

Bartley Print Center

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The screenshot shows the iPRINT web application interface. At the top, there is a navigation bar with links for Roles, Ordering, FastProxy, Home, My Profile, Help, and Logout. Below this is a header section with the Bartley Print Center logo, the iPRINT logo, the Villanova University logo, and a shopping cart icon showing 1 item. A secondary navigation bar contains links for Orders, Manage Files, Contacts, and Reports. The main content area is titled "PRINTING MADE EASY" and includes a sub-header: "Ordering from iPRINT has never been easier. Upload a File from your desktop, search for personal items in My Files or use External Source to create a work order if you are sending a hardcopy." There are four main sections: "Upload A File" (with a "Browse..." button and a list of file formats: .doc, .docx, .ppt, .pptx, .xls, .xlsx, .jpg, .png, .gif), "My Files" (with an "Advanced Search" link), "External Source" (with a "Go" button), and "Nova Docs Search Catalog" (with an "Advanced Search" link). At the bottom, there is a copyright notice: "© 2001-2012 Rochester Software Associates, Inc. All rights reserved."

The screenshot shows the Nova Docs Search Catalog interface. It features a title "Nova Docs Search Catalog" and a sub-header: "Coming Soon! Order Business Cards, Letterheads, Envelopes and much more." Below the text is a search bar with a magnifying glass icon. At the bottom, there is a "Go" button.

Welcome to iPRINT

Featuring Nova Docs catalog ordering info session



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Nova Docs enables you to order letterhead, business cards, envelopes and much more right from your desktop.



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YOU'RE INVITED

Nova Docs
Search Catalog
Coming Soon! Order Business Cards,
Letterheads, Envelopes
and much more.



[Advanced Search](#)

Go

Bartley Print Center | iPRINT

Configure Template - Business Card (2-Sided)

Placing Your Business Card Order.

1. Type in your information or click on the fields to type your info manually. iPRINT will save the "last entered" info.

2. Click on the "Submit Product and Print Job" or "Proof" for a larger expanded proof.

3. When you are satisfied with your proof click "Continue and Order." You will be taken to the next screen to review your order details, which are also saved automatically to the "My Orders" page.

NOTE: Do not cancel after receiving your business card proof. This will cause an ink wasteful search to print your business cards. Click on "Stop" to view your business card in a larger window. You may continue to edit and review items until the change button changes color and you are satisfied with your business card design. Once you are satisfied with your design, clicking the change button will have updated your proof and submitted your order.

Form Fields

Interactions

Name Information (First Last) _____
 Your name and degree name should be put into your business card and letterhead. Do not include your middle name or initials. Do not include your phone number. Do not include your email address. Do not include your address. Do not include your department. Do not include your position.

Full Name _____

Degrees

Professional Title _____
 The professional title section can be included on the front.

Title 1 _____

Title 2 _____

Schools and Centers _____
 For Schools and Centers, please enter the name of the school or center. Do not include the address. Do not include the phone number for the school or center.

Center, Office or Department _____

School or College _____

Address _____
 Please include your street, city, state, and zip code. Do not include your phone number or email address.

Nova docs is an add-on module to our existing webcrd system known as iPRINT.

Provides the ability to produce sophisticated templates, variable-data jobs, pick and pack, and inventory items quickly and easily.

Common applications include, but are not limited to: panel cards, business cards, postcards, posters, mailers, flyers, newsletters, posters, etc.

End users simply select the desired template, enter their information, fill out their work order and submit the job.

Enforces brand and logo integrity and consistency.

Nova Docs



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iPRINT's Login Screen

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Bartley Print Center

iPRINT



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WELCOME

Welcome to iPRINT, your home for **high quality Printing and Duplication services.**

Are you new to our online printing services at Villanova?

To get started log on and fill out your personal profile.
Call the BPC or FPC if you would like a personal tour of our web site services,
or if you need help with submitting your order.
[Quick guide to the new look on iPRINT](#)
[Read our Getting Started tips](#)

Use our SurePDF Driver for accurate printing, everytime!

