# Bartley Print Center

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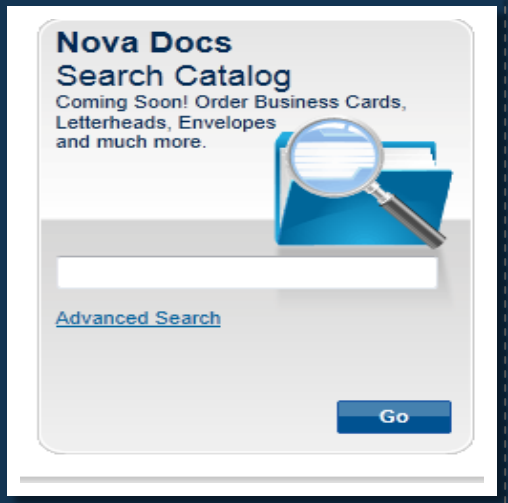


# Welcome to iPRINT

Featuring  Nova Docs catalog ordering info session

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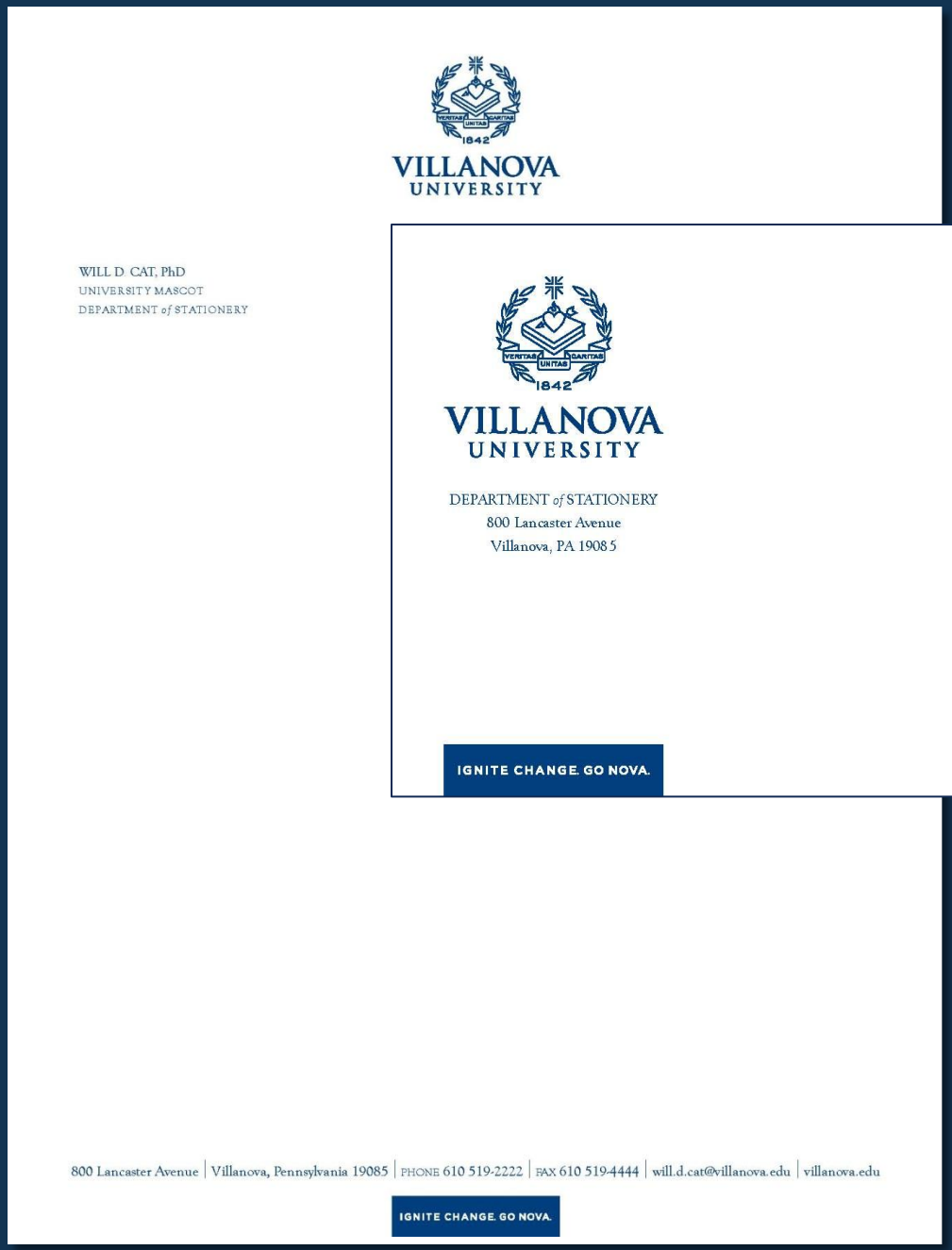
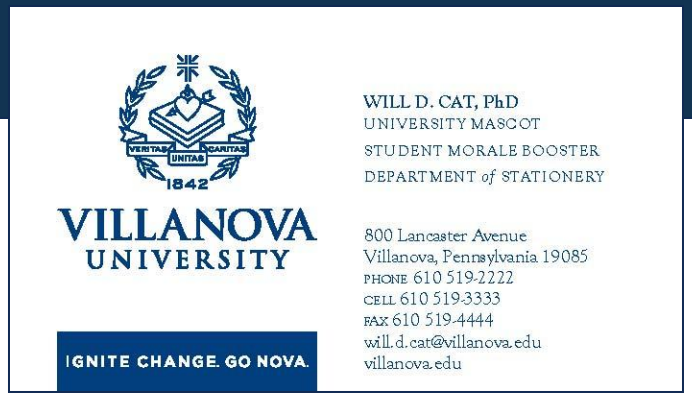
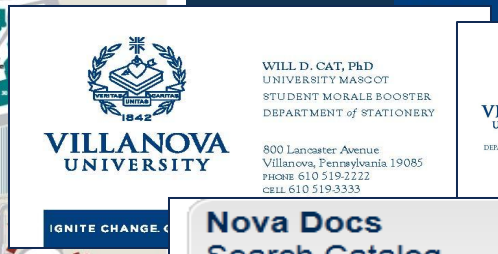
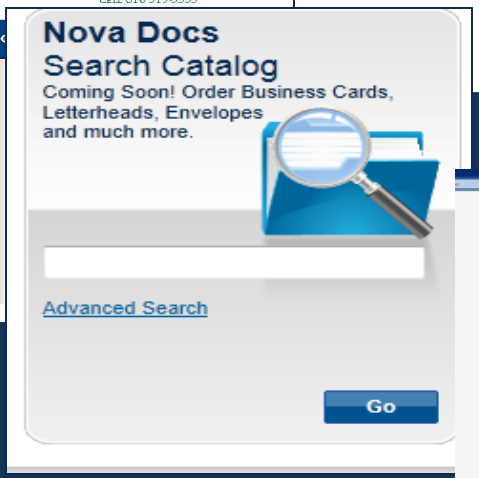



