

Document Services



An introduction

University of
Hertfordshire **UH**

TEF Gold Teaching
Excellence
Framework

A Brief outline...

- Document Services is part of Library & Computing Services (LCS) and as such we are responsible for the MFD's (Multi-Functional Devices – Photocopiers) around UH. We also run the UH Print Room on the College Lane site.
- Our remit includes producing work for both staff, students and private customers. We also procure larger publications for the University through a framework of EU tendered suppliers.
- We are the main buyer of paper for the University with access to 1000's of various stocks & materials.
- We are a small team of 4 servicing potentially 30,000 UH customers alone.

Services offered to Creative Arts Students...

- We run industry standard digital presses as well as a high volume monochrome MFD and 4 large format printing machines.
- We can comb bind (black plastic 'comb' (spiral), black wire (like a notebook) and new this year we can offer perfect binding.
- Lamination is available in matt or gloss up to A0.
- Large format printing is available up to B0 on a variety of paper stocks, canvas and acetate film.
- We have a power guillotine that will cut down from SRA2 at up to 500 sheets at a time.

Continued...

- We have a drill that will drill 1, 2 or 4 holes but can be adjusted to position anywhere along a page edge. We can also supply the bolts that go in these holes for another method of binding.
- Our automatic folder and creasing machine can support up to SRA3.
- Basically, any print or print related work can be supplied either by Document Services in house or via one of our network of UH suppliers.
- We offer a free black only un-finished print for proofing purposes.

Working with the School of Creative Arts...

- Creative Arts students visit Document Services on approximately a monthly basis.
- We no longer offer the while you wait service due to the nature of your requirements and the complexity of some requests, however, we do intend to produce your work on a same day basis. On occasion, you may be offered the while you wait service but it will be at our discretion.
- As a department we have been serving students for 20+ years affording us knowledge of basic requirements of Schools and we work alongside module leaders to ensure we have the stock to successfully serve students during peak 'hand-in' periods. So we know in advance when to expect you.. We also know when you have been given the project so don't try bluffing us that you have only had a week to get it together!! 😊

The Print Room...

- All of our presses and printers have names! The production presses are called Fred & Bert, the high volume mfd is called Edna and the large format machines are called Ethel, Ernie, Henry & Hilda!
- This came about because the production presses are controlled by a 'Command Workstation' and as the drivers are the same the 2 presses needed to be named. Upon installation the engineer named them Kim & Andy but as we ran the machines and someone shouted 'who is on Kim?' I piped up thinking that my name was being called when I was in the office not the Print Room! Hence the new names for those presses. The team then decided to run with it and name all the printing equipment, so don't be at all surprised to hear odd names called out when you visit us!

The Print Room continued...

- It is also beneficial for you to know which press your job was produced on as, although calibrated, we get a slight variation on the tones between each press.
- Bert is 5th colour enabled so we can now print clear & white as well as the regular CMYK.
- The Command Workstation allows us to impose and paginate a single image to create a number up on an SRA3 sheet. So for example, we only need one copy of your business card in the correct size with all the relevant printers marks and we can multiply it and produce the job 16 to a page. It also allows us to create 'printers pairs' (for booklets) from pdfs in numerical page order – no need for you to impose!

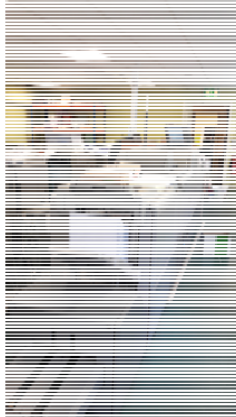
Equipment...

- First & foremost – we have a kettle! This may seem innocuous but we have had to give many a student sweet tea if they go in to a complete meltdown or break down in tears. Not at all unusual for us 😊
- Below and following are images of the machinery that we have in the print room...

Equipment continued...



Digital Production Press 'Bert'.
He has a removable 'plockmatic'
booklet maker that can be run as a
stand alone machine



Digital Production Press 'Fred'.
He has a built in booklet maker that
will booklet in line small booklets.

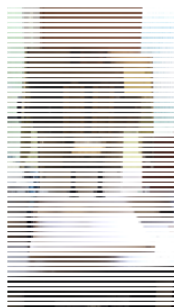


High Volume Digital MFD 'Edna'
She is a monochrome high volume
high speed elaborate 'photocopier'.

