

2024

GRAPHIC ARTS

WebCRD

**Online Print
Ordering**

**REFERENCE
GUIDE**

ACCOUNT SET-UP & OVERVIEW

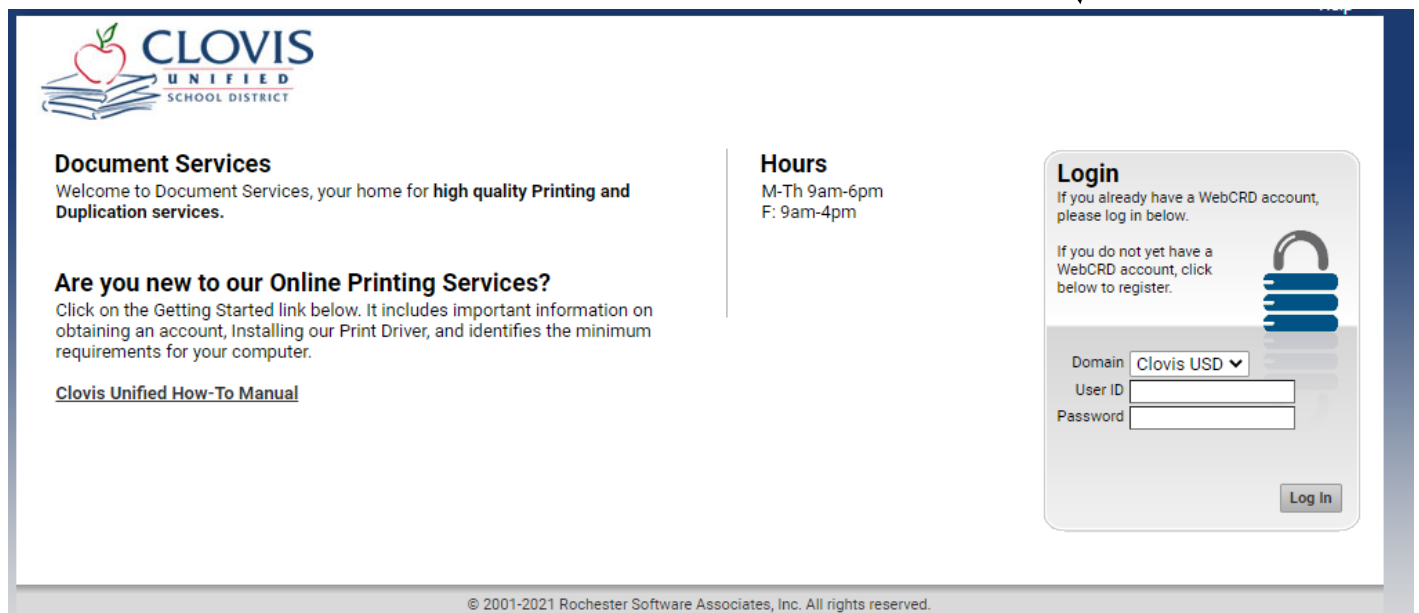
Web CRD is the online software used to process more complex print jobs than scan backs. These are jobs that include:

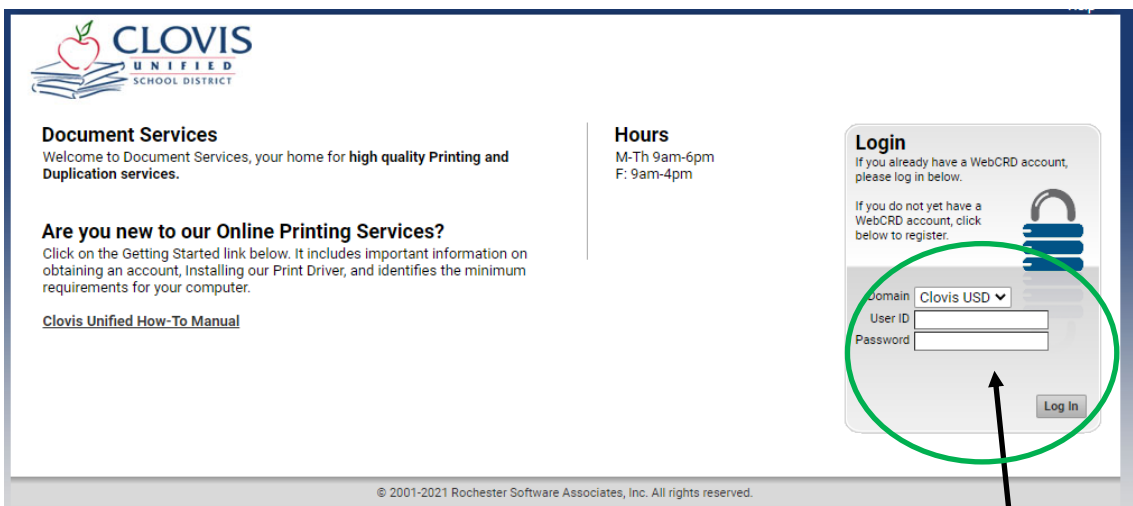
Covers	Colored printing	Wide format (banners/posters)
Coil Binding	NCR Forms	Pre Printed Elem. Curriculum
Tabs	3-Hole Punched	Envelopes
Planners	Yard Signs	Plastic A Frame Signs
Business Cards	Bulletin Board Back Grounds	

Reach the software link by going to the Clovis Unified School District Web Page, Departments, Administrative Services, Graphic Arts. On the Graphic Arts page, click on the red letter image shown circled in green below.



A page will open up that looks like this.
You will want to book mark this site and rename it
PRINT SHOP ORDERS.





Remember to save this to your favorites or bookmarks. It makes going to the web page quicker.

Log in with the same user name and password that you use to log into your computer each morning.

You will now need to make an account just like any other on-line ordering system you might use. Remember to fill out all information requested completely. **Location** will be your site name or department location. **Company will be, Clovis Unified School District.** **Department** is the area you work in.

So a couple of examples:

SCHOOL SITE: You work in the athletics office at CEHS. So your **Location** would be CEHS and your **Department** would be athletics.

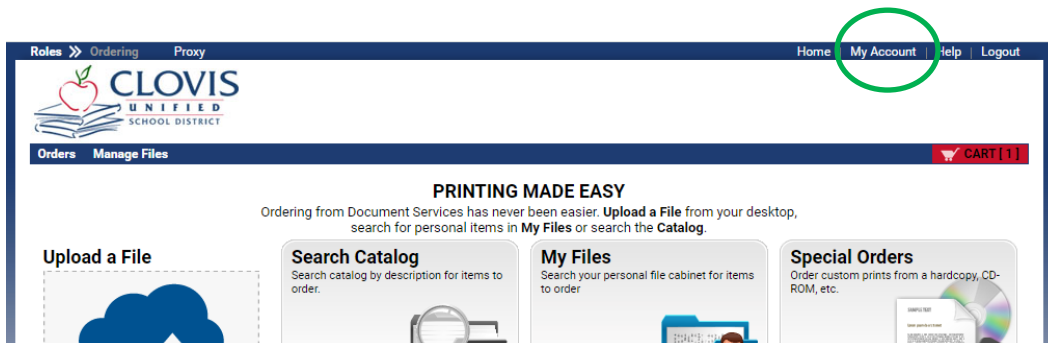
DISTRICT OFFICE DEPARTMENT: You work in the HR department. Your **Location** would be DO East and your **Department** would be HR or Human Resources.

REMINDERS: If you work at an Educational Center, do not use the name of the Center, use the High School, Intermediate School or Elementary School name. You want your location to reflect the site you work at for delivery accuracy.

If you change your name, please contact the manager in Graphic Arts to change the account information.

When you change the your district password you will need to use the NEW password and then resave it to your web browser favorites.

If you leave your position and move to another in the district, you will need to go into your account and make edits to your site name, address, phone number, budget etc. to reflect your new position. You access this information by going to the web site, logging in and in the top right hand corner, there is a link to “My Account”.



User ID—firstnamelastname ie. janedoe
Password—your log in password for your computer.

The account set up also has an area for you to put a default budget number. Please add the budget string that you use the most. For some it is the lottery budget string and for others it might be their discretionary budget string. **PLEASE MAKE SURE YOU PUT AN ACCURATE BUDGET STRING IN THIS AREA .** You can **ALWAYS** manually change the budget number on each order.



Default Billing Information Modify		Or select from
Address	Phone / Email	
Clovis Unified School District Print Shop 1690 David E. Cook Way Clovis, California 93611	Account Codes 571040-0000-7550-0000-0-60001-01 (Tyler Munis Budget String)	

WHAT DOES AN ACCURATE BUDGET STRING LOOK LIKE?

Include the object code

Hyphens (-) to separate the segments

Use the space bar to insert the 5 blank spaces

571040-123-1234-1234-1234-1111-0-60001- -01

Object Code Segment should be **571040**

UNLESS it is a **REIMBURSABLE** account like PTC/School Foundation/Student

Body A reimbursable account uses the -0099- Resource Segment

430099- object code is used for reimbursable accounts.

OR

it is a **SELF FUNDED PROGRAM** like Child Development/Campus Catering

575040-object code is used for self funded program budgets.

Once you have completed your account set up, your front page will now look like this after you log in. There are four areas and three "Go" buttons.

1. Upload a File

2. Search Catalog

3. My Files

4. Special Orders

The screenshot shows the website header with the Clovis Unified School District logo and navigation links for 'Orders' and 'Manage Files'. Below the header, there are four main content areas:

- Upload a File:** Features a cloud icon with an upward arrow and the text 'Drag files here or click to browse'.
- Search Catalog:** Includes a magnifying glass icon, a search bar, and an 'Advanced Search' link.
- My Files:** Includes a folder icon with a person, a search bar, and an 'Advanced Search' link.
- Special Orders:** Includes an icon of a document and a CD-ROM, with the text 'Order custom prints from a hardcopy, CD-ROM, etc.'

Each of these four sections has a 'Go' button at the bottom, which is highlighted in yellow. A 'CART [1]' icon is visible in the top right corner of the page.

Clicking on the Orders link will take you to a list of your past orders.

You can also see your CART which usually is empty. Here you can see there is one item that has been left in the cart


Manage Files is where you can look for and download your older files.

You can also find this in the "My Files" button



PRINTING MADE EASY
Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog.

Upload a File




Drag files here or [click to browse](#)

1

Search Catalog

Search catalog by description for items to order.




[Advanced Search](#)

2

My Files

Search your personal file cabinet for items to order

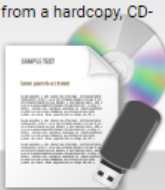


[Advanced Search](#)

3

Special Orders

Order custom prints from a hardcopy, CD-ROM, etc.



[Advanced Search](#)

4

- 1** Click on the blue cloud or "click to browse" link to find your file (**pdf file on your computer**) to upload and start a print job request.
You can also drag your file to the blue cloud.
- 2** This is the button you use to locate and order pre-printed curriculum, forms and or non print items like A-Frame signs, H-Stakes, business cards, envelopes etc.
- 3** This is where your printed files are stored. You can download the files by clicking on the thumbnail image and clicking the down arrow to download to your computer.
- 4** Click on this button if you need to bring your file into the print shop on a memory device instead of uploading for printing.

To start, make sure your document is a pdf file. You can turn almost any document into a pdf file by either going to File, Save As.... And changing the document type to pdf or going to File, Export to pdf or File, Print and choose PDF Creator as the printer and follow the instructions.

Be sure to examine your PDF file to makes sure it is accurate. No fonts have changed or missing items along the margins etc.

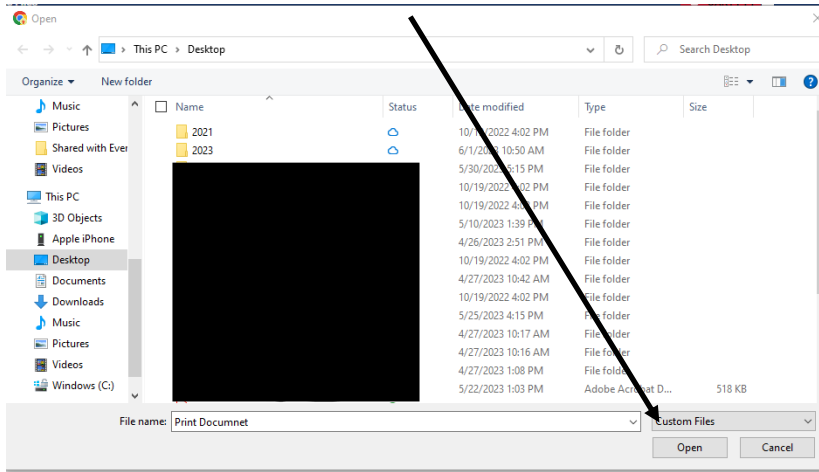
WHAT IF I HAVE A JPG OR IMAGE FILE???

It is **BEST** if you use a software program like Microsoft Publisher or Adobe InDesign to import or place the image file into THE **SIZE DOCUMENT YOU WANT TO PRINT**, then enlarge the image to fit.

DO NOT create a letter size document and assume it will print clearly at an 11 X 17 or larger size. This will allow you to see if the image is going to print properly or if it will be pixilated and fuzzy. It will also allow you to see if the image can be printed in portrait dimensions or landscape dimensions. Once you are happy with the document, EXPORT to pdf and upload the pdf file into the online ordering system.

NOTE: ALWAYS examine a pdf file you have created to make sure it looks how you expect it to print.

Once you have your pdf file(s) click on the upload a file link,
Find your file and click Open.



Upload a File



Drag files here or [click to browse](#)

The next window is the actual cart document page.

You will be asked to name the order.

Naming the order will make it easier for you to find for future re-ordering.

You will start out with an estimate

of the minimum order cost, \$5.00

The unit price below the Order

Estimate is the actual cost of the

single item. Once your order hits

the \$5.00 minimum, you will be

charged only the cost of job.



The pencil icon indicates you can click on it and change the title.



1/ Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name **test**

Order Estimate **\$5.00**

Cart ID 27117

Item 1



Example.pdf
2 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.

Unit Price **\$0.05**

Quantity

Your Selected Print Options

Print **B/W, 2-Sided, Bond 60Lb 11 x 17 Whitehall, Scale Down Only**

[Preview / Change Options](#)

[Enter special instructions for this item.](#)

Click on **"Preview / Change Options"** to change choices such as plex (1 sided or 2 sided), paper type, color or black & white printing, stapling, 3 hole punching, cutting etc. and a preview of your document.

Special Instructions link where you can leave a note to explain exactly what you want. ie. 100 pads of 50 sheets. This field is also available when you open the Preview/Change Options section, left side bar under the "Other" section.

The Preview/Change Options window opens up and looks like below.

The print options tool bar is on the left side

You can click on the Unit price link to see how the cost was determined.

✓ Print Options - Example.pdf

Quick Sets

- Click to select from a list of 1-Click Print Options
- Booklets
- Refine Your Print Options
- Output B/W
- Paper Bond 60Lb 11 x 17 Whitehall
- Scaling Scale Down Only
- Plex 2-Sided / Short Edge Flip
- Covers
- Binding
- Folding & Punching
- Other (not shown)
- Special Instructions (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.
[Click here for more help.](#)

Print Options Summary Unit Price \$0.05 Quantity 1 Help

Your preview is in the center of the gray area. In this example you can quickly see that the letter sized document doesn't fill the chosen 11 X 17 paper by the large white space around the document.

You can also right click while hovering over the preview image and a box will pop up giving you options for individual pages of your document. Allows you to insert blank pages, tabs or select a page that you want to print 1 sided or two sided.

As you make choices the preview will change to show your choices. Once all options are completed, click on **Done With Print Options** to return to the ordering screen.

Done With Print Options

Click on **Booklets** if you are creating a magazine style folded booklet. .

Output to change printing options from B/W to Color or wide format.

Paper will allow you to change the size and paper type you want.

Scaling allows you to change scale to fit, shrink or center the print on the page.

Plex allows you to choose two sided or one side printing.

Covers allows you to add a front and back cover.

Binding allows you to choose from various bindings like staple, coil or perfect bind (glued center).

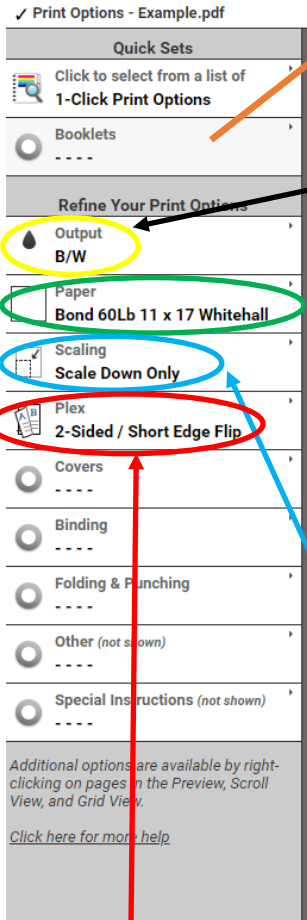
Folding options like letter fold. **Punching** options like 3 hole punch.

Other gives you options like grommets, cutting, padding (gluing) perforation, slip sheets, transparency covers, and 3 hole printing for folded booklets.

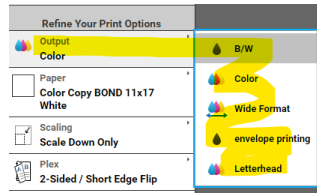
Special Instructions This is the second way to access the special instruction field. Use this area to help explain exactly what you want. i.e. odd size of a poster you are ordering, or explanation of note pads like 100 notepads 50 sheets each.

Booklets

Click to open up options for printing a booklet style document.



Output



Chose between B/W, Color or Wide Format

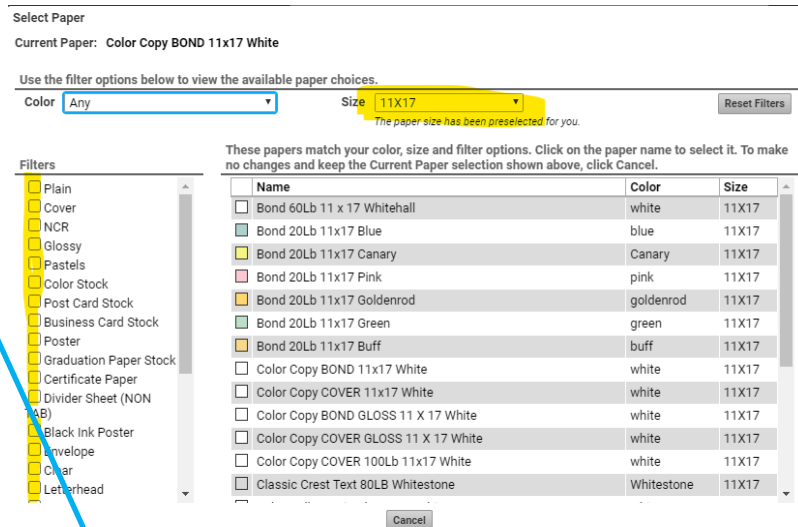
Envelope printing & Letterhead is no longer used and maybe removed with future updates.

Paper Options

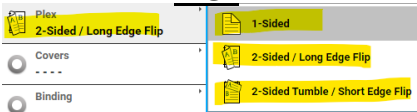
Click on size if you want to print on a different size than the document/file uploaded.

Your options change with the change in the paper size.

Use side bar filters to help scale down the number of options.



Plex

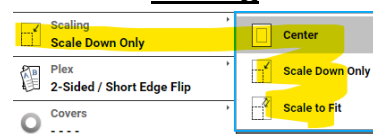


1 sided means your page will only have printing on ONE side of the paper, the back side will be blank.

2 sided /Long Edge Flip is like a book, top is the same on front and back.

2 sided Tumble/Short Edge Flip is like a calendar, top to bottom.

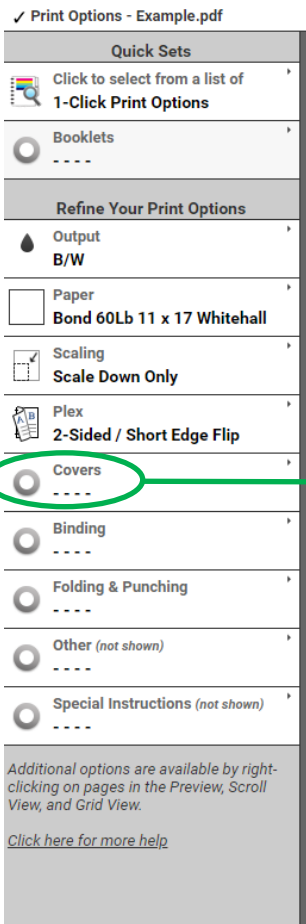
Scaling



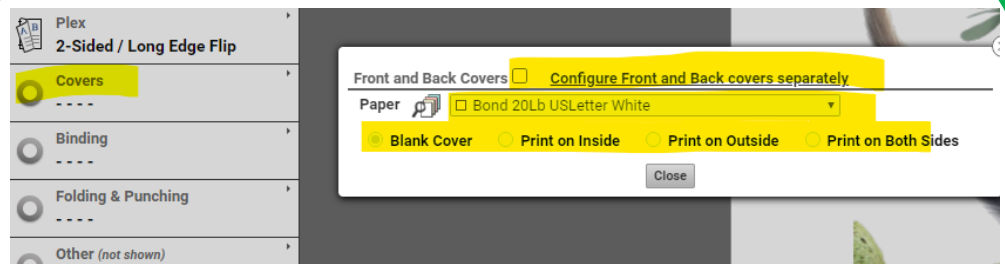
Center will not change the size of the document image, it will center document on the paper size you chose in the Paper options area.

Scale Down Only will shrink the image to fit paper size chosen.

Scale to Fit will fit the item to page either shrinking or enlarging. If you enlarge make sure you check the preview to see how the image looks. It might be very blurry if it is a small image.

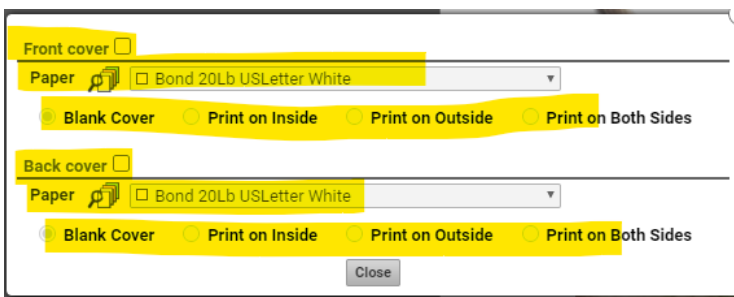


Covers



Pay attention when choosing covers! Blank cover is the default so when you click on Front & Back Covers, it will add a blank page at the front and back of your document and the paper will turn blue to make you aware of the need to make a choice of paper color and which sides of the cover you want printed on. Once you chose the Print options you want, Inside, Outside or Both sides, the preview will change from blank pages to your documents first and/or last page.

If you click on, Configure Front and Back covers separately (for side stapled books, not folded booklets where you have one sheet as the cover that folds to make both the front and the back cover), the options window will expand and you will need to check the box if you want a Front cover AND IF you want a back cover. Choose your paper, remember, a thicker cover is an INDEX or COVER stock paper. Bond is thinner.



You will have blank pages added to your document unless you choose a print on INSIDE, OUTSIDE or BOTH SIDES. You may want to choose Blank for the back cover so that you have a blank back cover added.

Some teachers may want a blank cover, bond as the front cover to hide test questions for timed exams.

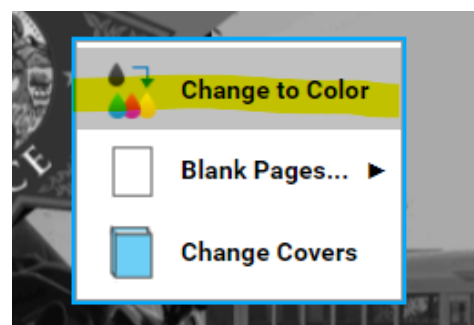
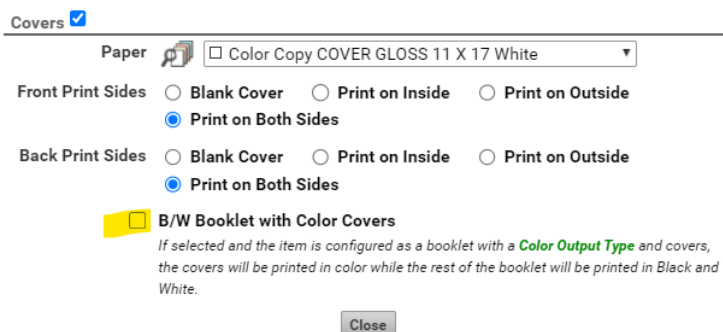
Your Preview will adjust to show your options once you click on the Close button.

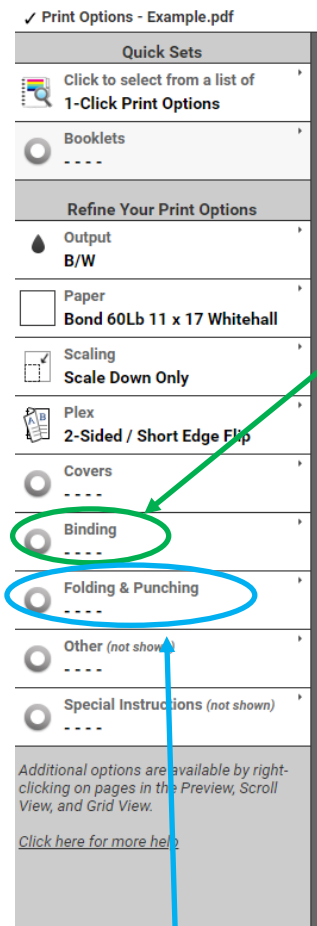
BOOKLET WITH COLOR COVER, BLACK & WHITE INSIDE PAGES

If your document is a booklet, when you click on Covers , you will see the option box for B/W Booklet with Color Covers.

SIDE STAPLE BOOK –COLOR COVER, B/W INSIDE PAGES

Output should be B/W, then hover your cursor over the front cover page, right click and choose “Change to Color”. Do the same for the back cover page.





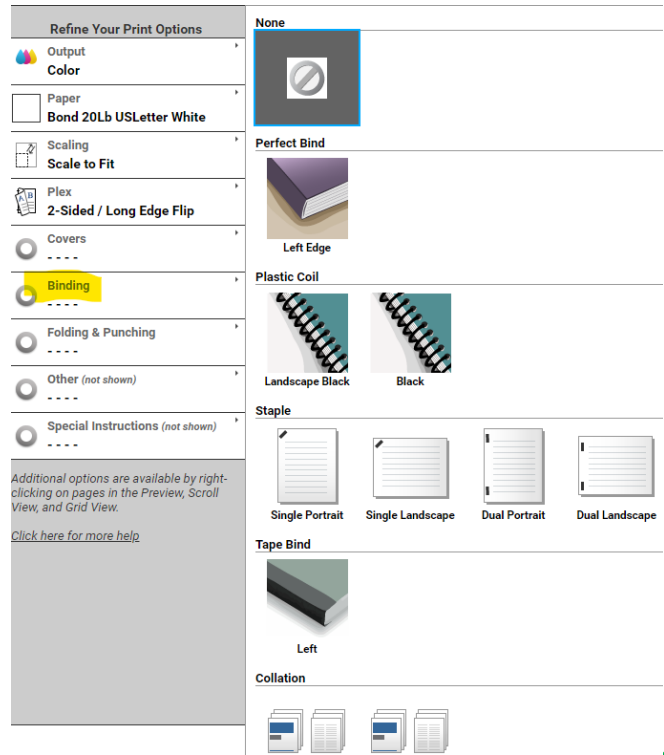
Binding

When binding is clicked, options will open up that are available based on the document you uploaded.

If you upload a two page document, only stapling will be available to you.

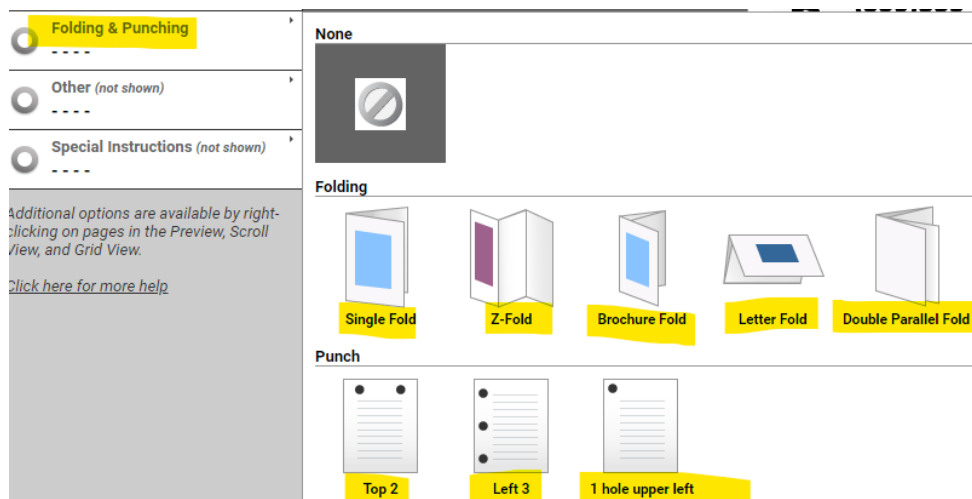
So if you don't see the binding you want, it most likely isn't available for your document.