**Nova Docs** enables you to order letterhead, business cards, envelopes and much more right from your desktop.





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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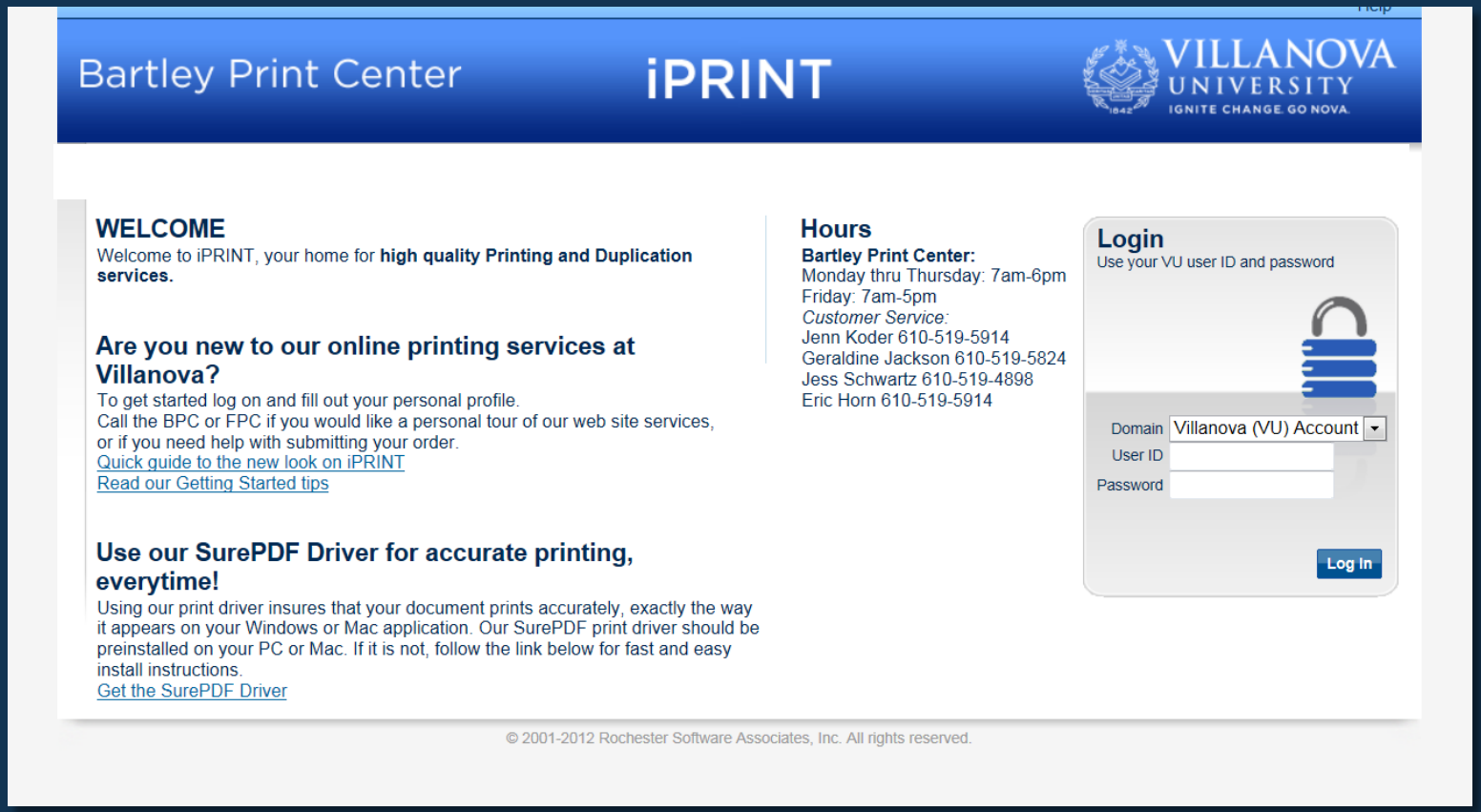


