

# BROOKESPRINT

Print for everyone

## PRINTING YOUR DISSERTATION



**30%**

of dissertations we printed in 2017 were ordered through our online service



**Online Shop:  
No Queue,  
No Stress**

Order available for collection within \*24 hours of placing your order

\*Collections Mon-Fri only

✉ [printservices@brookes.ac.uk](mailto:printservices@brookes.ac.uk)  
☎ +44 (0)1865 483065  
🌐 [www.brookes.ac.uk/brookes-print](http://www.brookes.ac.uk/brookes-print)

OXFORD  
**BROOKES**  
UNIVERSITY

# PRINTING YOUR DISSERTATION

Brookes Print offer a fast colour and black/white digital printing and binding service. We have an experienced team of digital technicians who can advise on how to supply your files, different papers, types of binding and answer any print related questions. We also stock the **official Oxford Brookes University dissertation covers**.

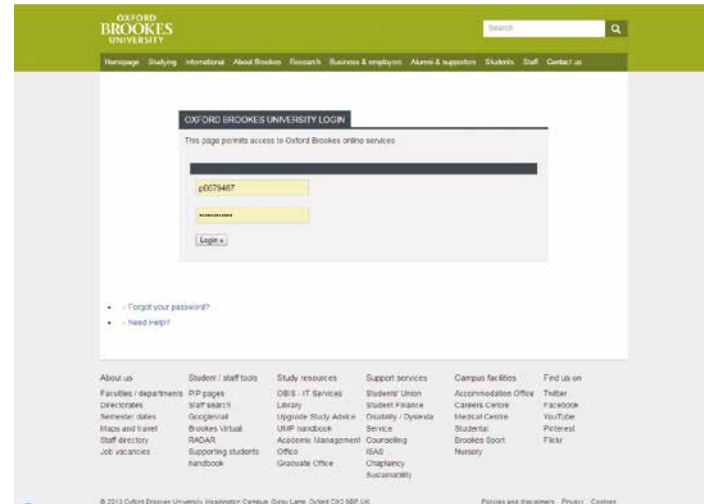
# ONLINE PRINTING SERVICE



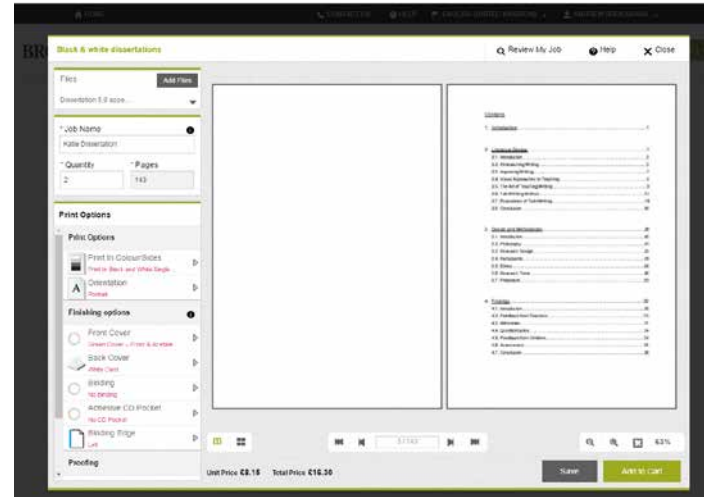
Access our online shop by following the link on our website [www.brookes.ac.uk/brookes-print](http://www.brookes.ac.uk/brookes-print)

If you are not certain about using the online system, come and visit us and we will demonstrate how easy it is to use. We advise you don't leave this too close to your deadline.

