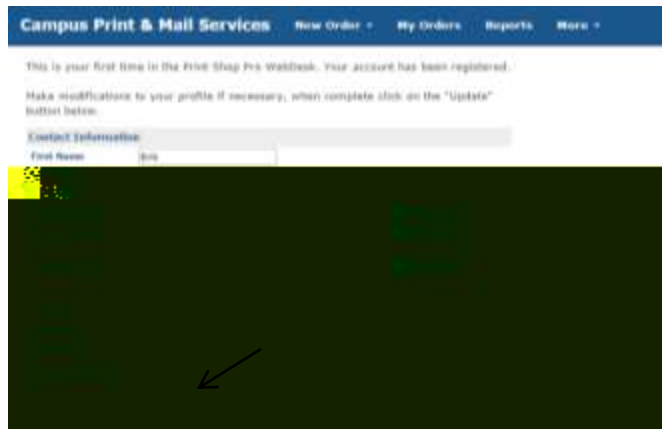# Print Shop Pro   Staff and Faculty Instructions
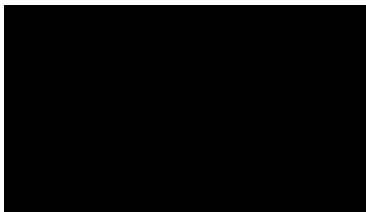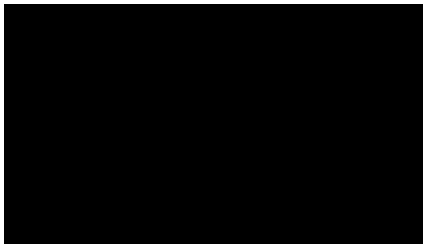
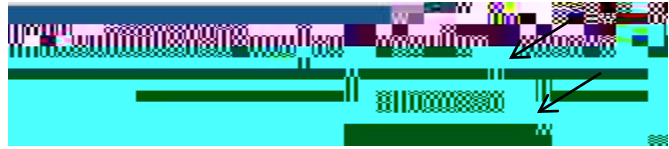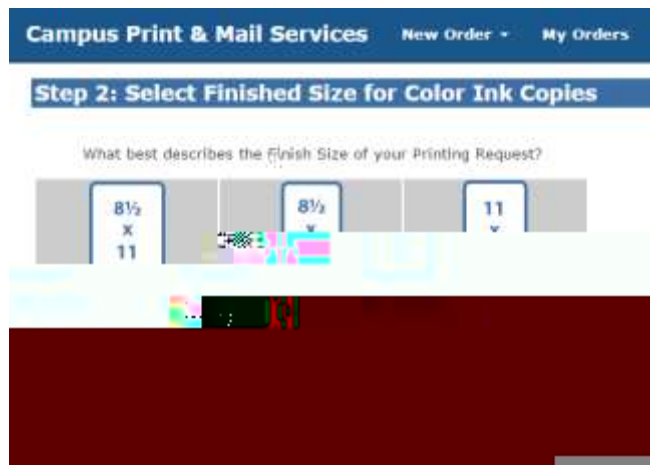o *Campus Services*
o *Print Services*
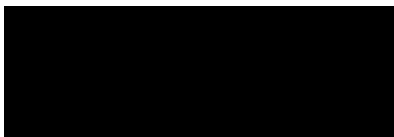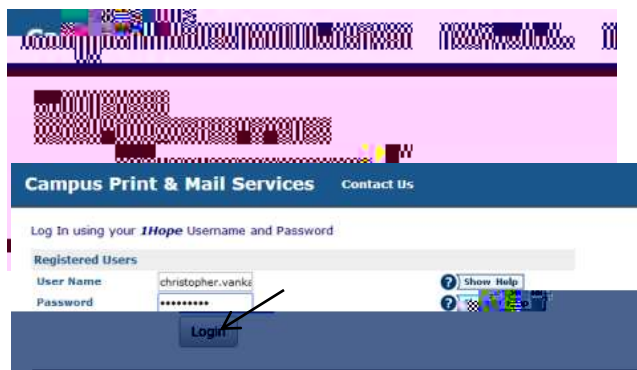
1.) Click on the *New Order* tab at the top of the page and select *Printing Order* from the list.

