How to Place a Printing Order

» *Please note: Before placing an order for print please ensure that you have received University Marketing's approval for any and all materials utilizing brand assets. To ensure that materials meet the required visual identity standards, they must be approved by University Marketing prior to finalization or "going live." Send a PDF of the project to* **universitymarketing@csus.edu** *and briefly describe the goal, project, the intended audience, and how the approved item will be used or distributed. Allow no fewer than five working days for review. More time may be required for larger projects.*

Order Example: Black & White Copy

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 1 - Select New Order> Printing Order

After logging in, within the top navigation, select **'New Order'** this will expand a drop down menu. Then select **'Printing Order'** for the drop down menu. You can also quick select from the homepage by click on any point within the **'Print & Copy'** tile/category graphic on the homepage.
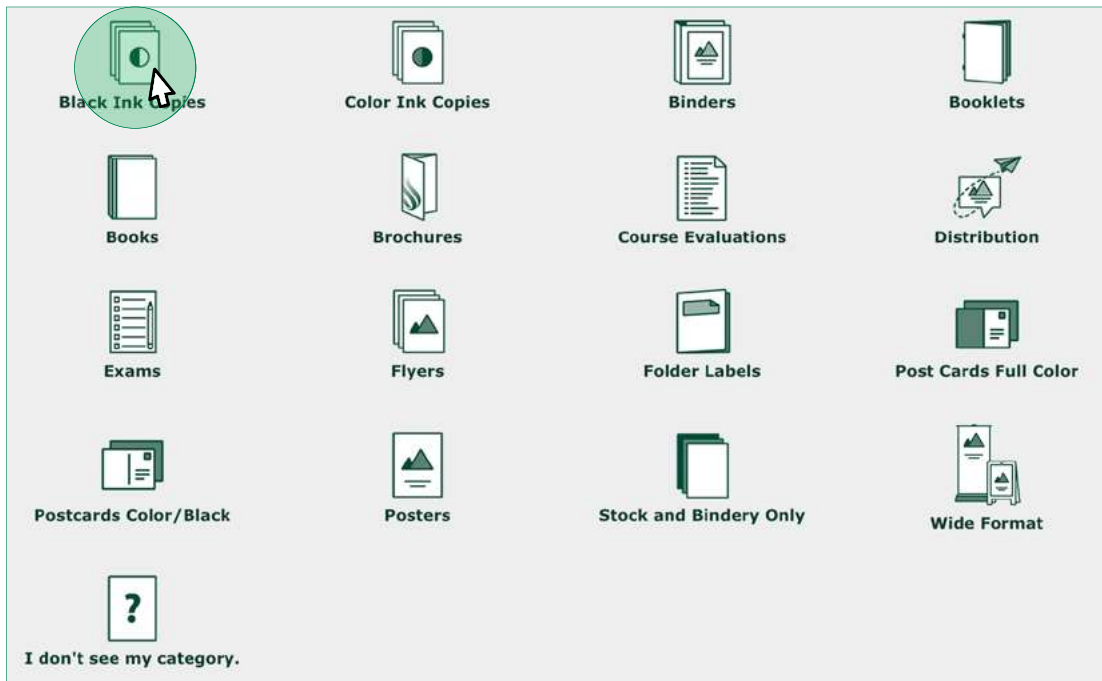

—OR—
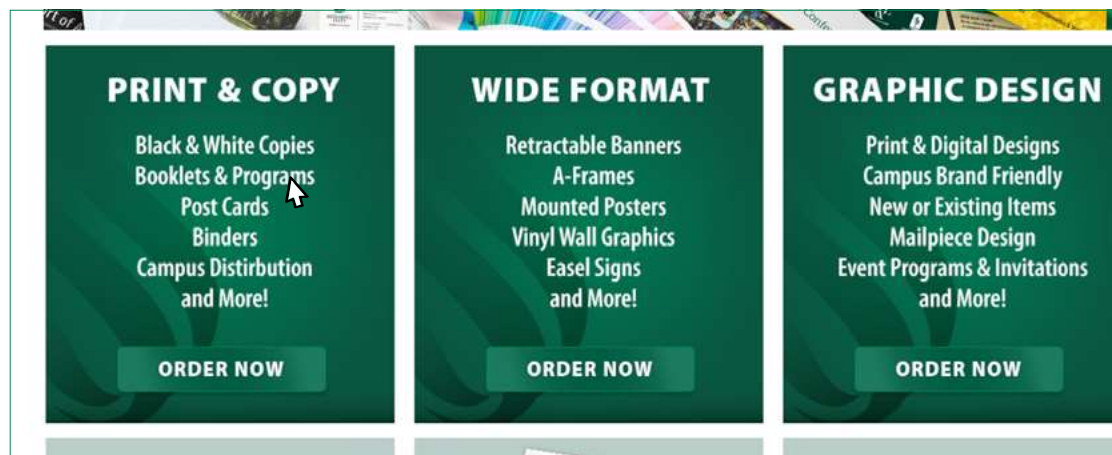
Step 1 (Cont'd)

Select '**Black Ink Copies**' from the list of printing categories.