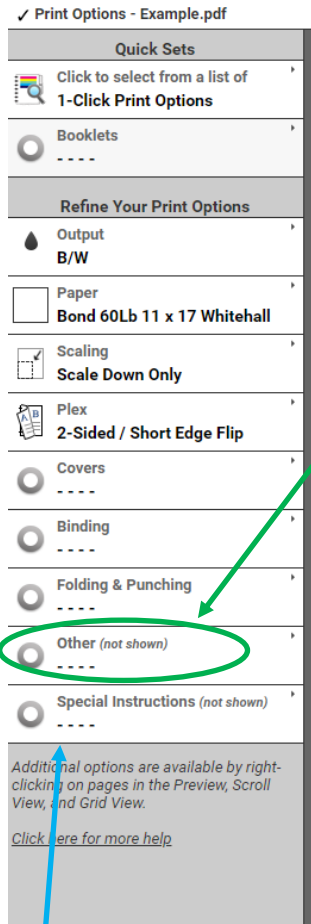
The only binding option that is not available here is the Booklet option which has the pages folded and stapled in the middle magazine style.



Folding and Punching

This option will be visible only if your uploaded document can be folded or punched. **If you are looking for 3 hole punching on a booklet (usually for a planner) this option is found in the "Other" menu.**





Other

Other Finishing Options - Example.pdf

- Grommets**
In Units of
- Cutting**
In Units of
- Padded**
In Units of
- Fold and Stuff in #10 Envelopes**
In Units of
- Trimming**
In Units of
- 3-hole Punch for Planners**
- PDF file creation**
In Units of
- Transparency Cover**
- Slip Sheet Separator Sheets**
In Units of
- Perforation**

Close

Grommets—used for banners , typically in units of 4 unless you want more to support the middle of a larger banner.

Cutting—If you are cutting give us the number of pieces that you will have after the cuts. So if it is half a page it would be units of 2.

Padded—this is the glue that is used to make notepads. Tell us how many sheets you want in each pad.

Fold &stuff—place how many page we are stuffing? If your document is 2 pages it is 1000.

Trimming—For “Bleeds” or cutting the white margins off the edges of a print. Put 1 in Unit field.

3 Hole Punch for Planners —just a check mark.

PDF—Just a 1 as it is a single set up charge.


Transparency Cover—If you want a protective cover on your coil bound book.

Slip Sheet Separator Sheets—a color sheet of paper that separates a **NON collated** stack of prints. If you want 100 copies, separated into sets of 20, you would put in units of 20.

Perforation— To help with tearing a sheet at a specific area on a print. Used typically for tickets.

Special Instructions

Item 3



Graphic Arts M.
1 Page
11.00x8.50 Incl

Click the image
Select your prin

Your Selected Print Options

Preview / Change Optio

Other Notes try

You can place any special instructions here and it will also show up on the item order page in the Other Notes section.

Some Examples are:

100 note pads/50 pages each

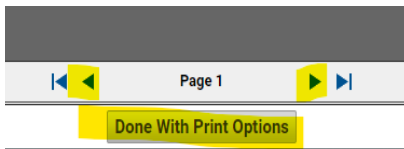
Please print 46 X 72

Please adhere to corrugated plastic sheet

Once you have completed all your options, **make sure you preview ALL the pages in your document before you click on “Done With Print Options”.**

Use the arrows under your proof image to click through your pages OR

Use your mouse to turn pages.

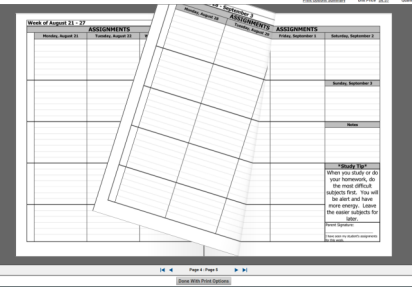


Click on single Arrows to turn pages

◀ jumps to the first page

▶ jumps to the last page

Turn pages with the mouse by left click & holding on the right side page while pulling towards the left. Like turning a page.



Once you are satisfied with the proof, click on “Done With Print Options” button to return to the item list page.

Back at the main screen you will want to put how many copies of the document you want into the Quantity field.

Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID 27117

Order name test

Order Estimate \$5.00

Item 1



Example.pdf
2 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.

Unit Price \$0.05

Quantity

Your Selected Print Options

Print B/W, 2-Sided, Bond 60Lb 11 x 17 Whitehall, Scale Down Only



[Preview / Change Options](#)

[Enter special instructions for this item.](#)

Shipping Information

[Add Address](#)

I would like my order shipped by: **Thursday, June 08, 2023** *Note: Only dates when the print center is open may be selected.*

Diane Negrete
Print Shop
Business Manager
Clovis Unified School District
Print Shop
1690 David E. Cook Way
Clovis, California 93611
DianeNegrete@clovisusd.k12.ca.us

Select a Shipping Method

Delivery Estimate
Friday, June 09, 2023

Ordered Items	Quantity
1 Example.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Diane Negrete
Print Shop
Business Manager
Clovis Unified School District
Print Shop
1690 David E. Cook Way
Clovis, California 93611
DianeNegrete@clovisusd.k12.ca.us

Order Estimate \$5.00

[Click the price to view the cost details](#)

Select Billing Codes for Payment

Tyler Munis Budget String %

Total Split Percentage 50%

[Add Split](#)

Click the 'Add Split' button to add more Account Codes for split billing.

[Enter billing instructions for this order](#)

[Start a New Cart](#)

[Continue Shopping](#)

[Place Order](#)

Next choose your shipping date by clicking on the calendar and then choose the shipping method. Either Hold for Pickup or Ship via Warehouse.

You can enter special delivery instructions such as, **RUSH deliveries**. Please email or call the Print Shop to advise of a RUSH order.

Make sure your budget string is accurate and complete using 571040- object code (430099- for reimbursable accounts & 575040- for self funded sites) hyphens-, & the 5 blank spaces between subfund and fund (ie. -60001- -01)


SPLIT FUNDING—You can click “**Add Split**” button and another budget field will open up. Place the second budget number in that field and put the percentage of the cost you want posted to each budget. **NOTE**—The percentage boxes **MUST** total 100% (50%/50% or 70%/30% or 60% 40% etc.)

This page also has a Trash can to delete the file or you can upload a newer version by clicking on the “Replace File” button. Remember to always preview the new order item by clicking on “Preview/Change Options” to make sure you know how the document will look.

Cart
 Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 27117

Order name **test** Order Estimate **\$5.00**

Item 1 **Replace File** **Continue Shopping**



Example.pdf
 2 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.

Unit Price **\$0.05**

Quantity

Your Selected Print Options Print **B/W, 2-Sided, Bond 60Lb 11 x 17 Whitehall, Scale Down Only**

Preview / Change Options

[Enter special instructions for this item.](#)

Shipping Information **Add Address**

I would like my order shipped by: **Thursday, June 08, 2023** Note: Only dates when the print center is open may be selected.

Diane Negrete
 Print Shop
 Business Manager
 Clovis Unified School District
 Print Shop
 1690 David E. Cook Way
 Clovis, California 93611
 DianeNegrete@clovisusd.k12.ca.us

Select a Shipping Method

Delivery Estimate
Friday, June 09, 2023

Ordered Items	Quantity
1 Example.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Diane Negrete
 Print Shop
 Business Manager
 Clovis Unified School District
 Print Shop
 1690 David E. Cook Way
 Clovis, California 93611
 DianeNegrete@clovisusd.k12.ca.us

Select Billing Codes for Payment

Tyler Munis Budget String %

Total Split Percentage 50%

Click the 'Add Split' button to add more Account Codes for split billing.

[Enter billing instructions for this order](#)

Order Estimate \$5.00
Click the price to view the cost details

Start a New Cart
Continue Shopping
Place Order

Before starting a new cart, would you like to save the contents of your current cart?

If you click on Start a New Cart, you will be given the option of saving the contents of your current cart before a new cart opens up. If you save the contents you can access the cart by the front page “Orders” link.

Once you have completed this item, you can click on the “Continue Shopping” button, which will take you back to the upload screen. You can now upload a new file for inclusion on this order. Each order is allowed a **maximum of 5 items per order**.

Once you are ready to submit, click on the red “Place Order” button located at the bottom. After you submit, you will receive an email with the order receipt.

**CHECK STATUS OF AN
ORDER**

**ORDERS—MANAGE
FILES LINKS**

REJECTED JOBS

How To Check On My Order Status

Click on **Orders** link located just under the Clovis Unified apple and books logo.

The screenshot shows the top navigation bar of the Clovis Unified School District website. The 'Orders' link is circled in green. Below the navigation bar, there is a section titled 'PRINTING MADE EASY' with the text: 'Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog.' There are three main options: 'Upload a File' with a cloud icon and 'Drag files here or click to browse' text; 'Search Catalog' with a magnifying glass icon and 'Search catalog by description for items to order.' text; and 'My Files' with a folder icon and 'Search your personal file cabinet for items to order' text. There is also a 'Special Orders' section with a CD-ROM icon and 'Order custom prints from a hardcopy, CD-ROM, etc.' text. Each section has a search bar and a 'Go' button.

A list of your orders will open up. Under the Status column, you will see what stage of the process your job is at. You can also click on the Reorder button to the right if you want to order another of the same item.

The screenshot shows the 'My Orders' page. At the top, there is a navigation bar with 'Orders' and 'Manage Files' links, and a 'CART [0]' indicator. Below the navigation bar, there is a 'My Orders' section with the text: 'Find the status of an order from this page, and view the details of past orders. You can replace the contents of your cart with a saved order or an order that was rejected (your current cart will be saved).' There is a 'Reports' button. Below the text, there is an 'Order Search' section with a 'Search' button and a 'Clear' button. The search section has several input fields: 'Status' (dropdown menu set to 'All'), 'Order name', 'Item', 'Created from' (calendar icon), 'to' (calendar icon), 'Account Code', and 'Rows Per Page' (dropdown menu set to '100'). Below the search section, there is a table of orders. The table has columns: 'Order Name', 'Order #', 'Created', 'Sending to', 'Status', 'View', and 'Reorder'. The 'Status' column is highlighted in yellow. The table contains the following data:


Order Name	Order #	Created	Sending to	Status	View	Reorder
BHS School Of Rock	31562	03/19/2024	Diane Negrete	Production	View	Reorder
PEO Yearbook	31474	03/12/2024	Diane Negrete	Completed	View	Reorder
22 Soroptimist Program	31186	02/23/2024	Diane Negrete	Completed	View	Reorder
Susan Rutledge Invites	30923	02/03/2024	Diane Negrete	Completed	View	Reorder
22 Soroptimist Program	30740	01/24/2024	Diane Negrete	Canceled	View	Reorder
socceer	30632	01/18/2024	Diane Negrete	Canceled	View	Reorder

You are given the option of uploading a new file once the order has regenerated a new order.

The screenshot shows the 'Item 1' section of the website. It displays the item name 'REVISED 2020 dibi-handouts 1.pdf' and '28 Pages'. The 'Unit Price' is '\$2.85'. There is a 'Replace File' button highlighted in yellow, and a 'Continue Shopping' button. The 'Order name' is 'Susan Rutledge Invites' and the 'Order Estimate' is '\$9.00'.

REJECTED JOBS

If there are questions or problems with a job that has been submitted to the print shop, the print shop technician will "REJECT " the job. You will receive an email that will give you a notation about why the job was rejected.

[Reply](#) [Reply All](#) [Forward](#)
Mon 6/19/2017 9:00 AM
 graphicsarts2@cusd.com
Order 2537 06/19/2017 from RSA WebCRD has been rejected
To Diane Negrete

[Bing Maps](#)

Order 2537 06/19/2017 from RSA WebCRD has been rejected.
Do you want all the pages two sided??
You may log in to review this order and take the appropriate action.
RSA WebCRD

In order to fix and resubmit the job, log into your online account. You will see a rejection notice in red to the left of your cart. Click on the Rejections link and a Rejected Order window will open up showing you a list of rejected jobs for you.

Roles >> Ordering Proxy Home | My Account | Help | Logout



Orders Manage Files **REJECTIONS [1]** **CART [1]**

PRINTING MADE EASY
Ordering from Document Services has never been easier. Upload a File from your desktop.

In order to make the adjustments needed, click on the Modify button, which will open up the familiar job ordering page. You can then either make changes or even upload a new file if necessary. Once you have fixed the problem and proofed the document, you may now resubmit the job for production by clicking on the red Place order button at the bottom of the page.

Rejected Orders

These are orders that were rejected by an approver or the print center. Modify the order to make adjustments as necessary and then place the order again.

Order Name ▼▲	Order # ▲	Created ▼▲	Sending to	Status ▼▲	Reports
Order 2537 06/19/2017	2537	06/19/2017	Diane Negrete	Rejected	Modify

[1-1] of [1]

CATALOG

ITEMS

Where you order:

- Bulk Blank Paper Reams
- Business Cards
- Elementary Curriculum
- Envelopes
- Form Bank - Compliance Posters District Calendar Phone Pads
- District Yearly Motto Materials
- Items Departments have asked us to place for easy ordering
- Non-Print Items—
 - Luggage Tags Corrugated Plastic Sheets A Frame Signs H Stakes
 - Grommets & Banner Up Corner Hangers

CATALOG ITEMS

The Catalog is where you go to find items that are already in the system and you do not need to upload a file.

To access the Catalog, click on the Go button under Search Catalog.

Upload a File
Drag files here or [click to browse](#)

Search Catalog
Search catalog by description for items to order.

[Advanced Search](#)
Go

My Files
Search your personal file cabinet for items to order

[Advanced Search](#)
Go

Special Orders
Order custom prints from a hardcopy, CD-ROM, etc.

[Advanced Search](#)
Go

The catalog list will open up allowing you to choose the item type you are looking for.

You can choose from the following:

Bulk Blank Paper—paper you can purchase by the package and use your own printer.

Business Cards—Here is where you fill out what you need on business cards. **NOTE:** Clovis Unified is the only business card style available. You cannot create your own school site business card.

Cultural Posters

Elementary Curriculum

Envelopes— Most sites have their envelope uploaded into the catalog for easy ordering by the box of 500.

Form Bank—Forms and other district wide items like the district 3 month at a time Calendars.

Non-Print Items—Plastic A Frame signs, H-Stakes for Yard Signs Corrugated Plastic Sheets, luggage tags etc.

Yearly Motto Materials—Table Centerpiece mats etc.

We hope to expand this in the future to include

Thank You Cards, Birthday Cards, etc.



Select By Workgroup

Browse for items by selecting a Workgroup, or search for items. Click Home to select items outside the Catalog.

Item Search

Search

[Show Advanced Search Criteria](#)

Workgroup

[Bulk Blank Paper](#)

[Business Cards](#)

[Cultural Posters](#)

[Elementary Curriculum](#)

[Envelopes](#)

[Form Bank](#)

[Inside/Edge Practice & Assessment Books](#)


[Non-Print Items](#)

[Pesticide Cards](#)

[Yearly Motto Materials](#)

Once you click on a link, such as "**Blank Bulk Paper**" (example below), you will see items that are available to order.

Click on the QTY drop down arrow and choose the quantity you would like to order, Click Add to Cart and the items with their cost will be added to your order. Click on your red CART to return from the catalog to your order for approval and processing.



Orders Manage Files CART [1]

[Home > Catalog > Bulk Blank Paper > All Folders](#)

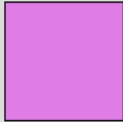



Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.
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.

Item Search Search Clear

Search Rows Per Page 100

[Show Advanced Search Criteria](#) Sort By Item A-Z

<i>Proof Not Available</i>	<p><u>100 sh Ltr. Blank Color Copy Cover</u> 100 letter sized sheet blank white color copy cover used for color certificate printing. More Details</p> <p>Located in Bulk Blank Paper / Bulk Paper</p>	\$10.50	Qty <input type="text" value="0"/> <input type="button" value="Add to Cart"/>
<i>Proof Not Available</i>	<p><u>100 sh Ltr. Blank Gloss Color Copy Cover</u> 100 letter sized sheets of color copy gloss paper for photos or certificates. More Details</p> <p>Located in Bulk Blank Paper / Bulk Paper</p>	\$12.00	Qty <input type="text" value="0"/> <input type="button" value="Add to Cart"/>
<i>Proof Not Available</i>	<p><u>11 X 17 60 lb White Bond- 1 ream 500 sheets</u> 500 sheets blank</p> <p>Located in Bulk Blank Paper / Bulk Paper</p>	\$15.00	Qty <input type="text"/> <input type="button" value="Add to Cart"/>
	 <p><u>8.5 X 11 Bond Orchid 20# - 1 ream 500 sheets</u> 500 Blank Sheets</p> <p>Located in Bulk Blank Paper / Bulk Paper</p>	\$15.00	Qty <input type="text"/> <input type="button" value="Add to Cart"/>
	 <p><u>Astro Brite - Cosmic Orange 65 lb COVER - 1 ream 250 sheets</u> 250 sheets blank</p> <p>Located in Bulk Blank Paper / Bulk Paper</p>	\$15.00	Qty <input type="text"/> <input type="button" value="Add to Cart"/>
	 <p><u>Astro Brite - Gamma Green 65 lb COVER - 1 ream 250 sheets</u> 250 sheets blank</p> <p>Located in Bulk Blank Paper / Bulk Paper</p>	\$15.00	Qty <input type="text"/> <input type="button" value="Add to Cart"/>
	 <p><u>Astro Brite - Lunar Blue 65 lb COVER - 1 ream 250 sheets</u></p>	\$15.00	Qty <input type="text"/> <input type="button" value="Add to Cart"/>

For **Business Cards**, click on the link, then choose the business card of your choice. The top two are advertising cards for drama productions. The bottom two are the one you will use for CUSD Business Cards. Choose whether you need 1 line for the Title or 2 lines for the Title.

Roles >> Ordering Proxy Home My Account Help Logout

CLOVIS UNIFIED SCHOOL DISTRICT

Orders Manage Files **CART [1]**




Home > Catalog > Business Cards > All Folders

Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.
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.

Item Search Search Clear


Search Rows Per Page 100 Show Advanced Search Criteria Sort By Item A-Z

Business Card Sized Advertisement- 2 sided This is typically used as a handout for Drama Production Advertising. <i>Proof Not Available</i> More Details	\$0.06	Qty 0 <input type="button" value="Add to Cart"/>
Located in Business Cards / Business Cards		
 Business Card Sized Advertisement-1 sided This is typically used as a handout for Drama Production Advertising. More Details	\$0.0295	Qty 0 <input type="button" value="Add to Cart"/>
Located in Business Cards / Business Cards		
 Editable Business Card w/ 1 line title Business Card	\$0.03	<input type="button" value="Configure"/>
Located in Business Cards / Business Cards		
 Editable Business Card w/ 2 line title Business Card 2	\$0.03	<input type="button" value="Configure"/>
Located in Business Cards / Business Cards		

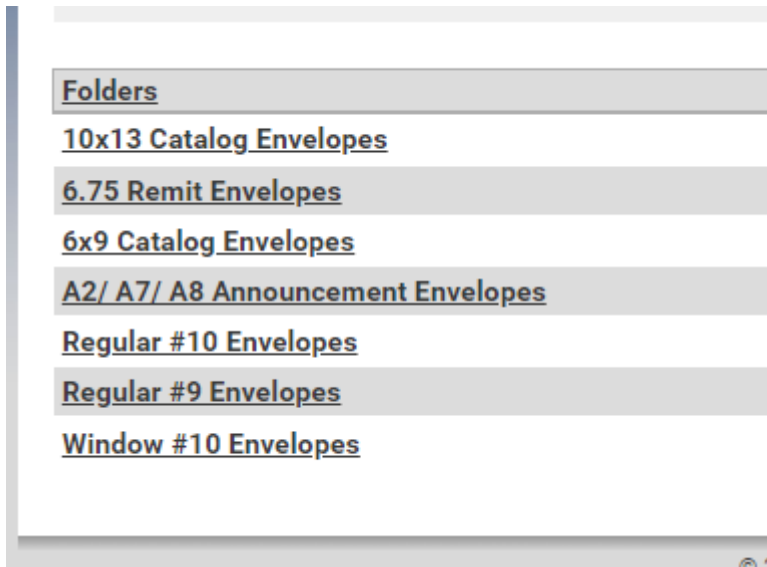
[1-4] of [4]

Fill in the information fields for your business card, click on **update preview** and double check everything in the proof that is visible on the right. If all is good, choose your requested amount from the drop down and click on "Add to Cart" button.

Configure Template - [Business Card] Editable Business Card w/ 1 line title

<p>Form Fields</p> <p>Current Mode: Interactive</p> <p>Name (CAPS) <input type="text" value="EMPLOYEE NAME"/></p> <p>Title <input type="text" value="Principal"/></p> <p>Site/School (CAPS) <input type="text" value="CLOVIS ELEMENTARY"/></p> <p>Address, City, State Zipcode <input type="text" value="1212 Clovis Way"/></p> <p>Phone/Fax <input type="text" value="559.327.XXXX"/> FAX <input type="text" value="559.327.9XXX"/></p> <p>Email <input type="text" value="employee@cusd.com"/></p> <p>Website (Optional) <input type="text"/></p> <p>Requested <input type="text" value="250"/></p> <p><input type="button" value="From Contacts"/> <input type="button" value="Update Preview"/></p>	<p>Preview</p>  <p>CLOVIS UNIFIED SCHOOL DISTRICT</p> <p>EMPLOYEE NAME Principal</p> <p>CLOVIS ELEMENTARY 1212 Clovis Way 559.327.XXXX FAX 559.327.9XXX employee@cusd.com</p> <p><input type="button" value="Proof"/></p>
--	--

To order Envelopes, click on the envelope link, then scroll down to find your sites envelope that has already been uploaded into the system. The envelopes are sorted by type and size. Your site may not have ordered some of the sizes before and in that case you will need to contact the Graphic Arts Department to get a new template uploaded into the system for ordering. Most announcement envelopes are ordered blank for printing or putting on address labels at the site or department. Regular #10 Envelopes are the most popular so for this example we will click on that link to see the envelopes in that catalog area.



You must order full boxes of envelopes. The drop down will only allow you to order the number of envelopes that these come in.

The top envelope is an Editable envelope which you can click on the configure button to type in the details that you want on the envelope.

The rest of the envelopes are the sites and departments listed alphabetically.

Click the drop down to order the number you need, click **Add to Cart** and then go to your cart to proceed with the order process.

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.

Item Search		Search	Clear
Search <input type="text"/>	Rows Per Page 100	Sort By Item	A-Z
Show Advanced Search Criteria			
	1. CUSD #10 Regular Envelope Editable.pdf #10 Envelope Envelopes in quantities of 500		\$0.0550 Configure
Located in Envelopes / Regular #10 Envelopes			
	Administrative Services #10 Regular Envelope Envelopes in quantities of 500 More Details	Qty 0	\$0.0550 Add to Cart
Located in Envelopes / Regular #10 Envelopes			
	Alta Sierra #10 Regular Envelope Envelopes in quantities of 500 More Details	Qty 0	\$0.0550 Add to Cart
Located in Envelopes / Regular #10 Envelopes			
	Alta Sierra Library #10 Regular Envelope Envelopes in quantities of 500 More Details	Qty 0	\$0.0550 Add to Cart
Located in Envelopes / Regular #10 Envelopes			
	Benefits #10 Regular Envelopes Envelopes in quantities of 500 More Details	Qty 0	\$0.0550 Add to Cart
Located in Envelopes / Regular #10 Envelopes			
	Boris #10 Regular Envelope Envelopes in quantities of 500 More Details	Qty 0	\$0.0550 Add to Cart

The **Non-Print Items** area of the catalog is much the same as the Bulk Paper area. Simply click on the link, then scroll through the items available. Choose the quantity that you want to the Qty Field and add to your Cart. Go to your cart to finish your order and submit.



Orders Manage Files

CART [2]

[Home](#) > [Catalog](#) > [Non-Print Items](#) > [All Folders](#)

Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.

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.

Item Search Search Clear	
Search <input type="text"/>	Rows Per Page <input type="text" value="100"/>
Show Advanced Search Criteria	Sort By <input type="text" value="Item"/> <input type="text" value="A-Z"/>



A-Frame Sign 18x24 White

A-frame sign holder ONLY. Does not include printed sign sheets.

\$37.00

Qty

Located in **Non-Print Items / default**



A-Frame Sign 24x36-White

A-frame sign holder ONLY. Does not include printed sign sheets.

\$89.00

Qty

Located in **Non-Print Items / default**



BLANK Corrugated Plastic 18x24

This is for blank plastic sheet only. NO PRINTING.

[More Details](#)

\$1.90

Qty

Located in **Non-Print Items / default**



BLANK Corrugated Plastic 24x36

This is for blank plastic sheet only. NO PRINTING

\$2.00

Qty

Located in **Non-Print Items / default**

BLANK Full Size Corrugated Plastic Sheet

48 X 96 sheet to use with over sized adhesive prints.

\$5.00

Proof Not Available

Qty

Located in **Non-Print Items / default**



Banner Up Adhesive Grommets

You will need to order 4 to use on each corner of the banner.

\$0.60

Qty

Located in **Non-Print Items / default**

SPECIAL ORDERS SECTION

For Ordering:

- **Files that are too large to upload.**

SPECIAL ORDERS SECTION

At times, you may have an item that is too large (document file size) to upload into the online system. When this happens you still should create an order online using the Special Orders section. From the front page, click on the Go button under Special Orders.

The screenshot shows the Clovis Unified School District website interface. At the top, there is a navigation bar with 'Orders' and 'Manage Files' links, and a 'CART [2]' indicator. The main content area is titled 'PRINTING MADE EASY' and includes three columns: 'Upload a File', 'Search Catalog', and 'Special Orders'. A yellow arrow points from the text above to the 'Go' button in the 'Special Orders' column.

A typical order window will open up however, you will notice that a proof of the item is not available, because a file wasn't uploaded. After naming your order, you will also need to name the Special Order Item. **Most importantly, you will need to specify the number of pages in your document/job.** If it is a poster, it will be 1 page. If it is a document, you will need to count all the pages, NOT THE SHEETS OF PAPER. If your document is 2 sided, then you would count each side of the paper that is printed on. Don't count on the page numbers in your document, many times the table of contents and the cover page, plus any section dividers are not counted in the books page count.

Click on the Pages Please Specify link to add the number of pages. Then click on Preview/Change Options to make your paper and print selections. Process as usually and email "All Graphic Arts" with the order number and information on how you will get the file to them.



Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID 32665

Order name test

Order Estimate **\$5.00**

Item 1

[Replace File](#) [Continue Shopping](#)

Special Order Item

Pages Please Specify

Click the link to enter the number of pages in your document and then select print options to calculate a price.

Unit Price **\$0.00**

Quantity

Proof not available

Source

Please select the source for your item. Provide additional information in the item instructions below.

Requested Action

Please select the requested action for your item.

Item Instructions Please Specify

Click to enter any details necessary to fulfill this special order item that will persist when you reorder this item.

Your Selected Print Options

Print B/W, 2-Sided, None, Scale Down Only

Preview / Change Options

NCR FORMS

We print **NCR, Non-Carbon Required** in 2 Part, 3 Part, 4 Part & 5 parts. Parts means the number of copies you receive in each form once glued together. Top sheet is always white and various color sheets are the copies below the white sheet.

NCR is printed in full reams only. A ream of paper (not cover stock) is 500 sheets. For 2, 4 & 5 part NCR you will order by 500, 1000, 1500, and continue in increments of 500 based on the number of forms you need. 3 part is just one sheet more since 500 isn't equally divisible by 3. So for 3 part NCR you order by 501, 1002, 1503 and continue in increments of 501 based on the number of forms you need.

Order NCR in sheets for online work order system using this guide:

2pt NCR (You get 250 full page forms) order 500 sheets/ream

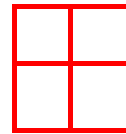
3pt NCR (You get 167 full page forms) order 501 sheets/ream

4pt NCR (You get 125 full page forms) order 500 sheets/ream

5pt NCR (You get 100 full page forms) order 500 sheets/ream

Remember, if your form is smaller than an 8.5 X 11 sheet, and we dupe (duplicate) the form 4 on a sheet, you will need to also calculate that into how many you order. You will factor this information in when you order the number of sheets. For example:

You have a form that you need 700 copies of. It is a 3 part form. It is only 1/4 of a page so there are 4 up on the original, like this,



You have to order a full ream, 501 copies. 501 divided by the 3 parts will give you 167 FULL SHEET forms. When you multiply the 167(full sheet forms) X 4 (4 on a page) = 668. 668 is the amount of forms you will get when you print one full ream. You will need to order 2 reams to get the 700 forms. On the online section where you put the quantity you want, you will put 1002 (2 ream page count) as shown below.

Item 1

Bid Sheet PDF.pdf
1 Page
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.

Your Selected Print Options Print B/W, 1-Sided, NCR 1sided 3 Part USLetter, Scale Down Only

[Preview / Change Options](#)

[Enter special instructions for this item.](#)

Unit Price \$0.33
Quantity 1002

If your NCR form needs to be cut, you will need to go into your Preview/Change Options and choose "Other", then choose cutting. List the number of units you get out of a page. If there are 4 forms on the page, put 4 in the field.

Other Finishing Options - Bid Sheet PDF.pdf

- Transparency Cover
- Slip Sheet Separator Sheets
In Units of
- Cutting
In Units of
- Padded
In Units of
- Trimming
In Units of
- Banner Up Hangers (Qty. 4)
- 3-hole Punch for Planners

Close

CANVA

- **Online printer that offers a design software that is free for district employees.**

BEWARE THERE ARE SOME TIPS THAT ARE A MUST FOR PRINTING SOMEWHERE OTHER THAN THROUGH CANVA !!!!

