

# *PSP User Guide*

## **Starting your printing project**

If you need assistance, contact the Print Shop at (559) 278-2740 or [printshop@csufresno.edu](mailto:printshop@csufresno.edu)

The best way to start any project is to gather as much information as possible about the job before you call the Print Shop.

### **Make a list of specifications and include:**

- a general description
- quantity needed
- paper stock used
- color/black&white
- finished size
- number of pages
- budget
- time estimation for completion

### **Estimates**

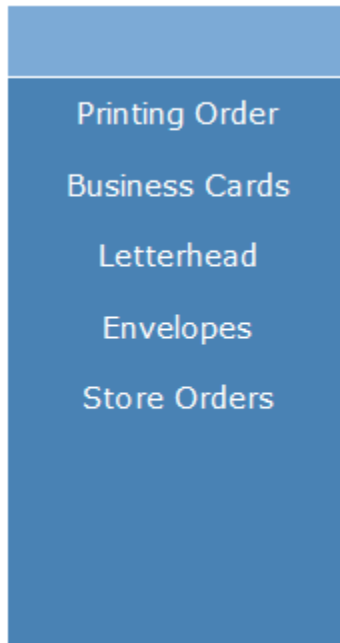
Once you have written down your job specifications, you can either place an online order or request a “Custom Quote” by contacting the Print Shop at (559) 278-2740 or email to [printshop@csufresno.edu](mailto:printshop@csufresno.edu) Depending on the size and complexity of the job, an estimate should take about 24 hours. Remember that the more accurate your specifications are, the more accurate our estimate will be. If our quote runs over your budget, ask us to suggest ways to cut the cost. **Also, remember that if there are problems with your artwork, files, or the specifications change in any way, the quote will not be valid.**

### **Custom and Large Quantity Orders**

Printing Services will work with specific vendors who specialize in a wide arrange of products to provide our customers with the lowest price available. At times we will look to these vendors for custom orders as well as large quantities. Because they specialize in what you are looking for we can get these items at a much lower price than what is offered to the public.

## **Print Shop Pro – Online Ordering System**

This new online ordering system allows our customers to order and reorder all the Print Shop products electronically. This system eliminates the need for paper transactions and provides our customers with easy access to their print job information.



## Step 1 – Category Selection – Printing Order; Business

Cards;Letterhead;Envelopes;

These categories have been set up to provide ease in selection for your printing needs. Within each category you will find selections that are specific to each type of print job. If at any time during the ordering process you do not find what you need specific to your print job please contact the Printing Services staff for guidance on your selection.

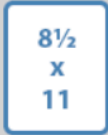





Welcome, Monica

- Printing Order
- Business Cards
- Letterhead
- Envelopes
- Store Orders
- My Profile
- Administration

### Step 1: Select Category

What best describes the **Category** of your Printing Request?

For a quote on special requests and custom sizes please contact Printing Services at 278-2740.

 <a href="#">Copy Only</a>	 <a href="#">Booklet</a>	 <a href="#">Brochure</a>
<a href="#">Flyer</a>	 <a href="#">NCR Multi-Part Forms</a>	 <a href="#">Note Cards</a>
 <a href="#">Posters</a>		

Printing Order Menu contains the above categories. Make your selection by clicking on the link within each box, ex. **Copy Only**

**Step 2** – Click on the link to select your finished size.

## Step 2: Select Finished Size for Copy Only

What best describes the **Finish Size** of your Printing Request?

For a quote on special requests and custom sizes please contact Printing Services at 278-2740.

8½  
x  
11

[8-1/2 x 11](#)

11  
x  
17

[11 x 17](#)

12  
x  
18

[12 x 18](#)

13  
x  
19

[13 x 19](#)

## Step 3 – Print Order Information

### Step 3: Print Order Information

**Job Type** Copy Only - 8-1/2 x 11

**Contact** Monica Shackelton

**Phone** 278-5659

[Edit Site Information](#)

**Site** Printing And Mail Services

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**Job Name**

**# of Sets**

[What is this?](#)

**Main Paper**

**Format**

1 Sided  2 Sided

**# Sheets Per Set**

[What is this?](#)

**Ink Color**

Black  Color  Both

**Paper Style**

[What is this?](#)

**Paper Weight**

[What is this?](#)

**Paper Color**



Blue

Canary



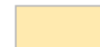
Goldenrod

Grey



Pink

White



Buff

Cherry



Green



Orchid



Salmon

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[Continue >>](#)

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

## Step 3-Continued

You will need to complete each field accordingly.

