

# GRCCePRINT

## Print Shop Pro Online Ordering User Manual For External Customers



Concepts



PrePress  
Print Production



Mailing Service

# Paper Weight & Types Chart

Bond Light Wt	Text Med Wt	Cover Heavy Wt
20	70	65
24	80	80
	100	100
		10Pt
		12Pt

## PAPER WEIGHTS

- **Bond Paper**

A light-weight stock.

It is commonly 20 LB Bond Weight. A 24 LB is usually a stationary stock with a watermark

- **Text Paper**

Text Paper is thicker than Bond Paper, but not as thick as a Cover Paper.

Usually has a 70 LB or 80 LB Text Weight.

- **Cover Paper**

A heavy paper.

Known commonly to be used for business cards and greeting cards, but can also be applied to brochures and flyers. It is commonly used as 80 LB Cover Weight, although some brands of paper offer cover weight paper that is 100 LB or heavier.

## PAPER TYPES

- **Coated**

Stock that has a surface sealant and relates to sheen: gloss, matte, and satin finishes.

- **C1S**

Gloss coated one side.

- **C2S**

Gloss coated both sides.

- **Gloss**

Stock that has a high sheen; most magazines use gloss paper.

- **Satin**

Stock that has a smooth surface paper that is low in gloss. Dull coated paper falls between matte and glossy paper.

- **Matte**

A non-glossy, flat looking paper stock.

- **Uncoated**

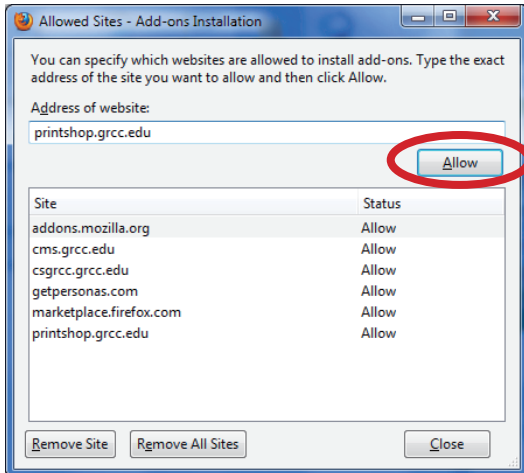
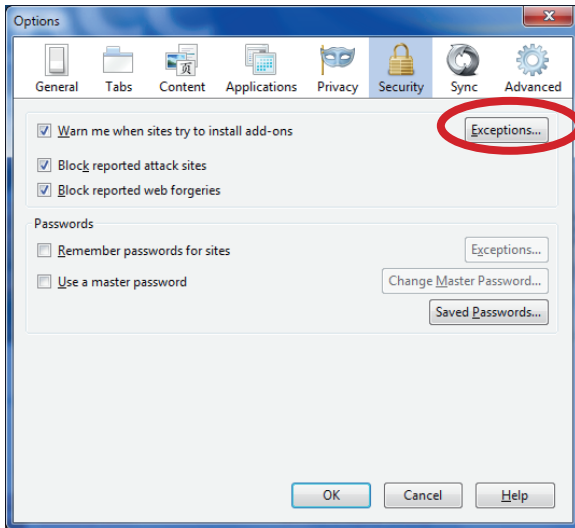
Stock that has not been coated with clay or other surface sealants. Cannot be combined with UV or Aqueous coating.

# How to Register

Before you start to register, first you will need to assure you have the latest version of Acrobat Reader. You can update at <http://get.adobe.com/reader/>

Using your Firefox browser, take care of your Pop Up Windows first.

**\*\*\* Pop up Windows** - In your FireFox browser drop down menu, choose Tools, then Options and on the Options Menu, click on Security. To the right side you will see Exceptions. Click on it and in the Allow bar type [printshop.grcc.edu](http://printshop.grcc.edu) and then click the Allow button and then the OK button.



