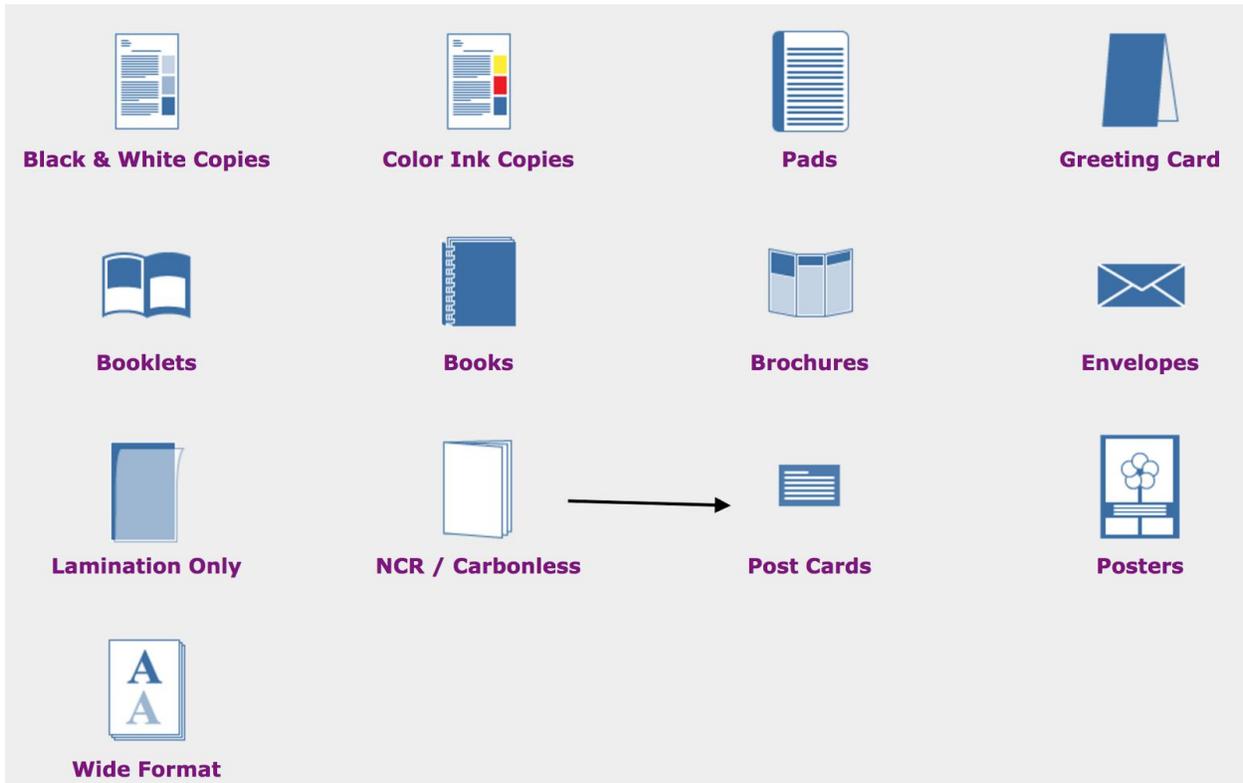


Postcard Printing

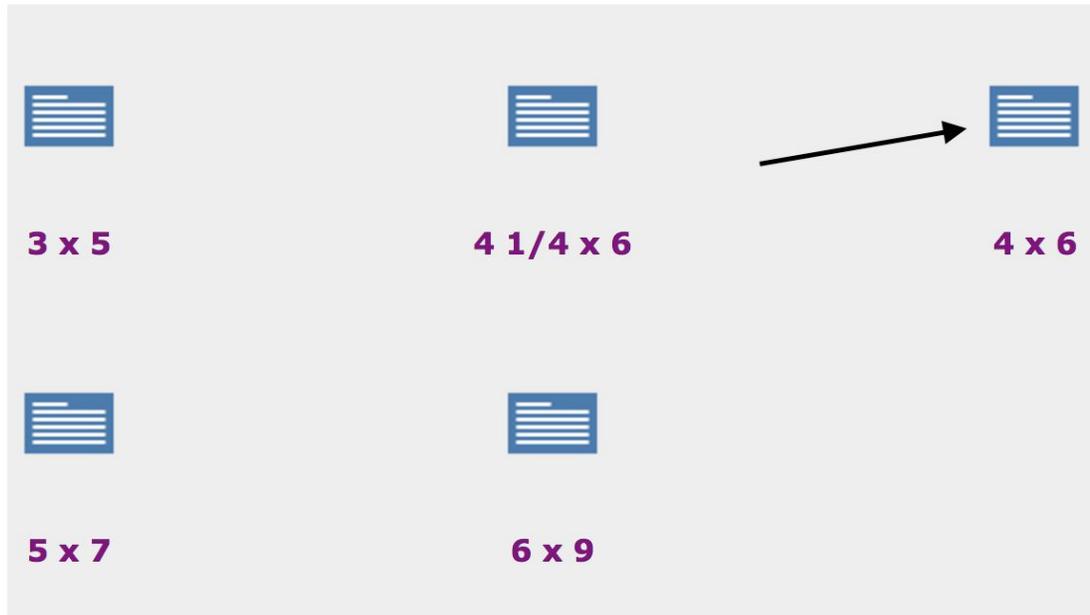
1. Log into [Webdesk](#) using your registered username and password.
2. Click Printing Order under the New Order drop down menu



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.



