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WELCOME TO PUBLICATION SERVICES

It is our goal in I.U.S.D.'s Publication Services to provide you with the highest quality service, at or below our competitor's prices, in a reasonable amount of time. Our staff can help you produce documents that will better communicate your needs. We offer several types of products and services, as well as free quotes.

Our Hours

Monday - Friday
7:00 a.m. - 4 p.m.

We are closed on all school holidays.

Time schedules for jobs may vary due to holidays, main events, and the May thru September rush.



Publication Services
100 Nightmist
Irvine, California 92618
(949) 936-5307
Fax (949) 936-5355
Leslies@iusd.org



SERVICES OFFERED IN THE PRINT SHOP

Copying:

Our high speed copiers can accommodate one- to two sided, black & white copies up to 11" x 17" on light weight to 110 lb. index paper.

Full Color Printing:

We can do a wide selection of full color copies (min. size: 4.13" x 5.83"; max. size 11" x 17") on regular weight paper up to 80 lb. cardstock. 8.5" x 11" = 30 cents each, 11" x 17" = 45 cents (does not include paper).

Printing Presses:

Our presses can print one- to two-sided copies with one or two colors of ink on regular to heavy weight cardstock.

Digital Document Preparation:

Programs to use when submitting your document for printing: Microsoft Publisher 2003 or later, Word, Excel, Power Point, QuarkXpress or preferably your file saved in a PDF format with the fonts and graphics embedded.

Bindery:

Our bindery services consist of stapling, spiral binding, cutting, 3-hole punching, folding, etc. (see list below).

Black & White Copy Cost

<u># of Copies</u>	<u>Cost</u>	
White Bond		
One Side		
8½" x 11"	100	\$2.00
White Bond		
Two Sided		
8½" x 11"	100	\$3.26
Colored Bond		
One Side		
8½" x 11"	100	\$2.23
Colored Bond		
Two Sided		
8½" x 11"	100	\$3.49

OTHER PRINT SHOP SERVICES:

- *Spiral Bind*
- *3 Hole Punch*
- *Cut / Trim*
- *Tape Bind*
- *Saddle Stitch*
- *Fold*
- *NCR Carbon Copies*
- *Transparencies*
- *Notepads*
- *Graphic Design*

WHO'S WHO IN THE PRINT SHOP



Gary Bates.....Press Operator
Ken Kafton.....Lead Press Operator
"Nacho" Ignacio Montes.....Bindery Assistant
Leslie Schlueter.....Publication Technician



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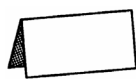
BINDERY GLOSSARY

Bindery Options: The process of fastening completed work together. Some terms you may not be familiar with:

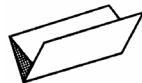
- ⇒ **GROUP:** The gathering of the same sheets together, ie. 100 copies of page 1 in a stack, 100 copies of page 2 in another stack, etc.
- ⇒ **COLLATE:** The gathering of several sheets together in sequence; ie. pages 1, 2, 3, 4, etc. printed in sequence.
- ⇒ **SPIRAL BINDING: (Plastic comb binding, also called GBC):** A bindery method utilizing a plastic spiral which is inserted through 19 punched holes that allow the book to lie flat when fully opened. The plastic spiral combs are available in a variety of sizes.
- ⇒ **TAPE BINDING:** A method of securing loose printed pages with a strip of tape fused with heat. Tape binding allows documents to lay flat when opened, is sturdy, and neat. (Max. sheets of 8.5" x 11" that can be tape bound is 125.)
- ⇒ **PADDING:** A bindery method whereby the sheets are combined into groups and a glue compound is applied to one edge, for example, a notepad.
- ⇒ **SADDLE STITCH:** Stapling a booklet through the fold/spine so you do not see the staples when looking at the booklet. (Max. sheets of 8.5" x 11" that can be saddle-stitched is 18. Max. sheets of 11" x 17" that can be saddle-stitched is 12.) Booklets with more pages than our maximum sheets allowed, will be sent out for bindery.

FOLDING

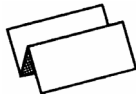
- Various folds we can do for you:



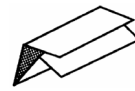
Half fold



Letter fold



Z fold



Double fold

PERFORATING / NUMBERING

- We can send your orders to an outside vendor for perforating or numbering.

CUTTING

- Our Print Shop has a large guillotine/cutter for trimming jobs as small as 2".

HOLE PUNCHING

- The standard hole-punch has 3-holes for inserting copies into a notebook. One- and 2-hole punching can also be done manually for special orders; please provide a sample of the hole punch placement.

TIMELINES

Normal turnaround time is **5-7** business days
from the date the order is received in the Print Shop.

