



WARWICK PRINT ONLINE STORE GUIDE

WARWICK

PRINT



Welcome to our online store!

Your one-stop shop for binding, printing and other popular items.

Feel free to browse our product catalog below. Simply click on the "Buy Now" button to start ordering any product.

FEATURED PRODUCTS



Wiro binding

White wiro binding



Soft binding

Choose between blue, green or red soft binding (also known ...



Binding - Hard (plain)

Standard hard binding (plain spine and cover)



Binding - Hard (with Cover)

Hard binding with University of Warwick logo and writing on ...



Binding - Library

Library hard binding with writing on the spine (gold lettering or ...

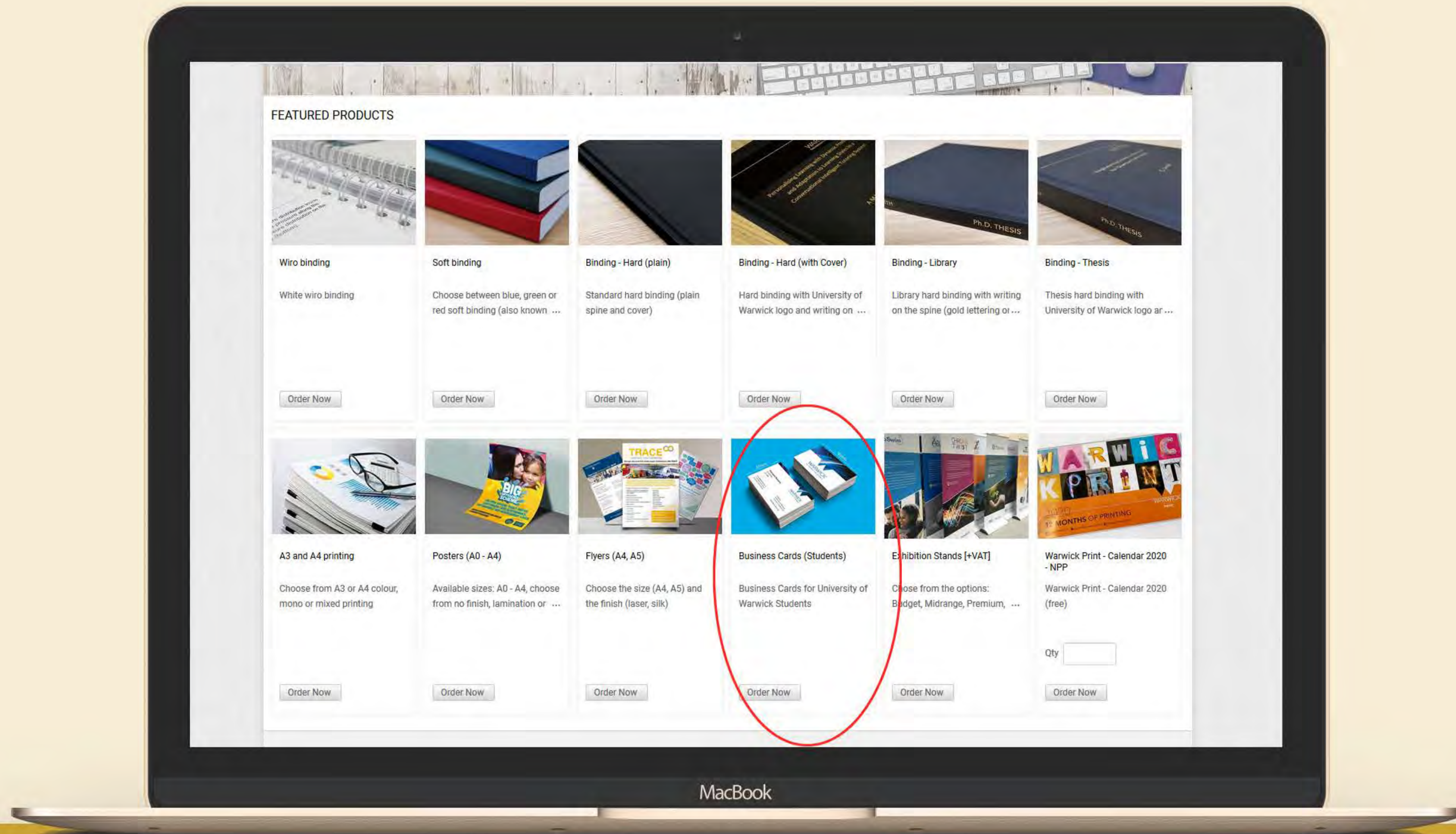


Binding - Thesis

Thesis hard binding with University of Warwick logo ar ...

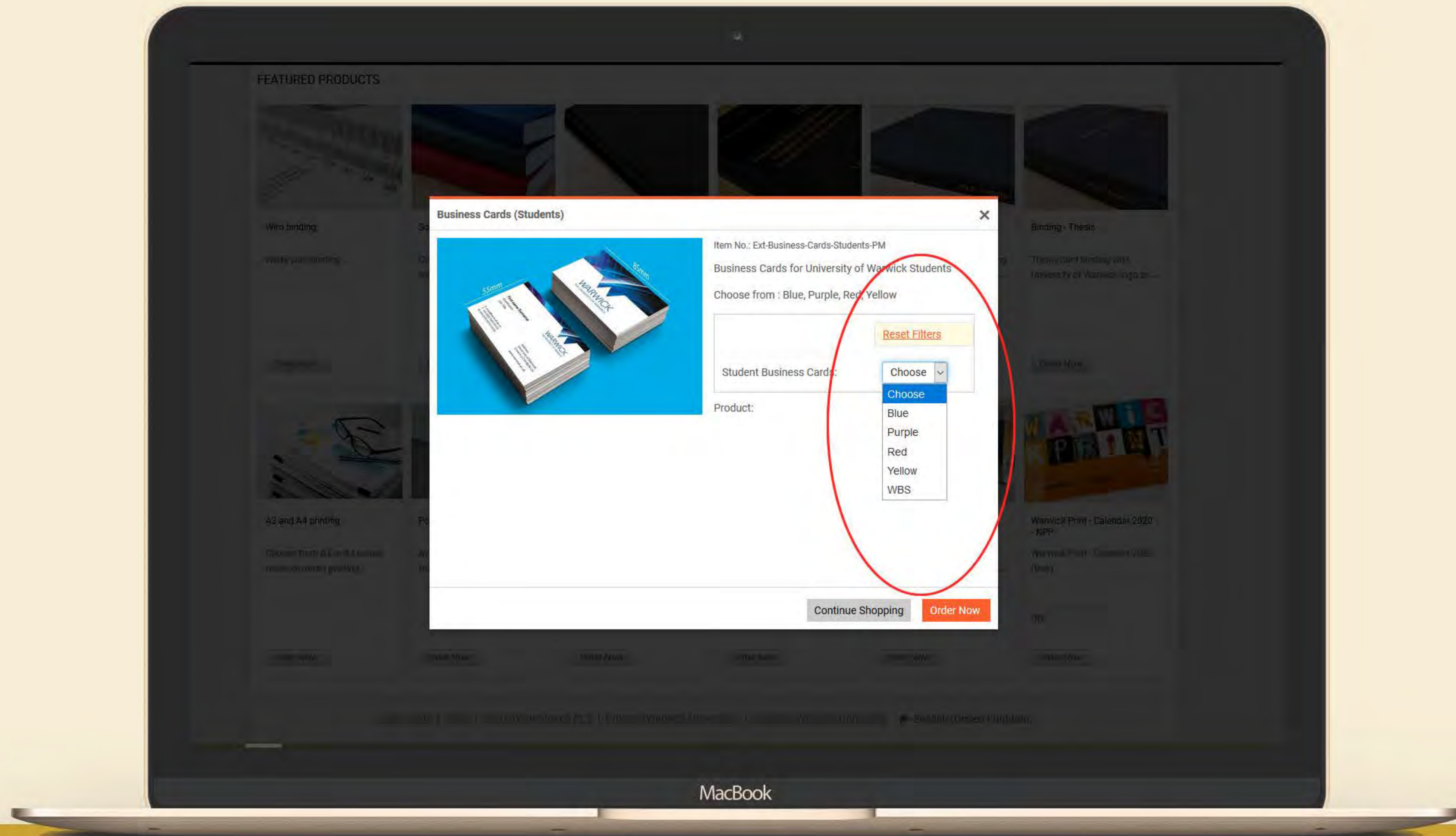
MacBook

Go to the Online Store home page:
<https://warwickprintexternal.warwick.ac.uk/DSF/>



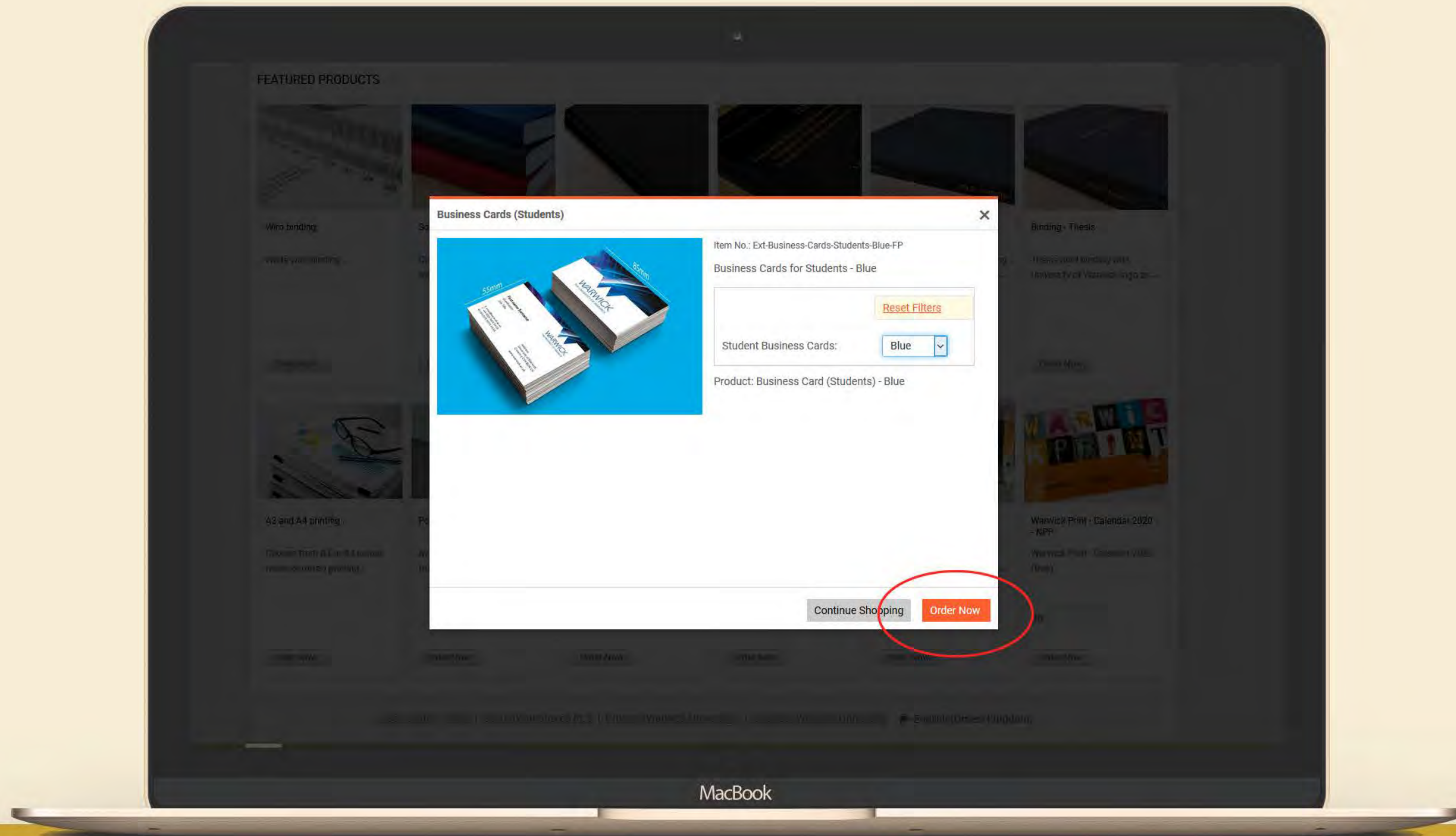
Option product group “Business cards” (1/6)

Click on the “Order Now” button of a product group (“Business Cards”)



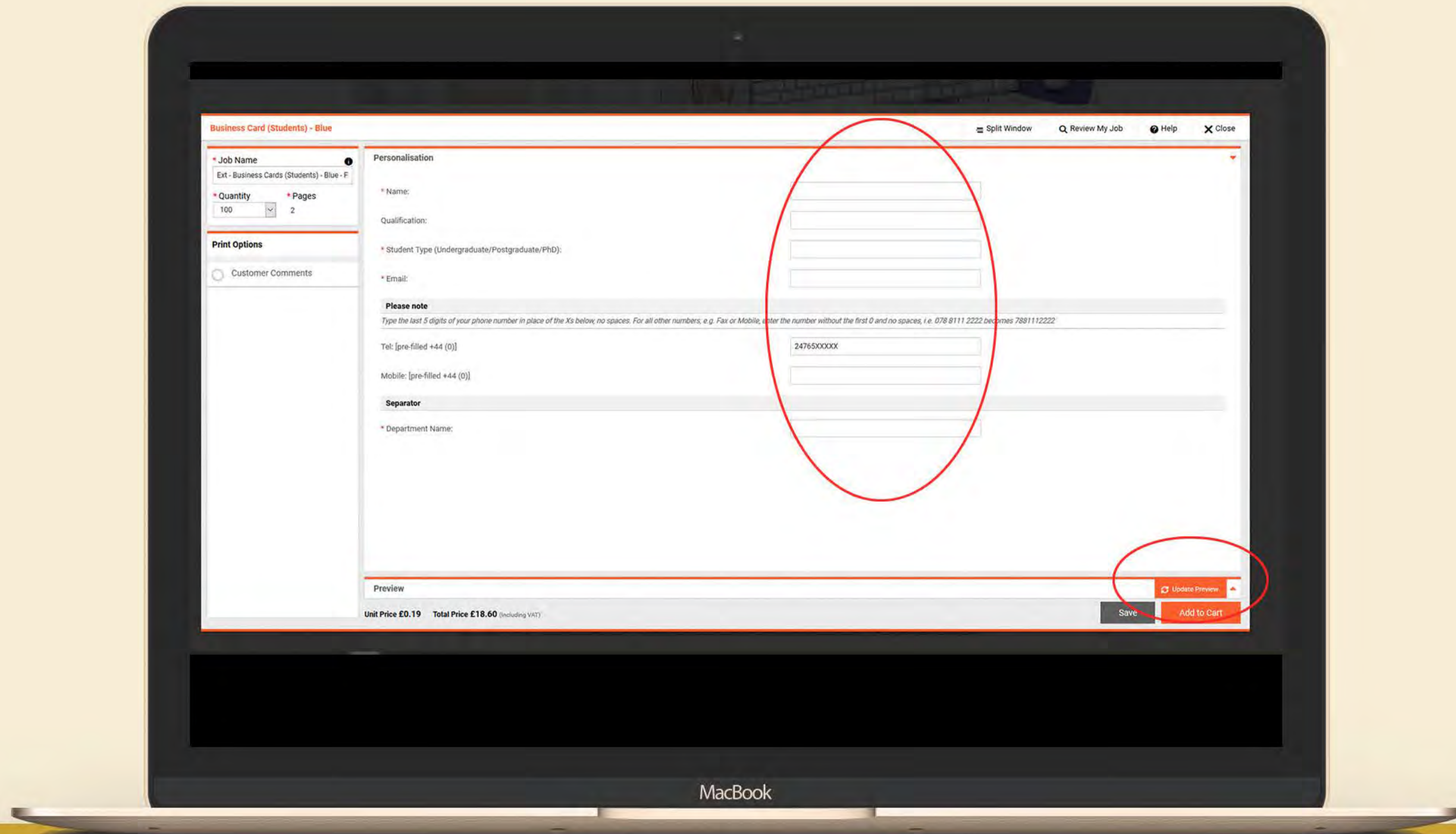
Option product group “Business cards” (2/6)

If there are different options
(e.g. different size or colour options)
choose your preference from the drop-down menu (for instance “Blue”)



Option product group “Business cards” (3/6)

To buy or personalise the product, press the “Order Now” button



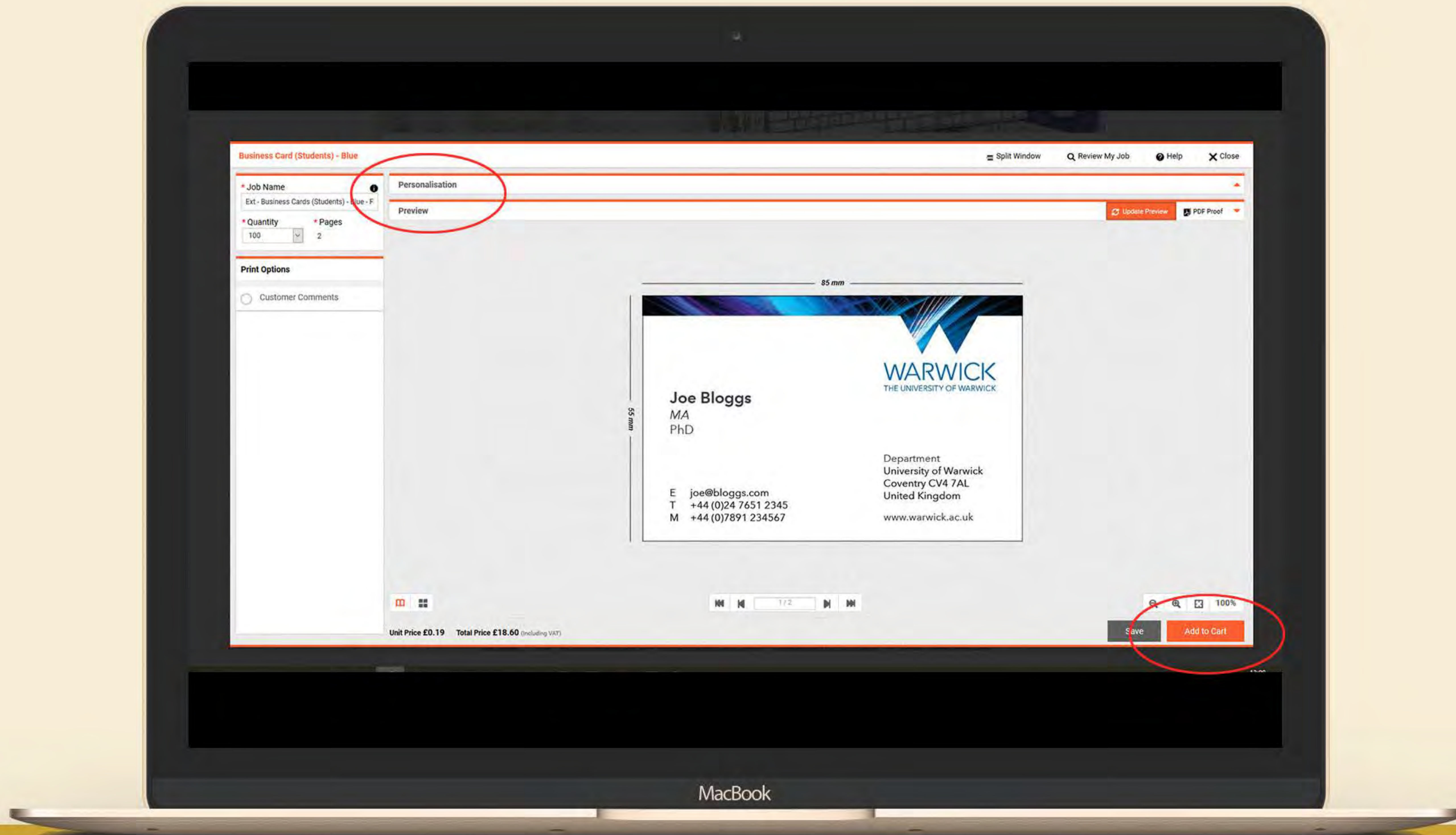
Option product group “Business cards” (4/6)