## Filling out your profile.

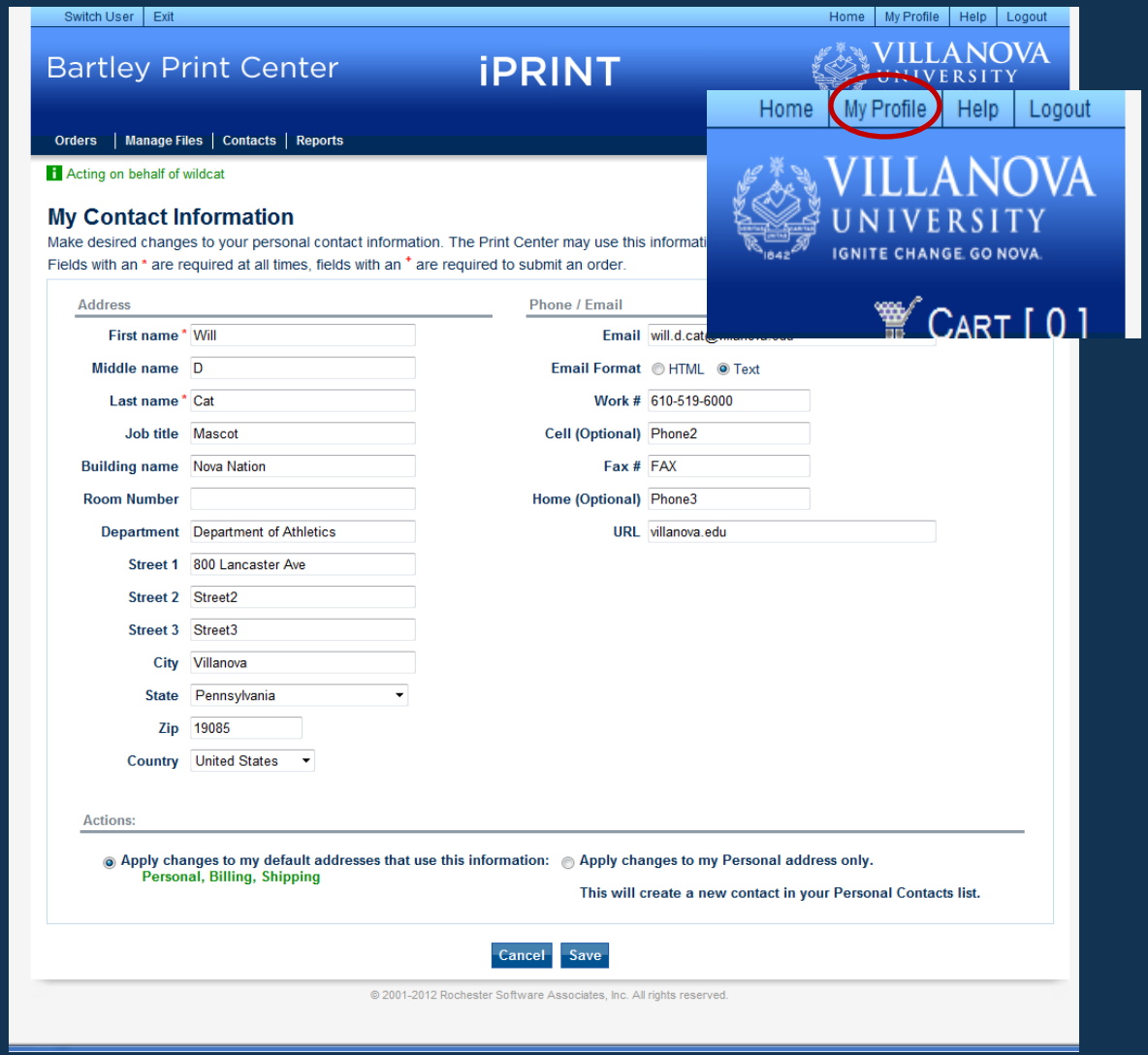
The profile information allows the Print Center staff to contact you if there are any questions regarding your print request.