Large distributions, spiral binding, programs, and directories — allow **10** business days.

TIMELINE HINTS

IMPORTANT PRINTING DATES:

Second week of May

- Yearbooks due
- High school Literary magazines due

Third week of May

- End of school year newsletters due (allow 2+ weeks for printing)
- Summer Math book orders due

First week of June

- Graduation/Promotion programs due (allow 2+ weeks for printing)

Second week of June

- Summer registration packet materials, flyers, letterhead, envelopes

Third week of June

-- Fall Science lab manuals—send earlier, if possible. Each classroom set of science lab manuals takes almost 1 week to print.

Second week of July

- School calendars, student/teacher planner/organizers

SUMMER PRINTING (send it in early!!)

- ◆ Utilize our slow season between February and mid-April.
- ◆ Send your summer requests such as 9" x 12" and 10" x 13" envelopes for 1st day packets, spiral bound booklets, NCR (carbonless) forms, notepads/notecards, and so on.
- ◆ Mark the request "Summer Printing" if applicable. (This way you won't be billed until July 1st, the next fiscal year).
- ◆ IMPORTANT: Teachers should only send curriculum packets/books/themes needed for the first 1-2 months of school, **not** for the whole school year.

Copyright Warning

The Copyright Law of the United State (Title 17, United States Code) governs the making of photocopies or reproductions of copyright material.

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in - excess of "fair use," **that user may be liable** for copyright infringement punishable by a fine and a jail sentence.

Publication Services reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright infringement.

Fair Use and Teachers

Fair use explicitly allows use of copyrighted materials for educational purposes such as criticism, comment, reporting, teaching, scholarship, and research. Rather than listing exact limits of fair use, copyright law provides **four standards for determination of the fair use exemption**:

1. **Purpose of use:** Copying and using selected parts of copyrighted works for specific educational purposes - qualifies as fair use, especially if the copies are made spontaneously, are used temporarily, and are not part of an anthology.
2. **Nature of the work:** For copying paragraphs from a copyrighted source, fair use easily applies. For copying a chapter, fair use may be questionable.
3. **Proportion/extent of the material used:** Duplicating excerpts that are short in relation to the entire copyrighted work or segments that do not reflect the "essence" of the work is usually considered fair use.
4. **The effect on marketability:** If there will be no reduction in sales because of copying or distribution, the fair use exemption is likely to apply. This is the most important of the four tests for fair use (Princeton University).

None of these factors alone constitutes fair use. Even though materials may be copied for educational purposes, the other standards must be met. Unfortunately, these are not exactly crisp and clear guidelines. Nevertheless, **ignorance of the law is no excuse**. Teachers should consider the following:

- In one case, a teacher was held liable for copying 11 out of 24 pages in an instructional book when it was used in subsequent semesters without permission from the copyright holder (Washington State University, 1997).
- Penalties for copyright violation or infringement are harsh. Judgments can run up to \$100,000 for each act of - deliberate or willful infringement (University of Texas).

Many school districts and institutions have policies relating to reproduction of copyright materials. Disregard for - established policies that reflect copyright law could mean that a teacher charged with copyright violation would receive no legal support from the employer-district.

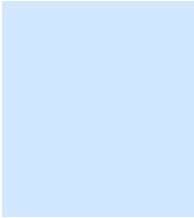
SOURCE: <http://home.earthlink.net/~cnew/research.htm>



LIGHT WEIGHT PAPERS

20 lb. Bond

Blue



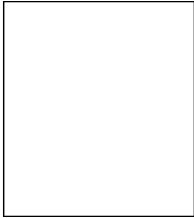
Paper Size
8.5" x 11"
8.5" x 14"
11" x 17"

**20 lb.
(Lightweight)**

A general use, lightweight paper used for manuals, reports, letters, forms and fliers.

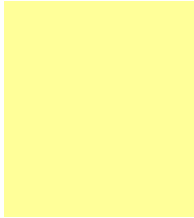
Paper colors may vary with mill run.

White



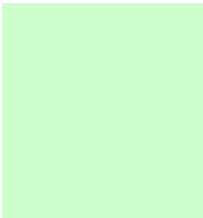
Paper Size
8.5" x 11"
8.5" x 14"
11" x 17"

Canary




Paper Size
8.5" x 11"
8.5" x 14"
11" x 17"

Green



Paper Size
8.5" x 11"
8.5" x 14"
11" x 17"


Orchid*



Paper Size
8.5" x 11"

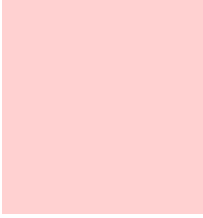
*This color may vary due to dye lot differences.