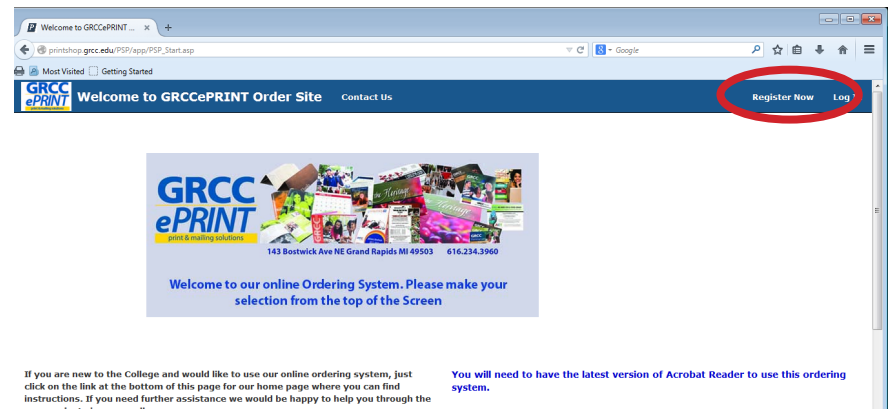
NEXT:

- Go to GRCCePRINT's home page on the web <http://cms.grcc.edu/printing>
- On the right hand side of our home page, click on "Online Ordering"



- Bookmark this site for future ordering

- Click on the "Register Now" located in the blue bar on the top right hand side of the screen



If you are new to the College and would like to use our online ordering system, just click on the link at the bottom of this page for our home page where you can find instructions. If you need further assistance we would be happy to help you through the process just give us a call.

You will need to have the latest version of Acrobat Reader to use this ordering system.

# How to Place a Printing Order

• **Fill in the Profile form completely.** For your "Site", click on the drop down and choose your School/Company name and/or the department that ties into your budget number, for example east Grand Rapids Middle School or KISD Student Support Services, or Kent Garden Club and for "site address", use the address where your orders will need to be delivered to. Once you have all your information completely filled in click the "Register" button at the bottom. Please make sure you do not leave any information empty and do not leave the site without clicking the Register button.

The PRINTING ORDER option is for jobs requiring paper color changes, binding, note pads, color and black and white pages within the same document or other complex jobs.

TO BEGIN Log in to the GRCCePRINT online ordering using your login and password. Click on the "New Order " drop down and choose the category that best fits your order request. **Please Note the Quick Copy is for internal GRCC Faculty Employees only.**

Quick Copy  
Printing Order  
Store Orders  
Register Now

Enter some basic information in order to take advantage of the features this site has to offer.  
*All fields are required.*

**Enter Your Contact Information**

**First Name**

**Middle Initial**

**Last Name**

**Email Address**  [Show Help](#)

**Phone Number**  [Show Help](#)

**Site** Choose your department from drop down ▼ [Show Help](#)

**Site Address**  [Show Help](#)

**Site City**

**Site State**

**Site Zip Code**

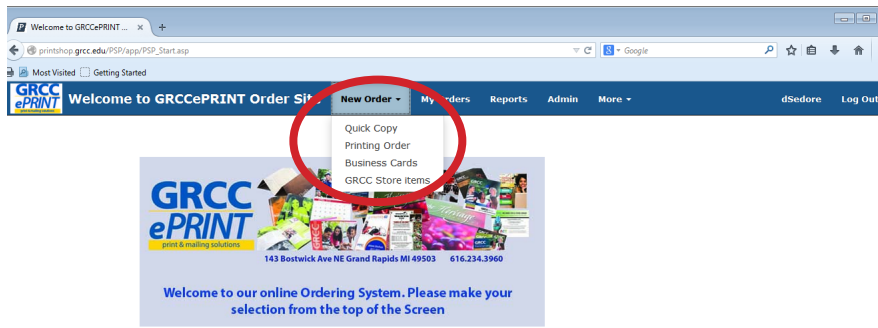
**Create Your Login**

**User Name**

**Password**

**Confirm Password**

**Select an Action**



If you are new to the College and would like to use our online ordering system, just click on the link at the bottom of this page for our home page where you can find instructions. If you need further assistance we would be happy to help you through the process just give us a call.

Review these options before choosing your request.

**Copyright Materials:** Please follow the Copyright laws.

• **Quick Copy:**

GRCC Instructional classroom materials. Our delivery schedule is located on our GRCCePRINT web page. Click our link at the bottom of this page.

