

Order Example: Placing a Multi-Part Printing Order Project

Multi-part printing orders are referred to as "projects" in Print Shop Pro and can be any variety of things, for this example we are going to place an order for some binders with covers and spines.

Step 1

From the homepage of Print Shop Pro, select 'New Order' and then 'Printing Order'.



Step 2

On the Category page, select 'Binders'.



Step 3

We will start the project by selecting 'Cover & Spine'.

Step 4

Enter the Job name, number of covers and spines and the stock information, then click 'Continue'.

Step 3: Print Order Information

Job Type: Binders - Cover & Spine
Contact: Laura O'Neill
Phone: 916-278-6915
Site: University Print - General

[Edit Site Information](#)

Job Name:

of Covers & Spine: [What is this?](#)

Main Paper


Format: 1 Sided

Ink Color: Color

Stock Style: [What is this?](#)

Stock Weight: [What is this?](#)


Paper Color: White

[<< Back](#) [Continue >>](#) 

Step 5

Enter any special instructions into the box, then click 'Continue'.

Step 4: Finishing

Cutting  Bleed Cut (6)

Special Instructions

Step 6

Attach the Cover file. Review after uploading and then approve the file proof.

Please note: some formatting options (i.e. graphics, fonts sizes, font types) may NOT be preserved during the conversion process. Select

Original File Name: vulture close.JPG

File Size: 5.67 Megabytes

Attachment Type: Document

View Converted File: 759_vultureclose_04292019_LMO.pdf

Notes


File Approval

- OK As Is - Proceed with Project
- Not Approved - Make Changes and Send Proof
- Not Approved - Make Changes and Proceed with Project (No Proof Necessary)

Step 7

Attach a second file for the spines by clicking 'Attach Another File' and follow the previous steps again to upload the next file.

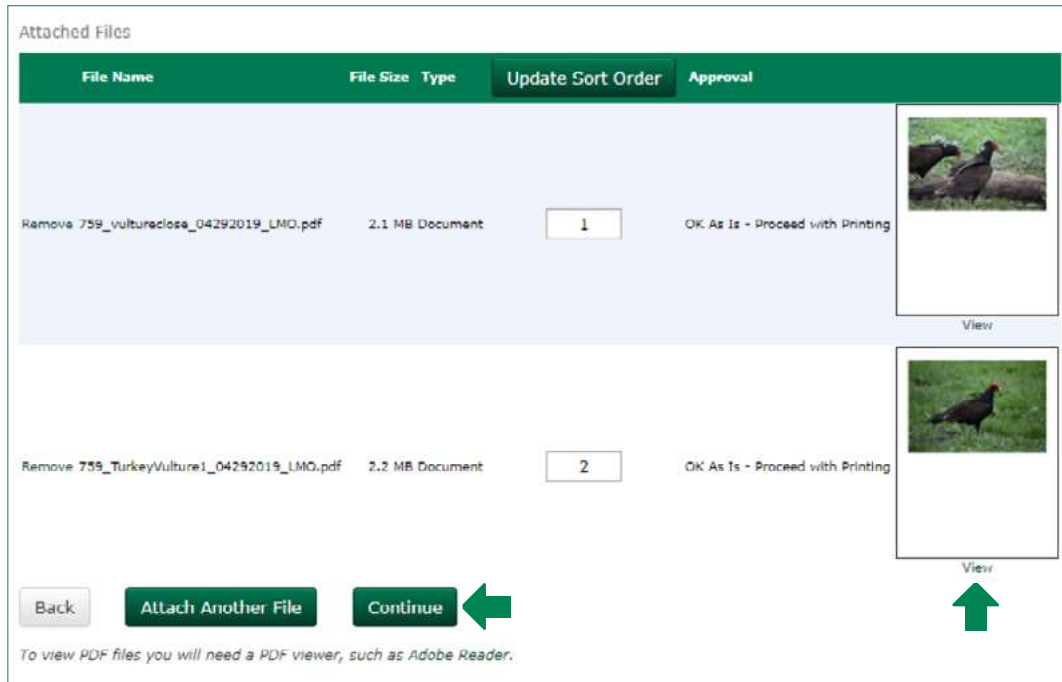
File Name	File Size	Type	Update Sort Order	Approval
Remove 759_vultureclose_04292019_LMO.pdf	2.1 MB	Document	<input type="text" value="1"/>	OK As Is - Proceed with Printing



View

Step 8

Now you will see both attachments. Click 'View' to view the files in PDF form. When ready to proceed, click 'Continue'.