Buff




Paper Size
8.5" x 11"
8.5" x 14"
11" x 17"

Pink



Paper Size
8.5" x 11"
8.5" x 14"
11" x 17"

Goldenrod




Paper Size
8.5" x 11"
8.5" x 14"
11" x 17"

Tan




Paper Size
8.5" x 11"
11" x 17"

Gray



Paper Size
8.5" x 11"
11" x 17"

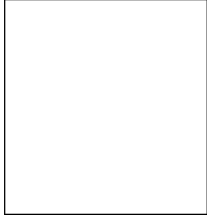
Ivory



Paper Size
8.5" x 11"
11" x 17"

24 lb. Capitol Bond

White



Paper Size
8.5" x 11"

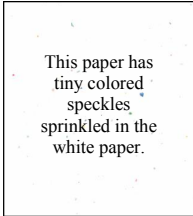
24 lb.
(Light weight)

Long held as the benchmark in affordable, dependable 25% cotton communication papers.

A nice quality paper for letterhead.
It also has a watermark.

60 lb. Astrobright Text

Star Dust White



This paper has tiny colored speckles sprinkled in the white paper.

Paper Size
8.5" x 11"

60 lb. (Lightweight)

Miscellaneous bright colors. These stocks are available in 8.5" x 11" size; best used for flyers and general purpose printing.

Paper colors may vary with mill run.

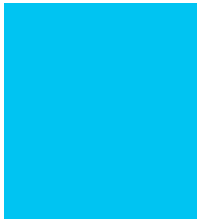
60 lb. Astrobrights can be printed on both sides and you won't see any bleed through.

Re-entry Red



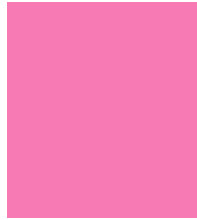
Paper Size
8.5" x 11"

Lunar Blue



Paper Size
8.5" x 11"

Pulsar Pink



Paper Size
8.5" x 11"

Terra Green



Paper Size
8.5" x 11"

Solar Yellow



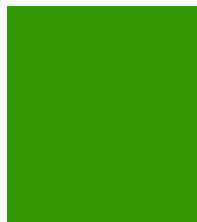
Paper Size
8.5" x 11"

Orbit Orange



Paper Size
8.5" x 11"

Gamma Green



Paper Size
8.5" x 11"

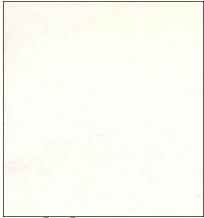
Planetary Purple



Paper Size
8.5" x 11"

60 lb. Astroparche Text

White



60 lb. (Lightweight)

Antique mottled pattern. These stocks are available in 8.5" x 11" size; recommended for certificates, letterheads, and invitations.

Parchment-type paper should only be printed on one side due to bleed through.

Natural



Paper Size
8.5" x 11"

Sand



Paper Size
8.5" x 11"

Blue



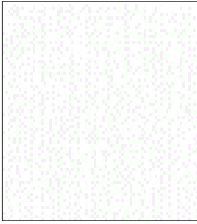
Paper Size
8.5" x 11"

A stack of papers is shown, with a light green sheet on top and a light blue sheet underneath. A silver paperclip is attached to the top left corner of the green sheet. The text "MEDIUM WEIGHT PAPERS" is printed in bold black letters on the green sheet.

**MEDIUM WEIGHT
PAPERS**

70 lb. Linen Text

White



Paper Size
8.5" x 11"
11" x 17"

70 lb. (Medium weight)

Linen is a semi-rough paper that emulates the look of linen cloth with slightly lifted grooves to give a textured feel. These stocks are available in 8.5" x 11" size; recommended for certificates, newsletters, letterheads, and invitations.

Linen also comes in 80 lb. cover stock. Please call/email us first if you plan on using 80 lb. cover for your job, we don't always have this paper in stock and may have to order it.

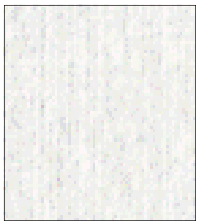
*8.5" x 14" and 11" x 17" sizes may be obtained by special order.

Lively Ivory



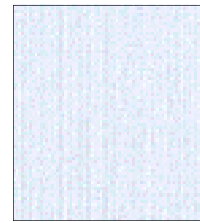
Paper Size
8.5" x 11"
11" x 17"

Star Sapphire Gray



Paper Size
8.5" x 11"

Sky Blue



Paper Size
8.5" x 11"

24 lb. Crushed Leaf

White



Paper Size
8.5" x 11"

24 lb.
(Medium weight)

A speckled, fiber-enhanced paper with a smooth finish. This paper enjoys end uses such as letterhead, newsletters, and business reports.

