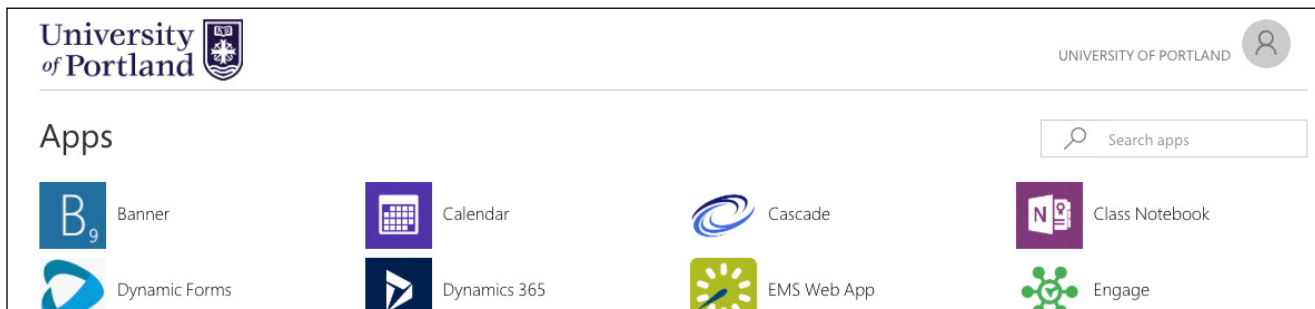


## How to place an order using Printing Services Order Desk

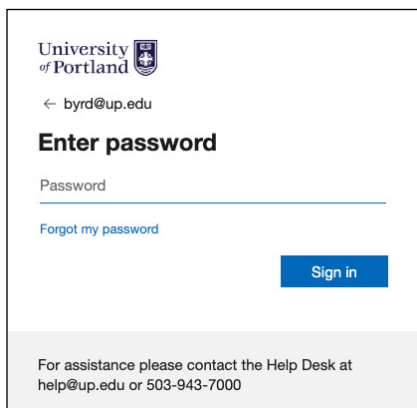
1. Go to myapps.up.edu



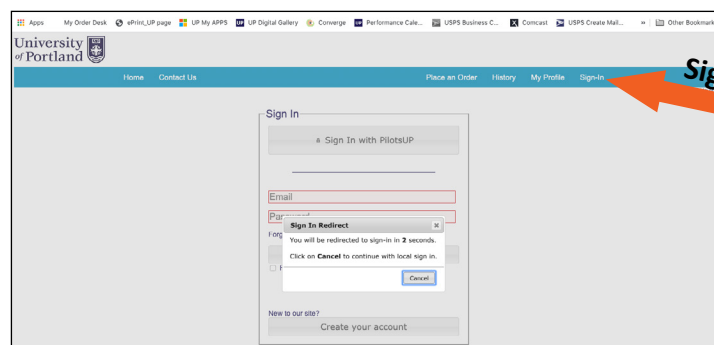
2. Select Web-to\_Print



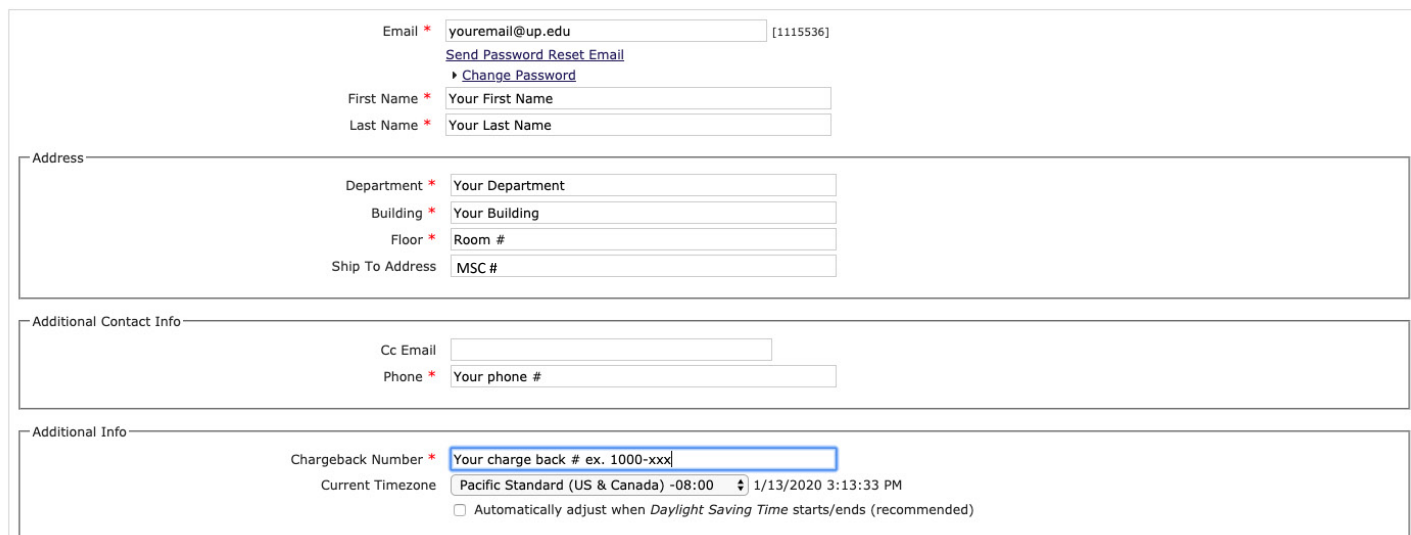
3. Log in using your pilotsUP credentials



4. Once logged in to pilotsUP, click on Sign in which will then redirect you.



5. Complete your profile page.



## Home Page

The home page shows all the ordering options. Click on the appropriate order form based on the project you would like to have printed.