Step 2 - Select Finished Size

Now, you will select the finish size for your order. We will select 8-1/2 x 11 for our example.
Click on the icon for 8-1/2 x 11.

Step 3 - Print Order Information:

Step 3: Print Order Information

Site Information

Verify the site information displayed. If you are able to order printing from more than one site, and you would like to choose a different site for this job, click '**Edit Site Information**'.

Job Type	Black Ink Copies - 8-1/2 x 11
Contact	Jody Butcher
Phone	**916-278-6924**
Site	University Print - General

Edit Site Information

Job Name

Enter a brief description of the job, for example, we want to have copies of a class syllabus printed. We will name the job with the class title, the instructor's last name and "Syllabus".

Job Name   GPHD 101 Butcher Syllabus

Number of Copies

Enter the number of copies you would like.

# of Copies   200   What is this?

Main Paper

Format

Will your job be single or double sided? Click the corresponding button.

Format   ○ 1 Sided   ● 2 Sided

 # Originals   2   What is this?

of Originals

How many pages is your original document? Enter the number of pages here. For our example, we have two pages of originals.

Ink Color   ● Black

Stock Style   Bond ▲▼   What is this?

Stock Weight   20   What is this?

Stock Style

What kind of paper would you like your job printed on? For this example we have selected "Bond". You may also choose paper that is already hole-punched (Bond 3HP), Cover, or Text. *(Please see page 68 for stock descriptions.)*

Paper Color

○ Blue   ○ Buff
○ Canary   ○ Cherry
○ Cream   ○ Goldenrod
○ Gray   ○ Green
○ Ivory   ○ Lilac
○ Orchid   ○ Pink
○ Salmon   ○ Tan
○ Turquoise   ● White

Paper Color

Select the color of paper that you would like your job printed on. We have selected white paper.

Slip Sheet

☐ Include Slip Sheets

What is this?

Slip Sheets

Would you like slip sheets? Slip sheets are extra pieces of paper in between the printed copies. If you would like them, click the box. For our example, we are not asking for slip sheets.

<< Back   **Continue >>**

Continue >>

Once you have completed the steps, click the '**Continue**' button to proceed.

Step 4 - Finishing

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

For our example, we will select 'Staple 1 Top' for Binding and 'Collate'.

Now click the **'Continue'** button to proceed.
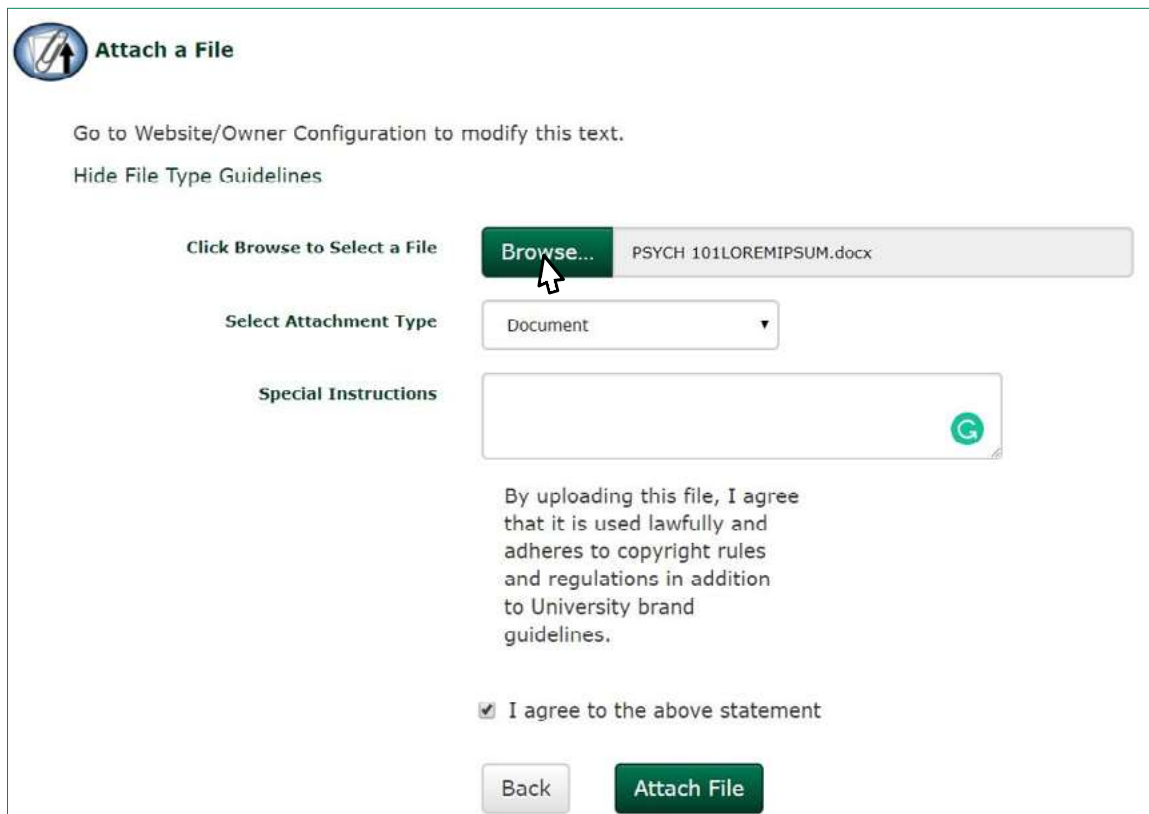
Step 5 - Attach File

