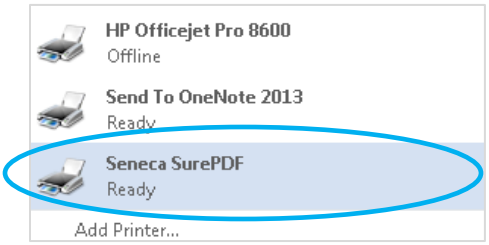
Seneca

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**.

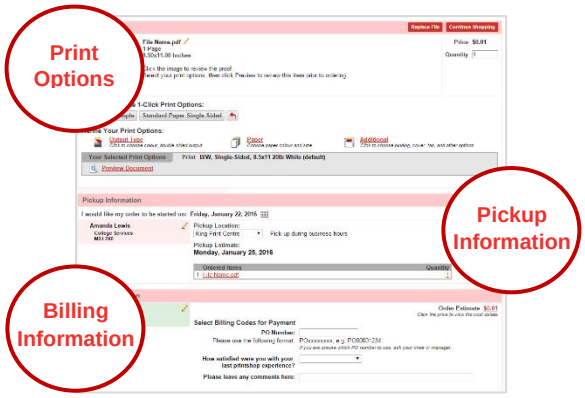
2. Select *Seneca SurePDF* as the printer, then click **Print**.



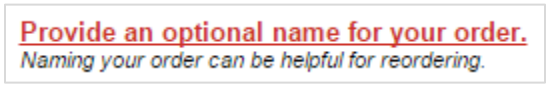
NOTE: *Contact the Service Desk if you do not see this printer option.*

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

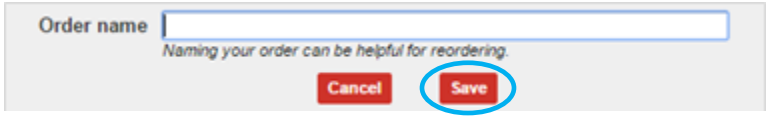
You are then redirected to the cart page, which consists of three sections:



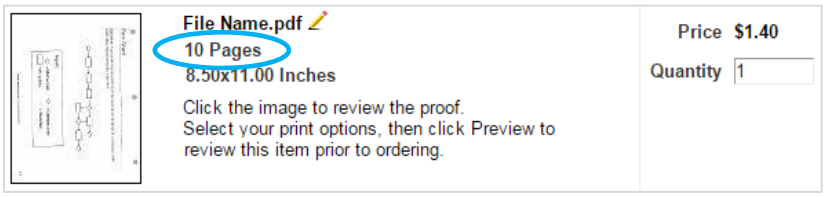
4. Click **Provide an optional name for your order**.



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:



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

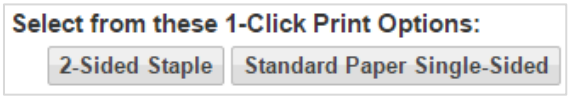
6. Select your *Print Options*:

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

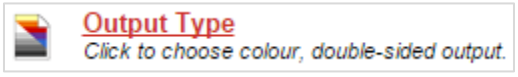
ii. Click **Standard Paper Single-Sided** for single-sided B&W printing.



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

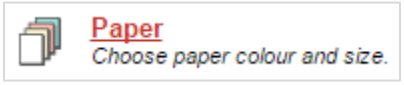
c) If you are not using a *1-Click Print Option*, indicate your print preferences:

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



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.

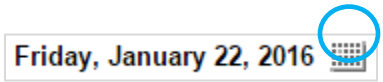


iii. Click **Additional** if you want to add a cover page, binding, folding, hole-punching, tabs, insertions, or indicate special instructions.

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

7. Select your *Pickup Information* options:

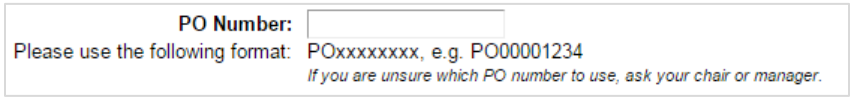
a) Click the calendar icon and select the date you want your order to be completed.



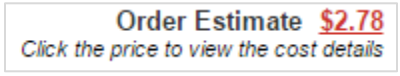
b) Click the dropdown list for *Pickup Location* and select a campus.

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.



9. Review the order estimate to confirm the cost:



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