

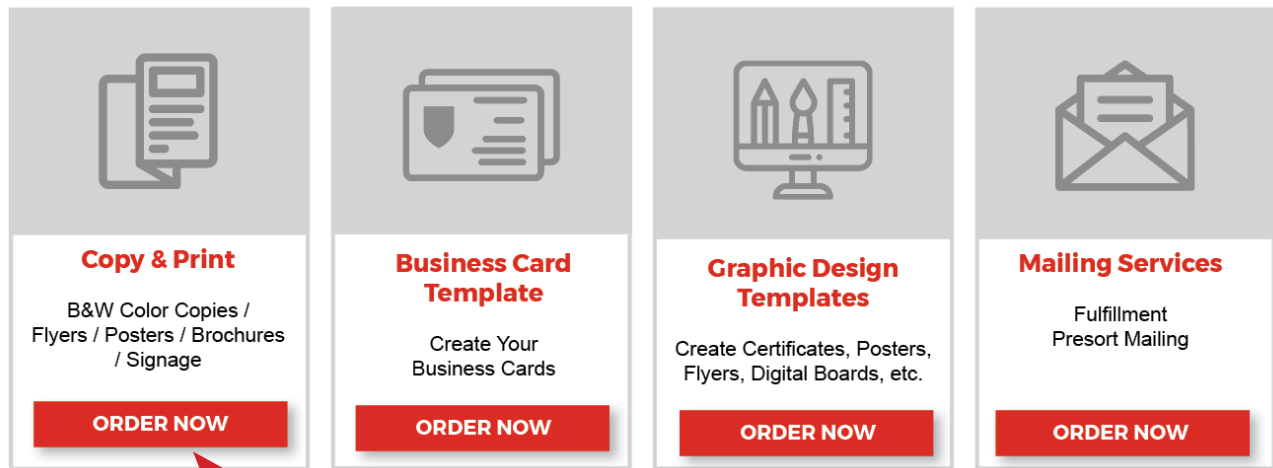
Design & Print How To Place A Printing Order

Order Example: Black & White 8.5" x 11" Copies

Placing an order using Print Shop Pro is fast and easy. In the following example will begin with a simple order of black and white copies. Black ink copies should be selected if you are printing something that is only in black and white, with no color pictures or text.

Step 1A - Select Copy & Print

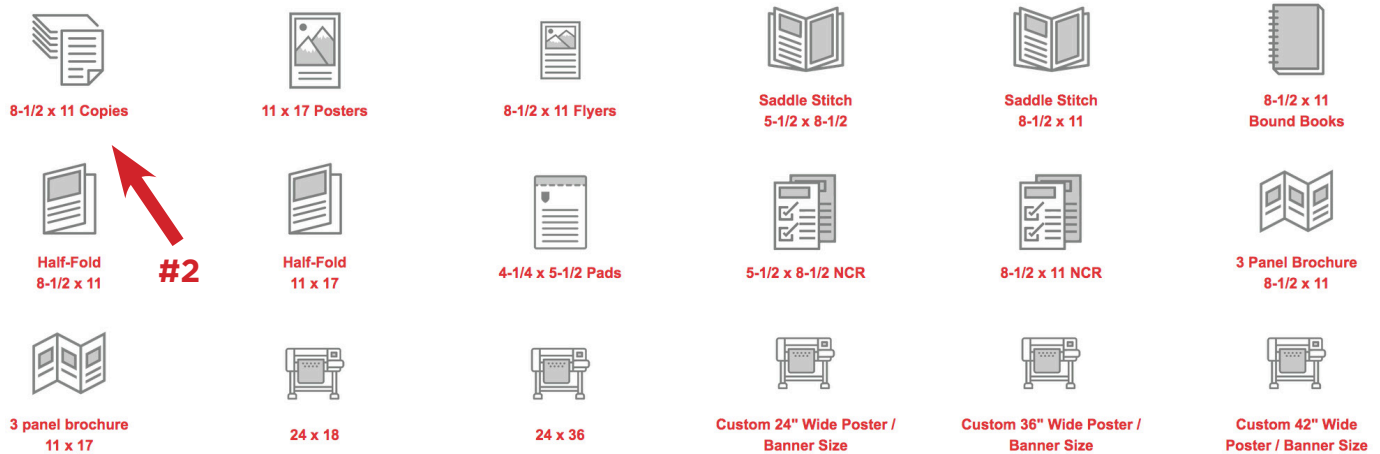
After logging in, select from the homepage by click on any point within the 'Copy & Print' tile/category graphic on the homepage.



