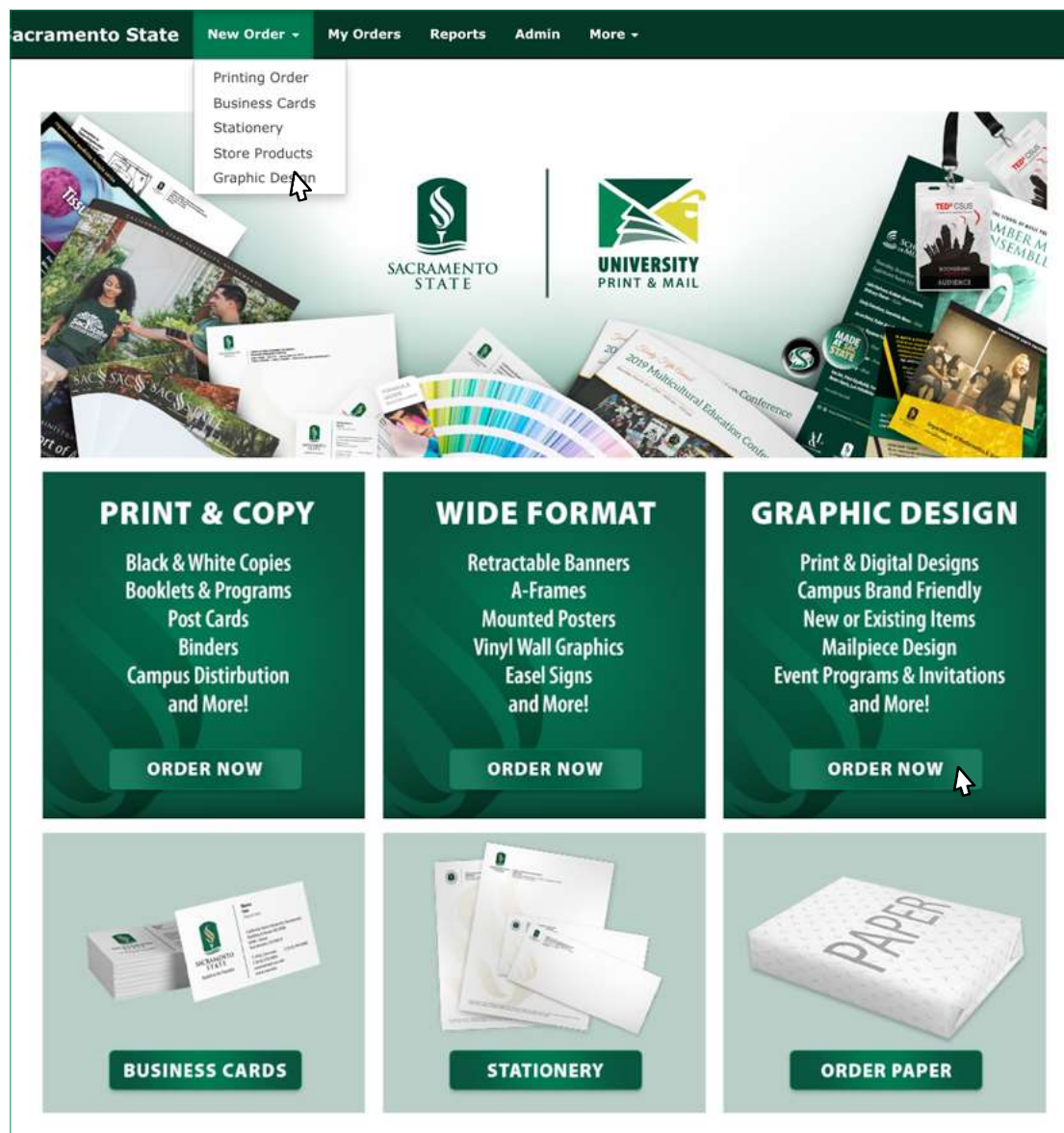


Graphic Design Orders

Print Shop Pro may also be used to place orders for Graphic Design, with our in-house designer. You may have a project already in mind, or need assistance in the creation of an order; either way, Print Shop Pro will make the process of scheduling a design consultation, quick and simple.

Step 1

You can navigate to Graphic Design orders from the Print Shop Pro main navigation drop-down menu, or by clicking on the 'order now' within Graphic Design tile on the homepage:



Step 2

Under 'Graphics Order – Information', enter your contact information for the order, select your site from the drop-down list. Enter a name for your job, and select the type of order from the drop-down list. There are two options: **General Design** or **Wide Format Design**, for the purposes of this example we will use "General Design". *General Design category defines design orders that will print 13x19 inches or smaller.*

After selecting the order type, you will be prompted to enter additional information:

Graphics Order - Information

Contact Information

Contact Name:

Phone Number:

Site / Dept:

Job Detail

Job Name:

Order Type:

Select the graphics order type that best fits your request.

General Design defines projects that have a final print size of 13x19 inches or smaller. *This category may also be applied to orders that are simply digital final files.*

Wide Format Design defines projects that have a final print size of 13x19 inches or larger and print on one or more of our wide format devices.

Due Date:

Select the Due Date for this order.

Please note that all design services requests utilizing brand assets must be reviewed by University Marketing prior to go-live or printing. Their internal review process can take up to 10 business days. Please plan accordingly.

The designer will submit the approved proofs to Marketing directly or you may choose to do so if that is your preference.

Target Audience:

Describe the target audience of this graphic design project.

Previous Design:

Select Yes if a design for this event has been designed previously.

Color: Color Black & White

Size:

Select the Size of the design.

Number of Pages:

Enter the number of pages that need to be designed.

Send Proof To (Contact):

Send Proof To (Email):

Send Proof To (Phone):

Special Instructions/Notes:

When ready, click 'Continue'!

Step 3

Now you will be able to upload a file, if applicable, to your order. Examples of files you may want to upload could be previous related project material, Word documents with content, Excel files with data, logos or image content, examples/samples, or anything that you think would be helpful for the Designer to implement before beginning the project.



The screenshot shows a web interface for 'University Print | Sacramento State'. At the top, there is a navigation bar with links for 'New Order', 'My Orders', 'Reports', 'Admin', and 'More'. Below this is a green header with the text 'Please upload your file for your Graphic Design Order.' The main content area is titled 'Attach a File?' and includes a sub-header 'Attach a File?'. Below the sub-header is a paragraph: 'If you have a sample of something similar to what you want created, you may attach your file here. Multiple files are allowed.' At the bottom of the form are three buttons: 'Back', 'Yes', and 'No - Skip File Upload'.

To upload the file, click 'Yes', if you do not have a file to upload, click 'No – Skip File Upload' to continue placing your order request without uploading a file. For the purpose of this example, we will not be uploading a file.

Step 4

Enter the 8- digit speedtype number you will use for your design project and enter any special instructions you may have for the billing of your order.



The screenshot shows a web form titled 'Graphics Order - Billing Info'. The form has two main sections: 'Billing' and 'Additional Billing Instructions'. In the 'Billing' section, there is a 'Speedtype Number' dropdown menu with the value '49400101' selected. In the 'Additional Billing Instructions' section, there is a text input field containing the text 'Please confirm speedtype prior to billing.' At the bottom of the form are three buttons: 'Back', 'Save Without Submitting', and 'Finish'.

When you have finished entering the information, you may either submit your request by clicking, 'Finish', or save your information by clicking 'Save Without Submitting'.