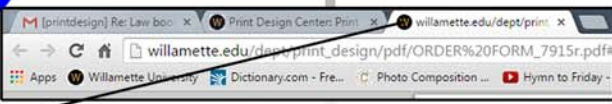
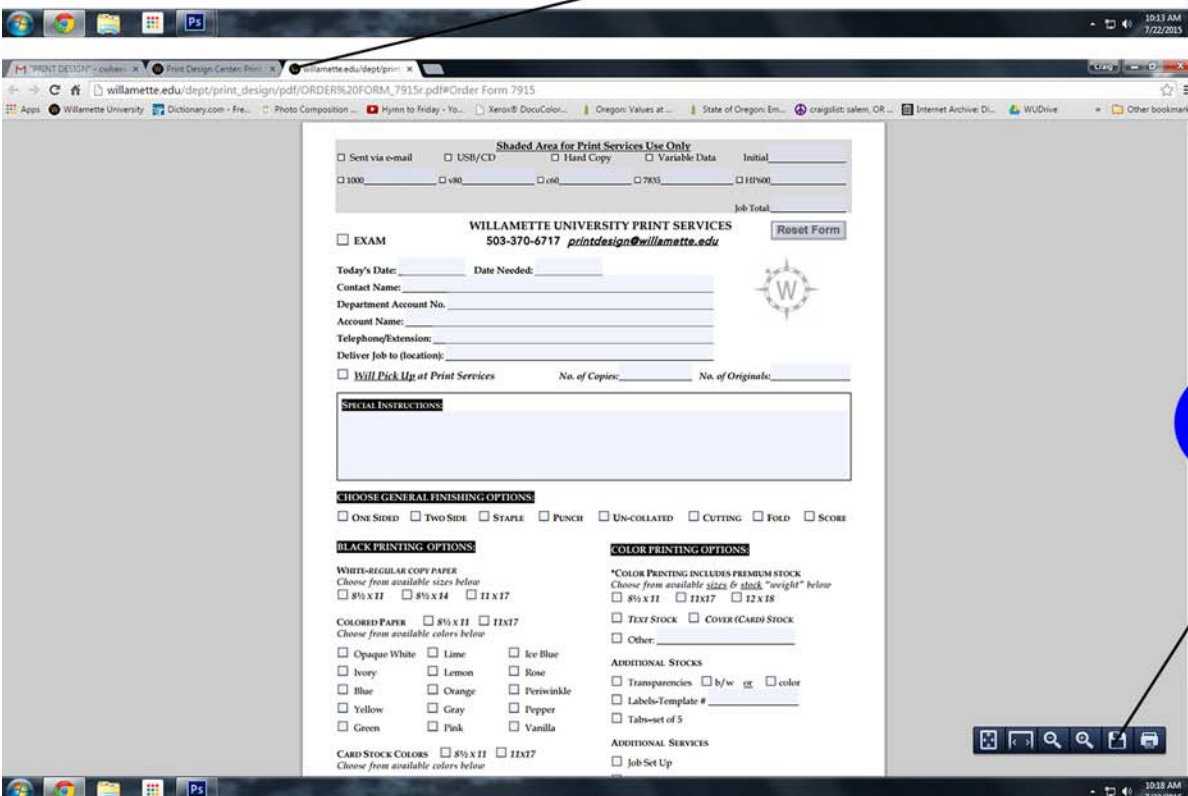




**From inside "Print Job Request" click on "Print Services Work Request (pdf)"**



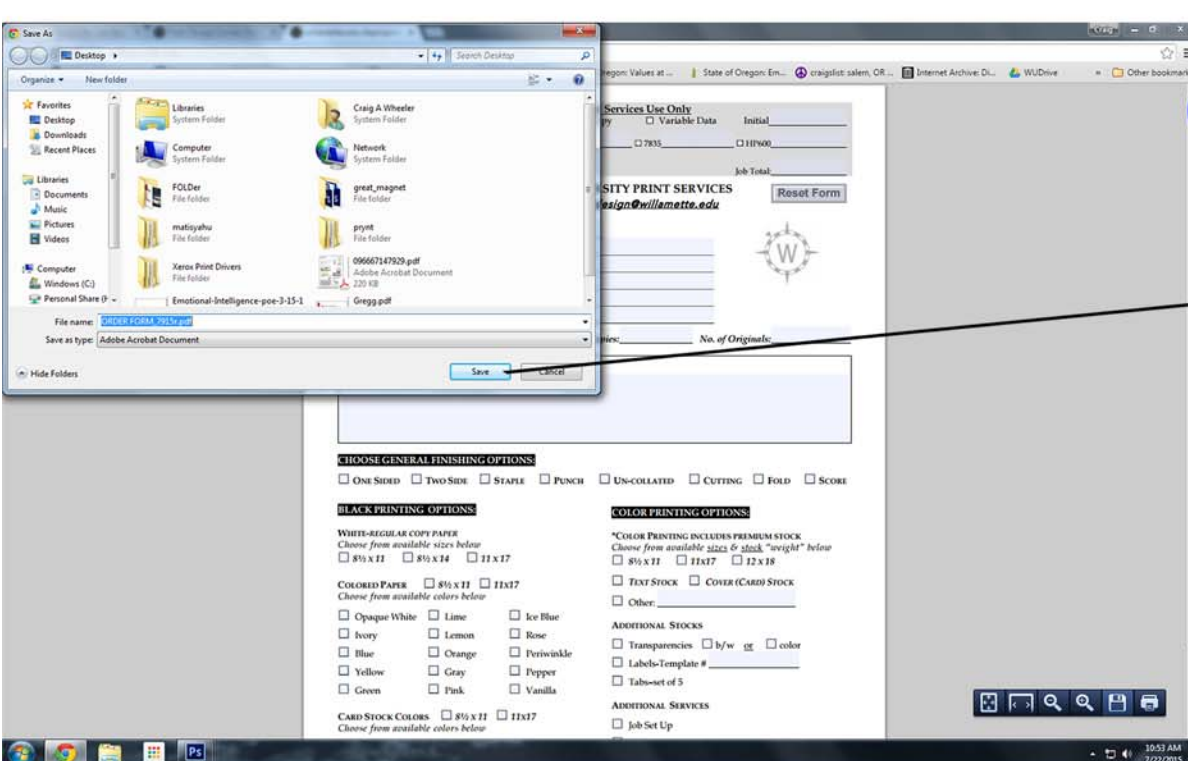
**An order form should open in a new browser tab-but DO NOT fill out in the tab.**



