Welcome to our Print-Design Superstore.

Click on the link below:
http://uwsprint-designsuperstore.myprintdesk.net/DSF
Click on the “**Single Sign On**” button, on-campus this may log you straight onto the storefront.

If this is not the case or you are off-campus you will be presented with the logon page where you should enter your email address and password to authenticate.
STEP TWO

Your main window will now open, you can begin ordering. Choose from one of our featured categories listed below.

In this example we will follow the PRINTING category - click on the first image - PRINTING
STEP THREE

Click on the BROWSE button within the colour printing category to select your product.
STEP FOUR

Click on the **BUY NOW** button to select your product.

A new window will open where you can upload your order as per step five on next page.
STEP FIVE

Click on Add Files to **upload** your job. Ensure you add each job to cart before you upload another file unless you wish files to be merged into one job.

Job name must be entered i.e. **A4 Programme**

Input your Quantity. Pages will automatically load.

Select if colour/black & white also single or double sided.

Media is automatic at 110gm matt. If you require a different media enter the information within **Special Instructions** at bottom of page.

Select any covers required here.

Select the finishing you require.
You can check through your document by clicking the left & right arrows. When ready to proceed click on Add to Cart.

A pop up box will appear, “I have carefully reviewed and approve this job. All images/logos must be copyright free, by supplying us with images you have agreed that this is in line with UWS copyright policy.” please click I agree after reading the copyright notice.
STEP SIX

1. If your details are correct, click **Proceed to Checkout**.

2. Check your delivery details are correct or add special instructions. Click **Save**.

3. Click **Proceed to Payment**, input your 11 digit cost centre and click **Place my Order**."
**STEP SEVEN**

Your order has now been placed. Each job has a unique order number.
STEP EIGHT

You can keep track of your order history and status by selecting the user icon at the top right of the page. For any enquiries regarding your order contact Printing Services quoting your order number.

If you need to get back to the home page at any time click the University of the West of Scotland logo at the top left of the screen.
You will receive a confirmation email with your order number on receipt of your order.

On completion of your order you will receive an email which will include the total cost.
QUOTE REQUEST

Choose **Quote Request** from our featured categories listed below.

Select **Buy Now.**
Add all your details and ensure all information is correct. To preview your order click Update Preview. Click on the Add to Cart button to order your quote request.

Proceed to checkout, enter your delivery details and proceed to payment, input your cost centre to request your quote.
When uploading Design & Digital artwork please upload all photos/text in one order, then select add to cart.

A Job name must be entered.

Uploading images, untick convert to PDF.
Instructions and text can be uploaded in a word document.
A pdf proof will be emailed for approval before we go to print.
Your job name must be entered i.e. **UWS Business Cards**

Add all your details and ensure all information is correct. To preview your order click **Update Preview**.

Click on the **Add to Cart** button to order your business cards.

*Fields are mandatory
1. Choose name badges from the conference materials category and enter your job name.

2. Select single mode (for 1 badge) or batch mode (for 2 or more badges) and choose your colour of badge.

3. In versioned data select upload data source, select file type and choose your CSV file, and click upload.
4. Next select mapping and check your datasource name matches.

5. Fill form and update preview (depending how many names you have this may take several minutes).
6. Scroll through records at top of page to check contents.

7. Add to cart and proceed to checkout, enter your delivery details and proceed to payment, input your cost centre to place your order.
Choose **Printing** from our featured categories.

Select **Labels** and then choose from 8up, 14up or 24up mail merge labels.

This example will follow 8up labels.

Click **buy now**.
1. Enter your job name.

2. Select single mode (for 1 label, type details in window) or batch mode (for 2 or more labels).

3. Batch mode - In versioned data select Upload Data Source, select file and choose your CSV file, click upload file. You can view & download template CSV files for use within the Data Source Table window, to do this click on Download Template, or View Data Source Template and type/update the field names on line 1 of your own CSV file (pictured right).
4. Next select **Mapping** and check your datasource field names match.

5. **Fill form** and **update preview** (depending how many addresses you have this may take several minutes).
6. Scroll through records at top of page to check contents.

7. **Add to cart** and proceed to checkout, enter your delivery details and proceed to payment, input your cost centre to place your order.
# Supported File Types

<table>
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**Paper Orders for MFD**

When placing an order for paper you will be asked for your cost centre. No charge will be applied.

**Paper Sizes**

- Business card - 85mm x 55mm
- A7 - 105mm x 75mm
- A6 - 148.5mm x 105mm
- A5 - 210mm x 148.5mm
- A4 - 297mm x 210mm
- A3 - 420mm x 297mm
- A2 - 594mm x 420mm
- A1 - 841mm x 594mm
- A0 - 1189mm x 841mm
- 6Sheet - 1800mm x 1200mm

**File Size**

No limit to what size of file you can upload.

**Contact us**

Tel: 0141 848 3343
Email: printingservices@uws.ac.uk
Contact us

0141 848 3343
printingservices@uws.ac.uk