

Print and Imaging



HELLO!

We're the Print and Imaging Team and we're responsible for producing most of the printed goods for the University of Chichester. We cater for the print needs of over 1,000 staff and 5,000 students. Our responsibilities include producing materials for high-profile, public University events such as open days, graduation ceremonies and more. In addition, we are able to offer our services on a commercial basis to companies, organisations and individuals in need of print work.

Located at both University campuses, we would be happy for you to visit. At our Bishop Otter Campus we are located on the ground floor of the Library Resource Centre (LRC) and at our Bognor Regis Campus (our main location) we are in the Old Chapel.

This guide outlines all the print services available to you. The Print and Imaging Team offers a fast, efficient and professional solution and would be pleased to satisfy your printing needs. We are not just a service for University users. There are no minimum order quantities on many items and we always endeavour to turn work around within 24 hours.* We offer a wide range of high-quality and specialised printing services at competitive prices. If your required product is not included in this guide then please do ask - we may still be able to offer it. We're a friendly team and will always do our best to help!

** For some large jobs this isn't always possible. We'll always be transparent about time-scales and do our best to meet your deadline.*

The Print and Imaging Team



Digital press at Bognor Regis Campus



Main reception (SIZ) at Bognor Regis Campus



Print and Imaging (Old Chapel) at Bognor Regis Campus



Library/reception building at Bognor Regis Campus

CONTENTS

Digital Printing Services	4
Stationery & Scanning	7
Digital Print Finishing Options	8
Special Events Printing	11
Binding	12
Dissertation & Thesis Binding	13
Large & Wide Format Printing	14
Specialist Large Format Products	16
Artwork & Design Services	18
Print Procurement	20
How to send us your job	22
Tips for supplying your print job	23
The Production Process	24
Glossary	25
Our Sustainability Commitment	26

OPENING TIMES

- Monday to Thursday 8.30am - 4.30pm
- Friday 8.30 - 4.00pm
- (Closed weekends and bank holidays)

DIGITAL PRINTING SERVICES

Our digital printing presses allow us to provide a wide range of high-quality printed goods.

Cut-sheet production machines are flexible, quick and far more cost efficient than a normal printer or photocopier. We pass these advantages on to our customers through our fast turn-around times, and great value for money.



Why digital printing?

As digital machines don't have traditional printing plates they do not require preparing for each job and allow us to print 'on demand'. This is beneficial because we can produce unique or variable data documents without costly setup costs or wastage - a benefit which we pass on to our customers. Digital presses also allow us to offer excellent value on short print runs for the same reason. As a result, we can offer a competitively priced service with *no minimum order quantity*.

Ganging-up items

Our digital printers allow us to print multiple copies of documents onto one bigger sheet of paper and then cut them to size - this is referred to as *ganging up prints*. This method makes maximum use of the printed sheet and so provides best value for money.

Photocopying

We also offer a photocopying service for both colour and black and white documents. There is no minimum quantity. You're welcome to bring in items to us for copying.



Poster prints



Business cards



Calendars

Quick Facts:

- We can print up to SRA3 size (450x320mm) on our digital presses.
- We can print paper/card and other materials up to 400GSM in weight.
- We have 3 presses, 2 at our Bognor Regis Campus and 1 at Chichester.
- We can offer papers, envelopes and specialist stocks that you may not find elsewhere.

Our digital print products include:

- Posters
- Postcards
- Newsletters
- Flyers
- Business cards
- Booklets
- Invitations
- Photographs
- Greetings cards
- Calendars
- Order of Service
- Leaflets
- Mail Merges
- Brochures
- Tickets
- Bookmarks
- Certificates

DIGITAL PRINTING SERVICES

Paper Options

We offer a range of different paper stocks and finishes on our digital presses including satin, gloss, metallic and uncoated (matt) papers. Additionally, we also have a large selection of coloured and textured papers as well as stickers.

Envelopes

We can print in colour and black and white onto envelopes up to C4 size (229x324mm). Options include simple addresses and postmarks as well as any logos, designs or artwork which you supply. If this service interests you then we will supply the envelopes to best suit your print job when you place your order with us.

Special Colours

We can print clear toner lacquer onto your documents to really set them apart. We can also print white or neon yellow including onto coloured materials or clear acetate. These options can really make your work stand out from the crowd.

An example of clear toner printing can be seen below.



Some of the available paper options

STATIONERY & SCANNING

The Print and Imaging Service at the University of Chichester can provide all of your business and personal stationery.

Letterheads, Compliments Slips & Business Cards

We can print stationery for you or your organisation. The Print and Imaging Service offers a high-quality and cost effective solution on short and long runs.