CANVA

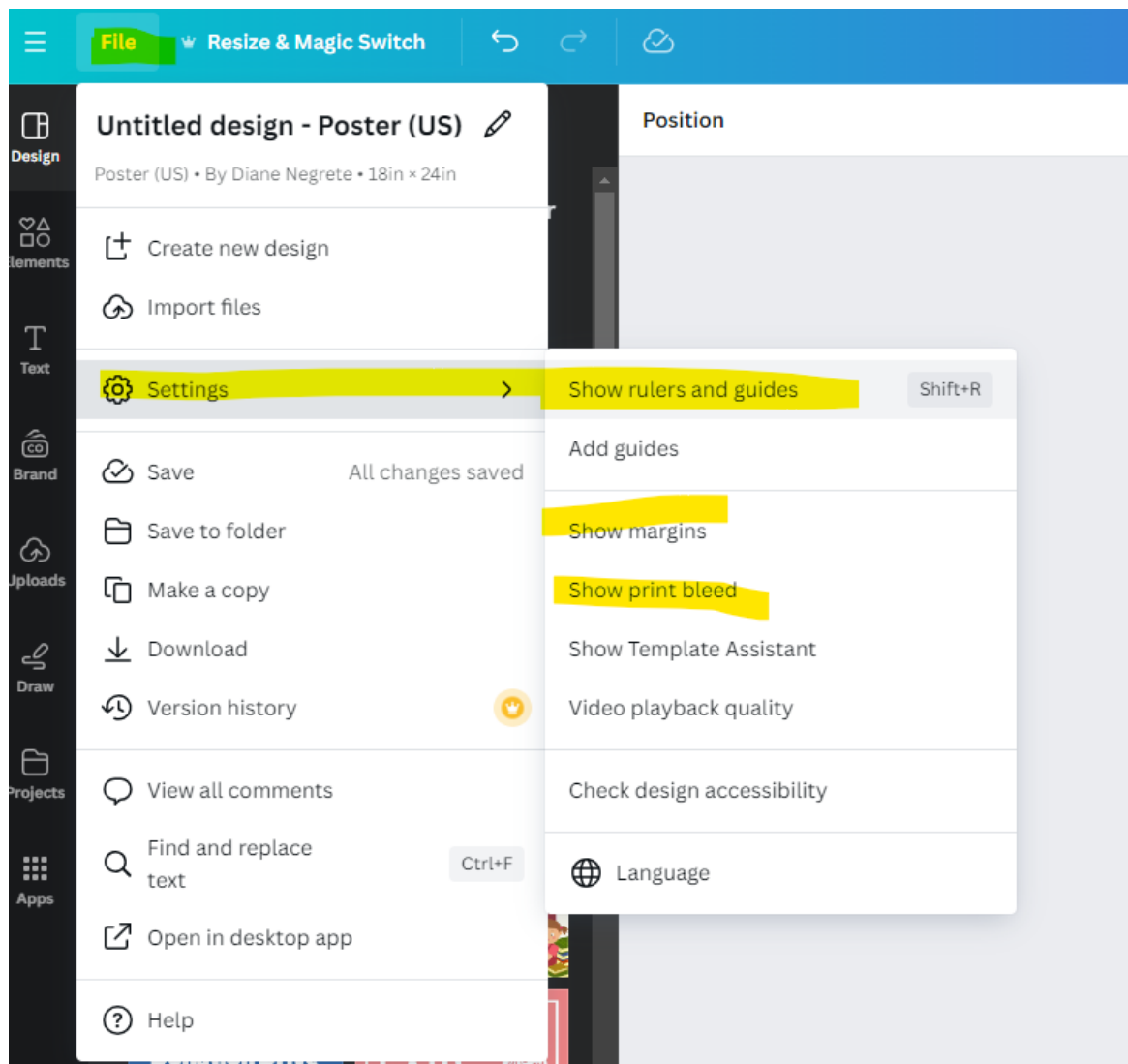
VERY IMPORTANT

WORD IS A DOCUMENT PROGRAM NOT A DESIGN PROGRAM.

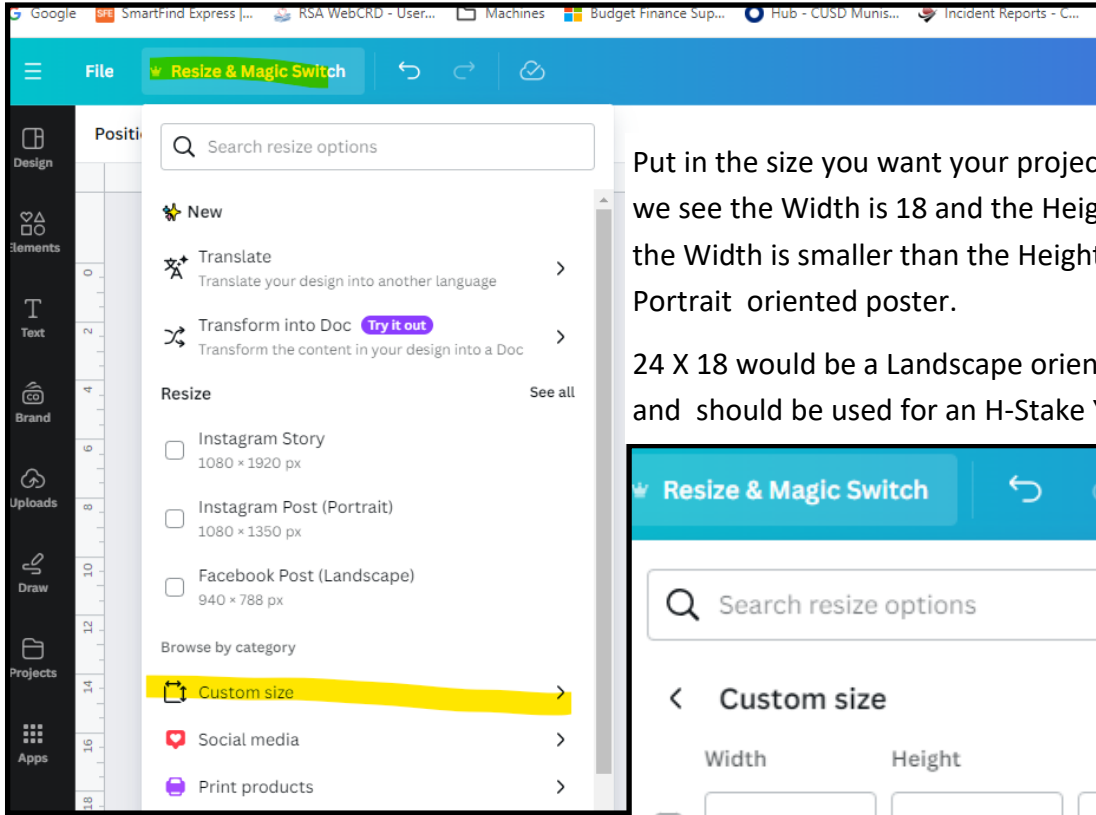
Because you need to create a poster, banner or sign the size it is meant to be printed, you must use a design program like Publisher, Adobe In-Design or an online program like CANVA. These programs allow you to create a page size that is larger than than your printer can print.

BELOW ARE VERY IMPORTANT THINGS TO REMEMBER WHEN WORKING WITH CANVA.....

1. Toggle to view important items, like page size on your document work space. Do this by clicking on File, Settings, Show Rulers and Guides. You might also benefit from showing the margins and the print bleed. **A BLEED** print means that there are **NO WHITE EDGES** around the poster, banner etc. (More information on Bleeds in the next few pages and later in the “Document Set Up” section.)

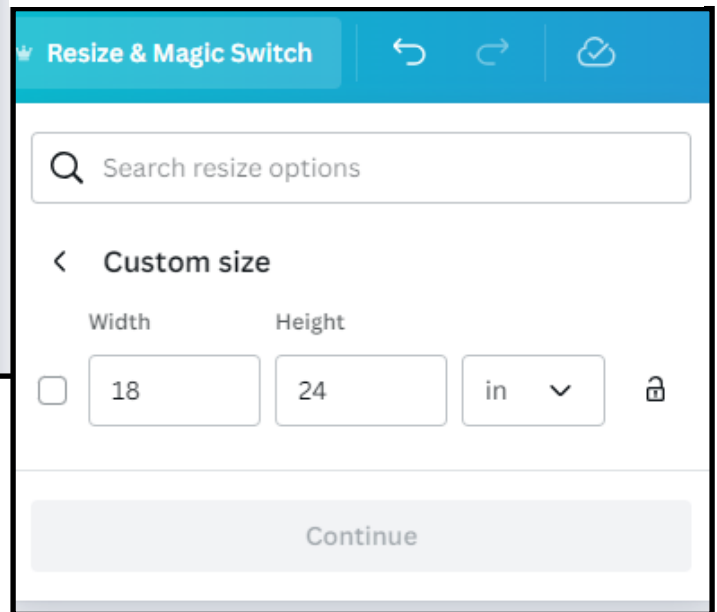


2. YOU MUST CREATE YOUR ITEM THE SIZE YOU WANT TO PRINT. Do not make a letter sized poster and want it to be scaled up to a 24 X 36 poster. To size your document, click on RESIZE and go down to custom size.



Put in the size you want your project to be. Below we see the Width is 18 and the Height is 24. Since the Width is smaller than the Height, it will be a Portrait oriented poster.

24 X 18 would be a Landscape oriented poster and should be used for an H-Stake Yard Sign.



The print shop has a specified cost for the common sizes, listed in the boxes below, that should fit most of your needs:

These sizes are printed on the Xerox devices using pre-cut sheets and are the cheapest to print. Both sizes are under a dollar each.

11 X 17

12 X 18

These sizes are printed on our Canon Wide Format printers using materials that come on a roll. They are more expensive due to the higher cost of the paper and the type of toner.

POSTERS 18 X 24 24 X 36 BANNER 36 X 72

If you have a 16 X 20, you can choose the 18 X 24 and ask for it to be cut to size. If you have a 24" square item to print, you can choose the 24 X 36 and ask for it to be cut to size.

If you have a larger custom size, like 40" X 144", you will need to choose a Roll Paper from the list of available paper. Our paper rolls come in the sizes below.

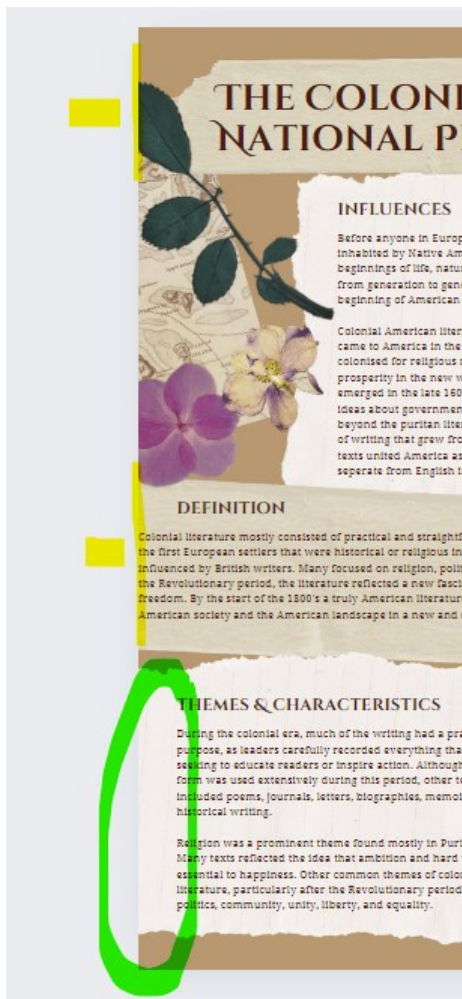
24" 36" 42" 60"

3. Make sure any text or images are not right on the edge of the document.

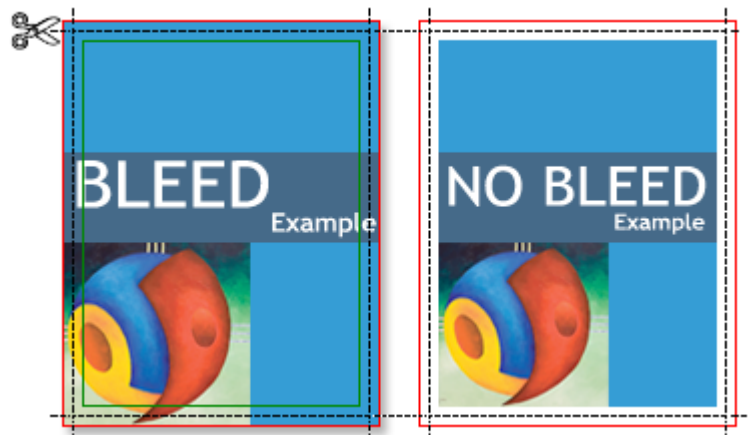
You should have a generous amount (.50 inches) of background around the top, bottom and sides. If text or images are on the edge, there is a good chance the item will be cut off. Especially, if you are asking for a document to bleed around the edges.

In graphic/print design, a bleed is when the image, background color or other design element extends past the final trim size of a document or image. This ensures that when the document is printed and trimmed there is no white paper margins around the edges of the finished product.

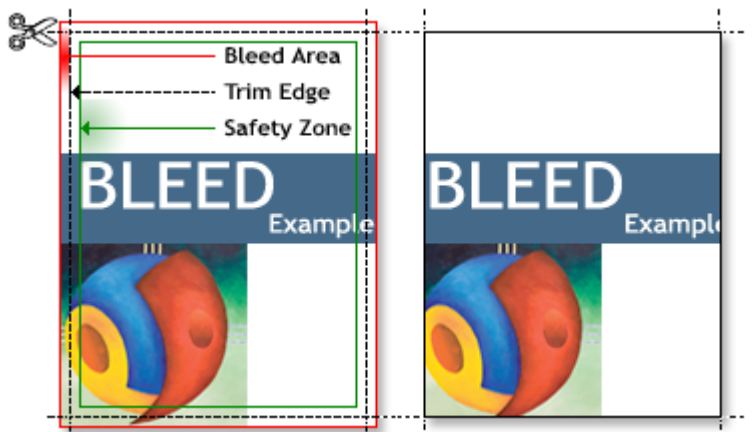
Below is an example of a bleed item and the yellow highlight shows where items will be cut off if they are not moved to the right more. For the flower and the leaf, it might be OK to cut off a bit but, for the Definition Paragraph, you would cut into the wording.



In the images below, on the left is the printed item with margins that allow you to cut into the printed area so that you do NOT have a white margin. On the right is the same print that is NOT a bleed and you can see the white edge around the document.



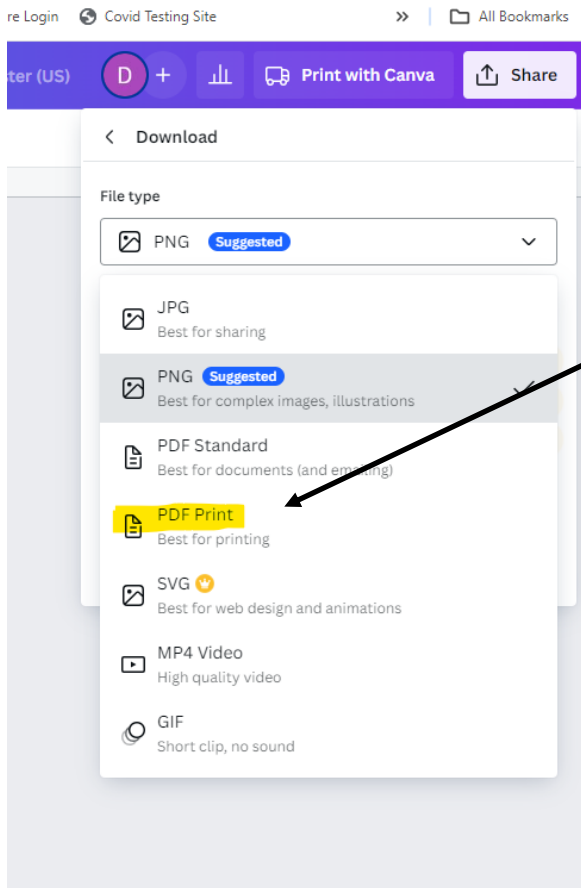
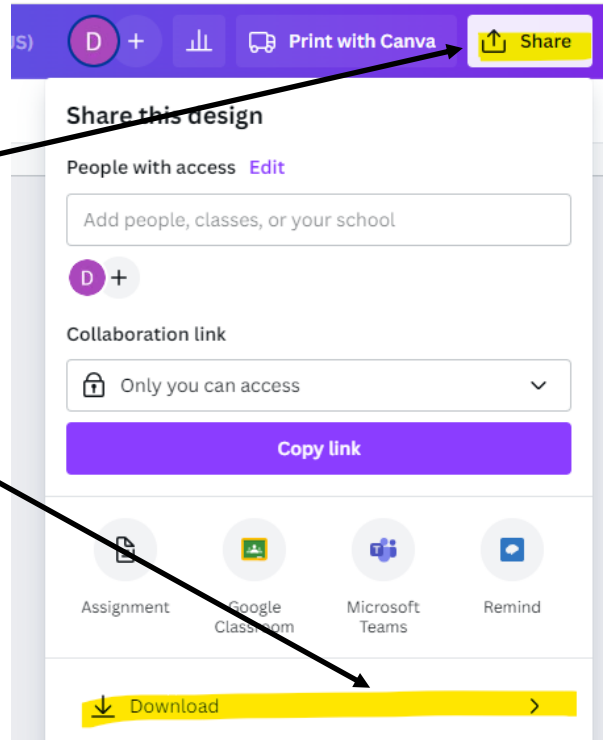
In the images below, you can see in the different margins (Bleed Area, Trim Edge & Safety Zone) that should be followed to make sure the text of your document is not cut away.



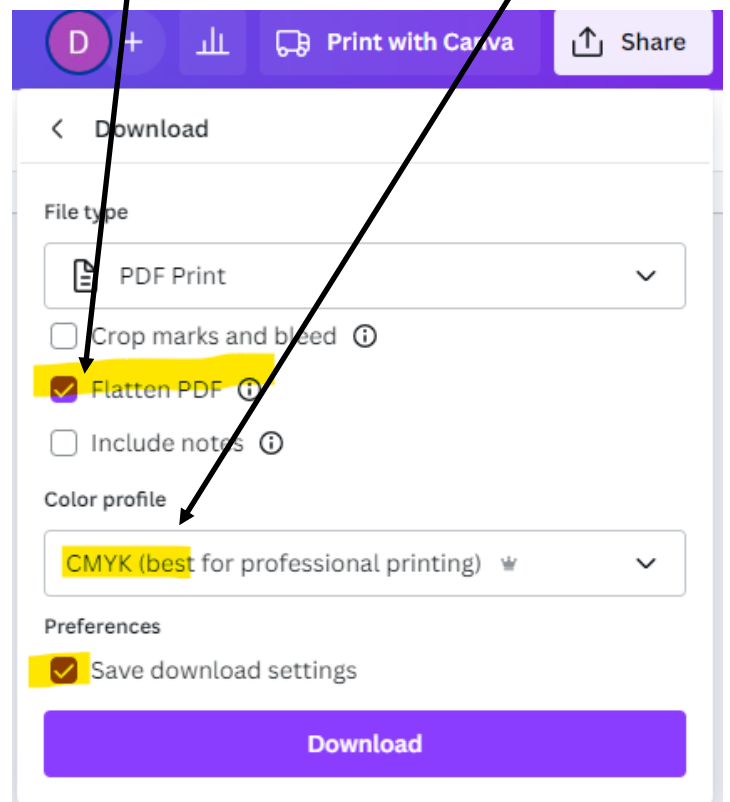
4. Create a pdf of your project and use these specific settings to make sure you get the best quality print possible.

Click on the share button found on the top right corner of your Canva window.

Then go down and click on Download.



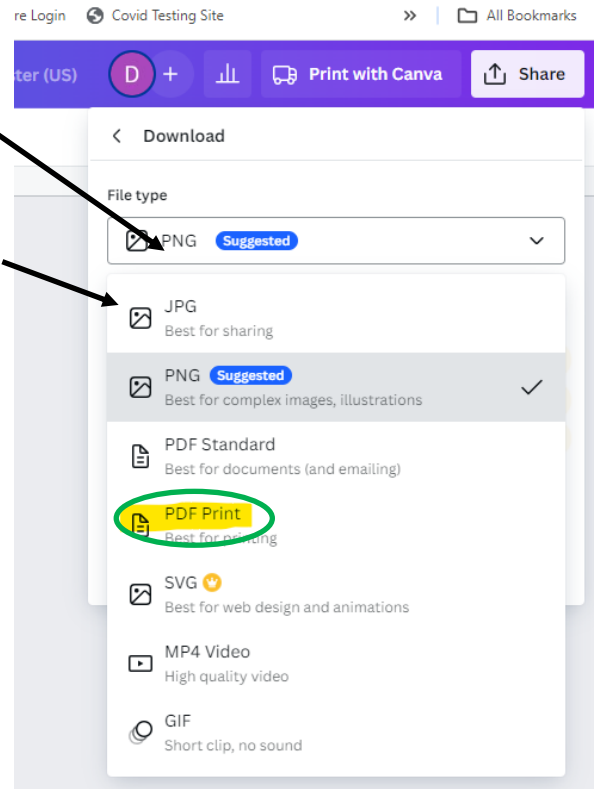
Choose PDF Print
Then make sure you check the Flatten PDF box
Change the color profile from RGB to CMYK



You might want to check the “Save download settings” box for future products.

The default and/or suggested export file type in Canva is a png which is an image file. An image file does **NOT** have a set size. Typically images are “placed” into a document file for printing, then sized as need to fit the document. A jpg is also an image file so the same rule applies. These file types should **not** be uploaded in the print shops online system as it will not calculate the prices correctly since there is no discernable number of pages for the image files.

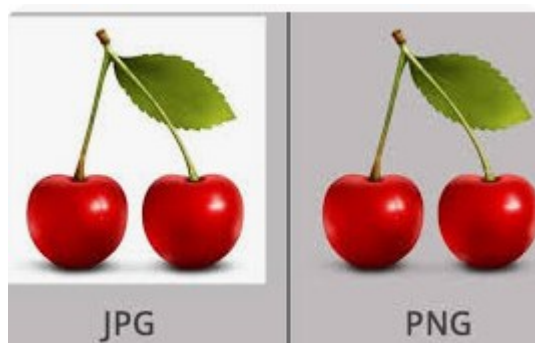
For printing, we want a pdf file :)



A few details/tips about image files.

Jpg and png are the most common image files people use. The biggest difference between the two formats is size. Jpgs are smaller files so they will populate on a web page quicker than a png file. Also most viewers support jpg files.

In printing, many choose to use a png file for the ability to have a transparent background. Have you ever found a perfect image yet when you place it on your document there is a big white square behind the image? That happens with jpgs but png files can have a transparent background. (see sample below)



WIDE FORMAT

- **Sizes that are LARGER than 12 X 18.**
- **Banners**
- **Posters**
- **Printing for A-Frame Signage**
- **Printing for Yard H Stake Signs**
- **Floor/Window Adhesive Signs**
- **Back Drops for Drama**
- **Back Drops for Assemblies/School/
Military Signing Events**

WIDE FORMAT PRINTING

VERY IMPORTANT

FOR WIDE FORMAT PRINTING, YOU MUST CREATE THE FILE THE SIZE IT IS TO BE PRINTED.

DO NOT CREATE A LETTER SIZED DOCUMENT AND EXPECT IT TO BE ENLARGED TO A POSTER OR BANNER SIZE

IF YOU ARE WORKING WITH A PHOTOGRAPHER OR A GRAPHIC DESIGNER TO MAKE YOUR BANNER OR POSTER...

1. MAKE SURE THEY CREATE A PDF FILE FOR US TO PRINT FROM.

2. MAKE SURE THEY KNOW TO MAKE IT THE SIZE YOU WANT IT TO PRINT.

3. MAKE SURE THEY KNOW IF THE POSTER IS GOING TO BE PORTRAIT OR LANDSCAPE.

JPG/PNG/TIFF ARE IMAGE FILES. THEY DO NOT HAVE A SPECIFIED SIZE HOWEVER, THEY WILL ONLY ENLARGE TO SPECIFIC SIZES. SO IT IS IMPORTANT THAT THEY CREATE A PDF OF THE POSTER OR BANNER YOU WANT TO PRINT.

- If they give you an image file, jpg/png/tiff, you will have to put (insert or place) this image into a document and size it yourself to export to a pdf file for us to print.

First upload your file.

If the files is too large to upload into the online system, you may need to create a special order and bring the file in on a memory stick/thumb drive or share via an online sharing platform.



Orders Manage Files

Ordering from

Upload a File



Drag files here or [click to browse](#)

Search

Search ca
order.


Advanced

You can see what size your document is by looking to the right of the thumbnail image.

Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 32665

Order name **test** Order Estimate **\$5.00**

Item 1 [Replace File](#) [Continue Shopping](#)



TENNIS 18x24 poster 2023.pdf
1 Page
24.00x18.00 Inches

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

Unit Price **\$4.25**

Quantity

Your Selected Print Options Print **Wide Format, 1-Sided, 24 X 18 Glossy Poster, Scale Down Only**

[Preview / Change Options](#)

Enter special instructions for this item.

Click on Preview/Change Options. The system should automatically recognize that it is a wide format print and that should show as your output. You also should see a proof to the right of your option panel.

Print Options - TENNIS 18x24 poster 2023.pdf Print Options Summary Unit Price \$4.25 Quantity

Quick Sets

Click to select from a list of **1-Click Print Options**

Booklets

Refine Your Print Options

Output
Wide Format

Paper
24 X 18 Glossy Poster


Scaling
Scale Down Only

Plex
1-Sided

Other (not shown)

Special Instructions (not shown)

Wide Format mode: Print options shown here are specific to Wide Format document types.
[Click here for more help.](#)



Refine Your Print Options

Output
Wide Format

Paper
24 X 18 Glossy Poster

Scaling
Scale Down Only

Plex
1-Sided

Other (not shown)

Special Instructions (not shown)

Wide Format mode: Print options shown here are specific to Wide Format

You might need to change the paper, if you prefer something other than Glossy Poster for your document. You also want check the scaling to make sure it looks correct.

When you click on the Paper options, a paper window will open that shows you the available paper for your document size.

Select Paper

Current Paper: 24 X 18 Glossy Poster

Use the filter options below to view the available paper choices.

Color white Size 24 X 18

The paper size has been preselected for you.

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

	Name	Color	Size
<input type="checkbox"/>	24 X 18 Glossy Poster	white	24 X 18
<input type="checkbox"/>	24 X 18 Adhesive Roll Paper	white	24 X 18
<input type="checkbox"/>	24 X 18 DuraMatPoly Banner	white	24 X 18

Filters

- Plain
- Glossy
- Poster
- Black Ink Poster
- Wide Format
- Adhesive/Sticker
- Specialty Paper
- Table Centerpiece
- waterproof
- Adhesive
- Banner
- Sign

If you see white borders around the image, it means your picture is smaller than the print size. You can click on the Scaling button and change it to Scale to Fit to see how the image will look if enlarged. If it is fuzzy, you should print as is and ask for the image to be cut to bleed in the Other options window.

Refine Your Print Options

Output
Wide Format

Paper
24 X 36 Glossy Poster

Scaling
Scale Down Only

Plex
1-Sided

Other (not shown)
Cut to Bleed In Units of 1

Special Instructions (not shown)


Wide Format mode: Print options shown in units of _____

- Padded
In Units of _____
- Fold and Stuff in #10 Envelopes
In Units of _____
- Cut to Bleed
In Units of
- 3-hole Punch for Planners
- PDF Creation
In Units of _____
- Transparency Front Cover
- Slip Sheet Separator Sheets
In Units of _____
- Perforation
- Laminated Pouch 2.5 X 4.25 Luggage Tag
In Units of _____




If your document is not a regular size, that we have formatted in the ordering system, you will need to use a Roll paper and designate the size. Below you see the size of the banner is 48 inches wide by 24 inches tall. (width is always the first dimension)

Item 1

24 X 48 Transition Banners.pdf 


3 Pages

48.00x24.00 Inches



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

Your Selected Print Options **Print Wide Format, 1-Sided, 24 X 36 Glossy Poster**

 [Preview / Change Options](#) **Other Cut to Bleed In Units of 1**

[Enter special instructions for this item.](#)

The system will pickup the closest size it has, which in this case is smaller, 24 X 36.

You can see that this item cannot be pulled up to meet the 36 inches without distorting the image by the wide margin of blank paper at the top and bottom of the preview.

