


Design & Print How To Place A Printing Order








Order Example: Black & White 8.5" x 11" Copies








Placing an order using Print Shop Pro is fast and easy. In the following example will begin with a simple order of black and white copies. Black ink copies should be selected if you are printing something that is only in black and white, with no color pictures or text.

Step 1A - Select Order Now

Ater logging in, click on any point within the tile/category graphic on the homepage.


Print Services - Georgia State University
[Contact Us](#)
[Log In](#)

PAWPRINTS ATLANTA
72 Edgewood Ave., SE, Atlanta, GA 30303
Office: 404-413-9660 | pawprints@gsu.edu

PAWPRINTS CLARKSTON
555 N. Indian Creek Dr., Bldg. CS, Clarkston, GA 30021
Office: 678-891-3335 | pawprintscik@gsu.edu

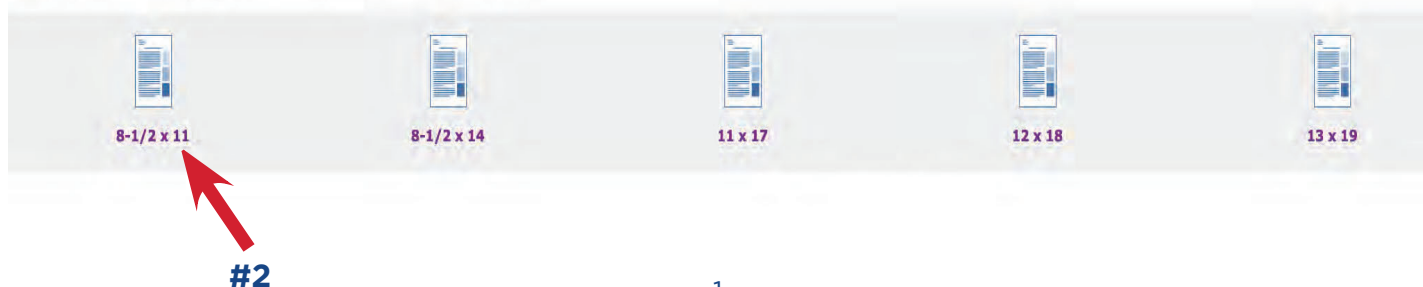
Step 1B - Select B&W Copies



Step 2 - Select Finish Size for B&W Copies

Which Final Size is needed for your printing request?

NOTE: If your file contains any color pages please place the request underneath Color Category option.



Step 3 - Print Order Information

3A) Job Name Enter a brief description.

3B) Number of Copies This is the number of copies (i.e. the number of finished sets required.)

3C) Format Will your job be single or double sided? Click the proper button.

3D) # of Originals is equal to the number of Printed Sides of the Document.

3E) Ink Color Black or Color.

3F) Stock Style Select the kind of paper on which you would like your job printed.

3G) Paper Color Select the color of paper for your job.

3H) Continue Once steps are completed, click on the "Continue" button to proceed.

The screenshot shows the 'Print Order Information' form. At the top, it says 'Job Type Black & White Copies - 8-1/2 x 11'. Below this are fields for 'Contact', 'Phone', and 'Site', each with an 'Edit Site Information' button. The 'Job Name' field is annotated with #3A. The '# of Copies' field is annotated with #3B. The 'Format' section has '1 Sided' and '2 Sided' buttons, with #3C pointing to '1 Sided'. The '# Originals' field is annotated with #3D. The 'Ink Color' section has 'Black' and 'Color' buttons, with #3E pointing to 'Black'. The 'Stock Style' dropdown is annotated with #3F. The 'Stock Weight' field is set to '20#'. The 'Paper Color' section has a grid of color swatches (Blue, Green, Orange, Purple, White, Gray, Ivory, Pink, Red, Yellow), with #3G pointing to the 'White' swatch. At the bottom, there are '<< Back' and 'Continue >>' buttons, with #3H pointing to 'Continue >>'.

Step 4 - Finishing

Please select all of the options that you would like for your print order as shown in the following steps:

For example:

4A) we will select "Staple 1 Top" for Binding.

4B) and "Collate."

4C) Now click the "Continue" button to proceed.

The screenshot shows the 'Finishing' form. The 'Binding' section has 'None', 'Change', and 'Staple 1 Top' (selected) options, with #4A pointing to 'Staple 1 Top'. The 'Folding' section has 'None', 'Change', 'Letter Fold', and 'Western Fold' options. The 'Cutting' section has 'None', 'Change', and a grid of cutting options (Horizontal 2 up, Horizontal 3 up, Horizontal 4 up, Horizontal 6 up, Horizontal 8 up, Vertical 2 up, Vertical 3 up, Vertical 4 up, Vertical 6 up, Vertical 8 up). The 'Hole Punches' section has 'None', 'Change', and '3 Hole' options. The 'Collating' section has 'No Collating' and 'Collate' (selected) options, with #4B pointing to 'Collate'. The 'Scoring' section has a 'Special Instructions' text area. At the bottom, there are 'Back' and 'Continue' buttons, with #4C pointing to 'Continue'.