• **Printing Order:**

All other printing including: Color printing, Graphic design, variable data printing, Wide format printing, We

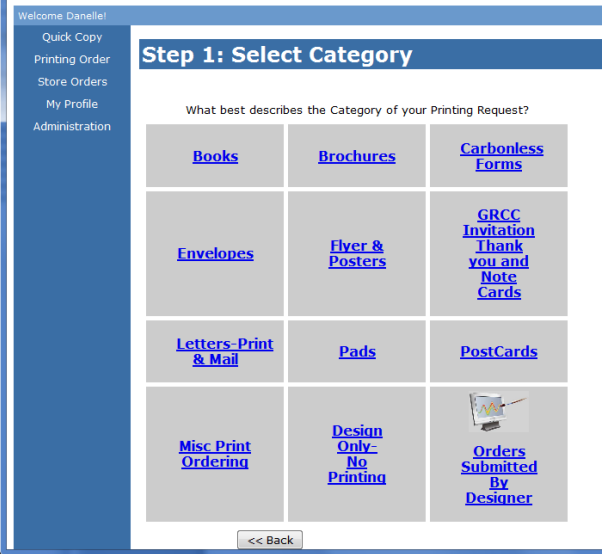
You will need to have the latest version of Acrobat Reader to use this ordering system.

For Helpful Information on how to use our ordering system, please see our links below.

After you submit your registration, you will receive a confirmation email. Once your registration has been processed (allow one business day), you will be notified by email and you can begin using the system. If you need any assistance, please call us and we will gladly assist you through this process.

# Step 1

Here are a variety of options for what you would want to order. Simply click on the option for which order you would like to place. If you do not see the category you need for your order, use the Misc Print Ordering category.



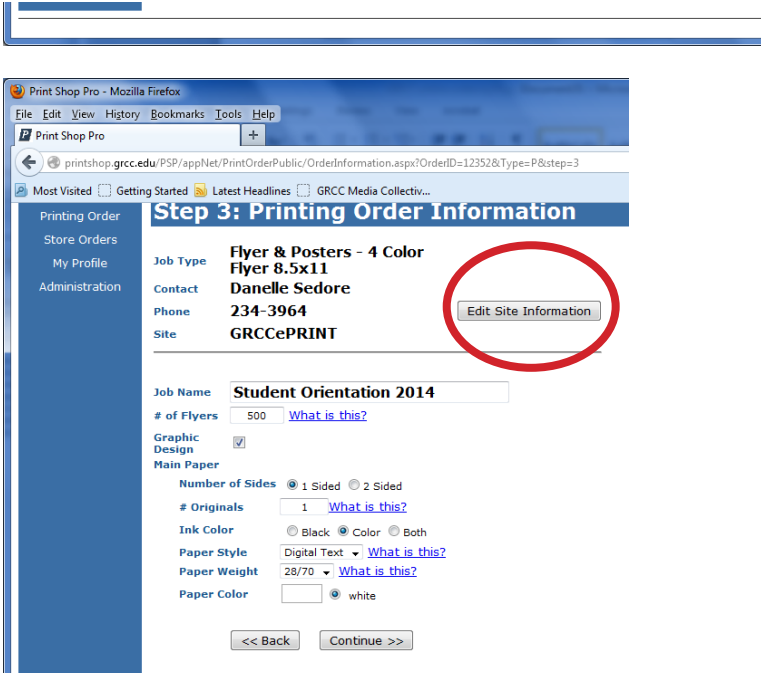
**Step 2** Once you have chosen the appropriate category, you can choose the appropriate item in that category.



# Step 3

Contact and Phone: The default will be your name & phone.

Site: This is your department name or the account name you are charging. **\*NOTE:** if you have been authorized to place orders for different sites, you can click on the "EDIT SITE INFORMATION" button and choose the appropriate site you are ordering for.



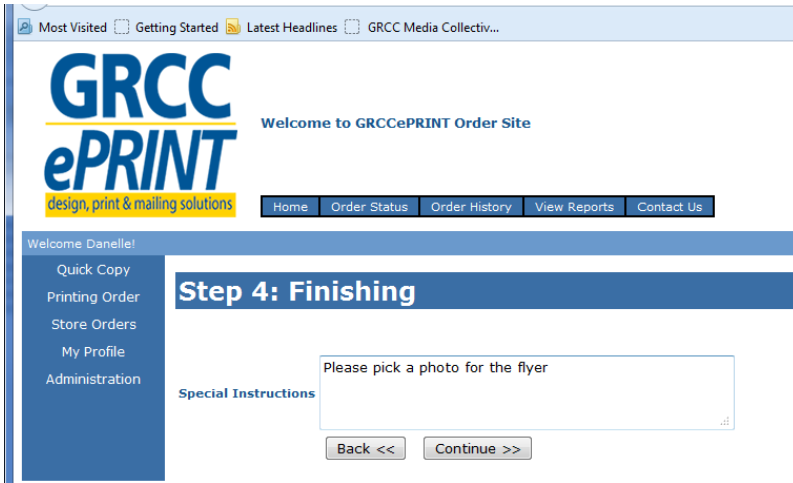
**\*NOTE:** if you have trouble understanding the questions the blue type to the right has a tip to help you understand the question. Simply click on the blue type for an explanation of the question.