24 lb. paper can be special ordered
for 11" x 17" jobs.


Also comes in 80 lb. cover stock which is
good for invitations or notecards.



**HEAVY WEIGHT
CARD STOCK
& COVER
PAPERS**

110 lb. Index

White

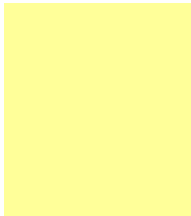


Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

110 lb.
 (Heavy weight)

A durable, general purpose card stock used for postcards, brochures, dividers, tickets, programs and file cards. This paper can be printed on copiers or offset presses.

Canary

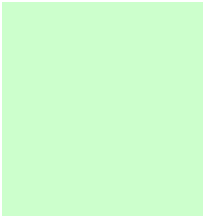


Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

Paper colors may vary with mill run.

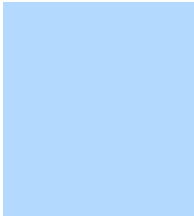
Index paper is the cheapest of the heavyweight papers.

Green




Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

Blue




Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

Buff




Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

Cherry




Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

Salmon




Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

Gray



Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

Ivory



Paper Size
 8.5" x 11"
 8.5" x 14"
 11" x 17"

65 lb. Astrobright Cover

Galaxy Gold



Paper Size
8.5" x 11"

65 lb. (Heavy weight)

Miscellaneous bright colors.
These stocks are available in 8.5" x 11"
size; recommended for covers, postcards,
cardstock forms, and posters.

Paper colors may vary with mill run.

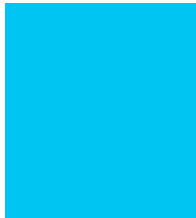
These colors are available in 11" x 17" size by
"special order" only. A special paper charge
will be added to your order for 11" x 17".

Re-entry Red



Paper Size
8.5" x 11"

Lunar Blue



Paper Size
8.5" x 11"

Pulsar Pink



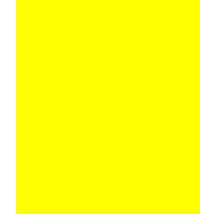
Paper Size
8.5" x 11"

Terra Green



Paper Size
8.5" x 11"

Solar Yellow



Paper Size
8.5" x 11"

Orbit Orange



Paper Size
8.5" x 11"

Gamma Green



Paper Size
8.5" x 11"

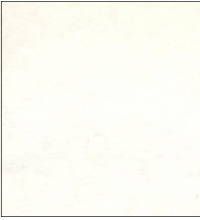
Planetary Purple



Paper Size
8.5" x 11"

65 lb. Astroparche Cover

White



Paper Size
8.5" x 11"

65 lb. (Heavy weight)

Antique mottled pattern. These stocks can be used for invitations, notecards, and program covers.

Cover stock is the most expensive of the heavy weight papers

*65 lb. Astroparche cover stock is a special order paper.

Natural



Paper Size
8.5" x 11"

Sand



Paper Size
8.5" x 11"

Blue

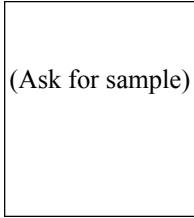


Paper Size
8.5" x 11"

80 lb. Sundance Cover

White

(Ask for sample)



Paper Size
8.5" x 11"

**80 lb.
(Heavy weight)**

Sundance has a look and a finish like no other. It has a felt finish that is soft to the touch.

This paper is perfect for invitations, announcements, or note cards.

Cover stock is the most expensive of the heavy weight papers

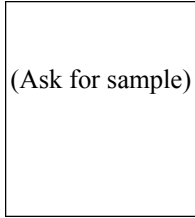
*For notecards or invitations, order size 5.5" x 8.5", folded in half, and blank A-2 envelopes to match.

80 lb. Bright White Cover

(formerly called Coronado Cover)

White

(Ask for sample)



Paper Size
8.5" x 11"

80 lb.

(Heavy weight)

Bright White Cover has a smooth,
uncoated finish.

This stock is primarily used
for businesscards or notecards.



**PREPRINTED
CERTIFICATE
BORDERS**

Preprinted Certificate Borders

70 lb.
(Medium weight)

Colored borders are pre-printed
on 8.5" x 11", 70 lb. white Linen.
Used most often for certificates.

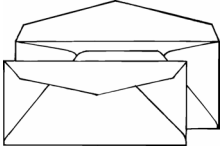
Paper Size
8.5" x 11"





Envelopes

**Envelopes
White**



Sizes:
#10
#9

500 per box


**Envelopes
White w/Window**



Size:
#10
Available in
Left window or
Right window

500 per box

**Envelopes
White**

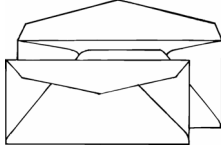


Size:
Sundance A-2

To go with 5.5" x 4.25"
invitations,
announcements, and
notecards.

