

Wide Format Print.

How To Guide —

Version 1.0



Creating an Account.

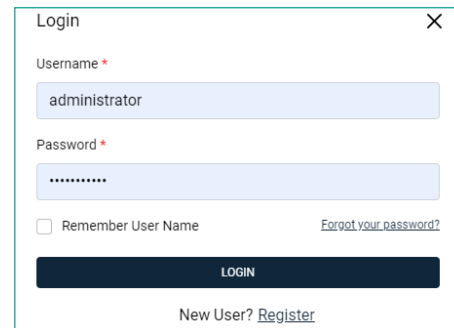
If you currently do not have an account, you will need to create one by clicking the **Login button**.

A pop-up window will appear and will ask you to either Login or Register if you are a new user.

When creating a new account there are several different fields that are mandatory, they are as follows: **Username, Password, Re-enter Password, Secret Question, Secret Answer, First Name, Last Name, Email, Confirm Email Address, Mobile Number, Address Line1, Zip/Postal Code, City** and **Enter the code below**.

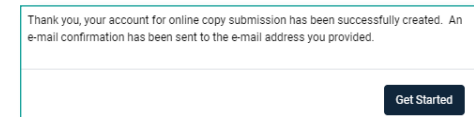
Click **Submit** to finish the registration, where a pop-up window will appear, confirming your account has been successfully created.

Click **Get started** to take you back to the landing page where you should be logged in, if not click the **login button** again and enter your login details.



A login pop-up window with a close button (X) in the top right corner. It contains the following fields and elements:

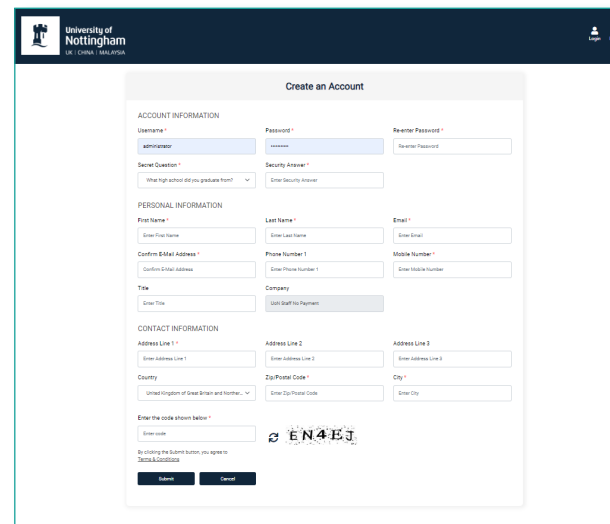
- Username ***: A text input field containing the text "administrator".
- Password ***: A password input field with masked characters "*****".
- Remember User Name
- [Forgot your password?](#)
- LOGIN**: A dark blue button.
- [New User? Register](#): A link below the button.



A success confirmation pop-up window with a close button (X) in the top right corner. It contains the following text and elements:

Thank you, your account for online copy submission has been successfully created. An e-mail confirmation has been sent to the e-mail address you provided.

Get Started: A dark blue button.



The "Create an Account" form on the University of Nottingham website. It is divided into several sections:

- ACCOUNT INFORMATION**:
 - Username ***: Input field with "administrator".
 - Password ***: Input field with masked characters.
 - Re-enter Password ***: Input field with masked characters.
 - Secret Question ***: A dropdown menu with "What high school did you graduate from?".
 - Security Answer ***: Input field with masked characters.
- PERSONAL INFORMATION**:
 - First Name ***: Input field.
 - Last Name ***: Input field.
 - Email ***: Input field.
 - Confirm Email Address ***: Input field.
 - Phone Number ***: Input field.
 - Mobile Number ***: Input field.
 - Title**: Input field.
 - Company**: Input field with a "Get Staff Log Name" button.
- CONTACT INFORMATION**:
 - Address Line 1 ***: Input field.
 - Address Line 2**: Input field.
 - Address Line 3**: Input field.
 - Country**: Dropdown menu with "United Kingdom of Great Britain and Northern...".
 - Zip/Postal Code ***: Input field.
 - City ***: Input field.
- Enter the code shown below ***: Input field for a CAPTCHA code.
- EN4EJ**: CAPTCHA image.
-

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.

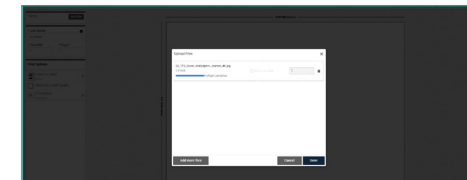
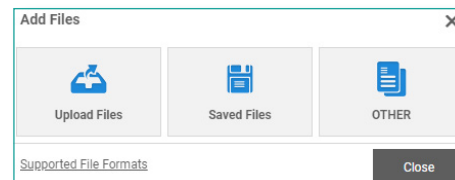
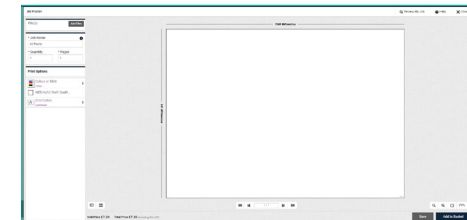
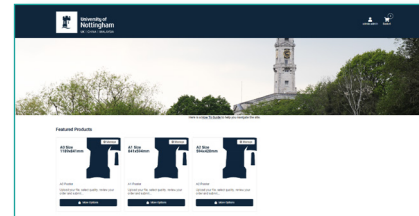
Click the **More Options** button to bring up the Print Submission page.

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 chose from, you can either get you 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.

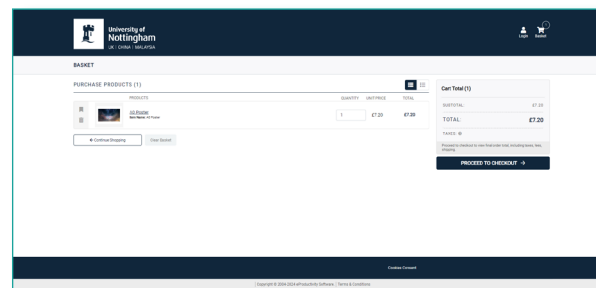
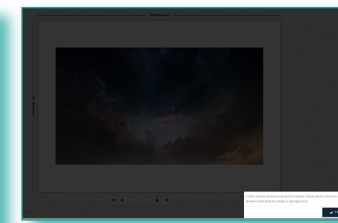
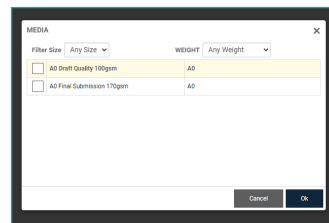
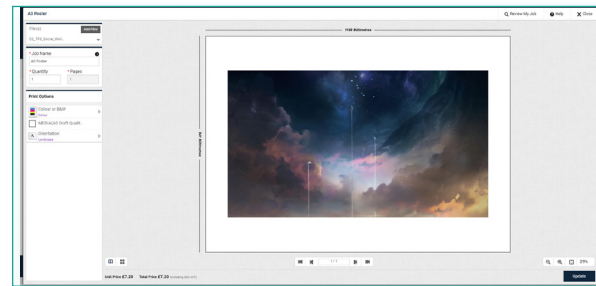
Finally, you can choose the **Orientation**, which can be either **Portrait** or **Landscape**.

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.