Folders

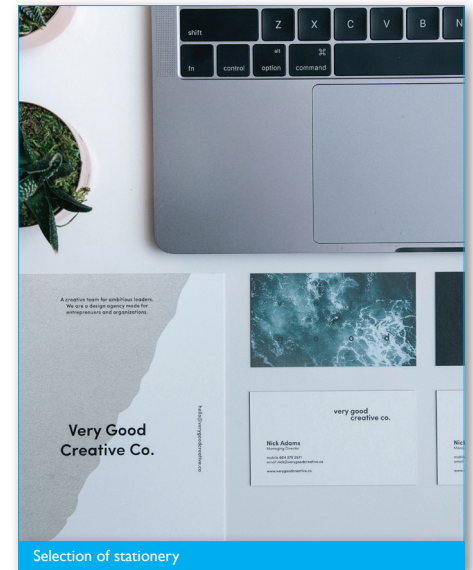
We can produce professional looking folders with your logo and/or artwork. These are usually supplied with internal plastic pockets to keep documents secure. A range of different sizes, styles and layouts are available.

NCR/Duplicate Printing

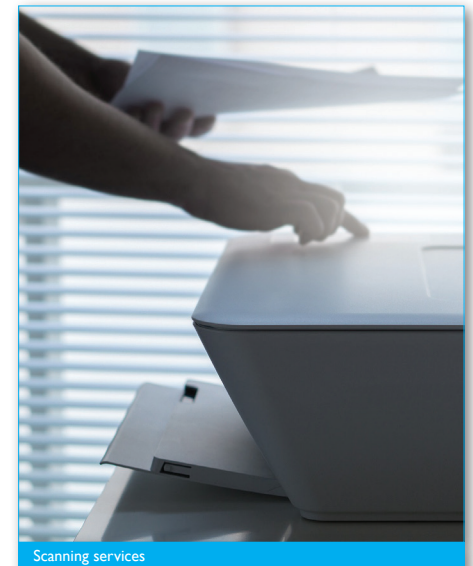
NCR printing is where documents have multiple sheets. The top can be written on and the text is copied onto the sheets below. We can supply NCR in various sizes/colours and with different numbers of sheets. These products can either be glued into pads or supplied as individual forms.

Document Scanning

We can scan documents as a PDF or another file type as required. Documents can then be printed, copied to storage or sent to an email address. Please note: the University adheres to the Copyright Act. If you believe this will be an issue then contact us to discuss your request.



Selection of stationery



Scanning services

DIGITAL PRINT FINISHING OPTIONS

We can finish digitally printed products in a range of different ways to suit your needs.

There are countless ways of finishing printwork and we have a wide selection of specialised services available. The right choices at this final stage can ensure that your work stands apart from the crowd. Listed below are some of our most popular finishing options. If you require something which doesn't appear here then please do ask us. We'll likely also offer it!



Digital Press at Bognor Regis Campus

Laminating

We can laminate up to 850mm wide and up to 30m long using our roll laminators. We also offer standard pouch laminates at A4 (297x210mm) and A3 (420x297mm) as well as smaller sizes. Laminates can be provided in gloss, matt or sticky-back finishes.

Booklet Making

Our booklet makers can produce booklets up to A4 size (A3 folded over). These can be trimmed to look neat and can also be supplied with a professional looking square-edge. We can also manually saddle-stitch booklets in almost any size as required.

Collating

We can machine collate documents into sets. These can be items we've printed or hard copies you've supplied to us. Using our collating services can save you time!

Creasing

We can crease products like greeting cards or name cards so that they fold correctly and so that they do not crack at the spine.

Perforating

We can produce perforated strips on documents so they can be torn cleanly. For example, we can print perforated tickets and tear-out forms.

Folding

We have the machinery to fold leaflets and other documents in a variety of ways including z-folds, gate-folds, half-folds, tri-folds and more.





SPECIAL EVENTS PRINTING

We can supply all of your printing for events such as weddings, funerals, birthdays and more.

From save the date cards and invitations to large outdoor banners, table-cloths and flags we can help you make your event a big success.

We also offer a full design service should you require assistance and have some templates in various different styles already available.



Menu cards



Invitations and envelopes

BINDING

Binding a document is a great final touch that can make your work stand out.

Binding can add a professional look and also makes documents more durable. Equally, binding is an excellent solution for documents which are too thick for stapling. Whatever the need, we have binding options to suit.

Wire Binding

Wire binds are great for easy reading because they can be opened out fully (i.e. laid flat on a surface). These are ideal for workbooks, handbooks, music books, calendars and more.

