HOW TO USE :

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MISU PRINTING SERVICE

The MISU Printing service cannot print books, book chapters or photocopies of them as it infringes on <u>copyright.</u>

*Waiting times will apply during busy periods , you will be emailed when your printing is ready

Email: printing@misu.ie

MISU PRINTING SERVICE PRICELIST

Printing & Photocopying:

A4 Mono: 10cpp
A4 colour: 40cpp
A3 Mono: 40cpp
A3 Colour: 80cpp

Laminating:

A5 Laminating: 50c pp
A4 Laminating €1.00pp
A3 Laminating: €1.50pp

*Please note: if your printing costs over €2 you will be sent a payment link to be paid first.

*We accept cash and card as forms of payment, but there is a min spen of 50c to pay with card

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EMAIL ETIQUETTE

1 When sending an email it is important to include a <u>subject line</u>, so that your recipient knows what the email is in relation to. <u>This is important for all emails in an academic setting</u>
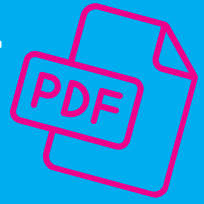
2 When emailing us at <u>printing@misu.ie</u> Make sure to indicate: How many <u>copies</u> you would like and what <u>size</u> you need e.g. A4 or A3, and whether you would like them to be printed in <u>Colour</u> or in <u>B&W ink</u>.
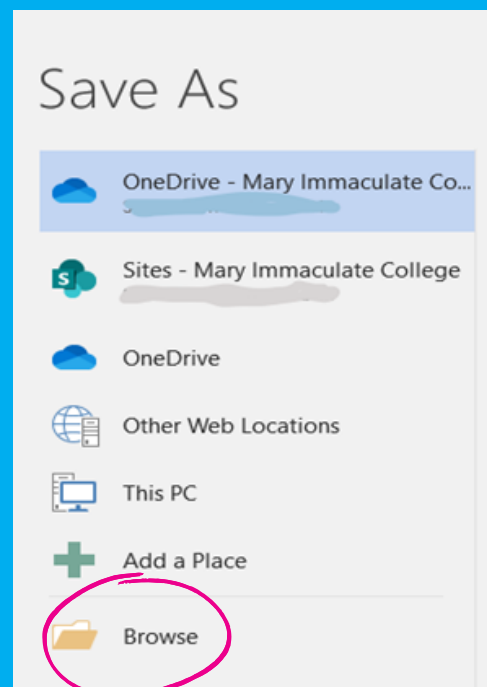
3 Carrying out these steps when contacting printing@misu.ie will aid in getting your printing ready as soon as possible.
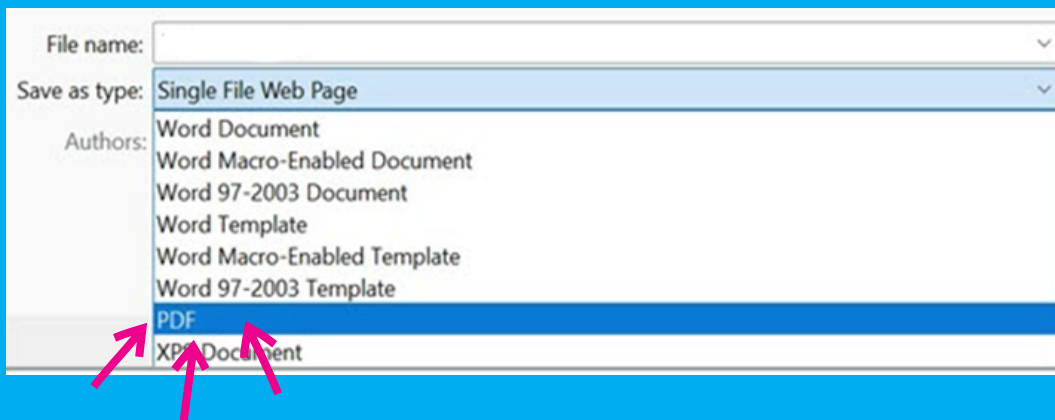
HOW TO SAVE AS A PDF (PART 1):

1. To save your Word document select <u>File</u> > <u>Save As</u>.

2. If the Word doc file was previously saved, select <u>File</u> > <u>Save a Copy</u> (Microsoft).

3. Once you have clicked <u>Save as</u> or <u>Save a Copy</u> you must then click <u>Browse</u> to choose the location on your computer where you want to save the file (Microsoft).

Documents must be sent to printing@misu.ie as a PDF or as an attached file.

Save As

- OneDrive - Mary Immaculate Co...
- Sites - Mary Immaculate College
- OneDrive
- Other Web Locations
- This PC
- Add a Place
- Browse

4. After you click <u>Browse</u>, in the drop down list under <u>Save as Type</u> you then must click <u>PDF</u> then click <u>Save</u> (Microsoft).

