

Electronic Upload

- Use Electronic Upload to add PDFs to your Copy Center Cart.
- “View/Change Print Options” will give you a preview of your print job and allow you to change settings from the default.
- Default settings: Black/White, 2-Sided, 8.5x11 White paper, and stapled in the top left corner.
- Only one Course Number/Department may be used per job request.
- Only one Job Type may be used per cart – For two job types, please submit two carts.

Paper Ordering

- Use Paper Ordering for paper, cardstock and Scantrons.
- Only one Course Number/Department may be used per job request.

Hard Copy Delivery

- Please provide the details of your copy job online in Hard Copy Delivery before delivering your hard copies to the Copy Center.
- Be sure to note the number of pages that your print job will include (two-sided = two pages).
- “View/Change Print Options” will give you a preview of your print job and allow you to change settings from the default.
- Default settings: Black/White, 2-Sided, 8.5x11 White paper, and stapled in the top left corner.
- Only one Course Number/Department may be used per job request.
- Only one Job Type may be used per cart – For two job types, please submit two carts.

Copy Center

Information Technology Support Programs

UNIVERSITY OF FLORIDA

352-392-0230



For more information on Copy Center services, please visit
<http://warrington.ufl.edu/itsp/copycenter/>