

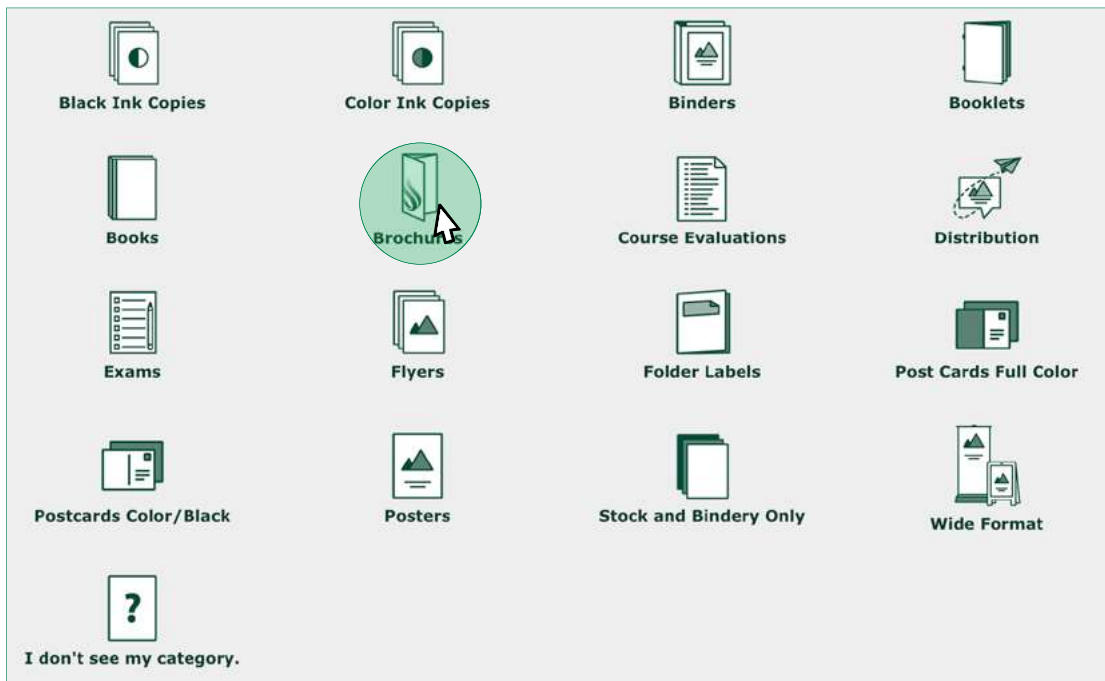
Order Example: Trifold Brochure

Step 1

From 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' in the 'Print & Copy' homepage title graphic/icon.

Step 2

Select 'Brochures' from the list of printing categories.



Step 3

Click on the option for the 3 Panel Brochure (8 1/2 x 11) from the list to select the appropriate finished size.



Step 4 - Print Order 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 the job name.

Number of Brochures

Enter the quantity of brochures you would like to order. For this example we have ordered 150.

Format

Double sided is the only option for brochures.

Ink Color

Select whether you would like your brochures to be printed in black and white or color.

Stock Style

What kind of paper would you like your job printed on? For this example we have selected "Text-Gloss". You may also choose paper that is Cover or Text in gloss, silk, or uncoated stocks. *(Please see page 68 for stock descriptions.)*

Stock Weight

What thickness of paper would you like your job printed on? For this example we have selected "100". *(Please see page 68 for stock descriptions.)*

Paper Color

White paper is the only option for brochures.

Continue >>

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

Step 3: Print Order Information

Job Type Brochures - 3 Panel Brochure 8 1/2 x 11
Contact Laura O'Neill
Phone 916 278 6915
Site University Print - General

Edit Site Information

Job Name Trifold Brochures

of Brochures 150 [What is this?](#)

Main Paper

Format 2 Sided

Ink Color Black Color

Stock Style Text - Gloss [What is this?](#)

Stock Weight 100 [What is this?](#)

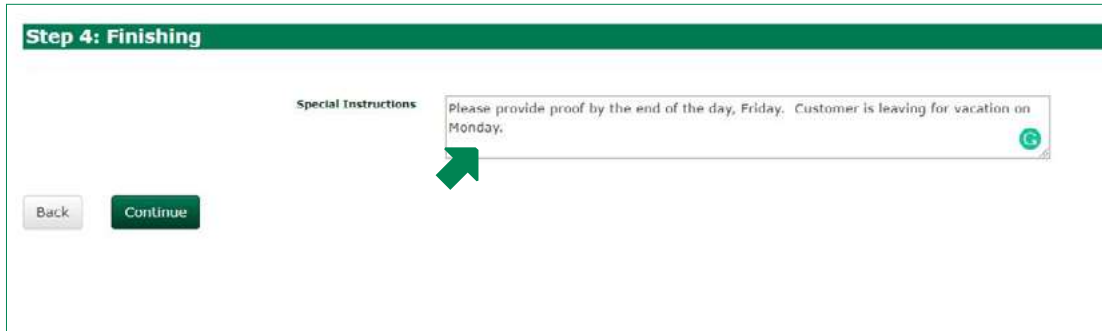
Paper Color White

<< Back

Continue >>

Step 5

Now you will have the opportunity to enter any special instructions that you would like the Production team to see.