Start by giving a Job Name: Enter a name for your job here (i.e., Student Orientation 2014). This will help you track the job later.

- Enter the amount you would like to order.
- If you need Graphic Design click in the box.
- Choose how many sides you need it printed on.
- How many originals, number of pages, sides, you are submitting.
- Ink Color(s) for your order.
- Paper Style is either preset, depending on the template you chose, or you can click the drop down for paper choices.
- Same for Paper weight and Paper Color
- Click Continue

## Step 4

Next you will be able to provide any information you feel needs to be know about the order you are submitting in the Special Instructions box. If you do not need to provide any special instructions it is OK to leave blank and click continue.



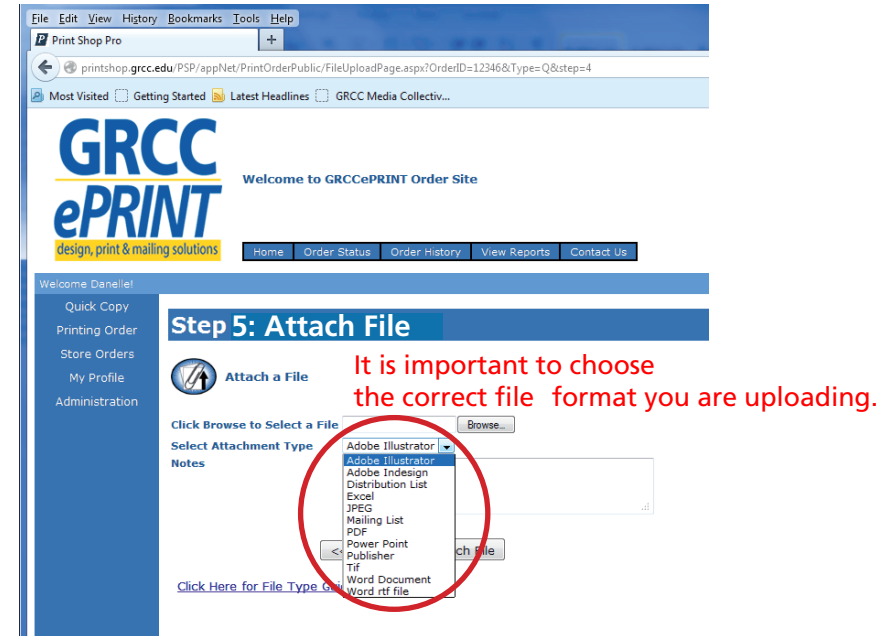
## Step 5

This is where you will attach any files needed to produce your order. You can attach several files that are needed to complete your order. Click on "Yes" and the browser window will appear.

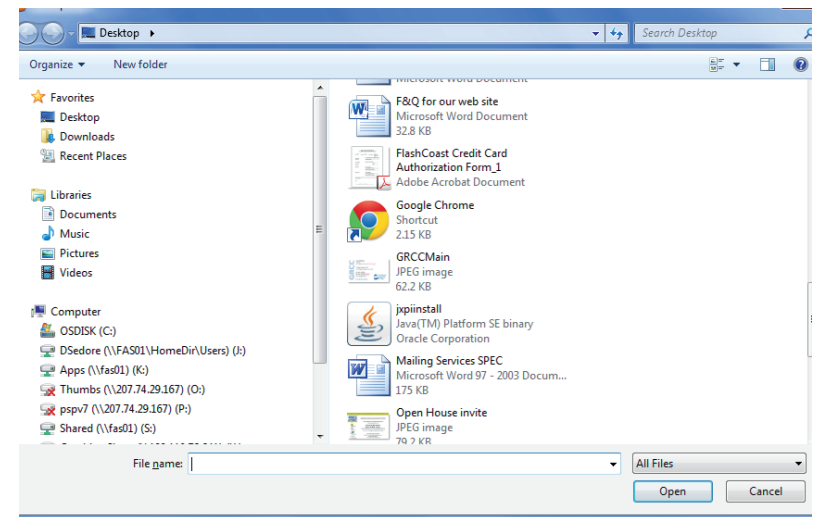


## Step 5 Continued

Make sure you click on the "Select Attachment Type" drop down first to choose the file type you will be attaching. Then click the "Browse" button to navigate to your file.