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!**

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# iPRINT Ordering Home Page Options
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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.

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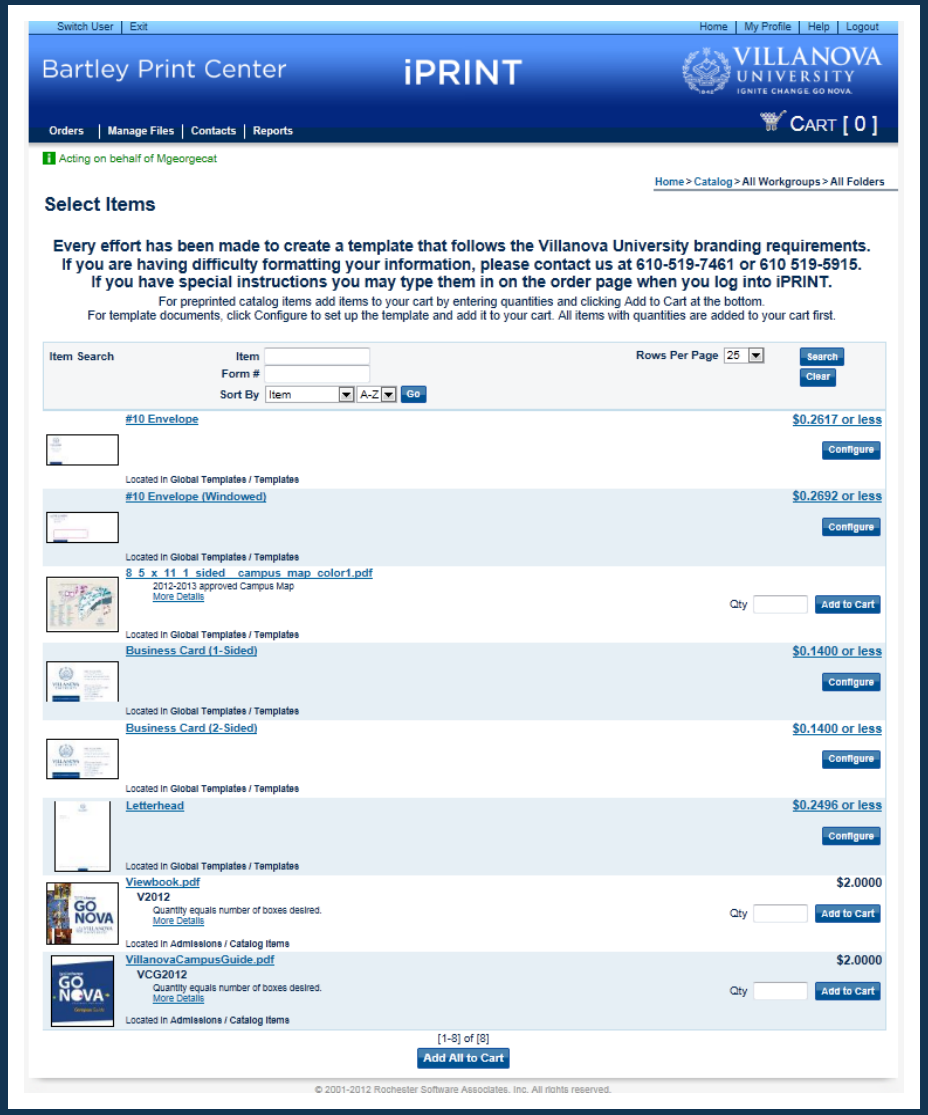
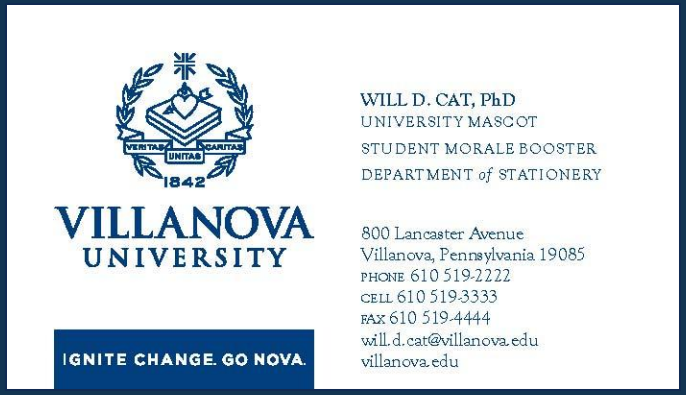


