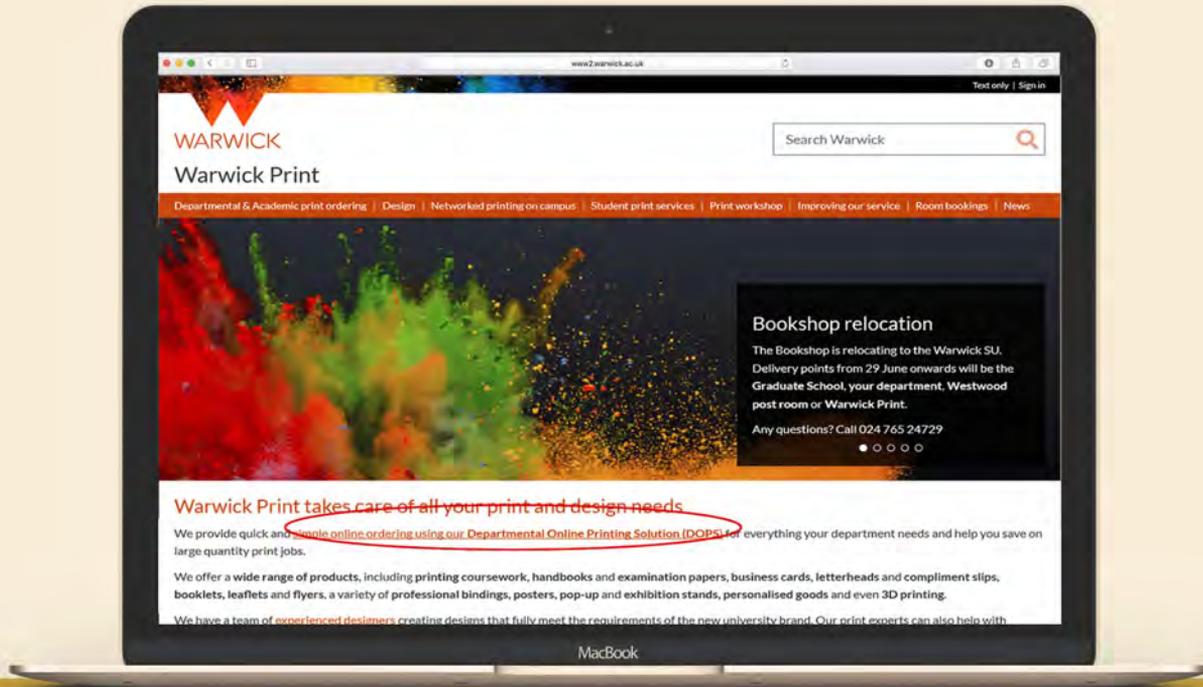




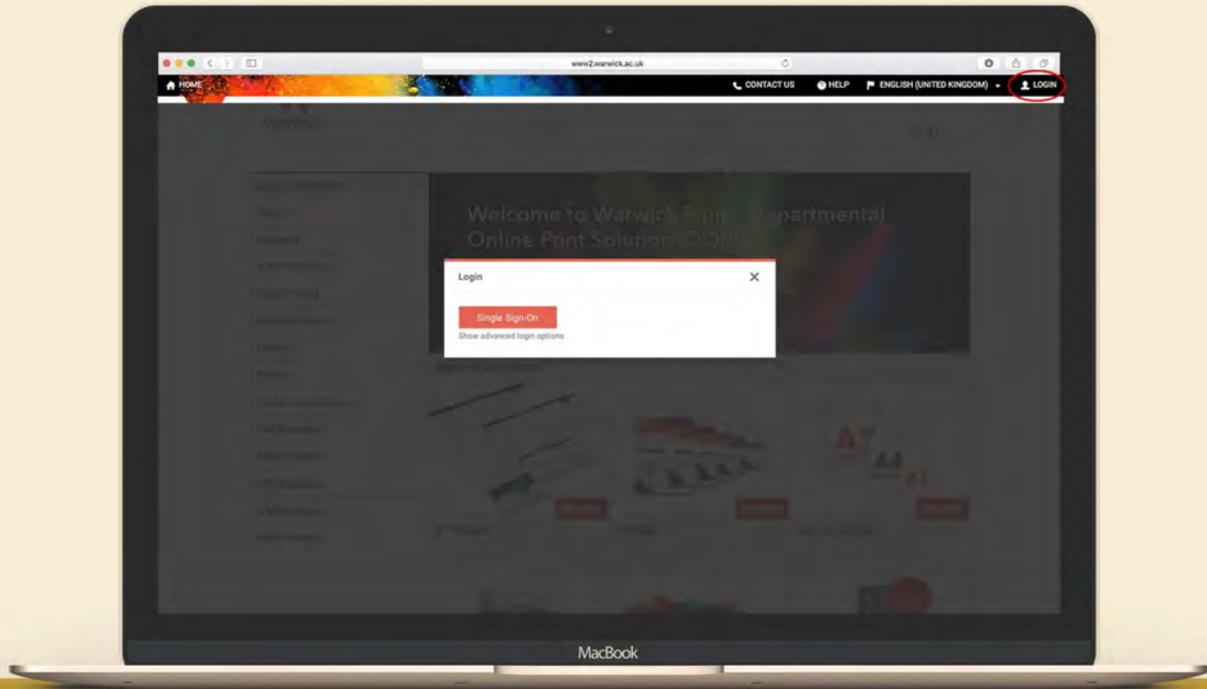
DEPARTMENTAL ONLINE PRINT SERVICE GUIDE

WARWICK

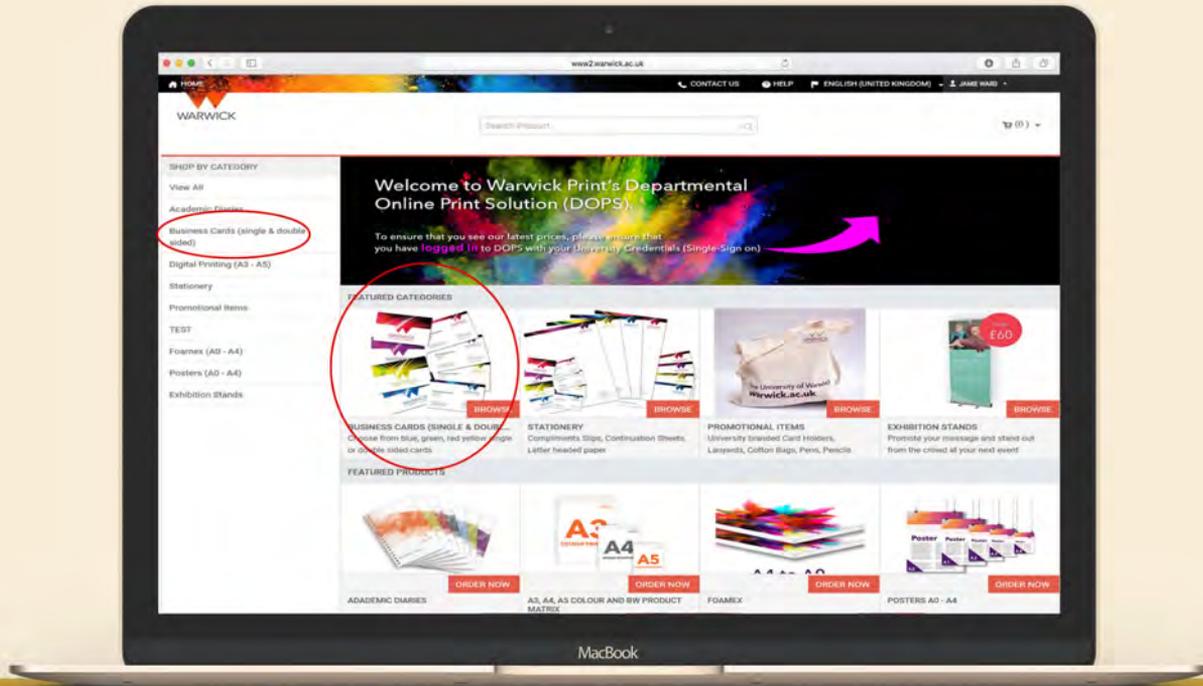
PRINT



