Welcome to iPRINT

Featuring Nova Docs catalog ordering info session
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.
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 website 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 610-519-5014
Geraldine Jackson 610-519-5824
Jess Schwartz 610-519-4898
Eric Horn 610-519-5914

Learn to use your VU user ID and password

Login
Use your VU user ID and password

Domain: Villanova (VU) Account
User ID
Password
Log In
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!
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.
## Select Items

Every effort has been made to create a template that follows the Villanova University branding requirements. 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.

<table>
<thead>
<tr>
<th>Item Search</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>#6 Envelope</td>
<td></td>
<td>$0.2357 or less</td>
</tr>
<tr>
<td>#6 Envelope (Windows)</td>
<td></td>
<td>$0.2357 or less</td>
</tr>
<tr>
<td>Business Card (1-Sided)</td>
<td></td>
<td>$0.1500 or less</td>
</tr>
<tr>
<td>Business Card (2-Sided)</td>
<td></td>
<td>$0.1500 or less</td>
</tr>
<tr>
<td>Letterhead</td>
<td></td>
<td>$0.2395 or less</td>
</tr>
<tr>
<td>Windowblock.pdf</td>
<td>V0013</td>
<td>$2.0000</td>
</tr>
<tr>
<td>Windowblock.pdf</td>
<td>V00298</td>
<td>$2.0000</td>
</tr>
</tbody>
</table>

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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
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

iprint.villanova.edu
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.

[iprint.villanova.edu](http://iprint.villanova.edu)
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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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.
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.
Beyond Print

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