Comb Binding

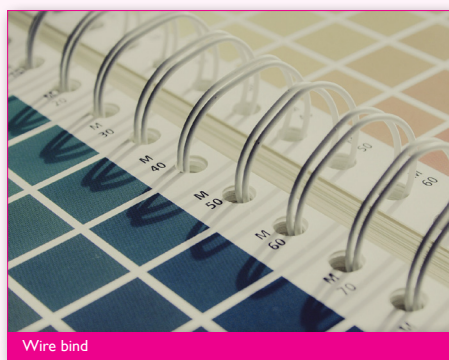
Very similar to wire binding but with a plastic comb down the spine. These are also great for reading as they can be easily opened out fully. Ideal for workbooks, handbooks, music-books and more.

Thermal Binding

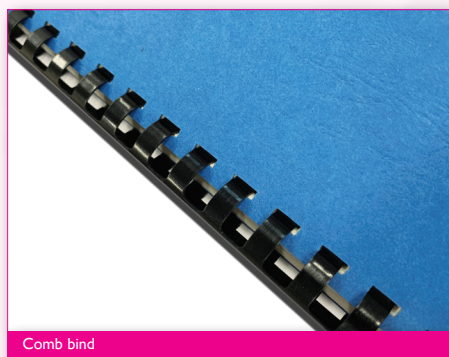
Sometimes called tape binding, thermal binding is more durable than comb binding and uses glue to hold pages together. These are read as a book and can't be opened as fully as a comb bind. Thermal binds are ideal for formal documents or anything you want to last!

Binding Covers

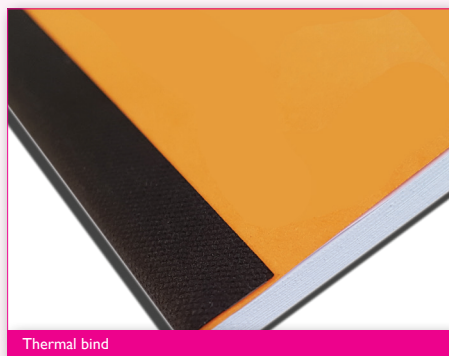
We have a range of binding covers that we can use to make your work look even more professional. These include clear or translucent plastic; mock leather-grain and windowed covers. All of our binding comes with covers included in the price.



Wire bind



Comb bind



Thermal bind

DISSERTATION & THESIS BINDING

We bind dissertations for students at the University of Chichester and other institutions.

We have several different soft-bound binding options available at both of our campuses and will be happy to help you in the final stage of your academic journey.

The Print and Imaging Service can either print and bind your work or can simply bind ready-printed copies which you bring to us. (Please note: our printing and binding service has a 2 working day turnaround).

Before bringing your work to us be sure of the exact specifications to which your project needs to be bound as there are many different ways and some courses/institutions can be very specific in their requirements. We will need to know details such as whether it's single or double-sided; colour or black and white; and what colour covers or style of binding you'll need.

Please note: we do not offer hard-back binding at this time.

Quick Facts:

- Soft-binding currently costs £1.50 per copy, regardless of the style or cover options.
- For binding purposes, standard margins are fine, although, be sure to check your course requirements.

LARGE & WIDE FORMAT PRINTING

Our ink-jet and latex printers can print high-quality images at large sizes to suit a wide variety of needs.

We can produce display graphics; large-scale art prints; advertising banners; technical plans/drawings and more. Below and overleaf we've listed some of our more popular large format materials, products and finishes.

Lustre/Glossy Photo Paper

This high-gloss paper is great for posters or photos and can make any print look professional. We have a couple of different weights of paper/card available.

Semi-Gloss 140GSM Paper

This is a really cost-effective way of producing large format posters and promotional materials with a great finish. Semi-gloss 140GSM is one of our most popular choices.

Flat Matt Paper

Flat matt has no sheen and is commonly used for plans and technical drawings because it can easily be written upon. This paper can also be used for posters and other promotional materials where a matt finish is desired.

Repositionable Fabric

Sticky-back repositionable fabric can be placed on walls, floors, doors, desks and more. It can be removed/adjusted without leaving marks or residue. It is frequently used for attractive displays and eye-catching wall artwork.

