



# HOW TO ORDER GENERAL UPLOAD FILES Uploading General Orders

Sign in using your private login details supplied by Optima Press.

ACCESSION AND A CONTRACT OF A
Already a member? Email:
Password:
Forgot your password? Sign In
New to our store? Create an account

Choose North Metro TAFE - General Uploads button





Hover over document builder page icon to reveal plus symbol (+) and click to upload files

Uploa	d A4 Size Document Files	
Document Builder	Finalize	Total Price: \$0.00
<b>F</b>		Upload A4 Size Document Files properties Date Required Binding Type * No Binding, Uncollated Lamination * No Lamination
	+ Show Properties	

Browse your computer and select files to upload (more than one file can be uploaded)

Document Builder	Finalize	Total Price: \$0.00
Upload Document		Upload A4 Size Document Files properties
Local File	X Add File Click on Browse to select a file to use in your print job. Supported files: *,pdf, *,ppt, *,ppt, *,doc, *,docx Printable paper size: A4 (210 x 297 mm) Browse	Binding Type * No Binding, Uncollated Lamination *

Review and set your page order as desired (drag and drop in sequence desired)

Upload	A4 Size Document Files
Document Builder	Finalize Total Price: \$1.60
	Upload A4 Size
	Date Required
	Binding Type *
ertafe ertafe ertafe	No Binding, Uncollated
1 howtouploadord	No Lamination
ertare	✓ Uploaded Documents
	Paper Type *
	80gsm Bond Paper
	Double Sided Printi Double Sided
	Show Properties Colour *
Click on the middle in to display all pages.	con here

Select date required (Standard Turnaround - 2 Days | Urgent Turnaround - 24 Hours)

Upload A4 Size Docu	ment Files Properties - North Metropolitan TAFE [Preview Mode] X	Total Price: \$0.40
Print Properties Date Required	Date Required Elear	Upload A4 Size • Document Files properties
Binding Type	5     30     31     1     2     3     4     5       6     6     7     8     9     10     11     12       7     13     14     15     16     17     18     19	Date Required
Lamination	8         20         21         22         23         24         25         26           9         27         28         1         2         3         4         5           10         6         7         8         9         10         12	Binding Type * No Binding, Uncollated
		Lamination *
	Cancel	<ul> <li>Uploaded Documents</li> </ul>
		Paper Type * 80gsm Bond Paper
		Double Sided Printi Double Sided
	- Show Properties	Colour *

Select BINDING TYPE 1 - Spiral Bind, cover options and spiral colour options

	Upload A4 Size Document Files	
Upload A4 Size Docum	ent Files Properties - North Metropolitan TAFE [Preview Mode] ×	otal Price: \$2.00
Print Properties Date Required	Binding Type*	Upload A4 Size Document Files properties
Binding Type	Spiral Bind Inserts Wiro-Binding Staple top Side Staple (3 No Binding	ate Required
Lamination	Spiral Binding Covers* Backing Sheet.	nding Type *
	Clear Plastic Cover and Backing Sheet.	mination *
	Clear Plastic Cover.	Uploaded Documents
	No Cover	per Type * gsm Bond Paper
	Spiral Color*	puble Sided Printi
	Black Red	lour *
		Next

### Select BINDING TYPE 2 - Inserts and hole punch options

Upload A4 Size Docum	ent Files Properties - North Metropolitan TAFE [Preview Mode]	al Price: \$2.00
Print Properties	Binding Type*	Upload A4 Size
Date Required		Document Files properties
Binding Type	Spiral Bind Inserts Wiro-Binding Staple top Side Staple (3 No Bind left Corner staples)	ding Required
Lamination	2 Hole No Binder	ling Type * Binding, Uncollated
	3 Hole No Binder	ination *
	4 Hole No Binder	Uploaded Documents
	2 Hole With Binder	er Type * im Bond Paper
	3 Hole With Binder	ble Sided Printi ble Sided
	4 Hole With Binder	ur *

Select BINDING TYPE 3 - Wiro-Binding, cover options and wiro colour options

Upload A4 Size Docun	nent Files Properties - North Metropolitan TAFE [Preview Mode] ×	Total Price: \$2.00
Print Properties Date Required	Binding Type*	Upload A4 Size Document Files properties
Binding Type	Spiral Bind Inserts Wiro-Binding Staple top Side Staple (3 No Binding	Date Required
Lamination	Wiro Binding Covers* Staples	Binding Type * No Binding, Uncollated
	Clear Plastic Cover and Backing Sheet.	Lamination *
	Clear Plastic Cover.	- Uploaded Documents
	No Cover	Paper Type * 80gsm Bond Paper
	Wiro Color*	Double Sided Printi
	Black	Colour *