Fill in the person’s details

Fill in the required fields

and follow the instructions on-screen when filling in the phone numbers

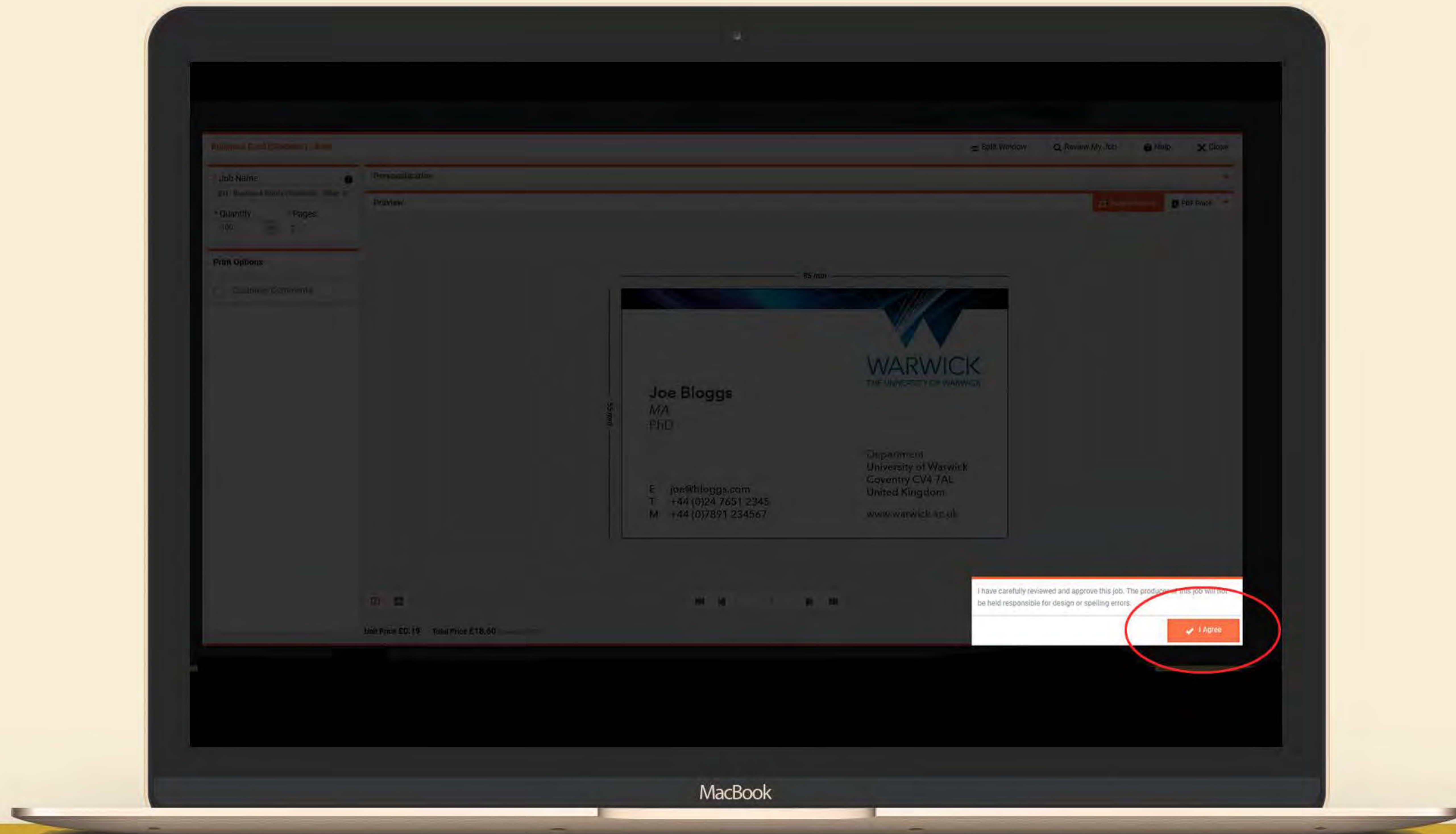
Then click on the “Update preview” button.



Option product group “Business cards” (5/6)

Check the details displayed on the card; on the left hand side the quantity can be changed. Check the price.

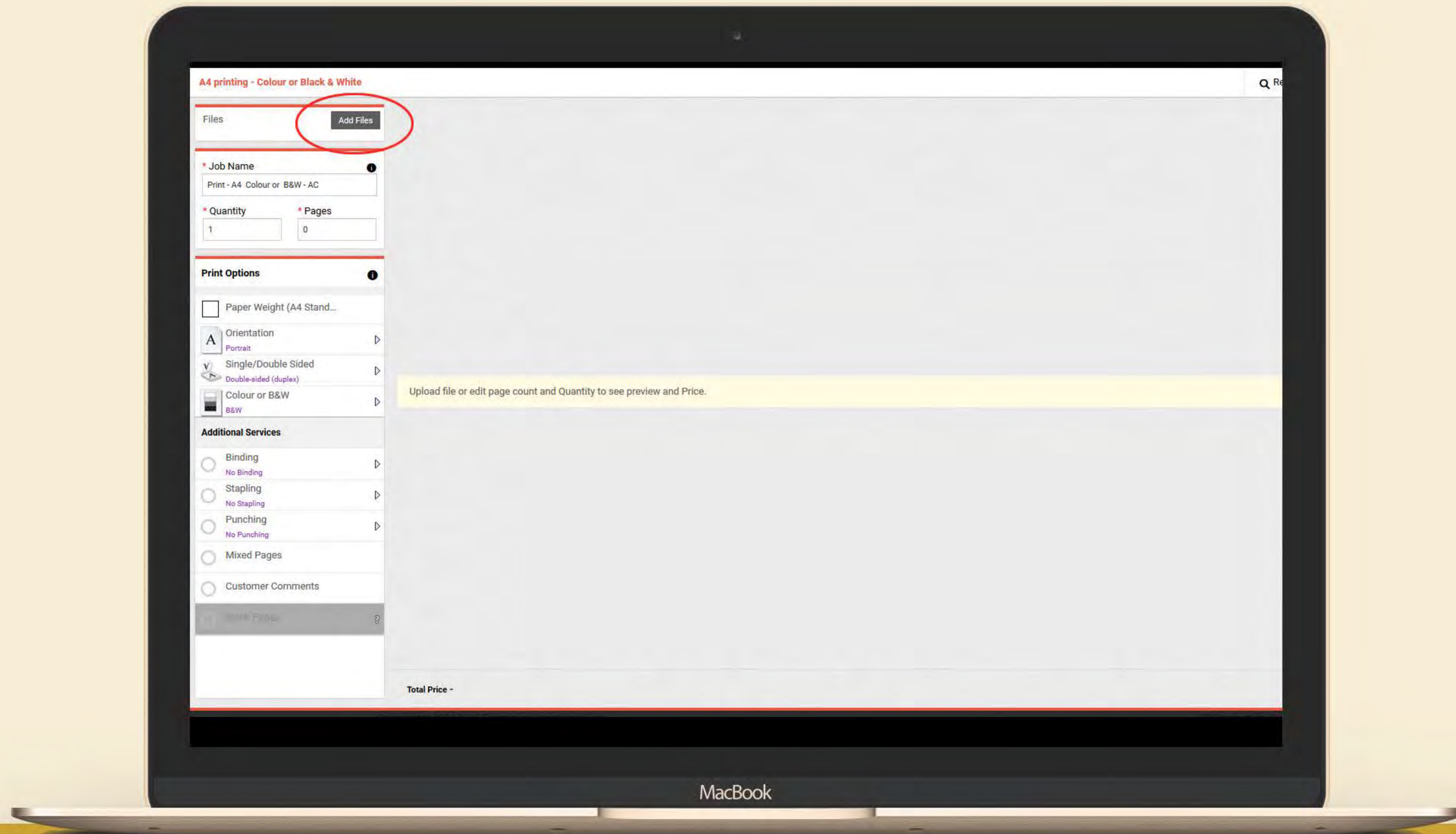
Go back to “Personalisation” tap on top to make any amends.
If you don’t want to make any changes, click on the “Add to Cart” button.



Option product group “Business cards” (6/6)

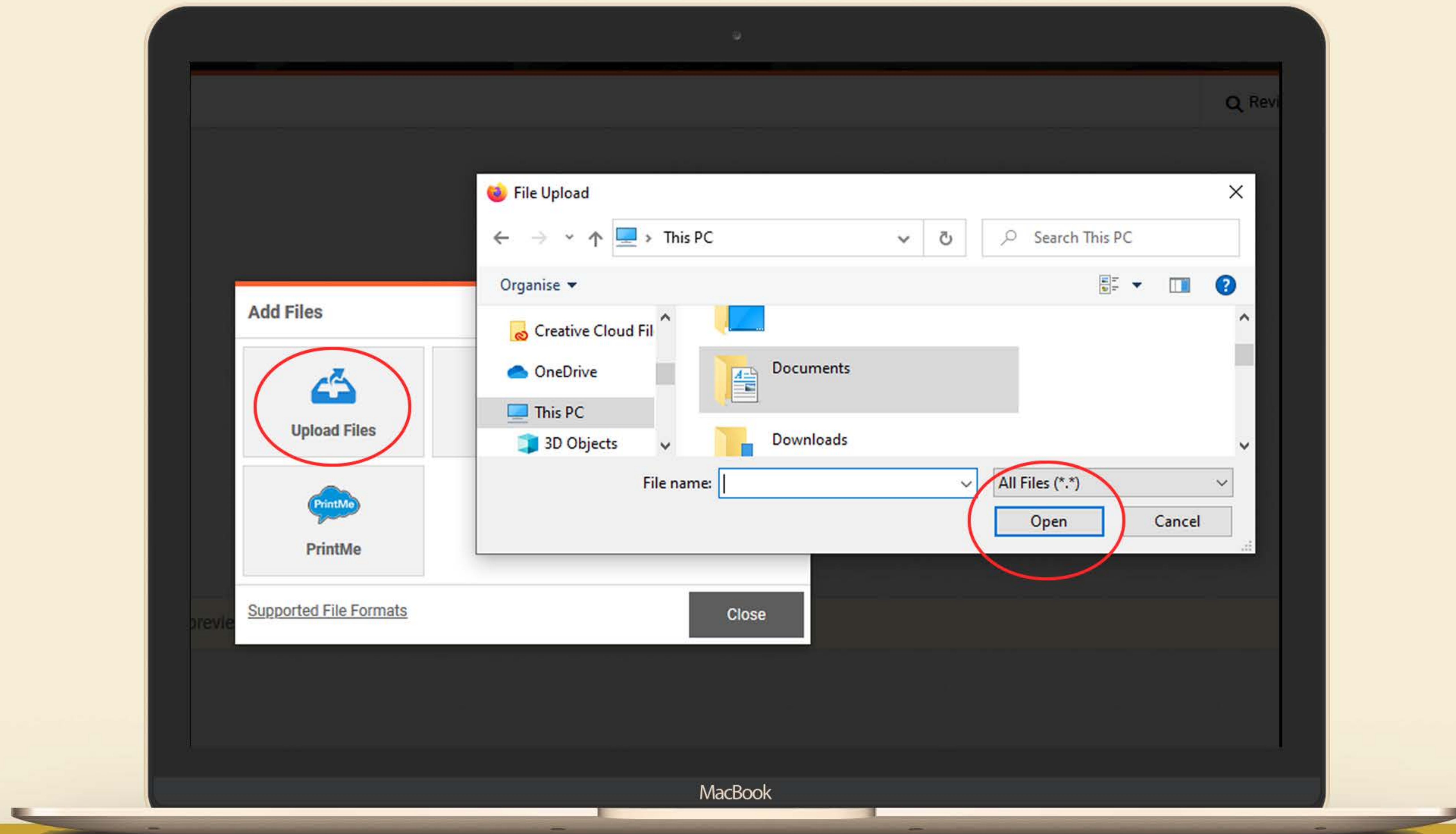
You will need to click on the pop-up box confirming that you have checked the details and are happy to proceed with your order.

Please note it is your responsibility to check that all the details are correct.



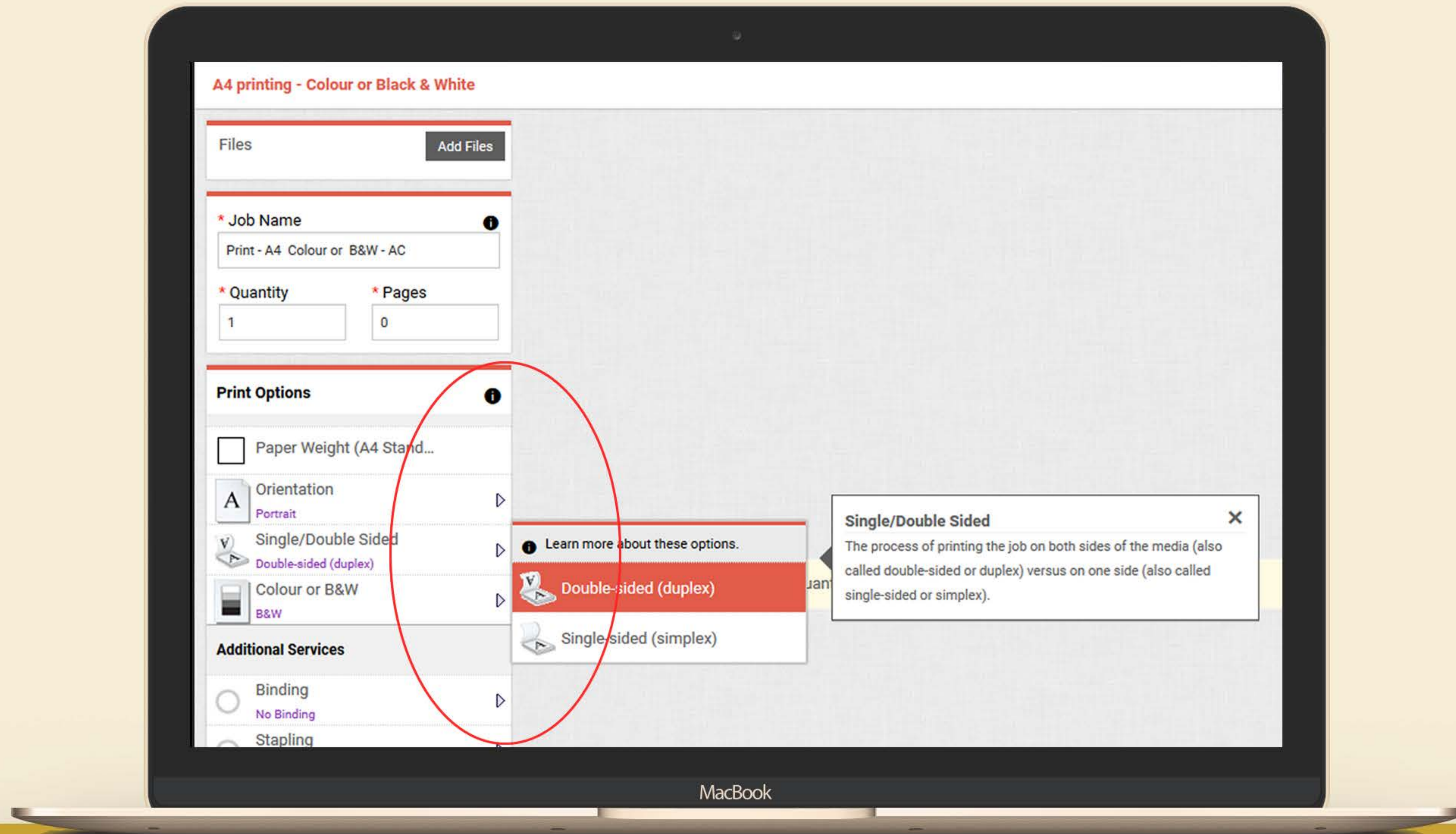
Option product group “Digital Printing” - including any of the binding options, posters, flyers or exhibition stands (1/5)

If you chosen a product the includes digital printing, click on the “Add Files” button to upload the file designated for printing.