Step 1B - Select e-copy



Step 2 - Select Finish Size for Copy & Print



Step 3 - Print Order Information

Job Type e-copy - 8-1/2 x 11 Copies
Contact Curtis Ebdon
Phone 2032544000 ext. 2107
Site Design & Print

3A.) Job Name Enter a brief description.

3B.) Number of Copies Enter the number of copies you would like.

3C.) Format Will your job be single or double sided? Click the proper button.

3D.) # of Originals is equal to the number of Printed Sides of the Document.

3E.) Ink Color Black or Color.

3F.) Stock Style What kind of paper would you like your job printed on?

3G.) Paper Color Select the color of paper that you would like your job printed on.

3H.) Continue Once completed the steps, click the 'Continue' button to proceed.

Edit Site Information

#3A → **Job Name** Design & Print Copies

#3B → **# of Copies** 100 *What is this?*

Main Paper

#3C → **Format** 1 Sided 2 Sided

#3D → **# Originals** 10 *What is this?*

#3E → **Ink Color** Black Color

#3F → **Stock Style** Bond *What is this?*

Stock Weight 20# (Bond) *What is this?*

Paper Color

#3G → Blue Canary Goldenrod Green Orchid Salmon White Buff Cherry Gray Ivory Pink Tan

<< Back **Continue >>** **#3H**

Step 4 - Correct Stock

This allows you to go back and change the stock, otherwise hit the 'Continue' button to proceed.

Current Stocks

	Purpose	Style	Color	Weight	Sides
Edit	Main Paper	Bond	White	20# (Bond)	Two Sided

Back **Add Another Stock** **Continue** **#4**

Step 5 - Finishing

Please select all of the options that you would like for your print order, from the following:

For our example,

5A.) we will select 'Staple 1 Top' for Binding

5B.) and 'Collate'.

5C.) Now click the 'Continue' button to proceed.

#5A → **Binding** None *Change* None Staple 1 Top Staple 2 Side

Folding None *Change* None Letter Fold Vertical Fold Z Fold

Cutting None *Change* None Horizontal 2 up Horizontal 3 up Horizontal 4 up Horizontal 6 up Horizontal 8 up 4 up (Quartered) Vertical 2 up Vertical 4 up Vertical 5 up Vertical 6 up Vertical 8 up

Hole Punches None *Change* None 3 Side

Collating No Collating Collate **#5B**

Scoring

Special Instructions

Back **Continue** **#5C**

Step 6A - Attached File

Now we are ready to attach our files for printing. To attach your files, simply click the 'Yes' button.



6B.) Find your files by clicking the 'Browse' button. Select your file from your computer.
6C.) Click the 'agree' statement box. **6D.)** Click on the 'Attach File' button.



Please compress all files if possible.

[Hide File Type Guidelines](#)

Click Browse to Select a File

Browse...

Select Attachment Type

Document

Special Instructions

By uploading this file, I agree that it is used lawfully and adheres to organization standards.

