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 5

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

Step 6

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

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.
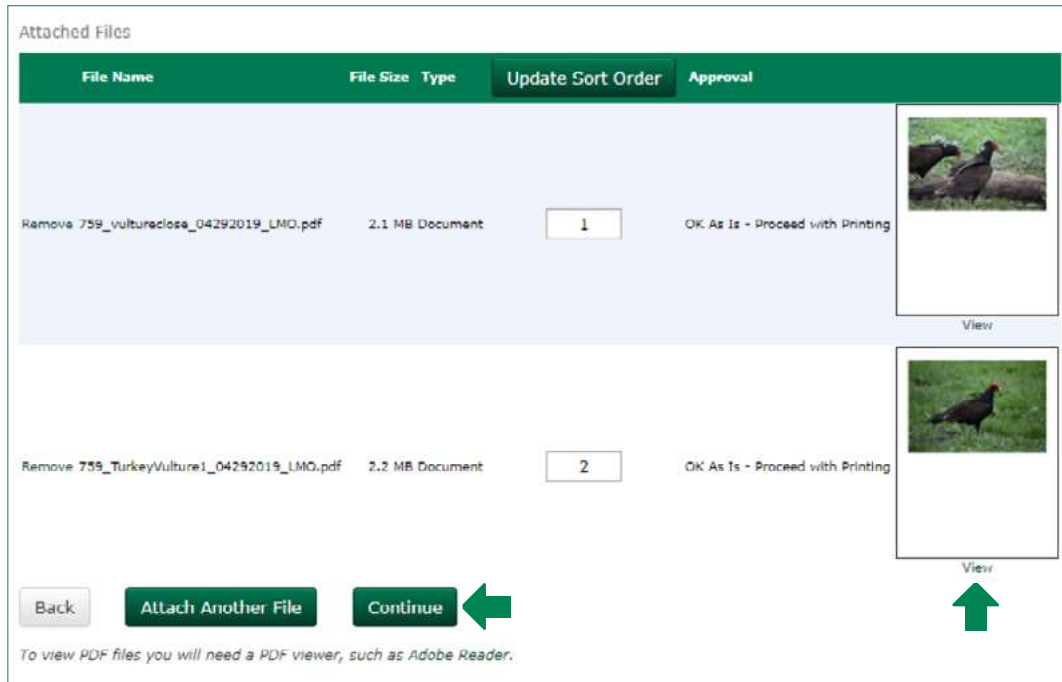
Step 8

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

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.

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'**.

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'**.

Step 15

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

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'**.

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.

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