



	9am	10.30	3pm			Collection
Mon	<input checked="" type="checkbox"/> Same Day	<input checked="" type="checkbox"/> Same Day	Next Day	Next Day	Next Day	<input checked="" type="checkbox"/> Lunchtime
Tues	<input checked="" type="checkbox"/> Same Day	<input checked="" type="checkbox"/> Same Day	Next Day	Next Day	Next Day	<input checked="" type="checkbox"/> Lunchtime
Weds	<input checked="" type="checkbox"/> Same Day	<input checked="" type="checkbox"/> Same Day	Next Day	Next Day	Next Day	<input checked="" type="checkbox"/> Lunchtime
Thurs	Next Mon	Next Mon	Next Mon	Next Mon	Next Mon	Next Week Mon 11:30
Fri	Next Mon	Next Mon	Next Mon	Next Mon	Next Mon	Next Week Mon 11:30

When will my work be ready?

Providing your work has been submitted in the correct size and format you can usually pick up the same* or next day*.

Mon - Weds* = Collect same day from 13:15

Thurs & Fri = Collection from Monday 13:15

*Submission before 10:30am Mon-Weds

Pupil Colour Printing

How do I make and send print ready files

- 1** Please set your workspace up to A4 (Portrait/Landscape) MSWord will default to this, for Publisher & Photoshop etc you will need to specify A4 (300dpi)
- 2** File/save as .pdf and adopt the naming convention "**yourname_houseyear__title_-date.pdf** **johnjones_sat8_mygeog_200916.pdf**
- 3** Send your work via email as an attachment to: (remember to include print instructions A4,A3 single/double sided). **pupilprinting@prestatynhigh.co.uk**

What happens next...



Your work will be checked for compatibility (pdf, size and colour).
Compatible work will be placed in the resources print queue.



If your work is rejected you will receive an email informing you why.
This will include a guide giving you advice on how to submit successfully.



You will receive a confirmation email and your
printed work will be left in a box ready for collection at resources.



Prints not collected after a week will be shredded.

FAQ's

Q. My pictures look blurry.

A. It may be an image from the web, try changing the dpi to 72-150.

Q. I need my work printed urgently for an assignment/exam.

A. Please try and submit work well in-advance of any submission date.

Q. I pay a fee for my printing in Y12 and Y13, am I able to print colour myself?

A. Yes you can, providing you have adequate funds in your print account.

Quick guide

- 1** Set your page up as A4
- 2** Save as .pdf
- 3** Send to: **pupilprinting@prestatynhigh.co.uk**

Help and Advice

If you have read this guide and are still having problems printing please feel free to ask the staff at Resources, they will be able to provide help and assistance. Resources is located next to the Library.

How do I print in colour?

Please read this guide before you attempt to print in colour

Key points:-

- Pupils should convert documents to PDF format (if unsure they can follow the attached guide)
- The PDF should be emailed to:- **pupilprinting@prestatynhigh.co.uk**
(Work will only be printed if supplied in PDF format (eg Publisher files need to be saved as a PDF before being emailed).

Read More

