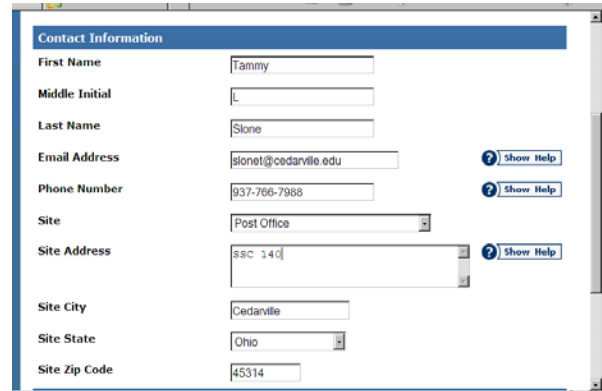# Registration

1. Using your Internet browser, go to the Print Shop Pro Webdesk at the website printservices.cedarville.edu.

2. Select REGISTER. Use your Cedarville username and password to log in.

3. Fill in the registration form completely. For your "site address", use your building and room number (i.e., SSC 140).

4. After you submit your registration, you will receive a confirmation e-mail. Once your registration has been processed (allow one business day), you will be notified by e-mail and you can begin using the system.
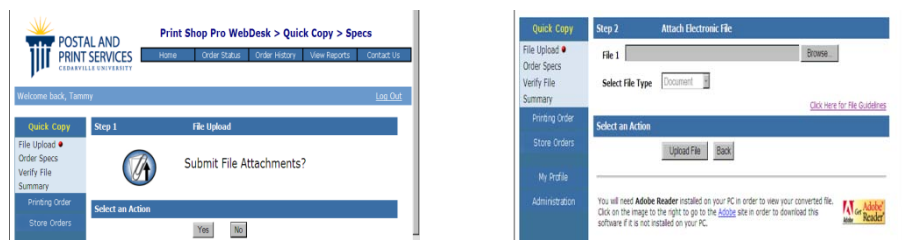

Quick Copy

The Quick Copy option is for simple print jobs like exams, quizzes, syllabi, and documents that do not require paper changes or binding (other than stapling). You can also choose color or black and white printing but if your job contains both you need to use the PRINTING ORDER entry form instead of QUICK COPY.

TO BEGIN   Log in to the Print Shop Pro Webdesk using your University login credentials. Choose QUICK COPY from the navigation panel located on the left side of the screen.

FILE ATTACHMENTS

This is where you will attach the file(s) that you want printed. Choose YES to add a file. Files will be converted to high resolution PDFs when they are sent, with the exception of files created in Quark, Microsoft Publisher, or GIF files. They will remain in their native format when sent unless you convert them to PostScript files prior to attempting to attach them at this window.

ORDER INFORMATION

Order Information: Enter a name for your job here (i.e., Psychology Exam 2 Fox). This will help you track the job later.

Order Category: Quick Copy

Paper Size: Select the size of paper that the job will be printed on.

# of Sets/Copies: This is the number of copies that you need us to make. On our former work order, this was the center blank that asked for the "# of copies needed."

Sheets Per Set: This is the actual count of **physical sheets of paper** in the finished product. On our former work order, this was the first blank "# of pages in original" *with one important difference*. If you are asking for a document to be copied back to back, you will divide the number in half. For example, if you have 10 pages that you want to copy back to back, you would put the number "five" in this blank. In the next step you will indicate if this is a single sided or back to back copy job.

Quick Copy	Step 2	Order information	
File Upload	Order Name	Sample Job	
Order Specs ●			
Verify File	Order Category	Quick Copy ▾ Paper Size 8-1/2 x 11 ▾	
Summary			
Printing Order	# Sets/Copies 10 Sheets Per Set 5		
Store Orders	**Sets/Copies** = the number of finished copies of the original package. **Sheets Per Set** = the number of sheets of paper in each set of the finished package, not including Front and Back Cover.		

MAIN PAPER SELECTION

Step 3   **Main Paper Selection**

○ 1 sided ⦿ 2 sided Bond ▾ 20# ▾

⦿ **Black & White Copies**   ○ **Color Copies**

○ Blue	○ Buff	○ Canary
○ Cherry	○ Goldenrod	○ Gray
○ Green	○ Ivory	○ Orchid
○ Pink	○ Salmon	○ Tan
○ White		

The color displayed is an approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

One OR Two Sided: Select whether your job will be one-sided or back to back.