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

» *Please note: If you only have a hard copy file, select 'No - Skip Attaching File'. Once the order process is complete (**see pg 28) you must print the job ticket and attach to your hardcopy, then submit ticket/hardcopy via campus mail.*

Browse: Find your files by clicking the **'Browse'** button.
<u>Select Attachment Type:</u> Please select from the drop-down menu, the type of file you will be uploading. For the purposes of this example, we will be uploading a Word document.

Special Instructions: Enter any special instructions that you have for your job.

Copyright and Branding Acknowledgment: All files that we print must adhere to University Branding Guidelines and Copyright rules and regulations. Selecting this box indicates that you acknowledge all copyright restrictions and have obtained any necessary permissions for printing the attached documents. University Print does not obtain or manage copyright permissions. You must check this box in order to continue.

Now click the **'Attach File'** button to continue.

» *Please note: University Print highly recommends that you create a PDF of your files prior to uploading them as attachments into Print Shop Pro. While Print Shop Pro will automatically convert files into PDFs, the formatting can sometimes change during the conversion. It is very important that if you use Print Shop Pro to convert your document to a PDF, that you carefully review your file prior to submitting.*

Print Shop Pro will automatically convert the Word document into a PDF and show you a preview of your file. You will now be 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.*
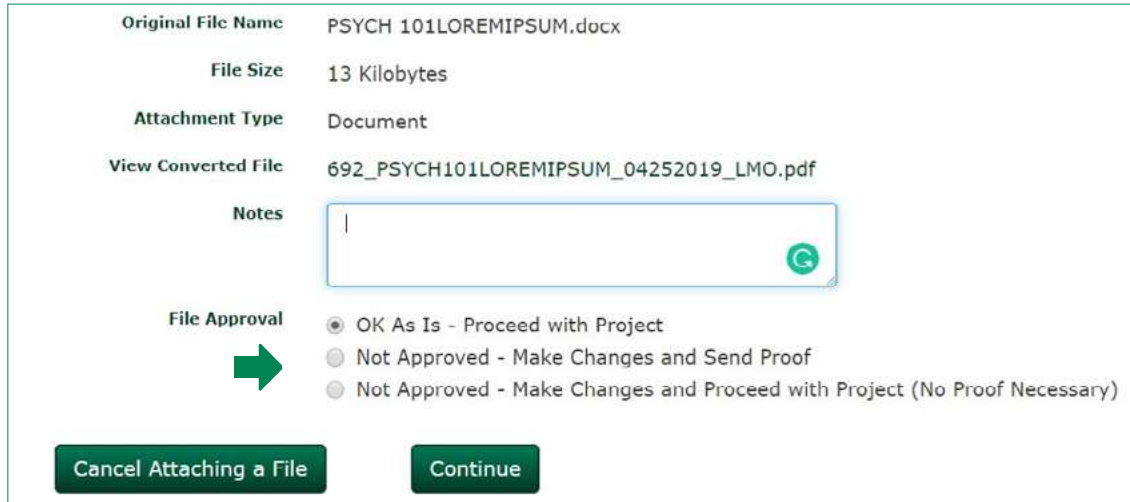
Once you have verified that your file looks correct, click the **'Close'** button at the top.
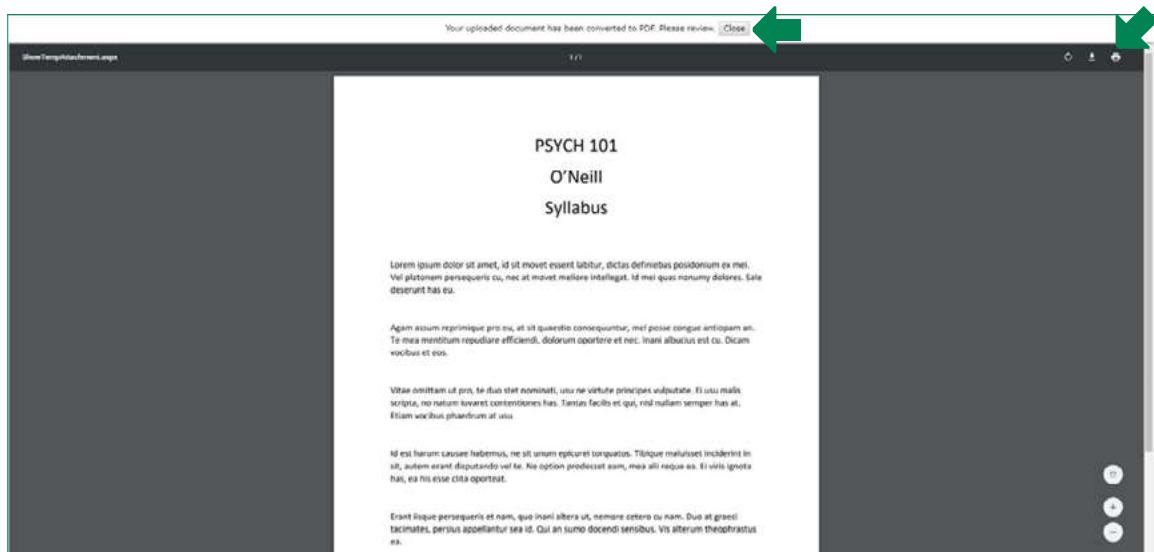
Step 5 (Cont'd) - Approve the Attached File