Equipment continued...



One of our four large format printers



Heavy duty
drill



Power Guillotine



Folding machine



Automated
Creaser Machine

Paper Stocks...

- Document Services carry a set of *standard stocks* that UH uses but we have access to 1000's of other stocks via the paper merchants contracted to UH.
- Our standard stock are:
 - 80 - 100gsm bond – up to A3
 - 100 – 350gsm silk up to SRA3
 - 120 - 350gsm gloss up to SRA3
- We also have 15 colours of A4 80gsm stock for which we can also obtain A3

Paper Stocks continued...

- We have the following large format stock:
 - 90 – 180gsm uncoated up to B0 (we will need notice to get B0 in)
 - 190gsm photographic satin up to SRA0
 - 260gsm photographic gloss up to SRA0
 - Acetate film up to SRA0
 - Canvas up to A0
 - Sticky back paper sheets up to SRA1
- Other stocks available if we have 1 weeks notice so visit us in good time!

Terminology – paper sizes...

- Paper sizing is based on A or B sizes and envelopes on C sizes.
- This is an industry standard (ISO – Int'l Standards Organisation) and for specific reasons:
- A sizes are generally the 'finished' size
- SR stands for 'Supplementary Raw' format A – ie larger than the raw format A.
- SRA sizes allow for the A size document to have crop marks and bleed on it to be then cut to the 'finished' A size.
- The B series of paper sizes follows the same pattern as the A series, with B0 the biggest and B8 the smallest. However, B page sizes fall between A sizes, giving consumers more choice when it comes to picking the right format for their printed product.
- SRB sizes have the same purposes as the SRA sizes.
- C sizes are based on a margin bigger than A sizes to allow room to easily slip the A size document in to the envelope.

Terminology – crop marks...

- Crop Marks – why do we need them?
- These are little dashes on the artwork that indicate where the finished job should be trimmed to size.
- Without crop marks, it is not always clear where the job should be trimmed and as a result, the whole job could end up being ruined. *Document Services will not trim your work unless crop marks are included.*
- It is not unusual to see 'bleed' marks along with, but just outside, the crop marks. This indicates the extent of the bleed on the image but are not strictly necessary for us.



Terminology – bleed...

- What is 'bleed'?
- Bleed is where the image extends beyond the edge of the 'finished' size so that when trimmed the image 'bleeds' off the edge of the page and gives full coverage.
- It is always good to set up a minimum of 3-5mm bleed on any artwork that requires it but as previously mentioned the bleed marks are not strictly necessary.

Terminology – creep...

- What the hell is 'creep'?
- Creep occurs when you create booklets for saddle stitching.
- Imagine folding 6 sheets of paper... what happens to the pages nearer the centre of the folded item?
- They bulge out and with that the image moves out too. This is called creep. The thicker the stock the worse the creep.
- This can be negated by including creep in the printing process whereby the images, as they get nearer the centre of the booklet, are pulled back toward the middle or spine.
- Another way to negate any issues with page numbering is to create the file with page numbers in the centre of the bottom of the page rather than the right hand side.

Terminology – stitching...

- Stitching is simply another word for stapling, originating from before staplers were invented and all books were hand 'stitched' together.
- Punch stitching is the use of a single or double staples along the side or in the corner of a document.
- Saddle stitching is where 2 stitches (staples) are punched in to the folded spine of a booklet – think magazine!
- This originates from the machine used to do this manually in times gone by – the 'saddle' is what the folded booklet rested over to apply the stitches.

Terminology – pdf...