*Wait!*

**Hover over bottom right & click-**

*...and...*

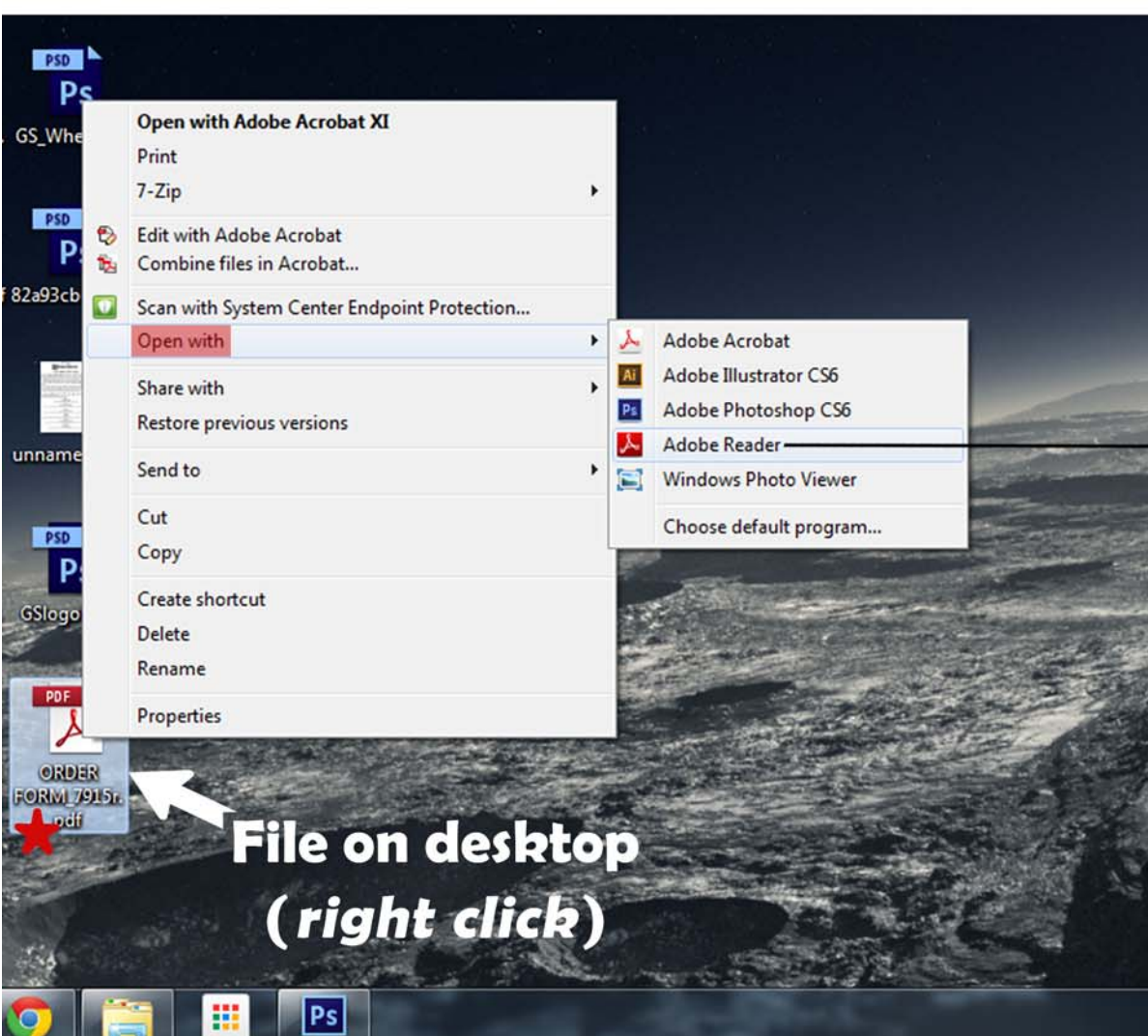


**Direct to...(Desktop) Click "Save" icon.**

*~then*

**5**

**Right click on the file.**



**6 Say! "Open with" Adobe Reader**

**Fill out in Adobe Reader Remember to SAVE!**

**Attach to email with print file printdesign@willamette.edu**

**File on desktop (right click)**