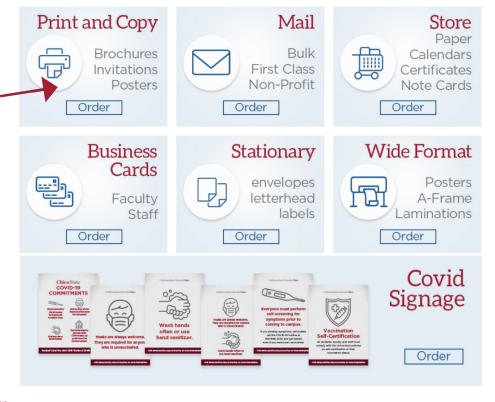
First Time User Instructions How To Place A Printing Order

Placing an order using Print Shop Pro is fast and easy. The following example is a simple order for flyers.

TO START - Select Copy & Print

After logging in, click on any point within the "Copy & Print" graphic on the homepage.



STEP 1 - Select Product Category

In this example we will choose Basic Copies.

What best describes the Category of your Printing Request?



STEP 2 - Select Finished Size

In this example we will choose $8 \frac{1}{2} \times 11$.



STEP 3 - Print Order Information 3A) Job Name Enter a brief description.

- **3B) Number of Copies** Enter the number of copies you would like to receive.
- **3C) Format** Click the button to indicate single or double sided.
- **3D)** # of Originals How many originals are being uploaded?
- **3E) Ink Color** Click the button to select the color of ink.
- **3F) Stock Style** Using the Drop Down Arrow, select the type of stock.
- **3G) Stock Weight** For Premium Paper, click the button next to the weight of paper for the job.
- **3H) Paper Color** Click the button next to the color of paper for the job.
- **31) Continue** Click the Continue button to proceed. (Use the "Back" button to go back if you want to select a different product. This will reset all selections made on this screen.)

STEP 4 - Finishing

Please select all the options that you would like for your print order from the options available.

- **4A) Binding** If there is no binding, leave the button "None" selected. Otherwise, click the button next to the desired binding.
- **4B) Hole Punches** If there is no hole punching, leave the button "None" selected. Otherwise, click the button next to the desired punch.
- **4C) Collating** By default, collate is selected. Click the button next to "no collating" if preferred.
- **4D) Continue** Click the Continue button to proceed.





Now attach files for printing. If there are no files to attach, see steps **5F** and **5G** below.

- **5A) Select Upload File** to upload the file being printed.
- **5B) Browse** Locate your file from your computer by clicking "Browse".
- **5C) Special Instructions** Enter any special instructions for the job in this box.
- **5D) Agree Button** Click to confirm file adheres to organizational standards.
- **5E) Attach File** Click to proceed to the file preview window steps **5H** and **5** I
- **5F) No-Skip Attaching a File** Click to proceed to the Billing & Delivery steps.
- 5G) Select "OK" Click to proceed.



5H) Review File Verify that the file looks correct, then click the "Close" button to the top.

*To "Save" click the download icon at the top right.

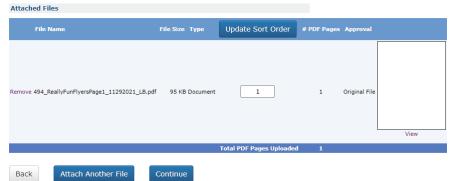
*(o "Print") click the printer icon at the top right.

5G) Select "Continue" Click to proceed to Billing and Delivery.

If the file needs to be replaced, or the order needs additional files, select "Attach Another File" and locate your file from your computer.





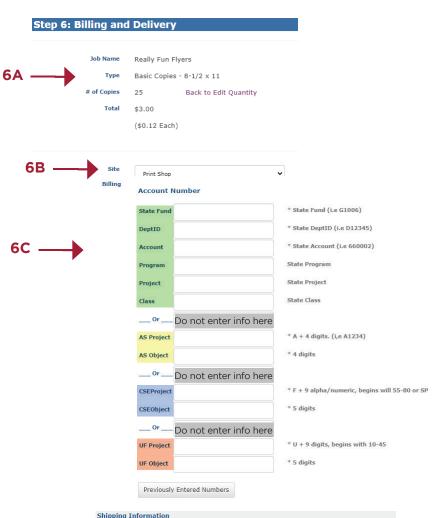


STEP 6 - Billing and Delivery

6A) Job Name, Type, # of copies, and the total are displayed. * If **Quantity** needs to be adjusted, select "Back to Edit Quantity"-this will take you back to step 3, but all files will remain attached.

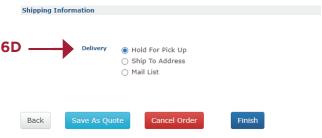
6B) Site Verify that the "Site" (Your Department) is correct or use the "Site" drop-down arrow to select the site.

6C) Account Number Enter the appropriate billing numbers. * Please note there are four options: State Chartfield, AS, CSE, & UF. If you have any questions please contact the office.



6D) Shipping Information

"Hold for pick up" at MLIB035 is the default.



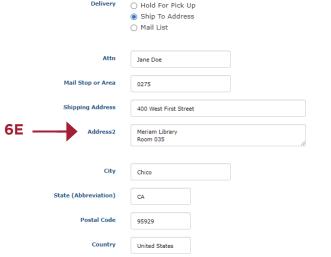
6E) If you prefer delivey, please click "Ship to Address" and confirm the building and room number are correct.

6F) Complete the Order

Click "Finish" to complete the order. The order is submitted and an email sent to the the person who placed the order.

Order information can be viewed and Job Ticket printed.

Onder Durane Commiste			
Order Process Co	omplete		
Your order has been sul	omitted. Thar	nk you!	
Print Order #	494		
		View Order Summary	Print Job Ticket
Job Name	Really Fun Flyers		
300 Humo	Really	unityers	
Current Status	Submitte	ed	
	Thank you. Your order has been submitted. We appreciate your		
	business.		
	Add Another Print Order to this Project		



If "Save As Quote" is selected, order will not be processed until authorization is given.

Cancel Order

- 6F

If "Cancel Order" is selected no order information will be saved.

For any questions regarding orders please contact Print Services at 530-898-5993 or copycenter@csuchico.edu.