**Job Type** – Defaults from original selection

**Contact** – Defaults user information.

**Phone** – user contact phone number.

[Edit Site Information](#)

You can change your site information here if you have access to multiple sites. A site is equivalent to a department and funding source. Both on campus and Auxiliary funding.

**Site** – Defaults from end user default site set up.

**Job Name** – Give your print job a unique name specific to your print job. You will use this information for search criteria and job history.

**# of Sets** - This is the number of copies (i.e. the number of finished sets required.)

**Format** – 1 sided or 2 sided check the button that applies.

**# Sheets Per Set** - Sheets Per Set = the number of sheets of paper in each set of the finished package, not including Front and Back Cover.

**Ink Color** – Will this be black/white, color, or both.

**Paper Style** - Paper Style refers to the style of Paper that will be used for this stock selection, ex. Bond, Text, Cover, Index.

**Paper Weight** - Paper Weight refers to the thickness of the Paper that will be used for this stock selection.

**Paper Color** – Select your paper color by checking the button that applies.

[<< Back](#)

[Continue >>](#)

Please continue or go back if you need to change your selection.




## Step 4 – Finishing

### Step 4: Finishing

**Binding** None

**Hole Punches** None

**Collating**  No Collating  Collate  Reverse Collate

**Special Instructions**

Make your selection here from the pre-defined finished selections.

**Special Instructions** – Please add as much detailed information that you want the printing staff to know regarding this order.

## Step 5 – Attach Files

### Step 5: Attach Files



**Attach a File?**

If you select Yes, then the following window will appear for you to complete. Use the  option to locate and attach your file.

## Step 5: Attach Files



### Attach a File

Click Browse to Select a File  Browse...

Select Attachment Type  ▼

# of Sheets

Notes

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Attach File

[Click Here for File Type Guidelines](#)

## Step 5: Attach Files



### Attach a File

Click Browse to Select a File  Browse...

Select Attachment Type  ▼

# of Sheets

Notes

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Attach File

[Click Here for File Type Guidelines](#)

The following window and message will appear - **Your uploaded document has been converted to PDF. Please review.**



## Step 5: Approve the Attached File

**Original File Name**      Agenda.docx

**File Size**                18 Kilobytes

**Attachment Type**        Document

**View Converted File**    [899\\_Agenda\\_06112014\\_MMS.pdf](#)

**File Approval**

OK As Is - Proceed with Project

Not Approved - Make Changes and Send Proof

Not Approved - Make Changes and Proceed with Project (No Proof Necessary)

**# of Sheets:**           

**Notes:**                   

## Step 5: Attach Files


Attached Files			
	File Name	Type	Approval
<a href="#">Remove</a>	426_PSPOrdering_04112014_MMS.doc	Document	Not Approved - Make Changes and Send Proof <a href="#">View</a>

You have the option to attach another file or continue.

## Step 6 – Billing and Delivery

### Step 6: Billing and Delivery

<b>Job Name</b>	<b>Printing News!</b>
<b>Type</b>	Copy Only - 8-1/2 x 11
<b>Estimate</b>	<b># of Sets:</b> 250 <b>Total:</b> <b>\$29.12</b> (\$0.12 Each)
<b>Billing</b>	<b>Account Number</b> Please Select
<b>Delivery</b>	<b>Suggested Due Date</b> 4/18/2014  <b>Requested Time</b> <input type="text"/>
	<b>Delivery</b> <input type="radio"/> Hold For Pick Up <input checked="" type="radio"/> Ship To Address <input type="radio"/> Ship to Site
	<b>Shipping Address</b> PS60 <b>City</b> Fresno <b>State</b> California <b>Zip Code</b> 93740
<input type="button" value=" &lt;&lt; Back"/> <input type="button" value=" Save As Quote"/> <input type="button" value=" Cancel"/> <input type="button" value=" Finish &gt;&gt;"/>	

**Billing – Account Number** – Please make your selection by using the drop down. Only the account numbers assigned to you by your approver will appear for selection. Please contact your department administrator and Printing Services if an account selection is not available to you.

**Delivery** – Please enter your suggested due date and time, as well as pickup or ship to information.

# Order Process Complete

Thank you. Your order has been submitted. We appreciate your business.