For preprinted catalog items add items to your cart by entering quantities and clicking Add to Cart at the bottom.

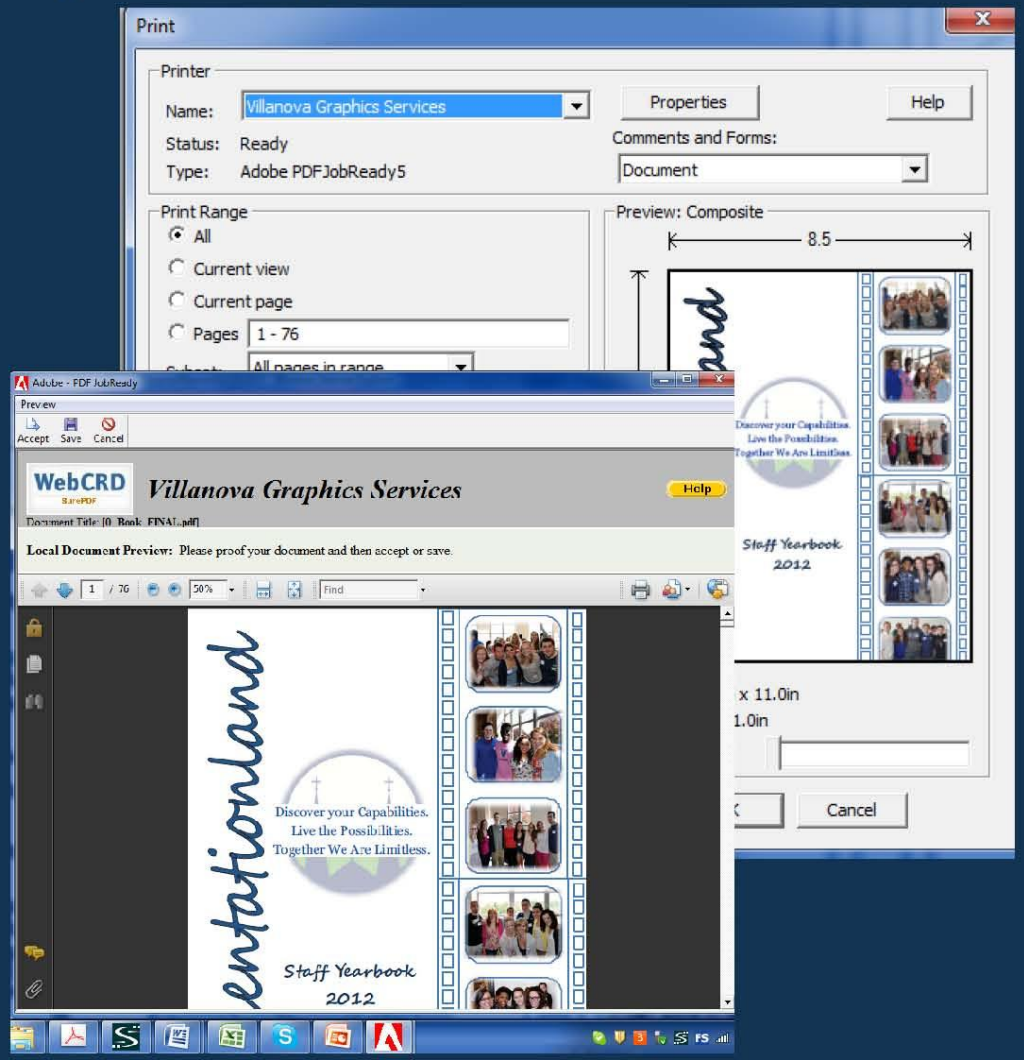



For template documents, click Configure to set up the