Step 5A - Attached File

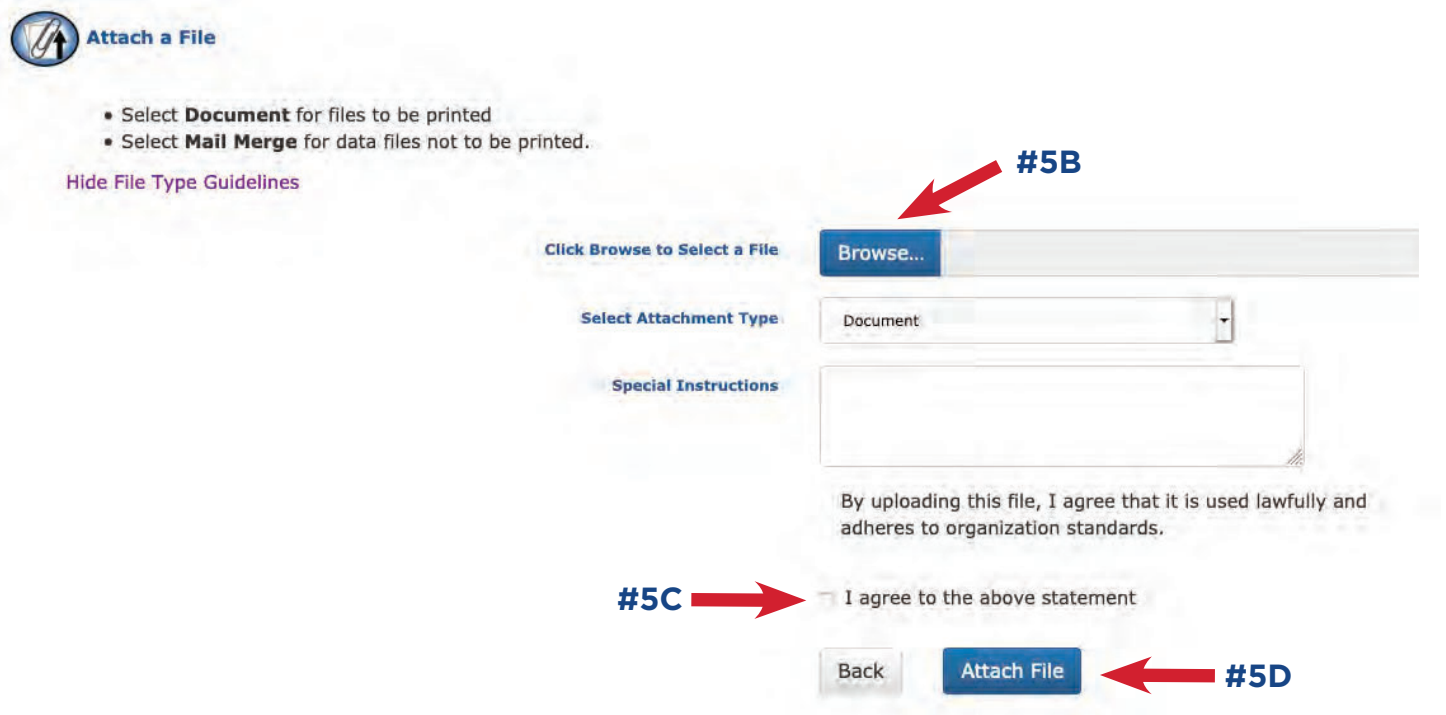
Now you are ready to attach your files for printing. To attach your files, simply click the 'Yes' button.



5B) Find your files by clicking the 'Browse' button. Select your file from your computer.

5C) Click the "I agree" statement box.

5D) Click on the "Attach File" button.

