

How to order a poster

Student Orders

Ordering a Poster in Print Shop Pro

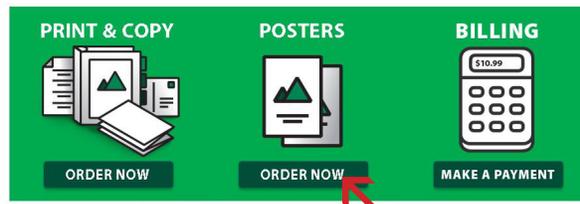
Please note: you will not be able to place an order until you have an active PSP account using your SacLink account. Please refer to the “Welcome to Print Shop Pro: Registering Your Account for the First Time” guide for step-by-step instructions. We will not process your order until we receive payment.

Step 1: Log In

Log in to your Print Shop Pro account: csus.webdeskprint.com

Step 2: Navigate to Poster Order Page

Click on the “Order Now” icon in the “Posters” category box.



Step 3: Select Poster Size

You have two poster size options: 24x36 and 36x48. Select the size you want.

Step 2: Select Finished Size for Student Posters

What best describes the Finish Size of your Printing Request?



Step 4: Enter Poster Specs/Information

- Enter the following information:
- Job name: a description of your order
- Quantity: Enter the number of posters you need printed
- Document width & height: auto populated - leave as is
- Confirm that your order is for a Sac State class/course or organization by checking the box next to the following statement: **REQUIRED: this order is for a Sac State course.** You will need to name your course name/organization in the special instruction box on the next page.
- Stock style: you have three paper options:
 - **WF-Heavy Weight Bond:** 46# heavy weight bond paper used for wide format printing - this stock is uncoated with no sheen/gloss.
 - **WF-Gloss:** wide format paper with high shine finish. Great for photos.
 - **WF-Satin Photo:** wide format paper with satin finish. Great for photos.
- Click continue

Step 3: Print Order Information

Job Type Student Posters - Student Poster - 24 x 36
Contact Julin Chum
Phone 916-278-6198
Site University Print - General

[Edit Site Information](#)

Job Name

Quantity (total # of posters - see "what is this") [What is this?](#)

Document Width This is the width of the document
in inches

Document Height This is the height of the document
in inches

REQUIRED: this order is for a Sac State course ****Please note course name in Special Instructions box on next page****

Main Paper

Format 1 Sided

Ink Color Color

Stock Style [What is this?](#)

Stock Weight [What is this?](#)

Paper Color White

[<< Change Document Dimensions](#)

[Continue >>](#)

Step 5: Special Instructions

Enter your Sac State course/class or organization here *REQUIRED*. Click continue.

Step 4: Finishing

SPECIAL INSTRUCTIONS/REQUESTS: please note class/course/organization here.

[Back](#)

[Continue](#)

Step 6: Attach a File

Click "Yes" to upload a file. For posters, please upload a high resolution PDF (please refer to Step 3: Saving Your Poster in the Create/Designing a Poster in PowerPoint guide).

- Click "Browse" to navigate/select your poster file.
- Select "PDF" in the Select Attachment Type drop down list.
- Review the statement regarding copyright and check the box to agree/confirm.
- Click "Attach File"
- On the next page, you can attach another file or click continue if you are done uploading files.

Step 5: Attach Files



Go to Website/Owner Configuration to modify this text.
[Hide File Type Guidelines](#)

Click Browse to Select a File

Select Attachment Type

Special Instructions

By uploading this file, I agree that it is used lawfully and adheres to copyright rules and regulations in addition to University brand guidelines.

I agree to the above statement

[Back](#)

[Attach File](#)

Step 7: Billing Information

Update the following:

- Site: Student Orders
- Billing: _Credit Card Payment
- Suggested Due Date: select your due date Note - There are minimum days needed for production. If the date you need your poster is not available, it is because it is sooner than the minimum number of days allotted for production.
- Delivery: Hold for Pick Up
- Click Finish to submit your order

Step 8: Paying for Your Poster

Once your order is submitted, you will receive an order confirmation email. You will need to make a note of the job #/work order# and preliminary estimate for payment. **We will not process your order until we receive payment.**

Dear Julin Chum,

This is an automated message from University Print | Sacramento State.

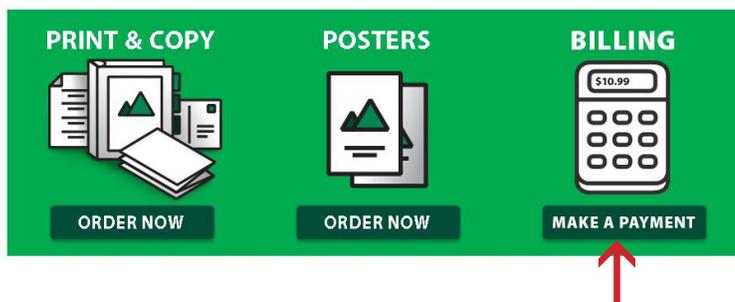
Your Printing Request Order #16129 has been submitted on 8/5/2021. Please see below for a summary of this order.

Order Summary	
Job #:	16129
Job Name:	Final Presentation Poster
Current Status:	Submitted
Requested Due Date:	8/9/2021
Preliminary Estimate:	\$13.05
Link to Order:	https://csus.webdeskprint.com/PSP/appNet/PrintOrderPublic/PrintOrderEdit.aspx?OrderId=194Pqv9F0v336HEpyU%2b8nQ%63d%3d
Link to Check Status:	https://csus.webdeskprint.com/PSP/appNet/OrderHistory.aspx

Thank you,

University Print | Sacramento State

Navigate to the Print Shop Pro homepage and click on the Billing box.



- Enter your preliminary estimate for the price
- Enter your first/last name & email
- Enter your job# for the work order #
- Click "Add to Basket"

University Print

University Print Credit Card Orders

Price:

*First Name:

*Last Name:

*Email:

WORK ORDER NUMBER:

To pay for this item, click the button below.

The following items are available with University Print. Check box and click 'Add to basket'. Add

Red Paper	\$10.00	<input type="checkbox"/>
-----------	---------	--------------------------

[Add to Basket](#)

- On the next page, confirm the information is correct and click "Checkout"
 - Enter your debit/credit card information. Follow the on screen instructions to complete your payment.
- Once we will receive notification that your payment has been made, your order will be moved into production.**