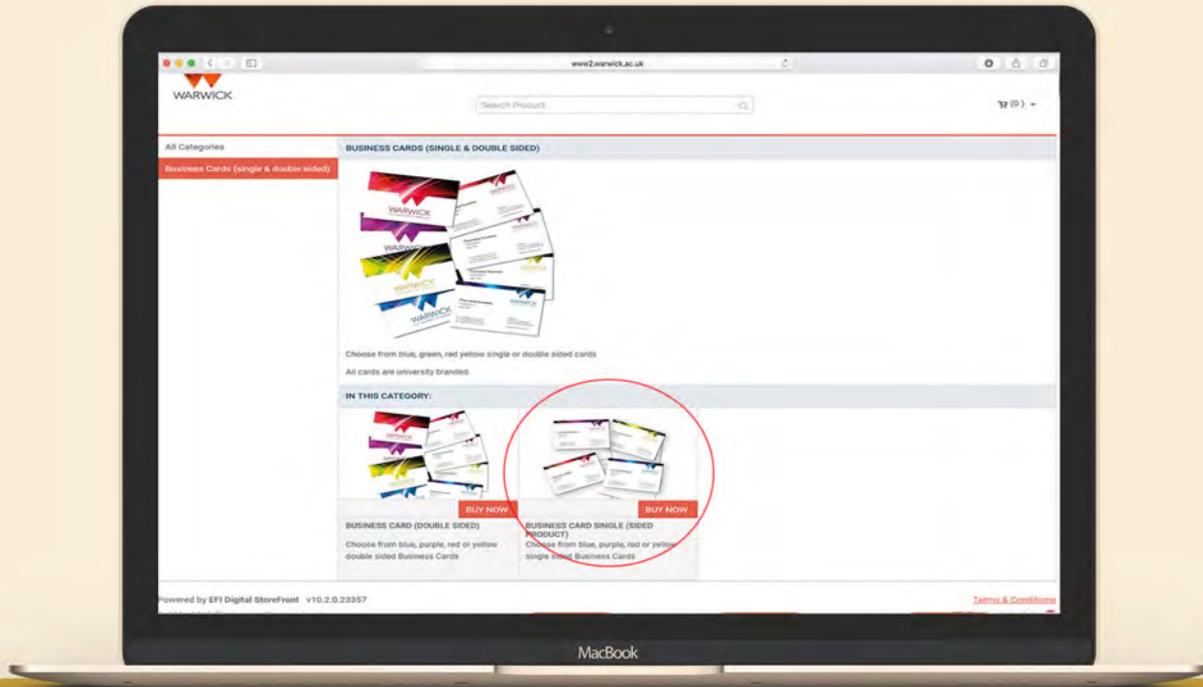
Go to the Warwick Print home page: <https://warwick.ac.uk/services/warwickprint>
and click on the DOPS link
or go directly to:
<https://warwickprint.warwick.ac.uk/DSF/>