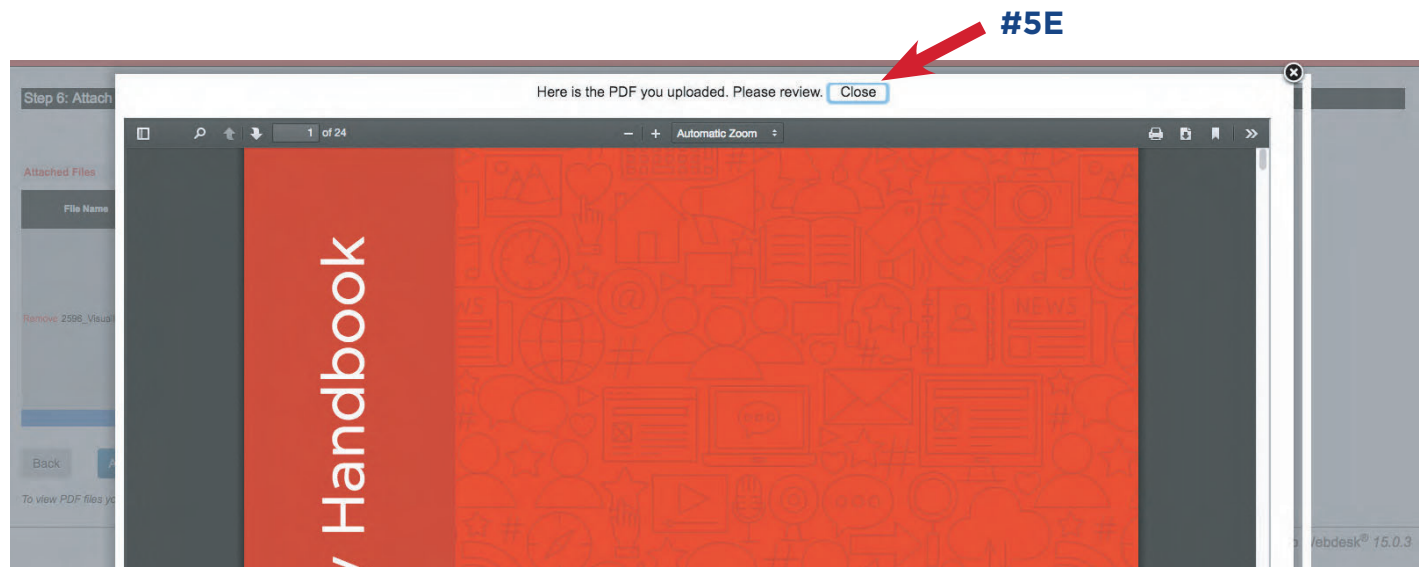


Step 5E - Review File

You will now see a preview of your file. You are able to save and print a proof of your job.

- To "**Save**", click the download icon at the top
- To "**Print**", click the printer icon.

Once you have verified that your file looks correct, click the "Close" button at the top.



Step 5F - Optional Attach Another File

If you would like to add another file to this job, click "Attach Another File" and follow the same steps as above.

5G) Otherwise, click "**Continue**".

Attached Files

File Name	File Size	Type	Update Sort Order	# PDF Pages	Approva
Remove 1108_27976_d4e9474d-cc4c-42cc-b6d2-f07ceb02b851_07012020_TNL.pdf	13 KB	Document		<input type="text" value="1"/>	3
					Original F

Total PDF Pages Uploaded3

Back

Attach Another File

Continue

To view PDF files you will need a PDF viewer, such as [Adobe Reader](#).

#5F

#5G

Step 6 - Billing and Delivery

6A) Now you will see the cost estimate for the job.

6B) Verify that the "Site" (Your Department) is correct.

6C) Select your Speedtype.

Job Name

Black & White

Type

Black & White Copies - 8-1/2 x 11

of Copies

25

[Back to Edit Quantity](#)

Total

\$4.25

(\$0.17 Each)

This is your initial ESTIMATE. Price may vary.

Site

Administration - CLK (190029000)

Billing

Speedtype

Select Available Payment or Budget Codes

#6A

#6B

#6C

Step 6 - Billing and Delivery (cont'd.)

6E) Pick a delivery date. One will be suggested, but you are able to choose any future date as well.

6F) Please select how you would like to receive your order by clicking the appropriate button next to "Delivery."

6G) Please verify that your shipping address is where you would like to receive your order, edit if necessary.

6H) You now have the option to "Save As Quote," "Cancel" or "Finish" submitting your order.

The screenshot shows a web form for Step 6 - Billing and Delivery. The form includes the following fields and options:

- Suggested Due Date:** A date picker field with a calendar icon. A red arrow points to it with the label **#6E**.
- Delivery:** A section with three radio button options: "Hold For Pick Up", "Ship To Address" (which is selected), and "Ship to Site". A red arrow points to the "Ship To Address" option with the label **#6F**.
- Attn:** A text input field. A red arrow points to it with the label **#6G**.
- Mail Stop or Area:** A text input field.
- Shipping Address:** A text input field containing "555 North Indian Dr., Bldg CS Rm#1116".
- Address2:** A text input field.
- City:** A text input field containing "Clarkston".
- State (Abbreviation):** A text input field containing "GA".
- Postal Code:** A text input field containing "30021".
- Country:** A text input field.
- Buttons:** At the bottom, there are four buttons: "Back", "Save As Quote", "Cancel Order", and "Finish". A red arrow points to the "Finish" button with the label **#6H**.

Step 7 - Automated Emails

Once you have submitted your order by clicking on "Finish" you will receive a confirmation email with the job number. At the time PawPrints completes your order you will receive the next email which will provide information about the delivery process.