250 per box

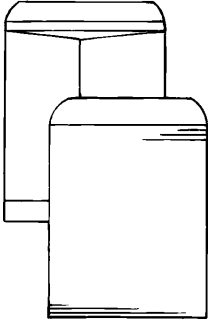
**Envelopes
Special Order**



Sizes:
Linen #10
Parchment #10
Crushed Leaf #10

500 per box

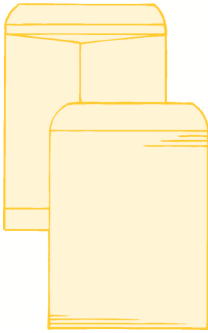
**Catalog
White**



Sizes:
10" x 13"
6" x 9"

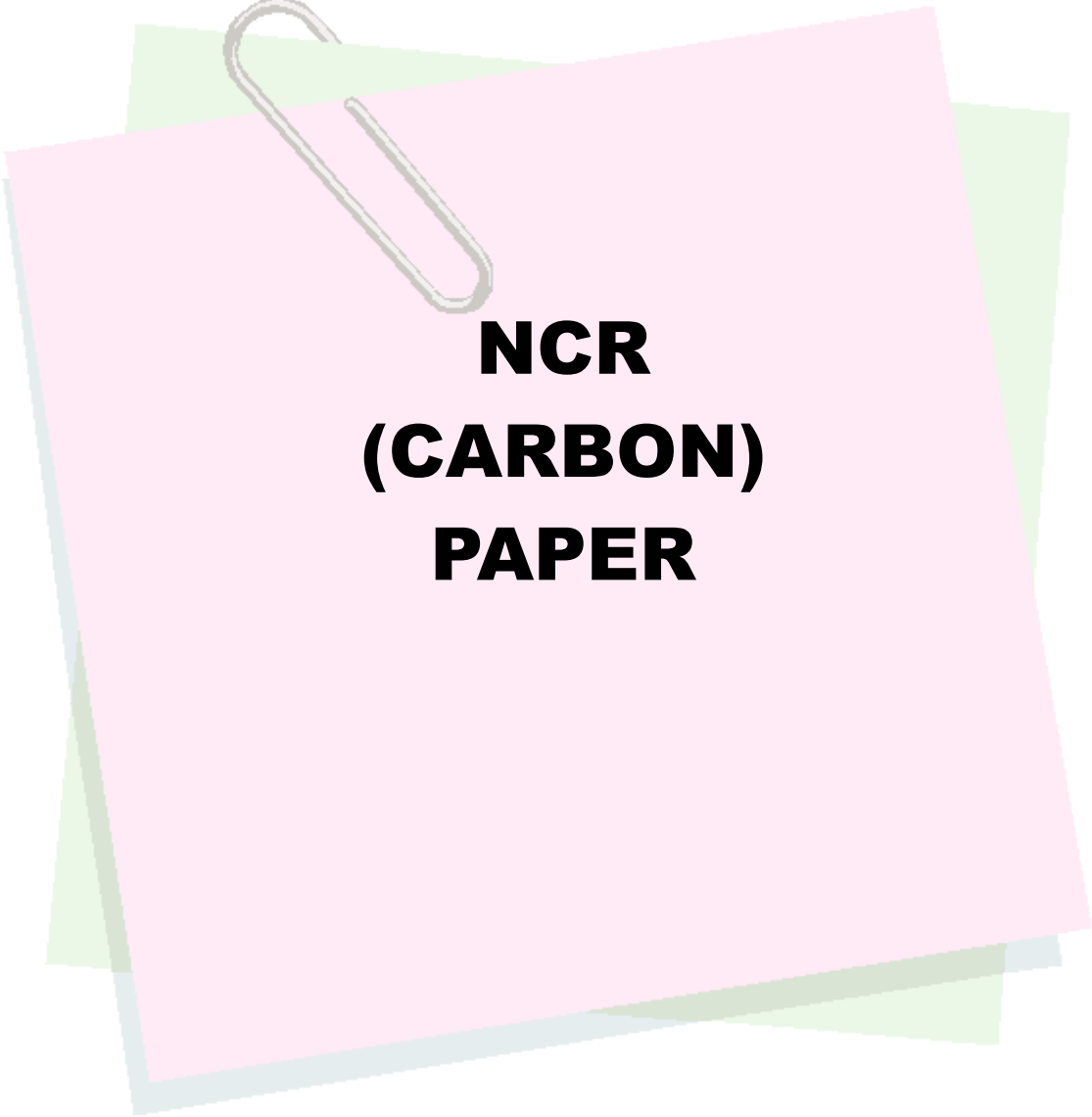
10" x 13" = 250 per box
6" x 9" = 100 per box