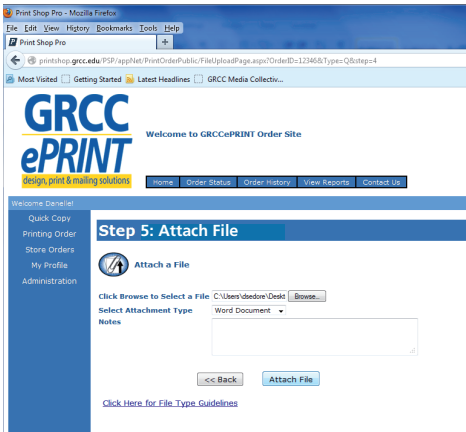


Find your file, click on it to highlight and then click the "Done" button

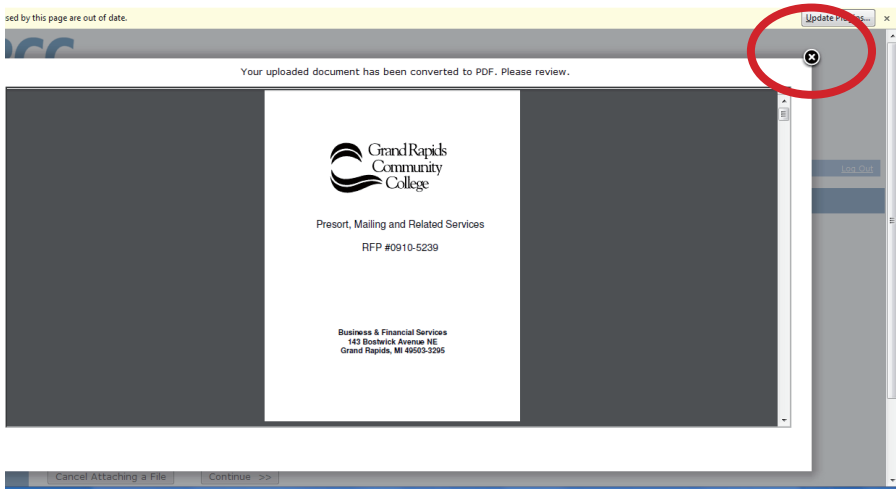


## Step 5 Continued

Click on the "Attach File" and if you are submitting a Illustrator, InDesign, Power Point, Publisher or a Word document you will see a PDF proof pop up.



Please review your **entire proof** before closing the window because you will be authorizing this as your document to use for production. Once you have looked at the proof close the window by clicking on the circled X in the top right corner.



## Step 5 Continued

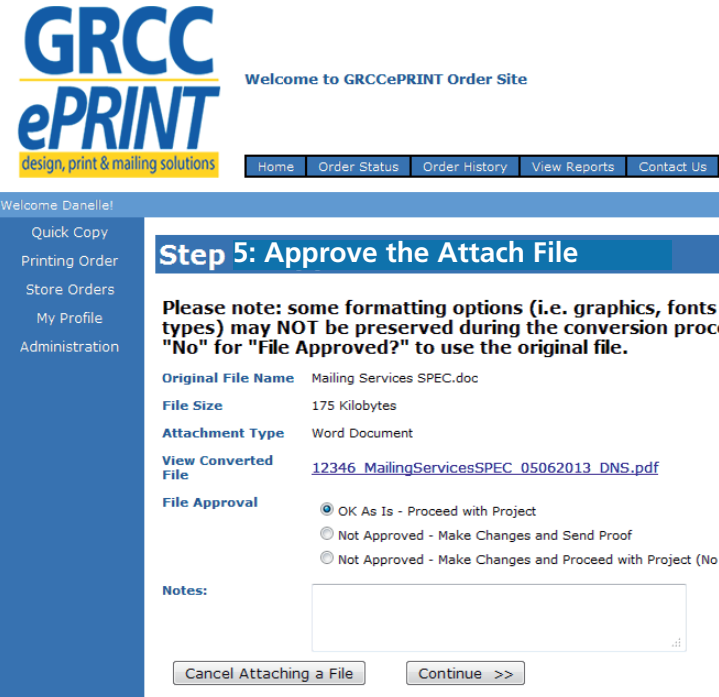
The approval process allows you to choose:

OK as is-Proceed with Project

Not Approved-Make Changes and Send Proof- you will type the changes in the NOTES box.