Print Options - 24 X 48 Transition Banners.pdf Print Options Summary Unit Price \$23.00

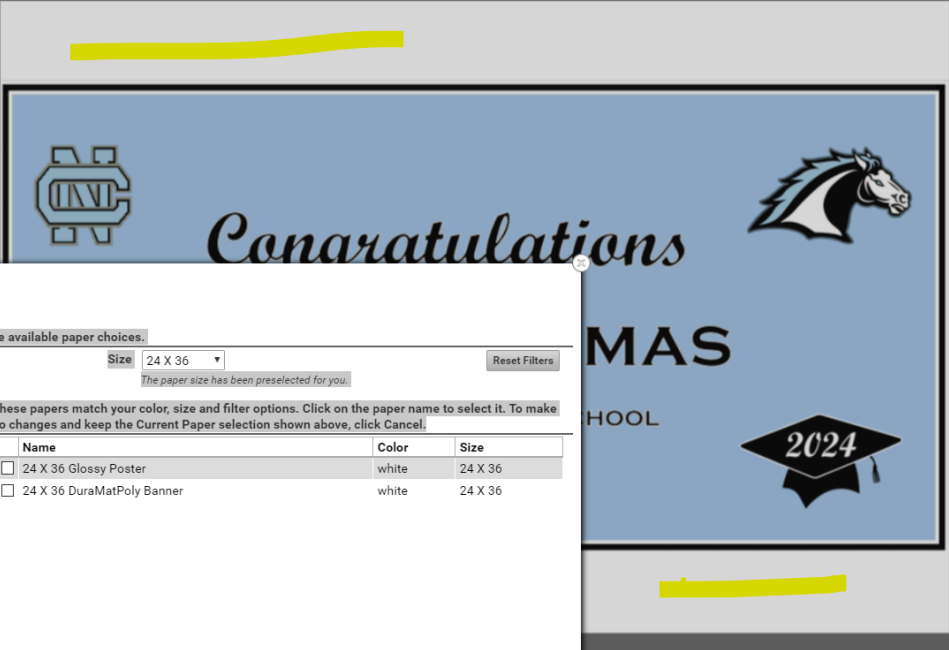
Quick Sets

- Click to select from a list of 1-Click Print Options
- Booklets

Refine Your Print Options

- Output
- Wide Format**
- Paper
- 24 X 36 Glossy Poster
- Scaling
- Scale Down Only
- Plex
- 1-Sided
- Other (not shown)
- Cut to Bleed In Units of 1
- Special Instructions (not shown)

Wide Format mode: Print options shown here are specific to Wide Format document types. [Click here for more help.](#)



Select Paper

Current Paper: 24 X 36 Glossy Poster

Use the filter options below to view the available paper choices.

Color white Size 24 X 36 [Reset Filters](#)

The paper size has been preselected for you.

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

Name	Color	Size
<input type="checkbox"/> 24 X 36 Glossy Poster	white	24 X 36
<input type="checkbox"/> 24 X 36 DuraMatPoly Banner	white	24 X 36

Filters

- Plain
- Glossy
- Poster
- Black Ink Poster
- Wide Format
- Adhesive/Sticker
- Specialty Paper
- Table Centerpiece
- waterproof
- Adhesive
- Banner

You will need to click on the Paper option to the right and when the paper window opens up, click on the Size of 24 X 36 and go down to choose the 36" inch roll. We can turn the image when printing and use the 36 inch roll to print.

Select Paper

Current Paper: 24 X 36 Glossy Poster

Use the filter options below to view the available paper choices.

Color white Size 24 X 36

Filters

- Plain
- Glossy
- Poster
- Black Ink Poster
- Wide Format
- Adhesive/Sticker
- Specialty Paper
- Table Centerpiece
- waterproof
- Adhesive
- Banner
- Sign

These papers match your criteria. Click on the paper name to select it. To make no changes and keep the current selection shown above, click Cancel.

Name	Color	Size
<input type="checkbox"/> 24 X 36 Glossy Poster	white	24 X 36
<input type="checkbox"/> 24 X 36 DuraMatPoly	white	24 X 36

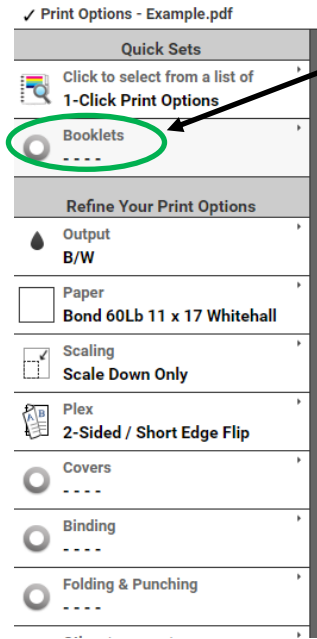
When roll paper is chosen, you will see the full roll, with your print as a small area in the middle. Don't worry you are NOT buying the whole roll unless you are printing multiple copies. The roll choice will change the price to the square footage cost of the job.



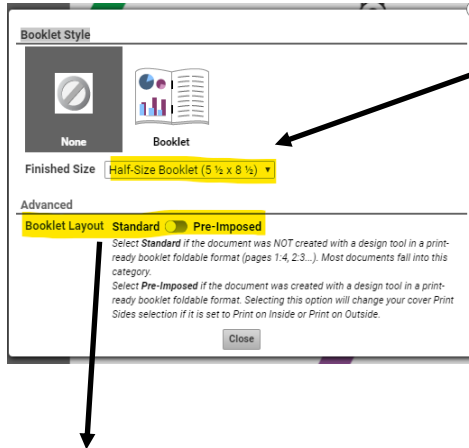
BOOKLETS

- **Printed on a landscape sheet & folded to resemble a magazine.**
- **Used for programs.**
- **Must have total number of pages equally divisible by 4, including blank pages.**
- **Half sized 5.5 X 8.5 (8.5 X 11 folded)**
(typical for drama programs & award programs)
- **Full sized 8.5 X 11 (11 X 17 folded)**
(typical for Sports Media Programs, some drama/dance programs, planners)

Booklets



Your total number of pages MUST be equally divisible by 4. So that means 4, 8, 12, 16, and so on. If you do not have the correction number of pages, blank pages can be inserted, but you should put those blank pages into your document so you know where they will be located in the booklet. When you click on Booklets, the window requests two pieces of information before



Finished Size

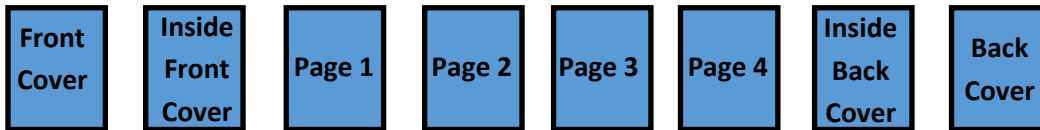
Two choices Half Size or Full Size.

Half Size is printed on a letter sized piece of paper and once folded, the completed size is 5.5 X 8.5.

Full Size is printed on a Tabloid piece of paper (11 X 17) and once folded the completed size is 8.5 X 11.

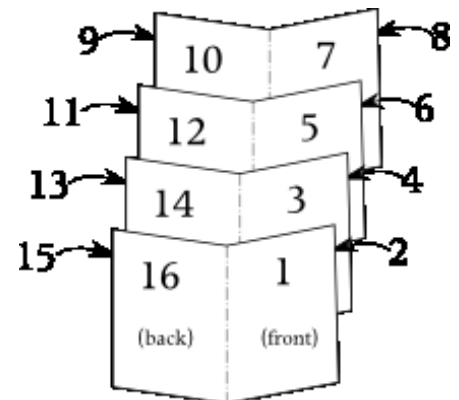
Booklet Layout—Two options Standard or Pre-Imposed.

Standard— This document contains at least FOUR pages that are either 5.5 X 8.5 for a half sized booklet or 8.5 X 11 for a full sized book let. The online ordering software will place each page in the correct order for printing the pages in sequential order. **This is the easiest set up and you will have a preview to go through checking page layout.**

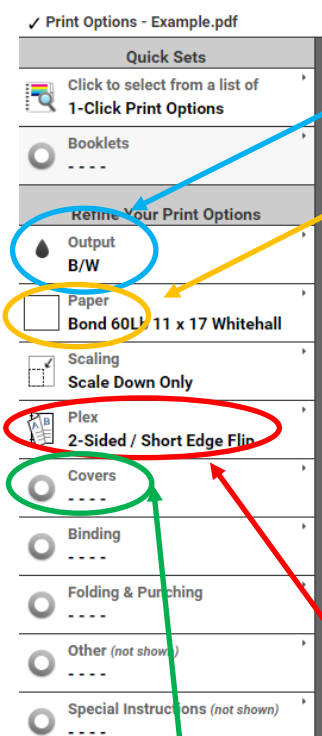


Pre-Imposed—This document will be the size that the booklet is unfolded and you must put the pages in the right order so that once the document is folded the pages are in the right order (see diagram to right). Your first program sheet places the front cover on the right hand side and the back cover on the left. It can get confusing so we always encourage the standard set up.

Pre-imposed Examples show how the pages are organized. Once they are printed, nested and folded the page order is correct.



NOTE: Pre-Imposed will NOT give you a document preview on the right side of the window.



Output—Choose B/W or Color. If you are going to print a booklet with color covers, B&W inside, choose Color and see info below.

Paper Options-THIS IS FOR THE INSIDE PAGES PAPER

Size will self populate to either half sized booklet (8.5 X 11 folded) or Full Size Booklet (11 X 17 folded). 60# Whitehall is the bond interior page paper for booklets if they are B/W. Choose Color Copy 11 X 17 Bond for a full size Color Booklet or Color Copy Bond Letter for a half size Color booklet. There is also a Glossy cover choice available for specialty programs.

Select Paper
Current Paper: Color Copy BOND 11x17 White

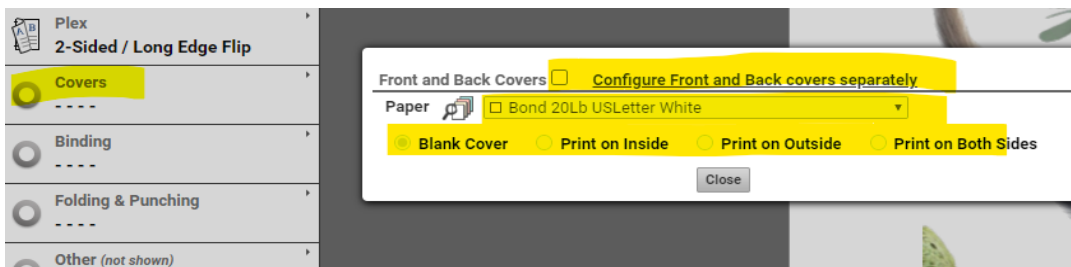
Use the filter options below to view the available paper choices.

Color: Any Size: 11X17
The paper size has been preselected for you.

Filters	Name	Color	Size
<input type="checkbox"/> Plain			
<input type="checkbox"/> Cover			
<input type="checkbox"/> NCR			
<input type="checkbox"/> Glossy			
<input type="checkbox"/> Pastels			
<input type="checkbox"/> Color Stock			
<input type="checkbox"/> Best Feed Stock			
	<input type="checkbox"/> Bond 60Lb 11 x 17 Whitehall	white	11X17
	<input type="checkbox"/> Bond 20Lb 11x17 Blue	blue	11X17
	<input type="checkbox"/> Bond 20Lb 11x17 Canary	Canary	11X17
	<input type="checkbox"/> Bond 20Lb 11x17 Pink	pink	11X17
	<input type="checkbox"/> Bond 20Lb 11x17 Goldenrod	goldenrod	11X17

Plex —Choose 2 sided Tumble/Short Edge Flip. Turn the pages on the preview example to the right to verify that it looks correct

COVERS—Pay attention when choosing covers!



Blank cover is the default so when you put a check in the Front & Back Covers box, it will add a blank BLUE page to make you aware of the need to make a paper choice for your booklet. Once you chose the Print options you want, Inside, Outside or Both sides, the preview will change from blank pages to your documents first and/or last page. Remember you want to choose a paper that is titled COVER for the thicker weight paper. **For a B/W booklet, like a planner, you would choose a Vellum Bristol Index Cover paper in the color of your choice. For a Color or Color Cover Booklet, you will want to pick the Color Copy 11 X 17 Cover or Glossy Cover.** Color ink should be printed on WHITE paper with the knowledge that putting color ink on top of color paper will change the colors.

BOOKLET WITH COLOR COVER, BLACK & WHITE INSIDE PAGES

If your document is a booklet, when you click on Covers, you will see the option box for B/W Booklet with Color Covers.

Covers

Paper Color Copy COVER GLOSS 11 X 17 White

Front Print Sides Blank Cover Print on Inside Print on Outside Print on Both Sides

Back Print Sides Blank Cover Print on Inside Print on Outside Print on Both Sides

B/W Booklet with Color Covers

If selected and the item is configured as a booklet with a Color Output Type and covers, the covers will be printed in color while the rest of the booklet will be printed in Black and White.

Z-Sided / Short Edge Flip

- Covers
- Binding
- Folding & Punching
- Other (not shown)
- Special Instructions (not shown)

Additional options are available by right-

Punching (3 hole drilling)

If you need your booklet to be 3 hole punched for including in a binder, (usually for a planner) this option is found in the “Other” menu.

Other Finishing Options

- Cutting
In Units of
- Padded
In Units of
- Fold and Stuff in #10 Envelopes
In Units of
- Cut to Bleed
In Units of
- 3-hole Punch for Planners**
- PDF Creation
In Units of
- Transparency Front Cover
- Slip Sheet Separator Sheets
In Units of
- Perforation
- Laminated Pouch 2.5 X 4.25 Luggage Tag
In Units of

Once you have made all your selections, Click the “Done With Print Options” taking you back to the main ordering screen where you will put in the number of booklets you want and finish processing your order.

Microsoft **Publisher** **& Document** **Setup** **Examples**

Just some basics and unique setups like:

- **Postcards—Tickets—Bookmarks**
1/2 & 1/4 Sheets
- **Covers with Bleed**
- **Numbered Tickets** (mail merge)
- **Student Certificates** (mail merge)

PUBLISHER

IMPORTANT OVERVIEW INFORMATION

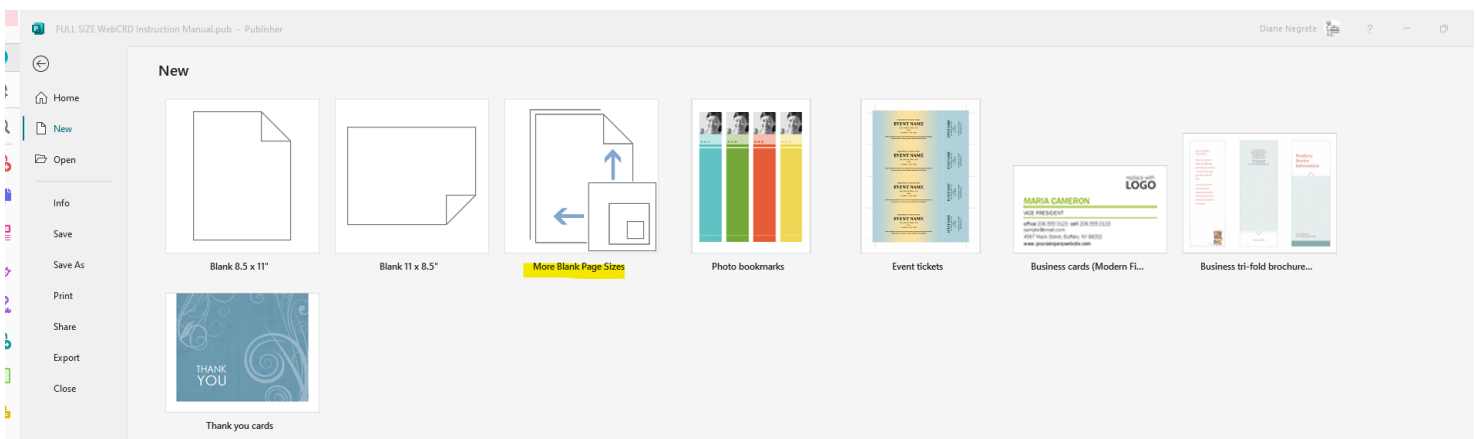
Publisher is part of the Microsoft Office Suite of programs. It is rumored to be phased out however it has not been removed from the Office 365 apps. It is useful as it acts as an easy to understand Publication Design Tool. It will allow you to create items that are too large to print on your connected desktop printer like, Banners, Posters etc. You can also make smaller items that are imposed (or duplicated up on one sheet of paper). Items like Business Cards, index cards, half and quarter sized documents. You can also create booklets or magazine style programs. A Full-Sheet booklet, printed on 11 X 17 sheets, folded in half to be letter sized, 8.5 X 11. Also, a half sheet booklet, printed on letter sized (8.5 X 11) sheet, folded in half to be 8.5 X 5.5. **BELOW, ARE INSTRUCTIONS ON STARTING AN PUBLISHER FILE AND A FEW QUICK TIPS.**

TO BEGIN.....

When you first open up Publisher, a window asks you to chose a project or a size. Letter sized, portrait and landscape are available. There is also the choice of “More Blank Page Sizes”. You can choose from some pre-sets like the ones visible below, i.e. bookmarks and tickets, business cards, tri-fold brochures and Thank You cards. These are all set up with image placeholders, text boxes and margins to help you get started.

Take some time to peruse through all that they have to offer. There are also some presets that are already designed by color scheme and images. **ONE WORD OF CAUTION ON PRESETS...** For items like bookmarks and tickets, I rarely use the preset as it has multiples on a sheet of paper making it hard to merge names or data on them.

You may find you use the “More Blank Page Sizes” option a lot, as many individuals already have an image created that they would like you to use.



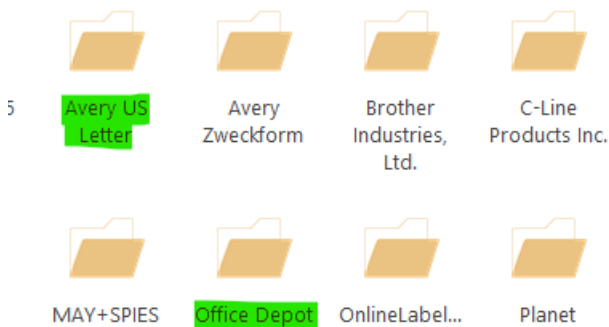
By clicking on the More Blank Page Sizes button a page of option for blank sizes opens. First are the **Standard** sizes. (TIP Don't Use the A or B sized papers as these are based on International paper sizes and don't conform easily to our Letter, Legal or Tabloid sizes).

Next are the **Custom** sizes, this is where the sizes you create are stored. My list below shows the most common sizes we use. The last option in this section is the "Create new page size... This is how you create a size you don't see in this catalog.

More Blank Page Sizes

At the bottom you see Publication Types. These are folders that hold various blank templates like Booklets, Business Cards, Envelopes, Greeting Cards, Mailing labels etc.

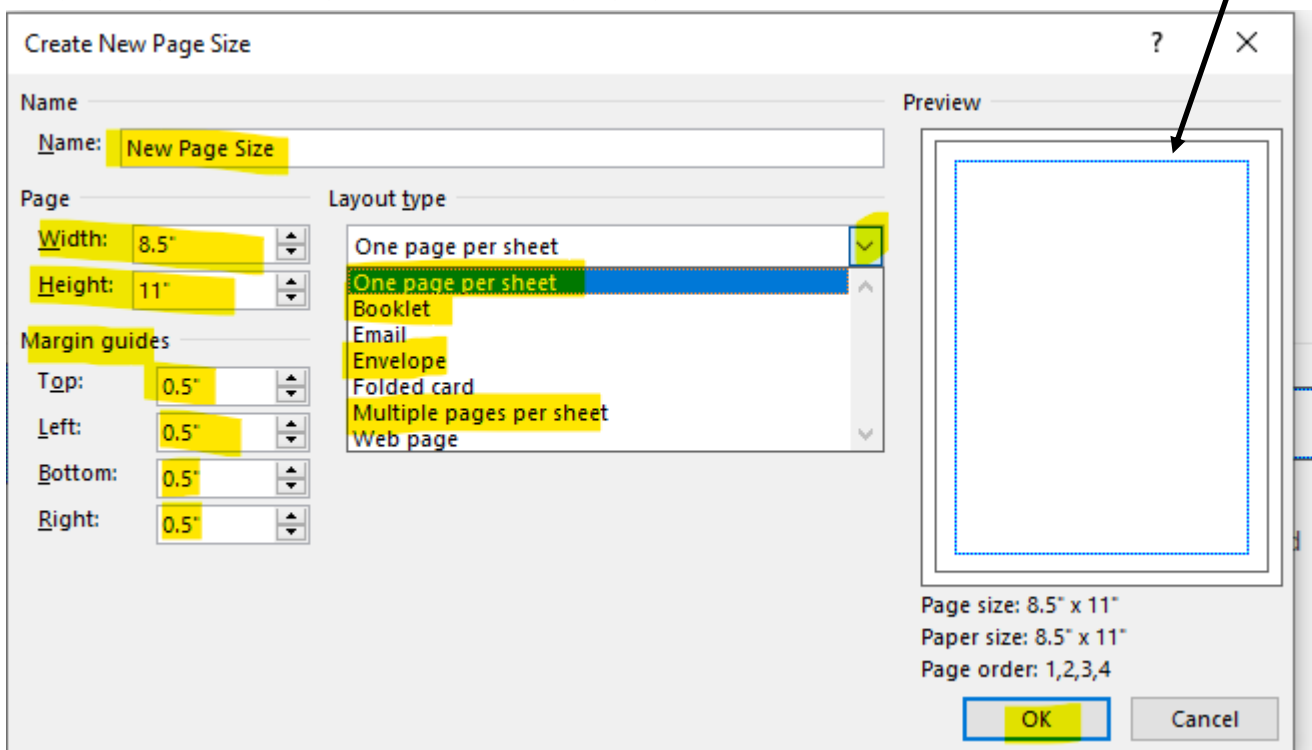
Some folders, like the ones for labels or photo paper include folders with common preset products you can purchase, like Avery and Office Depot products (remember to stay away from the A4/A5 items unless your product package advises you to use that template)



Once you have chose a size or template you would like to use, click on the "Create" button to the right of the screen and your blank template will open up.

If you chose **“Create New Page Size”** , in the window that opens, choose a name, choose the width and height in inches, choose your margin guides (the blue lines around the Preview show the margin guides) then choose your layout type using the drop down.

Very rarely do I change it from “One page per sheet”. Then Click OK.

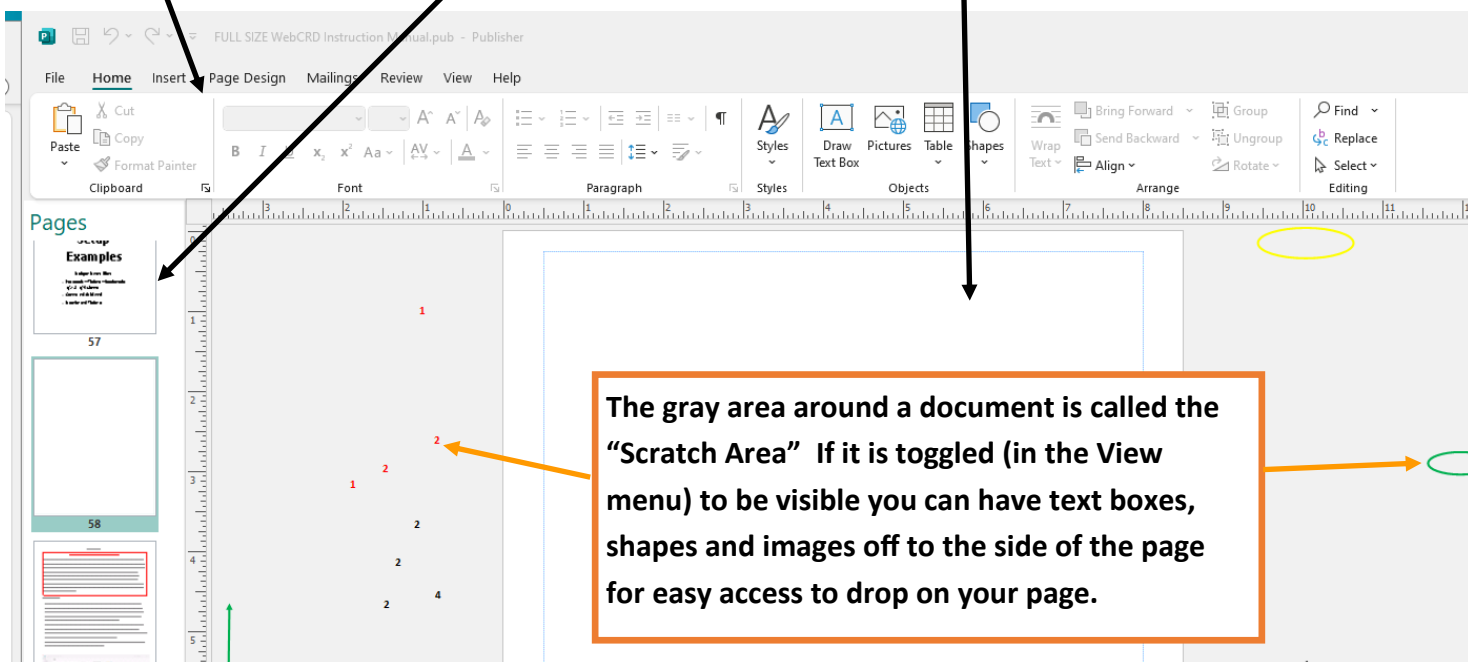


Once your blank document opens up you will see:

tool bar at the top

blank document on a work top

thumbnail pages in a left tray

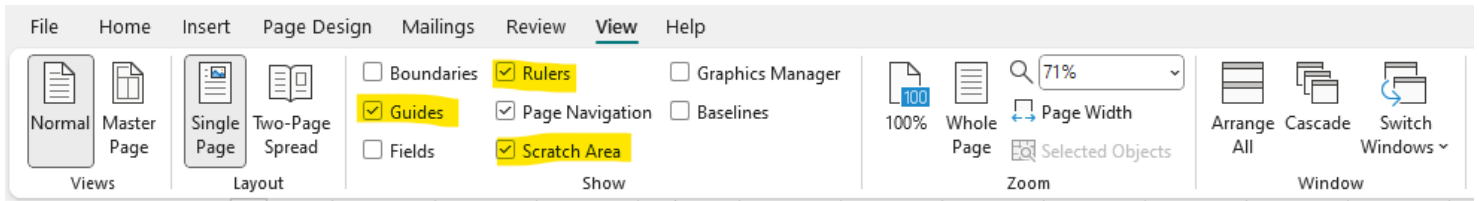


The gray area around a document is called the **“Scratch Area”** If it is toggled (in the View menu) to be visible you can have text boxes, shapes and images off to the side of the page for easy access to drop on your page.

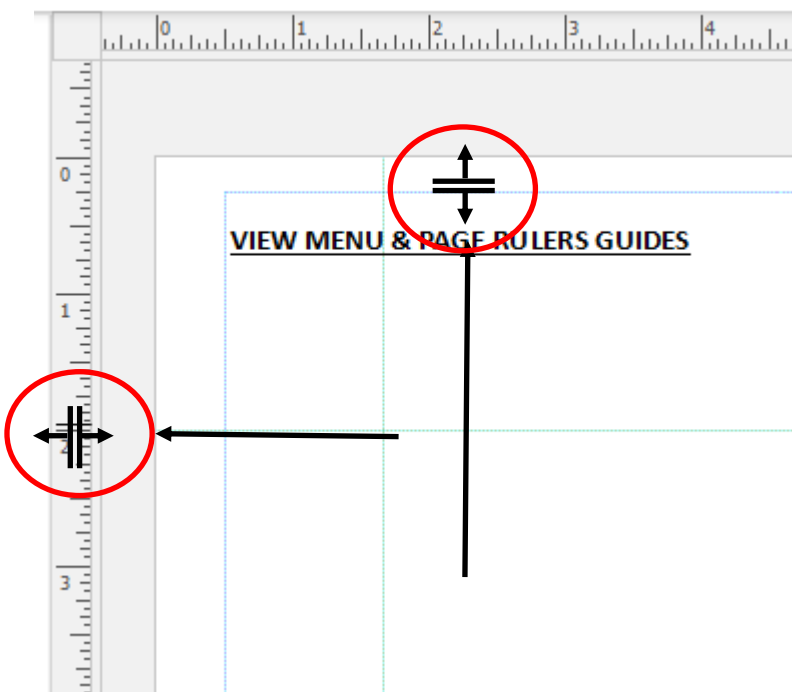
VIEW MENU & PAGE RULERS GUIDES

The View menu allows you to choose how you see your document desktop.

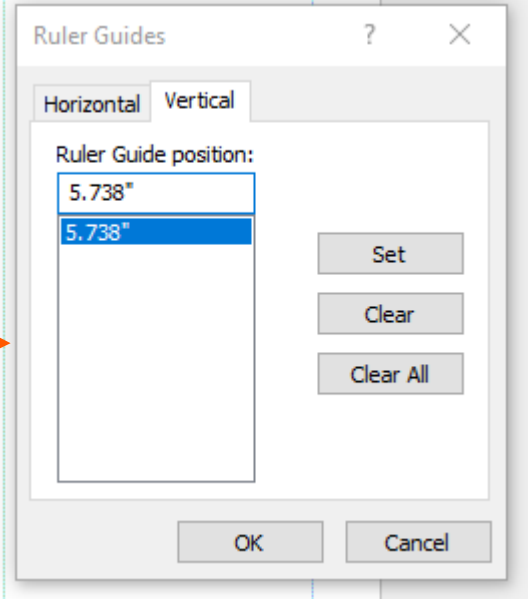
These are the settings I use. The Rulers comes in very handy for lining things up from page to page. I also drag a lot of items from the Scratch Area so I always like to see it.



Once you have the rulers visible, if you move your cursor over the ruler (top or left side) you will notice a double line/arrow icon. Once that is visible, you can click and drag from the ruler a green guide line. These lines are useful for aligning objects and text boxes too.