**Catalog
Manilla**



Sizes:
10" x 13"
9" x 12"
6" x 9"

10" x 13" = 250 per box
9" x 12" = 250 per box
6" x 9" = 100 per box

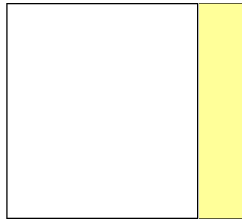
A stack of papers is shown, with a light green sheet on top and a light blue sheet underneath. A silver paperclip is attached to the top left corner of the green sheet. The text "NCR (CARBON) PAPER" is printed in bold black letters on the green sheet.

**NCR
(CARBON)
PAPER**

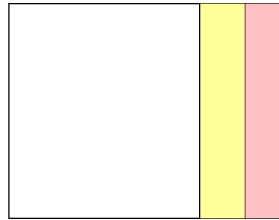
NCR Carbonless Paper

20 lb.
(Light weight)

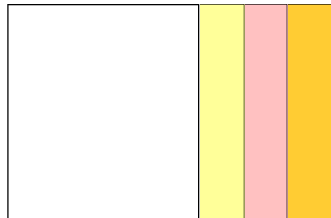
These stocks are available in 8.5" x 11"
size sheets, and come in the order that
they are shown on this page.



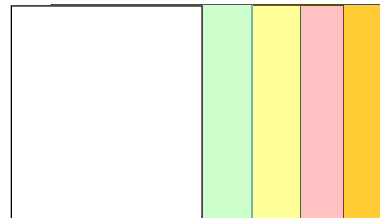
2 PART NCR:
White / canary
250 sets per pack



3 PART NCR:
White / canary / pink
137 sets per pack



4 PART NCR:
White / canary / pink / goldenrod
125 sets per pack



5 PART NCR:
White / green / canary / pink / goldenrod
100 sets per pack

Helpful Hints:

- 1) Carbonless paper should only be printed in one color of ink, usually black.
- 2) Carbonless paper should only be printed on one side due to bleed through.



**HOW TO FILL OUT
THE NEW
PRINT SHOP
WORK ORDER**

Irvine Unified School District

Publication Services

For more information on the Online Work Order System, or other services offered, please contact Publication Services:

Publication Services

100 Nightmist, Irvine, CA 92618
(949) 936-5307 * Fax (949) 936-5355
Email: Leslies@iusd.org

On the Web (inTRANet)

- (Print Shop Pro “WebDesk” - new Work Order system)
<http://printshop.iusd.org>
- (Publication Services Website)
http://www.iusd.org/district_services/maintenance_and_operations/mno/

Services Available

- High speed B&W digital copies
- Offset printing up to 2-color
- Color copies up to 11” x 17”
- Complete bindery services
- Campus pickup and delivery
- Graphic design

Accessing the Print Shop

Work Order System

The work order system is located on the inTRANet at “<http://printshop.iusd.org>.” You can only access it from within the District. Notice you will not need to type the “www” before the address. Please take a moment to bookmark this location in your Web browser for convenient use later.

Registration

Registration is required to use the work order system. Once you’ve registered, the system will take 1-2 days to send you an approval e-mail.

How to Register

In order to use the system, you and an Approval Person (who may be a Principal, Director, Admin. Asst., or Secretary), will need to be registered. Register by clicking “**REGISTER**” in the blue left menu. Fill out the fields. Please put a letter in the middle initial area as filling in this field is mandatory, even if you don’t have a middle name. For “Site” please select the department or school you will be using most frequently. The “Site Address” field should be your building and room number. If you often use more than one budget code for your printing requests, please e-mail Leslie Schlueter at Leslies@iusd.org and let her know the additional codes you will need to access. We will add these to your account when we approve the registration.

After receiving the e-mail approval you will be cleared to submit jobs. If you need to submit a job right away, go through the registration process and then call Leslie Schlueter at 949-936-5307, to have your approval process time decreased. Once the job has been submitted, your approval person will be sent an e-mail, and they will need to approve the job before it can be sent to the Print Shop.

Approval Process

Each dept./school site must select one person (principal, director, admin. asst., or secretary) who will approve all print jobs for their site using e-mail and his/her Web browser. Approval at this level is required by Publication Services to maintain a process of accuracy and checks and balances in all materials printed.

Your approval person will need to be registered (in advance) with the work order system before you can submit your orders for approval (see the earlier section on registration).