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5. Next, you will be asked to provide some information regarding your order
 - a. Your contact information should autofill, but you will have to edit all the other fields as indicated below

Job Type Post Cards - 4 x 6

Contact

Phone

Site

Edit Site Information

Job Name

Enter your Job Name here

of Post Cards

[What is this?](#)

Main Paper

Format 1 Sided 2 Sided

Ink Color Black Color Both

Stock Style **Color Copy** [What is this?](#)

Stock Weight

100#

Paper Color

White

Click the options that are most relevant to your Postcard order.

[What is this?](#)

<< Back

Continue >>

6. Once you're done editing all fields, hit Continue at the bottom of the page.
7. You will be redirected to a page about cutting your postcard
 - a. **Include any special instructions in the box indicated below.**

- i. For example, if you will be bringing a file to the shop instead of uploading it to the website, you should mention that here.

Cutting



4 up (Quartered)

Special Instructions

Back

Continue

- 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 site billing and account information.
- 11. BILLING
 - 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 Information" box.

Step 6: Billing and Delivery

Job Name Enter your Job Name here

Type Post Cards - 4 x 6

of Post Cards 50

Total \$6.01

(Approximately \$0.12 Each)

This is your initial ESTIMATE. Price may vary.

Billing

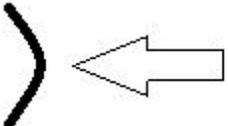
Account Number

Please Select

Additional Billing Instructions

12. Next, you will have to indicate your Shipping preferences
13. Make sure you select your delivery method from the options highlighted by the arrow below.

Shipping Information

Suggested Due Date	<input type="text" value="4/21/2017"/>	
Delivery	<input type="radio"/> Hold For Pick Up	
	<input checked="" type="radio"/> Ship to Site	
	<input type="radio"/> Mail List	
Site	<input type="text" value="Your Site"/>	
Attn	<input type="text" value="Your Name"/>	
Department/Building	<input type="text" value="Union Building - ITSMedia"/>	
Shipping Address	<input type="text" value="1700 S Main"/>	
Address2	<input type="text"/>	
City	<input type="text" value="Goshen"/>	
State (Abbreviation)	<input type="text" value="IN"/>	
Postal Code	<input type="text" value="46526"/>	
Country	<input type="text"/>	

[Back](#)

[Save As Quote](#)

[Cancel Order](#)

[Finish](#)

14. If you select Delivery Option **Hold for Pick Up** or **Ship to Site**, you will be able to hit finish and complete your Print Order.

- If you simply require a quote, you may click "Save as quote". This will save your order specifications, but will not submit the order.
- To submit your order at a future date, you may access it under "My Orders" from the home page.

15. You will 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**

16. **If you select “Mail List”** for your Delivery Option, you will be redirected to a Print Order confirmation page, and be encouraged to continue onto your Mailing order
 - a. **Before** you do this, make sure your suggested printing due date is correct
 - b. Your print order will have to be completed **before** your Mail Order can start.
 - i. Make sure your due dates reflect that
 - c. You will have to ration enough time for your print order to be completed before it can be Mailed out

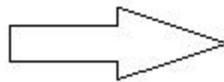
Step 6: Billing and Delivery

Job Name Your Job Name
Type Posters - 12 x 18
of Posters 2
Total \$0.71

(Approximately \$0.36 Each)

This is your initial ESTIMATE. Price may vary.

Billing

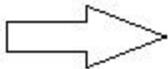


Account Number

Please Select

Additional Billing Instructions

Shipping Information



Suggested Due Date

4/21/2017



Make sure this Print Order date is earlier than your mail order due date. Mail orders require a minimum of 3 business days to be sent out.

Delivery

- Hold For Pick Up
 Ship to Site
 Mail List

Back

Save As Quote

Cancel Order

Finish and Continue to Mailing Request

17. Once you've completed all the required fields, as indicated by the arrows, you can click Finish and Continue to Mailing Request.
- This will submit your Print Order (you will receive an email confirmation), and redirect you to your Mail Order
 - Instructions on how to complete your Mail Order are [here](#).