# Order Example: Exam Printing

Print Shop Pro makes the process for having exams printed, simple and secure. All exams are shrink wrapped, boxed, and stored in a secure area prior to delivery. At no time will any students have access to the files or the printed exams. Having your department's exams printed at University Print saves time, and is more cost effective than printing on the department printers.

Step 1

On the Print Shop Pro home page, select the option for **'New Printing Order'** either from the top, drop-down menu, or by clicking **'ORDER NOW'** from the appropriate box.
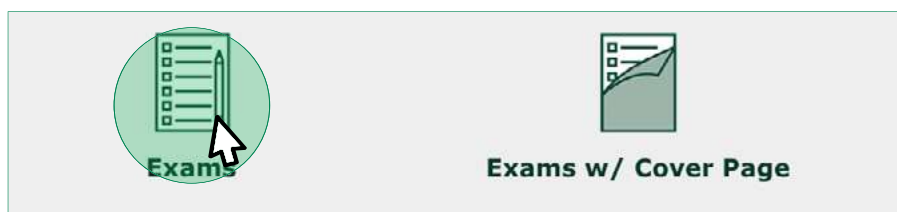
Step 2

Select **'Exams'** from the list of printing categories
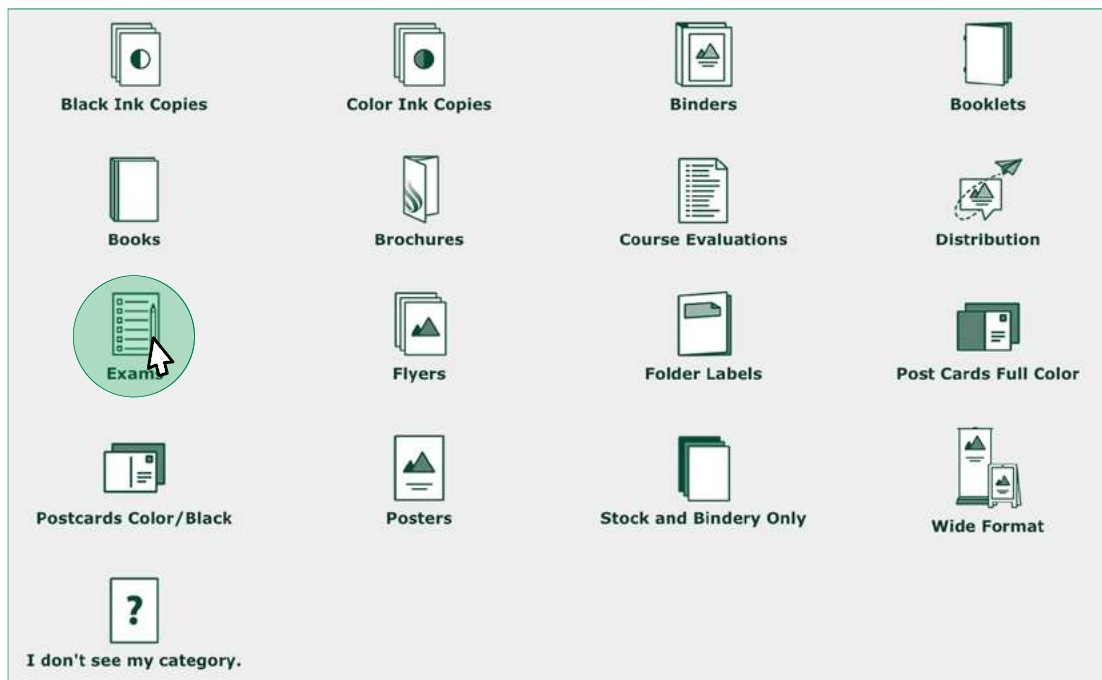
Step 3

Within this category you can now select exam with or without cover page.

Step 4 - Print Order Information

Step 3: Print Order Information

Job Type	Exams - Exams
Contact	Laura O'Neill
Phone	916-278-6915
Site	University Print - General

Edit Site 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 Name

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

Job Name — PSYCH 101 FINAL EXAM O'NEILL

Number of Copies

Enter the number of copies you would like.

# of Copies — 200 — What is this?

☑ Confidential

Confidential

All Exams are defaulted to 'Confidential'. This means that your files will never be viewed by anyone outside of the University Print staff. **This ensures that student assistants will not be able to view the files for this order.**

Main Paper

Format	◯ 1 Sided ◉ 2 Sided
# Originals	2 — What is this?
Ink Color	◉ Black
Stock Style	Bond ▾ — What is this?
Stock Weight	20 — What is this?

Format

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

of Originals

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

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 83 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.

Continue >>

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

<< Back   **Continue >>**

Step 4 - Finishing

Binding:

If you would like to have your exams stapled, click **'Change'** and select **'Staple'**.

Collating:

If you would like the exam pages collated, you will click the button for **'Collate'**.

Special Instructions:

If you have special instructions about your job, enter them here.
When you are finished, click **'Continue'.**

Step 7 - Attach Files

To attach a file, click **'Yes'**.

If you only have a hard copy of the exam, please click, **'No- Skip Attaching a File'** and once you have submitted your online order, you will print the job ticket, attach the hard copy document to it, and submit it to the University Print office.

For additional information on attaching files, please refer to pages, 22-24.

Step 7 - 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.

For more information on Billing and Delivery, please refer to pages 25-26.

Step 8 - Order Process Completion

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

For more information on Order Process Completion, please refer to pages 27-28.