Please note that a **secondary approval person** should be designated for each dept./school in the event the primary approval person is out of the office for an extended absence. Only the primary approval person will be active in the system to approve orders during normal periods. Preceding an extended absence, the primary person will have to notify Leslies@iusd.org in writing as to when he/she will be out of the office and who will be acting as approval person in his/her absence. The secondary person will then be temporarily activated as approval person during the absence. A minimum of 24 hours notice of this change in approval is requested to complete the administrative transition in the system.

If you are an approval person (principal, director, admin. asst., or secretary), you will receive an e-mail of a job that needs to be approved. When this happens, you will need to follow these steps:

1. You can double-click the link, and it will bring you to the Web site, where you will need to log in.
2. Navigate to the “Approve Orders” page:
 - a. Hit the “Administration” button in the blue navigation bar on the left-hand side of the page
 - b. Click the second tab that says “Approve Orders”
3. Review the job ticket, and the attached .PDF proof (if applicable), and check the appropriate area as to whether or not the job is approved or denied. Click the submit button. You are done.

If you are an approval person, please check your e-mail once or twice a day depending on your schedule so as to not delay the time-sensitive print materials your staff may have pending your approval. Once you are logged in to the site, you can then approve all the jobs at once.

Checking Your Order Status

As a user you can log in and select the “Order Status” button on the top of the Web page where the site will give you live feedback as to where your project is at (Pending Approval, Design (typesetting/pre-press), Production, or Shipping).

Log In

In order to log in, you will need to have registered to use the system (see the earlier section on registration). Go to “<http://printshop.iusd.org>” and click on the “Log In” button located on the upper right side of the page. Sign into the system using your user name and password you created in the registration page. Hit the “Log in” button below the password field. The new home page will say “Welcome back, your first name” below the IUSD logo. You can now submit and Print Shop jobs.

Submitting a Job

You will find two basic options to submit a request:

Quick Copy — Use this option for basic black and white copy jobs with a total quantity of 1,000 finished pieces or less. This option is restricted to jobs with collating and simple stapling. Colored paper is acceptable for Quick Copies. Most jobs will fall under this section, however if you need a cover paper for a booklet, or color copies, then go to "Printing Order" to submit your job.)

Printing Order — Use this option for everything else: 3-hole punch, press jobs, color copying, graphic design, NCR (carbon copies), and jobs with cutting and more advanced bindery, including folding. This option should also be used for any poster jobs.

Choose the option that best suits your print request by selecting the button in the blue menu on the left hand side of your screen. For Quick Copy and Printing Order steps follow the corresponding directions.

Quick Copy Order

You must be logged in before submitting any job (see Log In section on page 36)

1. **File Upload** — Uploading a file is optional, however we strongly recommend using it. It will speed up your turnaround time once your supervisor has approved your job. Select "yes" to upload a file, or "no" to submit a hard copy. If you choose to upload a file, the system will easily take Microsoft Word, Excel, PDFs, and JPGs. (See below if not using one of those files)*

If you select "no," and will be submitting your job as a hard copy, jump to Quick Copy step 4.

* The system will automatically try to create a PDF proof from the uploaded file. The file types that can be converted are MS Word, Powerpoint, and Excel. If your file is not eligible for PDF creation, such as a MS Publisher file, you must embed the file with the graphics and fonts before you can upload it. Embedding the graphics and fonts will ensure that the file printed will match what you see on your workstation computer. Without taking these steps, you risk printing errors such as low resolution graphics and text reflows. If you have another type of file to submit that is not one of the files listed above, please contact Leslie Schlueter in Publication Services at (949) 936-5307 to discuss other means of submitting your file. Your last option is to create a PDF file from your workstation.

2. **Attach Electronic Files** — If you select "yes," click the "choose file" button and it will allow you to search your computer to locate and select the file. Then click the "Upload File" button once it's been selected.
3. **Attached Files** — You now have the choice to upload another file or continue. Hit "continue" once you have uploaded all your files for this one job. (Each job is done separately, ex: If you have three quizzes you will have to create three separate tickets, one for each. However if you have one job that is in two files, you can upload the second file here.)
4. **Order Information** — Here you will type in the Order Name, Copies, and Sheets Per Set (see table on page 38 for an explanation of how to properly denote sheets per set).**
5. **Main Paper Selection** — Here you choose one- or two-sided and paper color. In Quick Copy the only size paper you are offered is letter sized (8.5 x 11). Hit the "Continue" button.
6. **Finishing** — Here you can choose Collating and Binding (stapling). Hit the "Continue" button.
7. **Billing and Delivery** — Select the "Account Number" (budget code) you wish to use in the drop down menu. Check your "Contact" and "Date Needed" information. Click the "Continue" button.
8. **Approve Information** — If you uploaded a file, you will receive a .PDF proof in a pop-up window (see information for pop-ups on page 38).*** Review the proof in the pop-up window, close and click "yes" or "no" on the approval. Click the "Continue" button.
9. **Job Summary** — Review Job Summary to make sure you are happy with your selections. You can save this estimate, cancel or submit. In order to make a ticket for the Print Shop, hit the "Submit Order" button.
10. **Job Ticket** — Your Job Ticket is created in a pop-up window (see information on pop-ups on page 38).*** Print this out for your records. If you are going to submit the job as a hard copy, you will need to submit a copy of this job ticket with your order when you send it in (this will take the place of the old carbon copy print shop work orders).

