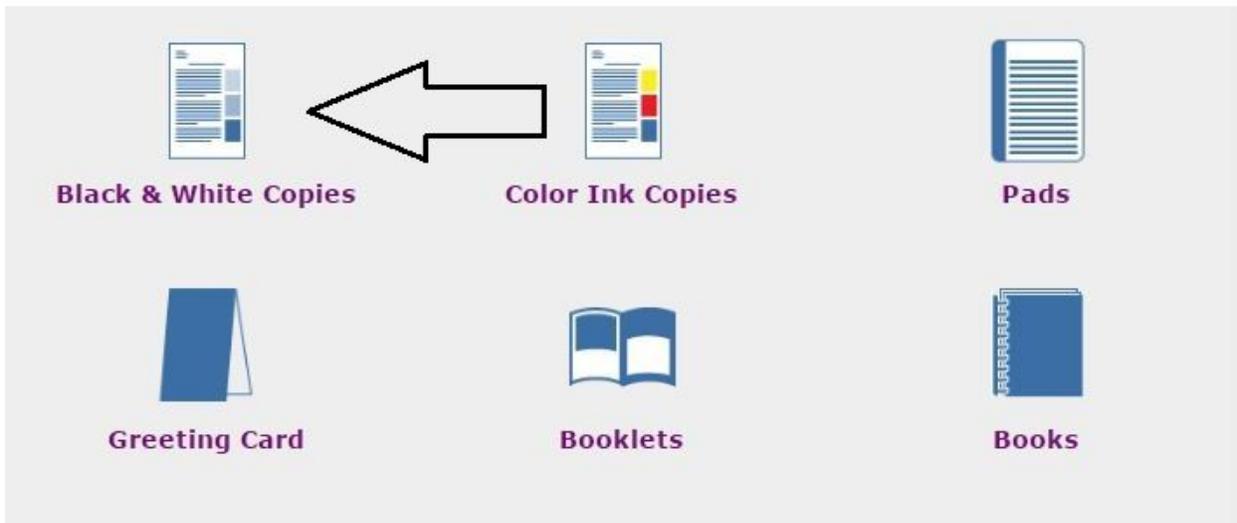Ordering Copies

1. Log into Webdesk using your registered username and password.
2. Click Printing Order under the New Order drop down menu

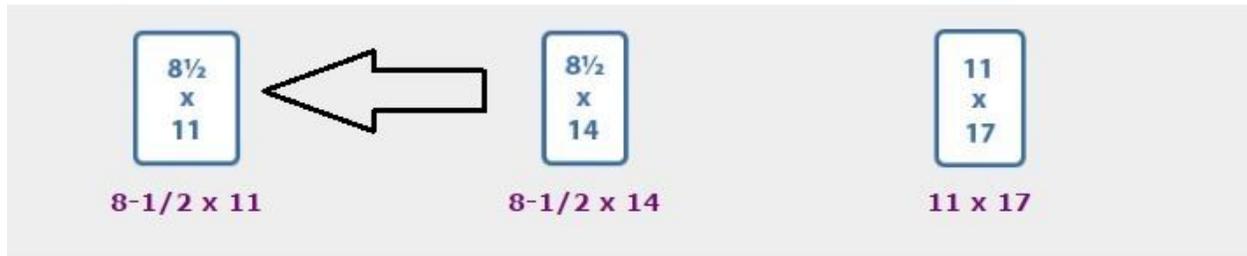3. Choose the category that best describes your job order

4. Once you select your category, you will have to choose the size of your order.

Step 2: Select Finished Size for Black & White Copies

What best describes the Finish Size of your Printing Request?

8½ x 11	8½ x 14	11 x 17
8-1/2 x 11	8-1/2 x 14	11 x 17

5. Next, you will be asked to provide some information regarding your order
   a. Your contact information will autofill as indicated by the boxes below, fill out the other required fields according to your order.

Step 3: Print Order Information

Job Type — Black & White Copies - 8-1/2 x 11

Contact

Phone — Your name and phone number will autofill here.

