# Seneca

Place an Order for Printing

*Submit a print order online through the Seneca iprintshop.*

1. Open the file you want to print in the program used to create it (i.e. Word, Excel, PowerPoint, etc.). Click **File**, and select **Print**.

2. Select *Seneca SurePDF* as the printer, then click **Print**.
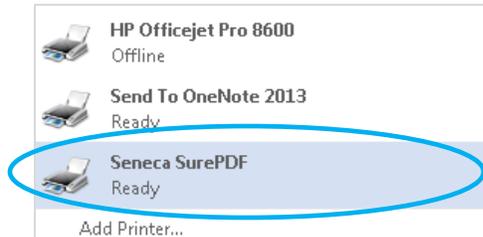
   NOTE: *Contact the Service Desk if you do not see this printer option.*

3. Sign in to iprintshop using your Seneca login credentials. Add the file to a new or existing Cart.

   You are then redirected to the cart page, which consists of three sections:
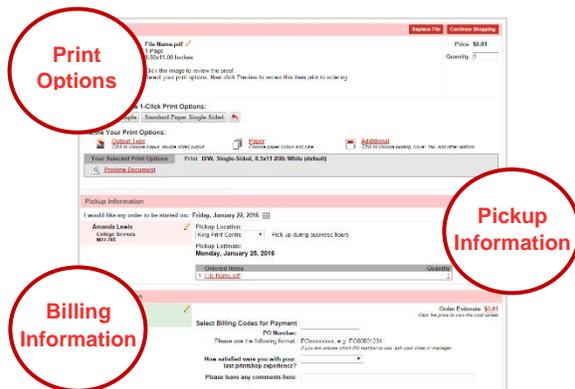
4. Click **Provide an optional name for your order**.

   Type a name into the *Order name* field (for tracking and reordering purposes), then click **Save**.
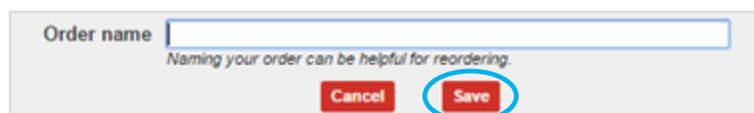
5. Confirm the number of pages shown in the Cart matches the actual number of pages in your file:

Seneca

File Name.pdf
10 Pages
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to
review this item prior to ordering.

Price $1.40

Quantity 1

NOTE: The price shown reflects the total cost to print one copy of the file.

6. Select your *Print Options*:

a) Enter the number of copies you require in the *Quantity* field.

b) If you want your file printed on 8.5"x11" white paper using only black ink, select a *1-Click Print Option*:

   i. Click **2-Sided Staple** for double-sided B&W printing attached with a staple; or

   ii. Click **Standard Paper Single-Sided** for single-sided B&W printing.

   Select from these 1-Click Print Options:
   | 2-Sided Staple | Standard Paper Single-Sided |

Continue to step 7 if you have selected a *1-Click Print Option*.

c) If you are not using a *1-Click Print Option*, indicate your print preferences:

   i. Click **Output Type** to select the ink type (B&W or colour), and choose double-sided or single-sided printing.

   Output Type
   Click to choose colour, double-sided output.

   ii. Click **Paper** if you want to change the paper colour and/or size.

   NOTE: All orders are printed on white 8.5"x11" unless another paper type is specified.

   Paper
   Choose paper colour and size.

   iii. Click **Additional** if you want to add a cover page, binding, folding, hole-punching, tabs, insertions, or indicate special instructions.

   Additional
   Click to choose binding, cover, tab, and other options.

d) Click **Preview Document** to review your order.

7. Select your *Pickup Information* options:

a) Click the calendar icon and select the date you want your order to be completed.

   Friday, January 22, 2016

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b) Click the dropdown list for *Pickup Location* and select a campus.

Pickup Location:
King Print Centre ▼

8. In the *Billing Information* section, type the purchase order (PO) number in the *PO Number* field using the specified format.

   NOTE: Please consult with your supervisor or office administrator if you are unsure of which PO number to use.

   PO Number:
   Please use the following format: POxxxxxxxx, e.g. PO00001234
   If you are unsure which PO number to use, ask your chair or manager.

9. Review the order estimate to confirm the cost:

   Order Estimate $2.78
   Click the price to view the cost details

10. Click **Place Order**. The Print Shop will contact you by email when your order is ready for pickup.