Order # **426**

Job Name **Printing News!**


Current Status **Pending Approval**

[Click here to View Order](#) **Order Summary**


[Print Job Ticket](#)

You can now view your order and print your job ticket.

[<< Back To Print Order Detail](#) [Print Ticket](#)



California State University-Fresno - Printing Services  
5241 N Maple Ave  
Fresno, CA 93740  
Ph: 5592782740 Fax:



426

Job Ticket  
**426**  
Priority: Medium

Created Date	4/11/2014	Requisition #		Originator	Monica Shackelton (278-5659)
Status	Pending Approval	Needed by	4/18/2014	Designer	
Job Name	Printing News!	Ship to Phone	278-5659	Recipient	
Site/Dept	Printing And Mail Services	Approval:			
Account # (s)	580942-54301-41410-00000				

**ORDER**

# Sets	<b>250</b>	Graphics Work Required	<input type="checkbox"/>	Collate	<input type="checkbox"/>	Sheets per Set	1
Category	Copy Only	Color Printing	<input type="checkbox"/>	Score	<input type="checkbox"/>	# Pads	0
Finish Size	8-1/2 x 11			Perforate	<input type="checkbox"/>		
Add-ons:							

BINDING	CUT	FOLD	DRILLING
None	Horizontal 2 up (#:1)	None (#:0)	None (#:0)

**STOCKS**

Sheets	#UP	Originals	Stock	2Sided	Resource	Color	Imp's
1/set (250)	Single	1	20# Bond Blue 8-1/2 x 11 Main Paper	<input type="checkbox"/>	Canon 6000-11BW	<input type="checkbox"/>	250

INSTRUCTIONS		SHIPPING	
Packaging	None	Distribution	
Notes		Ship To	Ship to Other Monica Shackelton PS60 Fresno, CA 93740
Delivery Note			

**FILE ATTACHMENTS**

File Name	Type	Approval	#Sheets	Notes	Stock
l\ord\2014\Apr\426_PSPOrdering_04112014_MMS.doc	Document	Not Approved - Make Changes and Send Proof			

**APPROVED BY**

Signature		Date		OrderID	<b>426</b>
Print		Date		Price	\$29.12

Once your print job is approved by your department it will then be submitted to Printing Services for further processing. An automatic email notice is generated and sent updating you of the status of your print order during the following (**Submitted, In Production, Complete**).

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Estimate	\$29.12
Price Each	(\$0.12 per Set)



<b>Job Name</b>	<b>Printing News!</b>			<b>Status</b>	Pending Approval
<b>Site</b>	Printing And Mail Services	<b>Order Category</b>	Copy Only	<b>Date Due</b>	4/18/2014
<b>Contact</b>	Monica Shackelton	<b>Finished Size</b>	8-1/2 x 11	<b>Date Ordered</b>	4/11/2014
<b>Account Number</b>	580942-54301-41410-00000			<b>Graphics Work Required</b>	<input type="checkbox"/>

<b>Sets/Copies</b>	250	<b>Special Instructions</b>	
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	Purpose	Size	Style	Color	Weight	Sides	Originals
<b>Paper</b>	Main Paper	8-1/2 x 11	Bond	Blue	20#	One Sided	1

[Add New Stock](#)

<b>Attachments</b>	File Name	Type	# Sheets	Note	Approval
	<a href="#">426_PSPOrdering_04112014_MMS.doc</a>	Document			Not Approved - Make Changes and Send Proof

<b>Binding</b>	None
<b>Folding</b>	None
<b>Cutting</b>	<input checked="" type="checkbox"/> Horizontal 2 up
<b>Hole Punch</b>	None
<b>Collate</b>	<input type="checkbox"/> 
<b>Reverse Collate</b>	<input type="checkbox"/> 
<b>Scoring</b>	<input type="checkbox"/>
<b>Perforating</b>	<input type="checkbox"/>
<b>Padding</b>	<input type="checkbox"/> #: #: 0

<b>Ship To</b>	Ship to Other
<b>Address1</b>	Monica Shackelton
<b>Address2</b>	PS60
<b>City, State Zip</b>	Fresno, CA 93740
<b>Shipping Phone</b>	278-5659
<b>Rush</b>	<input type="checkbox"/>
<b>Delivery Note</b>	
<b>Customer Note</b>	

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