

ITSA Printshop

Printing - Australian Standards

Method of Downloading Files

1. Students will need to login to <https://tafensw.libguides.com/standards> using their TAFE NSW Username & Password.
2. Once logged in students will need to search for and download their chosen standards (make sure to scroll down and choose the .pdf file not the preview file)
3. Standards will download as individual PDF files onto your computer or phone (pdf files may appear blank but this is ok still email them through to the Printshop)
4. Attach the Standards (pdf's) to an email and send to printing@itsa.org.au
5. Alternatively the files can be downloaded on to a USB and handed in to your ITSA Bookshop, if you prefer not to email the files

Order Form and Payment Options

1. Your Standards Order form and payment can be completed at your local ITSA Bookshop. (Let the staff member know if you have already emailed the Printshop your Standard Files)
2. Alternatively the Standards Order form and the Standards files can be emailed to the Printshop (Payment will be processed made using the payment details you filled in on the order form)
3. Please fill out all details on the order form including: Campus location and your phone number

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