Option product group “Digital Printing” - including any of the binding options, posters, flyers or exhibition stands (2/5)

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

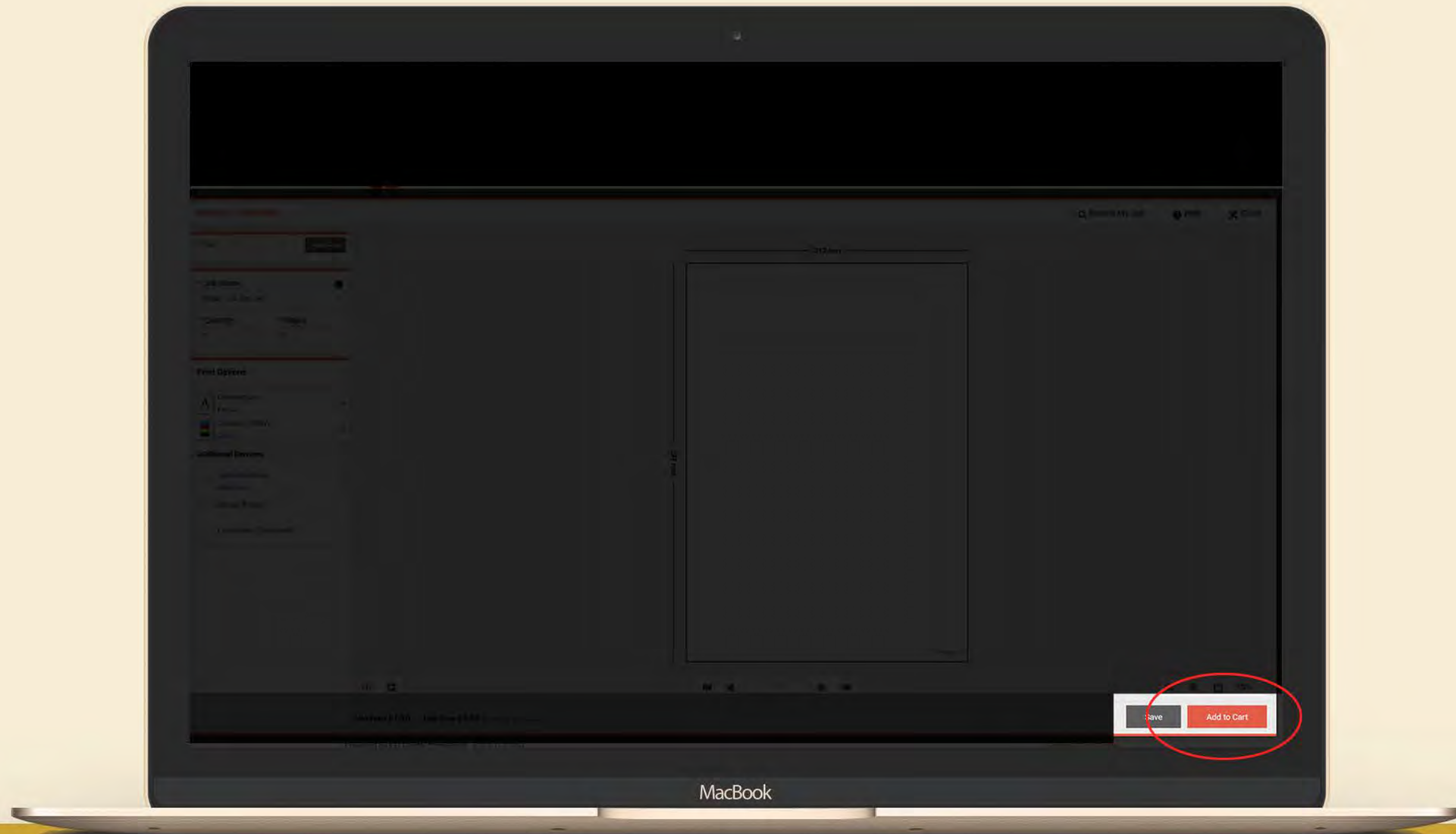


Option product group “Digital Printing” -
including any of the binding options, posters, flyers or exhibition stands (3/5)

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

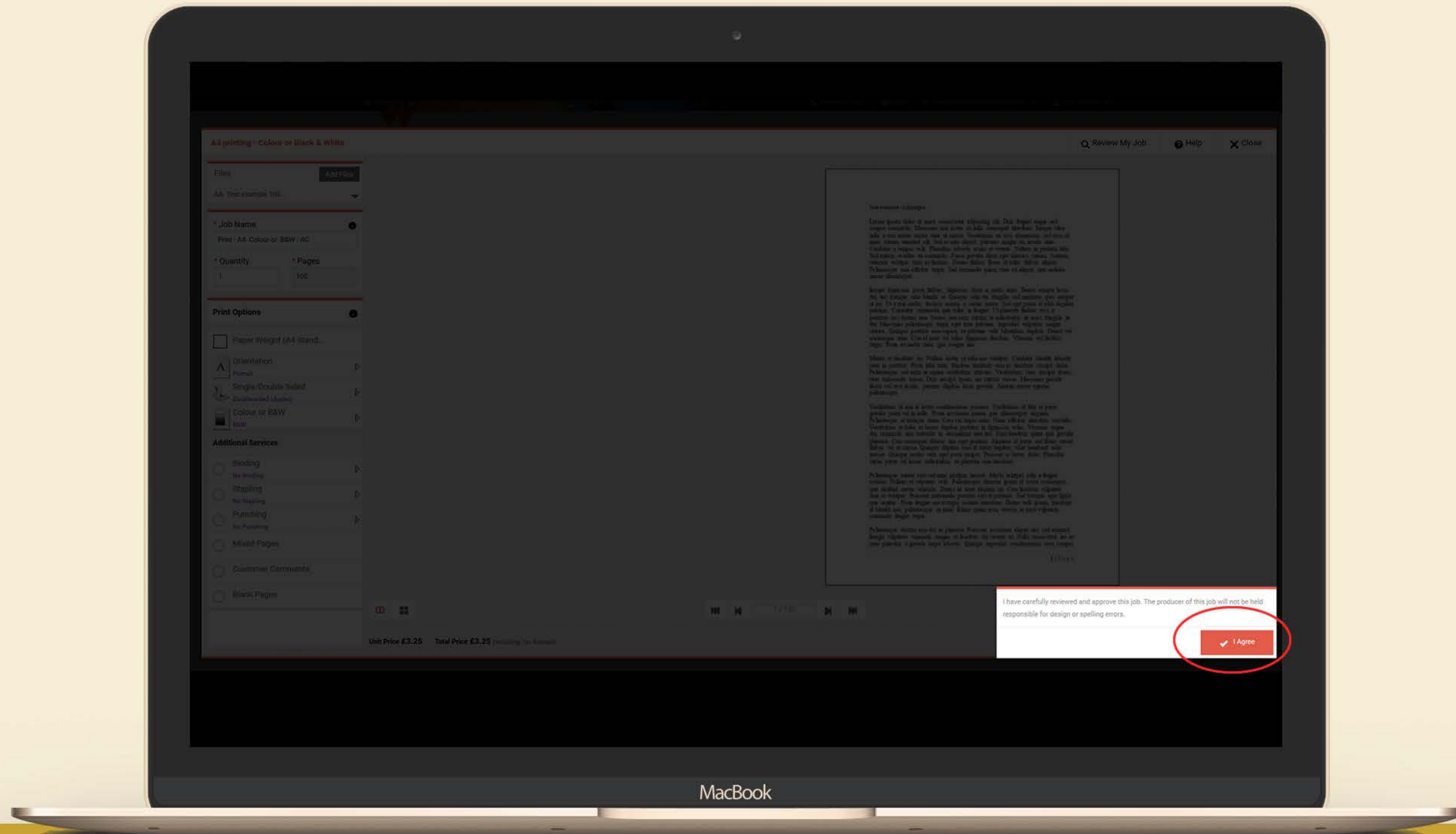
A fly-out menu will display the available options.

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



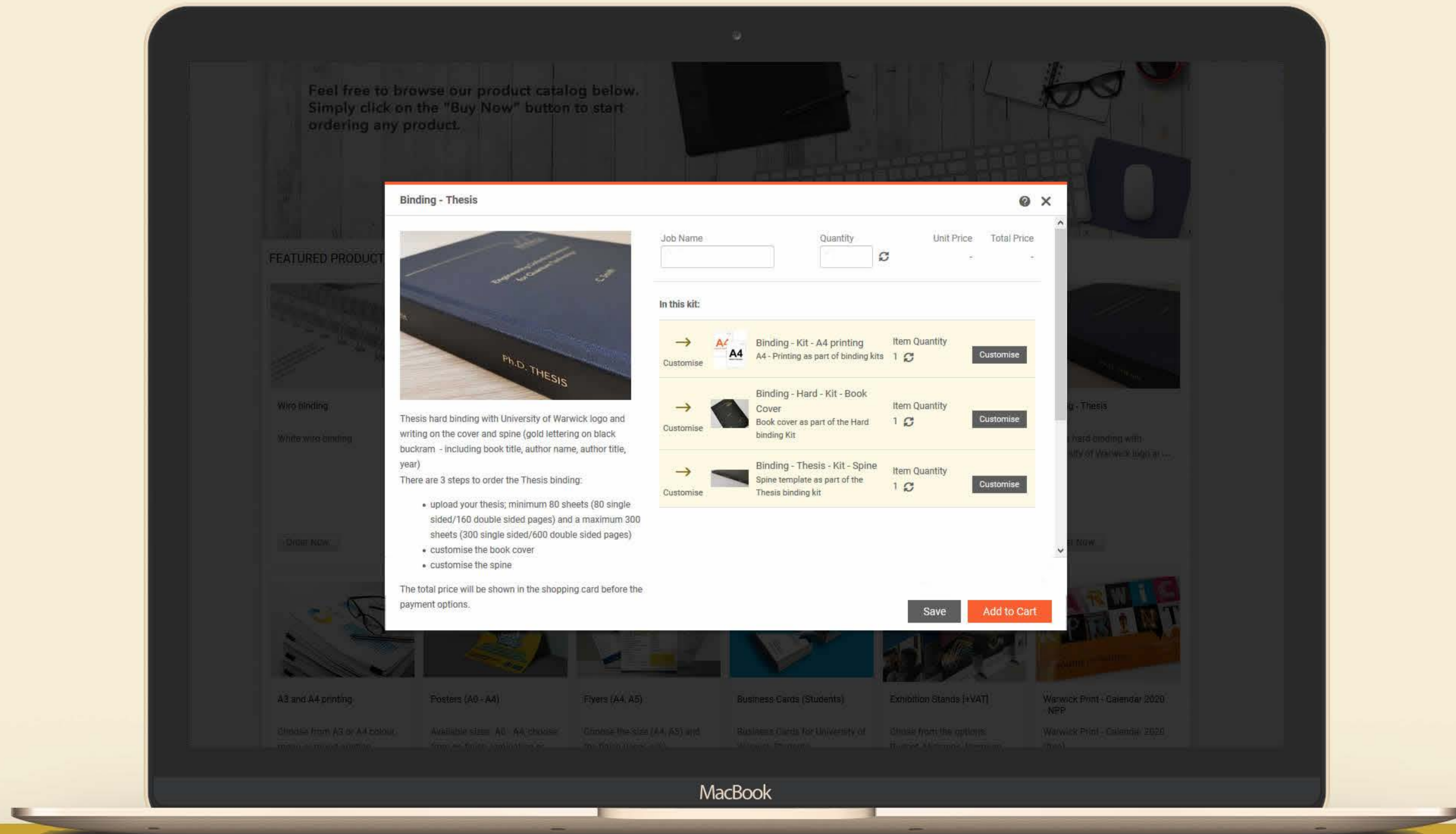
Option product group “Digital Printing” -
including any of the binding options, posters, flyers or exhibition stands (4/5)

Whatever the product, once you are happy with the choices made
and are ready to proceed with the order, click the “Add to cart” button



Option product group “Digital Printing” - including any of the binding options, posters, flyers or exhibition stands (5/5)

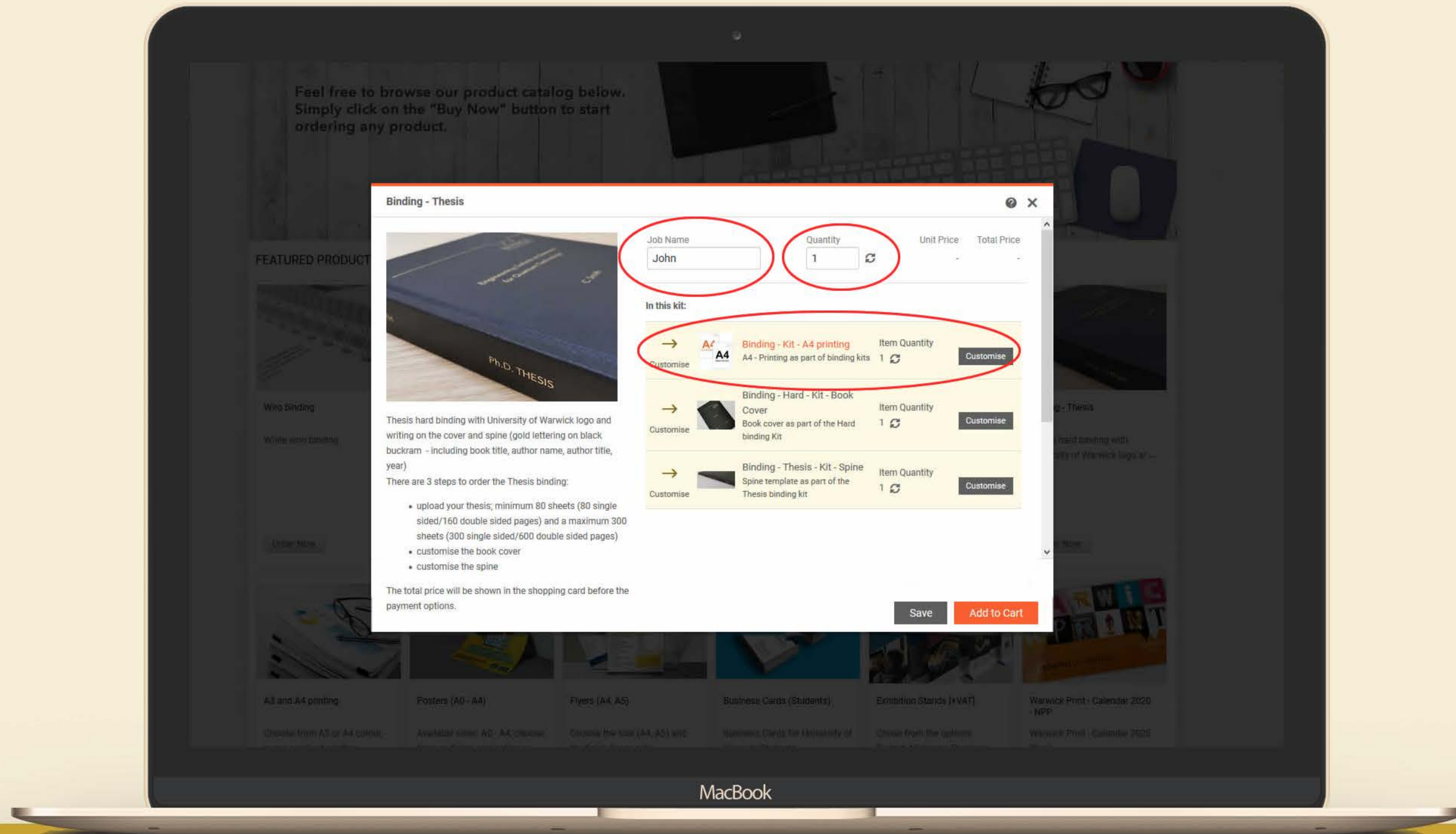
You will need to click on the pop-up box confirming that you have checked the details and are happy to proceed with your order. Please note it is your responsibility to check that all the details are correct.



Option product group “Hard Binding” (1/21)

The “Hard Binding” options are kits that consist of 2 to 3 individual steps depending on the binding type chosen (here the three steps of the “Thesis Bind” are shown).

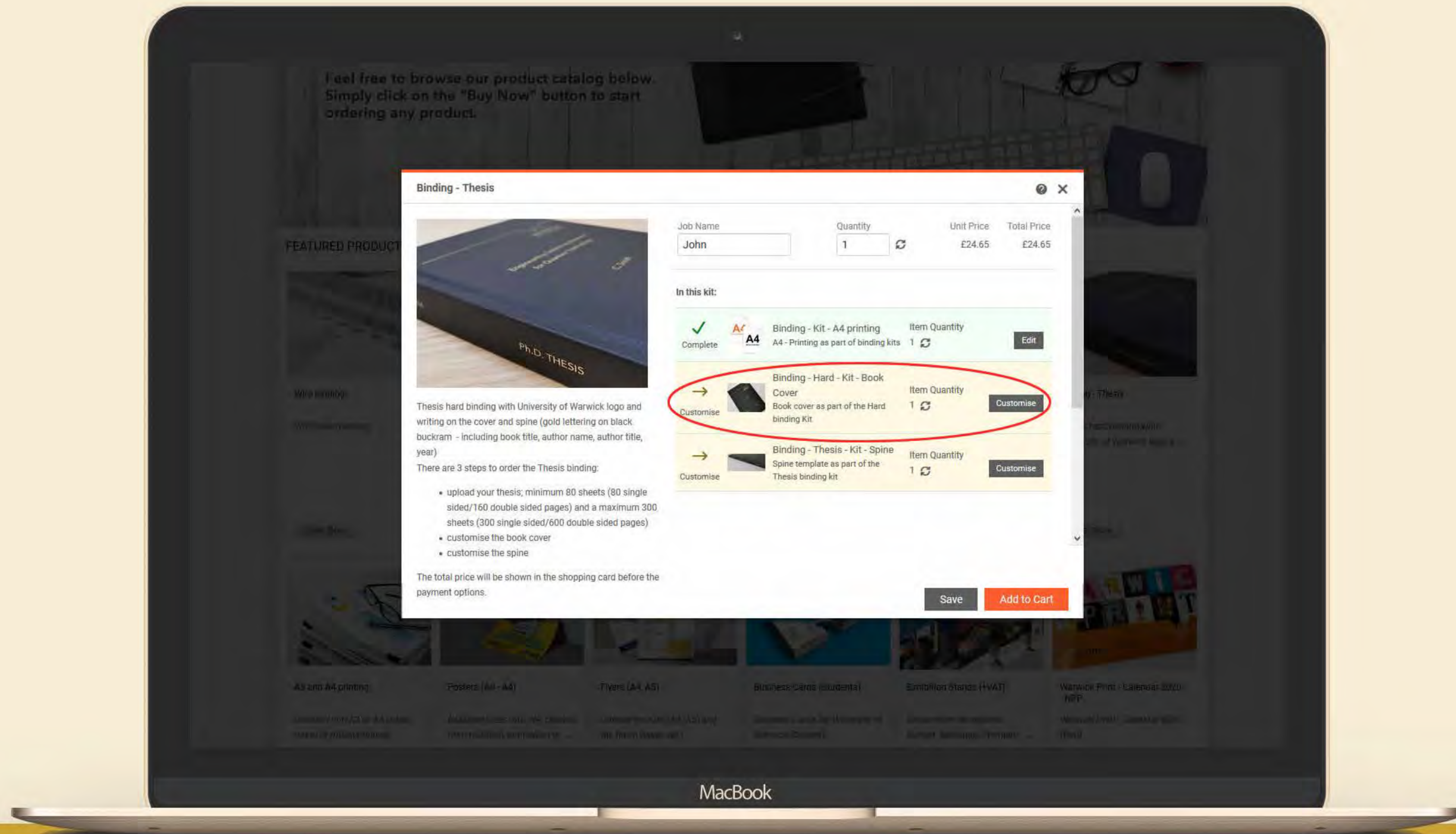
You will need to go through all available steps to complete the product kit.



Option product group “Hard Binding” (2/21)

Before you begin, give the kit a name and specify the quantity.

