Contents

Introduction

What is Web2Print?

Web2Print is an online print portal hosted by NHS Health Scotland. It can be accessed by local Health Boards and external partners. It is a simple and quick way to personalise and produce print materials such as campaign posters and leaflets for specific target audiences. It provides users with existing artwork that can be customised by changing logos, images and text.

Web2Print is designed to help our partners to produce local customised marketing materials – such as posters – that are relevant to their specific target audiences while maintaining quality and ensuring a consistent national approach. Having a quick and streamlined printing process with instant access to designed templates enhances your marketing campaigns. Using Web2Print ensures flexibility in targeting print materials or web PDF files to specific audiences and geographical sectors.

'It's quick and easy to order Board-specific versions of national leaflets, giving a consistency of approach.'

Web2Print user, NHS Forth Valley

Web2Print is

✔ **quick**

✔ **efficient**

✔ **available 24/7**

✔ **user-friendly**

What are the benefits?

Value

Availability

Inventory control

Customised

Money saving

Time saving

Web2Print is suitable for low print runs for products such as leaflets, posters and postcards. To ensure value, both minimum and maximum order quantities have been set so that users can benefit from economies of scale.

Web2Print is available 24 hours a day, with access to leaflets, posters and flyers on a range of subjects such as smoking cessation, oral health and early years.

Web2Print provides instant information on what material is being ordered and for whom.

Web2Print allows personalised content targeted at specific audiences.

Web2Print offers 'print on demand' meaning there's no need to order in bulk, and no need to pay for excess warehousing and damaged stock.

Web2Print has an easy-to-use, streamlined design which means quick production and delivery process.
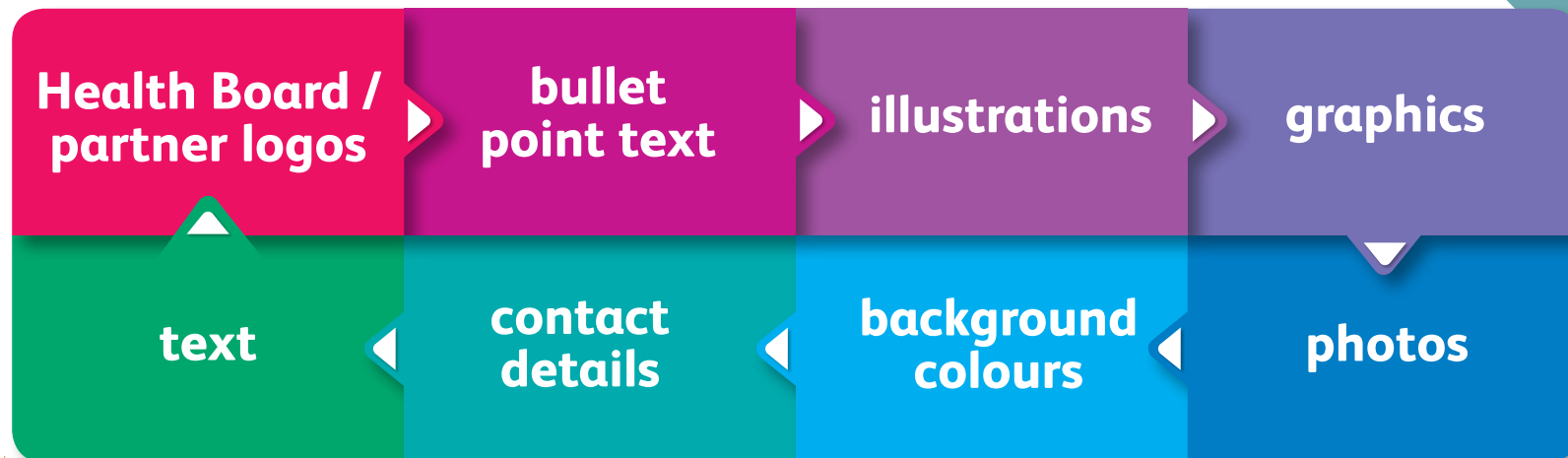
web2print

What can be customised?

The biggest advantage of Web2Print is the ability to customise products for specific audiences or geographical locations.

