**Job Submission Instructions**

Click “**Log in**” on the upper right hand corner of the menu bar.

Click “**New Order**” on the menu bar and choose from the four categories “print & copy” for most

**Step2:** Click what size of paper

**Step3**: Information

* Enter Job Name
* # of sets: How many do you need?
* Format: I sided or 2 sided
* Enter # of originals/pages in your file.
* Enter the number of copies you would like.” Don’t do the math”
* Ink Color: Choose black always, unless you have prior approval for color copies
* Stock Style: What kind of stock do you need?
* Paper Color: What color stock do you want?
* Covers: Add your covers here.

**Step 4:** Finishing (Bindery)

* Binding: Do you want your document stapled, if yes, you must pick collate also.
* Folding: Do you need your flyer/brochure folded? Pick which one best meets your needs
* Cutting: Pick which one best meets your needs.
* Hole Punch: 3 hole drilled
* Collate: To collect and combine sets in proper order. To gather, assemble, organize.

**Step 5:** Attach a File

Click “Upload File” – add the file you want us to copy from your browser.

* Here you can add “Special Instructions”
* Click on “Authorization”
* Then click on attach file button
* At this point you can view your file.
* Click close on the upper right.
* Then you can add notes if you have any

File Approval:

If you click “OK As Is “ (this will turn your file into PDF format)

If you click “Not Approved” it will leave your file in your native format.

* Users that are sending PowerPoint files that would like to print in handout view should select 1st “not approved” button and type in the Notes Box the number of slides per page you want.
* The multiple **file** option is for files that are the same copy and finish option (same number of copies, same color paper, same sides, same finishing). You must give us instructions on whether to combine the files into one or leave them separate.

**Step 6:** Billing and Delivery

* Billing: Select your department FOAP number. If you have more than one FOAP number, please match the correct department with the correct FOAP.
* Shipping: Choose your due date. The suggested due date is set to 7 working days out. If you need it sooner, change the due to within 3 days.
* Putting a date sooner in notes or special instructions will not be seen until we do your job.
* Delivery: The default setting is “Ship to Address” at the print shop.
  + If you need it delivered, choose “Ship to Address” and it will be sent to the mail stop location in your profile.
  + If you want to pick up at the Print Shop choose “hold”