

Print Shop Pro – Student Instructions

Registering For an Account:

- printservices.hope.edu

OR

- KnowHope
 - o Campus Services
 - o Print Services

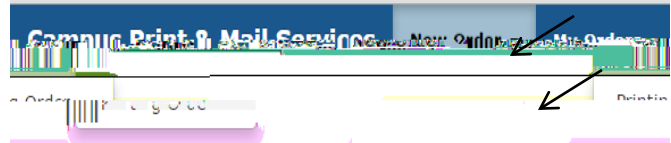
Log in using your 1Hope
username and password
(without the @hope.edu)

Placing an Order:

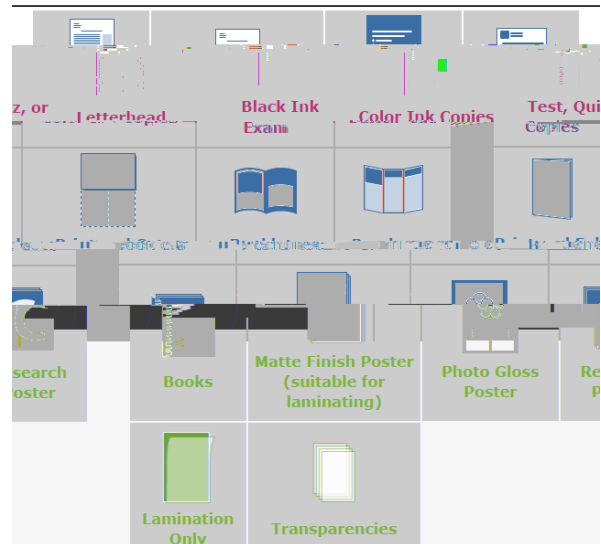
Log in using your 1Hope username and password (without the @hope.edu)



Select:
New Order
Printing Order



Select the Category that best describes your printing request.



Continue to fill out the questions specific to the type of order you are submitting.

A PDF proof will be presented to you when you upload your file. **Be sure to review the PDF as this is what your final product will look like!** Approving the proof is giving your OK to print.

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.

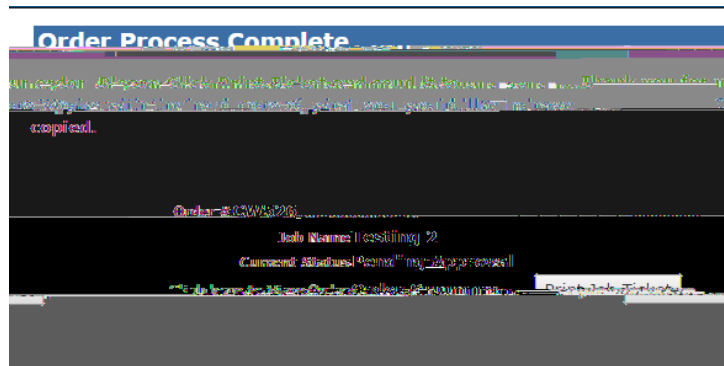
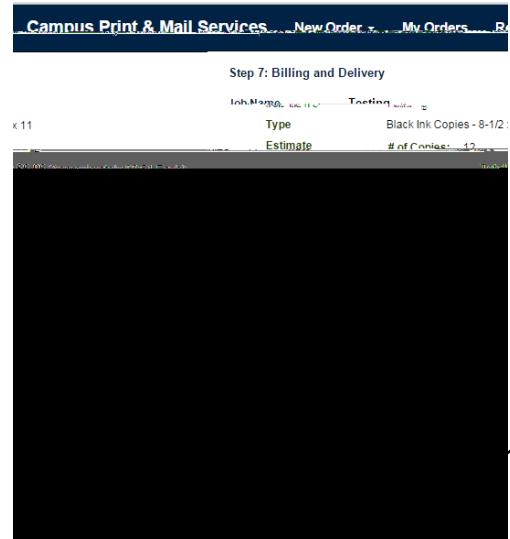
Be sure to select an account number:

- Select **See Billing Instructions for fund and state Cash** in the **Additional Billing Instructions** box.
- If you are submitting an order for a department, select **See Billing Instructions for Fund** and put their fund number in the **Additional Billing Instructions** box.

Select a new **Suggested Due Date** if necessary

Select a **Pickup Location**

Finish your order



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