Select Style: This is where you choose the type of paper (i.e., bond, text, index, cover). You will only see the papers available to you in the size that you chose in earlier and in the particular type you have currently selected. As you change the selection in this box, the weights available will pre-fill in the next box. The higher the number, the heavier the weight. If you are not sure about what the weight is you don't have to enter anything in the "select weight" box. The program knows what is available and will appropriately assign it later.

Black and White Copies or Color: Choose whether your prints will be color or black and white. You only have one option here. If you want to copy one side in color and the other side in black and white you will have to exit and use the PRINTING ORDER option to do this.

Choose Color: Choose the color of paper.

COVERS Choose only if you need a front and/or back cover added. If you choose covers, you will enter the paper type/color in the next step.

FINISHING Collate: Is this job to be in sets as the illustration shows? If so, check YES. If you prefer each page grouped into individual stacks choose NO.

Binding: The only binding available in Quick Copy is stapling. If none, choose none.

HOLE PUNCHES

The default is NONE, but you have the option of three holes.
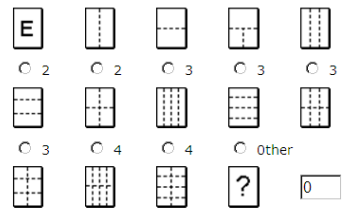
CUTS AND FOLDS
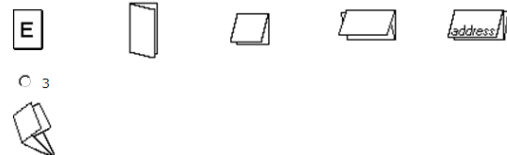
Choose what is appropriate. The default is none.

BILLING AND DELIVERY

Contact and Phone: The default will be your name and phone.

Site: This is your department name or the account name you are charging.

Account Number: Choose the account number that matches the account name above. You will only have access to accounts you are authorized to charge.

Date Needed: The default will be 24 hours from the date you are requesting the job for most work. If the job is not needed that quickly, please choose another date.

Delivery Option: Choose whether you want us to place the job in your box here or if you want it delivered by campus mail. ALL DELIVERED EXAMS WILL REQUIRE A SIGNATURE AND THEY ARE ONLY DELIVERED ON THE AFTERNOON PACKAGE ROUTE.

Step 8	Billing and Delivery	
Contact	Tammy Slone	Phone 937-766-7988
Site	Post Office	
Account Number	1-75500-8610	
Date Needed	11/2/2009	
Delivery Option	⦿ Hold for Pick Up ○ Ship to Address	

Final Steps: PROOF CHECKING

When you move to the next page, a "soft proof" will pop up to show you what your document format looks like after the conversion process. *YOU MUST HAVE POPUP BLOCKER TURNED OFF FOR THIS SITE IN ORDER FOR THE PROOF TO APPEAR.* To do this, go to "Tools" on your web browser, choose "Pop Up Blocker," "Pop Up Blocker Settings," and type "printservices.cedarville.edu" (no quotes) where it asks for "address to allow," and click "add."

Proof: Make sure the formatting is correct on the proof. Close the proof and choose whether or not you are approving the file. If there are problems with the conversion, you can select NO and the file will be transmitted in its original software format. You may also include any notes about the file here.

Please note: some formatting options (i.e. graphics, fonts sizes, font types) may **NOT** be preserved during the conversion process.   Select "No" for "File Approved?" to use the original file.

Step 11   Approve Information for attached file #1

File Name : HWChapter7_10252009_TLS.xlsx

File Size : 50 KB   Attachment Type : Document

File Approved? ○ Yes ◉ No

Notes   Please let me see a hard proof before printing   **? Show Help**

Job Summary: Last, you will see a job summary. This summarizes everything from what file you attached to all of the other details about your work order. Check it to make sure it is correct before you submit. At this point, you have the option of submitting the job now, saving the estimate, or cancelling.

Estimate: Keep in mind that the estimated cost is just that- estimated. If you have failed to properly communicate what we are doing to the file or if there are rush or labor charges, they will be added later. You will be able to see any changes made to the job estimate after we process it.

Printing Order

The PRINTING ORDER option is for jobs requiring paper color changes, tape or coil binding, notepads, color and black and white pages within the same document or other complex jobs.