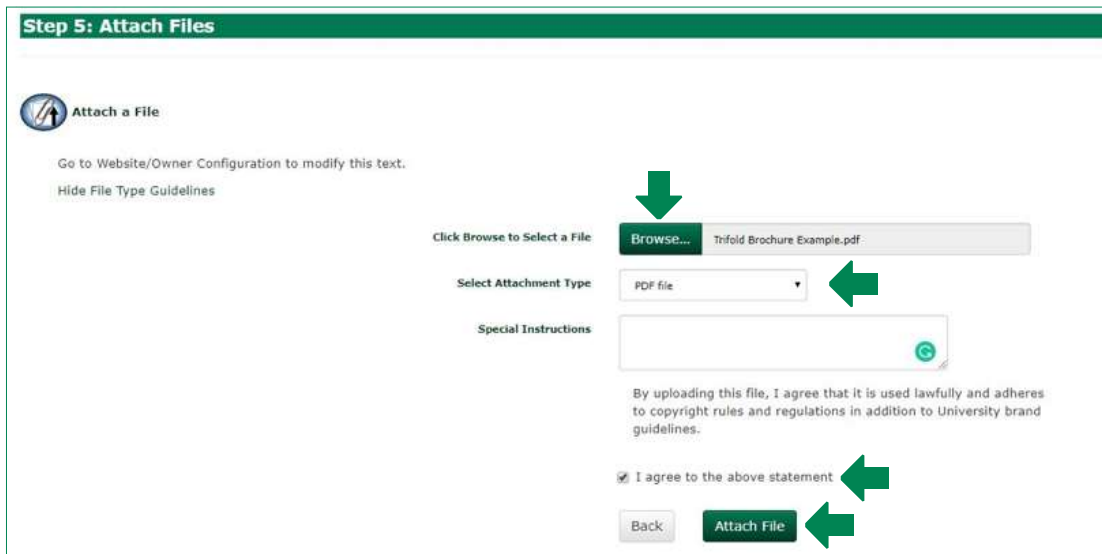
The screenshot shows a web interface titled "Step 4: Finishing". It features a "Special Instructions" text area containing the text: "Please provide proof by the end of the day, Friday. Customer is leaving for vacation on Monday." A green arrow points to the bottom of this text area. Below the text area are two buttons: "Back" and "Continue".

Step 6

To attach a file, click 'Yes' and then 'Browse' to locate the file you would like to upload for your project. Then, select the attachment type from the drop down menu. Add any special instructions pertaining to the file you have uploaded, and click the box that indicates that you agree to the copyright rules and branding guidelines.

Then, click 'Attach File'.

» Please note: You have the option to upload a **compressed packaged InDesign** file within attachment type. However, there is no preview thumbnail available for users for this attachment type.



The screenshot shows a web interface titled "Step 5: Attach Files". It includes a sub-header "Attach a File" with a circular icon. Below this, there are instructions: "Go to Website/Owner Configuration to modify this text." and "Hide File Type Guidelines". The main form area contains:

- A "Click Browse to Select a File" section with a "Browse..." button and a text field containing "Trifold Brochure Example.pdf". A green arrow points to the "Browse..." button.
- A "Select Attachment Type" section with a dropdown menu currently set to "PDF file". A green arrow points to the dropdown.
- A "Special Instructions" text area, which is currently empty. A green arrow points to the bottom right corner of this area.
- A checkbox labeled "I agree to the above statement" which is checked. A green arrow points to the checkbox.
- At the bottom, there are "Back" and "Attach File" buttons. A green arrow points to the "Attach File" button.

Step 7

You will now be shown a preview of your file. You will be able to download and print your file proof. Please verify that the file looks correct and when ready, click 'Close'. Now, you will have the opportunity to remove the file you have uploaded, attach another file, or simply continue on. When ready, click 'Continue' to proceed with the order.

Step 5: Attach Files

Attached Files

File Name	File Size	Type	Update Sort Order	Approval
Remove 1670_TrifoldBrochureExample_06142019_LMO.pdf	30 KB	PDF file	1	Original File

Back Attach Another File Continue

Step 8

We now are able to see a preliminary cost for the brochures. Please select your speedtype from the drop down list, add any additional billing instructions, and select a preferred date completion for your order.