Using our print driver insures that your document prints accurately, exactly the way it appears on your Windows or Mac application. Our SurePDF print driver should be preinstalled on your PC or Mac. If it is not, follow the link below for fast and easy install instructions.
[Get the SurePDF Driver](#)

Hours

Bartley Print Center:
Monday thru Thursday: 7am-6pm
Friday: 7am-5pm
Customer Service:
Jenn Koder 610-519-5914
Geraldine Jackson 610-519-5824
Jess Schwartz 610-519-4898
Eric Horn 610-519-5914

Login

Use your VU user ID and password



Domain
User ID
Password

Filling out your profile.

The profile information allows the Print Center staff to contact you if there are any questions regarding your print request.

From the main iPRINT screen, choose

My Profile from the upper right hand side of the screen.

Contact information should include: name, phone number and e-mail address.

Fill it out once and you're done!

The screenshot shows the iPRINT web application interface. At the top, there is a navigation bar with links for 'Home', 'My Profile', 'Help', and 'Logout'. The 'My Profile' link is circled in red. Below the navigation bar, the page title is 'Bartley Print Center' and 'iPRINT'. The main content area is titled 'My Contact Information' and contains a form with the following fields:

- Address:** First name (Will), Middle name (D), Last name (Cat), Job title (Mascot), Building name (Nova Nation), Room Number, Department (Department of Athletics), Street 1 (800 Lancaster Ave), Street 2 (Street2), Street 3 (Street3), City (Villanova), State (Pennsylvania), Zip (19085), Country (United States).
- Phone / Email:** Email (will.d.cat@villanova.edu), Email Format (HTML, Text), Work # (610-519-6000), Cell (Optional) (Phone2), Fax # (FAX), Home (Optional) (Phone3), URL (villanova.edu).

At the bottom of the form, there are two radio buttons for 'Apply changes to my default addresses that use this information: Personal, Billing, Shipping' and 'Apply changes to my Personal address only.' Below these are 'Cancel' and 'Save' buttons.

iPRINT Ordering Home Page Options

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Roles Ordering FastProxy Home My Profile Help Logout

Bartley Print Center iPRINT VILLANOVA UNIVERSITY 1842 IGNITE CHANGE. GO NOVA.

Orders | Manage Files | Contacts | Reports CART [1]

PRINTING MADE EASY

Ordering from iPRINT has never been easier. Upload a File from your desktop, search for personal items in My Files or use External Source to create a work order if you are sending a hardcopy.

Upload A File

Select a file from your desktop.

doc, docx, ppt, pptx, xls, xlsx, jpg, png, gif



Browse...

[Multiple Files?](#)

Go

My Files

Search your personal file cabinet for items to order.



Advanced Search

Go

External Source

Order prints from a hardcopy, CD-ROM, etc.



Go

Nova Docs Search Catalog

Coming Soon! Order Business Cards, Letterheads, Envelopes and much more.



Advanced Search

Go

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Upload A File
allows users to Browse their documents using the option on the main screen.
*Users can upload multiple documents by choosing the **Multiple Files** option.*

My Files
will store documents for up to 11 months for ease of re-ordering.

External Source
allows requests to be placed using hard copy.

Search Catalog
allows you to use fillable templates to create and order invitations, envelopes, business cards and more.

Switch User | Exit Home | My Profile | Help | Logout

Bartley Print Center **iPRINT**  **VILLANOVA UNIVERSITY**
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Orders | Manage Files | Contacts | Reports  **CART [0]**

Acting on behalf of Mgeorgecat

Home > Catalog > All Workgroups > All Folders

Select Items

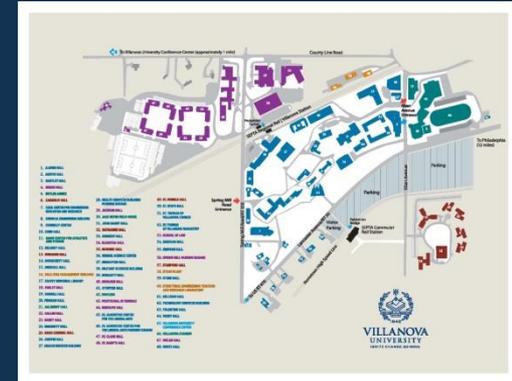
Every effort has been made to create a template that follows the Villanova University branding requirements. If you are having difficulty formatting your information, please contact us at 610-519-7461 or 610 519-5915. If you have special instructions you may type them in on the order page when you log into iPRINT.