I agree to the above statement

Back

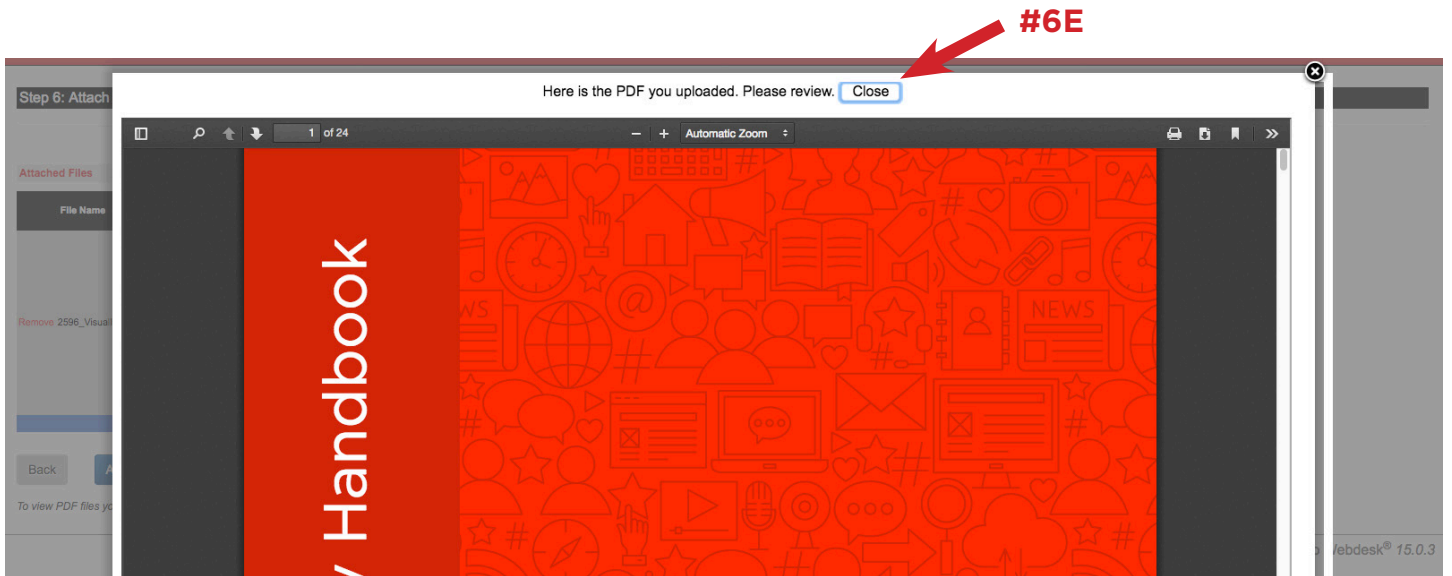
Attach File

Step 6E - Review File

You will now see a preview of your file. You are able to save and print a proof of your job.

- To **'Save'**, click the download icon at the top.
- To **'Print'**, click the printer icon.

Once you have verified that your file looks correct, click the **'Close'** button at the top.



Step 6F - Optional Attach Another File

If you would like to add another file to this job, click 'Attach Another File' and follow the same steps as above.

6G.) Otherwise, click 'Continue'.

Attached Files

File Name	File Size	Type	Update Sort Order	# PDF Pages	Approval
Remove 2465_VisualIdentityGuide11.11.19_12102019_CNE.pdf	9.8 MB	Document	1	24	Original File

Total PDF Pages Uploaded 24

Back **Attach Another File** **Continue**

To view PDF files you will need a PDF viewer, such as [Adobe Reader](#).

Step 7 - Billing and Delivery

Job Name	Design & Print Copies
Type	e-copy - 8-1/2 x 11 Copies
# of Copies	100
Total	\$47.00
	(\$0.47 Each)
	This is your initial ESTIMATE. Price may vary.

7A.) Now we will see the cost estimate for the job.

7B.) Verify that the 'Site' (Your Department) is correct.

7C.) Select your Org Prefix from the Drop-down (OR, GF, GR, PJ)

7D.) Type in you Org Suffix (4 digit Number).

Site Design & Print

Billing

Account Number

OrgPrefix OR

OrgSuffix ----

Provide instructions if you want the order split between Orgs

Step 7 - Billing and Delivery (cont'd.)

7E.) Pick a delivery date. One will be suggested, but you are able to choose any future date as well.

7F.) Please select how you would like to receive your order by clicking the appropriate button next to 'Delivery'.

7G.) Please verify that your shipping address is where you would like to receive your order, edit if necessary.

7H.) You now have the option to 'Save As Quote', 'Cancel' or '**Finish**' submitting your order.

Shipping Information

Suggested Due Date

01/17/2020



← #7E

Delivery

Hold For Pick Up

Ship To Address

← #7F

Attn

Curtis Ebdon

← #7G

Mail Stop or Area

Dolan Commons Rm 110

Shipping Address

1073 North Benson Road

Address2

City

FAIRFIELD

State (Abbreviation)

CT

Postal Code

06824

Country

Back

Save As Quote

Cancel Order

Finish

← #7H