You have now completed your Quick Copy order!

You can check the status of any job by going to the "Order Status" button on the top menu. Here you can see if your site/school Approval Person has approved your order, and if the Print Shop is in production on it. You can also go into "Order History" to view and copy a job ticket to use again.

Printing Order

You must be logged in before submitting any job
(see Log In on page 36)

Steps 1-3) – See steps 1-3 of Quick Copy section (page 37)

- 4) **Order Details** – Here you will type in the order name, site, and select the account number (budget code) you wish to use in your drop down menu. Order type, number of copies, and whether you're requesting black and white ink only, full color ink only, or pages of both can be chosen. Here you also can select if you will be working with the Graphics Department. Hit the "continue" button.
- 5) **Paper Selection / Cover Stock Detail** – If you are creating a booklet with a front cover page and a back cover page you may select it here. If you are creating a booklet and require cover stock, click "yes" on that button, and "yes" for back stock, and "yes" if you want the front and back covers to match.

If you are not creating a booklet, jump to step 8 below.

- 6) **Finishing** – Here you will select the color of the cover paper. Start by going to the "Style" drop down menu and select "Cover," then to limit the options further, go to "Color" and select a color. A menu will appear offering available colors, styles and paper. Select the type of paper you want to use. (Don't worry about paper types or weights, if you have selected something that will not work, the Print Shop will re-adjust the option.) Hit the "Continue" button.
- 7) **Cover Stock Information** – Here you may select if the cover is to be printed one- or two-sided and if color inks are needed.
- 8) **Main Paper Stock Preferences** – You may want to limit the paper selections by choosing a paper style or color from the drop down menus. Select your paper choice and hit the "Continue" button.
- 9) **Main Paper Stock Information** – Here you will select Sheets Per Set (see table at right for an explanation of how to properly denote sheets per set),** whether your job will be printed one-or two-sided, and if there are color inks needed. You also can continue adding paper types for this one job until you are complete. (Example: If you have a booklet with white pages and different colored paper inserts, you can add paper types until the booklet is complete.) Select the "Continue" button.
- 10) **Finishing** – Select: Binding, 3-Hole Punch, Collating, Perforating, Cutting and Folding here. Also, choose a reasonable due date (normal turnaround time is 5-7 business days). Select whether you want to pick it up or have it shipped, and double check the location.

NOTES – You can add notes in the Finishing section. This is an opportunity for you to add any additional information about your job that was not included in any of the aforementioned steps. Click the "Continue" button.

11) **Approve Information** – If you uploaded a file, you will receive a .PDF in a pop-up window (see below for information on pop-ups).*** Review the document in the pop-up window and close it. Click "Yes" for approval. Click the "Continue" button.

12) **Job Summary** – Review Job Summary to make sure you are satisfied with your selections. You can save this estimate, cancel, or submit. In order to make a ticket for the Print Shop, hit the "Submit Order" button.

13) **Job Ticket** – Your Job Ticket is created in a pop-up window (see below for information on pop-ups). Print this out for your records. If you are going to submit the job to the Print Shop as a hard copy, you also will need to submit a copy of this job ticket attached to it.

You have now completed your printing order!

You can check the status of any job by going to the "Order Status" button on the top menu. Here you can see if your site/school Approval Person has approved your order, and if the job is in Pre-Press, or if the Print Shop is in Production on it. You can also go into "Order History" to view and copy a complex job ticket to use again.

** **Sheets Per Set** is the physical number of sheets of paper you are asking for, not the number of pages you are submitting. Sheets per set will require some thought on your part. If you have 10 original pages, and want them to print double-sided, you will need to select 5 sheets of paper. See below for more examples:

# of One-sided Originals Submitted	Double- or Single-Sided Printing?	# of Sheets Per Set to Output
10	Single	10
10	Double	5
9	Single	9
9	Double	5

*****Pop up Windows** – If you are working on a computer that doesn't allow pop ups, there will be a yellow bar on the top of the browser window. Right click on the bar, and follow the steps to allow pop ups.