Click on the continue button.

**NOTE:** We do not use the 3rd option so if the file is not the correct one or is not approved, click on "Cancel Attaching a File" button and you will return to the previous window to attach a new file.



# Step 6

The Billing and Delivery is your last step of the ordering process.

1. Click on the drop down window under "Account Number" and choose the appropriate number the order will be billed to. If you only have one number authorized to your profile this will be the only one you see.
2. Next click on the delivery option that best fits your delivery needs. If you choose Ship to Address the information you provided in your Profile under Site Address will automatically populate the "Ship to Address" window.
3. Click on "Finish" button to submit your order. You will receive a confirmation email with all your information for your order OR
4. If for some reason you need to "Save As Quote" click on the button. You can look this number up later to submit once you are ready.
5. You can now log out or click on the "Printing Order" to submit another order.

Most Visited Getting Started Latest Headlines GRCC Media Collectiv...  
Welcome to GRCCePRINT Order Site

**ePRINT**  
design, print & mailing solutions

Home Order Status Order History View Reports Contact Us

Welcome Danelle!

Quick Copy  
Printing Order  
Store Orders  
My Profile  
Administration

## Step 6: Billing and Delivery

**Job Name** English 101 Exam-DSedore  
**Type** Quick Copy - 8.5 x 11  
**Estimate** # of Copies: 30  
Total: **\$2.44** (\$0.08 Each)

**Billing**  
**Account Number**  
Please Select

**Delivery**  
**Suggested Due Date** 5/8/2013

**Delivery**  
 Hold For Pick Up  
 Ship To Address  
 Ship to Site

See below before you choose.

**Pickup Location** I will pick-up at GRCCePRINT

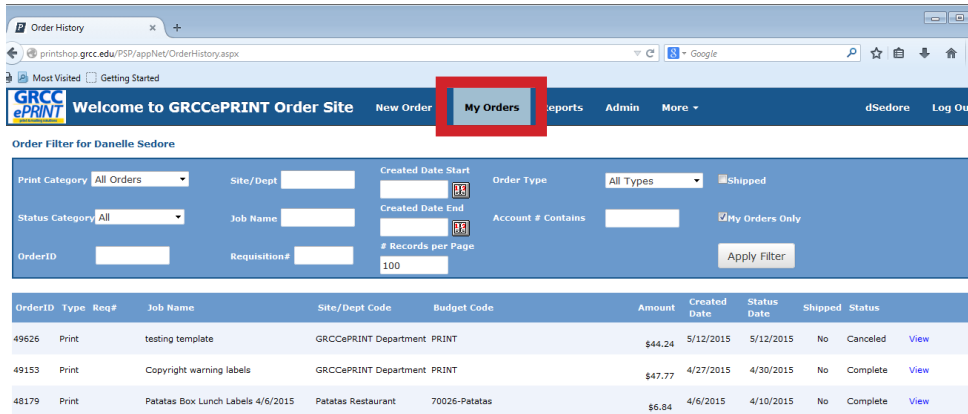
<< Back Save As Quote Cancel Finish >>

- Hold for pick up means you will pick up at GRCCePRINT. KENT ISD customers, KENT ISD driver will pick up, click drop down and choose that option.
- Ship to Address means the address in your profile will populate the shipping label
- Ship to Site means the site in your profile, should be your department, will populate the shipping label.