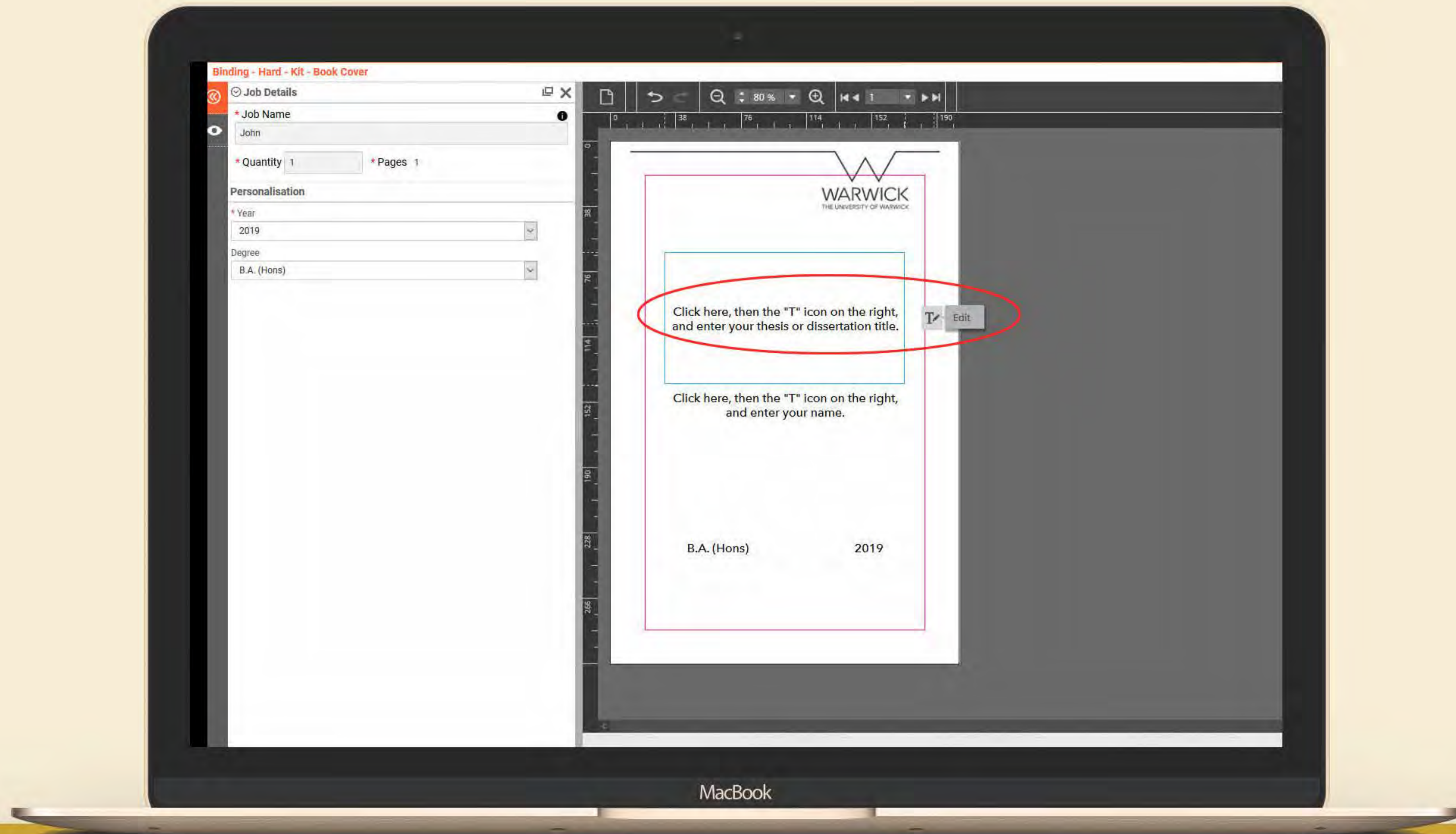
The first step then is to upload a document file for digital printing (please refer to the previous slides on how to do this).



Option product group “Hard Binding” (3/21)

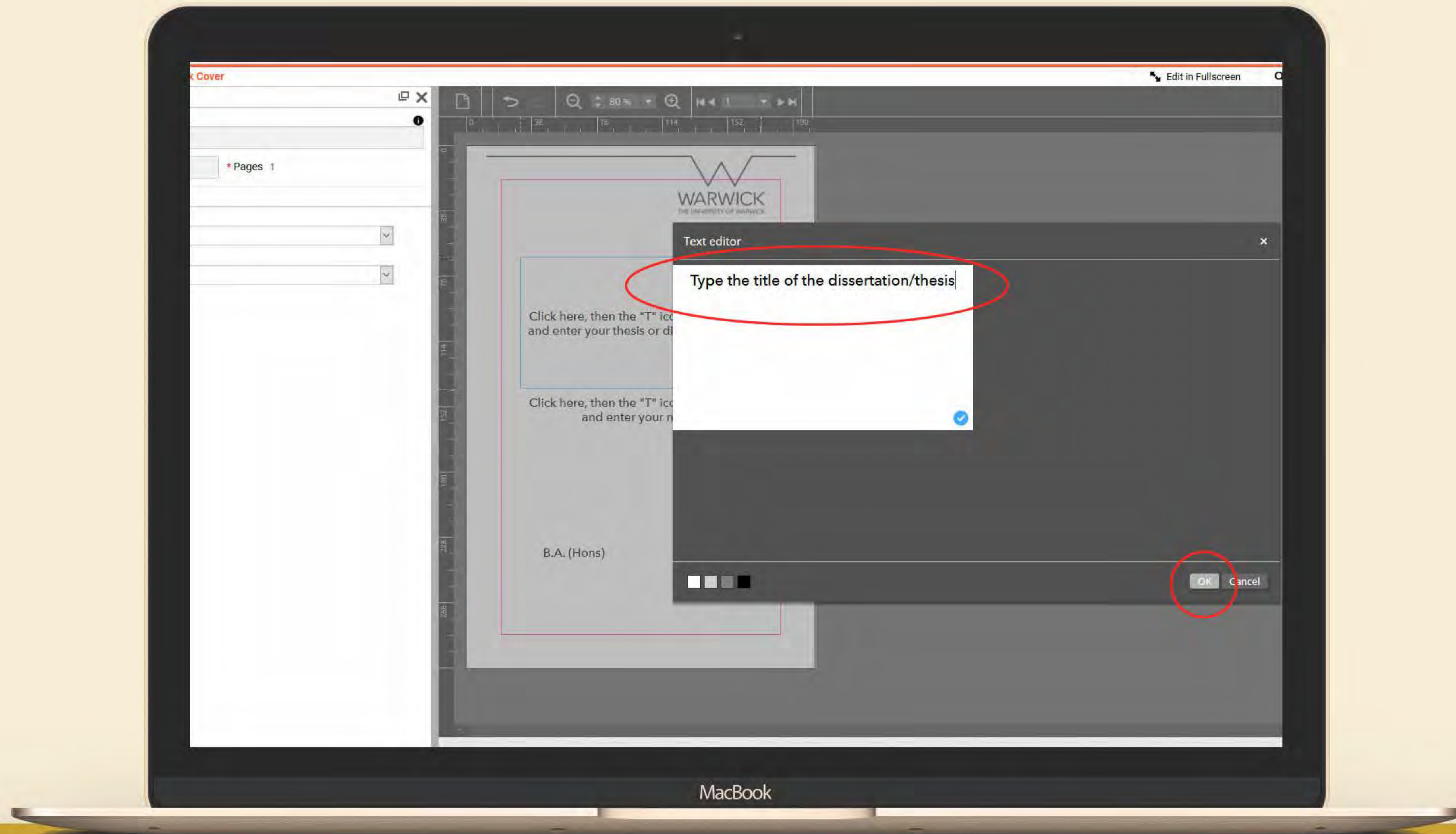
After the file has been uploaded, the first step will display a green tick and is marked as “Complete”.

Click on the next step to proceed.



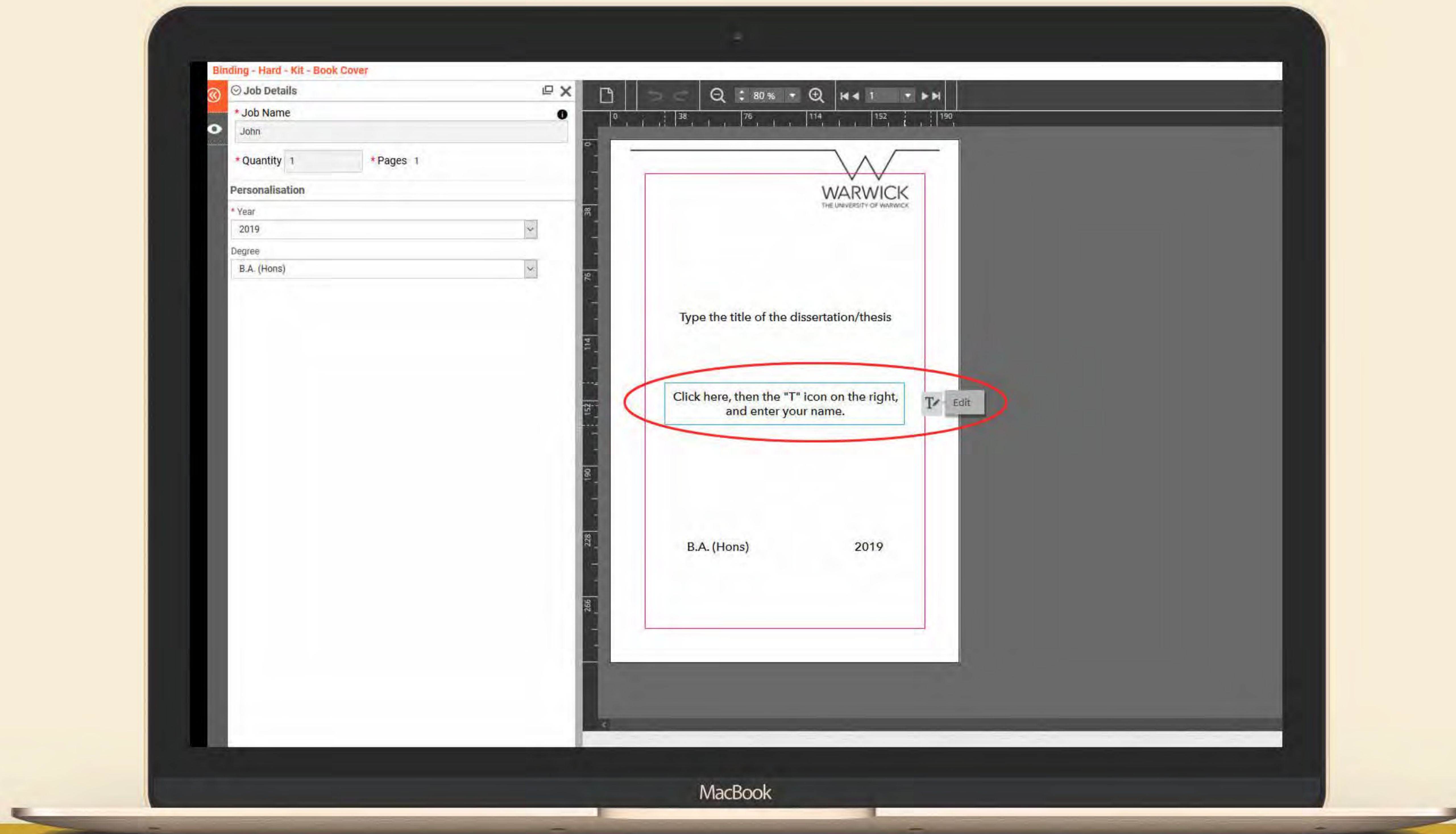
Option product group “Hard Binding” (4/21)

To personalise the title, click on the title field and then on the “T” icon.



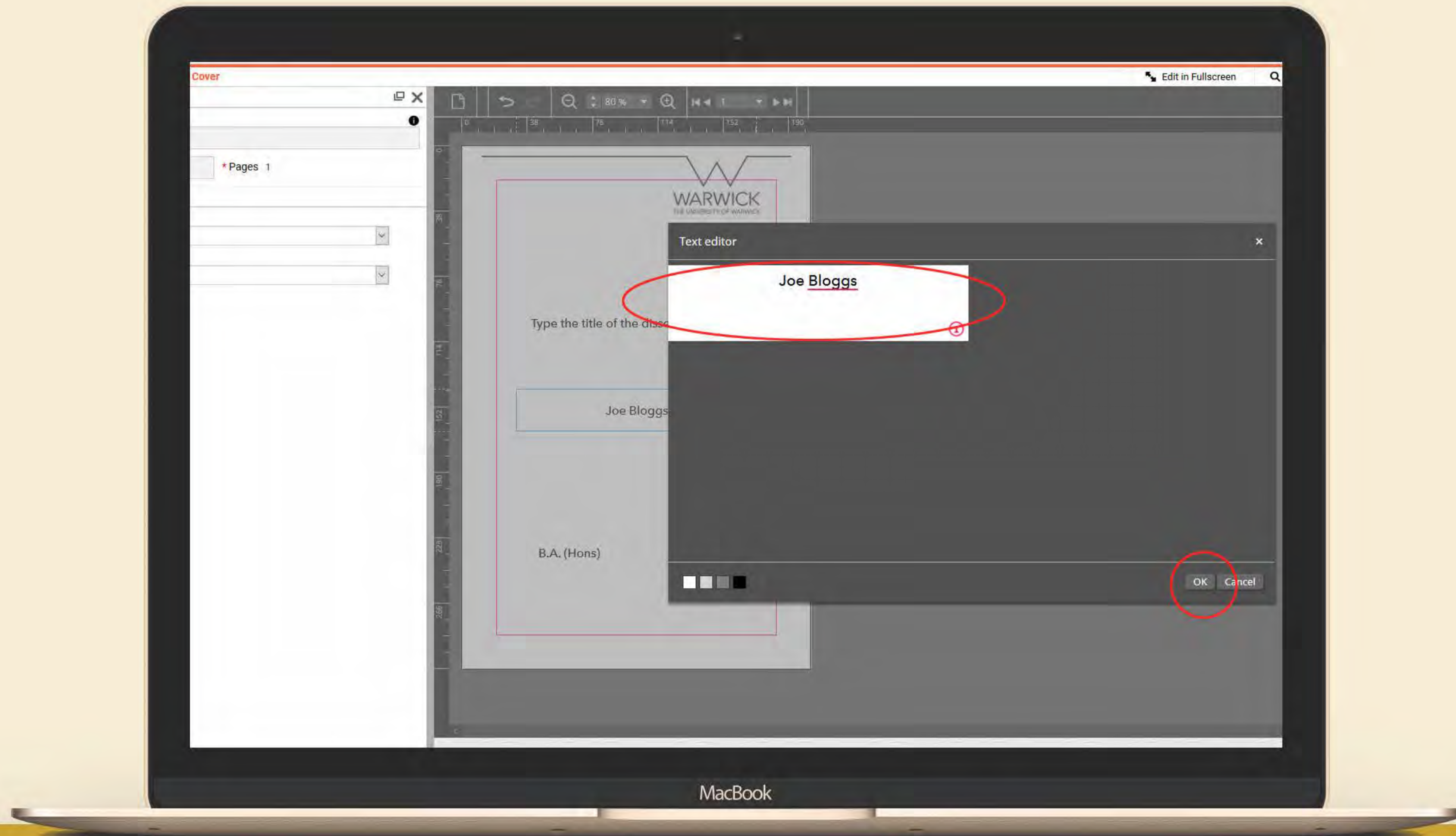
Option product group “Hard Binding” (5/21)

In the pop-up window, type the title of the publication and then click on the “OK” button.



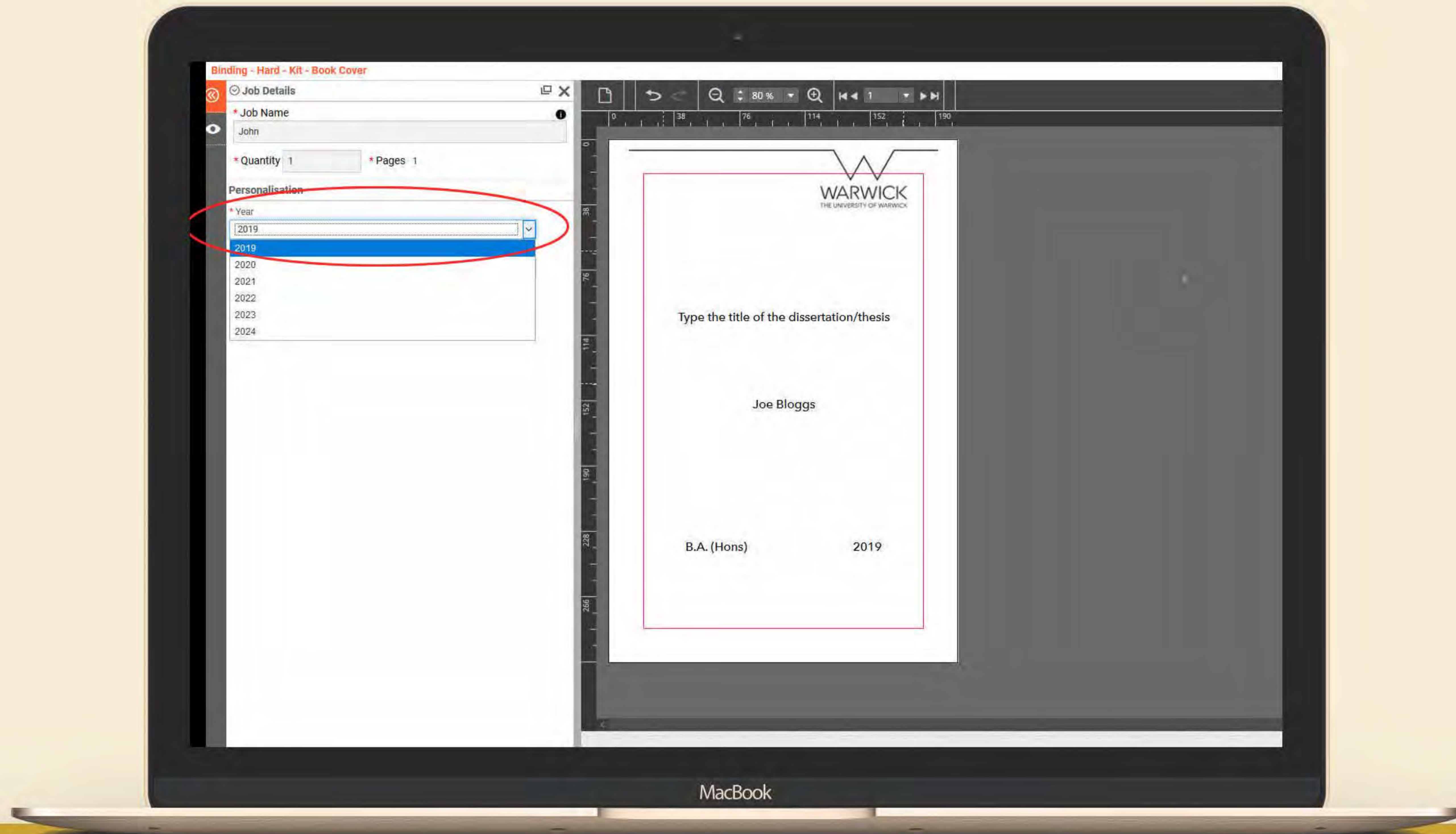
Option product group “Hard Binding” (6/21)

To add the author to the publication, click on the name field and then on the “T” icon.