Things that can be customised include:

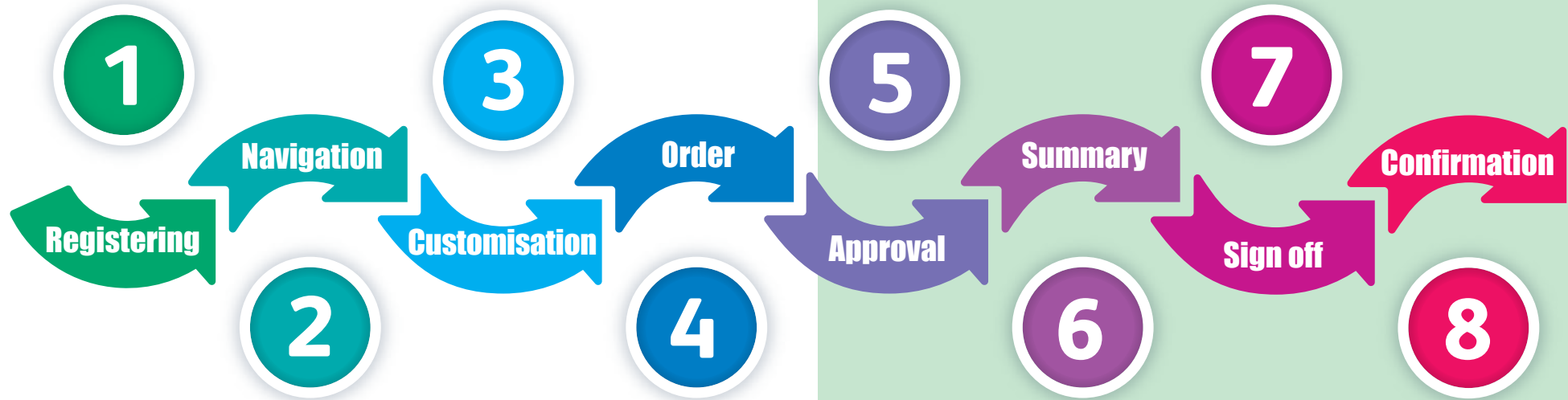| Health Board / partner logos	bullet point text	illustrations	graphics
text	contact details	background colours	photos

Did you know?

The materials are produced and printed to an ISO 9001 and ISO 14001 standard to ensure a high-quality product.

We also have products that link to variable data and personalisation. These include certificates, invitations and name badges for events. You can upload a spreadsheet onto Web2Print to personalise your products.

How to order from Web2Print

1

Registering

Navigation

2

3

Customisation

4

Order

5

Approval

Summary

6

7

Sign off

Confirmation

8

Ordering on Web2Print couldn't be easier, just follow these eight simple steps, for your customised products.

Did you know ?

NHS Health Scotland produces a newsletter informing our users about new products, interesting facts and case studies. To sign up to the newsletter, please email **nhs.healthscotland-web2print@nhs.net**

How to access Web2Print

To become a registered user of Web2Print please send your details (name, job title, organisation, email address, postal address including postcode, and contact number) to nhs.healthscotland-web2print@nhs.net

You will then be sent a web link and unique password for your own use. You have the option of changing your password once you are logged in to Web2Print. You will then have access to a number of materials categorised by health topic.

1 Registering

Once you have logged in you will be taken to the Open Catalogue pages which host the products. They are categorised into different health topics – simply click on the folder/s and you will be able to find the product you are looking for.

Remember passwords are case sensitive and must be entered correctly. If you have forgotten your password, please click '**forgotten password'** on the login screen which will give instructions on how to retrieve your password.

2 Navigation

- **Home** – This takes you to the home page and will show that you are logged in.

- **Edit my details** – Here you can edit your password, email address, and add multiple delivery addresses and contact details.

- **Saved projects** – Here you will see any products you have been working on. You can delete the product using the wastebasket icon to the right. This allows you to work on numerous products at the same time without losing any work in progress.

- **Order history** – Here you will see any products you have ordered in the past. You can order these again by clicking on the re-order link. This will take you to the product page where you can continue as normal (for example, edit text and pictures). It also shows the status of your order and details such as order quantity, price and date of order.

- **Open catalogue** – This is where you will find the range of products available, arranged by health topic. To access a topic simply click on the folder. Within specific folders there will be a hierarchy of folders to choose from.

- **My shopping basket** – This is where you will find the products that you have added to your basket.

- **Log out** – This will log you out of the NHS Health Scotland Web2Print tool.