Acetate

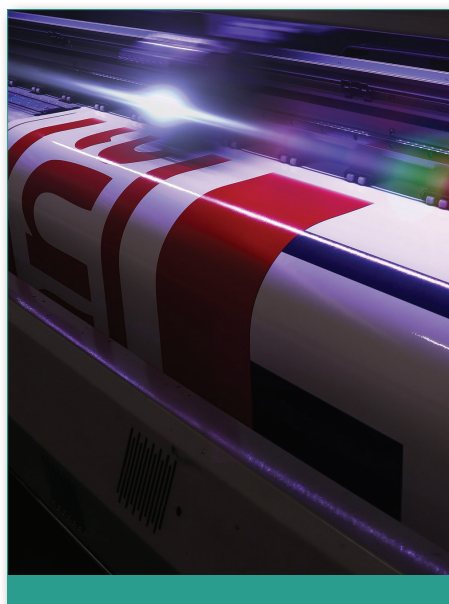
Large format acetate prints are used for plans and technical drawings. They are also popular for screen-printing and other artistic purposes.

Scrim Vinyl

Waterproof scrim vinyl banners are perfect for outside use and for advertising events. We can also supply these with eyelets to allow you to hang them effectively.

Fabric

Another alternative for outside use and advertising events, mainly due to it being resistant to wind. Fabric can be printed as flags with eyelets. This material can also be used to produce promotional table-cloths or for printing posters which can be folded well without fear of damage.



SPECIALIST LARGE FORMAT ITEMS

We offer a range of specialist products which are produced on our large format machines.

These are very reasonably priced and can help set apart your event/business from the crowd. Below we've highlighted some of our most popular specialist products.

Pop Up Banners

These eye-catching banners are great for events. They are 2000mm tall by 800mm wide and are a simple way of really making an impact. Pop up banners are sold with the stand to keep. However, you can bring the stand back in future and as long as it is in good working order the banner can be 're-skinned' with a new print at a discounted rate.

Quick Facts:

- Our large format printers can print up to 1300mm wide
- We currently have 3 large format printers, 2 at our Bognor Regis Campus and one at Chichester.
- Our large format printers can also print white ink onto clear acetate or sticky-back material.

Poster-boards & Foam-boards

Poster-boards are great for signage or presentations. These lightweight products have a matt finish and can be produced from A3 up to A0 in size (1189 x 841mm). Blank boards can also be supplied if required for writing/drawing on etc.

Canvas Prints

Canvas is a thick, textured material which is frequently used for art prints and other artistic purposes. We offer two varieties of canvas print. They can either be supplied flat, or they can be mounted onto a box wooden frame depending on preference. There are at least 3 different sizes available (please ask us for details and prices).

Table-cloths

Why not make your party or corporate event extra special with a bespoke table-cloth? These can be printed in any colour and with any artwork which you supply to us.



ARTWORK & DESIGN SERVICES

Branding, creative, advertising and communication services

The Print and Imaging Service offer a comprehensive design option to customers who need help or assistance in bringing their printed goods to life. We can create high-impact and attractive designs to enhance your work.

Our Team is experienced in designing publications for print and would be happy to help. We design using industry standard software to ensure you get the best results and will meet with you throughout the process to ensure that you get what you require.

We also offer a pre-press service where we will fix or alter existing designs and artwork to ensure they print in the correct way.

Call us to arrange an appointment!



PRINT PROCUREMENT

If you have a print job which we are unable to fulfil the Print and Imaging Service would be happy to source the job for you from another supplier.

Jobs which are in very large volumes or those which require particular pieces of specialised finishing equipment can be sent out to a third party. The benefit of this to you is that not only will you receive our same high-standard of customer service, but we will facilitate the entire process and obtain the best price for you.

Please note: there may be minimum order quantities on some procured items. Ask us for further details.

Some of items we can procure for you include:

- Litho print runs
- Di-bond Boards
- Rounded corner business cards
- Promotional items (e.g. t-shirts)
- Wrapping paper
- Perfect-bound booklets
- Double-width pop up banners



HOW TO SEND US YOUR JOB

The best way to send us work is to attach it to an email and send it to: printshop@chi.ac.uk

Please tell us exactly what you require. For, example, size, paper type, and whether you want a colour or black & white print. Ensure you also indicate which campus you'd like to collect from.

If the file is too big to send then you could use a file transfer website or you could bring your documents in to us on a USB stick.



TIPS FOR SUPPLYING YOUR PRINT JOB

We always do our best to print anything sent to us and never turn work away based on how it is supplied. However, there are a few simple things to consider which will make your documents look better and make printing easier.

Is the page size set correctly?

We can scale your work to any size, but if you prepare it at the size you'd like it printed this makes it less likely that your images will become pixelated or that formatting problems will occur.

Have you got the correct file type?

Saving as a PDF is the safest way to supply your files. PDFs are frequently used by printers to help reduce formatting problems. Always try to export/save as a PDF before sending to us.

Is your text too near the edges?