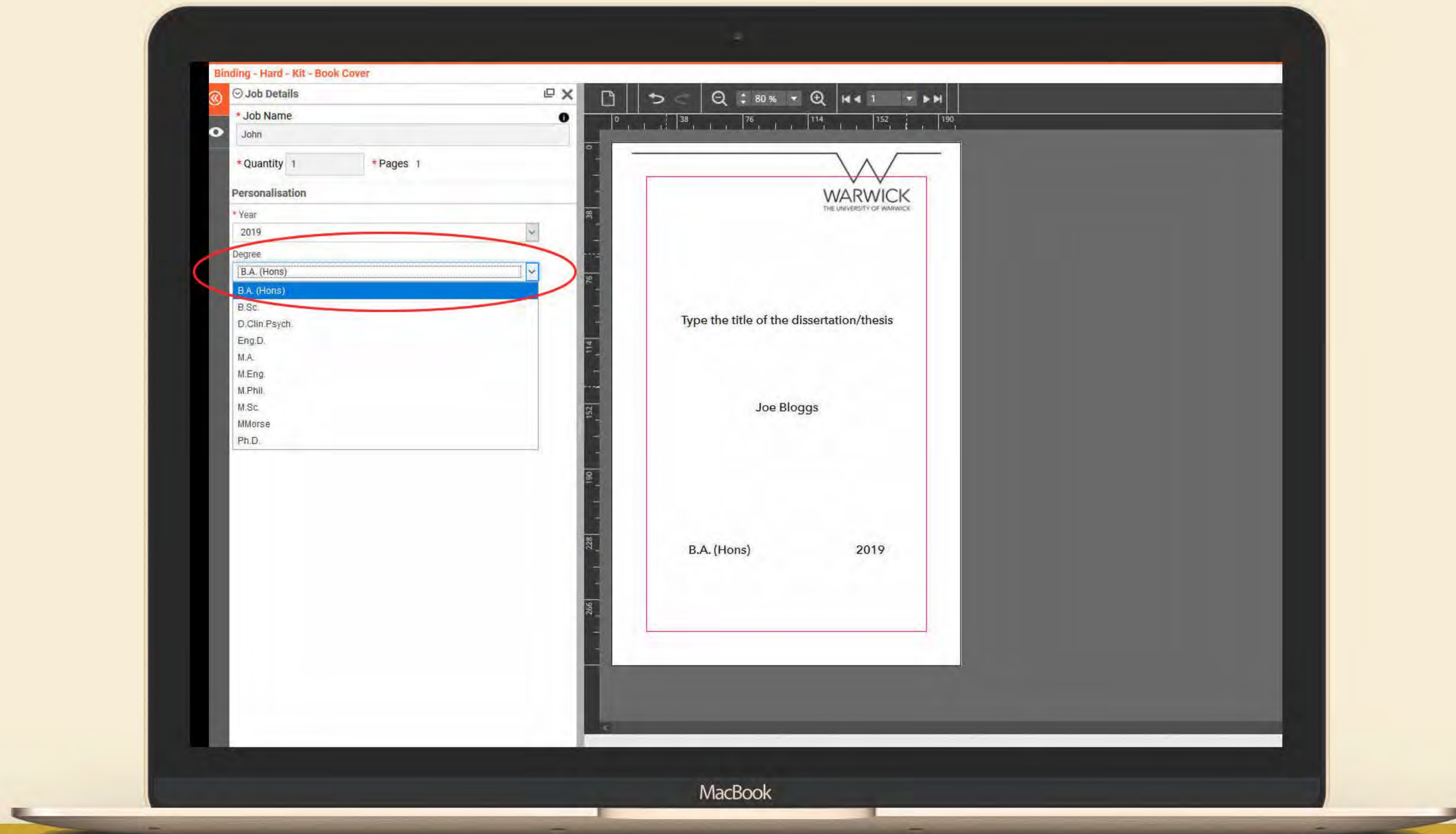
Option product group “Hard Binding” (7/21)

Type your name in the pop-up window and then click on the “OK” icon.



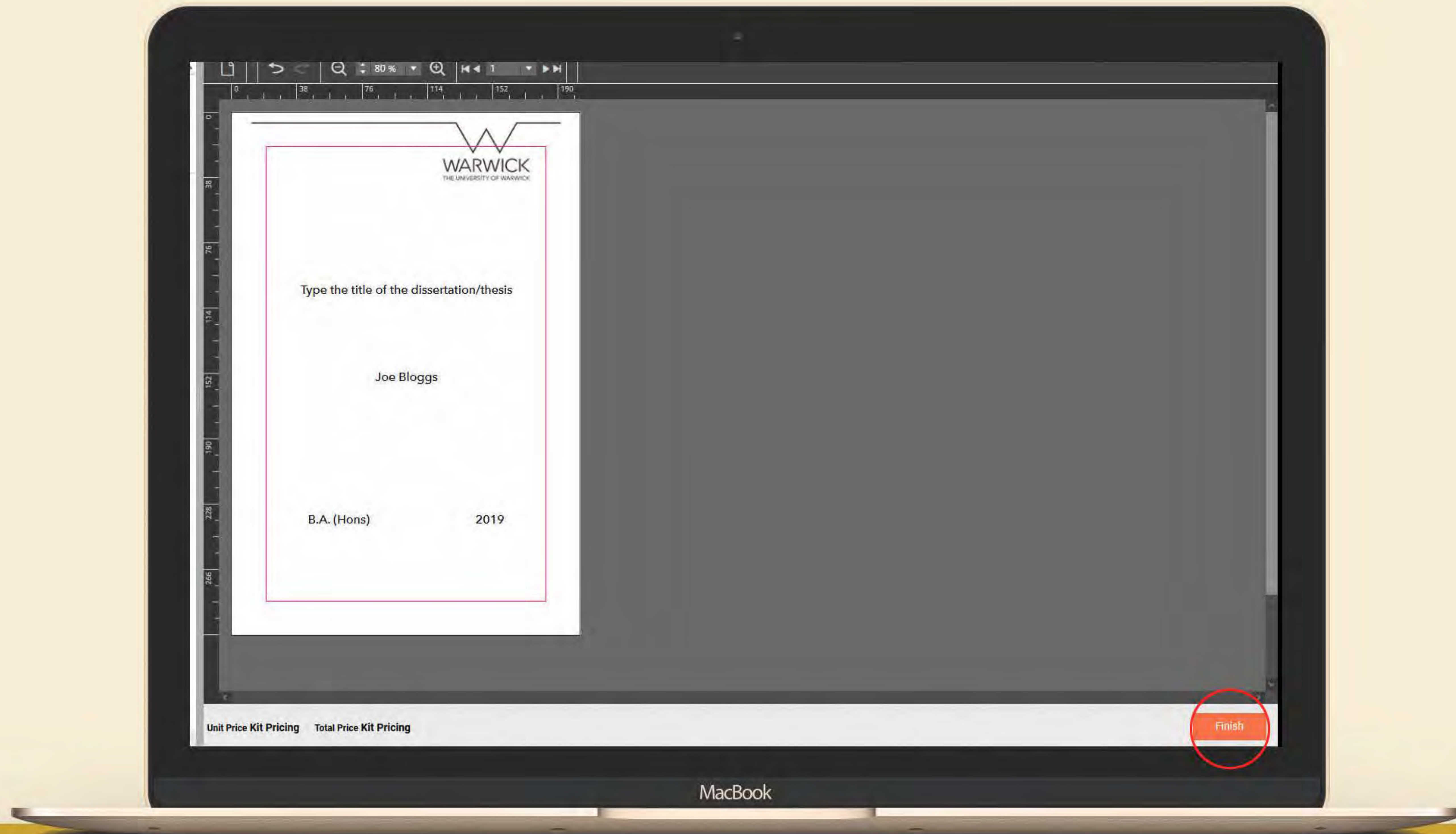
Option product group “Hard Binding” (8/21)

Select the appropriate year of publication from the drop-down menu on the left hand side.



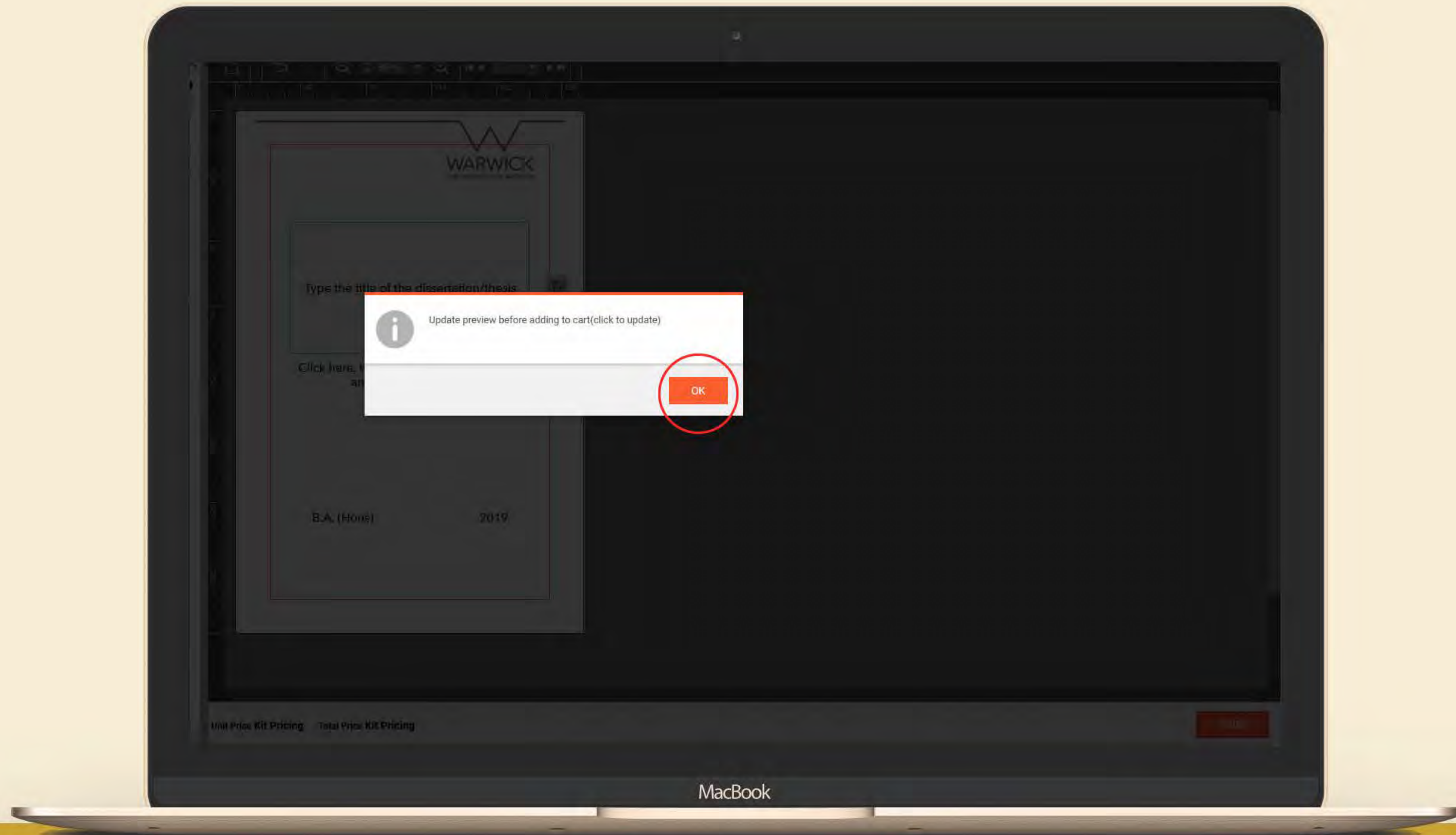
Option product group “Hard Binding” (9/21)

Select the appropriate degree type from the drop-down menu on the left hand side.



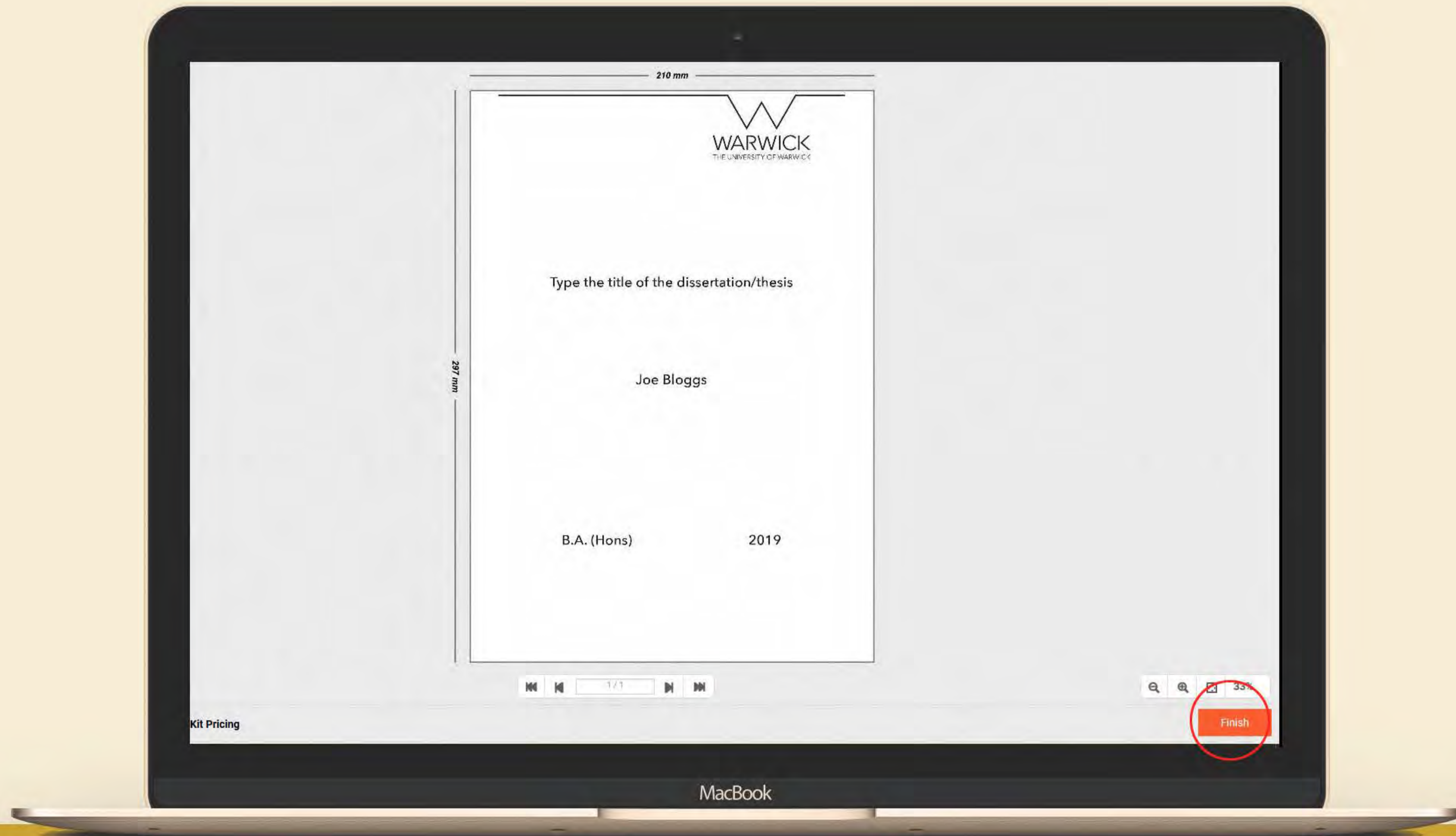
Option product group “Hard Binding” (10/21)

Check that all the cover details are correct and then click on the “Finish” button.



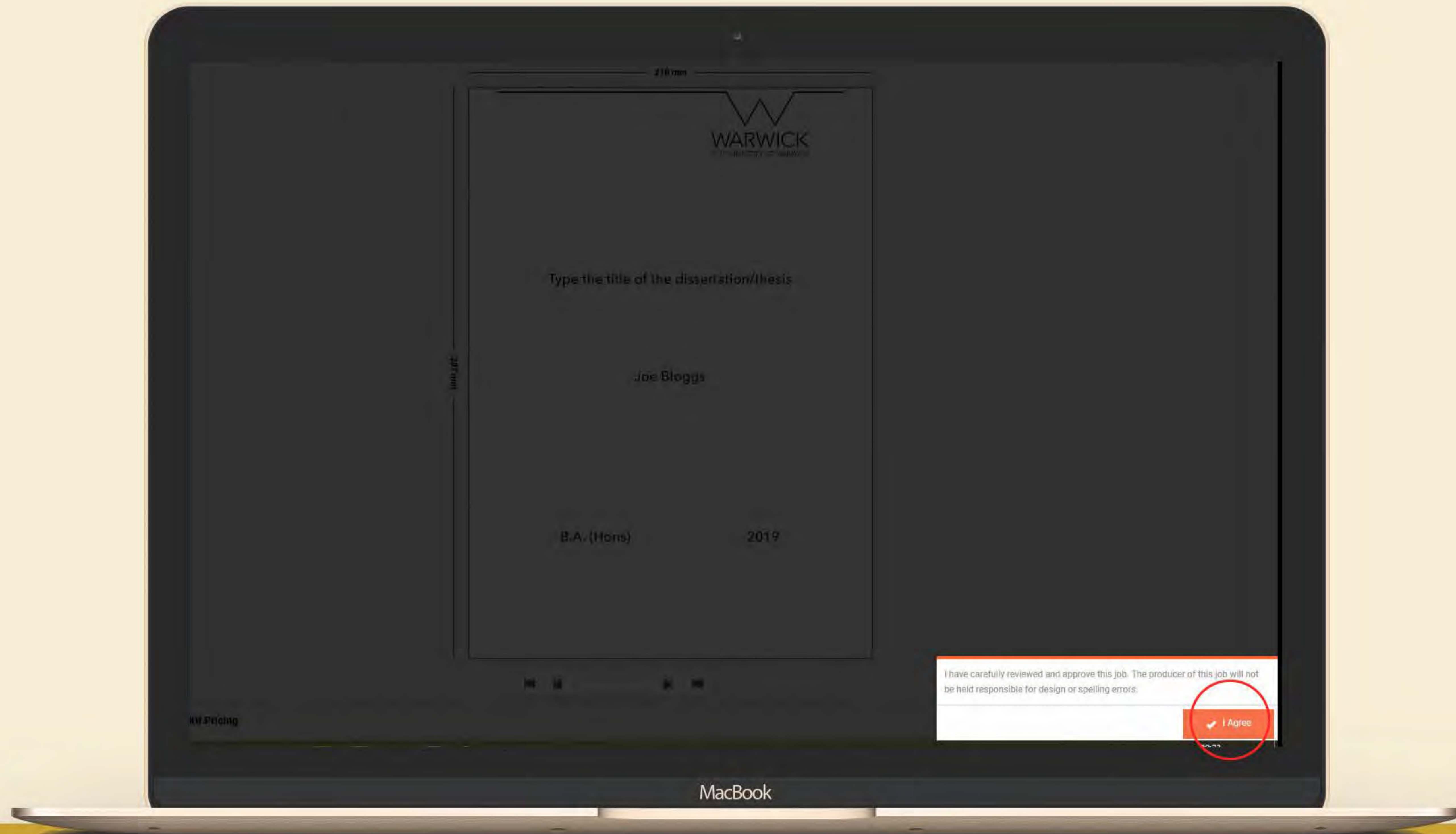
Option product group “Hard Binding” (11/21)

Click the “OK” button of the confirmation pop-up to update the preview.



