Print Shop Pro – Staff and Faculty Instructions
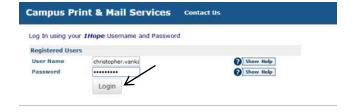
Registering For an Account:

- printservices.hope.edu

  OR

- KnowHope
  - *Campus Services*
  - *Print Services*

Log in using your 1Hope
username and password
(without the @hope.edu)

Complete your Contact
Information
(all fields are required)

Select: *Update*

Select:
Return to homepage

Log in using your 1Hope
username and password
(without the @hope.edu)

1.) Click on the *New Order* tab at the top of the page and select *Printing Order* from the list.

2.) Select the category that best describes your order request.

3.) Choose the desired size of the finished product.

4.) Print Order Information will include your name and phone number as a default. Select *Edit Site Information* to make changes.
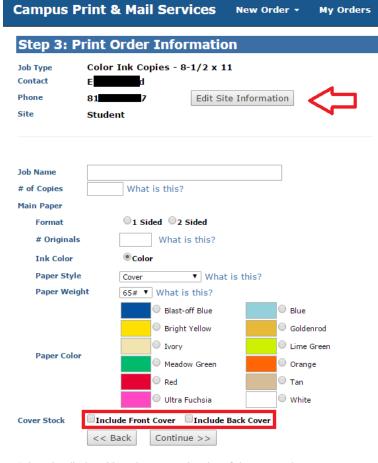

Note: 20# Text paper and 65# Cover is available in in a variety of colors.

- If you are interested in selecting our glossy white paper (the stock used for color ink printing) please choose 28# Text in White.
- Heavyweight cover stock is available as 80# Cover White

If your order requires a front and/or back cover, select one or both options and click *Continue*. Select your Cover Stock choices. Once all fields are completed, click *Continue*. *You may add additional stock if needed for the body of your order. (Most often used for color inserts or multiple colored body of document.)

5.) Select desired finishing options; include any special instructions for your order and click *Continue*.

5.) If you need to submit a hard copy of your file, select *No – Skip Attaching a File*. To attach a file select *Yes*.

For your convenience and for the best print quality we encourage you to submit your file electronically. Your file will automatically be converted to a PDF.

Campus Print & Mail Services   New Order ▾   My Orders

Step 5: Attach Files

Attach a File?

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

Campus Print & Mail Services   New Order ▾   My Orders

Step 5: Attach Files

Attach a File

Click Browse to Select a File [Choose File] No file chosen
Select Attachment Type   Document ▾
Special Instructions

[<< Back]   [Attach File]

Click Here for File Type Guidelines

6.) Select *Choose File* and select the file you wish to attach

Enter any special instructions you may have

7.) Select *Attach File*

We suggest you review your entire proof by clicking the file to ensure formatting has been preserved.
If the PDF did not convert your file correctly you may need to make additional changes in your document. Please feel free to contact the Tech Lab (located by Media Services on the 2nd floor of VanWylen Library, 395-7283) with questions regarding formatting problems.

8.) Click *Close* to close the preview.

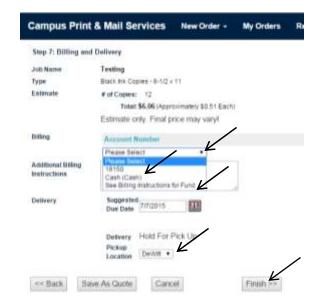**9.)** To submit your file, click on *OK as is – Proceed with Project* then *Continue*.

The Billing and Delivery page will give you an estimate for your request. Please note that this is an estimate based on what you entered. A final price will be calculated at the time your order is completed.

Be sure to select an Account Number:
- You will only see the account (fund) numbers authorized to your profile. If the appropriate account number to be charged is not listed, select "See billing instructions for fund", and make a note of the exact fund name and fund number in the Additional Billing Instructions section.
- Select *Cash* for personal printing

10.) Select a new *Suggested Due Date* if necessary

11.) Select a *Pickup Location*

12.) *Finish* your order

You will receive a confirmation email when Print Services has received your order and again when your order is complete.