template and add it to your cart. All items with quantities are added to your cart first

# 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

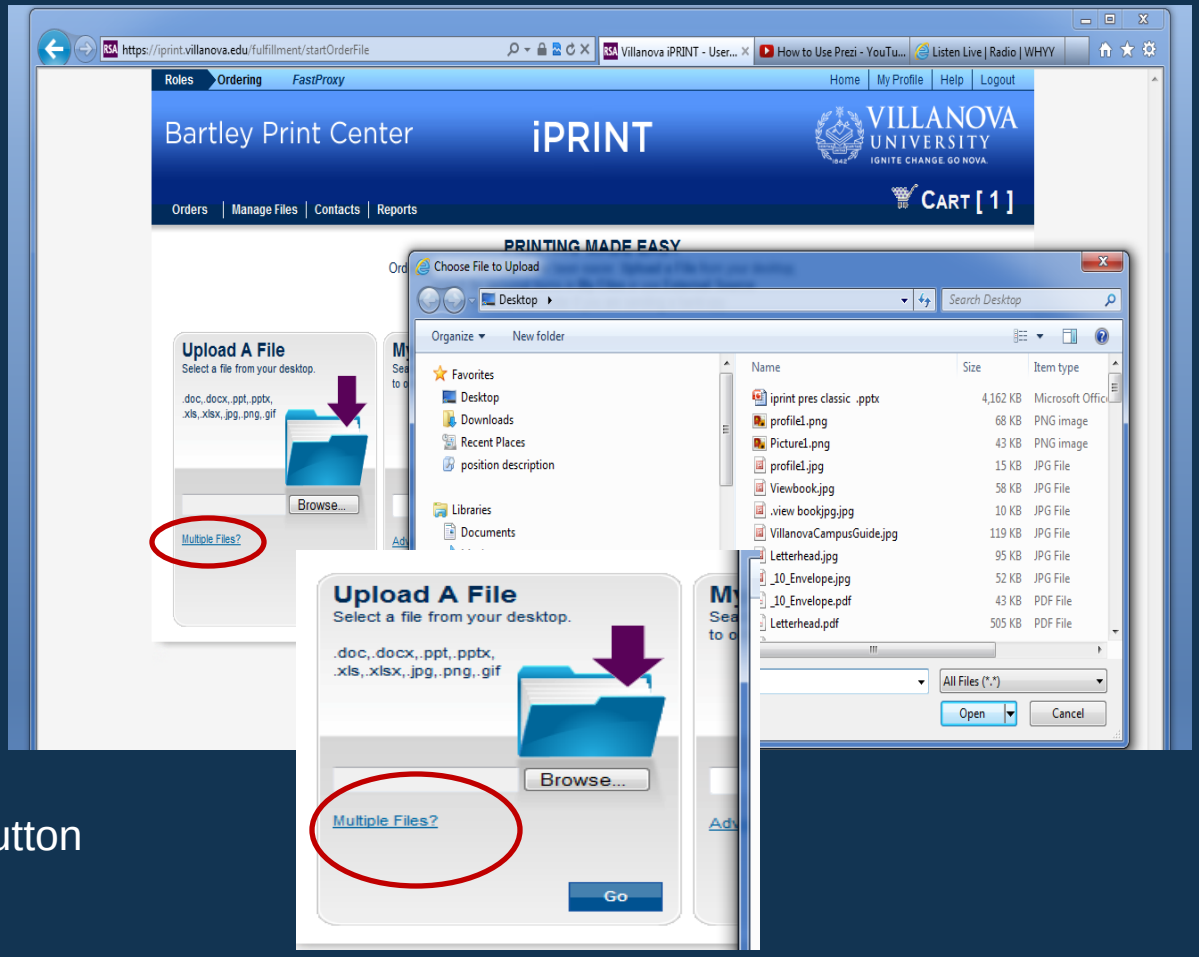
Choose “multiple files”

