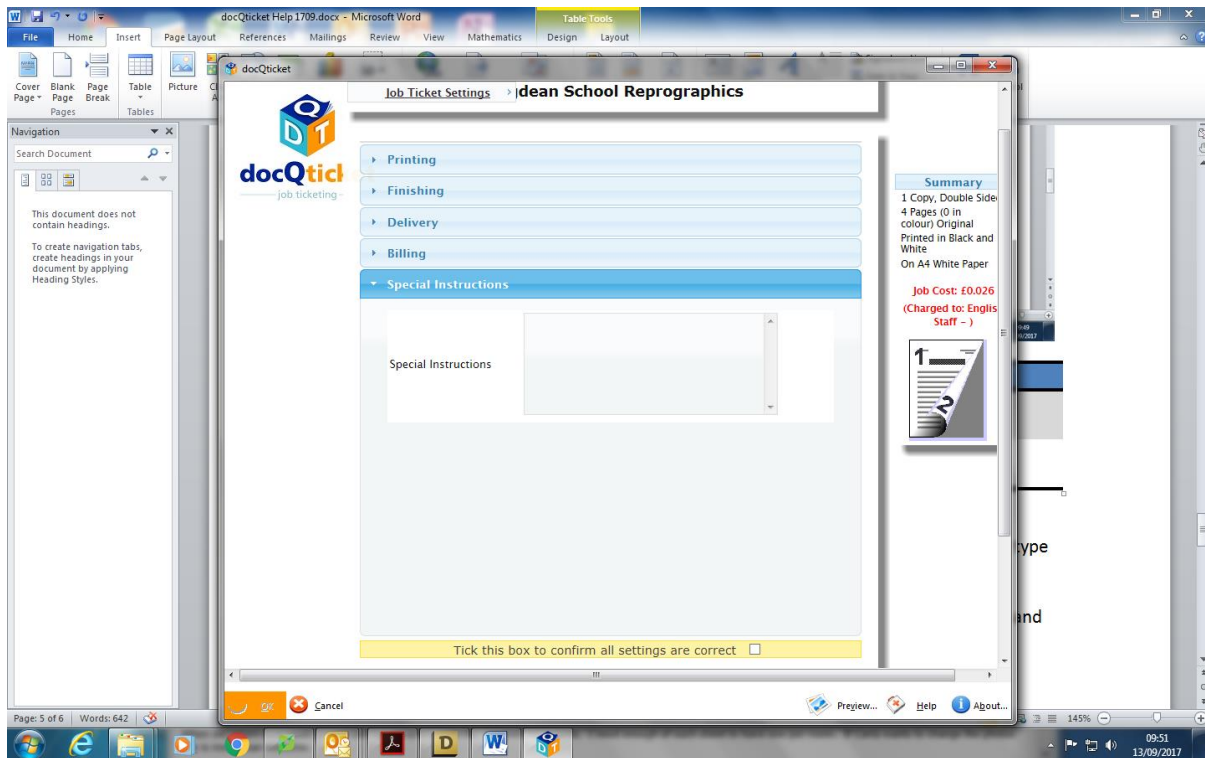
Field	Expected Values	Description
Front Cover	No Front Cover	
	Acetate	A clear acetate cover will be provided
	White Card	A white card front cover will be provided
Back Cover	No Back Cover	
	Acetate	A clear acetate cover will be provided
	White Card	A white card cover will be provided
Hole Punch	No Hole Punch	
	2 Hole Punch	
	4 Hole Punch	
Finishing	No Finishing	
	Stapling – 2 Left Hand Side	Suitable for booklets
	Stapling – Top Left Hand Corner	Suitable for hand outs
	Comb Binding (select size)	6mm – 25 sheets, 8mm – 45 sheets, 10mm – 65 sheets, 16mm – 145 sheets, 20mm 165 sheets, 22mm – 195 sheets
Laminate	Yes	Defaults to No
	No	

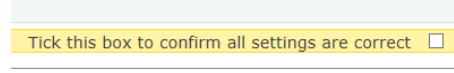



Field	Expected Values	Description
Delivery Date Required	The Date the print is needed	Please provide as much lead time as possible
Delivery Delivery	Place in Pigeon Hole Email me and I will collect Call me and I will collect Please deliver	

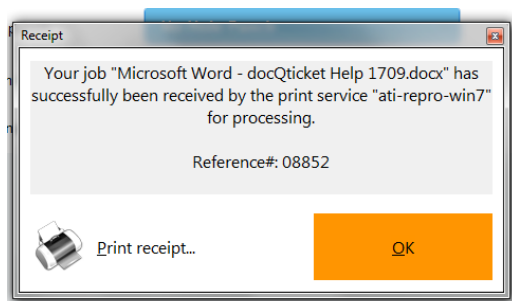


Field	Expected Values	Description
Billing	Select the department from the drop down box	
Available funds		Ignore



Field	Expected Values	Description
Special Instructions	{Free Text}	Insert any instructions that have not been covered above.
Tick box		Tick the box to confirm you have checked the job request and it is correct
OK		The OK button will then be available and will allow you to submit the print job

You will then receive a pop up receipt with your print job number



Please try to avoid same-day or next-day requests.

Completed work will usually be placed in your pigeon-hole or available to collect from the office, depending on your print job and choice made in the specified box. If you require to

be contacted via e-mail or phone when complete, please select the option for it. Delivery is by special arrangement only.

Alternatively, a Reprographics sheet can be completed and left in the Reprographics Tray just inside the main Reprographics Office and work will be completed.