For preprinted catalog items add items to your cart by entering quantities and clicking Add to Cart at the bottom. For template documents, click Configure to set up the template and add it to your cart. All items with quantities are added to your cart first.

Item Search	Item	Form #	Rows Per Page	Search
	<input type="text"/>	<input type="text"/>	25	<input type="button" value="Search"/>
				<input type="button" value="Clear"/>
	Sort By	Item	A-Z	<input type="button" value="Go"/>
	#10 Envelope		\$0.2617 or less	<input type="button" value="Configure"/>
	Located in Global Templates / Templates			
	#10 Envelope (Windowed)		\$0.2692 or less	<input type="button" value="Configure"/>
	Located in Global Templates / Templates			
	8.5 x 11 1 sided campus map_color1.pdf			<input type="text" value="Qty"/> <input type="button" value="Add to Cart"/>
	2012-2013 approved Campus Map More Details			
	Located in Global Templates / Templates			
	Business Card (1-Sided)		\$0.1400 or less	<input type="button" value="Configure"/>
	Located in Global Templates / Templates			
	Business Card (2-Sided)		\$0.1400 or less	<input type="button" value="Configure"/>
	Located in Global Templates / Templates			
	Letterhead		\$0.2496 or less	<input type="button" value="Configure"/>
	Located in Global Templates / Templates			
	Viewbook.pdf		\$2.0000	
	V2012			<input type="text" value="Qty"/> <input type="button" value="Add to Cart"/>
	Quantity equals number of boxes desired. More Details			
	Located in Admissions / Catalog Items			
	VillanovaCampusGuide.pdf		\$2.0000	
	VCG2012			<input type="text" value="Qty"/> <input type="button" value="Add to Cart"/>
	Quantity equals number of boxes desired. More Details			
	Located in Admissions / Catalog Items			

[1-8] of [8]

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For preprinted catalog items add items to your cart by entering quantities and clicking Add to Cart at the bottom.



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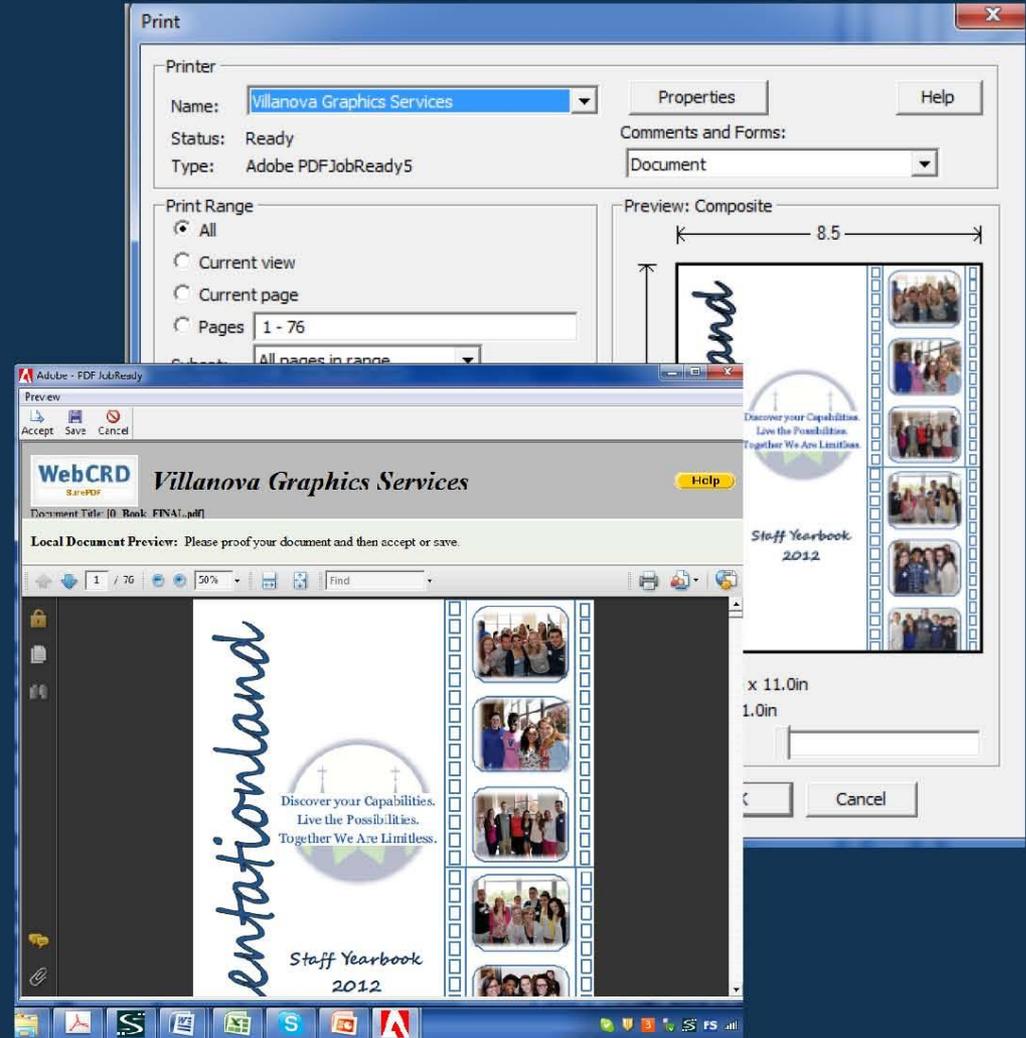
800 Lancaster Avenue
Villanova, Pennsylvania 19085
PHONE 610 519-2222
CELL 610 519-3333
FAX 610 519-4444
will.d.cat@villanova.edu
villanova.edu