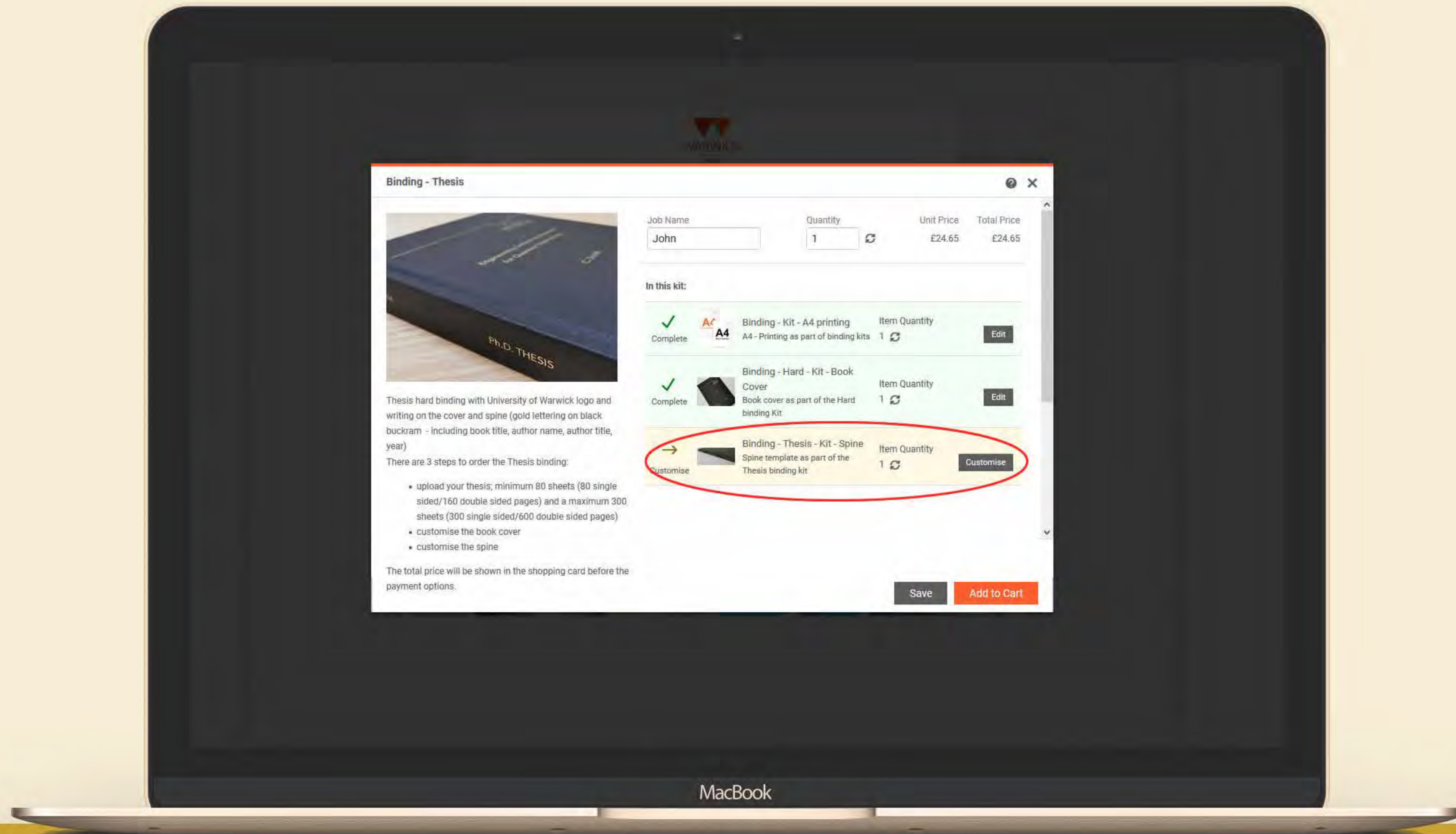
Option product group “Hard Binding” (12/21)

Check the cover details again and then click the “Finish” button.



Option product group “Hard Binding” (13/21)

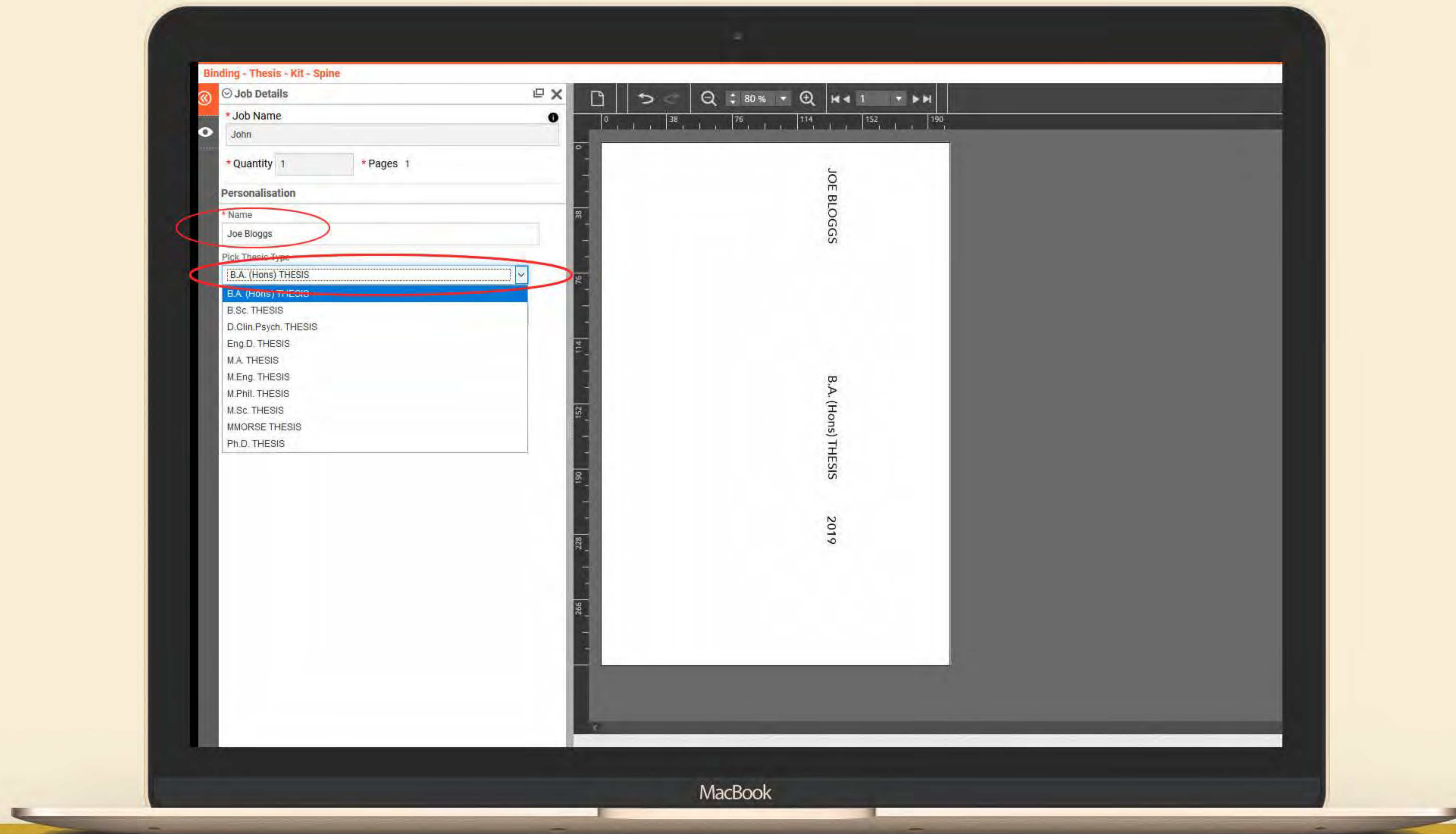
Click the “I agree” button to confirm that you have carefully reviewed the job and approve it. Warwick Print will not be held responsible for design or spelling errors.



Option product group "Hard Binding" (14/21)

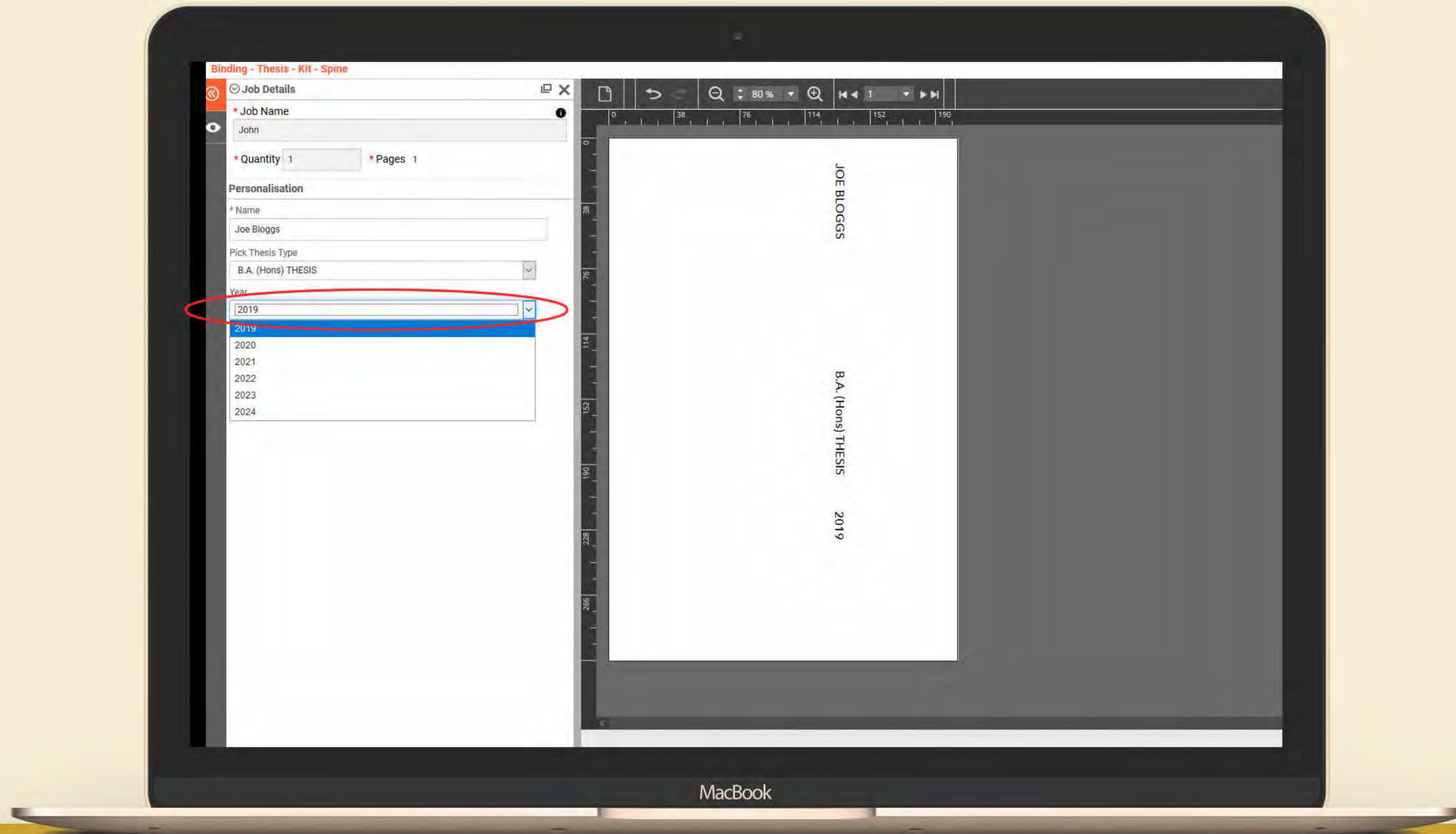
This will bring you back to the kit overview page with the cover now shown as completed.

To proceed, click on the next step.



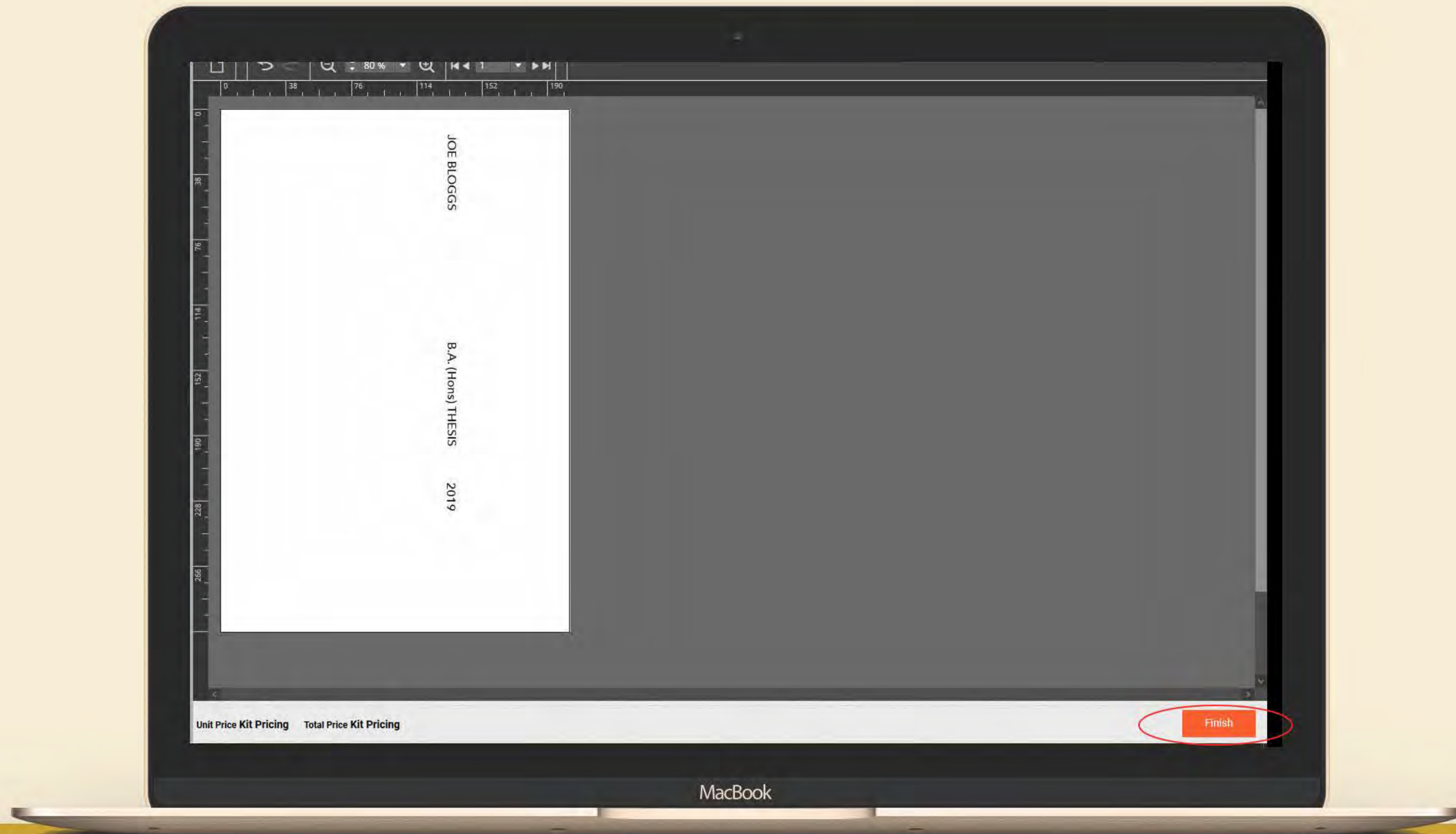
Option product group “Hard Binding” (15/21)

To personalise the book spine, type you name in the “Name” field.
Then pick the thesis type from the drop-down menu.



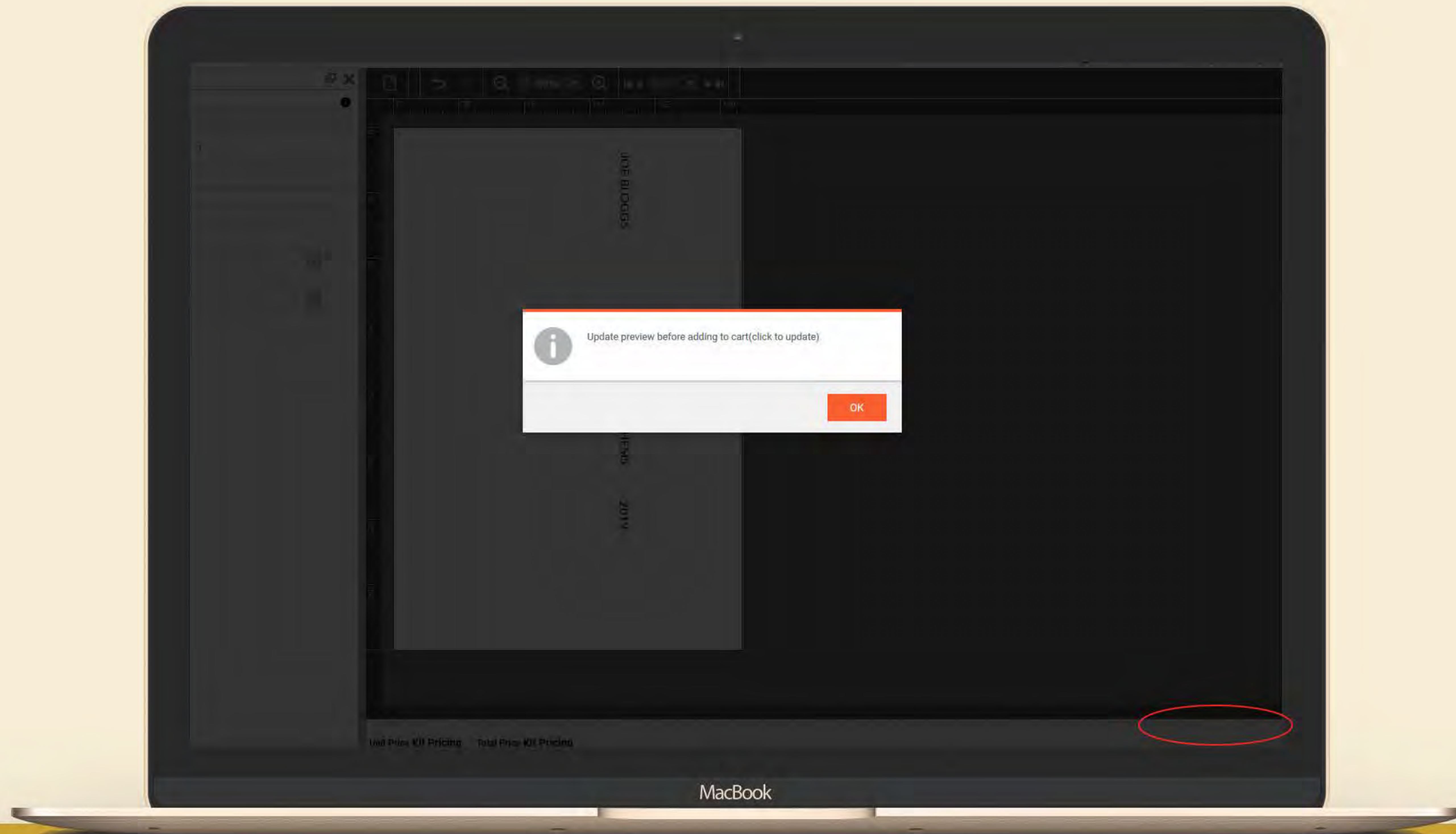
Option product group “Hard Binding” (16/21)

Select the year of publication from the drop-down menu.