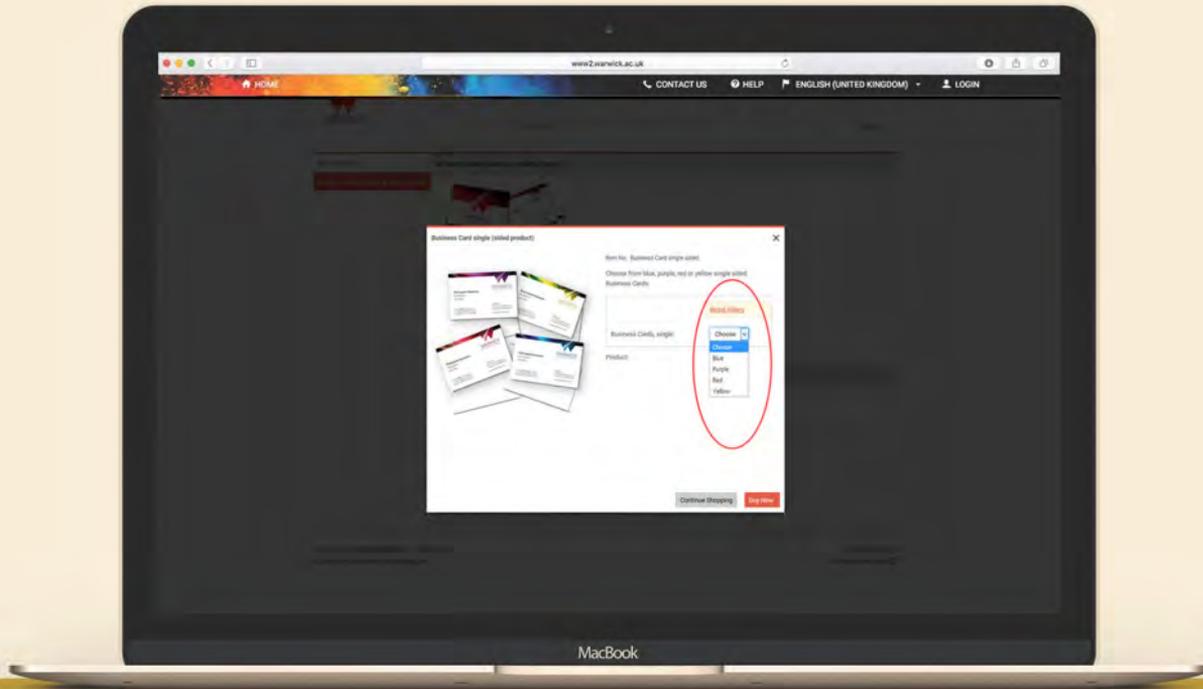
Login using your IT login details



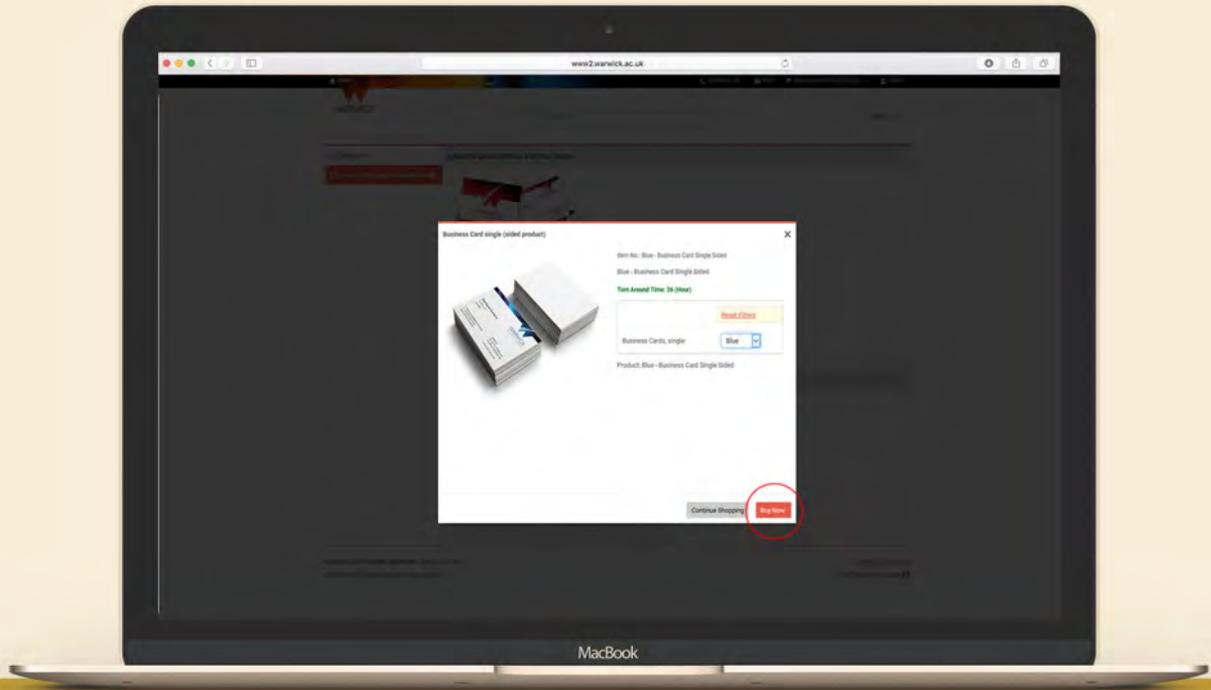
Click on a category (for instance "Business Cards") either by clicking on the link in the left-hand navigation or by clicking on the tile in the main page content



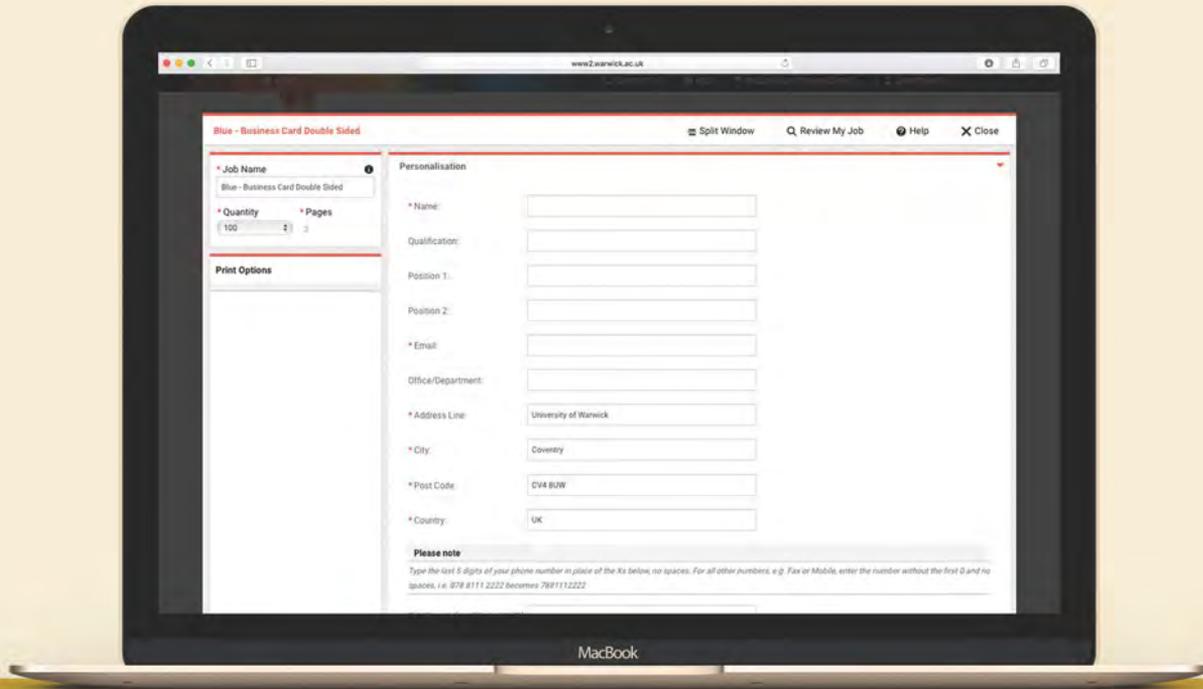
Select the product you require (for instance "Business Cards single sided")