3

Customisation
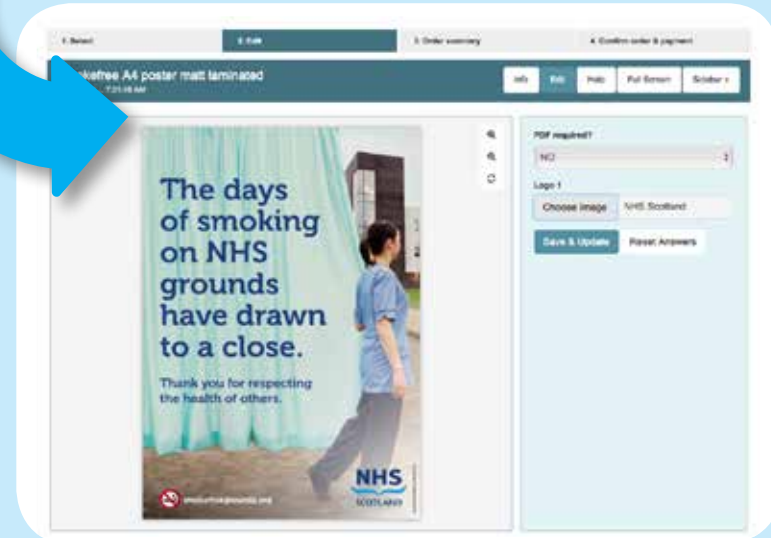
Once you have found the product you're looking for, you will have access to assets in the image library to customise materials. You may be able to change photographs, logos, drop-down menus for headings and bullet points and various text changes including inserting free text.

You can carry out these changes by clicking on the edit button in the sub bar. This will give you access to all the elements you can change on the product.

At this point you can also order a high-resolution or low-resolution PDF, if required, by selecting this option in the drop-down menu.
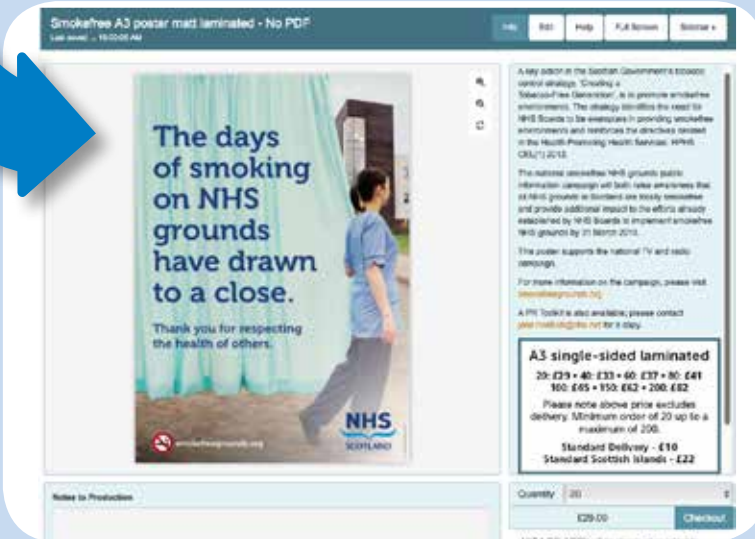
Did you know ?

NHS Health Scotland Web2Print was a winner at the NHS Communication Awards 2016 for Best Use of Innovation in Communications.

4 Order

You will see there is a minimum and maximum quantity available for each product. Simply insert the amount you require then click 'add to basket'.

There is a space for notes to production in the bottom left-hand corner of the page if you have specific delivery instructions.

You can preview your product before ordering by using the 'fit for window' or 'best preview' buttons before proceeding with the order.

5 Approval

Once you have made the necessary changes to the artwork you will be asked to approve this. Use 'best preview' and click the edit button if further changes are required and you wish to make changes to the product. If you have more than one page on the product you can tick the tick box for each page as you go, then once all pages are approved click on the 'approve' button.

You still have the option to make further changes before submitting your order.

6 Summary

You will be taken to the order summary page with all the details of your order. Once all pages are approved, click on the 'approve' button.

You still have the option to make final edits and change the number of printed copies required.

7 Sign off

You will now be asked to sign off the printed material/s. Once you've ticked the 'approve' box, to progress to the next stage you will be asked to enter your NHS Board or Health and Social Care Partnership name in the box in the left-hand corner. The print is funded by NHS Health Scotland and each Board and Partnership has a budget allocation. If your organisation has used all of its allocated budget you will be asked to provide a purchase order or reference number for your organisation to be invoiced.

8 Confirmation

This is the final page of your Web2Print order. Check your delivery address carefully – at this stage you can change or add in other pre-set addresses.

At the bottom-right corner you need to click the box that states 'click here to agree to our terms and conditions'.

The final step is to click the 'checkout' button and place your order with us.

You will then be sent a receipt of confirmation to your email address with the details of your order. If you have ordered a PDF version of the product this will also be sent to your email address.

If you would like a demonstration of **Web2Print**, we can arrange a suitable time and date with you.

Please contact us at
nhs.healthscotland-web2print@nhs.net

Did you know?

Your materials are printed on sustainable sources and are carbon captured, which means we mitigate CO_2 emissions from the production and distribution process.

10