Option product group “Hard Binding” (17/21)

Then click on the “Finish” button.



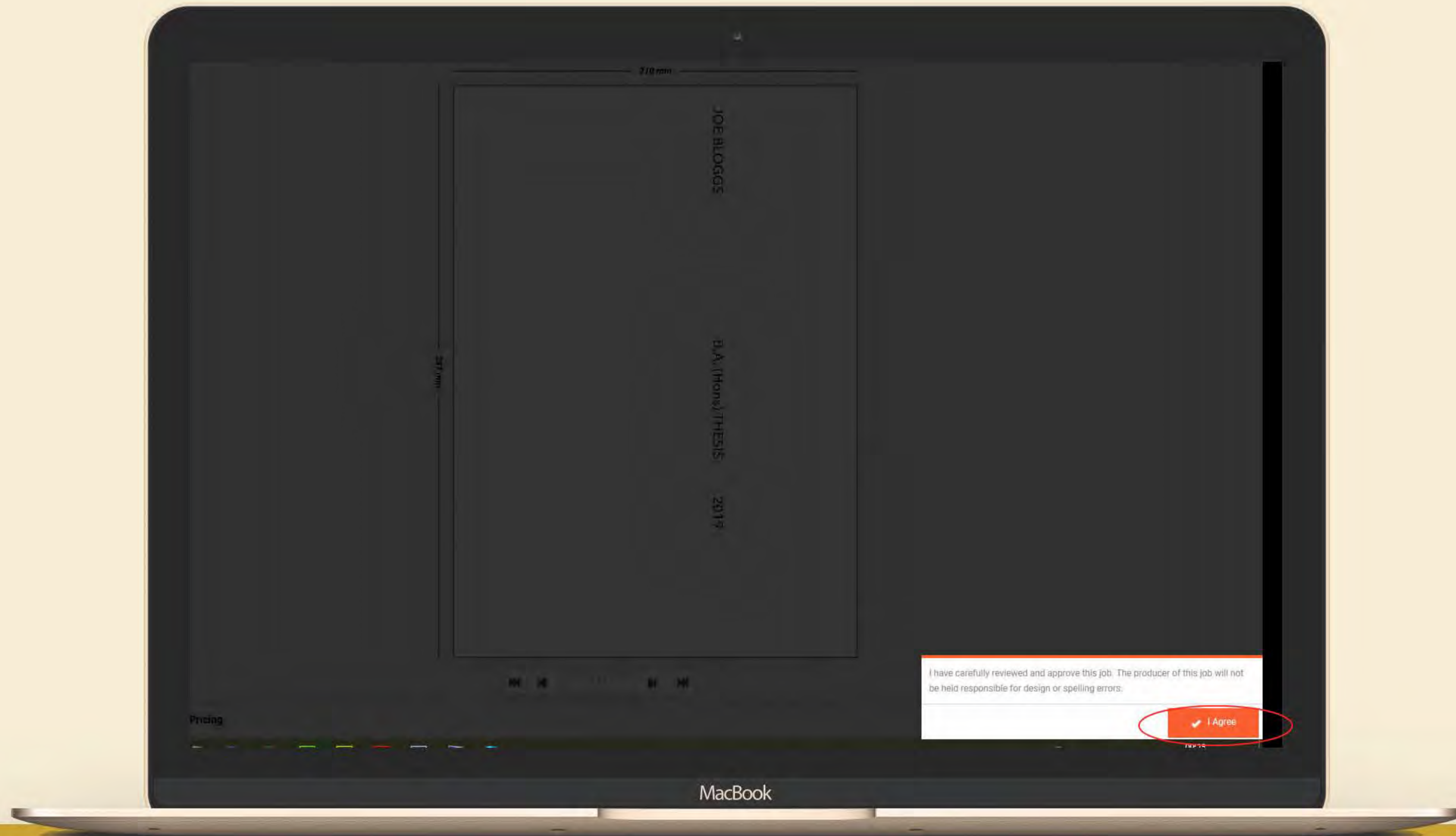
Option product group “Hard Binding” (18/21)

Click on the “OK” button to update the preview.



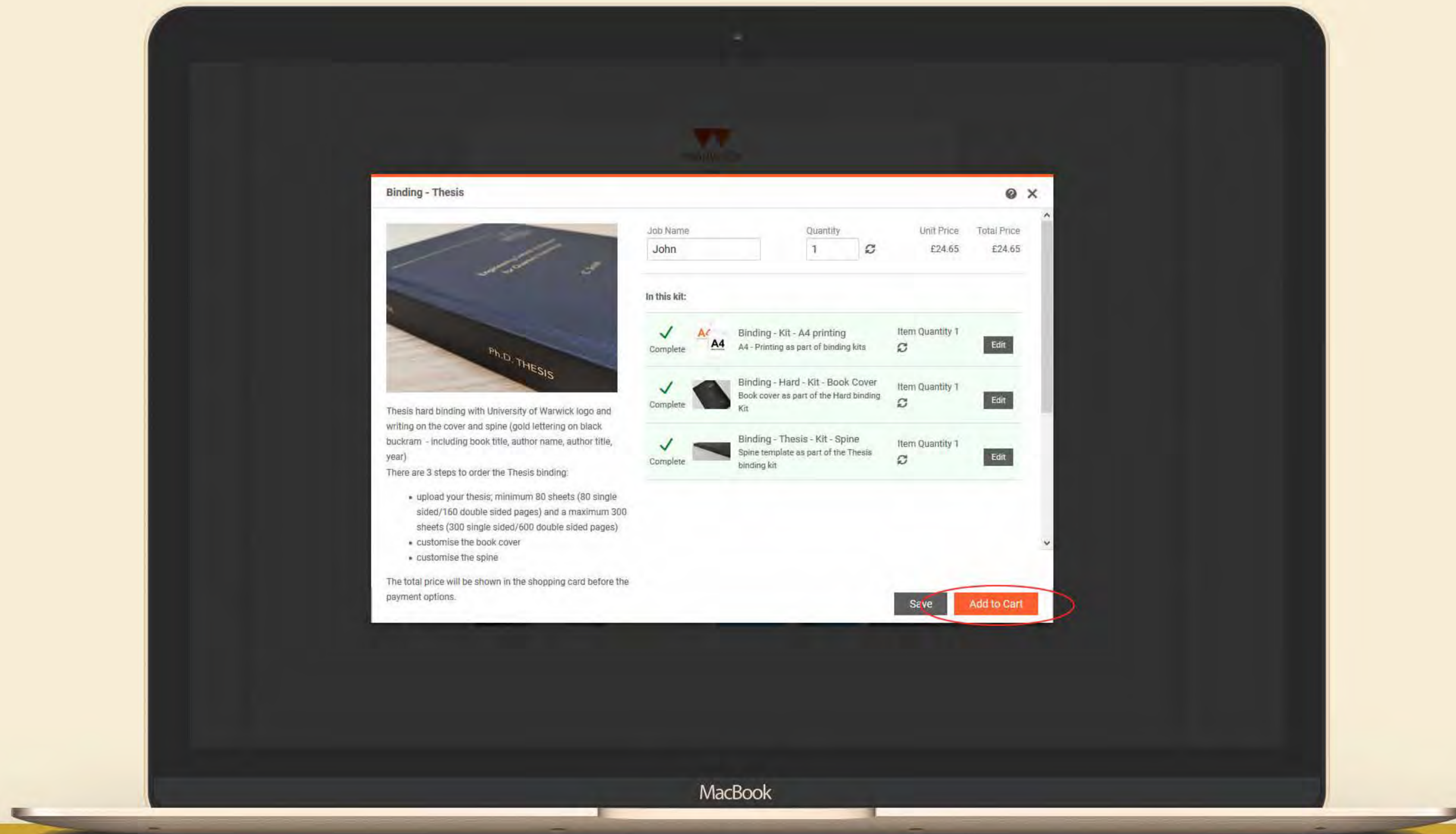
Option product group “Hard Binding” (19/21)

Check that the information is correct and then click the “Finish” button.



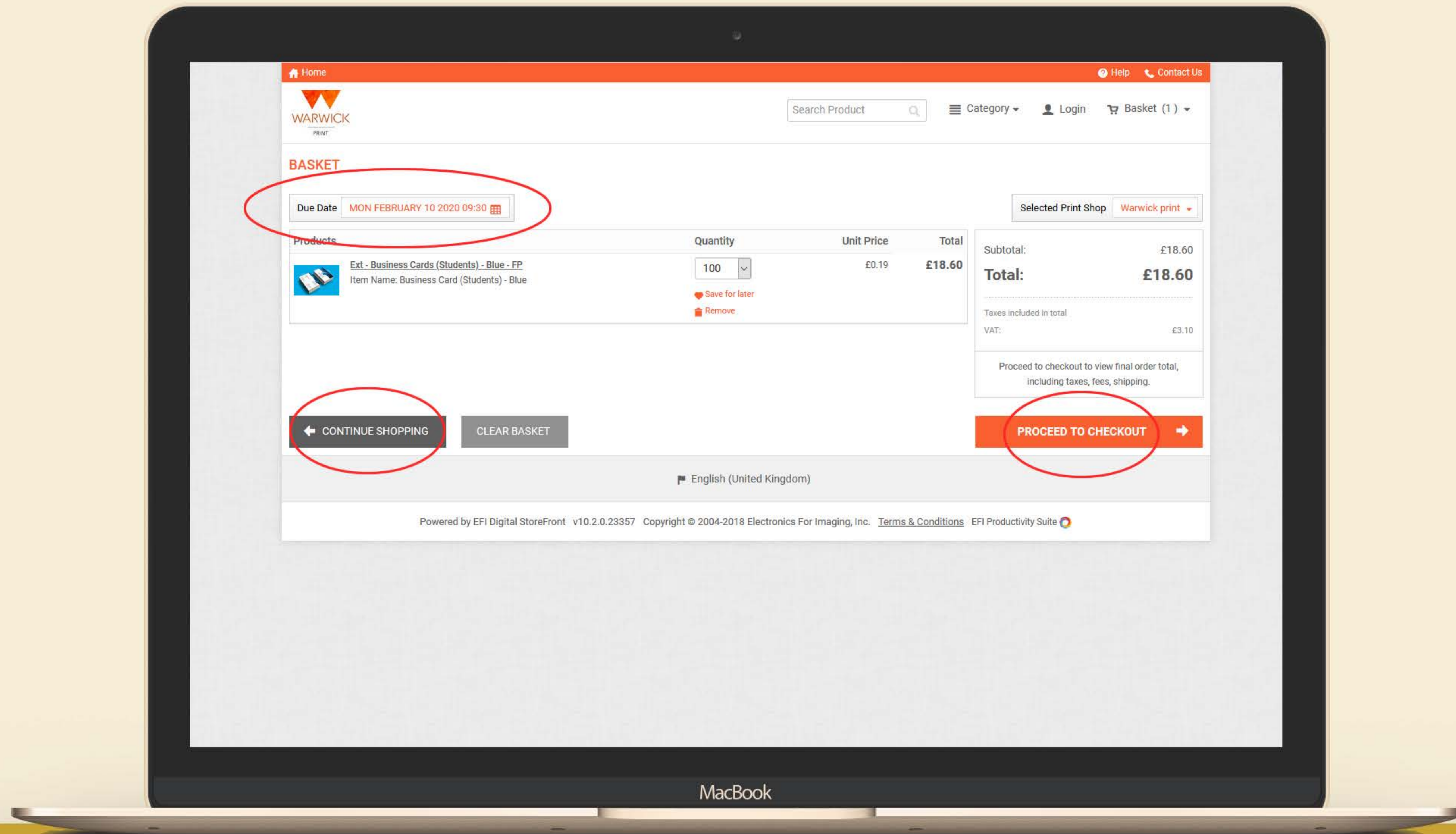
Option product group “Hard Binding” (20/21)

Click on the “I agree” button to confirm that you have carefully reviewed the job and approve it, as Warwick Print will not be held responsible for design or spelling errors.



Option product group “Hard Binding” (21/21)

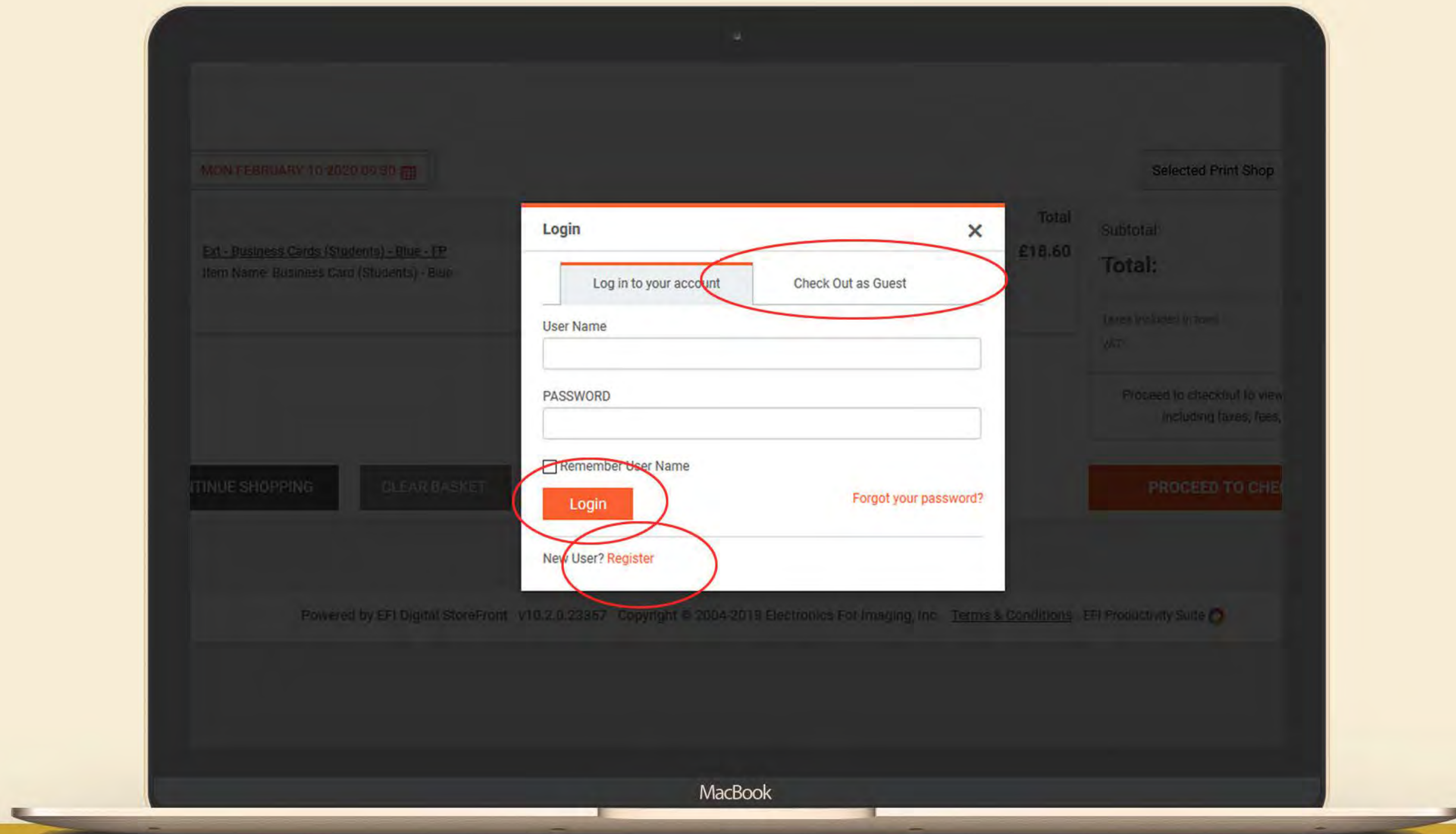
This will bring you back to the kit overview, where now all three steps are confirmed. To proceed with the order, click the “Add to Cart” button.