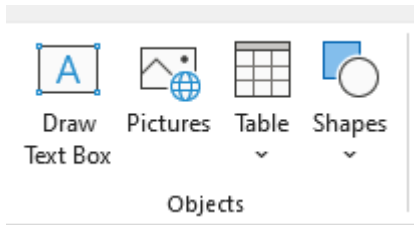


By right clicking on the green guides you can open up the Ruler Guide box and adjust where they are on the ruler and clear them easily.

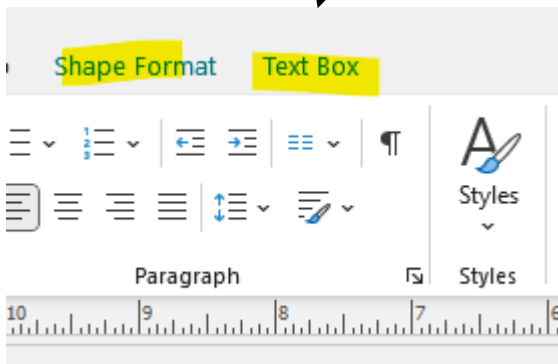


ADDING ITEMS TO YOUR PAGE

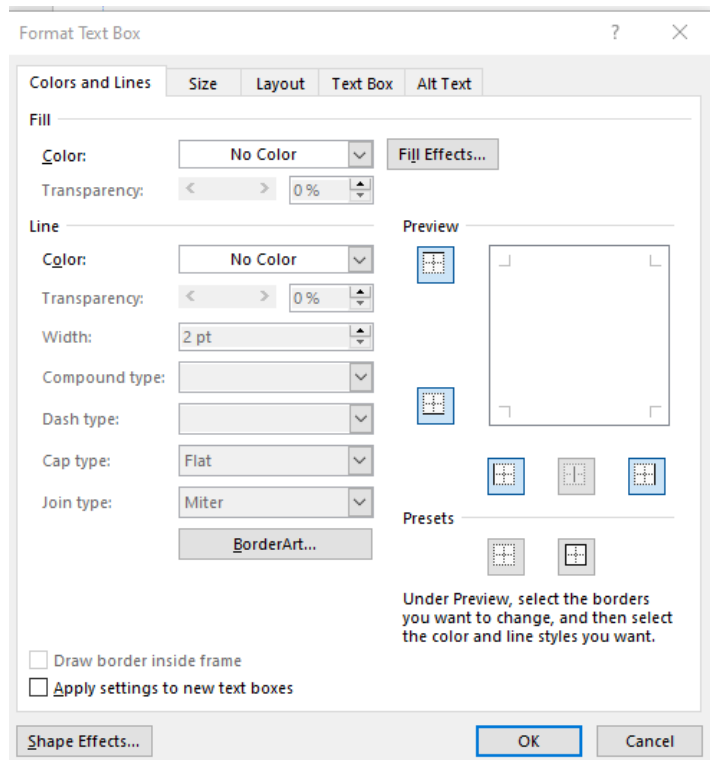
You add text by adding a “Text Box” This text box can now be resized and moved around on the document. Same with Pictures, Tables and Shapes. Shapes includes lines and arrows.



With the text box selected you can go to the top menu and choose options by clicking on Shape Format and Text box.

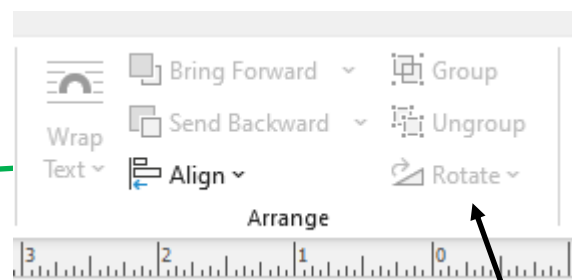


Right clicking on the box allows you to Format the Text box. Add a background color, border and make the background of the text box transparent so you see what is placed behind the text box.



The Arrange menu allows you to bring an item (text box or picture or shape) to the front or back behind other objects.

Example, this green arrow needs to be brought forward so you see the arrow head on top of the Arrange snippet to the right.

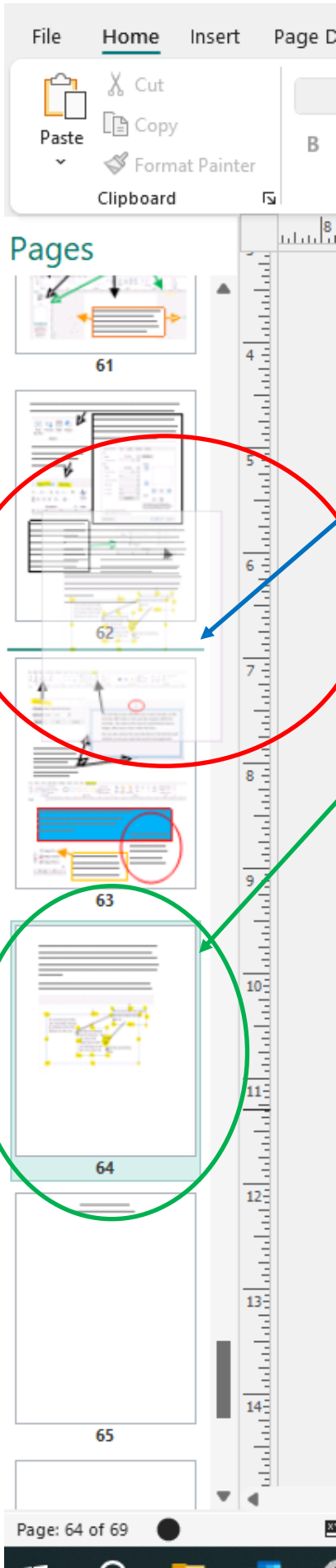


By clicking on an item, holding your shift key down and clicking on other items you can group them together or to align them.

If only one item is selected, align will allow you to align that item based on the margins. So if you choose “Center” it will put the item in the exact center of the document between the top/bottom margins and the left/right margins.

A chosen item can also be Rotated or Flipped

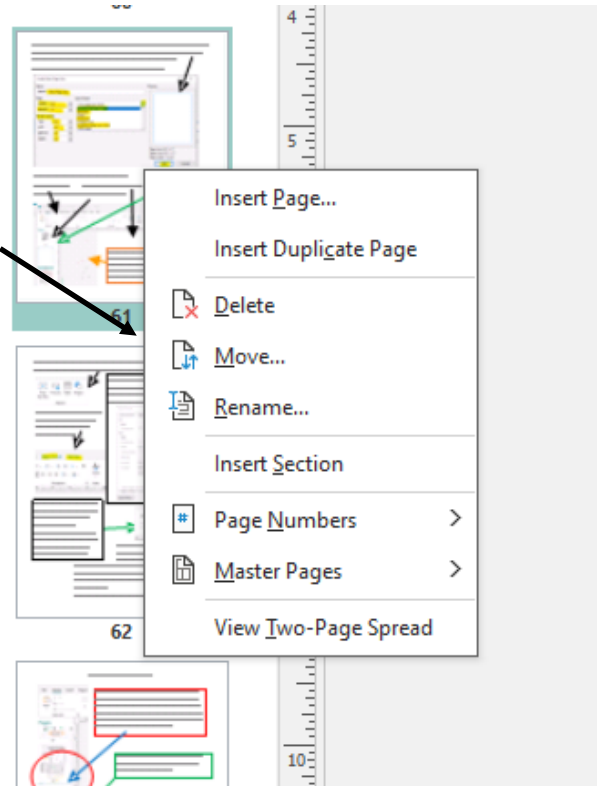
PAGES—Side Bar Thumbnails



The thumbnail images of your document pages on the left side bar can be clicked on/chosen and moved up in down in the document. To the left, in the circle you can see the hazy ghost of a page that has been chosen and is being moved. The blue/green line show where the page will drop if the mouse button is released.

The blue green background denotes that this page is selected and being moved. See the green circled page to the left.

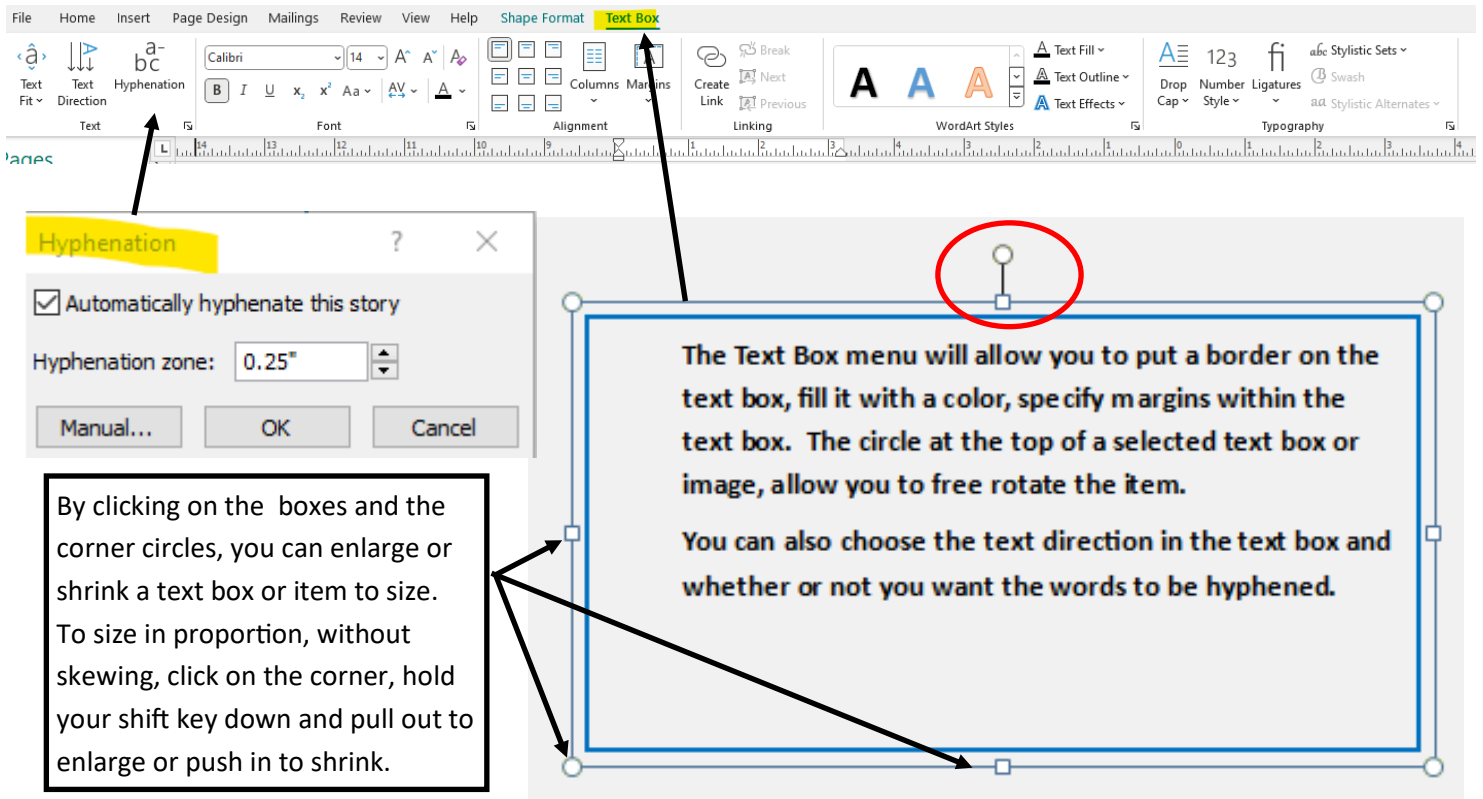
By right clicking on the left thumbnail, you can choose options like Inserting a blank page, or a duplicate page. Deleting adding Page Numbers or Viewing as a Two Page Spread



TEXT BOX AND SHAPE FORMAT MENUS

When an object or text box is selected, two menus become available at the top bar, Text Box and Shape Format Menus

TEXT BOX MENU



The screenshot shows the Microsoft Word ribbon with the **Text Box** menu selected. The ribbon includes options for Text, Font, Alignment, Linking, WordArt Styles, and Typography. A **Hyphenation** dialog box is open, showing the option to automatically hyphenate text. A text box is visible on the page with a red circle around the top handle. A text box is also visible on the page with a red circle around the top handle.

Hyphenation

Automatically hyphenate this story

Hyphenation zone: 0.25"

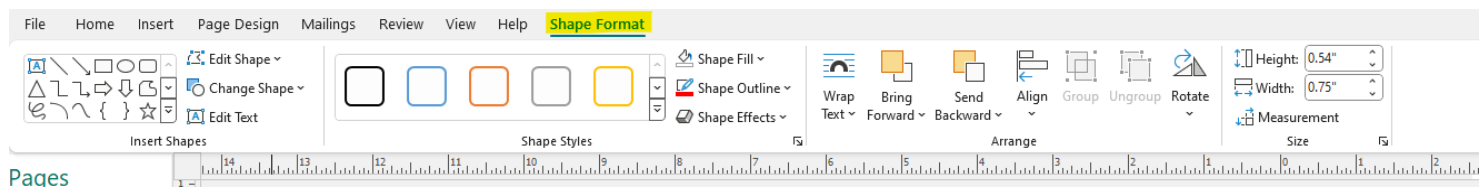
Manual... OK Cancel

By clicking on the boxes and the corner circles, you can enlarge or shrink a text box or item to size. To size in proportion, without skewing, click on the corner, hold your shift key down and pull out to enlarge or push in to shrink.

The Text Box menu will allow you to put a border on the text box, fill it with a color, specify margins within the text box. The circle at the top of a selected text box or image, allow you to free rotate the item.

You can also choose the text direction in the text box and whether or not you want the words to be hyphenated.

SHAPE FORMAT MENU



The screenshot shows the Microsoft Word ribbon with the **Shape Format** menu selected. The ribbon includes options for Insert Shapes, Shape Styles, Shape Fill, Shape Outline, Shape Effects, Arrange, and Size. A red circle is drawn around the top handle of a blue text box.

File Home Insert Page Design Mailings Review View Help **Shape Format**

Insert Shapes: Edit Shape, Change Shape, Edit Text

Shape Styles: [Color swatches]

Shape Fill, Shape Outline, Shape Effects

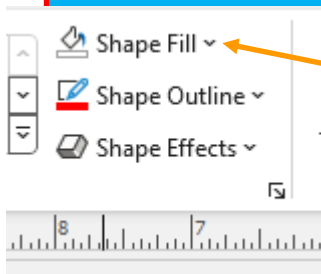
Arrange: Wrap Text, Bring Forward, Send Backward, Align, Group, Ungroup, Rotate

Size: Height: 0.54", Width: 0.75", Measurement

With a shape selected the Shape Format menu allows you to change the color to the border or the fill color of an item. Arranging the order of the items, front to back and sizing as well

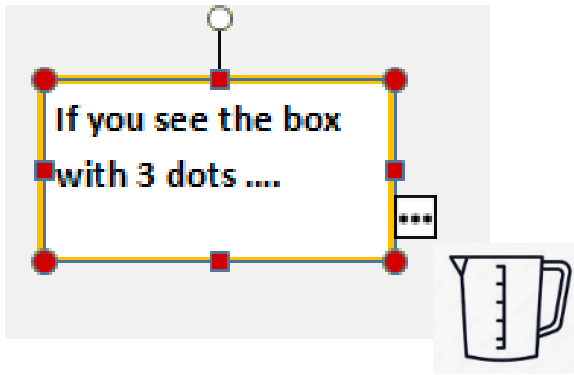
This circle is ordered on top of the blue text box and has a red border.

The circle is Filled with none to make it see through/transparent.



Shape Fill
Shape Outline
Shape Effects

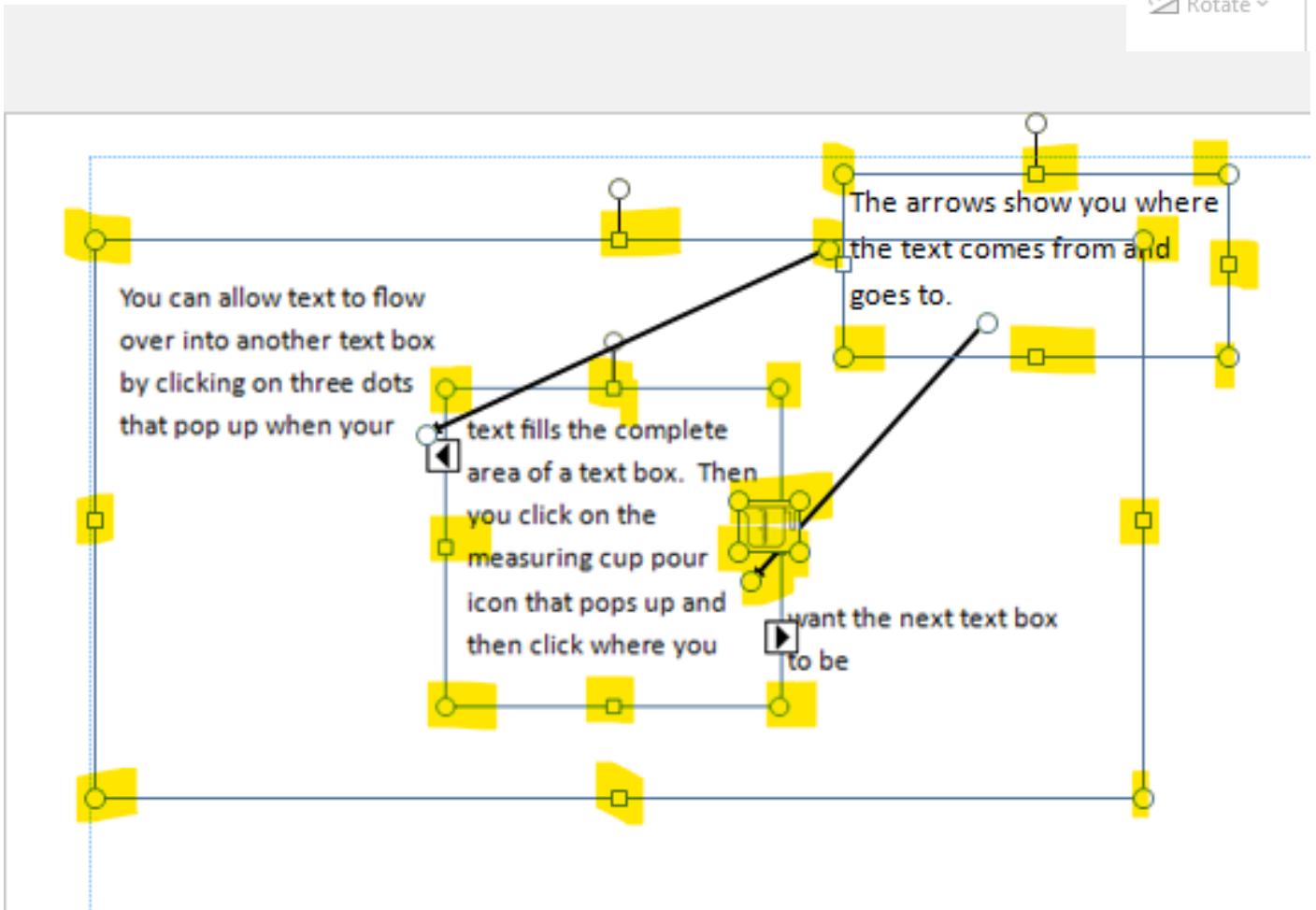
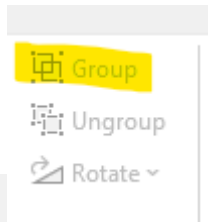
By clicking on drop downs all of these options become available and take effect on the item you have selected.



If you see the box with 3 dots On the side of your text box, this means you have text that doesn't fit into the box you have. You either need to increase the text box size by pulling at the border squares or you can choose to auto flow text from one text box to another.

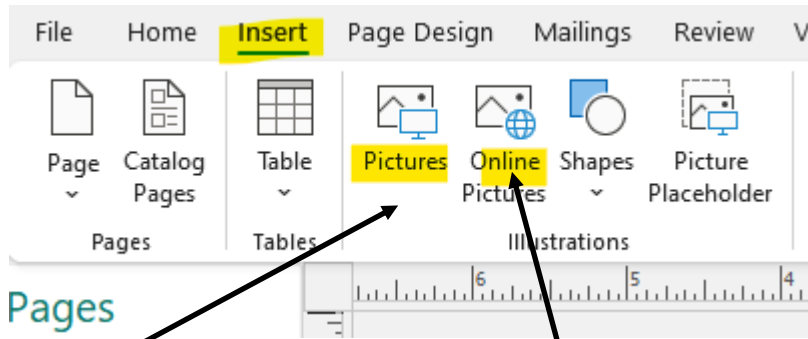
TO AUTO FLOW, CLICK ON THE THREE DOTS BOX. A measuring cup, a bit like the image here will become visible. Click on the cup and click on the text box you want to text to overflow into. You can choose multiple text boxes to flow into for unique newsletter or brochure designs.

GROUPING ITEMS..... Below, I clicked my mouse, held it and dragged to create a box around all the items I wanted to select. All the yellow spots below show what is selected. If I go up to the top menu bar and click on **Group**, all the items will stay connected as they are and I can move the whole group around on my page.



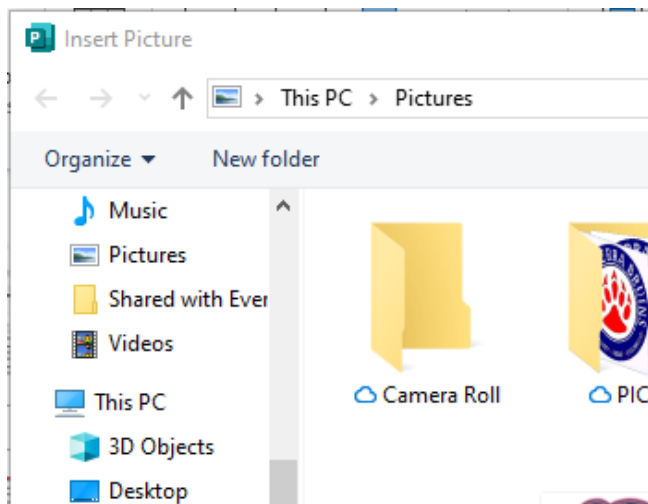
PICTURES

Pictures are also considered an object that is inserted by using the INSERT Menu drop down.



By clicking on the Pictures button, your computers Picture Library will open up allowing you to insert one of your own picture/image file.

Clicking the Online Pictures button, the internet web browser will open up allowing you to search for images to use. Be careful making sure you know the copy rights to images and the quality of the images you get from internet collections.



Online Pictures

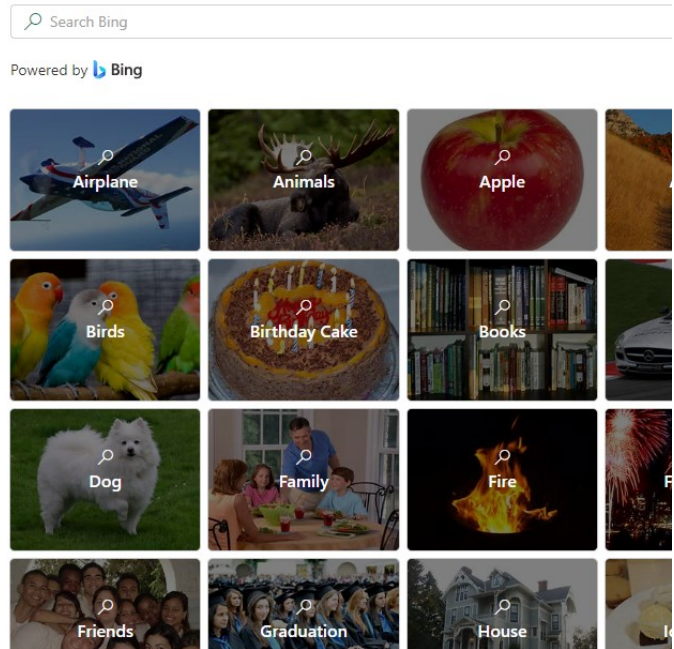
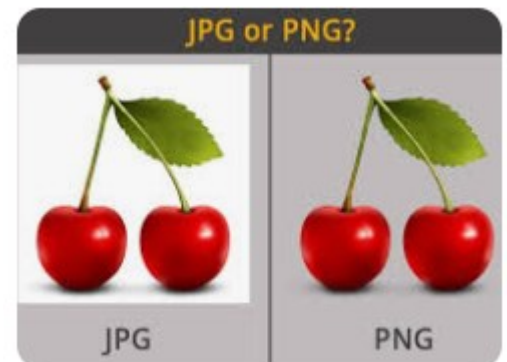


IMAGE FILE TYPES

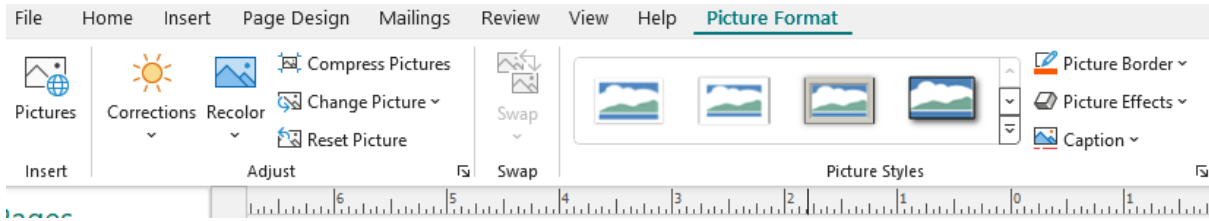
You can insert a jpg or a png file.

A jpg file is usually OK to us and is a smaller file size than a png. The biggest difference is the png files ability to have a transparent background. The image of cherries demonstrates the difference. The jpg has a square white back ground that will show up as white if you insert it on a colored back ground. The png file allows the cherries to sit alone on the background with the background color wrapping around the cherries.

TIP If you have a pdf file, you can save the pdf file as a jpg, simply by choosing File Save as Other.. And choosing jpg when using Adobe Acrobat PRO (NOT THE READER)



Once you have images inserted into your document, you can move them around using your mouse and you can NUDGE them using the arrows on your key board. Once an image is chosen, (there will be boxes and circles around the edges of the image if chosen) you will notice that there is a Picture Format menu bar that is visible at the top.

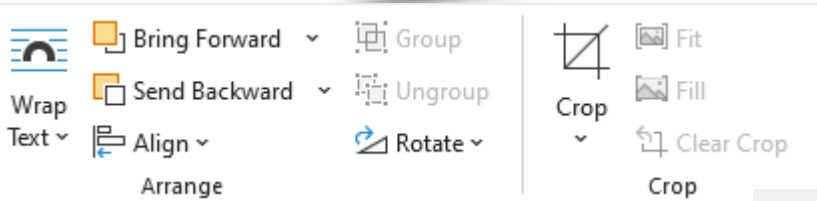
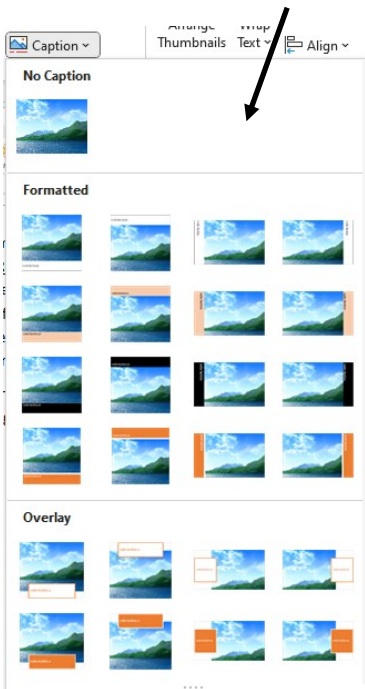


This menu bar shows you all the options that are available to use with the image. You can make some simple **CORRECTIONS** and **RECOLOR**. Recoloring is interesting to use on B/W images. As shown in the baby picture below where I have adjusted the image to shades of blue and adjusted the transparency so that a text box can be visible on top of the image.

In the **PICTURE STYLES** area, you can choose a frame to put around an image.

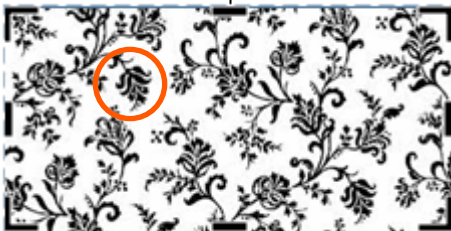
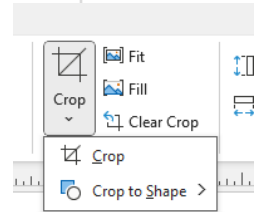
Clicking the **RESET PICTURE** it will take the picture back to its original settings.

You can even insert a **CAPTION** on and around a picture



You can click on **WRAP TEXT** to choose how you want the text to wrap around an image, if you wish. The baby picture has been placed on top of the instruction text box and the text is wrapping around it.

I have also clicked BRING FORWARD to put the wording "Baby Brown" on top of the image.



When you click on **CROP**, you can push the black bars along the edge to crop out an area of an image you don't want. In the Toile background image to the left, I have enlarged the picture and then used **Crop to Shape** so that I can use just one part of an image. The shape I chose was a circle. Clicking on **Clear Crop**, will restore the image to it's original size and shape. See the red circle to see the part of the background I isolated by cropping.