For posters, booklets etc. it's best to leave around 10mm of space free from things like text and logos around the edges of the page. This minimises the risk of anything being cut off during trimming/finishing. When we trim something there must be room to cut into it a few millimetres without affecting the content. Standard margins are fine for text documents.

Does your booklet have enough pages?

If you'd like us to produce a booklet, programme or magazine you will need a page number which is a multiple of 4. An incorrect number of pages will mean that blank pages will be added to make the document up to the nearest multiple. You could do this yourself before you send it to us or we'll do it during the print process. If we're doing this then we usually add in extra pages at the end of the document.

Please also send your booklet file as individual pages, with page one as your front cover and the final page as your back cover. We'll put it together as a booklet for you.

Do you want your image or background to bleed off the paper?

If you would like edge-to-edge printing you'll need to design your work so that the image/background is positioned off the page or at the very least right to the edge of it.

If you're using design software then this can often be done in the document/layout properties menus. You'll need to pick trim marks and bleed (we'd recommend 3mm of bleed).



THE PRODUCTION PROCESS

We aim to complete any print request within one working day.

This time allows for any problems with the artwork or machinery. Despite this, jobs can often be done while you wait. If you have a large volume job this may require more time so please contact us for a more specific production schedule. Bognor Regis Campus is our larger facility so if you require fast-turnaround printing this would be the best location to use.

We will contact you by email or phone when your work is ready for collection depending on which details you have supplied us with. We will also provide a payment request which will itemise the work done.

Payment

Payment can be made on collection, or over the phone with the main reception on **01243 816000**. We accept cash, card or cheque (to be made payable to Chichester Enterprise Limited).

Alternatively, we can send an invoice for your order through the University Finance Department. In this case you would need to raise a purchase order for us.

Collection/Delivery

Work can be collected from either the main reception (in the LRC) at Bishop Otter Campus or from the main reception (in the LRC) at Bognor Regis Campus. Alternatively, you can collect from the Print and Imaging Department in the Old Chapel on Bognor Regis Campus. Either site is fine and it is down to your preference. There are 30 minute free parking bays and disabled parking available at both campuses.

If required, we can arrange for postage and delivery of your work to you or your specified addresses (charges apply).



Main reception (SI2) Bognor Regis Campus

GLOSSARY

Acetate

A transparent plastic sheet.

Bleed

Printing that extends to the paper's edge.

CMYK

4 colour process used in most printers cyan, magenta, yellow and key (black).

Collating

Desired sequence of printed sheets.

Crop Marks

The cut marks for the print finisher.

Digital Printing

To print directly from a file, with no plates,

DPI

(Dots per inch). This is an image's resolution, the higher the better. We suggest 300 DPI as minimum.

Duplex

Printing on both sides of the paper (double-sided).

Gang Up

Printing multiple copies onto a bigger sheet before cutting them up. This reduces costs.

GSM

Paper weight (grams per square metre).

Laminate

To provide protection with a transparent plastic sheet on both sides of the paper. Similar to encapsulation.

PDF

Portable Document Format. This is our preferred way for you submit your saved file to us.

Perfect Binding

Individual pages of a book held together at the binding edge by glue.

Variable Data Printing

Unique to digital printing. Each page can be printed with different data. A traditional press cannot always do this cost effectively.

Pre-press

Checked by a computer operator to make sure the file is ok for printing.

Resolution

How sharp the image is. Like DPI, the higher the resolution the better.

RIP

Raster Image Processor. Used to convert files into a printable format.

Saddle-stitched

Stapling sheets together at the spine.

Simplex

Printing only on one side of the paper.

Uncoated

Paper without a coating. No coating creates a rougher effect without sheen.

OUR SUSTAINABILITY COMMITMENT

The University of Chichester is committed to minimising our environmental impact and the Print and Imaging Department is no exception.

We understand the need to be environmentally friendly and actively try to reduce our effect on the planet in several different ways.

Within our work processes we take environmental concerns seriously by:

- Reducing waste by only printing what's necessary
- Sample printing proofs before producing a full print run where appropriate
- Reusing packaging wherever possible
- Recycling machine consumables through manufacturer schemes
- Recycling waste paper

When dealing with suppliers we always try to ensure that we:

- Use suppliers with credible environmental policies
- Use local suppliers/companies
- Purchase FSC accredited papers and encourage the use of sustainable materials

For more on the University's environmental policy contact: environment@chi.ac.uk



Bognor Regis Campus
Upper Bognor Road
Bognor Regis
West Sussex
PO21 1HR

Bishop Otter Campus
College Lane
Chichester
West Sussex
PO19 6PE

printshop@chi.ac.uk
01243 812100