For template documents, click Configure to set up the template and add it to your cart. All items with quantities are added to your cart first

SurePDF vs. Uploading a document

SurePDF is the preferred method for submitting documents to iPRINT. Uploads are only necessary when the print center needs to manipulate the native document.

- Open your file
- Choose **Print**
- Choose **Villanova Graphic Services**
- A proof window will show document
- Choose **Accept** in the upper left hand corner
- The iPRINT login screen will open
- Enter **Order Name** if desired
- Hit **Continue**
- Fill out your work order with desired specifications



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How to Upload a Document

For a single file

Browse button

Double-click file

Choose the go button

For multiple files

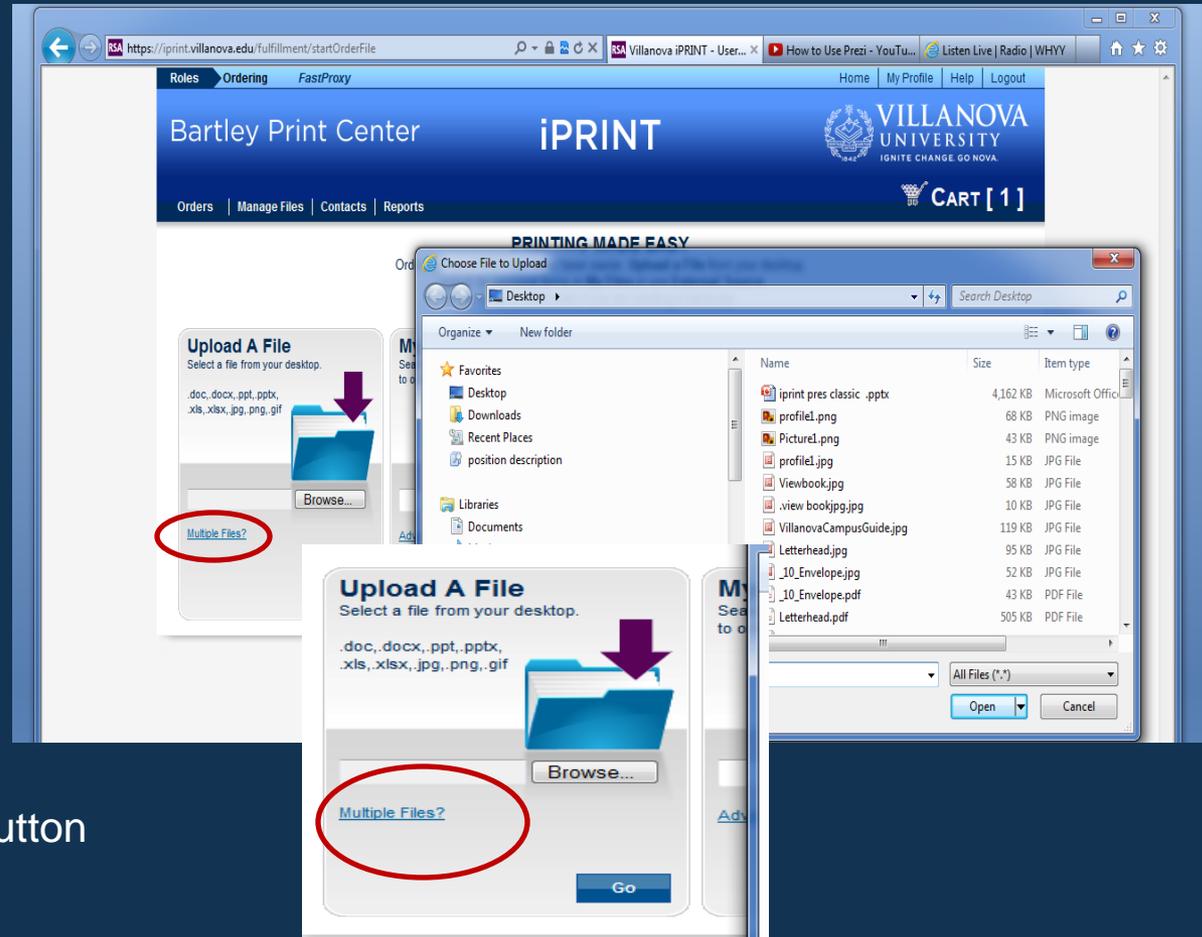
Choose “multiple files”