2.) Select the category that best describes your order request.
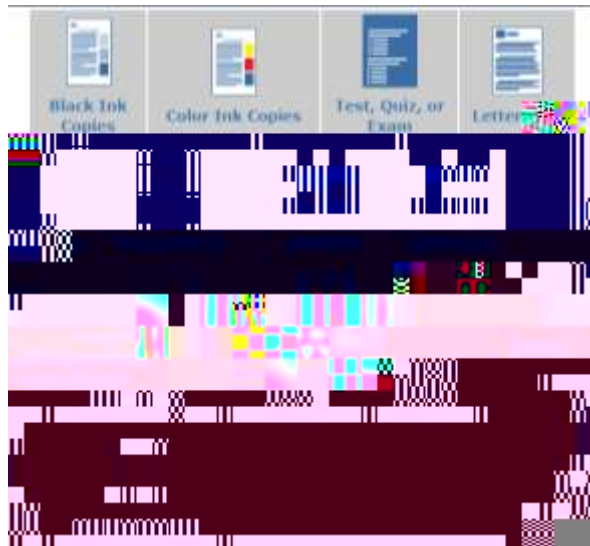
3.) Choose the desired size of the finished

4.) Print Order Information will include your name and phone number as a default. Select *Edit Site Information* to make changes.


Note: 20# Text paper and 65# Cover is available in in a variety of colors.

> If you are interested in selecting our glossy white paper (the stock used for color ink printing) please choose 28# Text in White.
> Heavyweight cover stock is available as 80# Cover White

If your order requires a front and/or back cover, select one or both options and click *Continue*. Select your Cover Stock choices. Once all fields are completed, click *Continue*. *You may add additional stock if needed for the body of your order. (Most often used for color inserts or multiple colored body of document.)