File Name	File Size	Type	Update Sort Order	Approval
Remove 759_vultureclose_04292019_LMO.pdf	2.1 MB	Document	1	OK As Is - Proceed with Printing
Remove 759_TurkeyVulture1_04292019_LMO.pdf	2.2 MB	Document	2	OK As Is - Proceed with Printing

Back Attach Another File Continue

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

Step 9

Select the speedtype you would like to use for this job from the drop-down menu. Add any additional instructions, and verify the delivery date and location. When ready, click 'Finish'.

Step 10

You will now see a confirmation of your order for the Cover and Spine. You may print your job ticket or view your order summary from this page as well. Click, 'Add Another Print Order to this Project' in order to add the contents for the binder.



Your order has been submitted. Thank you!

Print Order # 759 View Order Summary Print Job Ticket

Job Name Binder Test O'Neill

Current Status Submitted

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

Add Another Print Order to this Project

Step 11

Give a descriptive name to the contents of the binder. You may also add a project description now. When you are ready, click 'Continue to Add Print Order'.

Create Project

Please Name your Project.

Project Name

Project Description (Optional)



Step 12

Again, from the Categories page, click 'Binder'.



Step 13

Select the Finish Size that best represents your needs for your binder. We will select, '8-1/2 x 11 Color Ink Copies' for our binder.

Step 14

Enter the Job Name, Number of Copies, Format of 1 or 2-sided printing, the number of pages of your original document, and when ready, click 'Continue'.

Job Type Binders - 8-1/2 x 11 - Color Ink Copies

Contact Laura O'Neill

Phone 916-278-6915

Site University Print - General

Job Name

of Copies What is this?

Main Paper

Format 1 Sided 2 Sided

Originals What is this?

Ink Color Color

Stock Style **Text - Uncoated** What is this?

Stock Weight **60** What is this?

Paper Color

Step 15

Select your finishing options for the inside pages of your binder project, then click 'Continue'.

The screenshot shows a configuration interface for binder finishing options. It includes sections for Binding, Hole Punches, Collating, and Special Instructions. The 'Binding' section has a 'None' radio button selected and a 'Change' button. Below it is a preview of a binder with 'Staple 1 Top' and a 'None' radio button. The 'Hole Punches' section also has a 'None' radio button selected and a 'Change' button, with a preview showing '3 Side' and a 'None' radio button. The 'Collating' section has a 'Collate' radio button selected and a preview showing three pages labeled 'E', '2', and '3'. The 'Special Instructions' section is a text input field. At the bottom, there are 'Back' and 'Continue' buttons, with a green arrow pointing to the 'Continue' button.

Step 16

Attach the files for the contents of your binder. Make sure to view the attachments after they have been uploaded. When you are ready to proceed, click 'Continue'.

The screenshot shows the 'Step 8: Attach Files' interface. It features a table of attached files with columns for File Name, File Size, Type, Update Sort Order, and Approval. A single file is listed: 'Remove_763_babysitter_04292019_LMO.pdf' (2.1 MB Document) with a sort order of 1 and an approval of 'OK As Is - Proceed with Printing'. A preview of the file is shown on the right. At the bottom, there are 'Back', 'Attach Another File', and 'Continue' buttons, with a green arrow pointing to the 'Continue' button. A note at the bottom states: 'To view PDF files you will need a PDF viewer, such as Adobe Reader.'

File Name	File Size	Type	Update Sort Order	Approval
Remove_763_babysitter_04292019_LMO.pdf	2.1 MB	Document	1	OK As Is - Proceed with Printing

Step 17

Enter the speedtype you wish to use for the order. Verify the shipping address and instructions. When ready, you may save this order as a quote, or click 'Finish' to place your order.

Order Process Complete

Your order has been submitted. Thank you!

Orders in Progress: Binder Test O'Neill Binder Content

Order#	Job Name	Due Date	Due Time	Qty	Linked Mailing	Linked Graphics Order	Total	Status
P-762	O'Neill Binder Test 2	5/2/2018		30			\$9.65	Submitted
P-763	Binder Test O'Neill - Binder Content	5/2/2018		20			\$317.81	Submitted
							\$327.46	

Print Order # **763** [View Order Summary](#) [PRINT JOB TICKET](#)

Job Name: **Binder Test O'Neill - Binder Content**

Current Status: **Submitted**

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

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

Now your order details are shown, along with a preliminary cost for the order.