pawprints

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.

Step 1B - Select B&W Copies

B&W Copies

Step 2 - Select Finish Size for B&W Copies
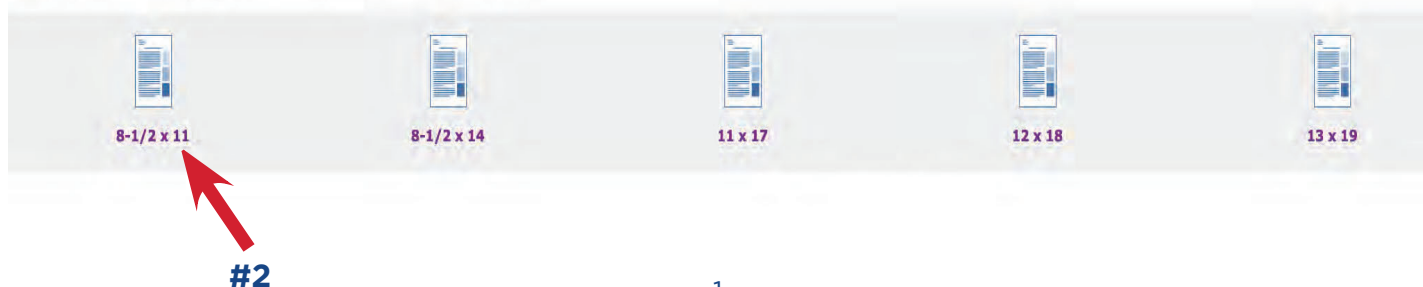
Step 3 - Print Order Information

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.

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.

Step 5A - Attached File

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

Attach a File?

#5A

Back   Yes   No - Skip Attaching a File

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.

Attach a File

- Select **Document** for files to be printed
- Select **Mail Merge** for data files not to be printed.

Hide File Type Guidelines

#5B

Click Browse to Select a File   Browse...

Select Attachment Type   Document

Special Instructions

By uploading this file, I agree that it is used lawfully and adheres to organization standards.

#5C → I agree to the above statement

Back   Attach File   **#5D**

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.

#5E

Step 6: Attach

Here is the PDF you uploaded. Please review.   Close

Attached Files

File Name

1 of 24   —   +   Automatic Zoom

Remove 2596_Visual

y Handbook

Back

To view PDF files yo

Webdesk® 15.0.3
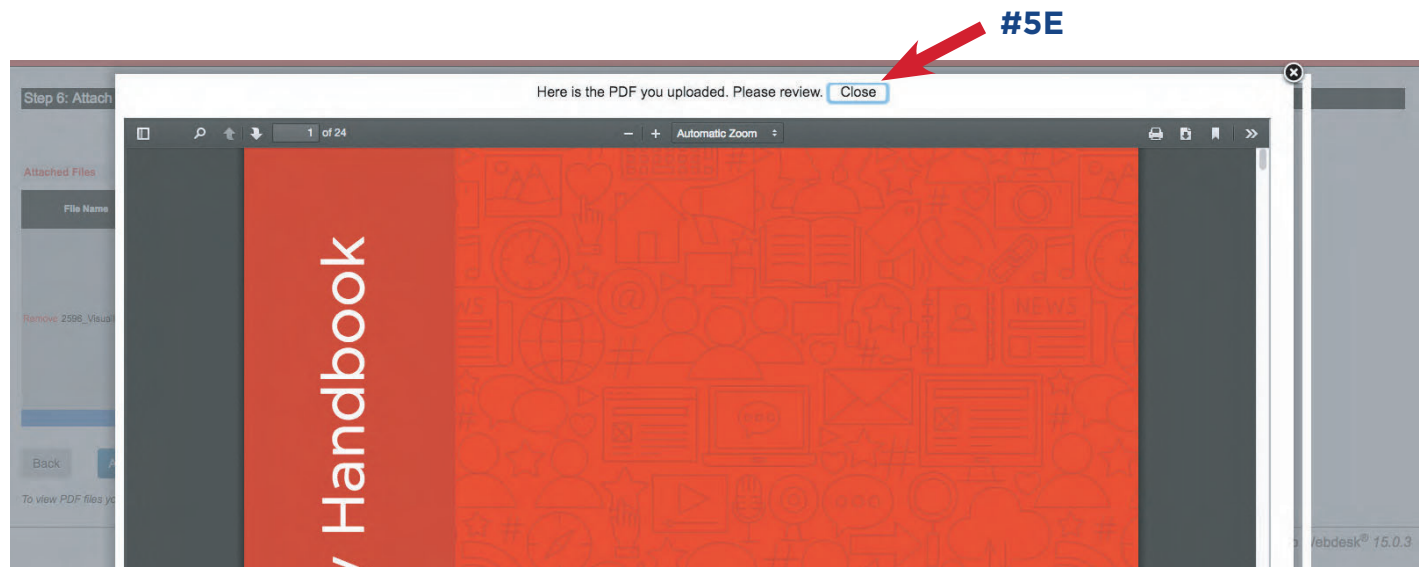
Step 5F - Optional Attach Another File

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	1	3	Original F...

#5F

Total PDF Pages Uploaded 3

Back | Attach Another File | Continue ← **#5G**

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

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 ← **#6A**
	($0.17 Each)
	This is your initial ESTIMATE. Price may vary.

#6B

Site Administration - CLK (190029000)

Billing

Speedtype

← **#6C**

Select Available Payment or Budget Codes

4

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.

Suggested Due Date ← **#6E**

Delivery
- Hold For Pick Up
- Ship To Address ← **#6F**
- Ship to Site

Attn ← **#6G**

Mail Stop or Area

Shipping Address 555 North Indian Dr., Bldg CS Rm#1116

Address2

City Clarkston

State (Abbreviation) GA

Postal Code 30021

Country

Back   Save As Quote   Cancel Order   Finish ← **#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.