If there are different options
(e.g. different colour versions or different departmental details)
choose your preference from the drop-down menu (for instance "Blue")



To buy or personalise the product, press the "Buy Now" button



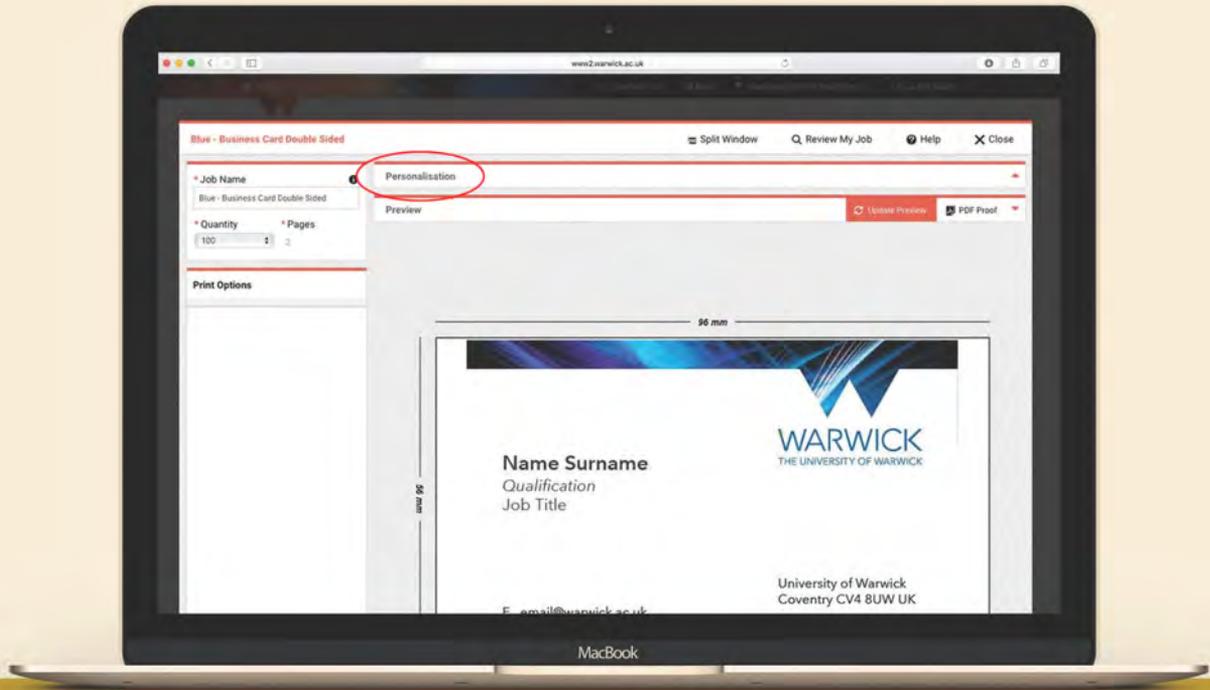
Fill in person's contact details

You are able to change the prefilled post code

When entering your phone number please do not delete the prefilled section or enter a 0, the system already has the zero, likewise do not enter any spaces, the system will work out the spacing for you

The same applies for mobile number and fax

Additional information field can be used to enter an additional line of information such as website address, social media tag etc.



Click "Update Preview"