Browse button

Double-click file

Repeat as necessary

Click on the upload button



Shopping Cart

If using upload feature once in the cart, click **check for proof** until the page numbers populate

Fill out the work order by choosing your desired print **options**.

Once the page count populates, **view proof** and click the box

enter the desired **quantity**

Approve your estimate

Fill in your **payment information**

Click **place order**

* if any required information is incomplete, a message will appear at the top of the screen with instructions.

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The screenshot shows the iPRINT shopping cart interface. At the top, there are navigation links: Switch User, Exit, Home, My Profile, Help, and Logout. The page title is "Bartley Print Center" and "iPRINT" is prominently displayed. The Villanova University logo is in the top right corner with the tagline "IGNITE CHANGE. GO NOVA".

The main content area is titled "Cart" and includes a sub-header "Acting on behalf of wildcat". Below this, there's a section for "Order name" with the value "Order 273005 08/10/2012".

The "Printing Options" section is the largest and contains several sub-sections:

- Item:** "Picture1.png" with "Pages 1".
- Form #:** An empty input field.
- Store in:** "default folder until 10/14/2013" with a "change" link.
- Presets:** A row of icons for different print options: "BW 2-sided", "BW 1-sided & Stapled", "BW 2-sided & Stapled", "BW 1-sided 3 hole", "BW 2-sided 3 hole", "Color 1-sided", "Color 2-sided", "Coil Bound Book", "Saddle Stitch", and a red circular arrow icon.
- Options:** A dropdown menu with "Options" circled in blue. Below it are tabs for "Summary", "Print", "Binding", "Folding", "Covers", "Other", "Tabs", "Insertions", and "Exceptions". The "Summary" tab is active, showing "Print: Pages: 1, B/W, Single sided, 20# (8 1/2 x 11) White".
- Other Notes:** An empty text area.
- Proof Options:** Includes a "View Proof" button circled in blue, a "Preview" button, and a checkbox "Provide a sample of the document before processing my order."

The "Shipping Information" section includes:

- Buttons: "Add another Shipping Address", "My Default", "From My Contacts", "New".
- Requested Ship Date:** "08/10/2012" with a calendar icon.
- Note:** "Only dates when the print center is open may be selected."
- Will.D.Cat:** A dropdown menu with "Qty 1" circled in blue.
- Requested Ship Date:** "08/10/2012".
- Faculty/Staff Delivery Stations:** "Hold Pickup" dropdown.
- Building name:** "Nova Nation".
- Est. Delivery Date:** "08/13/2012" with the note "Pick up during business hours".
- Special Instructions:** A button.