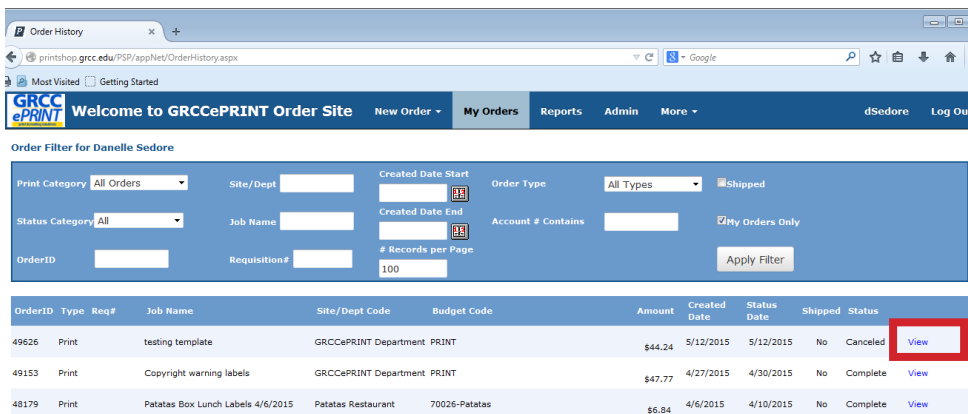


# Looking Up Order History to Place an Order

Once you place an order, save as quote or have previous orders in our system, you can look up these orders for either submission from the quote to an order or copy a previous order into a new order to submit for production. Log in to Print Shop Pro and at the top of the screen under "My Orders".

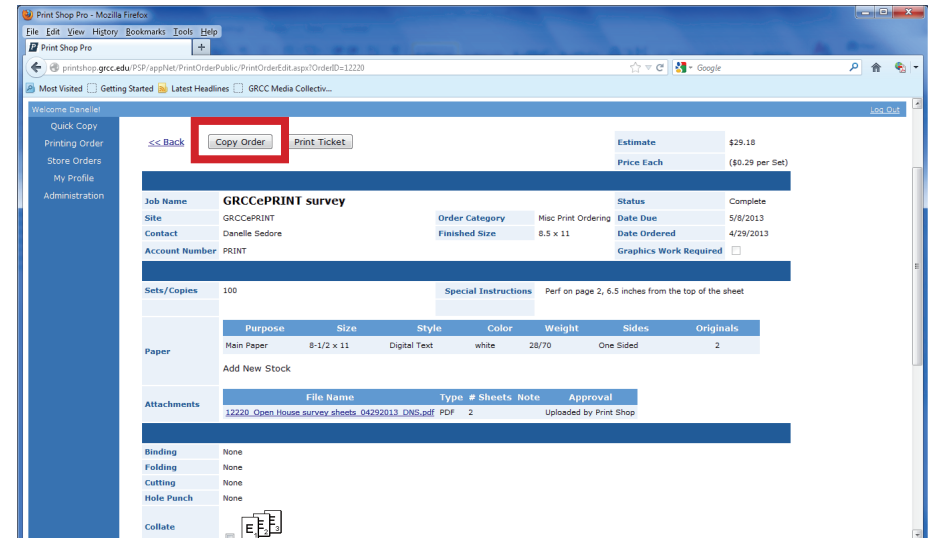


Once you find the order you are looking for, on the far right hand side click on "view" to open the order up for you to review.

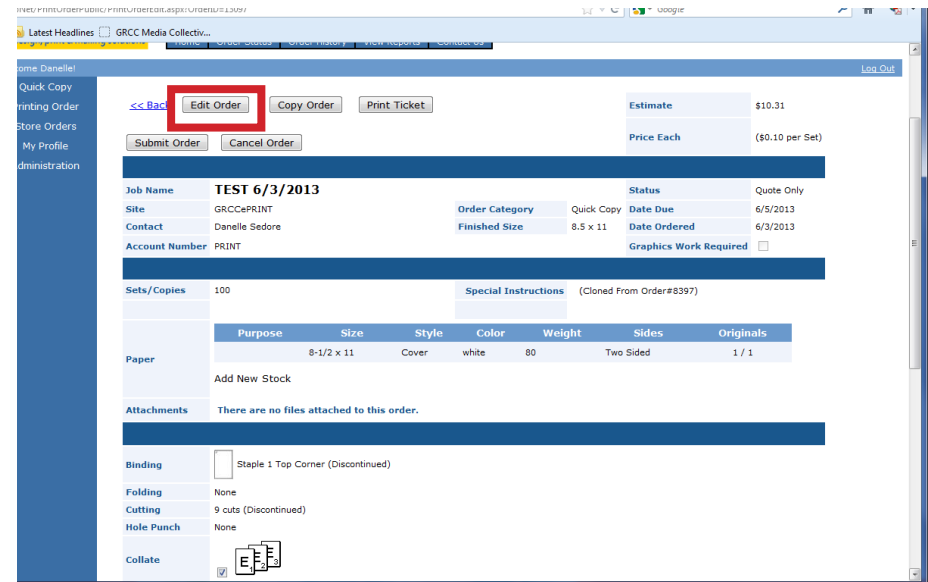


# Looking Up Order History to Place an Order Continued

This window shows you what was done on the order the last time it was produced. To make a new order click "Copy Order"



The next window that opens up is a copy of the order. To make a new order click on "Edit Order" which will enable you to make changes such as quantity, originals, attache a new file, ect.