Change the quantity if needed

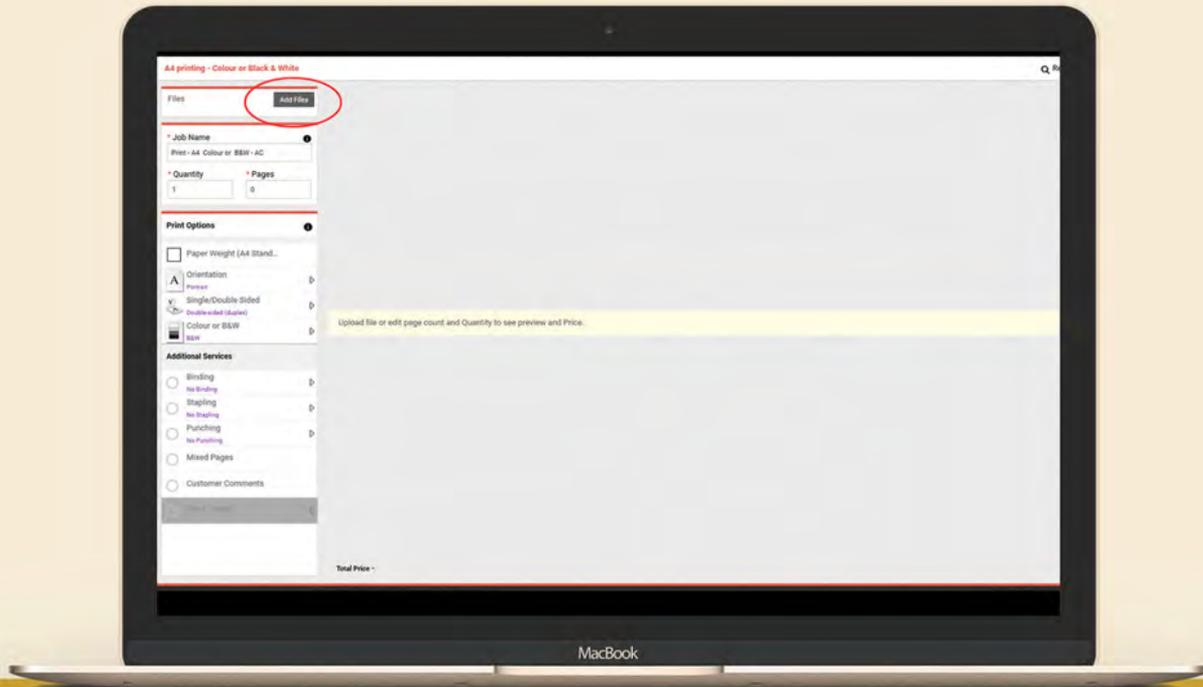
Check the price

Go back to "Personalisation" to make any amends

Save this job

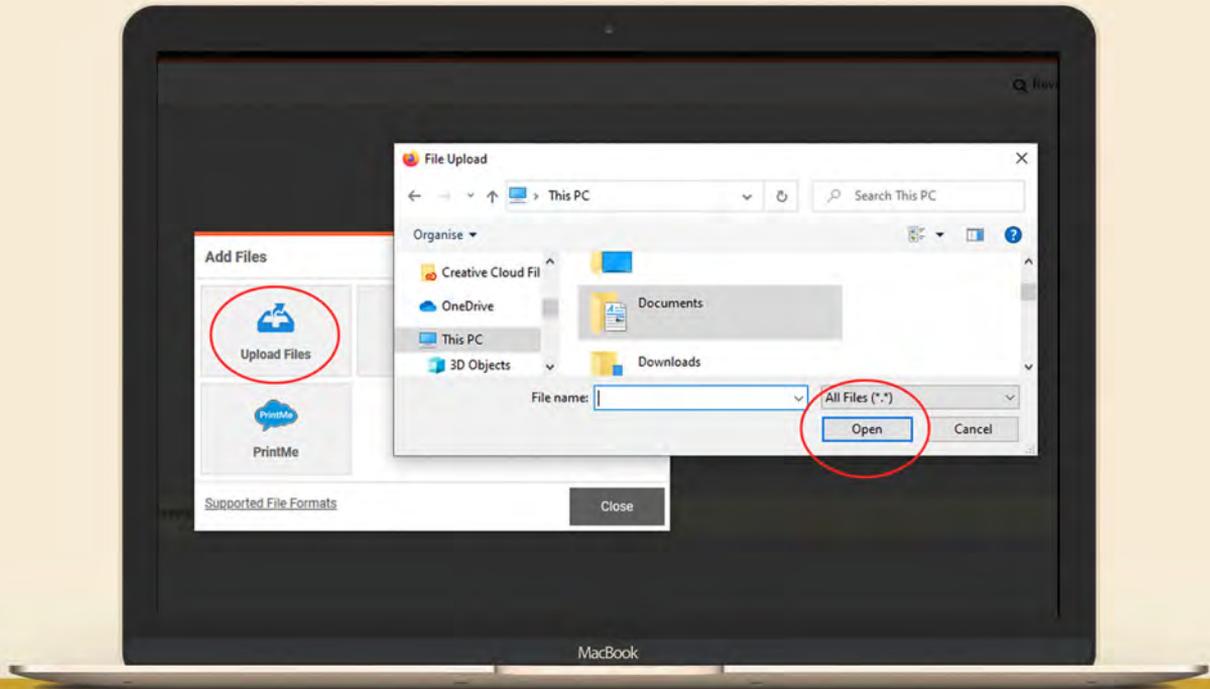


You can send a PDF version of these proof to another colleague to check by selecting "pdf proof" in the top right corner



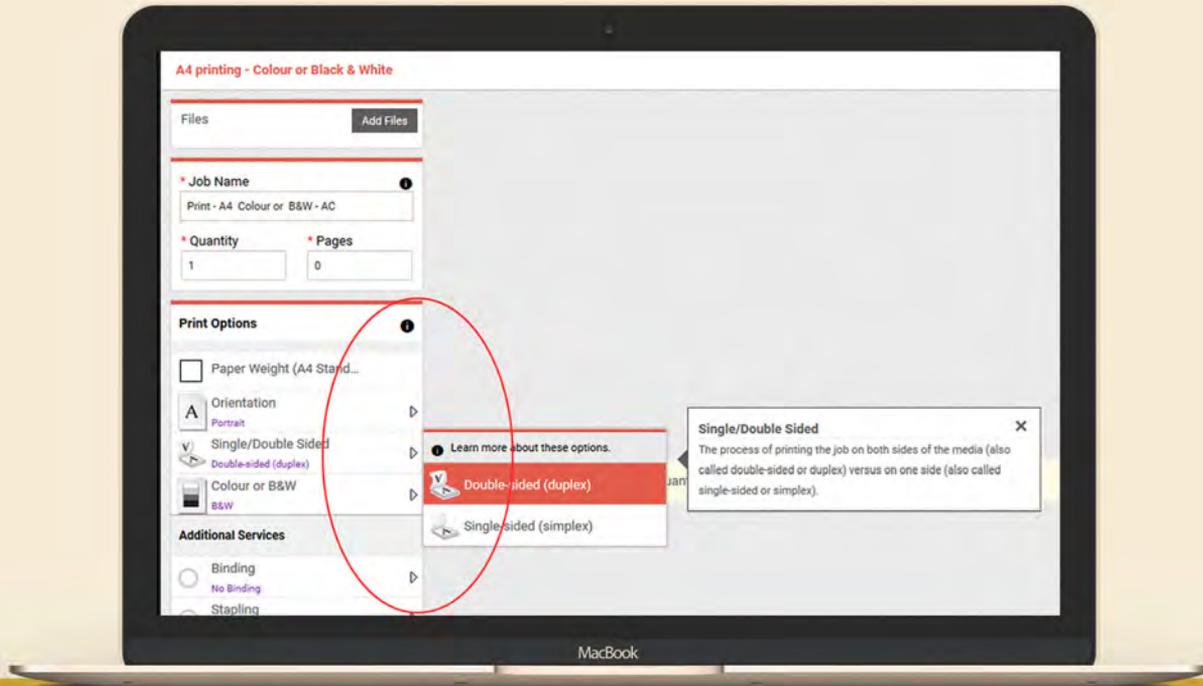
Excursus Printing (1/3):

If you chosen digital printing or one of the binding products, click on the “Add Files” button to upload the file designated for printing.