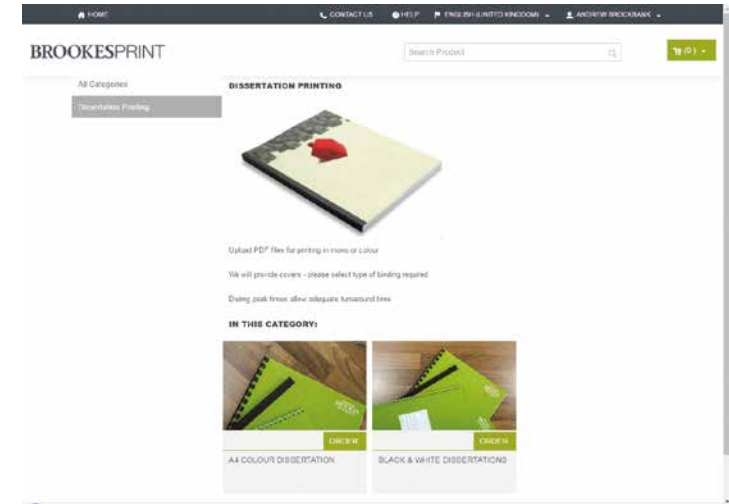
# Brief how to guide – online



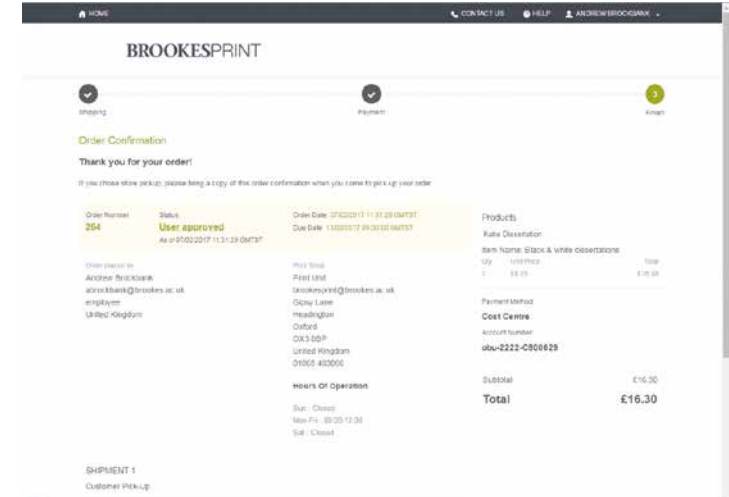
1 Log in using your student number



- 3 Upload your PDF file.
- 4 Select your page orientation, colour or black only and type of binding
- 5 Check and approve your proof on screen



2 Select 'Dissertation Printing'



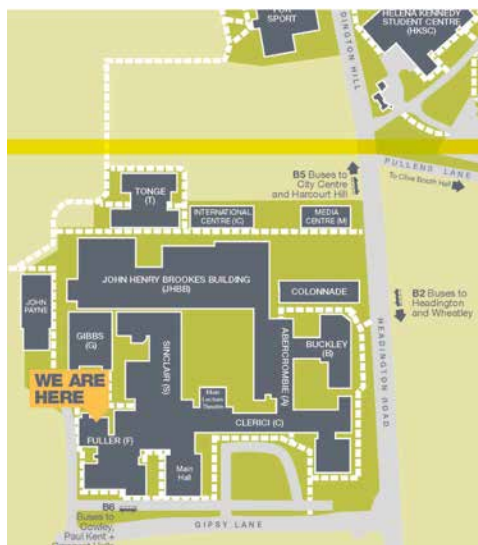
- 6 Pay securely online
- 7 You will receive an email when your order is complete, then simply collect from Brookes Print

## Alternatively, visit us!

If you would prefer to bring us your PDF files on a USB stick, this is fine. Just be aware that at busy periods we can get a bit of a queue. No appointment is required, just turn up. There are two computers at Brookes Print for students to use with Adobe Acrobat Pro.

It is helpful and saves time if you have thought of the following:

- Save your file as a PDF on a USB stick
- Size A4 (297mm x 210mm)
- Leave 15mm minimum margin for binding
- Is your dissertation black only, colour or mixture of both?
- Have you included your cover sheet
- Type of binding – plastic comb, wire or tape
- Page orientation is correct



Brookes Print is located in Fuller Building on Headington Campus, open Monday – Friday from 9am to 5pm.

If you are based on another campus and you have any questions you can email us at [printservices@brookes.ac.uk](mailto:printservices@brookes.ac.uk) or call on 01865 483065.

- ✉ [printservices@brookes.ac.uk](mailto:printservices@brookes.ac.uk)
- ☎ +44 (0)1865 483065
- 🌐 [www.brookes.ac.uk/brookes-print](http://www.brookes.ac.uk/brookes-print)