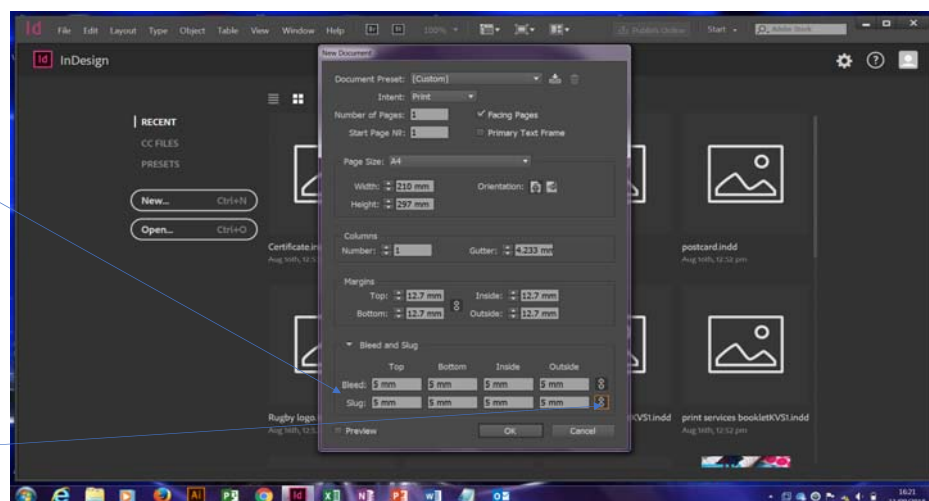
- Pdf artwork is industry standard.
- This is because a pdf (portable document format) embeds all the relevant information into the file to allow it to be used on any platform.
- A word, publisher, power point file does not do this and as such produces an incorrect result as it replaces what it cannot find (font eg) with what it has whether it is correct or not.
- DO NOT create files for printing in any other design programme than those specifically for printing. Power point is absolutely not a printing design programme.

Terminology – RGB v CMYK...

- RGB – Red, green blue. This is not a printing method of design but a screen resolution set up as screens run on RGB.
- CMYK – Cyan, Magenta, Yellow and Key Tone (black) is the correct method of design and from those 4 colours all other colours can be produced.
- RGB on screen can look very vibrant but will not print that way, where as if you have a calibrated pc/mac screen the CMYK images will look true to the printed image.

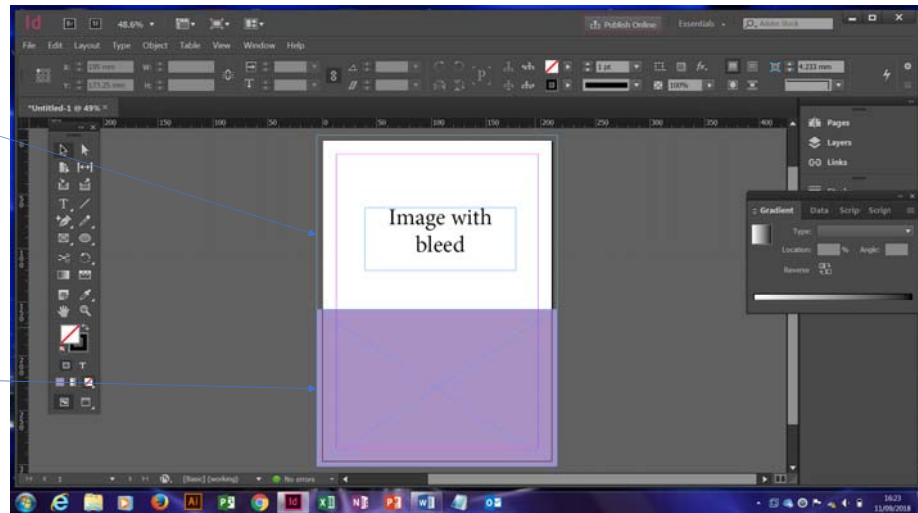
Creating pdfs in InDesign...

Create your page to the dimensions required. Note the bleed and SLUG are set at the same size. The bleed automatically covers all 4 edges but the slug needs to have the chain 'linked' to do so