Job Name Trifold Brochures

Type Brochures - 3 Panel Brochure 8 1/2 x 11

of Brochures 150

Total \$65.56
(Approximately \$0.44 Each)
This is your initial ESTIMATE. Price may vary.

Site University Print - General

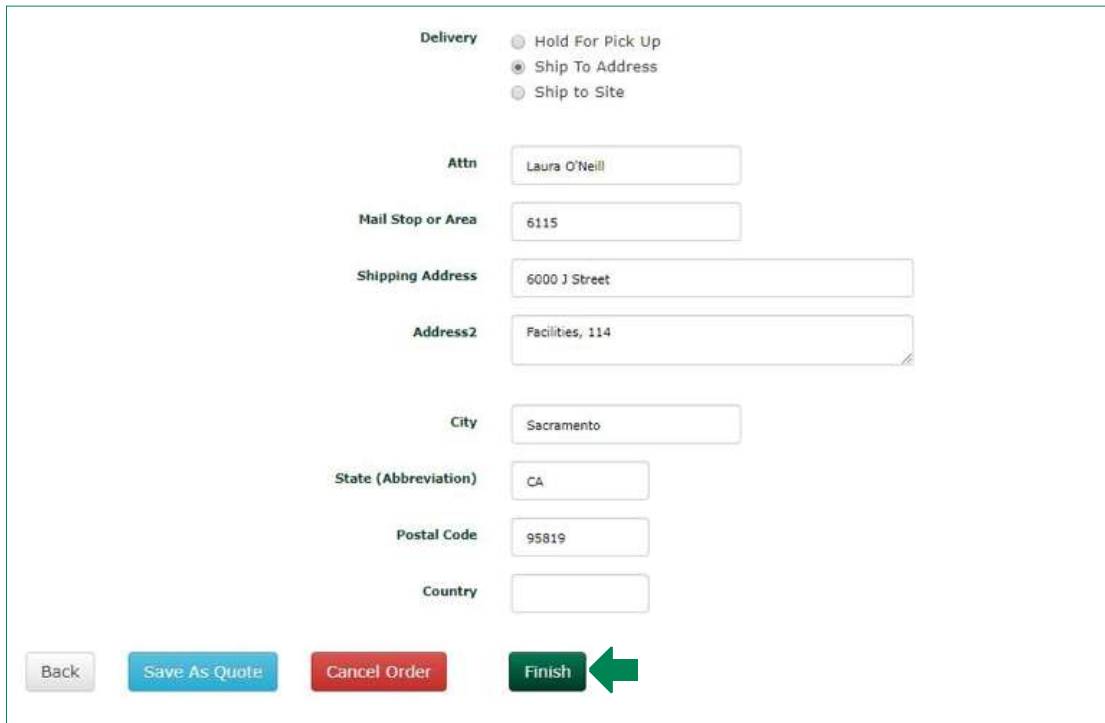
Billing

Speedtype Number 49400101

Additional Billing Instructions Please bill to the current month.

Step 8 (Cont'd)

Please choose a delivery option and verify the delivery location is correct, and make any necessary changes. Once you are ready, you now have the option to 'Save As Quote', 'Cancel' or 'Finish' to place order.



The screenshot shows a web form for order completion. At the top, there are three radio button options for delivery: 'Hold For Pick Up', 'Ship To Address' (which is selected), and 'Ship to Site'. Below these are several text input fields for address information: 'Attn' (filled with 'Laura O'Neill'), 'Mail Stop or Area' (filled with '6115'), 'Shipping Address' (filled with '6000 J Street'), 'Address2' (filled with 'Facilities, 114'), 'City' (filled with 'Sacramento'), 'State (Abbreviation)' (filled with 'CA'), 'Postal Code' (filled with '95819'), and 'Country' (empty). At the bottom of the form, there are four buttons: 'Back' (grey), 'Save As Quote' (blue), 'Cancel Order' (red), and 'Finish' (green). A green arrow points to the 'Finish' button.

After clicking 'Finish', you will see your Print Order number, please make a note of this order for future reference. At this point, you also have the option of adding additional print orders to this job, print your job ticket, or view your order summary again. Once the job is approved, (this is automatic when anyone with "Approve" status submits the online order), your job will go into production.



The screenshot shows a confirmation page titled 'Order Process Complete'. A green banner at the top contains the text 'Your order has been submitted. Thank you!'. Below this, the order details are displayed: 'Print Order #' is 1670, 'Job Name' is 'Trifold Brochures EXAMPLE DO NOT PRINT', and 'Current Status' is 'Submitted'. There are three buttons: 'View Order Summary', 'Print Job Ticket', and 'Add Another Print Order to this Project'. A green arrow points to the 'Add Another Print Order to this Project' button.