Browse button

Double-click file

Repeat as necessary

Click on the upload button

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# 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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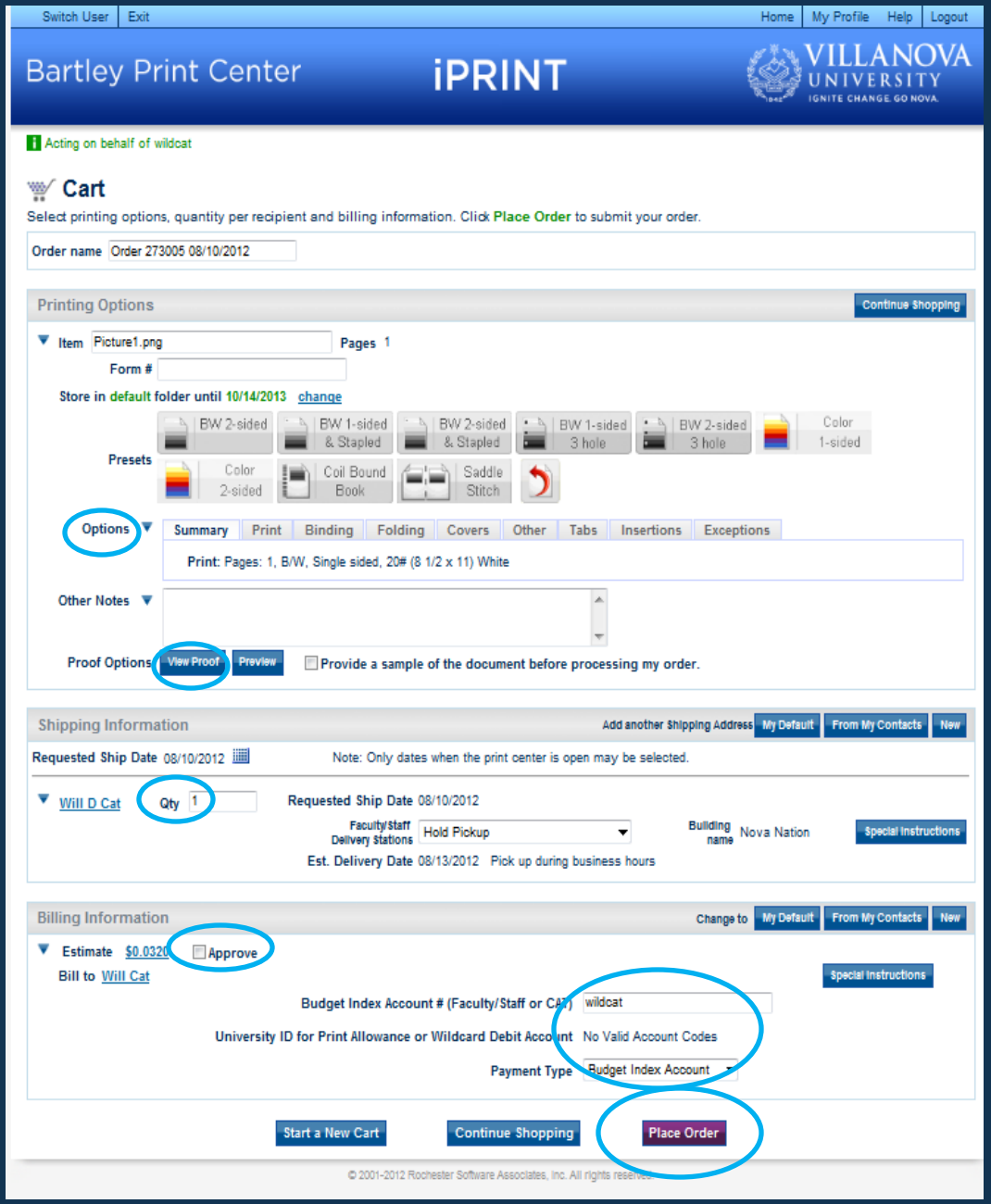