Check to order in the Basket

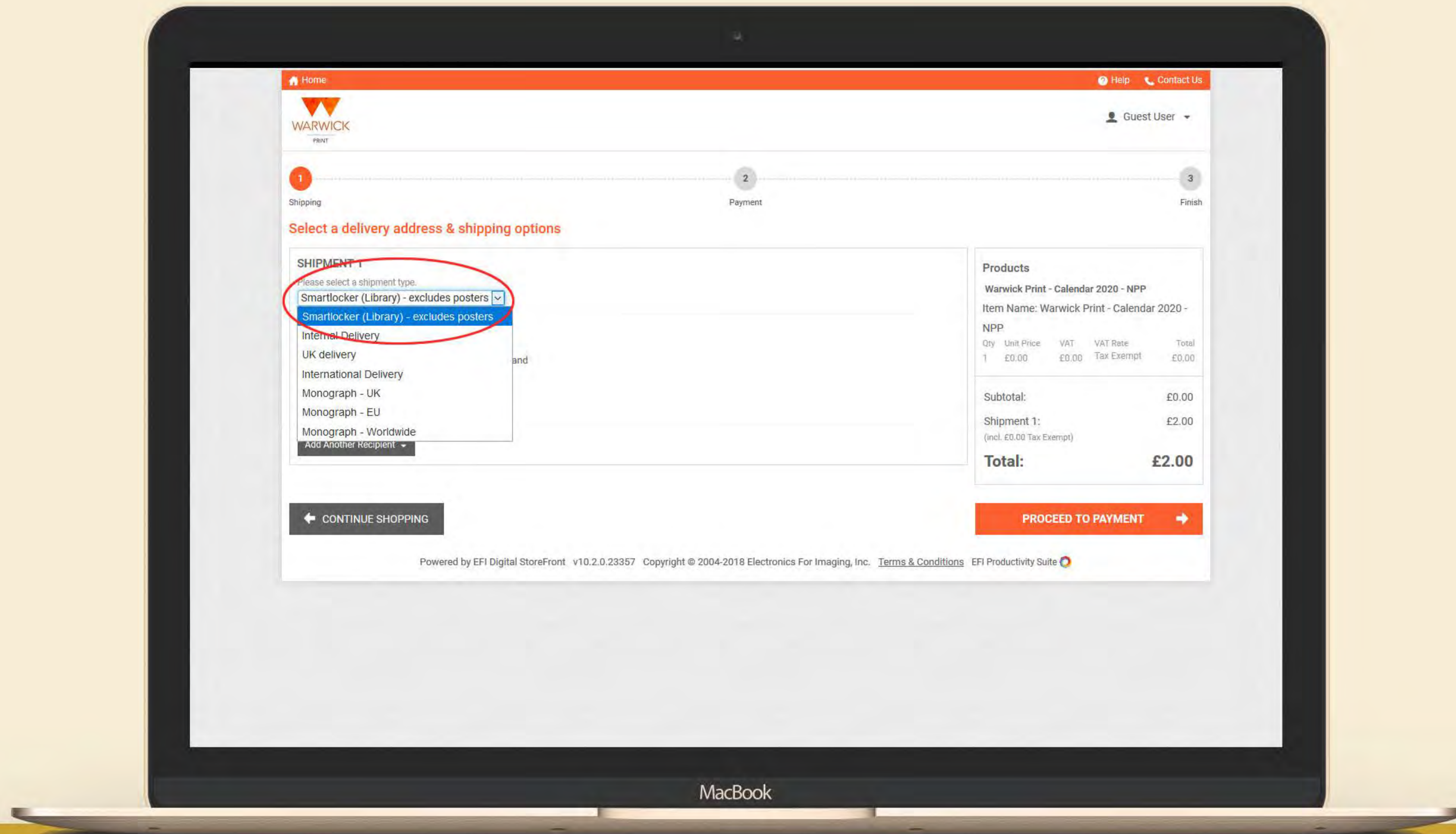
Change the due date if required by choosing the date on the calendar. You can also amend the quantity here, the price will amend accordingly.

Add more products by clicking in the "Continue Shopping" button or proceed to the payment by clicking the "Proceed to checkout" button.



Login

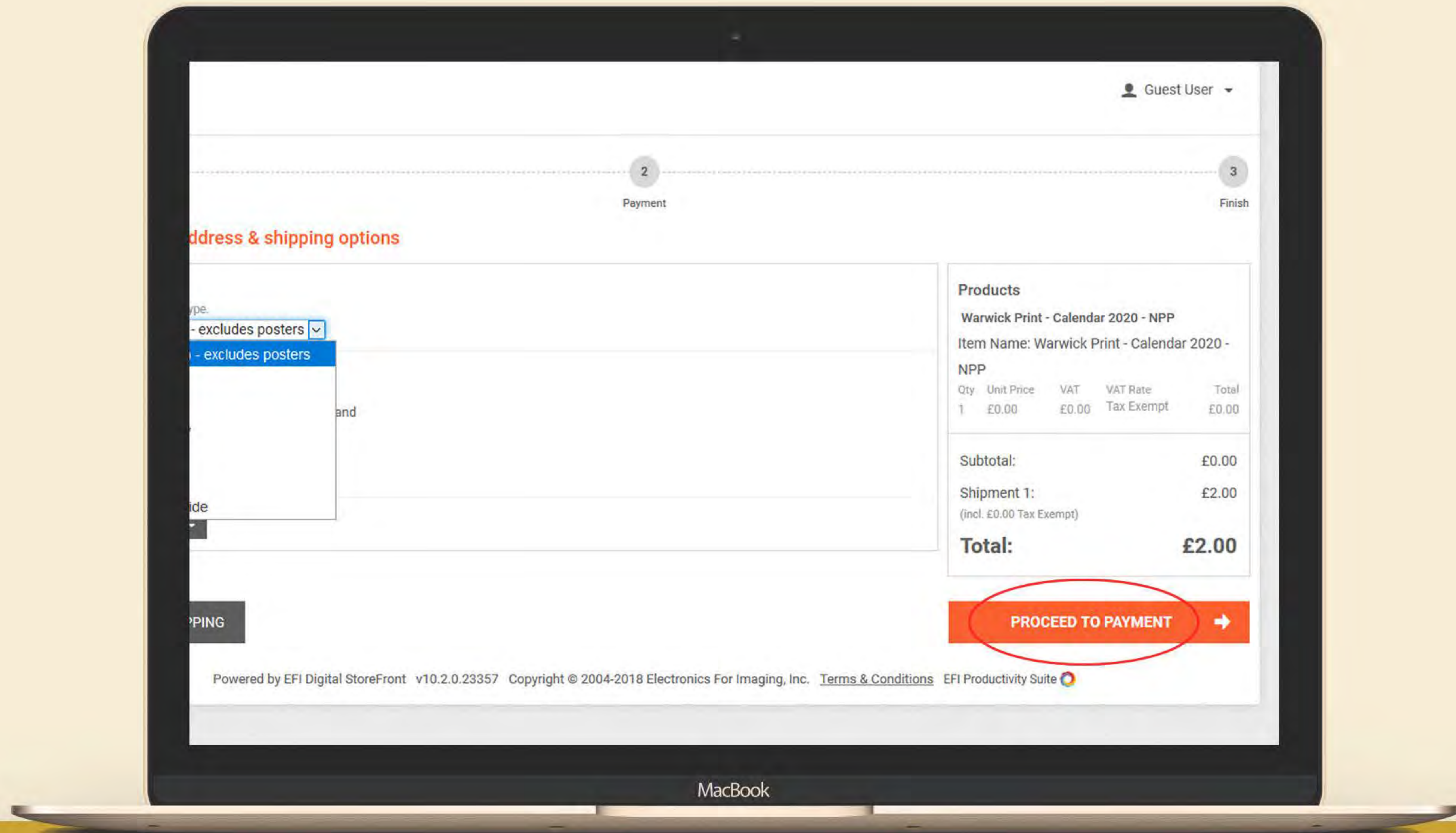
Either login to your account (if you have created one earlier), register and create an user accout by clicking on the “Register” link or click on the “Check out as Guest”.



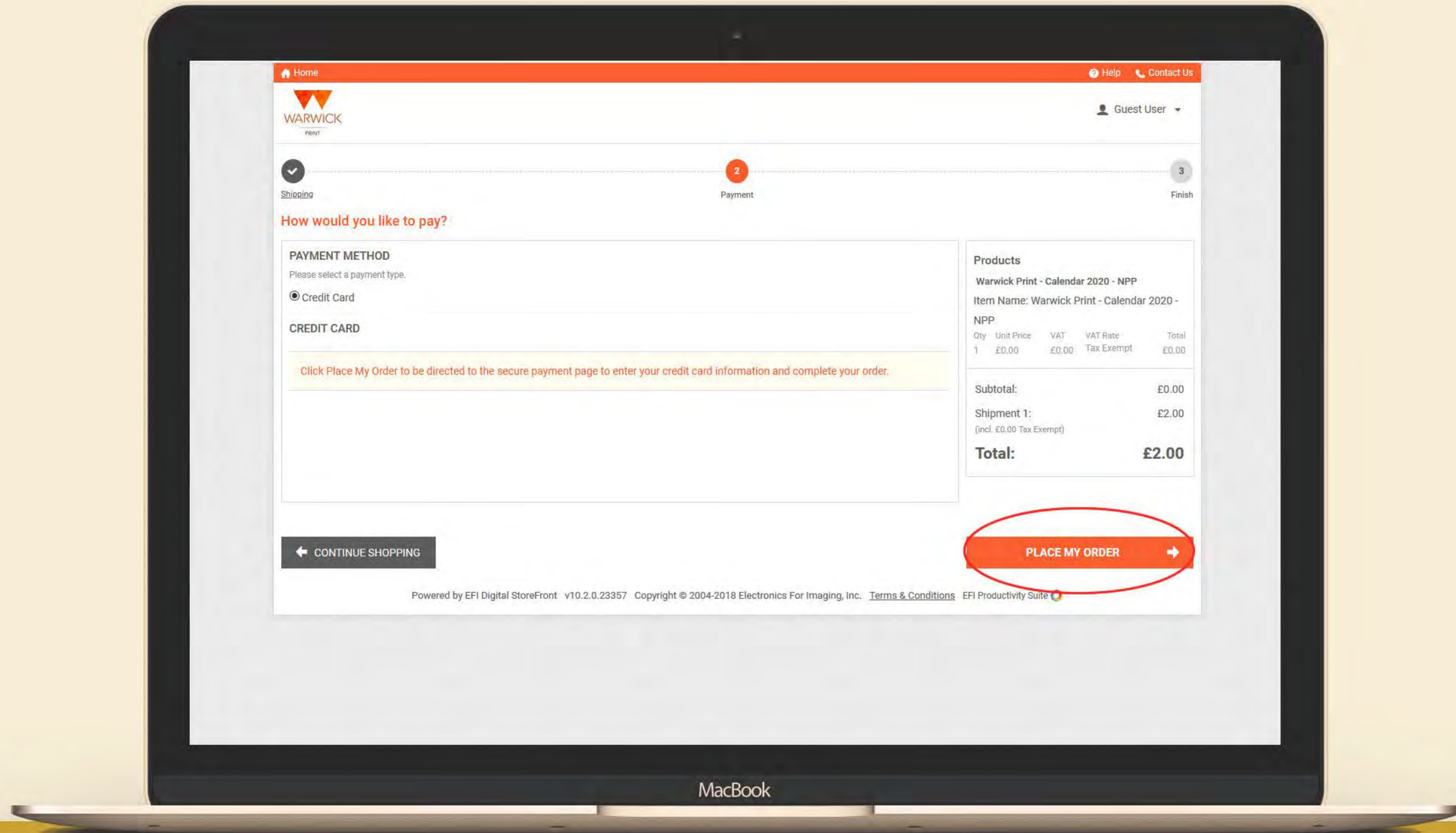
Select delivery method

- Smartlocker (Library) - excludes posters
- Internal Delivery -to anywhere on campus
- UK Delivery - to anywhere in the UK
- International Delivery - worldwide delivery
(fill in the form fields as required)

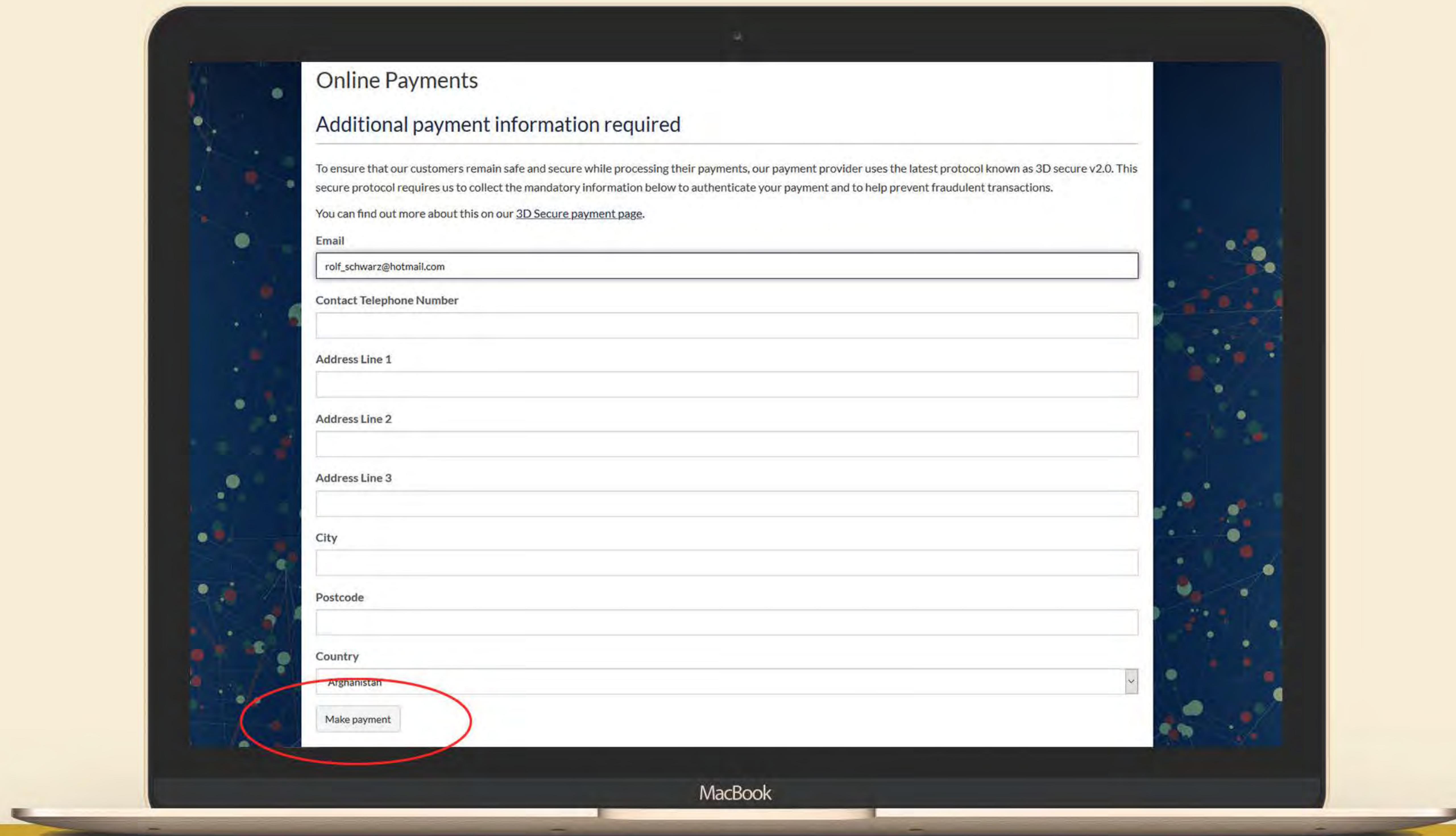
- shipping prices will be amended depending on the selected option



Click on the "Proceed to payment" button



Click on the “Place my order” button to be forwarded to the Online Payments page.



Fill in ALL the form fields and click on the “Make Payment” button.

WARWICK

Payment Details

The total amount payable is : 2.00 GBP

Your transaction number is: f1aab2f0-bf3c-43a9-853f-e758120956bb

Card Number



Card Number

Expiry

MM/YY

Security Code

Security Code



Cardholder Name

Cardholder Name

Save Card Details

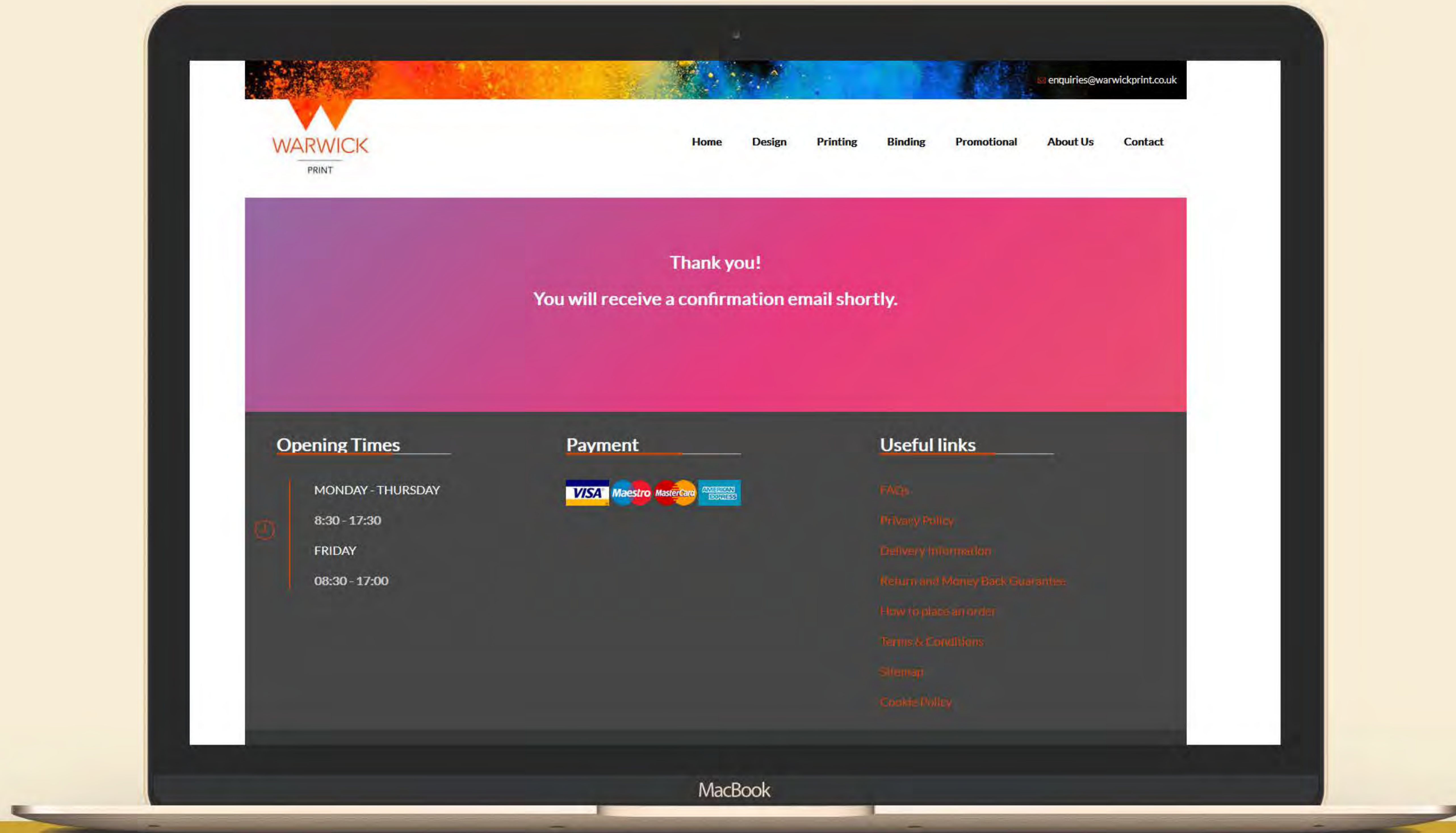
These card details can be stored so that subsequent transactions do not require you to enter your card details. To avail of this service please tick the checkbox.

 PAY NOW



MacBook

Fill in the credit card details and click on the “Pay Now” button.



After successful payment, you will be redirected to the “Thank you” page and receive an email about the order.