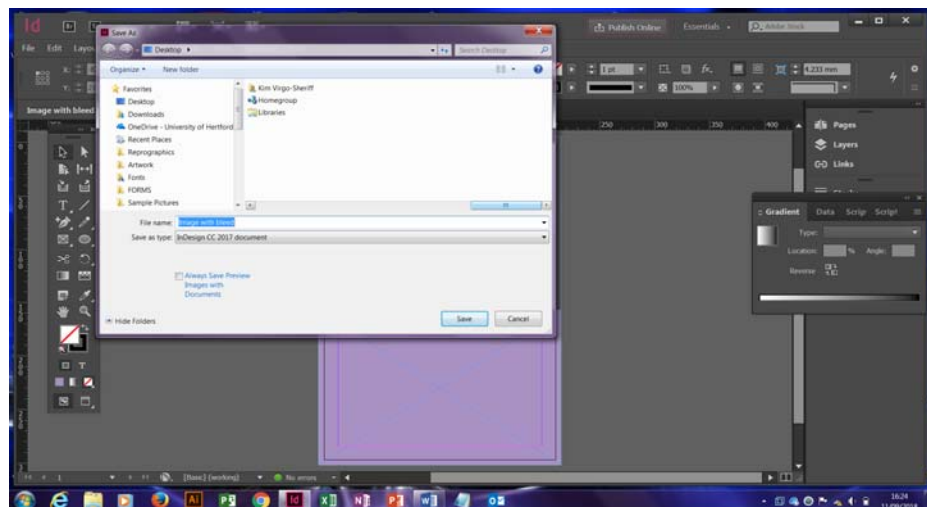
Creating pdfs in InDesign - continued...

Add the design as required. Note the blue outer line indicated the bleed area. Be sure to extend your image to those lines to ensure that your work has the bleed on it.



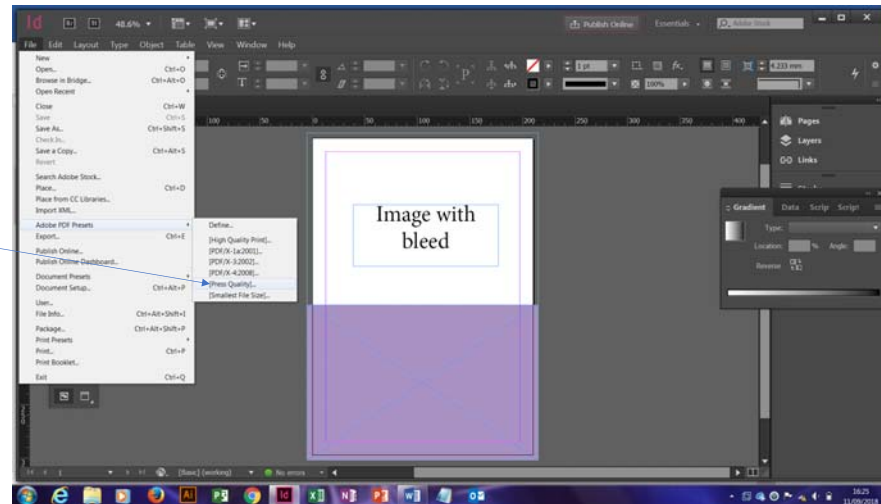
Creating pdfs in InDesign - continued...

Once your design is complete, select 'file', 'save as...' and place where you wish to store the file. Save.



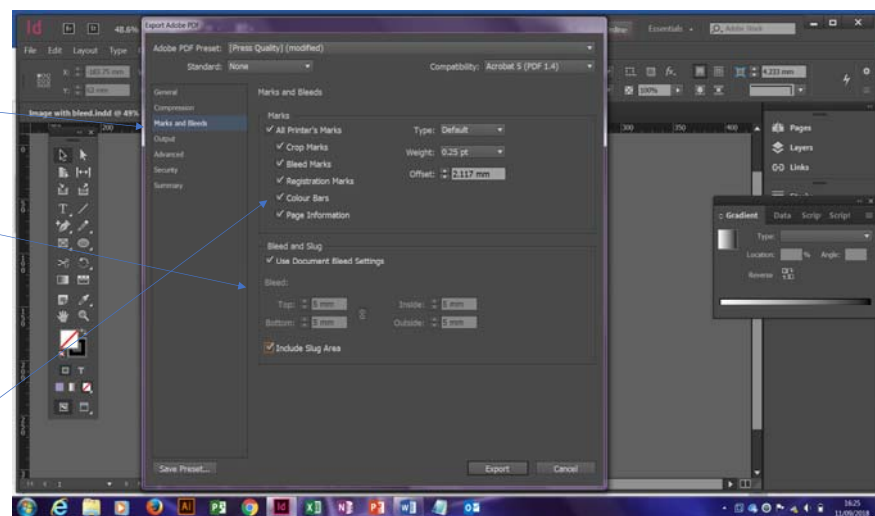
Creating pdfs in InDesign - continued...