ITEMS SMALLER THAN A LETTER SIZED SHEET

FOR EXAMPLE, BOOKMARKS, 1/4 SHEET OR 1/2 SHEET CARDS

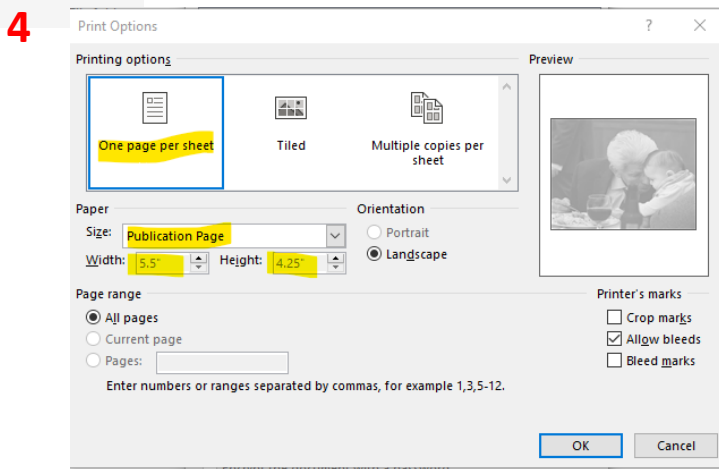
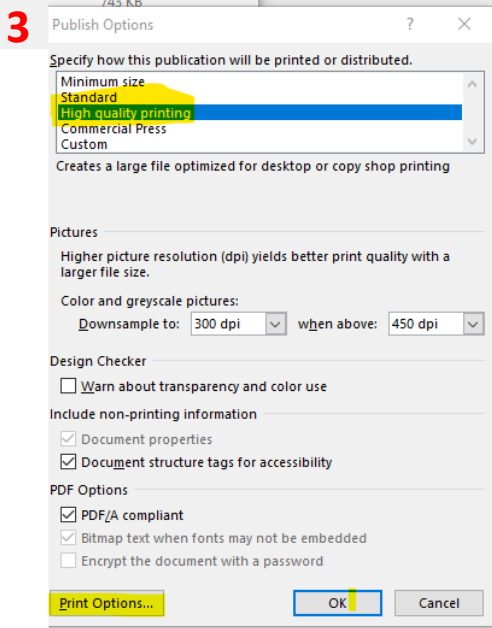
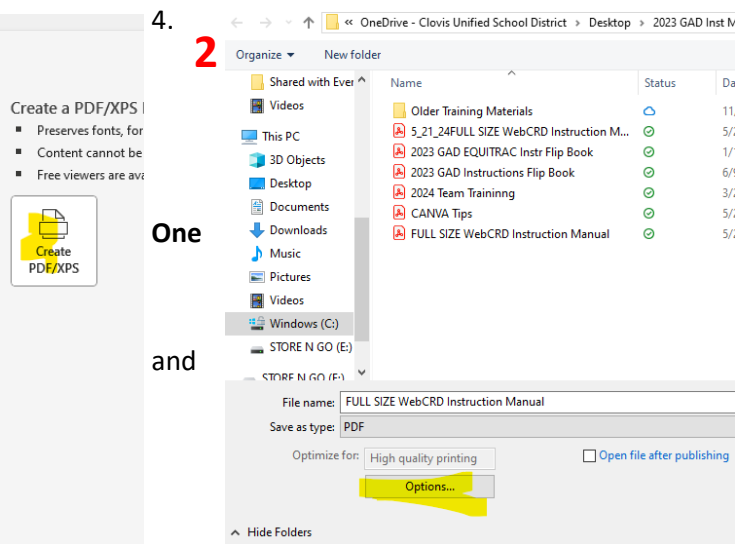
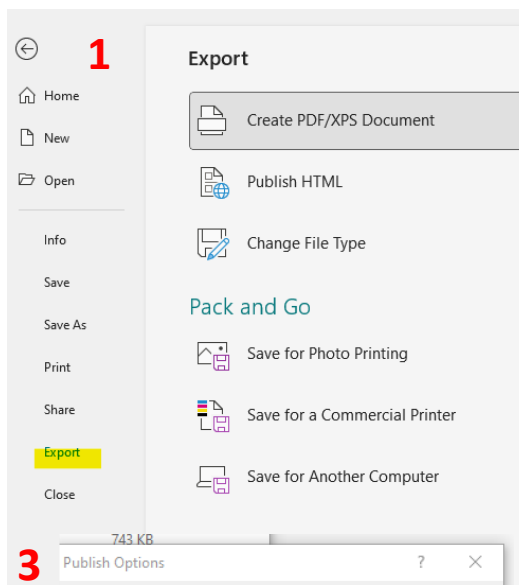
For items that are smaller than a letter sized sheet of paper, the Xerox printer can duplicate the image and print more than one on a sheet of paper.

IT IS EASIER FOR US TO DUPLICATE THAN IT IS FOR YOU TO CREATE DUPLICATES DUE TO OUR KNOWLEDGE OF THE CUTTING PROCESS.

PLEASE UPLOAD A PDF FILE THAT IS THE SIZE THAT YOU WANT THE FINISHED PRODUCT TO BE!!

For items that are smaller than a letter sized sheet of paper, the Xerox printer can duplicate the image and print more than one on a sheet of paper. So you can simply create you item the size you want it. Once you have the item created, you will want to **make sure that your pdf version will be the size you want NOT an 8.5 X 11 letter sized document.** To do this, with your Publisher document open:

1. Go to File– Export and choose Create PDF/XPS Document.
2. In the window, go to the bottom and click on the **Options** button.
3. In the Options Window make sure **High quality printing** is selected and click on the **Print Options** button at the bottom.



Click OK on all the buttons that take you back to the Naming window, give the document a name, and click on Publish. You should now have a pdf file that is the size of the finished item you want to print.


Click OK on all the buttons that take you back to the Naming window, give the document a name, and click on Publish. You should now have a pdf file that is the size of the finished item you want to print.


Go to the online ordering system, upload the pdf of your item.


Do your best to determine how many will fit on a single letter sized sheet. I think that they can get 3 on a page for the size below. I want 100 cards so I estimate I need 34 copies. $34 \times 3 = 102$.

Click on **Preview/Change Options**, chose the paper I want, click on **Other to put in the Cutting in units of 3** and I put a **Special Instruction that says Please dupe up 3 on a sheet and print 34 copies to give me as close to 100 cards as possible.**

Then I put 34 in the quantity section. If they can't do 3 on a sheet. The print operator will make the changes necessary and adjust the cost to your order. You have given them enough information for them to process the job. You want 100 copies of this card that are 5.5 X 4.25. They might even be able to get 4 on a page and that would lower the cost as they would only print 25 copies.

Item 1  [Replace File](#) [Continue Shopping](#)



Publication2.pdf 
1 Page
5.50x4.25 Inches

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

Unit Price \$0.16
Quantity

Your Selected Print Options [Preview / Change Options](#)

Print **B/W, 1-Sided, Color Copy COVER USLetter White, Scale Down Only**
Other **Cutting In Units of 3**

Other Notes **Please dupe up 3 on a sheet and print 34 copies...**  

COVER FOR BOOKLET WITH A BLEED

There are two different variations of a booklet with a cover that has a bleed. This means the ink on the cover extends all the way to the edge of the paper. BLEED = NO white edges around the pages.



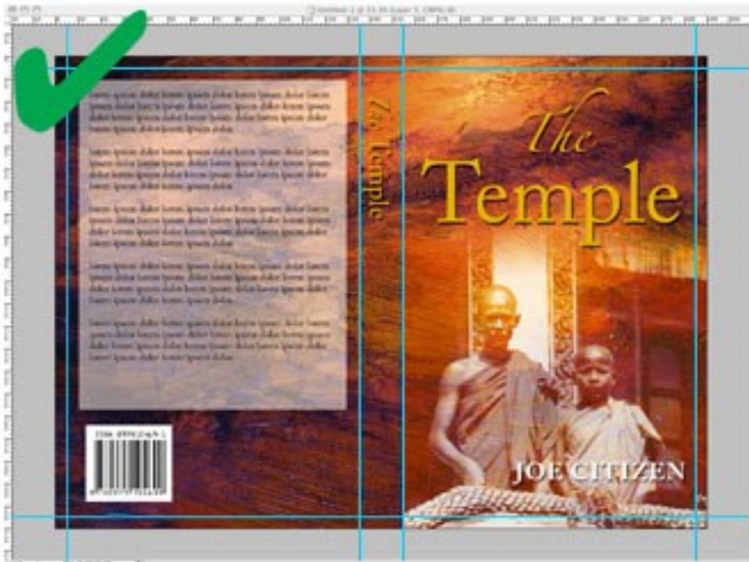
SIMPLE STITCH AND FOLD LAYOUT—52 pages or under

1. Our Xerox device can print, fold, staple and trim the three edges of a booklet that is 13 sheets of paper or less. Once 13 sheets are printed and folded, you will have a booklet with 52, letter sized pages.
2. Since the top, right side and bottom of the booklet are cut, you will need to make sure that all of your pages have about a .50 (half inch) margins. That way once it is trimmed, you are not trimming off words or important parts of the images along the sides.

LARGER BOOKLET LAYOUT - More than 52 pages

If your booklet is larger than 52 pages or 13 sheets, you will have to have a separate file for your cover.

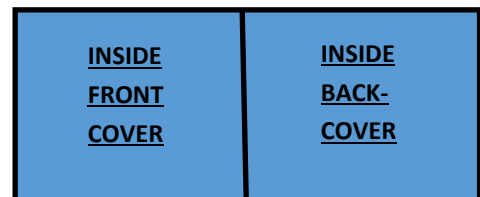
The cover will need to be printed on a larger sheet of paper and cut down to the size needed to cover your booklet. Typically your page size, **JUST FOR THE 2 COVER PAGES (FRONT AND BACK) should be 12 X 18 in this case and you want to make sure that you leave a half inch margin all the way around the edges as shown below.** You also, might want to take into consideration what will fall within the FOLD are the middle of the page. Most booklets we print, DO NOT need a wide spine area like is shown in the image below but it is some thing you want to take into consideration knowing that it will be folded. We will trim the 12 X 18 prints down to 11 X 17 to be added to the interior pages of the booklet. The blue lines show where the edges will be cut away. You also want to remember the page order for your cover pages. The first page will have the front and back covers and the second page will have the inside front and back covers. If your inside cover is blank, you only need the one cover sheet for the front and back.



**PAGE 1 of your cover
OUTSIDE COVER PAGES**



**PAGE 2 of your cover
INSIDE COVER PAGES**



If you need this more complicated layout, it is suggested that you make the cover pages, then email the pdf to the Graphic Arts employee and they can work with you regarding any adjustments might need to be made

Mail Merge Numbered TICKETS Instructions

Publisher

There are two items you need to have completed to start. First you need to create your ticket in Publisher. Open up Publisher and create you own by choosing "More Blank Page Sizes".

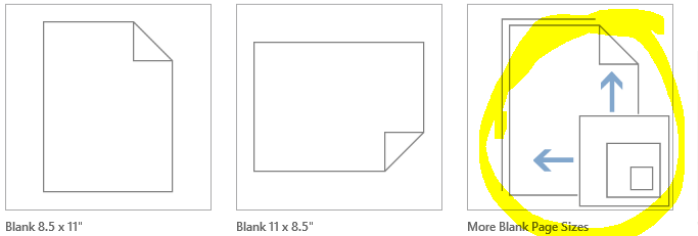
Once you are in the blank page sizes area go to the end and "Create new page size"

New

Search for online templates

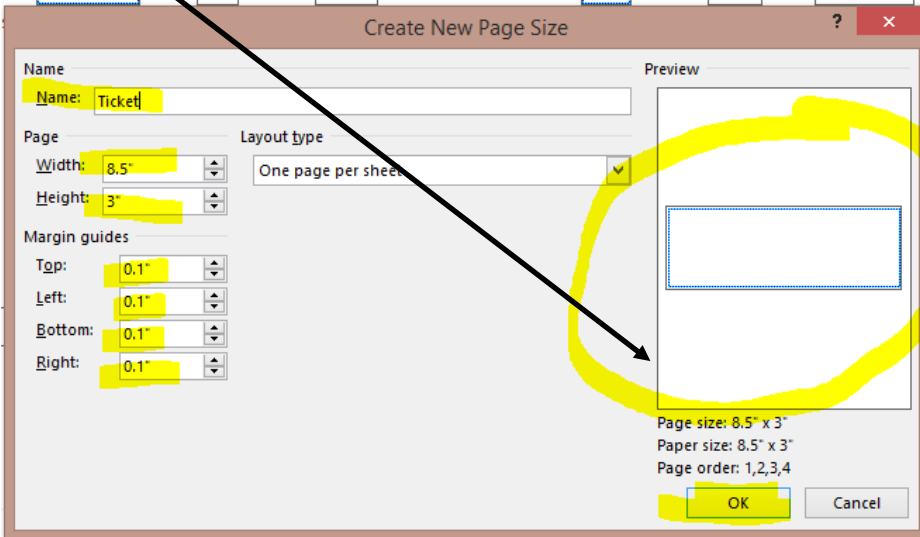
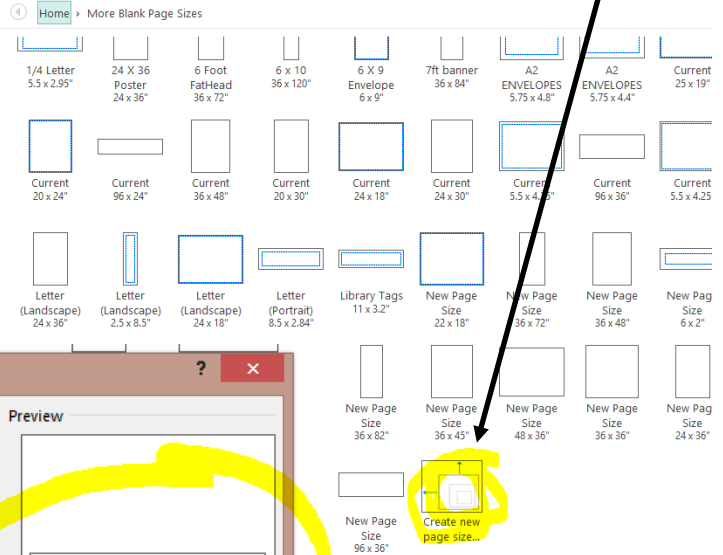
Suggested searches: Personal Design Sets Labels Event Paper Business Cards

FEATURED BUILT-IN



A box will open up where you choose the size you want. 8.5 X 3 is a good size. Your box should look like this. Notice a sample preview on the right side. Click OK.

Page Sizes



Now you can get creative and make your ticket. I always put a stub on the side by inserting a “Shape” and choosing a line. This is just a simple sample below. Once you are done, it is time to start with the second item you need. A database, or spreadsheet for the ticket numbers.



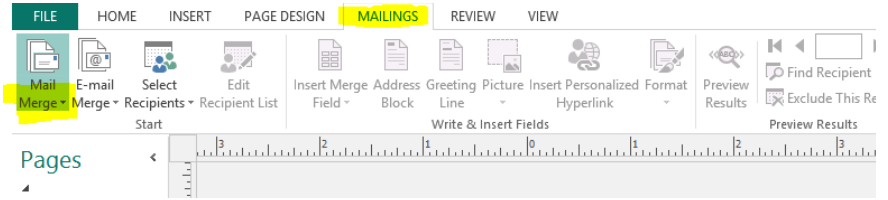
So your spreadsheet or database is going to be an Excel spreadsheet with the numbers you will want to put on the ticket and stub in titled columns. Like shown to the right. You will want as many numbers and you want tickets so in this example if you wanted 500 tickets you would have the numbers run from 1001 all the way to 1501.

	A	B	C	D
1	Ticket No	Stub No		
2	1001	1001		
3	1002	1002		
4	1003	1003		
5	1004	1004		
6	1005	1005		
7	1006	1006		
8	1007	1007		
9	1008	1008		
10	1009	1009		
11	1010	1010		
12	1011	1011		
13	1012	1012		
14	1013	1013		
15	1014	1014		
16	1015	1015		
17	1016	1016		
18	1017	1017		
19	1018	1018		
20	1019	1019		
21	1020	1020		
22	1021	1021		
23	1022	1022		
24	1023	1023		
25	1024	1024		

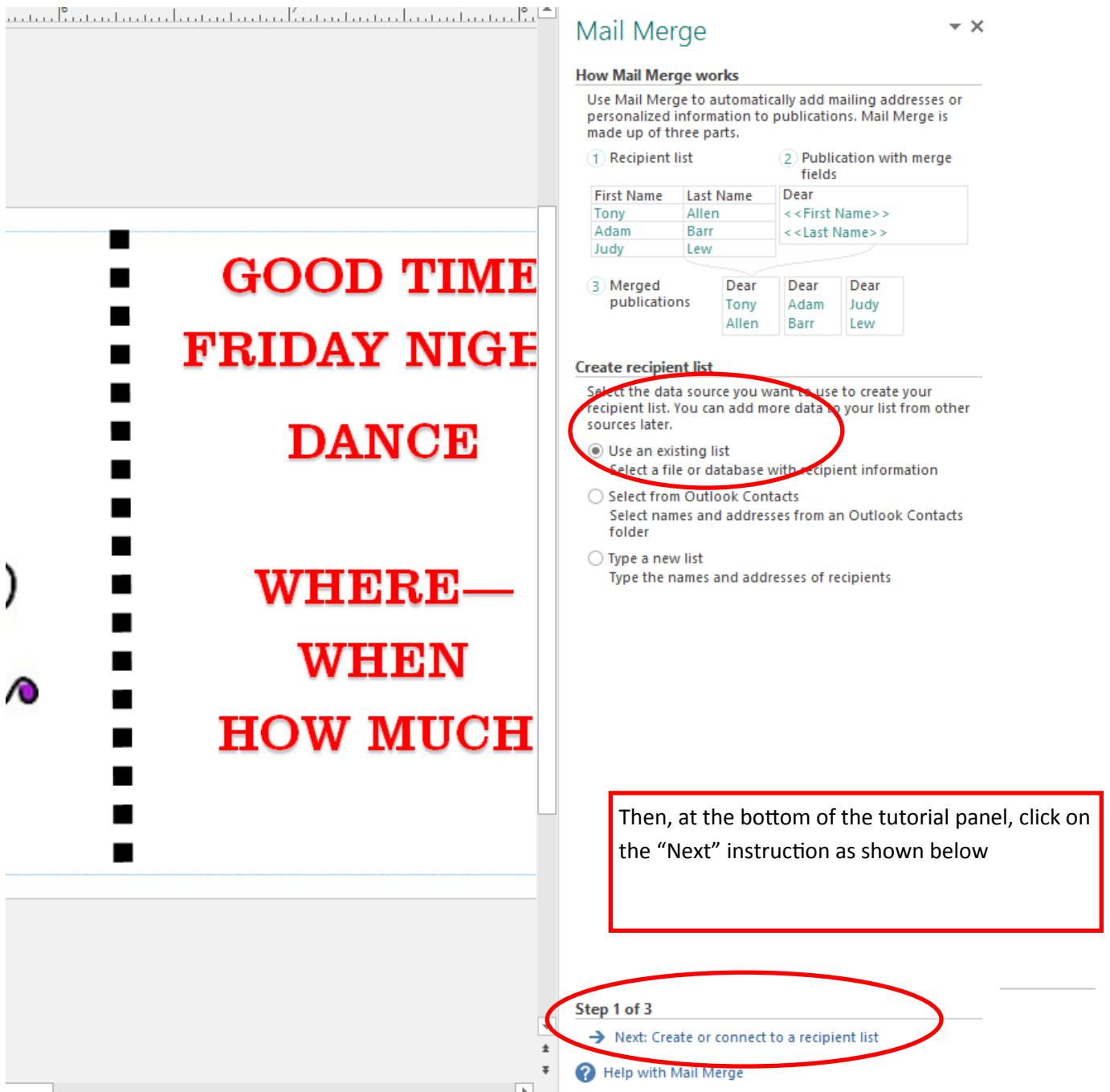
Just a tip...
But a **GOOD** one!

To keep organized and because you will probably do this again and again, each year. Keep these two files together in a folder titled “Ticket Files” that is somewhere easy to find on your computer. Once you do a merge, when you open up the certificate file again, it will automatically want to connect to the database you have used previously. I find that this helpful, so I can just make the cosmetic changes to the ticket and re-merge with the same numbers. I don’t have to hunt around or reconnect to a new data spreadsheet each time I need to make tickets.

Once the ticket and the database is ready, go to your ticket document and at the top of the ribbon, click on the tab that says "MAILINGS", then Mail Merge drop down menu. Choose "Step by Step Wizard".



This will open up a side bar tutorial that will walk you through the steps in order to create your numbered tickets. Below is an example of the first panel and step. Since you have your data source already created, you will want to fill in the radio button that says "Use an existing list" as shown below.



**GOOD TIME
FRIDAY NIGE
DANCE
WHERE—
WHEN
HOW MUCH**

Mail Merge

How Mail Merge works

Use Mail Merge to automatically add mailing addresses or personalized information to publications. Mail Merge is made up of three parts.

- 1 Recipient list
- 2 Publication with merge fields
- 3 Merged publications

First Name	Last Name	Dear
Tony	Allen	<<First Name>>
Adam	Barr	<<Last Name>>
Judy	Lew	

Dear	Dear	Dear
Tony	Adam	Judy
Allen	Barr	Lew

Create recipient list

Select the data source you want to use to create your recipient list. You can add more data to your list from other sources later.

- Use an existing list
Select a file or database with recipient information
- Select from Outlook Contacts
Select names and addresses from an Outlook Contacts folder
- Type a new list
Type the names and addresses of recipients

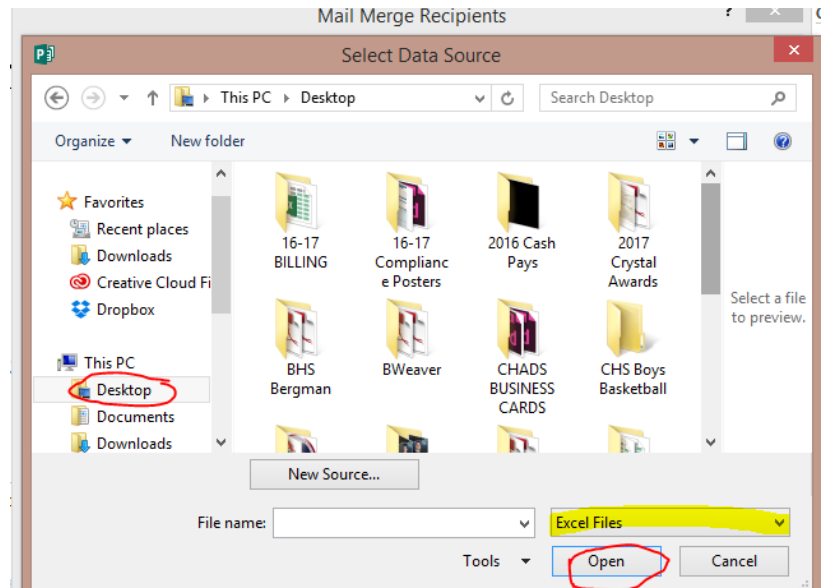
Step 1 of 3

→ Next: Create or connect to a recipient list

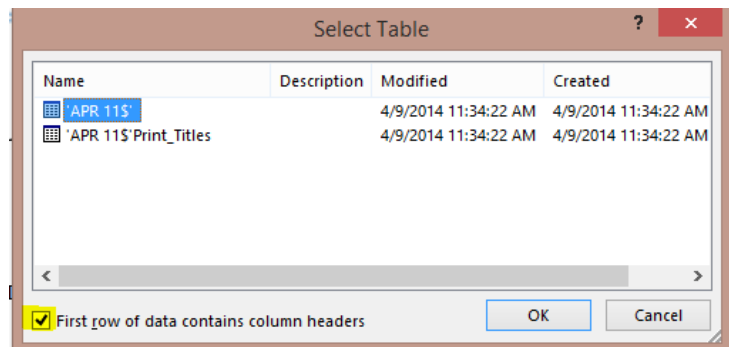
Help with Mail Merge

Then, at the bottom of the tutorial panel, click on the "Next" instruction as shown below

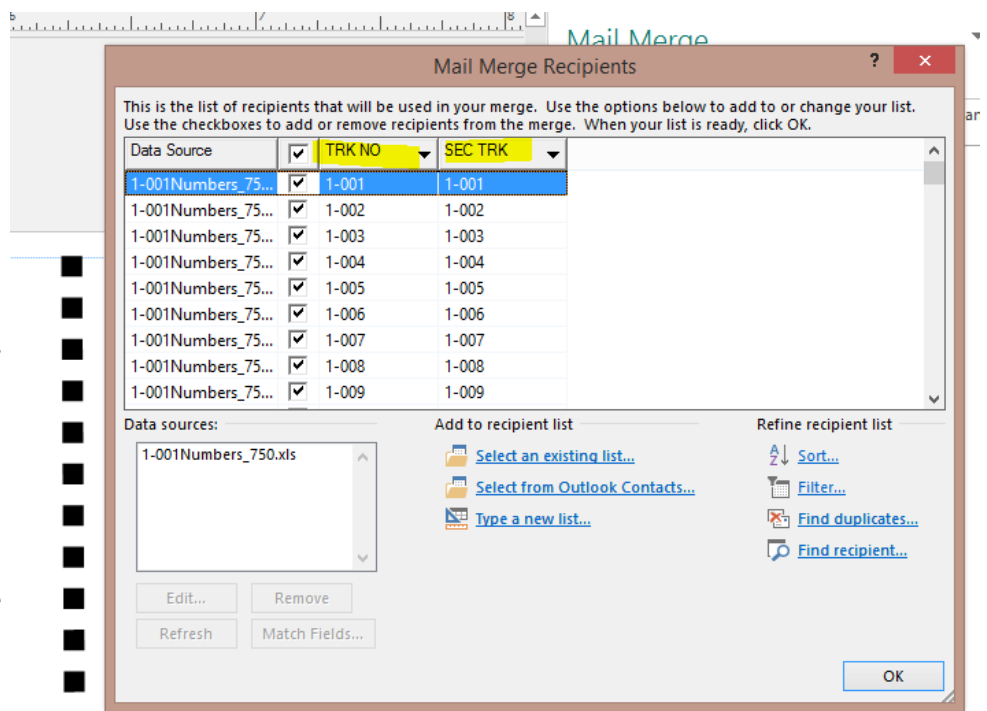
The second step is to connect your ticket and stub with your data source. A new window like the one to the right will open up. You simply, change the type of file drop down that will say "All Data Sources" to "Excel Files", then click on the location where your data source is stored on your computer (mine was Desktop) and then the file. In this example I would click on "Desktop" to the right and once the file name shows in the open field, click on Open. (remember if you followed my tip, yours will be in the Ticket Folder)



A second window may pop up asking which table in your spreadsheet that you want to get the data from. Unless your spreadsheet has a second or third sheet just keep the top one highlighted. You also need check that the First Row of your data is header information. Then click OK.



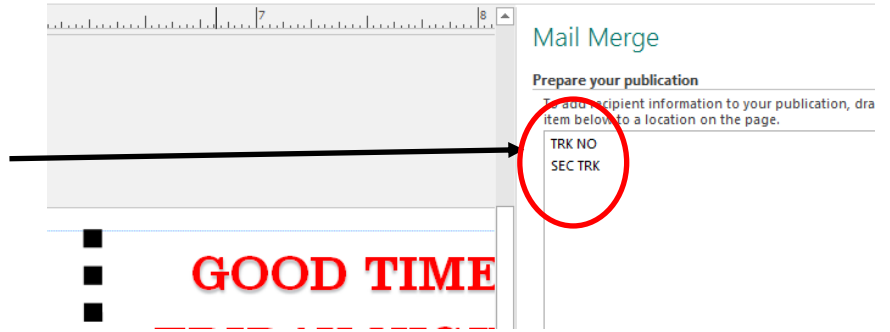
The next window will be the "Mail Merge Recipients" window and it should show all the data that is on the spreadsheet you connected to. If there is a check box, the process will use that line of data to create a ticket. If you remove the check mark that data will not be used to create a ticket. There are other options you might want to chose such an selecting another existing list, sorting the list etc. Typically I do not need to do anything with this window, just click on "OK" at the bottom right side of the window.