File name:	
Save as type:	Single File Web Page
Authors:	Word Document
	Word Macro-Enabled Document
	Word 97-2003 Document
	Word Template
	Word Macro-Enabled Template
	Word 97-2003 Template
	PDF
	XPS Document

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HOW TO SEND ONE EMAIL WITH MULTIPLE FILES ATTACHED:

*When sending multiple files to be printed, ideally they should be all sent in the one email rather than multiple emails with each file attached.

1. Open your student email account and click Compose or New Email.
2. Then click Attach File.
3. Click Browse this PC at the bottom of the drop down box (Microsoft).
4. This will allow you to select your chosen document, once you have done so click on the file and then click Open (Microsoft).
5. To attach another file to the same email simply repeat the steps above (Microsoft).

Attach File ▾ Attach Item ▾ Signature ▾
Include

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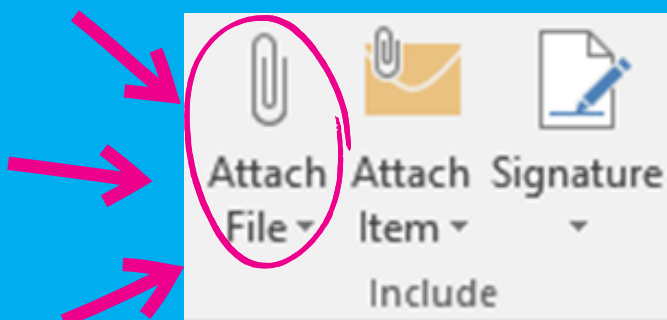
ZIP FOLDERS: HOW TO EXTRACT A FILE

*The MISU Printing Service <u>cannot</u> print documents shared in Zip folders.

1. To extract a <u>single file</u> or <u>folder</u>, open the zipped folder, then drag the file or folder from the zipped folder to a new location (Microsoft).

2. To extract all the contents of the zipped folder, press and hold (or right-click) the folder, select <u>Extract All</u>, and then follow the instructions (Microsoft).

ZIP

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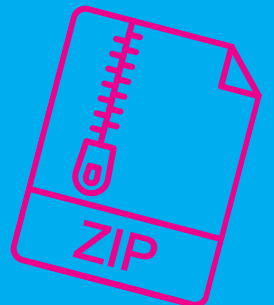
SENDING SCREENSHOTS OF IMAGES:

* When sending a screenshot of an image to be printed from your phone. Make sure to crop the image so that we can print it in the correct format for you.

If you are sending your image from your laptop, it can be cropped using the Microsoft App 'Snipping Tool'.

1. To open the 'Snipping Tool', select <u>Start</u>, enter <u>snipping tool</u>, then select it from the results (Microsoft).

2. Select <u>New</u> to take a screenshot (Microsoft).

3. <u>Rectangular mode is selected by default</u>. You can change the shape of your snip by <u>choosing one of the following options</u> in the toolbar: Rectangular mode, Window mode, Full-screen mode, and Free-form mode (Microsoft).

4. <u>Your screen shot can be saved as a file</u> on your computer after you have created it, click <u>File</u> then <u>Save as</u> (Microsoft).
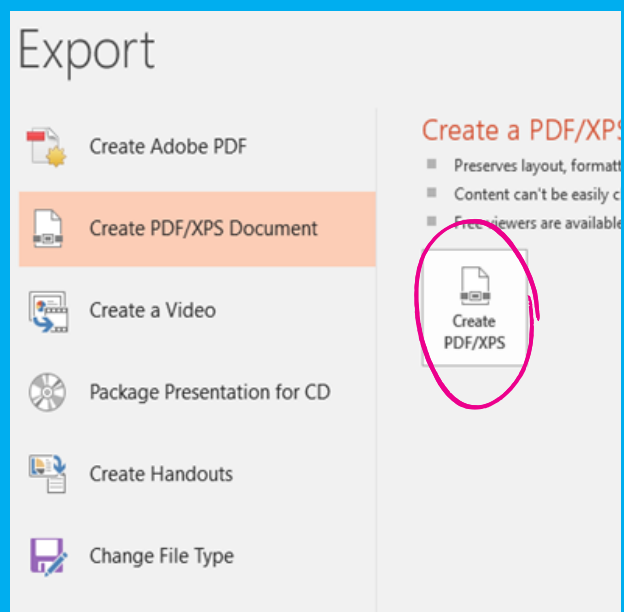
HOW TO SAVE A POWERPOINT PRESENTATION AS A PDF:

1.Once you have completed your PowerPoint presentation, click <u>**File**</u> then <u>**Export**</u> (Microsoft).

2.Then click <u>**Create PDF/XPS Document**</u> as shown below. Then click the white box that says <u>Create PDF/XPS</u> (Microsoft).

*Powerpoint presentations must be sent in PDF format

3. In the <u>Publish as PDF or XPS</u> dialog box, choose a location to save the file to. If you want it to have a different name, enter it in the <u>File name box</u> (Microsoft).

