

To Place a Print Order @ Campus Print Services:

Select 'New Order' > 'Printing Order' from the drop down menu
Form Step 1: Select category - choose 'Research Poster'

Campus Print & Mail Services New Order - My Orders Reports More -

Printing Order
Stationery

Hope COLLEGE Welcome to Campus Print Service

Campus Print Services is committed to providing extraordinary, efficient, and cost effective printing services that help contribute to the success of the Hope College Community.

Placing Your First Order

1. Select New Order > Printing Order on the top bar above
2. Follow the guided steps to customize your print order

Services

- **Single and Double-Sided Printing** available on a variety of colors and sizes. Copying available in black ink as well
- **Posters** can be printed in black and white or in color on high-gloss or on matte paper (recommended for laminated orders for sizes that exceed 11"x17".
- **Research Poster** printing can be done in black and white. [Research Poster Printing](#) for more information

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Black Ink Copies Color Ink Copies Test, Quiz, Exam, or Confidential Letterhead

Print and Fold Print and Cut Booklets Brochures

Books Matte Poster (Up to 24" Wide, Laminate Avail.) Photo Gloss Poster **Research Poster**

Lamination Only Transparencies

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Step 2: Select Finished Size for Research Poster

What best describes the Finish Size of your Printing Request?

24"x36" 24"x72" Trifold 36"x48" 42"x48"

Form Step 2: Choose One of the 4 SIZES

***Important for TRIFOLD**

*Trifolds have 2 possible sizes:
 Please select the correct one - 24x72 OR 36x48*

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Step 3: Print Order Information

Job Type Research Poster - 36"x48"

Contact LibPrint

Phone 395-7790

Site Van Wylen Library - 18133 (51126)

Edit Site Information

Job Name

of Posters [What is this?](#)

Main Paper

Format 1 Sided

Originals [What is this?](#)

Ink Color Color

Stock Style **Poster Gloss** [What is this?](#)

Stock Weight **4ml** [What is this?](#)

Paper Color White

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Form Step 3: Fill out all info on form

- **JOB NAME** **Important for poster retrieval*
Celebration – Student Last Name
- **'Continue'** – to next screen **Finishing**

Form Step 4: Finishing:

Special Instructions – Add any special notes


Step 4: Finishing

Special Instructions

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Step 5: Attach Files

 Attach a File?

Back Yes No - Skip Attaching a File

Form Step 5: Attach a PDF or Power Point file

NO Google Slides

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Account Number


- **Faculty & Staff**
 - If you do not see your fund number in the dropdown menu, contact your department administrator.
- **Students**
 - For personal projects, select *Cash* or *student ID#* and enter how you want to pay in the *Additional Billing Instructions* box.
 - If you're printing a poster for the Research Celebration, select *Research Celebration* in the *Additional Billing Instructions* box.

Billing

Account Number

Additional Billing Instructions

Shipping Information

Suggested Due Date 

Delivery

Pickup Location

Hold For Pick Up

Back Save As Quote Cancel Order Finish

Form Step 6: Billing and Delivery

Review information carefully

- **Billing>Account Number, Select 'See Billing Instructions for Fund'**
- **Additional Billing Instructions: Type "Research Celebration Poster"**
- **Click Finish!**

***For Questions with submission or editing files, visit the TechLab - Library 2nd Floor**