Select BINDING TYPE 4 - Stapled in top left hand Corner and cover options

Print Properties	Binding Type*	Total Price: \$2.00
Date Required		<ul> <li>Upload A4 Size</li> <li>Document Files properties</li> </ul>
Binding Type	Spiral Bind Inserts Wiro-Binding Staple top Side Staple (3 No Binding	Date Required
Lamination	Side Stapled Covers* Front and Back Cover.	Binding Type * No Binding, Uncollated
	No Cover	Lamination *
		<ul> <li>Uploaded Documents</li> </ul>
		Paper Type * 80gsm Bond Paper
		Double Sided Printi Double Sided
		Colour *

## Select BINDING TYPE 5 - Side Stapled (3 staples)

Upload A4 Size Docum	ent Files Properties -	North Metro	opolitan TAFE [Pr	eview Mode]		>	Total Price: \$2.00
Print Properties	Binding Type*						Upload A4 Size
Date Required		a	Sec.	<			<ul> <li>Document Files properties</li> </ul>
Binding Type	Spiral Bind	Inserts	Wiro-Binding	Staple top left Corner	Side Staple (3 staples)	No Binding	Date Required
Lamination							Binding Type *
							No Binding, Uncollated
							Lamination *
							No Lamination
							<ul> <li>Uploaded Documents</li> </ul>
							Paper Type *
							80gsm Bond Paper
							Double Sided Printi
							Double Sided
							Colour *

Select BINDING TYPE 6 - No Binding, select collated or uncollated

Print Properties	Binding Type*	Total Price: \$2.00
Date Required		<ul> <li>Document Files</li> <li>properties</li> </ul>
Binding Type	Spiral Bind Inserts Wiro-Binding Staple top Side Staple (3 No Binding left Corner staples)	Date Required
Lamination	Collated or Uncollated* Collated	Binding Type * No Binding, Uncollated
	Uncollated	Lamination *
		<ul> <li>Uploaded Documents</li> </ul>
		Paper Type * 80gsm Bond Paper
		Double Sided Printi Double Sided
		Colour *

#### Select PAPER TYPE

Upload Properties - N	lorth Metropolitan TAFE [Preview Mode]	Total Price: \$2.00
Print Properties	Paper Type*	Upload A4 Size
Paper Type	80gsm Bond Paper	<ul> <li>Document Files properties</li> </ul>
Double Sided Printing	140gsm Bond Paper	Date Required
Colour	200gsm Bond Paper	Binding Type *
		No Binding, Uncollated
		Lamination *
		No Lamination
	Cancel	• Uploaded Documents
		Paper Type *
		80gsm Bond Paper
		Double Sided Printi Double Sided
	Show Properties	Colour *

# Select DOUBLE SIDED or SINGLE SIDED printing

Upload Properties - N	Iorth Metropolitan TAFE [Preview Mode]	Total Price: \$2.00	
Print Properties	Double Sided Printing*	Upload A4 Size Document Files properties Date Required	
🍌 Paper Type	Double Sided Print on both sides, save money and the environment		
Double Sided Printing	Single Sided		
Colour	Print on one side, leave other side blank	Binding Type * No Binding, Uncollated	
		Lamination *	
	Cancel	- Uploaded Documents	
		Paper Type * 80gsm Bond Paper	
		Double Sided Printi Double Sided	
	Show Properties	Colour *	

## Select BLACK & WHITE or COLOUR printing

Upload Properties - N	lorth Metropolitan TAFE [Preview Mode]	Total Price: \$2.00
Print Properties	Colour*	properties
娽 Paper Type	Force Black and White	Date Required
Printing	Use color for colored pages	Binding Type * No Binding, Uncollated
Colour		Lamination *
		<ul> <li>Uploaded Documents</li> </ul>
	Cancel	OK Paper Type * 80gsm Bond Paper
		Double Sided Printi Double Sided
	M Show Properties	Colour * Use color for colored

## Insert Quantity required

	Upload A4 Size Document Files
Quantity: 100	Items
Total Quantity: Total Delivery Price: Total Price:	100 Will be calculated during checkout \$200.00 AUD
(Recalculate) ✓ Proof) ✓ Chec	k Your Job *

### Proof and tick check box if correct

Quantity: 100	Items		outputresult.pdf				
		Adobe Acrobat: PDF	edit, convert, sign to   chrome-exte	ension://efaidnbmn	nnibpcajp	ocglcl	
Total Quantity: Total Delivery Price: Total Price:	100 Will be calcu <b>\$200.00</b>	Tools	IC	Q 6		Sign in	
			<u>a</u> 4=		- 1	Q.	
Recalculate ✓ Proof ✓ Che	eck Your Job *	₽, ₽, €	CONTRACTOR CONTRACTOR	COLLARS		88	
				adur 197		1	
			- Marculan patrices and	analah		Ŷ	
Back						C	Add to Cart
						3,	
						Ð	