*Once you have saved the Power point as a PDF as outlined above, you may then attach the PDF as a file to your email.

PPT

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IF YOU NEED TO CHANGE WHAT THE FINAL PDF FILE IS LIKE, DO ANY OF THE FOLLOWING:

- At <u>Optimize</u> for, select <u>Standard</u> for higher quality (for example, if you want to print it). Select <u>Minimum size</u> to make the file smaller (for example, if you want to send it as an e-mail attachment) (Microsoft).

- Click <u>Options</u> to set how the presentation will appear as a PDF. Here are some of the available options:

- To save the current slide only as a PDF, under <u>Range</u>, select <u>Current slide</u> (Microsoft).
- To save specific slides as PDF, in <u>Slides(s)</u>, enter the slide number range in <u>From</u> and <u>To</u> boxes (Microsoft).
- If you don't want to save slides, but instead only <u>save comments</u>, <u>handouts</u>, or <u>Outline view</u>, under <u>Publish what</u>, select an appropriate option. You can also specify the number of slides to appear in <u>Slides per page dropdown box</u>, and modify the order (Horizontal or Vertical) (Microsoft).

- You can choose to include frame slides, hidden slides, comments, ink, non-printing information such as Document properties or Document structure tags, in your PDF by selecting the appropriate options (Microsoft).

- Click OK.
- Click Publish.

LINKS TO DOCUMENTS SAVED ON PERSONAL ONEDRIVE, DROPBOX ETC. ACCOUNTS

*The MISU Printing service cannot access documents shared via links.

If you wish to send a document saved on your personal/student OneDrive account or Dropbox etc. then you must download the file first to your computer. You may then attach this file to your email and send to printing@misu

How to send your documents for printing in the correct format:

1. On your OneDrive account home page, click <u>My Files</u> then you must select the files that you wish to download (Microsoft).

2. To download individual or multiple files, select each item by clicking the circle check box that appears. (The left image below shows items in List view, the right image shows items in Tiles or Photos view.) (Microsoft)

3. You can also select several files at once by selecting one file, scrolling down the list, then hold down the <u>Shift</u> key while left-clicking the last item you want to select. (Microsoft).
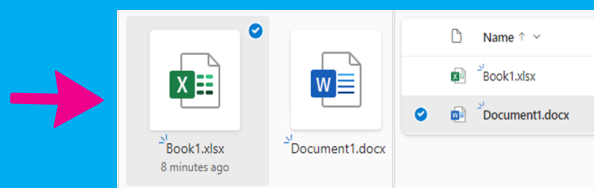

4. To select all files in a folder, click the circle to the left of the header row, or press CTRL + A on your keyboard (Microsoft).

5. To select a folder, rather than just its contents, you may need to go up or back a level to select the whole folder (Microsoft).

LINKS TO DOCUMENTS SAVED ON PERSONAL ONEDRIVE, DROPBOX ETC. ACCOUNTS (PART 2):

6. In the top navigation, select <u>Download</u>. (You can also right-click the file, photo, or folder, and select <u>Download</u>.)

7. The <u>Download</u> button will only appear when files or folders are selected.
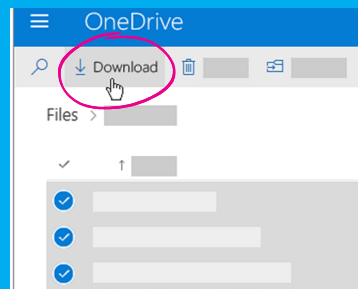
8. The <u>Download</u> button may sometimes disappear if you refresh the web page while looking at a folder. To work around this, you can go up one level in the folder directory and come back, or close that tab in your browser and navigate to the folder again (Microsoft).

9. If your browser prompts you, choose <u>Save</u> or <u>Save As</u> and browse to the location where you want to save the download. Some browsers just start saving right away to a <u>Downloads</u> folder on your computer (Microsoft).

10. If you select multiple files or folders and then select <u>Download</u> from Microsoft OneDrive, SharePoint in Microsoft 365, or from SharePoint Server Subscription Edition, your browser will start downloading a .zip file* containing all the files and folders you selected (Microsoft).

11. If you're in a folder and you select <u>Download</u> without selecting any files or folders, your browser will begin downloading all contents of the folder (Microsoft).

*As mentioned previously MISU cannot access zip folders, so the documents must be extracted from the zip folder

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UNSUPPORTED FILES

• When sending printing to printing@misu.ie these documents should be sent from your MIC student email account

• <u>MISU Printing cannot access unsupported file types such as Apple Pages</u> , documents sent from iCloud accounts may take at least 30 minutes to send to the MISU Printing Gmail account.

• To ensure that we can access and print your documents correctly for you please send them through Microsoft Apps such as Word, PowerPoint. PDF etc.

THANK YOU FOR USING THE MISU PRINTING SERVICE!

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Thank you!