WHEN

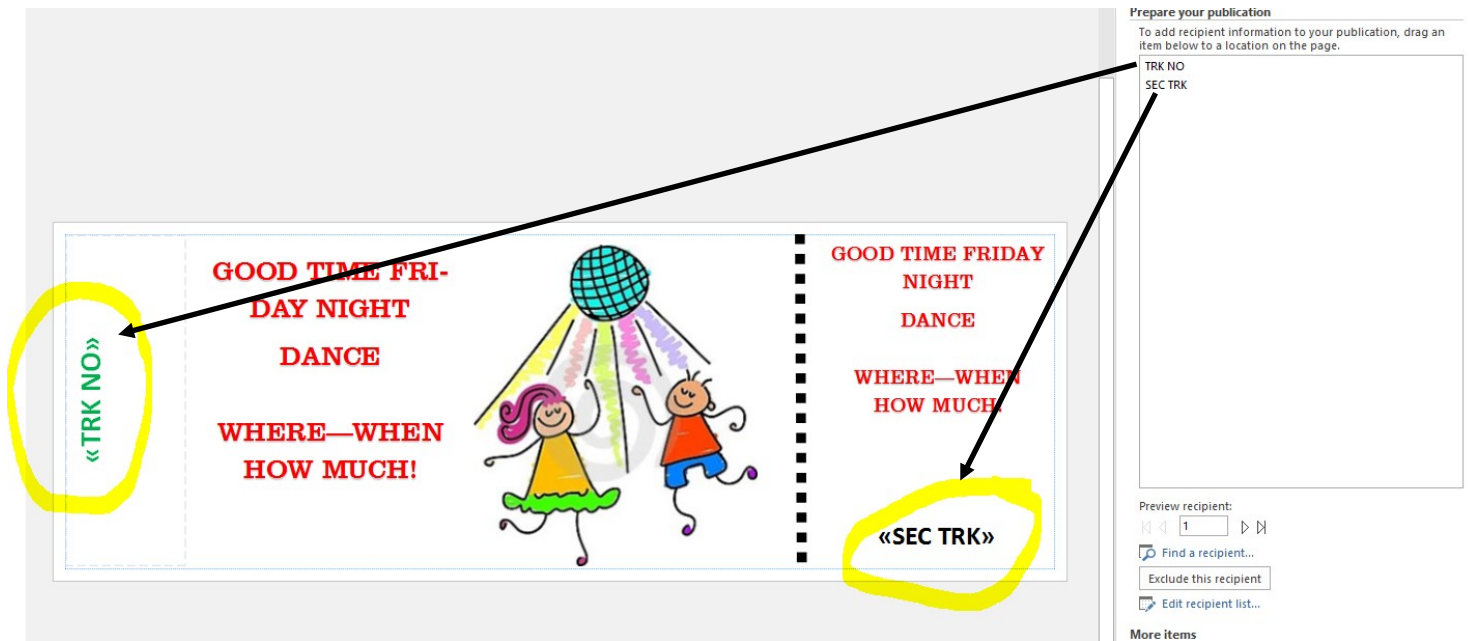
The next window is where you place the title headings into your ticket where you want the numbers to be placed.

When you click on the above heading title, like "TRK NO" it will automatically populate in your document/ticket as a text box that you can then move around and even rotate to read sideways.

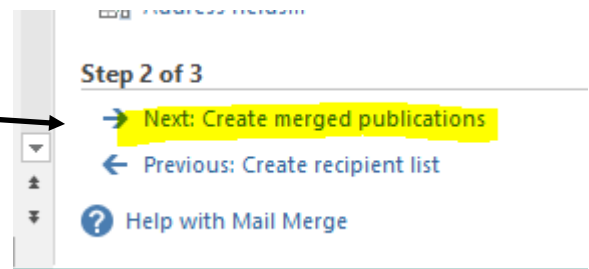


When it populates on your ticket, it will have a couple of forward marks at the front and backward marks at the back like this: <<TRK>>

If you highlight the ticket number text boxes on your ticket document, then you can change the font, font size, color etc. You want to do this now because if you wait until you merge the data then you will have to go and fix it on each certificate. In this example below, I have chosen a different color for each of the titles so you can see how it merges together on the certificate.



After you are done, click on the "Next: Create merged publications" arrow at the bottom right side of the wizard panel.



Create merged publications

How would you like to produce your merged publication?

[Print...](#)

Print the merged pages.

[Print preview...](#)

[Merge to a new publication](#)

Create a new publication with the merged pages. You can then edit or print individual pages.

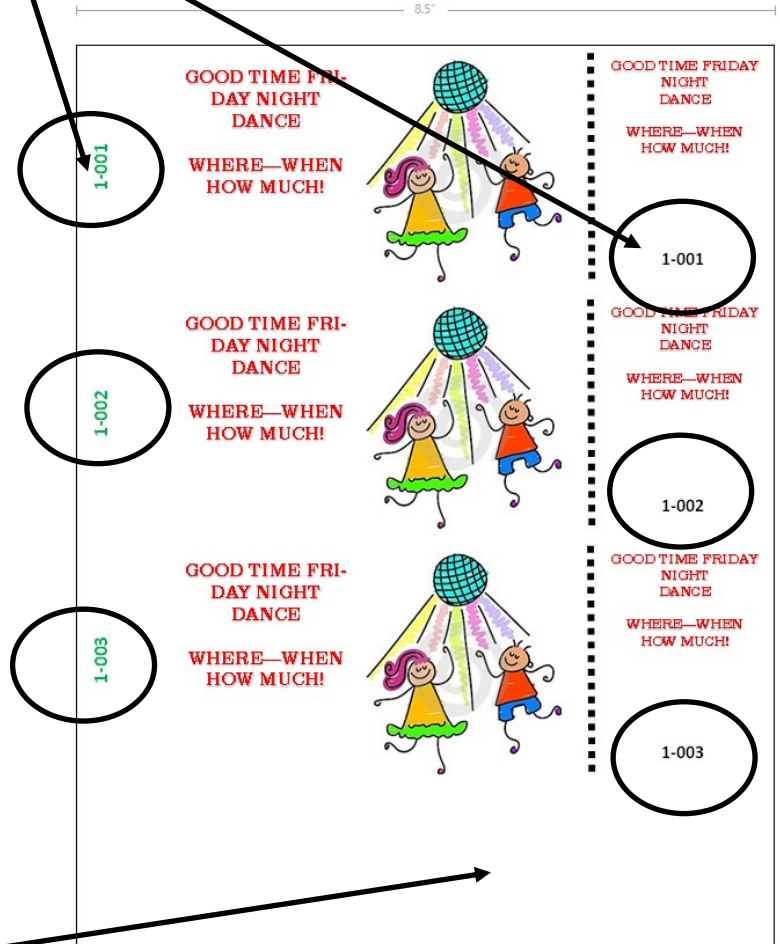
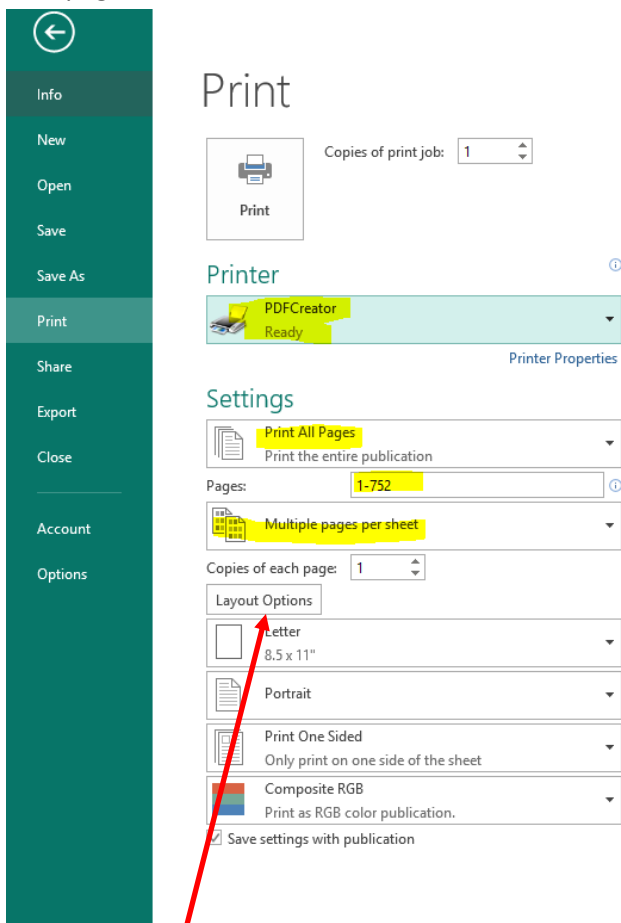
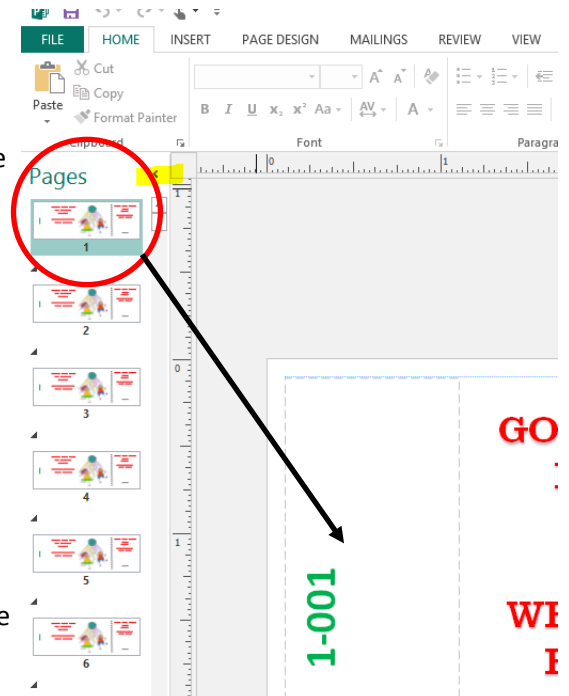
Choose "Merge to a new publication"

This will open up a new Publisher document that will have the tickets as an individual page with the merged data in place on each ticket.

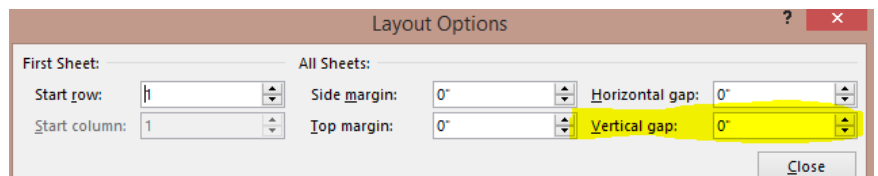
If you open up the thumbnails on the left side of the new document screen you will see the individual tickets. You can also see the green number on the first ticket. You know it is the first ticket because there is a green/blue background around the page thumbnail that is showing to the right of the thumbnail.




Now you are ready to print your tickets to a pdf file. To do this go to the top and choose File Print. You will want to change the Printer to PDFCreator, Print All Pages, and most importantly choose "Multiple pages per sheet"

This will put as many tickets as will fit on your page for printing. In this case there are 752 tickets and you can see that three tickets print on one sheet, so you will get a pdf that is 250 pages. See the multiple tickets on the right half of the page. Note the page numbers on both the ticket in green, and the stub in black. (if you want four tickets to print per page you can make the size of your ticket 8.5 X 2.5 and you can easily get 4 on a page



Also, notice that there is quite a lot of space at the bottom of the page. You can adjust the tickets by clicking on the "Layout Options" button and adjusting the vertical space.



1-001	<p>GOOD TIME FRI- DAY NIGHT DANCE</p> <p>WHERE—WHEN HOW MUCH!</p> 	<p>GOOD TIME FRIDAY NIGHT DANCE</p> <p>WHERE—WHEN HOW MUCH!</p> <p>1-001</p>
1-002	<p>DANCE</p> <p>WHERE—WHEN HOW MUCH!</p> 	<p>GOOD TIME FRIDAY NIGHT DANCE</p> <p>WHERE—WHEN HOW MUCH!</p> <p>1-002</p>
1-003	<p>GOOD TIME FRI- DAY NIGHT DANCE</p> <p>WHERE—WHEN HOW MUCH!</p> 	<p>GOOD TIME FRIDAY NIGHT DANCE</p> <p>WHERE—WHEN HOW MUCH!</p> <p>1-003</p>

Layout Options

First Sheet:		All Sheets:	
Start row: 1	Side margin: 0"	Horizontal gap: 0"	
Start column: 1	Top margin: 0"	Vertical gap: 0.9"	

Close

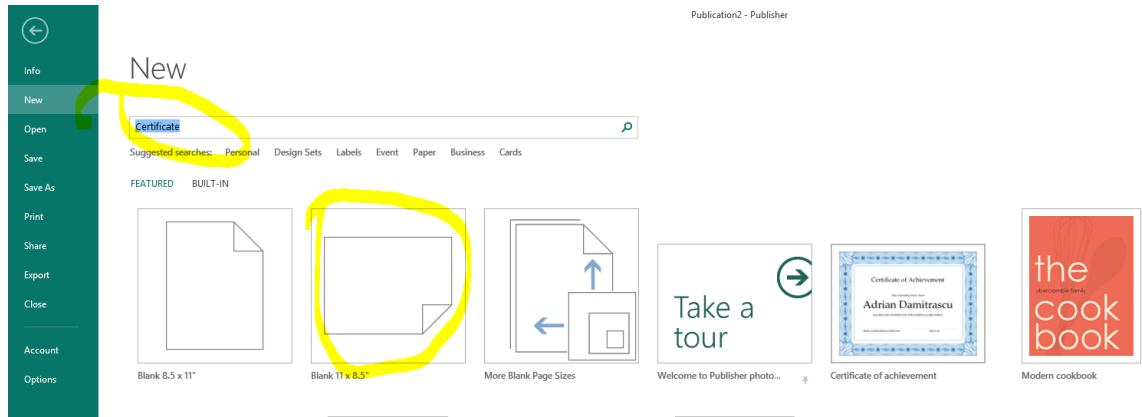
Here you can see the vertical gap was set to 0.9 and the tickets should be able to be easily cut into three copies.

Now save this pdf, name it and this will be the file that you use to upload into the online print shop ordering system. Remember you will only request 1 copy to print.

Mail Merge Certificate Instructions

Publisher

There are two items you need to have completed to start. First you need to create your Certificate in Publisher. Open up Publisher and either search for “Certificates” or you can just create you own by choosing a blank, landscape 8.5 X 11 document and then placing text boxes and using borders etc.



Second you need your data that you will merge onto your certificates. This is an Excel spreadsheet with the data you need to place onto the certificates in titled columns. Typically this would be the students name, a date and perhaps the type of certificate. The spreadsheet should look something like this:

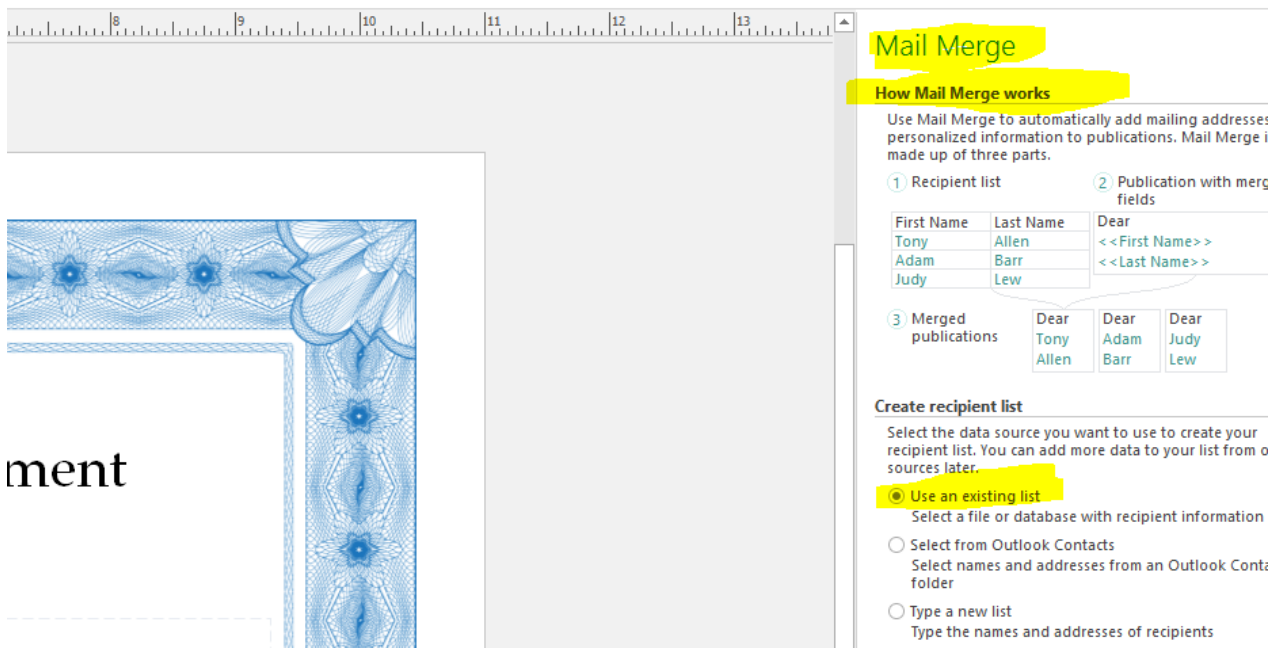
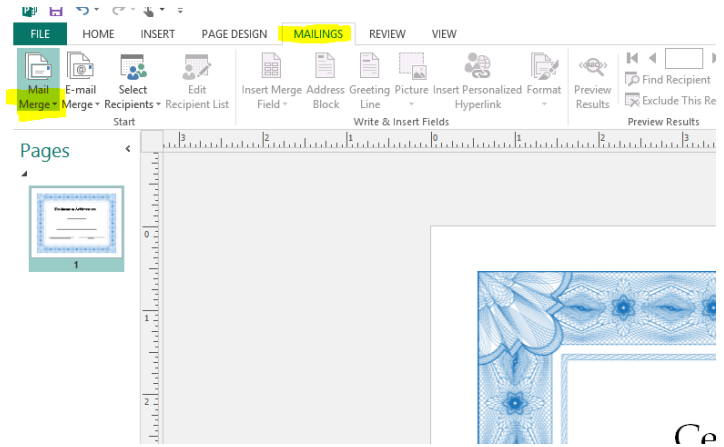
	A	B	C	D	E
1	Name	Semester	Date	Type	
2	Jane Doe	First Semester	2017	HONOR ROLL	
3	Paul Newman	First Semester	2017	READING	
4	Doris Day	First Semester	2017	WRITING	
5	Pablo Picasso	First Semester	2017	ART	
6					
7					
8					
9					
10					

To keep organized and because you will probably do this again and again, each year. Keep these two files in a folder that is on your desktop, or whatever works for you. Once you do a merge, when you open up the certificate file again, it will automatically want to connect to the database you have used previously. I find that this helpful, so I can just delete the old names and paste the new names in order of class as I get them in each semester or month depending on how your site handles awards. I don't have to hunt around or reconnect to a new data spreadsheet each time I need to make certificates.

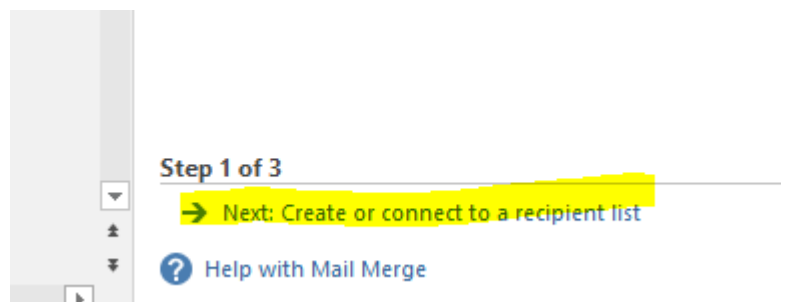
Once the certificate is ready, and you have your data all in order on an Excel spreadsheet and saved in the current certificate folder, open up your certificate document.

Go to the tab that says "MAILINGS" and then the Mail Merge drop down menu. Choose "Step by Step Wizard".

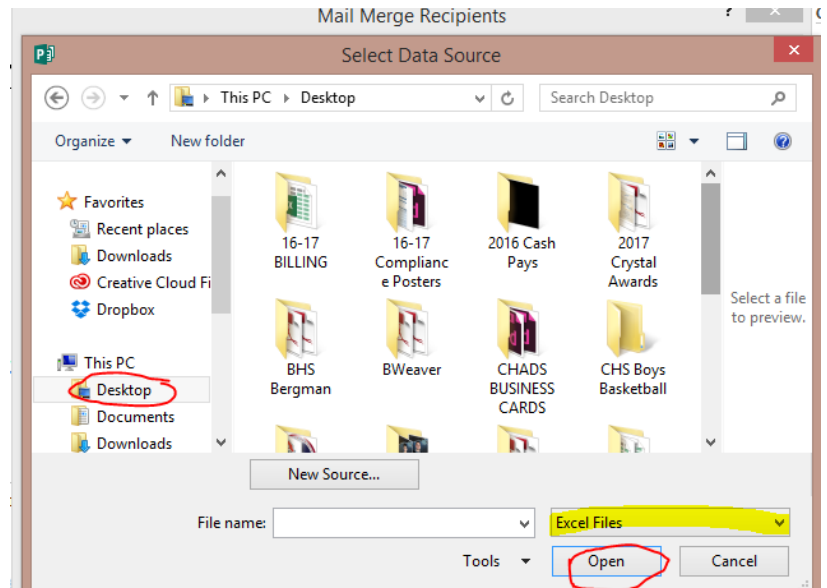
This will open up a side bar tutorial that will walk you through the steps in order to create your certificates. Below is an example of the first panel and step. Since you have your data source already created, you will want to fill in the radio button that says "Use an existing list" as shown below.



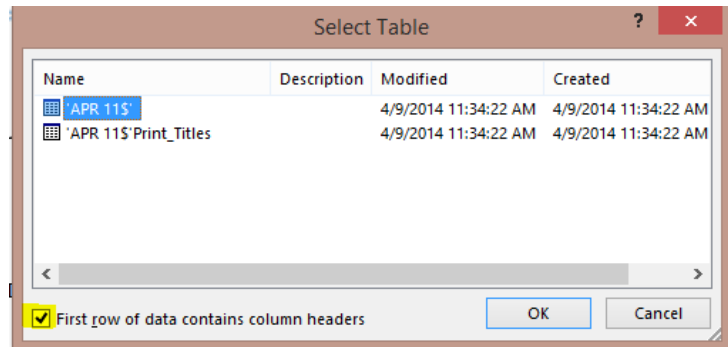
Then, at the bottom of the tutorial panel, click on the "Next" instruction as shown to the right.



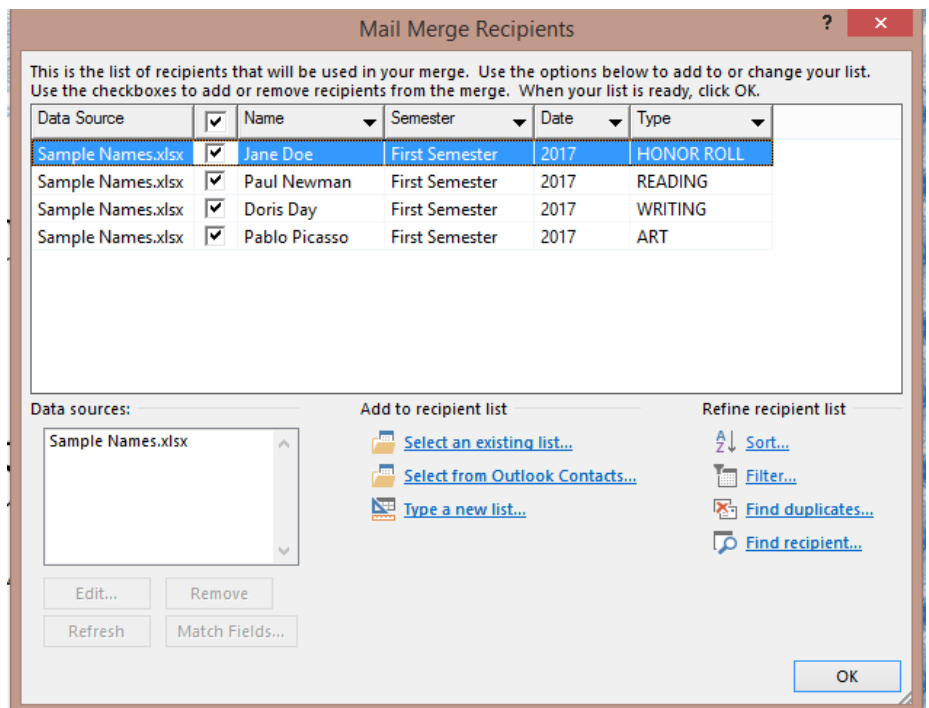
The second step is to connect your certificate with your data source. A new window like the one to the right will open up. You simply, change the type of file drop down that will say “All Data Sources” to “Excel Files”, then click on the location where your data source is stored on your computer (mine was Desktop) and then the file. In this example I would click on “Desktop” to the right and once the file name shows in the open field, click on Open.



A second window may pop up asking which table in your spreadsheet that you want to get the data from. Unless your spreadsheet has a second or third sheet just keep the top one highlighted. You also need check that the First Row of your data is header information. Then click OK.

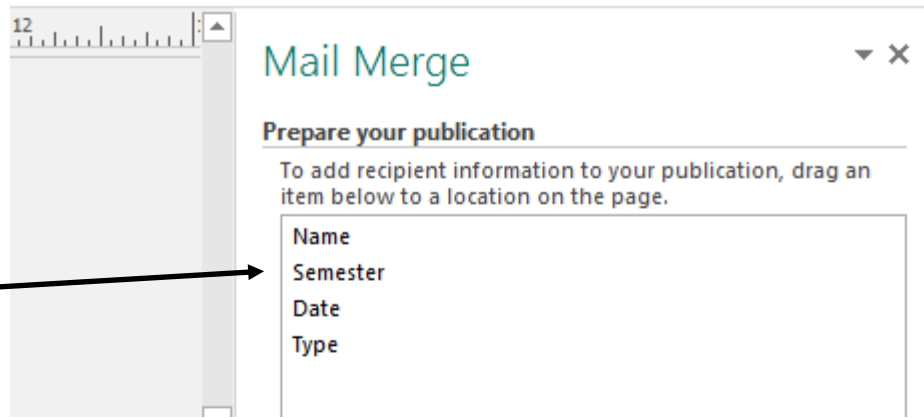


The next window will be the “Mail Merge Recipients” window and it should show all the data that is one the spreadsheet you connected to. If there is a check box next to the name, the process will use that line of data to create a certificate. If you remove the check mark that data will not be used to create a certificate. There are other options you might want to chose such an selecting another existing list, sorting the list etc. Typically I do not need to do anything with this window, just click on “OK” at the bottom right side of the window.



The next window is where you place the title headings into your certificate where that data should be placed.

Here you see that this certificate will need a place for the Name, Semester, Date and Type of award.



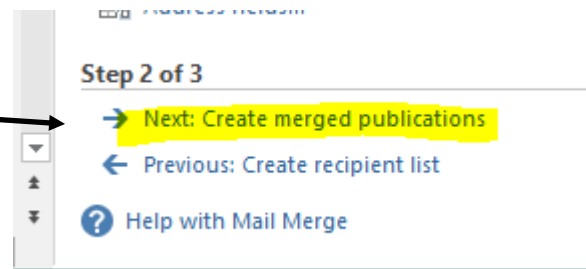
When you click on the above heading title, like "Name" it will automatically populate in your certificate wherever your cursor was when you click on the heading.

It will populate with a couple of forward marks at the front and backward marks at the back like this: <<Name>>

If you highlight the heading title in your certificate, then you can change the font, font size, color etc. You want to do this now because if you wait until you merge the data then you will have to go and fix it on each certificate. In this example below, I have chosen a different color for each of the titles so you can see how it merges together on the certificate.



After you are done, click on the "Next: Create merged publications" arrow at the bottom right side of the wizard panel.



Create merged publications

How would you like to produce your merged publication?

[Print...](#)

Print the merged pages.

[Print preview...](#)

[Merge to a new publication](#)

Create a new publication with the merged pages. You can then edit or print individual pages.

Choose "Merge to a new publication"

This will open up a new Publisher document that will have the certificates with the merged data in place on each certificate.

If you open up the thumbnails on the left side of the new document screen you will see the individual certificates (In this example case there are only 4).

Below is what the first data merged certificate looks like.

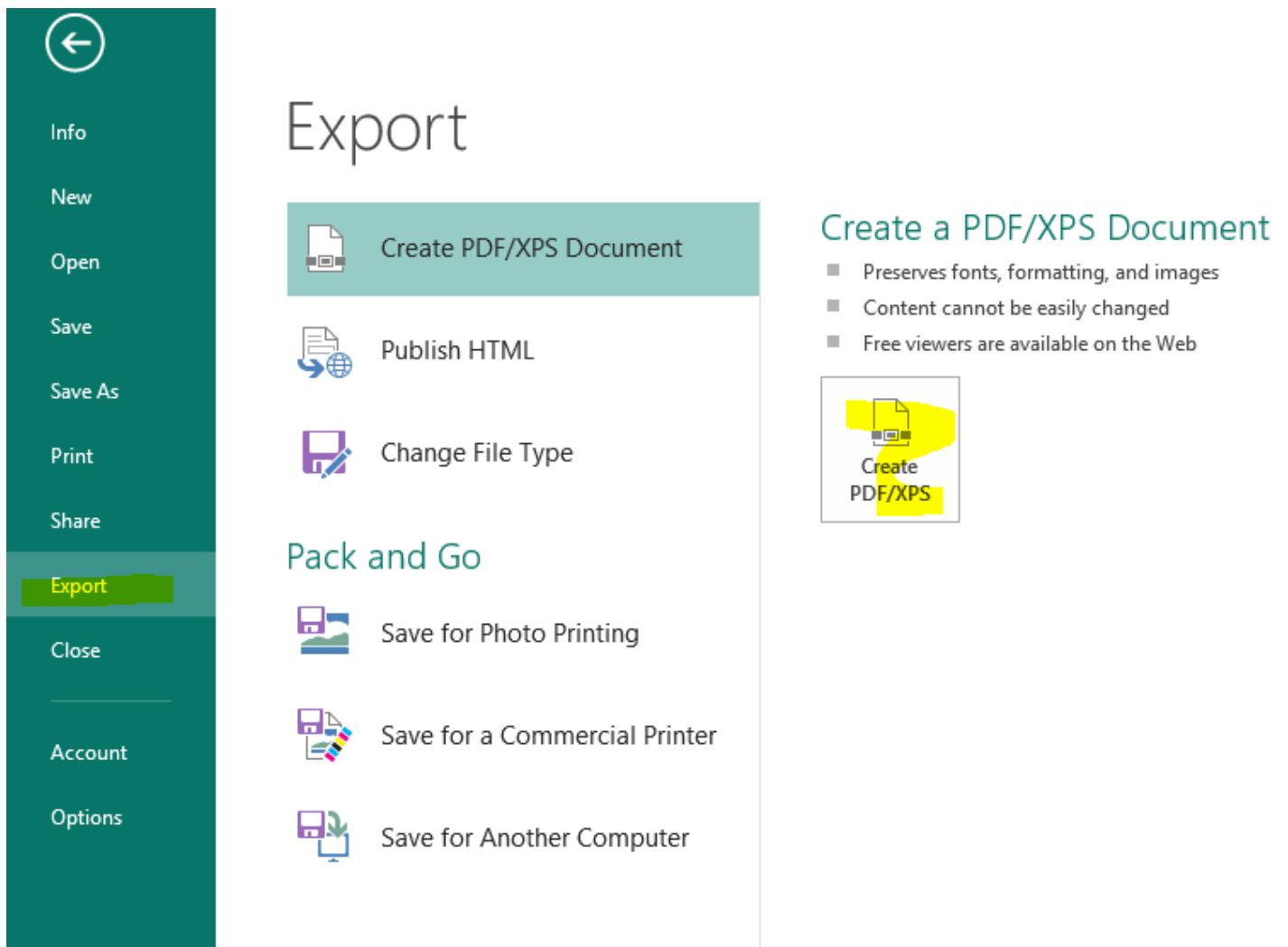
I would go back to the original certificate file and adjust the text box that holds the name so that it is more centered. The text box I used might be a bit small, from left to right to hold the size of the names you might have, so I would also stretch the box to the left and right and make it larger.