Excursus Printing (2/3):

From the pop-up window, click on the “Upload Files” tile and in the next pop-up window navigate to the location of the file, click to select it and click the “Open” button



Excursus Printing (3/3):

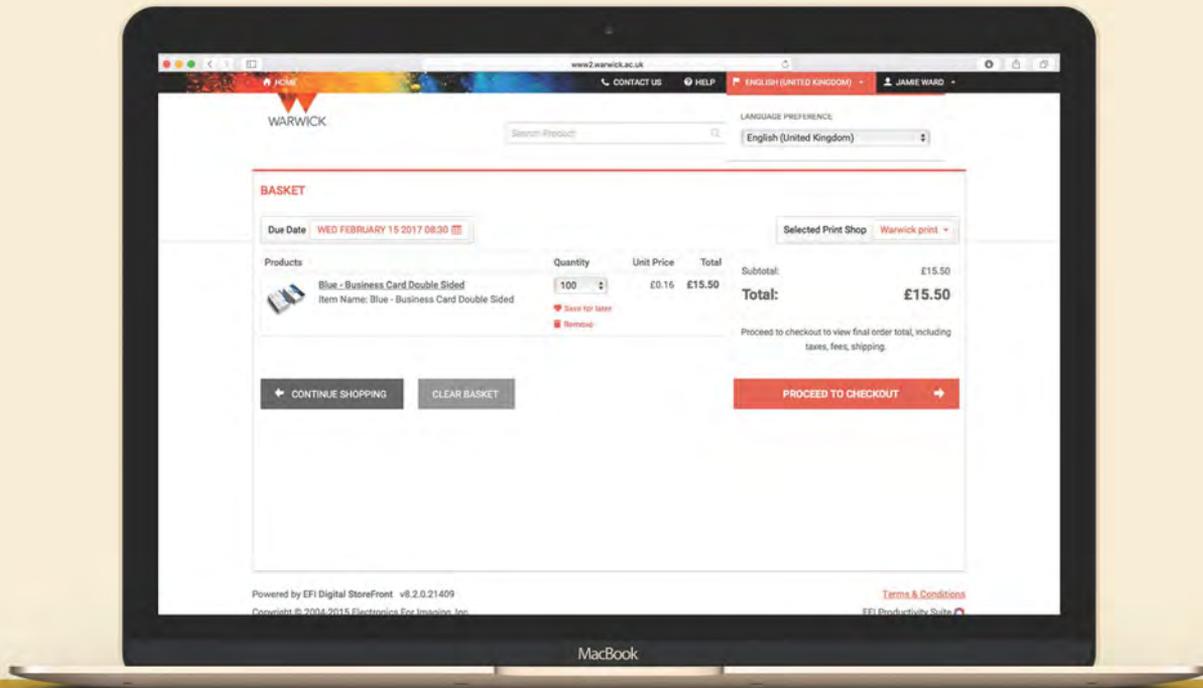
Proceed to select the appropriate options for the specific file by clicking on the little triangle on each option category.

A fly-out menu will display the available options.

(Click on the (i) icon for information about the options)



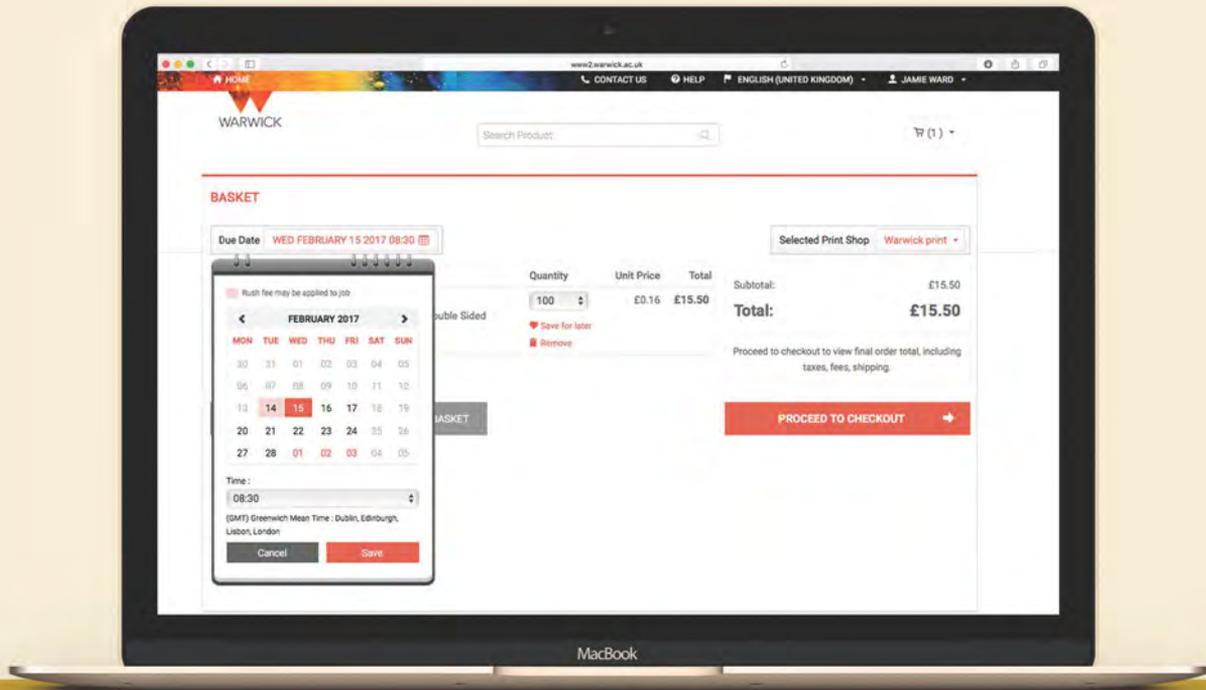
You will need to tick whether you are happy to proceed with your order, please note it is your responsibility that the details are all correct