TO BEGIN   Log in to the Print Shop Pro Webdesk using your University login credentials. Choose PRINTING ORDER from the navigation panel located on the left side of the screen.

FILE ATTACHMENTS

This is where you will attach the file(s) that you want printed. Choose YES to add a file. Files will be converted to high resolution PDFs when they are sent with the exception of files created in Quark, Microsoft Publisher, or GIF files. They will remain in their native format when sent unless you convert them to PostScript files prior to attempting to attach them at this window.

CONTACT INFORMATION

Order Name: Enter a name for your job here (i.e., Psychology Exam 2 Fox). This will help you track the job later.

Contact and Phone: The default will be your name & phone.

Site: This is your department name or the account name you are charging.

Account Number: Choose the account number which matches the account name above. You will only have access to accounts you are authorized to charge.

ORDER INFORMATION

In the example we will follow through this order, we will assume we are making 10 copies of 5 pages.

Order Category: PRINT

Paper Size: Select the size each sheet will be when finished. If your size isn't in the drop down list choose CUSTOM SIZE and communicate the finished size in the notes section you will encounter later in the document.

# of Sets/Copies: This is the number of copies that you need us to make. On our former work order this was the center blank that asked for the "# of copies needed."

Color Options: This is where you will select whether your document is black & white only, color only, or if it contains both black and white and color.

Order Information

Order Category	Print	Show Help
Finished Size	8-1/2 x 11	Show Help
Number of Sets/Copies	10	Show Help
Color Options	⦿ All pages are B/W copies only. ○ All pages are color copies only. ○ Contains both B/W and color copies.	Show Help

COVERS

If your document has covers, this is the area where you will indicate it. You will be asked to choose paper later.

Click the "Continue" button if your order will **NOT** include a cover stock or back stock.

Cover Detail

Do you want a Front Cover on this document?	○ Yes ⦿ No
Do you want a Back Cover on this document?	○ Yes ⦿ No
Use the same stock for the Back Cover as the Front Cover?	○ Yes ⦿ No

Select an Action

Continue Back

Main Paper Stock Selections

This is where you will begin to enter the selections for your paper choices. In this example the first paper being chosen is pink bond.

Select a single stock and click "Continue" to proceed to the next step. Alternatively, you may select "Color", "Weight" or "Style" to filter the paper selections.

Choose Main Paper Stock Preferences

Color: | Pink | Weight: | 20# | Style: | Bond |

Pink

The color displayed is an approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

Select a Main Paper Stock

Stock Selection
- ● Pink, 20#, Bond, 8-1/2 x 11
- ○ Pink, 20#, Bond, 8-1/2 x 14

Move to the next screen by choosing CONTINUE. On this screen you will indicate how many of the 5 sheets of paper from our example will be pink. As indicated, only the first sheet will be pink. Because you still have 4 more sheets of paper to pick for this job, you will need to choose YES for "Include additional papers in this stock."

Main Paper Stock Information

STOCK SELECTED: 20#, Bond, Pink, 8-1/2 x 11

Number of Sheets of this Paper Stock per Set | 1 | **Show Help**

- ● 2 Sided
- ○ 1 Sided   **Show Help**

Additional comments | | **Show Help**

Include additional paper stocks in this order?
- ● Yes
- ○ No

Choose CONTINUE and repeat the above two steps until you have assigned all 5 sheets of paper a color. You could choose a different color paper for each of the remaining sheets or you could choose 1 paper color for the other 4 sheets etc. The choice is yours.

BINDING OPTIONS

In this section you will choose from coil, comb, or tape binding or stapling. If there is no binding, choose NONE.

- ● None
  [E]
- ○ Binding Coil   ○ Binding Comb   ○ Binding Tape   ○ Saddle Stitch
  [E]   [E]   [E]   [E]
- ○ Staple 1 Top   ○ Staple 2 Side   ○ Staple 2 Top
  [E]   [E]   [E]

HOLE PUNCH, COLLATING, & PADS

Choose appropriate options.

CUTS AND FOLDS

Choose appropriate options.

SHIPPING INFORMATION

Choose whether you want us to place the job in your box here or if you want it delivered by campus mail. ALL DELIVERED EXAMS WILL REQUIRE A SIGNATURE AND THEY ARE ONLY DELIVERED ON THE AFTERNOON PACKAGE ROUTE.