Site — GC - ITS-Media

Edit Site Information

Job Name — Give your job a name

# of Copies — Indicate the number of copies. — What is this?

Main Paper

Format — ○ 1 Sided ○ 2 Sided

 # Originals — indicate how many pages in your original document. — What is this?

Ink Color — ⦿ Black

Stock Style — Astrobright ▾ — What is this?

Stock Weight — 60# — What is this?

b. Select the kind of paper you need and choose a color.

Main Paper

Format	⦿ 1 Sided ◯ 2 Sided
# Originals	[1] What is this?
Ink Color	⦿ Black
Stock Style	[Astrobright ▾] What is this?

Astrobright
Color Copy
Cougar
Pastel
Text

Stock Weight

Paper Color

◯ Celestial Blue		◯ Gamma Green
◯ Lunar Blue		◯ Orbit Orange
◯ Planetary Purple		◯ Pulsar Pink
◯ Re-Entry Red		◯ Stardust White
◯ Sunburst Yellow		◯ Terra Green
◯ Violet		

[<< Back]   [Continue >>]

6. Once you're done editing all fields, hit Continue at the bottom of the page.
7. To finish your order, choose what you would like to happen to your copied files.

Step 4: Finishing

Binding None [Change]

- ◉ None
- ○ [E] Staple 1 Top
- ○ [E] Staple 2 Side
- ○ [E] Staple 2 Top

Hole Punches None [Change]

- ◉ None
- ○ [E] 2 Side
- ○ [E] 3 Side

Collating

- ○ No Collating
- ○ Collate

[E1] [E2] [E3]   [E1 E2 E3]

Special Instructions

[   ]

[Back] [Continue]

  a. **Include any special instructions in the box indicated above.**
    i. For example, if you will be bringing a file to the shop instead of uploading it, you should mention that here.
8. Once you're done, click Continue at the bottom of the page
9. Before submitting, you will be asked if you wish to attach a file or not.
  a. Click the option relevant to you and you will be advanced to the final page of your order.

Attach a File?

[Back] [Yes] [No - Skip Attaching a File]

10. The final page of your order will ask you to confirm your billing and delivery information.

Step 6: Billing and Delivery

Job Name	Your job name will show up here.
Type	Black & White Copies - 8-1/2 x 11
# of Copies	1
Total	$0.04
	($0.04 Each)
	This is your initial ESTIMATE. Price may vary.

Billing

Account Number
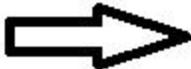
Please Select ▼

Additional Billing Instructions

Shipping Information

Suggested Due Date   4/19/2017

11. Account Number
    a. GC-Student +External customers
        i. You will see the option, "Cash Only" in the account number drop down menu -select this.
            1. Club accounts and, **regular external customers** can mention their specific accounts in the "Additional Billing Information" box.
                a. This account can be added to your list of account numbers for future purchases.
    b. GC-Staff
        i. Click the "Account Number" drop down menu and pick the appropriate account number
            1. If you don't see your account number, select any option and write the correct account information in the "Additional Billing

Instructions" box and it'll be added to your account numbers for future purchases.

12. Next, you will have to indicate your Shipping preferences.
   a. Select your delivery method from the options highlighted by the arrow.

Shipping Information

Suggested Due Date	4/21/2017
Delivery	○ Hold For Pick Up ◉ Ship to Site ○ Mail List
Site	Your Site
Attn	Your Name
Department/Building	Union Building - ITSMedia
Shipping Address	1700 S Main
Address2	
City	Goshen
State (Abbreviation)	IN
Postal Code	46526
Country	

Back   Save As Quote   Cancel Order   Finish

13. Once you've entered all your Billing and Shipping/Delivery information, you can hit Finish at the bottom of the page.
   a. If you simply require a quote, you may click "Save as quote". This will save your order specifications, but will not submit the order.
   b. To submit your order at a future date, you may access it under "My Orders" from the home page.
14. When you finish your order you will get a confirmation page in Webdesk as well as an email confirmation of your order.

Order Process Complete

Your order has been submitted. Thank you!

Thank you for your order. Please Click Print Ticket and send it to the Printshop with the necessary artwork.

Order # **1442** View Order Summary Print Job Ticket

Job Name Your job name will show up here.

Current Status **Submitted**