

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.

The screenshot shows the Print Shop Pro homepage with several product categories. A red arrow points to the 'Print and Copy' category. The categories are:

- Print and Copy**: Brochures, Invitations, Posters. Order button.
- Mail**: Bulk, First Class, Non-Profit. Order button.
- Store**: Paper, Calendars, Certificates, Note Cards. Order button.
- Business Cards**: Faculty, Staff. Order button.
- Stationary**: envelopes, letterhead, labels. Order button.
- Wide Format**: Posters, A-Frame, Laminations. Order button.
- Covid Signage**: Order button.

STEP 1 - Select Product Category

In this example we will choose Basic Copies.

The screenshot shows the 'What best describes the Category of your Printing Request?' screen. A red arrow points to the 'Basic Copies' category. The categories are:

- Basic Copies
- Course Packs & Books
- Brochures
- Posters
- Fliers
- Envelopes
- Post Cards
- Programs & Booklets
- Note Cards & Invitations
- Pads
- NCR / Carbonless
- Door Hangers
- Labels and Adhesive Sheets
- Buttons
- Wide Format
- I Don't See My Category

STEP 2 - Select Finished Size

In this example we will choose 8 1/2 x 11.

The screenshot shows the 'Step 2: Select Finished Size for Basic Copies' screen. A red arrow points to the '8-1/2 x 11' size. The sizes are:

- 8-1/2 x 11
- 8-1/2 x 14
- 11 x 17

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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.

3I) 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 3: Print Order Information

Job Type Basic Copies - 8-1/2 x 11

Contact Renee Boyd

Phone 5308985992

Site Print Shop

Edit Site Information

3A → Job Name Really Fun Flyers

3B → # of Copies 25 What is this?

Main Paper

3C → Format 1 Sided 2 Sided

3D → # of Originals 1 What is this?

3E → Ink Color Black Color

3F → Stock Style What is this?
Regular Paper
Premium Cardstock
Premium Paper
Regular Cardstock
Regular Paper

3G → Stock Weight

3H → Paper Color

<input type="radio"/> Blue	<input type="radio"/> Cherry
<input type="radio"/> Goldenrod	<input type="radio"/> Gray
<input type="radio"/> Green	<input type="radio"/> Ivory
<input type="radio"/> Lunar Blue	<input checked="" type="radio"/> Martian Green
<input type="radio"/> Orchid	<input type="radio"/> Pink
<input type="radio"/> Pulsar Pink	<input type="radio"/> Purple
<input type="radio"/> Rocket Red	<input type="radio"/> Salmon
<input type="radio"/> Sunburst Yellow	<input type="radio"/> Tan
<input type="radio"/> White	<input type="radio"/> Yellow

<< Back

Continue >>

3I

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.

Step 4: Finishing

Binding None

4A → None Staple 1 Top Staple 2 Side Staple 2 Top

Hole Punches None

4B → None 1 Top 2 Top 3 Side

Collating No Collating Collate

4C →

Special Instructions

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Continue

4D

STEP 5 - Attach Files

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 **5I**

5F) No-Skip Attaching a File Click to proceed to the Billing & Delivery steps.

5G) Select "OK" Click to proceed.

Printing Services New Order My Or csuchico.webdeskprint.com says
Step 5: Attach Files
csuchico.webdeskprint.com says
You have chosen to continue the order without attaching a file. Are you sure?
OK Cancel
Back Upload File No - Skip Attaching a File

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.

*To "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 5: Attach Files

Attach a File?
5A Back Upload File No - Skip Attaching a File
Attach a File
Please attach a file with some specs...
Select the following file type:
Document -
Mail Merge -
Hide File Type Guidelines
5B Click Browse to Select a File Browse... Really fun Flyers.pdf
Select Attachment Type Document
5C Special Instructions Please shrink wrap
By uploading this file, I agree that it is used lawfully and adheres to organization standards.
5D I agree to the above statement
Back Attach File 5E

Here is the PDF you uploaded. Please review. Close 5H
PPC Auto Application 1 / 1 81%
Attached Files
File Name File Size Type Update Sort Order # PDF Pages Approval
Remove 494_ReallyFunFlyersPage1_11292021_LB.pdf 95 KB Document 1 1 Original File
Total PDF Pages Uploaded 1
Back Attach Another File Continue

To view PDF files you will need a PDF viewer, such as Adobe Reader.

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.

6D → **Delivery**

- Hold For Pick Up
- Ship To Address
- Mail List

Back Save As Quote Cancel Order Finish

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.

Order Process Complete

Your order has been submitted. Thank you!

Print Order # **494** [View Order Summary](#) [Print Job Ticket](#)

Job Name **Really Fun Flyers**

Current Status **Submitted**

Thank you. Your order has been submitted. We appreciate your business.

[Add Another Print Order to this Project](#)

Step 6: Billing and Delivery

6A →

Job Name	Really Fun Flyers
Type	Basic Copies - 8-1/2 x 11
# of Copies	25 Back to Edit Quantity
Total	\$3.00 (\$0.12 Each)

6B → **Site Billing**

Print Shop

6C → **Account Number**

State Fund		* State Fund (i.e G1006)
DeptID		* State DeptID (i.e D12345)
Account		* State Account (i.e 660002)
Program		State Program
Project		State Project
Class		State Class
— Or —	Do not enter info here	
AS Project		* A + 4 digits. (i.e A1234)
AS Object		* 4 digits
— Or —	Do not enter info here	
CSEProject		* F + 9 alpha/numeric, begins with 55-80 or SP
CSEObject		* 5 digits
— Or —	Do not enter info here	
UF Project		* U + 9 digits, begins with 10-45
UF Object		* 5 digits

Previously Entered Numbers

Shipping Information

6E → **Delivery**

- Hold For Pick Up
- Ship To Address
- Mail List

Attn: Jane Doe

Mail Stop or Area: 0275

Shipping Address: 400 West First Street

Address2: Meriam Library Room 035

City: Chico

State (Abbreviation): CA

Postal Code: 95929

Country: United States

Back Save As Quote Cancel Order Finish **6F**

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

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.