

# Print Shop Pro – Staff and Faculty Instructions

## Registering For an Account:

- [printservices.hope.edu](http://printservices.hope.edu)
- OR
- KnowHope
  - *Campus Services*
  - *Print Services*

Log in using your 1Hope username and password (without the @hope.edu)

Campus Print & Mail Services [Contact Us](#)

Log In using your **1Hope** Username and Password

Registered Users

User Name  [Show Help](#)

Password  [Show Help](#)

Complete your Contact Information (all fields are required)

Select: *Update*

Campus Print & Mail Services [New Order](#) [My Orders](#) [Reports](#) [More](#)

This is your first time in the Print Shop Pro Webdesk. Your account has been registered. Make modifications to your profile if necessary, when complete click on the "Update" button below.

Contact Information

First Name

Middle Initial

Last Name

Email Address  [Show Help](#)

Phone Number

Site  [Show Help](#)

Site Address  [Show Help](#)

Site City

Site State

Site Zip Code

Select an Action

Select:  
*Return to homepage*

Log in using your 1Hope username and password (without the @hope.edu)

Campus Print & Mail Services [New Order](#)

Profile Updated  
Your profile information has been updated.

Campus Print & Mail Services [Contact Us](#)

Log In using your **1Hope** Username and Password

Registered Users

User Name  [Show Help](#)

Password  [Show Help](#)

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 product.



- 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 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.)

**Step 3: Print Order Information**

Job Type **Color Ink Copies - 8-1/2 x 11**  
 Contact **E [REDACTED]**  
 Phone **81 [REDACTED]** Edit Site Information  
 Site **Student**



Job Name   
 # of Copies  What is this?  
 Main Paper  
 Format  1 Sided  2 Sided  
 # Originals  What is this?  
 Ink Color  Color  
 Paper Style  What is this?  
 Paper Weight  What is this?  
 Paper Color  
 Blast-off Blue  Blue  
 Bright Yellow  Goldenrod  
 Ivory  Lime Green  
 Meadow Green  Orange  
 Red  Tan  
 Ultra Fuchsia  White  
 Cover Stock  Include Front Cover  Include Back Cover  
 << Back Continue >>

\*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

- 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 PDF.

- 6.) Select *Choose File* and select the file you wish to attach

Enter any special instructions you may have

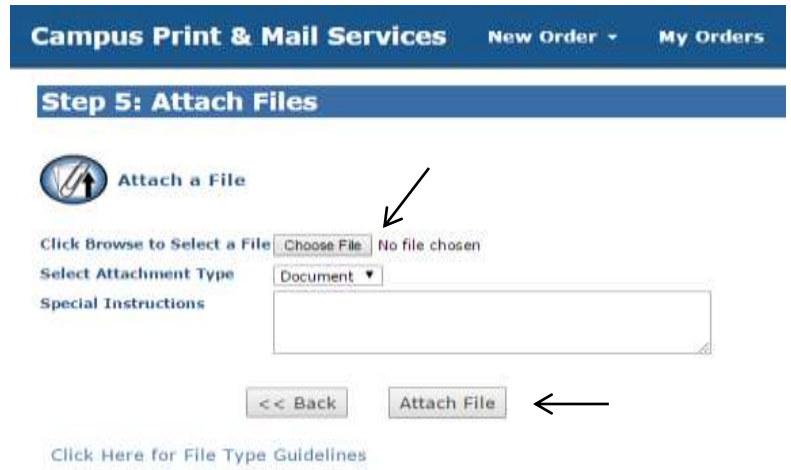
- 7.) Select *Attach File*

**We suggest you review your entire proof by clicking the file to ensure formatting has been preserved.**

If the PDF did not convert your file correctly you may need to make additional changes in your document. Please feel free to contact the Tech Lab (located by Media Services on the 2<sup>nd</sup> floor of VanWylen Library, 395-7283) with questions regarding formatting problems.

- 8.) Click *Close* to close the preview.

- 9.) To submit your file, click on *OK as is – Proceed with Project* then *Continue*.



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, select “See billing instructions for fund”, and 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

Campus Print & Mail Services    New Order    My Orders    Re

Step 7: Billing and Delivery

Job Name    Testing  
Type    Black Ink Copies - 8-1/2 x 11  
Estimate    # of Copies: 12  
Total: \$6.06 (Approximately \$0.51 Each)  
Estimate only. Final price may vary!

Billing

Account Number  
Please Select  
18150  
Cash (Cash)  
See Billing Instructions for Fund

Additional Billing Instructions

Delivery

Suggested Due Date: 7/7/2015

Delivery: Hold For Pick Up  
Pickup Location: DeWB

<< Back    Save As Quote    Cancel    Finish

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