5.) Select desired finishing options; include any special instructions for your order and click *Continue*.
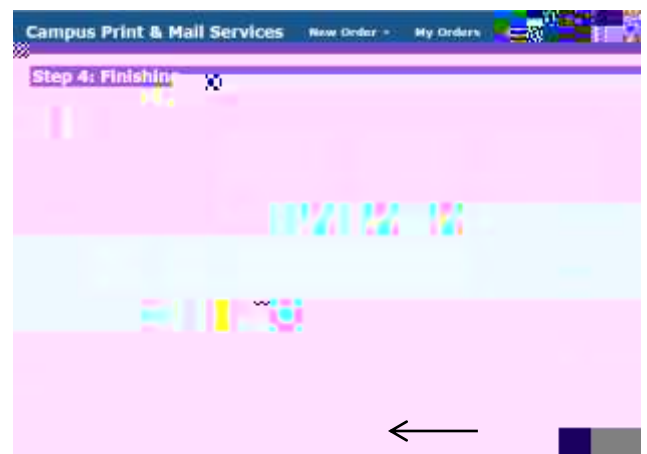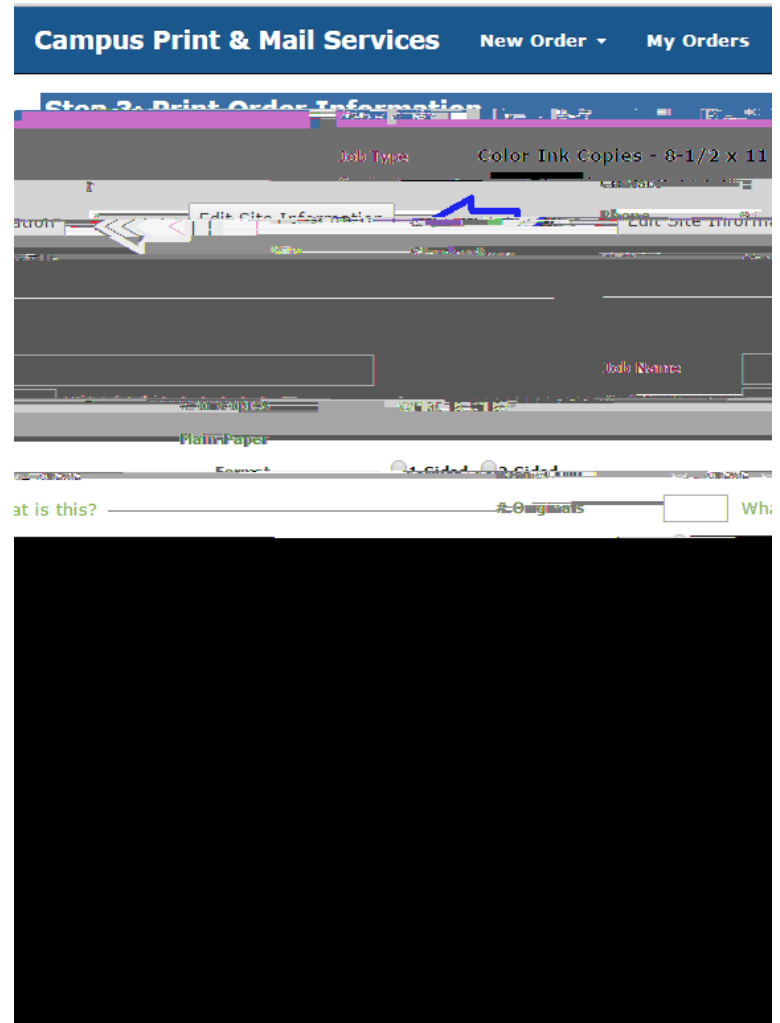
5.) If you need to submit a hard copy of your file, select *No – Skip Attaching a File*. To attach a file select *Yes*.

For your convenience and for the best print quality we encourage you to submit your file electronically. Your file will automatically be converted to a

The Billing and Delivery page will give you an estimate for your request. Please note that this is an estimate based on what you entered. A final price will be calculated at the time your order is completed.

Be sure to select an Account Number:
> You will only see the account (fund) numbers authorized to your profile.
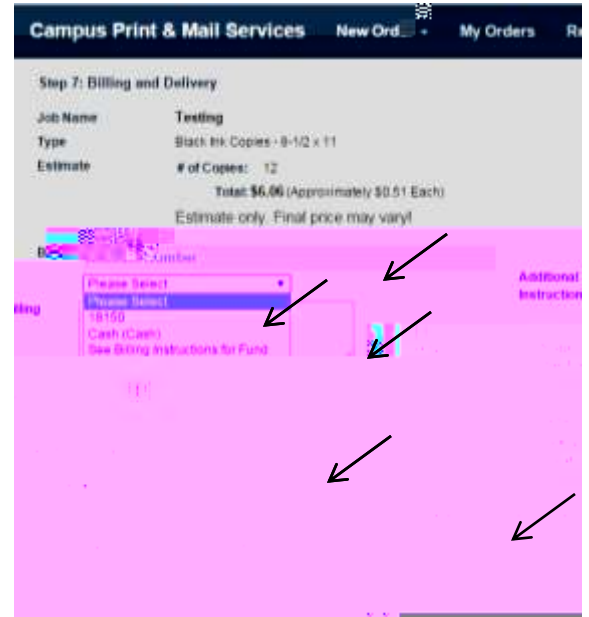> If the appropriate account number to be charged is not listed, billing
> make a note of the exact fund name and fund number in the Additional Billing Instructions section.
> Select *Cash* for personal printing

10.) Select a new *Suggested Due Date* if necessary

11.) Select a *Pickup Location*

12.) *Finish* your order

You will receive a confirmation email when Print Services has received your order and again when your order is complete.