Now you are ready to convert to a 'press-ready' pdf. Select 'file' again, then 'Adobe pdf presets', then 'press quality' – It is important that you do this as it flattens the image while keeping high quality to negate box on box situations for example.

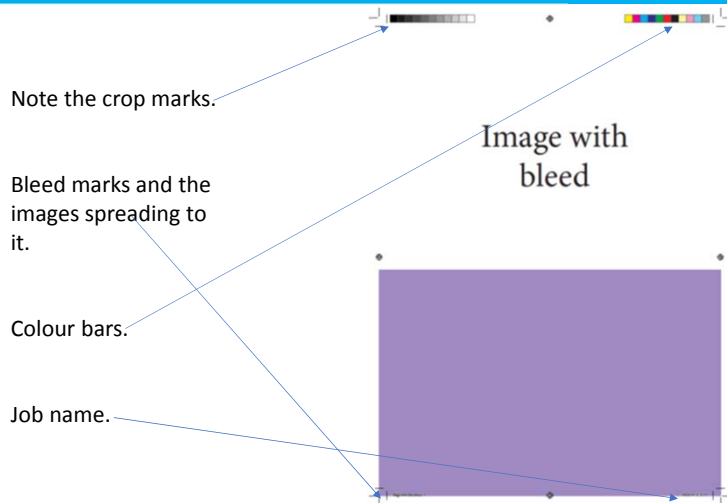


Creating pdfs in InDesign - continued...

An export window opens and you need to select 'Marks and Bleed'. Tick 'All printers marks' as well as the bleed & slug below. If you do not click these 2 you will have no bleed. Export. Note – if doing black imagery, do not select all printers marks as it puts colour bars on the image which costs more to print. Just Un-tick the 'colour bars' for monochrome.



Your Press-Ready pdf...



Note:

If you are using Illustrator, open the Illustrator file in InDesign to action the press ready pdf. Because Photoshop is unable to create pdfs with crops and bleeds, remember to build in the bleed to the canvas size (create your page size at least 3mm larger in all directions than your finished piece). Flatten then open with InDesign.

Visiting Document Services...

- Always try to visit us no less than 48 hours prior to any hand in time/date. This way it is pretty much guaranteed that we will be able to accommodate your job in good time, arriving after 48 hours may mean you miss your deadline.
- The most efficient process when visiting us is to arrive with your work in single file pdf format (per job) on a usb drive or stick.
- You can email to projectprint@herts.ac.uk whereby your work will be ready in 48 hours (weekdays only).
- You will be asked to complete a form with relevant details on to allow us to process your job and you will be contacted again once ready to collect & pay.
- Don't forget to visit a week in advance if specific paper needed.

Visiting Document Services continued...

- We are here to help where best we can and advice is FREE so don't hesitate to ask anything.
- We cannot know what you do and don't understand so let us know what you want to achieve and we can work backwards with you to enable correct set up to achieve the desired result.
- No question is stupid if you do not know the answer!
- Andy & I have nearly 70 years experience between us but we are still keen to learn new ideas, methods and technology.
- If you are happy with our service, tell others. If not tell me!

Alternative printing...

- In the Summer of 2018 we have increased the mfd fleet and with that the number of machines accessible to students.
- You can submit your work via the mfd print queues (<http://www.studynet1.herts.ac.uk/ptl/common/support.nsf/support?readform&page=Printingphotocopyingandbinding>) - and go to *any* LRC mfd or any mfd listed as 'dual use' (see wayfinder map) to release your work within a 72 hour period.
- Please note that this will only supply you with standard 80gsm white paper in A4 or A3.
- The School should also be able to advise you of any specific printers that they have within the dept that are student accessible.

Contact Details

- Contact details:
- Kim Virgo-Sheriff – Print Contracts & Document Services Manager
- 01707 284023
- Andy Sanders – Document Services Supervisor
- 01707 285065
- Debbie Crudgington – Document Services Technician
- 01707 284024
- Simon Headington – Document Services Technician
- 01707 284024
- projectprint@herts.ac.uk

Any Questions?

- ????????
- ????????

- Thanks for your time, we look forward to working with you.