

Research posters for Nursing, Maple Scholars

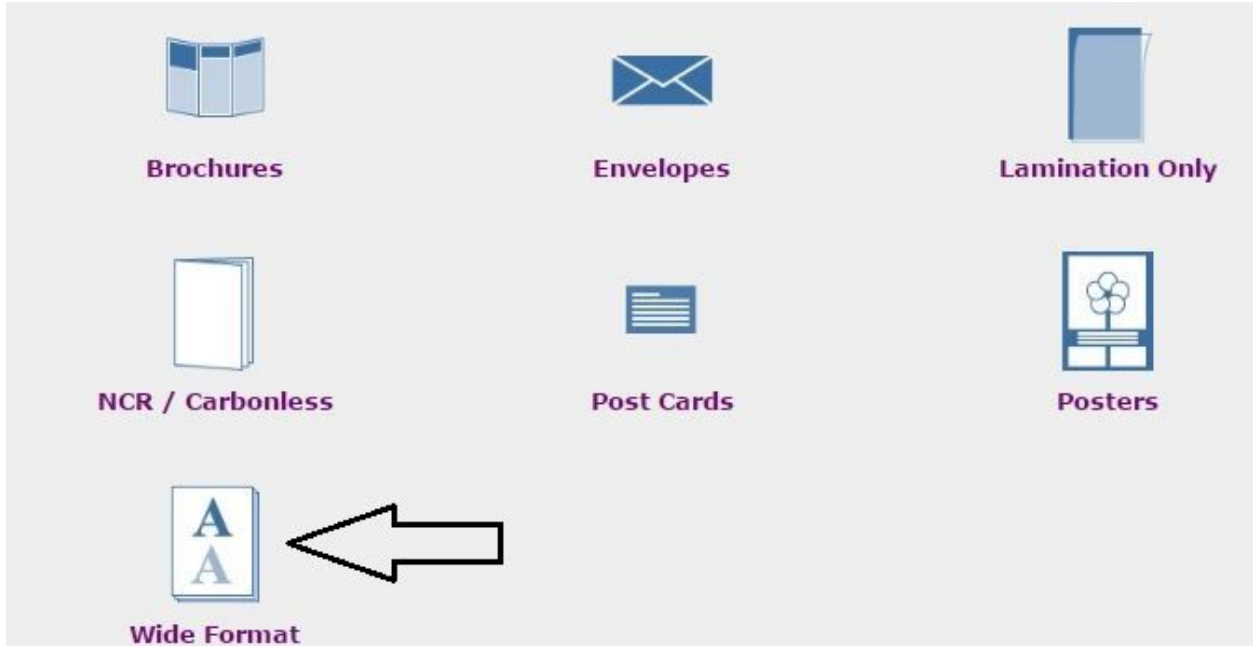
Printing offers the use of a powerful HP Designjet Z25200 wide format printer that can be used to print posters, artwork, maps, structural designs, etc. Most projects are created in either InDesign or PowerPoint; InDesign is the most flexible while PowerPoint may be more familiar. Whichever software is used, posters should be designed to the actual size — for best results, avoid scaling it from a smaller size. Designs must be converted to a .pdf before submitting it to be printed. In addition, the large-format printer has a physical limitation in one dimension of 44". For example, if a conference limits posters to a maximum size of 6 feet wide by 4 feet high, the poster size should be no more than 72" x 44". Please feel free to contact us with any questions or to see samples of prior projects.

Wide Format print job (Research posters, powerpoints, maps, structural designs, etc)

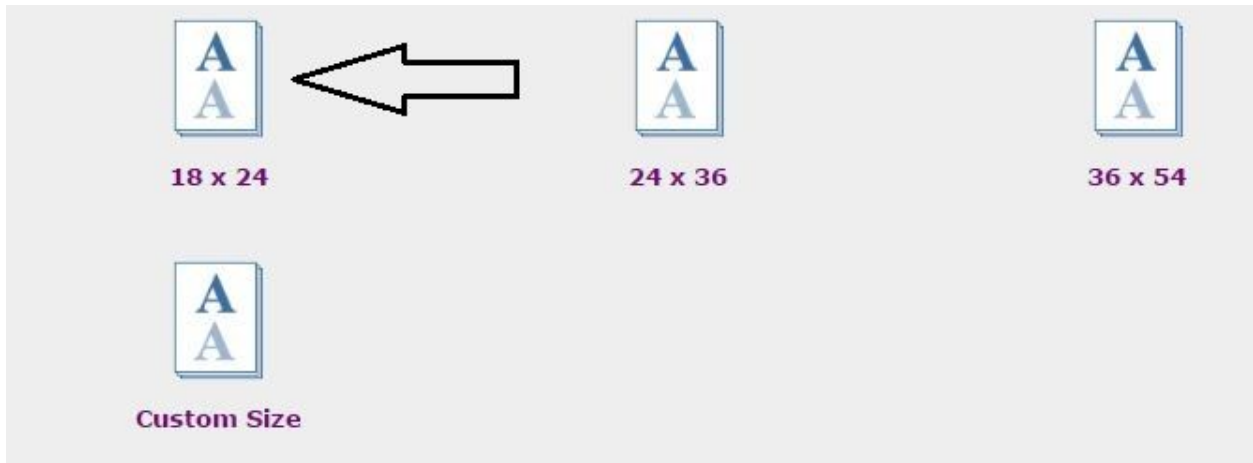
1. Log into Webdesk using your registered username and password.
2. Click Printing Order under the New Order drop down menu



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.



5. Next, you will be asked to provide some information regarding your order
- 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 Wide Format - 18 x 24
Contact Your name
Phone Your phone number
Site GC - ITS-Media

[Edit Site Information](#)

Job Name
Quantity [What is this?](#)

Main Paper

Format 1 Sided

Ink Color Black Color

Stock Style [What is this?](#)

Stock Weight #32 [What is this?](#)

Paper Color White

[<< Back](#)

[Continue >>](#)

- b. Select the kind of paper you need, as indicated by the arrow above; this will choose a weight for you.
6. Once you're done editing all fields, hit Continue at the bottom of the page.
7. This will redirect you to a finishing page as indicated below.

Step 4: Finishing

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.



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

Step 6: Billing and Delivery

Job Name	Name of your order will show up here
Type	Wide Format - 18 x 24
Quantity	1
Total	\$0.00 (\$0.00 Each)

Billing

Account Number

Please Select

Additional Billing Instructions

Write down your preferred account number here.

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 Information” 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	<input type="radio"/> Hold For Pick Up) ←
	<input checked="" type="radio"/> Ship to Site	
	<input type="radio"/> Mail List	
Site	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"/>	

<input type="button" value="Back"/>	<input type="button" value="Save As Quote"/>	<input type="button" value="Cancel Order"/>	<input type="button" value="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**