## Add to Cart and Checkout or Continue Shopping

	Shopping	g Cart	
hopping Cart Items - To Check C	Dut Now		
Select all	Name	Units	Price
	Upload A4 Size Document Files howtouploadordertafe Edit	Total: 100 Items	\$200.00 AUD
		s	ubtotal \$200.00 AUD
		(	Continue Shopping Checkout

### Select Delivery Address

Billing Address			_	_				_		
Shipping Address - Nort	th Metropolitan TA	FE [Preview Mode]								×
Select an address and cl	ick 'OK'.									
Search:		(Find) Clear Search								
Contact Person	Company	Address1	Address2	City	State	Country	Zip	Phone	Fax	AddressReference
<ul> <li>East Perth</li> </ul>	North TAFE Metro	140 Royal Street, East Perth	Student Services	Perth	WA	AU	6004	1300 300 822		East Perth
Balga	North TAFE Metro	18 Loxwood Road, Balga	Library	Perth	WA	AU	6061	1300 300 822		Balga
<ul> <li>Northbridge</li> </ul>	North TAFE Metro	30 Aberdeen Street	Library	Perth	WA	AU	6003	1300 300 822		Northbridge
Joondalup (Kendrew Cresent)	North TAFE Metro	35 Kendew Cresent, Joondalup	Library	Perth	WA	AU	6027	1300 300 822		Joondalup
Clarkson	North TAFE Metro	6 Harmony Avenue, Clarkson	Reception	Perth	WA	AU	6030	1300 300 822		Clarkson
Joondalup (McLarty Avenue)	North TAFE Metro	63 McLarty Avenue, Joondalup	Student Services	Perth	WA	AU	6027	1300 300 822		Joondalup
Midland	North TAFE Metro	Corner of Lloyd Street and Eddie Barron Drive, Midland	Library	Perth	WA	AU	6056	1300 300 822		Midland
Mt Lawley	North TAFE Metro	Corner of Lord and Harold Streets, Mt Lawley	Library	Perth	WA	AU	6050	1300 300 822		Mt Lawley
C Leederville	North TAFE Metro	Corner of Oxford and Richmond Streets, Leederville	Student Services	Perth	WA	AU	6007	1300 300 822		Leederville
and the state of the	North TAFE	Oral Health of WA, 17 Monash Ave, Nedlands	Reception	Perth	WA	AU	6009	1300 300		Nedlands

## Select payment method Credit Card

	Che	ckout - Ord	er Summary	
Address Details > Pay Ordered Items	ment & Submission			
	Name		Units	Price
	Upload A4 Size Docum howtouploadordertafe	nent Files	Total: 100 Items	\$200.00 AUD
	Upload A4 Size Docum howtouploadordertafe	nent Files	Total: 1 ltem	\$2.00 AUD
		Subtotal: <u>Tax:</u>		\$202.00 AUD \$20.20 AUD
		Total:		\$222.20 AUD
		Order Comment		
Select Payment Method				
Credit Card Payment (Via Se O Invoice When you click Submit Order, yo you are redirected from PayPal	cure Paypal Platform) Please o ou will be redirected to PayPa pack to the store.	check out as a guest. I to complete your pa	ayment details. Please do not leave the site	e or close your browser before

And pay as a guest on **PayPal** 

▶ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
Log in to PayPal Enter your email address to get started.
Email address or mobile number
Forgotten your email address?
Next
or
Pay by Debit or Credit Card
Cancel and return to Optima Press Pty Ltd

Or **Pay on Invoice** (a link will be sent to pay via credit card on invoice - if required)

Upload A4			
howtouplos	Size Document Files idordertafe	Total: 100 Items	\$200.00 AUD
Upload A4 howtouploa	Size Document Files dordertafe	Total: 1 Item	\$2.00 AUD
	Subtotal: <u>Tax:</u>		\$202.00 AUD \$20.20 AUD
	Total:		\$222.20 AUD
	Order Comment		
Select Payment Method Credit Card Payment (Via Secure Paypal Platfo	orm) Please check out as a guest.		

Order Summary
Your order has been received successfully. Order number: 67665 We will notify you when your order is ready.
Print Order Details Continue Shopping



# Cant find what you need?

Contact us directly on (08) 9445 8380 or onlinesupport@optimapress.com.au





# **Frequently Asked Questions : Online Portal**

#### How do I access the portal?

Access will be given by Optima Press with secure login details and a secure link to the portal url. If you need access please email **Fiona.whalley@nmtafe.wa.edu.au**.

#### Who can access the Portal?

Any user can access the portal after login details have been supplied by Optima Press, One email address only per user.

#### How do I order through the portal?

By clicking the url link supplied you will get directed to the online portal and will need to sign in using your secure login details supplied by Optima Press. Once logged in you can browse through all items using category tabs. Choose a category, select product, upload your files, select date required and binding options then select quantity, update price review and approve your proof and checkout.

#### Cant Find what you need?

If you cant find a particular option for your print requirements contact Optima Press directly on 08 9445 8380 or online.support@optimapress.com.au and we will be happy to help.