The "Billing Information" section includes:

- Buttons: "Change to", "My Default", "From My Contacts", "New".
- Estimate:** "\$0.0320" with an "Approve" button circled in blue.
- Bill to:** "Will Cat".
- Budget Index Account # (Faculty/Staff or CAT):** "wildcat" circled in blue.
- University ID for Print Allowance or Wildcard Debit Account:** "No Valid Account Codes" circled in blue.
- Payment Type:** "Budget Index Account" circled in blue.
- Special Instructions:** A button.

At the bottom, there are three buttons: "Start a New Cart", "Continue Shopping", and "Place Order" circled in blue.

At the very bottom, there is a small copyright notice: "© 2001-2012 Rochester Software Associates, Inc. All rights reserved."

iPRINT Reordering Options

My Files/Reordering

Go to [My Files](#) on the Ordering Home Page.

Select the blue **Go** button. Find the job to reorder. On the right hand side, enter the **Quantity** that you would like to order

Select **Add To Cart**. Multiple files may be added to the cart this way.

When you are done adding everything you need to reorder, go to your **Cart**, click **Cart** in the upper right hand corner and complete your order.

The screenshot displays the iPRINT web application interface. At the top, there is a navigation bar with 'Bartley Print Center', 'iPRINT', and the Villanova University logo. Below this, there are tabs for 'Orders', 'Manage Files', 'Contacts', and 'Reports'. The main content area is titled 'PRINTING MADE EASY' and features four sections: 'Upload A File', 'My Files', 'External Source', and 'Nova Docs Search Catalog'. The 'My Files' section is highlighted with a blue circle, and a red arrow points to the 'Browse...' button. Below the 'My Files' section, there is a 'Select Items' section with a search form and a list of items. The 'Select Items' section includes a search form with fields for 'Item', 'Form #', and 'Sort By', and a 'Go' button. Below the search form, there is a list of items with columns for item name, location, and quantity. The 'Quantity' field for the first item, 'Picture1.png', is highlighted with a blue circle. At the bottom of the page, there is a footer with the copyright notice: '© 2001-2012 Rochester Software Associates, Inc. All rights reserved.'

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iPRINT Reordering Options Continued...

Orders page

orders is in the upper left hand portion of the screen.

In my orders, you are able to see your order history, each job's status, any "carts" you have saved, or you can place a reorder.

The screenshot shows the iPRINT web application interface. At the top, there is a navigation bar with 'Bartley Print Center' and 'iPRINT' logos. Below this, a menu contains 'Orders', 'Manage Files', 'Contacts', and 'Reports', with 'Orders' circled in blue. The main content area is titled 'My Orders' and includes a search bar and a table of order history. The table has columns for Order Name, Order #, Created, Sending to, and Status. Each row has a 'View' and 'Reorder' button, with the 'Reorder' buttons circled in blue. The footer contains the copyright notice: '© 2001-2012 Rochester Software Associates, Inc. All rights reserved.'

Order Name	Order #	Created	Sending to	Status	
Order 273009 (Reorder of Order 273008)	273009	08/10/2012	Will D Cat	Saved	Modify View Reorder
Order 273008 08/10/2012	273008	08/10/2012	Will D Cat	Received	View Reorder
Order 273007 08/10/2012	273007	08/10/2012	Will D Cat	Canceled	Modify
Order 273005 08/10/2012	273005	08/10/2012	Will D Cat	Saved	View Reorder
Order 272880 07/25/2012	272880	07/25/2012	wildcat wildcat	Canceled	View Reorder

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What if I don't have the 'Villanova Graphic Services' print driver?

SurePDF is the preferred method for submitting documents to iPRINT.

The Villanova Graphic Services print driver is installed on every VU laptop and desktop. You may also install the driver on your home computer.

The screenshot shows the iPRINT web interface. At the top, there's a blue header with 'Bartley Print Center', 'iPRINT', and the Villanova University logo. Below the header, there's a green warning message about browser compatibility. The main content area is divided into sections: 'WELCOME', 'Hours', 'Login', 'Are you new to our online printing services at Villanova?', and 'Use our SurePDF Driver for accurate printing, everytime!'. A blue arrow points to a link at the bottom of the 'Use our SurePDF Driver...' section that says 'Get the SurePDF Driver'.

If you are missing the driver, you may download it yourself from the log in page of iPRINT.

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