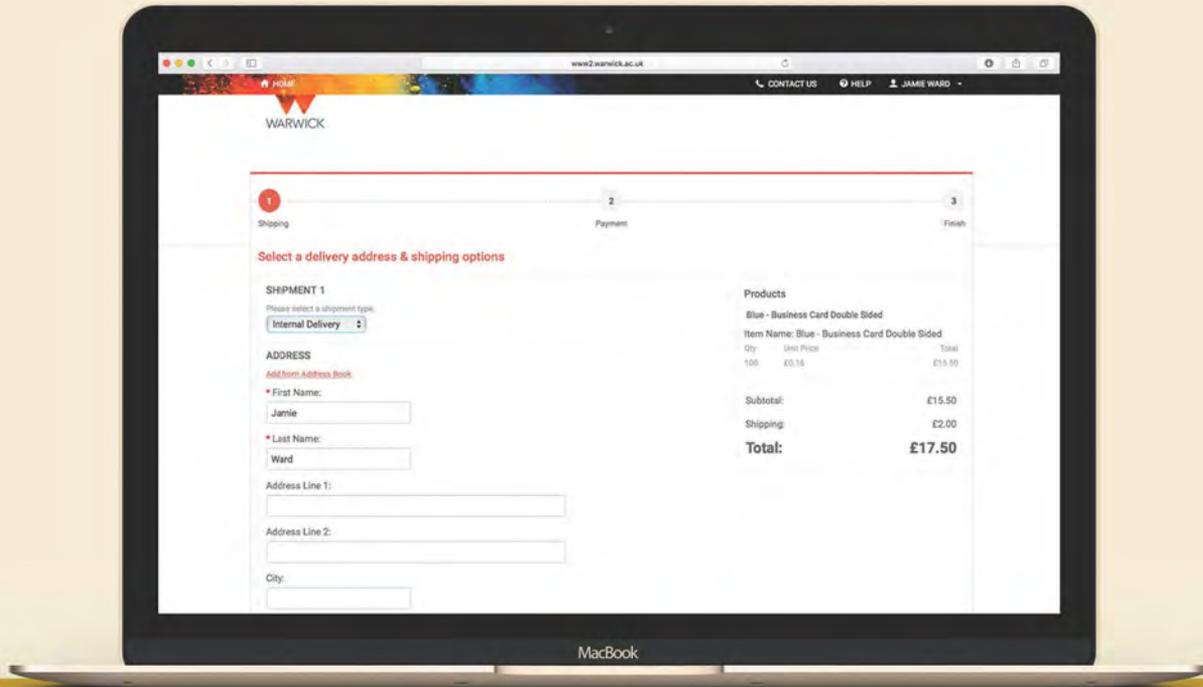
Add this job to shopping cart and check out

