How do I….? Arrange Printing & Publishing

Printing only

1. Obtain approval from your project budget- holder to charge the cost to the project.
2. Go to: https://www.fxgs.com.au/compass/login.jsp;jsessionid=AAE89ABDC03B711103DB1AE9DC33B07E.
3. In the sign in box
   User name: s9600363@unsw.edu.au
   Password: cphce123
4. At the next page click ‘Press Here’ in the Print and Production box to create a new printing job.
5. Complete the form and refer it to be authorised by the Finance Manager.

**NOTE:** If you need to contact anyone about the printing you can speak to the manager, Tim Ho on 02 9385 2848 or printing@unsw.edu.au.

Design and Publishing

1. Obtain approval from your project budget- holder to charge the cost to the project.
2. Contact Dina at dina@unsw.edu.au to discuss your requirements and arrange a meeting with a designer.
3. Complete the publishing requisition form available from the website and bring it with you to the meeting.

**NOTE:** Remember to schedule enough time for design services.

Printing Posters

1. Obtain approval from your project budget- holder to charge the cost to the project.
2. Fill out a Poster Order Form online and submit

FOR MORE INFORMATION ON PRINTING AND PUBLISHING GO TO http://www.p3.unsw.edu.au

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