Once you have closed your digital proof, you will be asked to approve the changes.

If you would like to make changes to your file, you can click the button for **'Not Approved'** and select the corresponding button that determines whether or not you would like another proof.
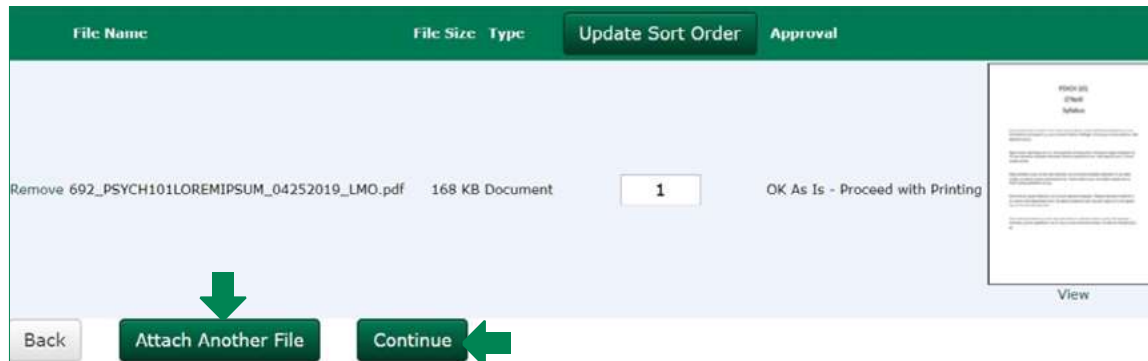
If after viewing your proof you are ready to proceed, click the button for **'Ok As Is – Proceed with Project'**.

Step 5 (Cont'd) - 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. Otherwise, click **'Continue'**.

Step 6 - Billing and Delivery

Now we will see the cost estimate for the job. Verify that the **'Site' (Your Department)** is correct. If your department has more than one speedtype available for use, please select the appropriate speedtype from the drop down menu.

» *Please note: University Print does have the ability to bill an order to more than one speedtype. Should your order have a need for this, please provide additional instructions within the notes/special instructions sections provided.*

Step 6 (Cont'd) - Billing and Delivery

Now, you are provided with option to pick a delivery date. One will be suggested, but you are able to choose any future date as well. In the event that we are unable to meet your due date, we will contact you right away. Please select how you would like to receive your order by clicking the appropriate button next to **'Delivery'**.

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

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

Optional: Saving As Quote

Within print shop pro you have the option to save as a quote and come back to the print order at another time. Once you have clicked on '**Save As Quote**' you can View Order Summary, Print Job ticket, or add another print order to the project as shown below:

To submit for print from the saved quote navigate from the top header to '**My Orders**'.

'View' to view order detail. Once there you can now **Edit, Cancel,** or **Print Job ticket**.
To resume placing the order click the '**Submit Order**' button.

Order Process Complete

Once you have finished submitting your order, you will see your work order number and be given the options to:

- Add another print order to your project
- Print a job ticket**
- View your order summary

** Reminder: If you only have a hard copy file, and selected 'No - Skip Attaching File' where previously prompted (see pg 22) you must print the job ticket and attach to your hardcopy, then submit ticket/hardcopy via campus mail.