# iPRINT Reordering Options

## 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.

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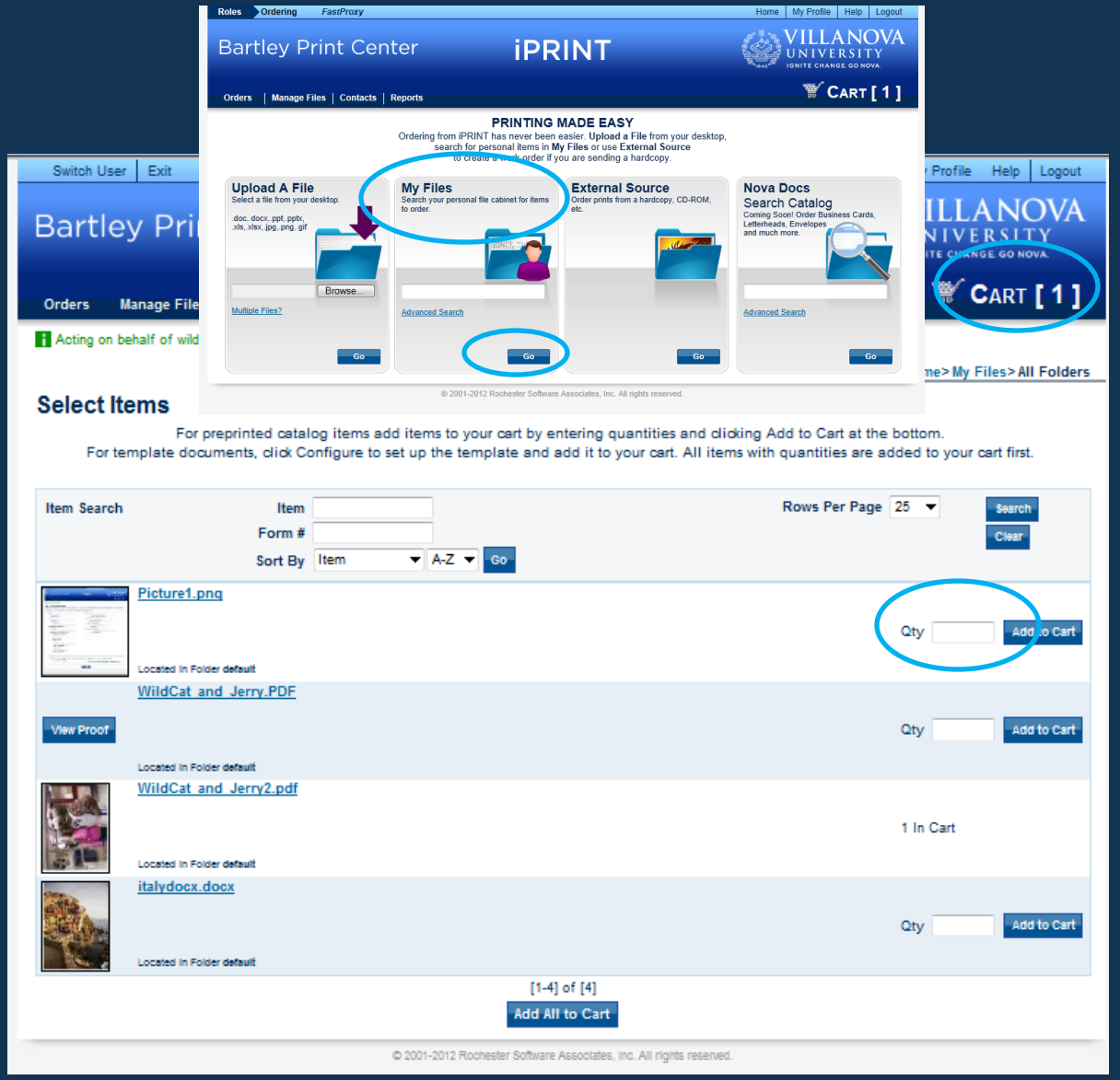

# iPRINT Reordering Options Continued…

## 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.

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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.

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

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# Beyond Print

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