Change the due date if required

You can also amend the quantity here, the price will amend accordingly

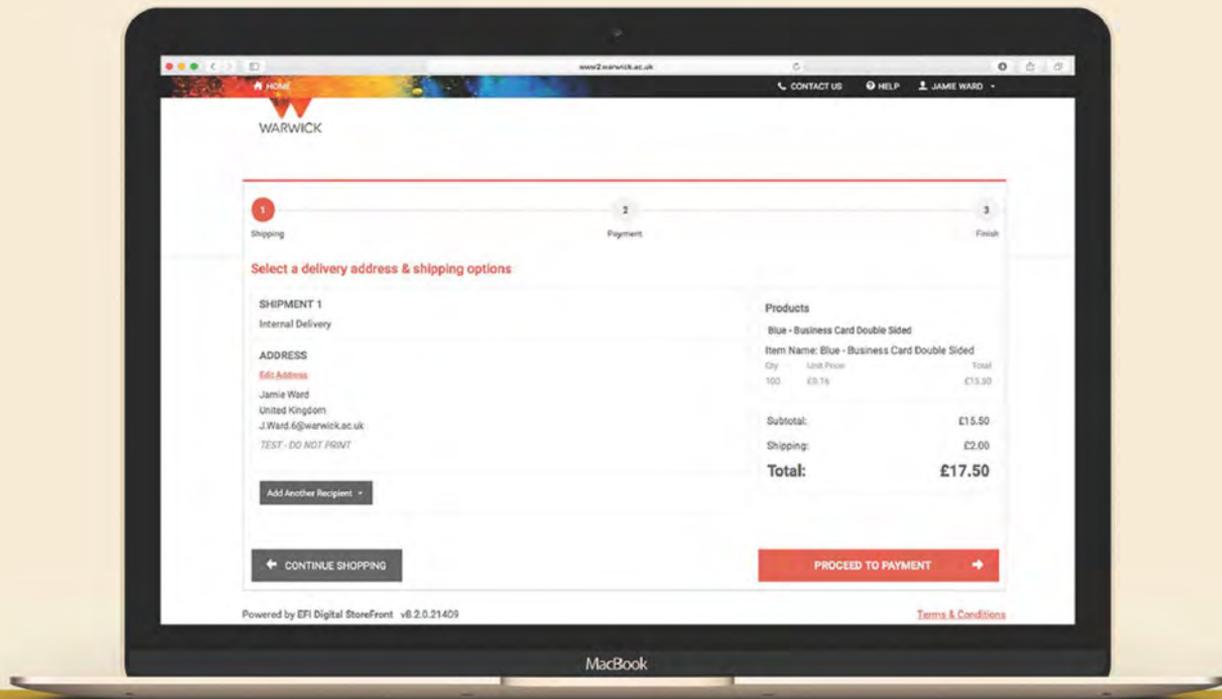


Check the delivery date and amend if necessary

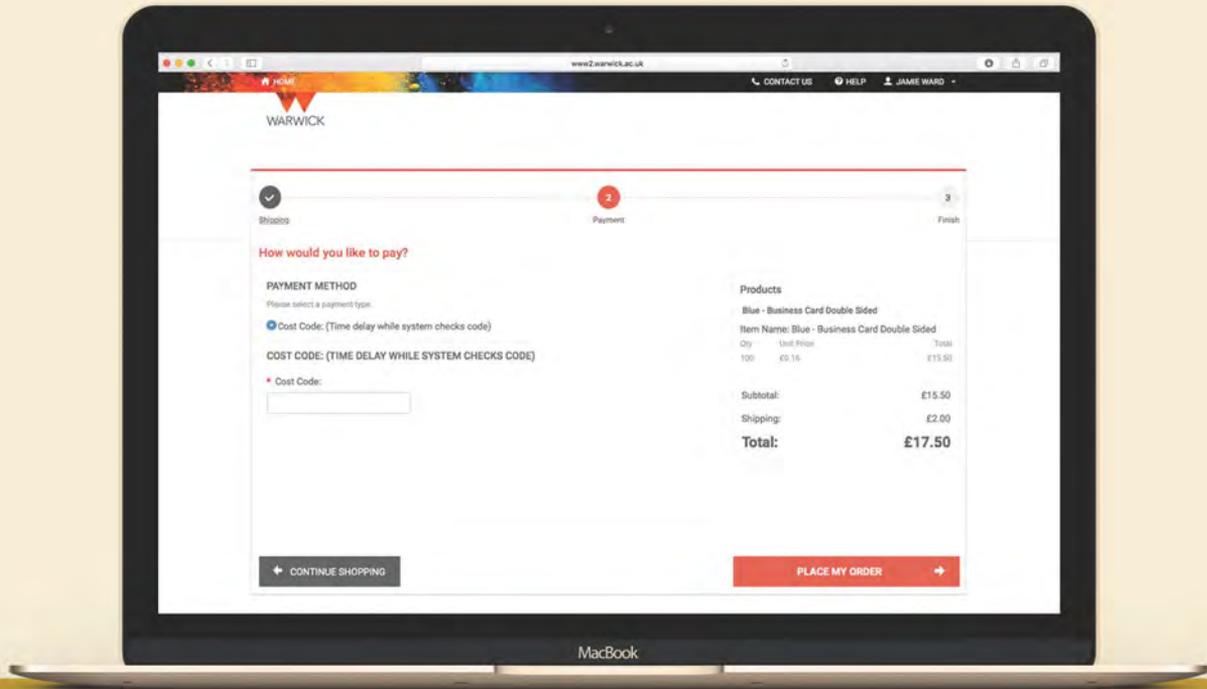


Select delivery method

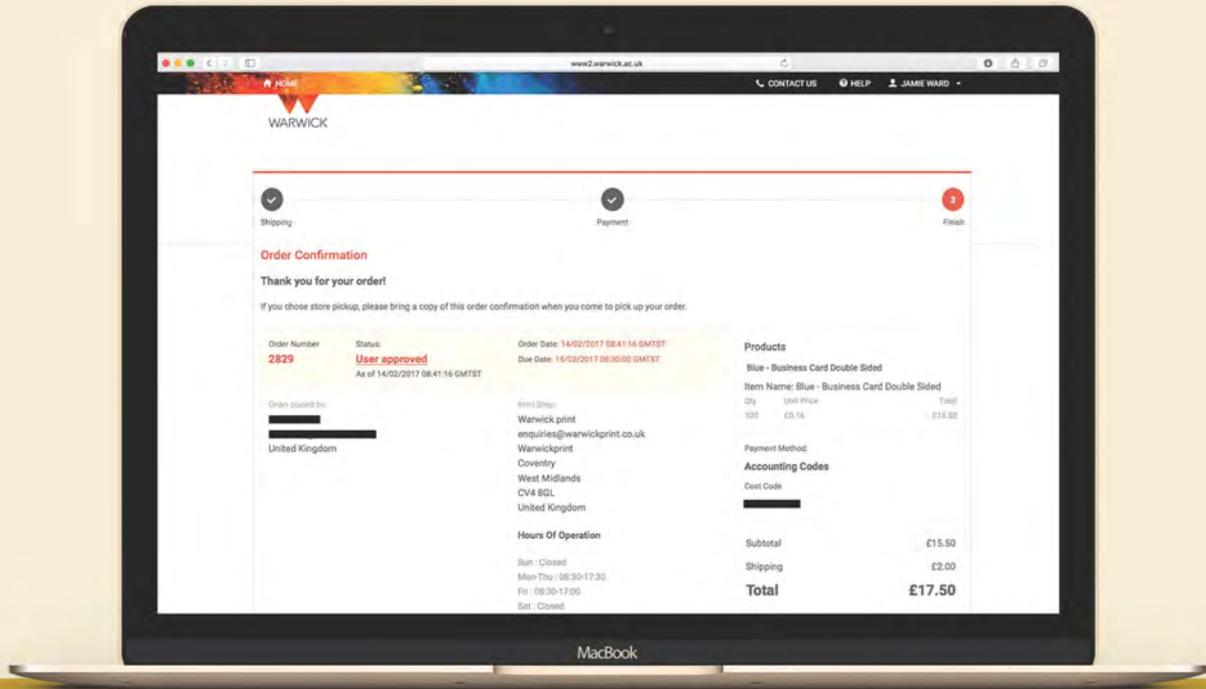
- Customer Pick-up - collect from Warwick Print
- Smartlocker (Library) - excludes posters
- Internal Delivery - to anywhere on campus
 - WMG - IMC Reception
- UK Delivery - to anywhere in the UK
- International Delivery - worldwide delivery



Proceed to payment



Fill in cost code, the system will verify that you are entering a valid University cost code and will not process your order without one



Check order summary
You will receive an order confirmation