The Home Page features a blue navigation bar with links: Home, Place an Order, History, My Profile, and Sign-Out. Below the bar is a search bar and a HELP icon. The main content area displays seven printing options, each with an icon and a label: Basic Printing Order (stack of papers), Printing Order (single sheet), Paper Order (stack of colored paper), Postcards, Rack Cards, Note Cards (card with image), Brochures (three folded brochures), Booklets & Programs (blue folder), and Wide Format Posters & Signs (large format printer).

Complete the fields using the options provided. Costs will be automatically calculated. Attach your pdf file and add to cart.

The Basic Printing Order form is divided into several sections. The top navigation bar includes Home, Contact Us, Place an Order, History, My Profile, and Sign-Out. The form title is "Order > Basic Printing Order".

**Account Information:** Fields for Account #, Name, Department, Delivery Method (dropdown menu), MSC# (required), Attention, Due Date, and Time Due (ex. 1:00 pm).

**Delivery Information:** Fields for Who do we charge? (with annotation "Include Fund, Organization & activity code"), Phone #, What is your #, Email, and Additional Notes.

**General Printing:** Fields for Job Name, Number of Copies (sets needed), Color or Black & White (dropdown menu), # of Black & White pages/sides, # of Color pages/sides, Paper Size (dropdown menu), and Single Sided or Double Sided (dropdown menu).

**Upload File:** A section with an "Add files..." button and a note: "Please allow a minimum of 24 business hours for standard jobs". An annotation "Attach PDF" points to this section.

**Costs:** A "Total" field showing "\$0.00" and an "Add to Cart" button. An annotation "Add to cart" points to this button.

**Copyright Restrictions:** A text block stating: "The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. This institution reserves the right to refuse a copying request if, in its judgment, fulfillment of the request would involve violation of copyright law. Printing Services can assist you in requesting copyright permission."

**Additional Cost:** A field for "Additional Cost (added by Printing Services)".

**Job Notes:** A text area for "Job Notes (added by Printing Services)".

## Ordering Options



### **Basic Printing Order**

Use this form for basic printing requests that don't require any bindery or only need stapling or drilling.



### **Printing Order**

Use this form for more complex printing jobs that require bindery such as cutting, laminating, folding, padding, coil or tape binding.



### **Paper Order**

Use this form to order sheets, packages, reams, or cases of paper.



### **Postcards, Rack Cards, Notecards**

Use this form to order postcards, rack cards, or notecards that only require cutting, folding or laminating.



### **Brochures**

Use this form to order brochures that require cutting and folding only.



### **Booklets and Programs**

Use this form to order booklets and programs that require booklet folding, stapling and trimming.



### **Wide Format Posters & Signs**

Use this form to order wide format posters, lamination, foam board mounting and corrugated plastic mounting and h-frames.

*Please note: wide format posters are defined as larger than 12"x18".*

## Placing your order

Once you click on the "Add to Cart" button, it will lead you to this page.

You can choose to add additional orders to your cart, return to the last item or check out.

**To place your order click the CHECK OUT button then click the PLACE YOUR ORDER button.**

Home Contact Us Place an Order History My Profile Sign-Out

Saved Carts > Cart #1172356

Files/Proofs Logs

Renee Byrd's Cart (1172356) - Jan 6 2020 9:29AM (PST)

▲ Your Order Is Not Complete Until You Check Out

Last Updated On 1/6/2020 9:30:00 AM. Auto Delete On 1/10/2020 9:30:00 AM.

Item	Files	Project Name	Quantity	Price
N/A Basic Printing Order [1771575]	1	Organizer	50	\$7.50

Add to Your Order Return to Last Item

Subtotal: \$7.50

Check Out

Showing 1 to 1 of 1 entries

Once you click the Check Out button it will take you to this page:

Home Contact Us Place an Order History My Profile Sign-Out

Saved Carts > Renee Byrd's Cart (1172356) - Jan 6 2020 9:29AM (PST) > Review Your Order

Your Order Is Not Complete Until You Click "Place Order"

Add to Your Order Place Order

Item	Quantity	Price
1 N/A Basic Printing Order [1771575] (Organizer)	50	\$7.50
Subtotal		\$7.50
Order Total		\$7.50

**YOUR ORDER IS NOT COMPLETE UNTIL YOU CLICK THE PLACE ORDER BUTTON!**

Place Order

Once you complete your order you will receive this confirmation screen and an email.

Home Contact Us Place an Order History My Profile Sign-Out

Order Complete

Thank you for ordering from University of Portland.

Your Job Number is 6509688

You will receive an email confirmation shortly. You may print this page for your records.

Your Items:	
N/A Basic Printing Order (1771575) (Organizer)	\$7.50
Sub Total:	\$7.50
Order Total:	\$7.50

Review Your Order Print Order Receipt Place New Order

If you have any questions, comments, or suggestions, please contact:  
Printing Services 503.943.7200 printjobs@up.edu