

Printing documents with a mix of colour & black pages

- ❖ In general, there's no need to print black and colour pages separately.
- ❖ If it's colour, you get charged for colour.
- ❖ If it's black, you get charged for black.
- ❖ If it's got colour on the page but you want it in black, you will have to print it separately.

Watch out for:

- ❖ hyperlinks (web/email addresses)
 - ❖ headers & footers
 - ❖ graphics saved as colour
- because these might be charged as colour

Our printers accurately count the colour and black only pages within a document and we charge you accordingly. This means that you can print an entire document altogether; there is not normally a requirement to print the colour and black pages separately. We then charge you for colour printing if a page is colour, and for black printing if it's black only.

However, you might have some pages in your document that have colour on them that you want to be printed in black. In this case, you will have to print these pages separately.

Note that a colour page is a page that has any colour on it so even a single dot of, say, red, would count as colour. There could also be some things that might be in colour which you might not realise:

- 1 **Hyperlinks:** web and email addresses are usually turned blue by Microsoft Word. If you want them in black, right click on the address and you can remove the hyperlink. Or for instructions on how to turn off hyperlinks altogether, search for "Create a hyperlink" in Word Help. You'll need to do this before you start typing.
- 2 **Headers and footers:** when you use Word, some of the built-in themes use colour so remember to change these otherwise you will be charged for colour on every page.
- 3 **Graphics files & scans:** these are often saved as a colour file (e.g. RGB, CMYK) even if they are black or greyscale. Ensure that any graphics you want to be printed in black are saved as black/bitmap or greyscale before you insert them into your Word document.



your one stop union print shop

Mono (Black-only) Printing & Copying



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Web www.u-print.com



All prices subject to change without prior notice.

u-print.com is part of Materialise Ltd.,
a University of Manchester Students' Union company.



The prices below are for single sided printing or copying in black onto white A4, 80gsm paper. Double sided prints or copies are treated as two single sided prints/copies. Note that the greater the number of copies made, the lower the equivalent price per copy.

Get the price for any quantity at www2.u-print.com/pricecalc/

Quantity Price (£)	Quantity Price (£)	Quantity Price (£)	Quantity Price (£)	Quantity Price (£)
1.....£ 0,08	41.....£ 3,00	81.....£ 5,58	210.....£ 10,76	610.....£ 21,28
2.....£ 0,16	42.....£ 3,07	82.....£ 5,65	220.....£ 11,03	620.....£ 21,54
3.....£ 0,24	43.....£ 3,13	83.....£ 5,71	230.....£ 11,29	630.....£ 21,81
4.....£ 0,32	44.....£ 3,20	84.....£ 5,78	240.....£ 11,55	640.....£ 22,07
5.....£ 0,40	45.....£ 3,27	85.....£ 5,84	250.....£ 11,82	650.....£ 22,33
6.....£ 0,48	46.....£ 3,33	86.....£ 5,90	260.....£ 12,08	660.....£ 22,59
7.....£ 0,56	47.....£ 3,40	87.....£ 5,97	270.....£ 12,34	670.....£ 22,85
8.....£ 0,64	48.....£ 3,47	88.....£ 6,03	280.....£ 12,61	680.....£ 23,12
9.....£ 0,72	49.....£ 3,53	89.....£ 6,10	290.....£ 12,87	690.....£ 23,38
10.....£ 0,80	50.....£ 3,60	90.....£ 6,16	300.....£ 13,13	700.....£ 23,64
11.....£ 0,88	51.....£ 3,66	91.....£ 6,22	310.....£ 13,40	710.....£ 23,90
12.....£ 0,96	52.....£ 3,73	92.....£ 6,29	320.....£ 13,66	720.....£ 24,16
13.....£ 1,04	53.....£ 3,79	93.....£ 6,35	330.....£ 13,92	730.....£ 24,43
14.....£ 1,12	54.....£ 3,86	94.....£ 6,42	340.....£ 14,19	740.....£ 24,69
15.....£ 1,20	55.....£ 3,92	95.....£ 6,48	350.....£ 14,45	750.....£ 24,95
16.....£ 1,28	56.....£ 3,98	96.....£ 6,54	360.....£ 14,71	760.....£ 25,21
17.....£ 1,36	57.....£ 4,05	97.....£ 6,61	370.....£ 14,98	770.....£ 25,47
18.....£ 1,44	58.....£ 4,11	98.....£ 6,67	380.....£ 15,24	780.....£ 25,74
19.....£ 1,52	59.....£ 4,18	99.....£ 6,74	390.....£ 15,50	790.....£ 26,00
20.....£ 1,60	60.....£ 4,24	100.....£ 6,80	400.....£ 15,77	800.....£ 26,26
21.....£ 1,67	61.....£ 4,30	105.....£ 6,99	410.....£ 16,03	810.....£ 26,52
22.....£ 1,73	62.....£ 4,37	110.....£ 7,17	420.....£ 16,29	820.....£ 26,78
23.....£ 1,80	63.....£ 4,43	115.....£ 7,36	430.....£ 16,56	830.....£ 27,05
24.....£ 1,87	64.....£ 4,50	120.....£ 7,54	440.....£ 16,82	840.....£ 27,31
25.....£ 1,93	65.....£ 4,56	125.....£ 7,73	450.....£ 17,08	850.....£ 27,57
26.....£ 2,00	66.....£ 4,62	130.....£ 7,91	460.....£ 17,35	860.....£ 27,83
27.....£ 2,07	67.....£ 4,69	135.....£ 8,10	470.....£ 17,61	870.....£ 28,09
28.....£ 2,13	68.....£ 4,75	140.....£ 8,28	480.....£ 17,87	880.....£ 28,36
29.....£ 2,20	69.....£ 4,82	145.....£ 8,47	490.....£ 18,14	890.....£ 28,62
30.....£ 2,27	70.....£ 4,88	150.....£ 8,65	500.....£ 18,40	900.....£ 28,88
31.....£ 2,33	71.....£ 4,94	155.....£ 8,84	510.....£ 18,66	910.....£ 29,14
32.....£ 2,40	72.....£ 5,01	160.....£ 9,02	520.....£ 18,92	920.....£ 29,40
33.....£ 2,47	73.....£ 5,07	165.....£ 9,21	530.....£ 19,19	930.....£ 29,67
34.....£ 2,53	74.....£ 5,14	170.....£ 9,39	540.....£ 19,45	940.....£ 29,93
35.....£ 2,60	75.....£ 5,20	175.....£ 9,58	550.....£ 19,71	950.....£ 30,19
36.....£ 2,67	76.....£ 5,26	180.....£ 9,76	560.....£ 19,97	960.....£ 30,45
37.....£ 2,73	77.....£ 5,33	185.....£ 9,95	570.....£ 20,23	970.....£ 30,71
38.....£ 2,80	78.....£ 5,39	190.....£ 10,13	580.....£ 20,50	980.....£ 30,98
39.....£ 2,87	79.....£ 5,46	195.....£ 10,32	590.....£ 20,76	990.....£ 31,24
40.....£ 2,93	80.....£ 5,52	200.....£ 10,50	600.....£ 21,02	1000.....£ 31,50

A3 is charged at double the price of A4. We reserve the right to charge a fixed price of £1 if we need to make a master copy from your artwork (A6 leaflets from an A4 original, for example).

UNLESS STATED OTHERWISE, OUR PRICES ARE EXCLUSIVE OF VAT, BUT NOTE THAT NOT ALL WORK IS SUBJECT TO VAT. PLEASE ASK FOR FURTHER DETAILS.