Use the "Special Instructions" section to type any notes that either further explain the job or to indicate additional requirements that the software has not asked you about.

Final Steps: PROOF CHECKING

When you move to the next page, a "soft proof" will pop up to show you what your document format looks like after the conversion process. *YOU MUST HAVE POPUP BLOCKER TURNED OFF FOR THIS SITE IN ORDER FOR THE PROOF TO APPEAR.* To do this, go to "Tools" on your web browser, choose "Pop Up Blocker," "Pop Up Blocker Settings," and type "printservices.cedarville.edu" (no quotes) where it asks for "address to allow," and click "add."

<u>Proof</u>: Make sure the formatting is correct on the proof. Close the proof and choose whether or not you are approving the file. If there are problems with the conversion, you can select NO and the file will be transmitted in its original software format. You may also include any notes about the file here.

> Please note: some formatting options (i.e. graphics, fonts sizes, font types) may **NOT** be preserved during the conversion process.   Select "No" for "File Approved?" to use the original file.
>
> **Step 11   Approve Information for attached file #1**
>
> **File Name : HWChapter7_10252009_TLS.xlsx**
>
> **File Size : 50 KB   Attachment Type : Document**
>
> **File Approved? ○ Yes ● No**
>
> **Notes**   Please let me see a hard proof before printing   **? Show Help**

<u>Job Summary</u>: Last, you will see a job summary. This summarizes everything from what file you attached to all of the other details about your work order. Check it to make sure it is correct before you submit. At this point, you have the option of submitting the job now, saving the estimate, or cancelling.

<u>Estimate</u>: Keep in mind that the estimated cost is just that- estimated. If you have failed to properly communicate what we are doing to the file or if there are rush or labor charges, they will be added later. You will be able to see any changes made to the job estimate after we process it.

ORDER HISTORY/JOB STATUS/REPORTS

There are tabs located at the top of the home page of the Print Shop Pro Web desk that you will use to navigate to gain information including everything from order status to account history. You can view jobs you have submitted or if you are in charge of budget tracking, you can be set up as an administrator so that you can view any transactions that affect the accounts you have access to.

ORDER STATUS:

Use this tab to review jobs. This tab is for quick viewing submissions and does not have any editable or search options.

Status of orders created by Tammy Slone

#	Job Name	Site/Budget Code	Estimate	Submitted	Shipped	Status
787	Sample Order	Post Office 1-75500-8610	$3.24	11/2/2009	No	Quote Only
788	Sample Job	Post Office 1-75500-8610	$3.24	11/2/2009	No	Quote Only
640	Sample Job	Post Office 1-75500-8610	$2.16	10/26/2009	No	Quote Only

ORDER HISTORY:

This tab allows you filter and search for particular jobs, view job status, ask for reprints of a previous job, see pricing information for both print work and supplies purchased, or edit jobs that have been submitted but are not yet complete.

Filters: Jobs appear on the screen grouped by status with the most recent job in a particular status first. For example, if you have used the system to do quoting and you have "Quote Only" status on jobs, those jobs will be grouped in one section with the most recent quote request at the top. The same organization applies to "Submitted", "In Production", "Completed", and all other job statuses. You can choose to look for jobs by a particular order category, site/dept name, status, or job name.

Order Filter for Tammy Slone

Order Category [All Orders]   Site/Dept [ ]   ☐ Shipped
Status Category [All]   Job Name [ ]   [Apply Filter]

OrderID	JobName	Site/Budget Code	Estimate	Status Date	Shipped	Status		
787	Sample Order	Post Office	$3.24	11/02/2009	No	Quote Only	View	Edit
640	Sample Job	Post Office	$2.16	10/26/2009	No	Quote Only	View	Edit
523	50 Business Card Sample Business Cards	Academic Enrichment Center	$5.50	10/20/2009	No	Quote Only	View	Edit
44	Athlete of Honor Certificates	Athletic Director	$81.88	08/06/2009	No	Complete	View	
3	Athlete of Honor Certificates	Athletic Director	$81.88	06/25/2009	No	Complete	View	

<u>View</u>: Use the view option in this section to view the job summary of a particular job, copy a print order for reprint, or reprint a job ticket.

<u>Edit</u>: Use the edit option to make changes in quantity, paper, etc. for a job you have submitted.