## Looking Up Order History to Place an Order Continued

Once you have updated all the information to place a new order, click the "Save" button and then the "SubmitOrder" button.

Latest Headlines GRCC Media Collectiv...

Estimate Price Each

Job Name: TEST 6/3/2013 Status: Quote Only

Site: GRCCePRINT Order Category: Quick Copy Date Due: 6/5/2013

Contact: Danielle Sedore Finished Size: 8.5 x 11 Date Ordered: 6/3/2013

Account Number: PRINT Graphics Work Required:

Sets/Copies: 100 Special Instructions: (Cloned From Order#8397)

Paper	Purpose	Size	Style	Color	Weight	Sides	Originals
8-1/2 x 11	Cover	white	80	Two Sided	1 / 1		

Attachments: There are no files attached to this order.

Binding:  Staple 1 Top Corner (Discontinued) Change

Folding: None Change

Cutting: 9 cuts (Discontinued) Change

Hole Punch: None Change

Collate:  Collate  Reverse Collate

Latest Headlines GRCC Media Collectiv...

Estimate: \$10.31 Price Each: (\$0.10 per Set)

Job Name: TEST 6/3/2013 Status: Quote Only

Site: GRCCePRINT Order Category: Quick Copy Date Due: 6/5/2013

Contact: Danielle Sedore Finished Size: 8.5 x 11 Date Ordered: 6/3/2013

Account Number: PRINT Graphics Work Required:

Sets/Copies: 100 Special Instructions: (Cloned From Order#8397)

Paper	Purpose	Size	Style	Color	Weight	Sides	Originals
8-1/2 x 11	Cover	white	80	Two Sided	1 / 1		

Attachments: There are no files attached to this order.

Binding:  Staple 1 Top Corner (Discontinued)

Folding: None

Cutting: 9 cuts (Discontinued)

Hole Punch: None

Collate:  Collate  Reverse Collate

Scoring:

Perforating:

Padding:  #: 0

Submit Order Cancel Order

Ship To: Hold for Pickup #32/Student Worker will pick up at GRCCePRINT

## How to Use the Review Reports Tab

Print Shop Pro also offers reports for status of submitted orders, history of all the orders you have submitted, printing charges by users of specific accounts, and account reports. Click on the "View Reports" tab located under the "Welcome to GRCCePRINT Order Site".

Welcome to GRCCePRINT Order Site

GRCCePRINT

Welcome to GRCCePRINT Order Site New Order My Orders Reports Admin More

Index Sales By User Sales By Account

Status Report View the status of submitted orders with the print shop.

Past Orders Report Historical report of all orders you have submitted.

User Report Summary of the printing charges ordered by users charging to budget codes you administer.

Account Report Summary of orders to the account codes you administer.

Click on any of the reports to view the content of the report. One feature of the "Past Order Report" is that you can click on the "view" to the far right and copy into a new order and follow the same process the "Order History" to create a new order.

Order History

Welcome to GRCCePRINT Order Site

Order Filter for Danielle Sedore

Print Category: All Orders Site/Dept: Created Date Start: Order Type: All Types Shipped

Status Category: All Job Name: Created Date End: Account # Contains: My Orders Only

OrderID: Requisition#: # Records per Page: 100 Apply Filter

OrderID	Type	Req#	Job Name	Site/Dept Code	Budget Code	Amount	Created Date	Status Date	Shipped	Status	View
49626	Print		testing template	GRCCePRINT Department	PRINT	\$44.24	5/12/2015	5/12/2015	No	Cancelled	View
49153	Print		Copyright warning labels	GRCCePRINT Department	PRINT	\$47.77	4/27/2015	4/30/2015	No	Complete	View
48179	Print		Patatas Box Lunch Labels 4/6/2015	Patatas Restaurant	70026-Patatas	\$6.84	4/6/2015	4/10/2015	No	Complete	View