The red arrows show where I would put the sides of the text box.

You will also need to look at your certificates to see if there are names that are too long for the text box. If there are, you may need to go into that ONE certificate and shrink the font size so that it fits.



Once you know the certificates are good to print, you will need to save them as a pdf file. To do this go to “File” - “Export” Then click on the “Create pdf/XPS” button.

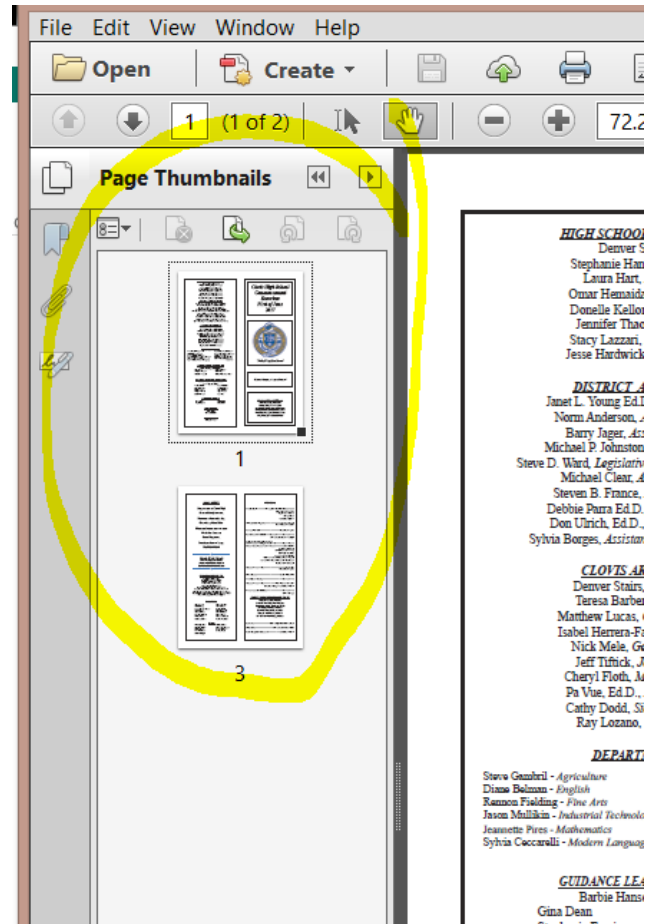
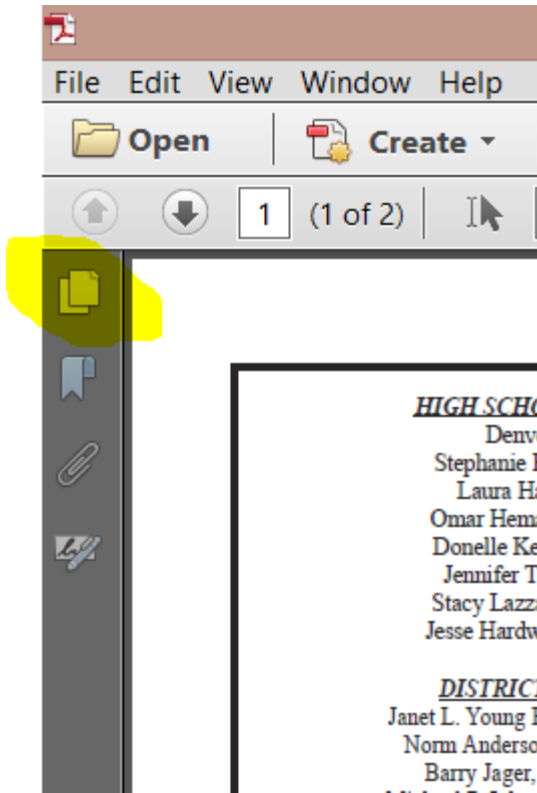


This will be the pdf file you use to upload into the online work order system to have the print shop print your certificates for you.

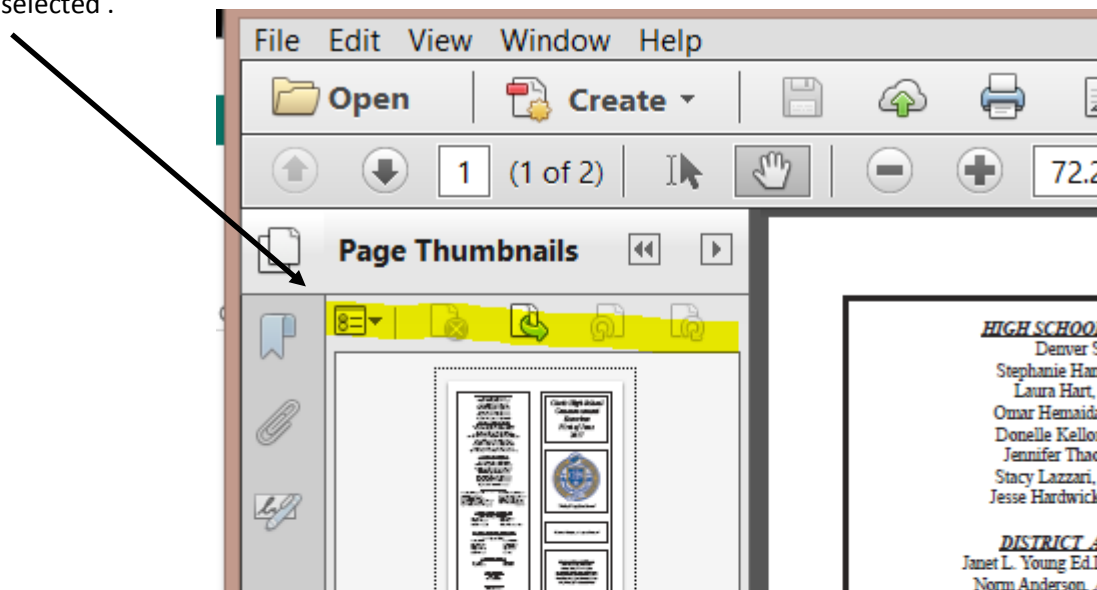
REMEMBER!! When you order, you will only ask for ONE (1) copy. You may have 300 certificates but your file will have 300 pages and you only need one copy of each page.

ADOBE ACROBAT PRO

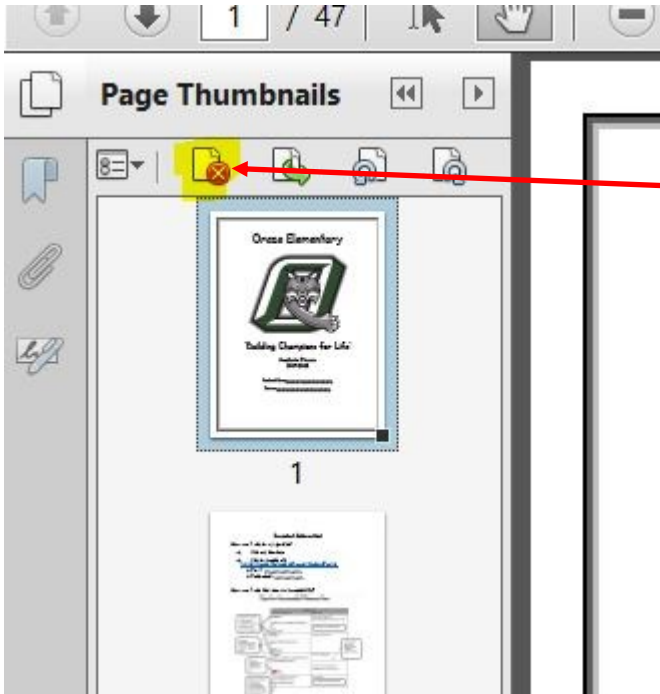
The number one trick to manipulating pdf files is the open up the left side thumbnail images. You do that by clicking on the paper image on the left side toolbar within Acrobat Pro. The image below shows you where to click to open up the thumbnails. The image on the right shows you what it looks like when the thumbnail view is open.



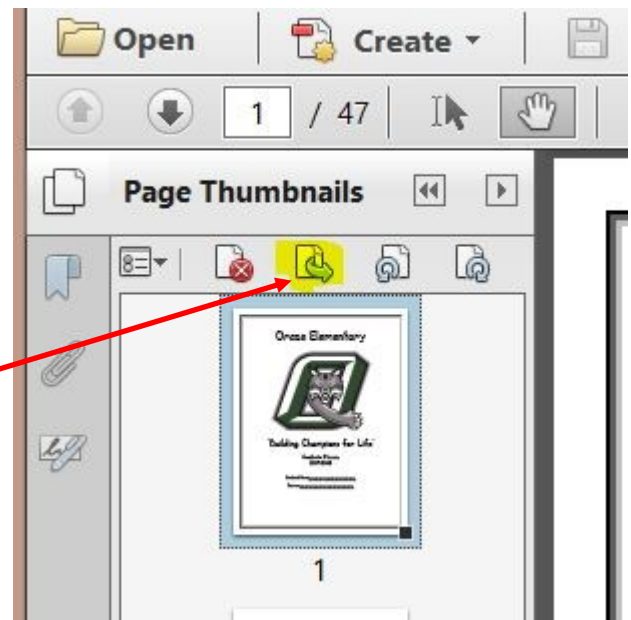
Now that the thumbnail view is open you can see a simple tool bar above it that allows you to do several things. While a thumbnail page or group of pages is selected .



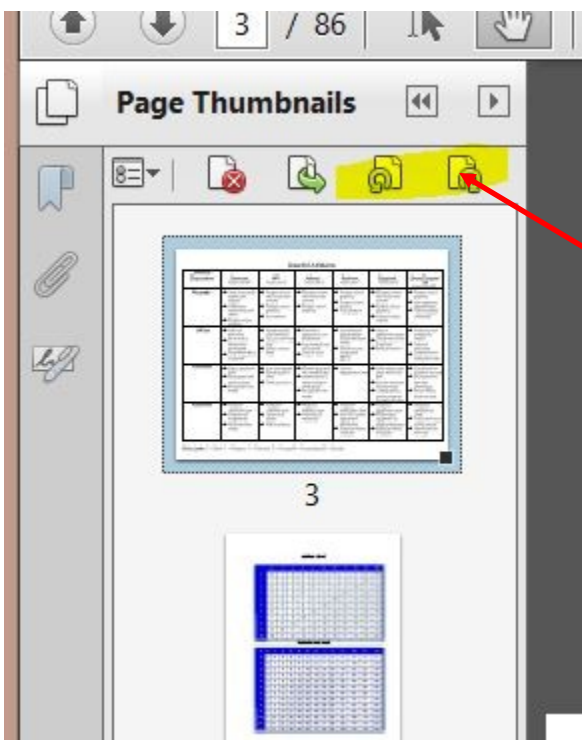
A page is selected when it has a blue shading around the page. To select more than one page, simply hold down the Shift Key while you click on the pages. You can see the blue shading in all the images below.



The red X icon highlighted in the image on the left allows you to delete a page.



The green arrow highlighted in the image on the right allows you to add pages from another file. When you click on it a window will open up asking you to choose the file to add in this spot.



The two selections high lighted in yellow in this image allow you to turn pages from landscape to portrait.

For printing, all pages must be turned in the same direction, either Portrait or Landscape.

IF it is a horizontal book, and you are printing two sided, you may want to make sure the even pages are turned upside down so that they can be read without having to turn the actual book. Like a calendar. This is also known as head to toe or tumbled printing.

You can even click on a page, then drag it up or down to another area of the document. Just make sure the page has the blue border then holding your left mouse key down, drag it the place you want it and let go. A blue line will show you where the page will be placed

Combine Files into One PDF

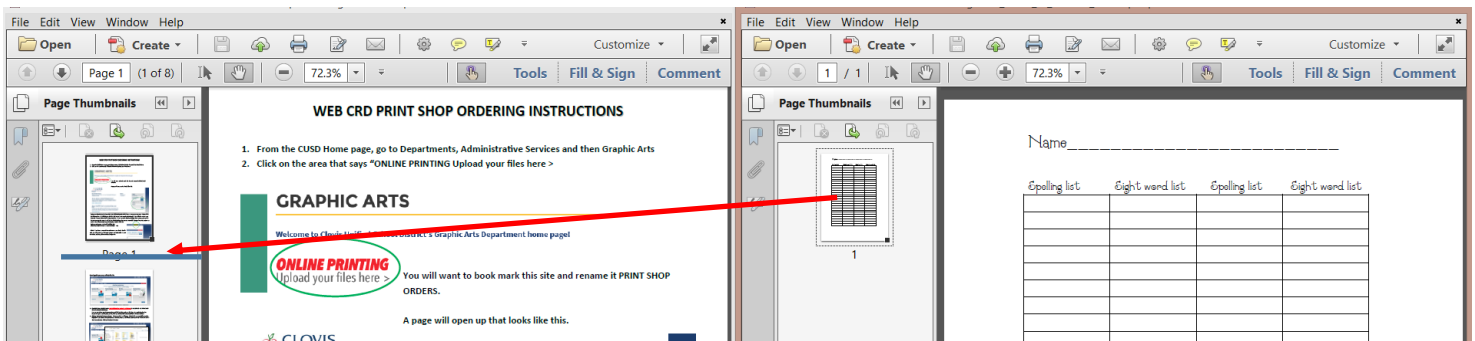
There are two ways to combine files. One way is just open, click and drag. BUT you can only do this with pdf files going into another pdf file.

CLICK & DRAG

First you need the two files open and side by side. Both files need to have their Thumbnail View open

All you do is simply click on one pdf file thumbnail and drag it over into the position you want in the second pdf file thumbnail.

You will see a blue line appear where the page or pages will be dropped in. Then save that combined pdf file and you are done.

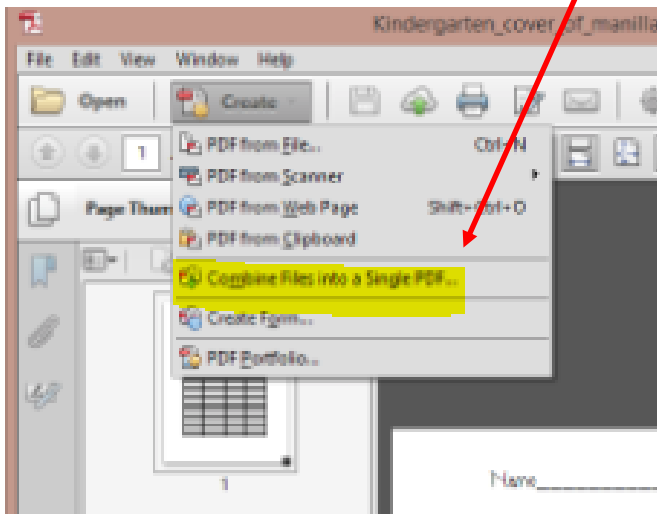
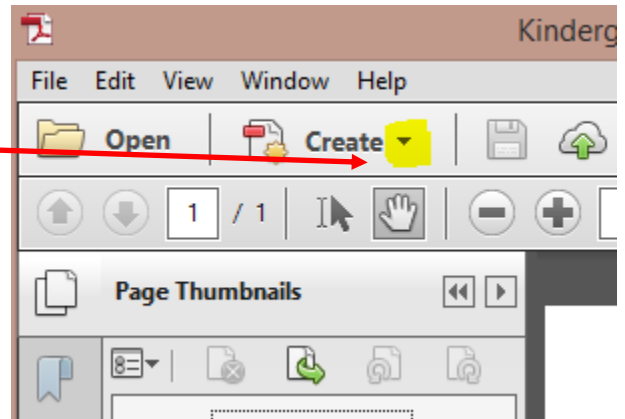


COMBINE FILES

Combining files of different types is also easy to do, however you can't just click and drag.

Open up your pdf file. Go to CREATE and click on the drop down arrow.

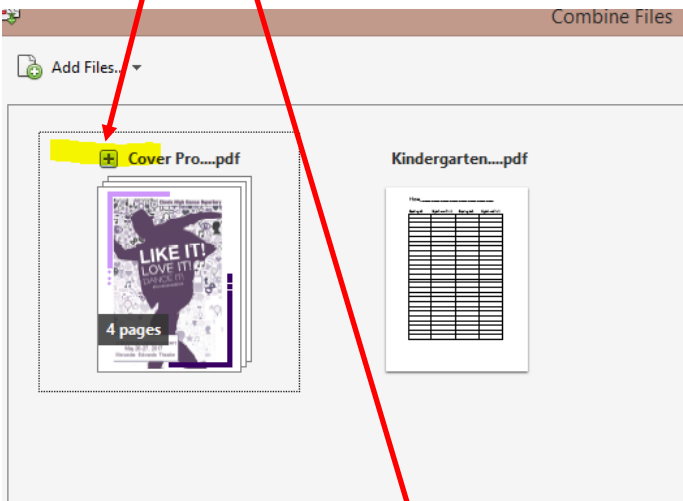
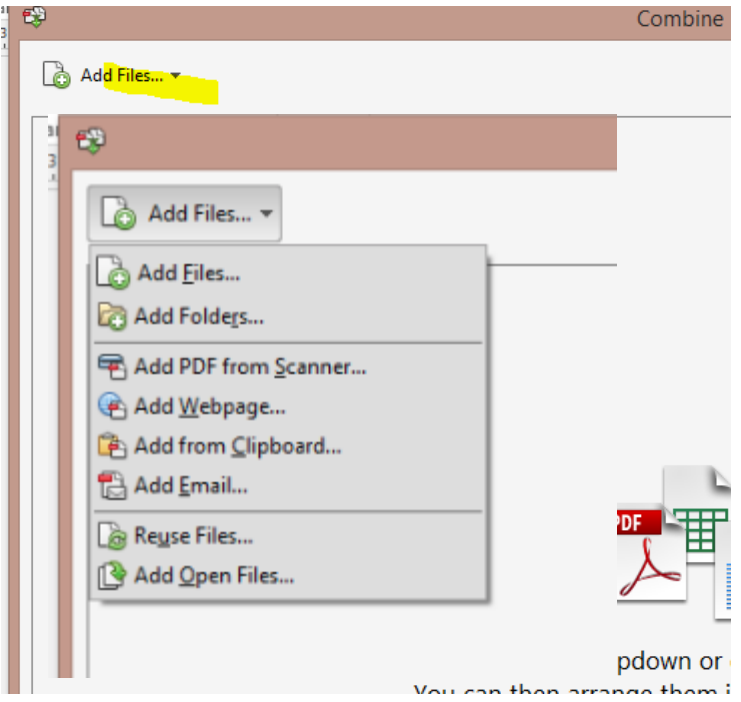
In the dropdown choose Combine Files into a Single PDF



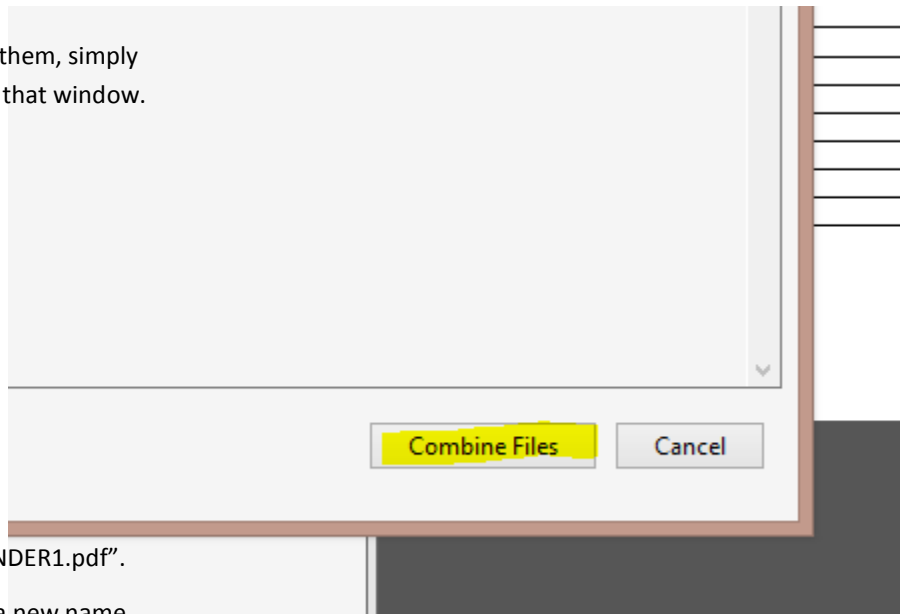
A window opens. Click on Add Files.

You then start putting the files you want in the order you want them.

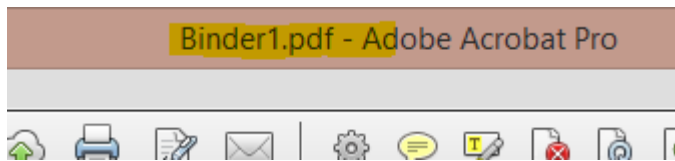
You will see your files in the order you added them from left to right. You can simply click and drag the files to another order as needed. You will also see that if you added a file that has more than one page, you can click on the + and see all the pages. You can even click and drag to rearrange the pages if needed.



Once you have all the files in the order you want them, simply click on Combine Files at the bottom right side of that window.



A new file will open up. It will be titled "BINDER1.pdf".
Go to Save As and save your new file with a new name.



EMBEDDING FONTS INTO A PDF FILE

WORD

Standard - Adobe PDF Settings

- Embed all fonts
- Embed Open Type fonts
- Subset embedded fonts when percent of characters used is less than: 100 %
- Only fonts with appropriate permission bits will be embedded
- When embedding fails: Warn and continue

Embedding

Font Source: C:\Windows\Fonts\

Always Embed:

- TrebuchetMS
- TrebuchetMS-Bold
- TrebuchetMS-Italic
- Verdana
- Verdana-Bold
- Verdana-BoldItalic
- Verdana-Italic

Never Embed:

- AATypewriter
- AgencyFB-Bold
- AgencyFB-Reg
- Aharoni-Bold
- Alhambra
- Alegreya-Black
- Alegreya-Black-Italic
- Alegreya-Bold
- Alegreya-Bold-Italic
- Alegreya-Italic
- Alegreya-Regular
- Alegreya-Regular
- Alegreya-Sans-Black
- Alegreya-Sans-Black-Italic
- Alegreya-Sans-Bold

Buttons: Save As..., OK, Cancel, Help

PUBLISHER

Since Publisher was made for creating items that you might want to have professionally printed, it comes with a packaging program that will embed everything the printer would need to produce your job. When you click on File you go to a page that offers a lot more than just printing options.

FILE

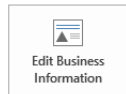
- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options

Adobe Pro Instruction Manual Pages.pub - Publish

Info

Adobe Pro Instruction Manual Pages

Desktop » BootCamp Training Materials » Web CRD Inst Manual



Business Information

The default Business Information set is in use. To create a new set, choose Edit Business Information.

Tagline or motto:	Business Tagline or Motto
Individual name:	doman
Job position or title:	Title
Organization name:	Business Name
Address:	Primary Business Address
	Address Line 2
	Address Line 3
	Address Line 4
Phone/Fax/Email:	Phone: 555-555-5555
	Fax: 555-555-5555
	Email: someone@example.com

Publication Properties

Template	Office
Color Scheme	Office
Color Mode	RGB
Publication Mode	Print
Pages	6
Size	695KB
First Saved	5/25/2017 5:39 PM
Last Saved	5/25/2017 5:39 PM



Design Checker

Use Design Checker to find potential problems in your publication before printing, sending in email, or saving with Pack and Go.



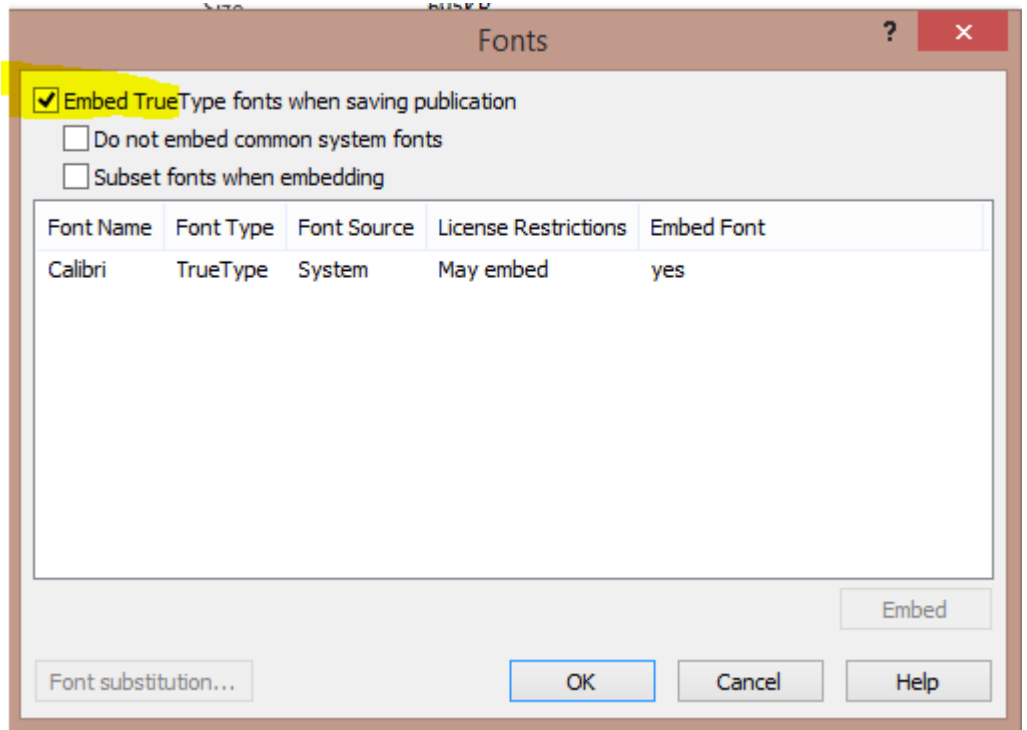
Embedded Font Information

Manage settings for embedded fonts in your publication.

EMBEDDING FONTS INTO A PDF FILE

PUBLISHER

Once you open the embedded fonts options. Make sure the box for Embedded TrueType fonts box is checked.

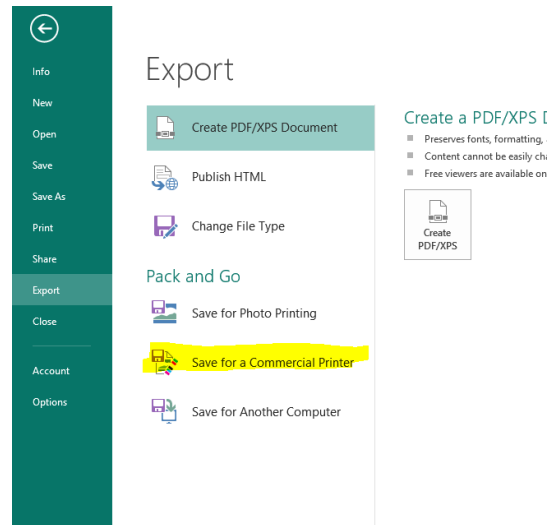


There is also more options available in the Export dialog box.

Here you can choose to Pack and Go a document which saves and embeds pictures and photos.

If you click Save for a Commercial Printer you will have a couple of choices:



1. Commercial Press—This will create a zip file that can be shared by share folder, disc, USB memory key etc. It also includes a file that gives color and printing information for a printer.
2. Both PDF and Publisher files which creates a file that has both files in it. This is good to use if you bring to the print shop.

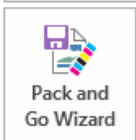


Save for a Commercial Printer

Prepare your publication for commercial printing by selecting the file quality and file type appropriate for your printer.

- Saving with Commercial Press quality provides your printer with the most flexibility in preparing your publication for print
- Other quality settings will provide smaller file sizes, if needed

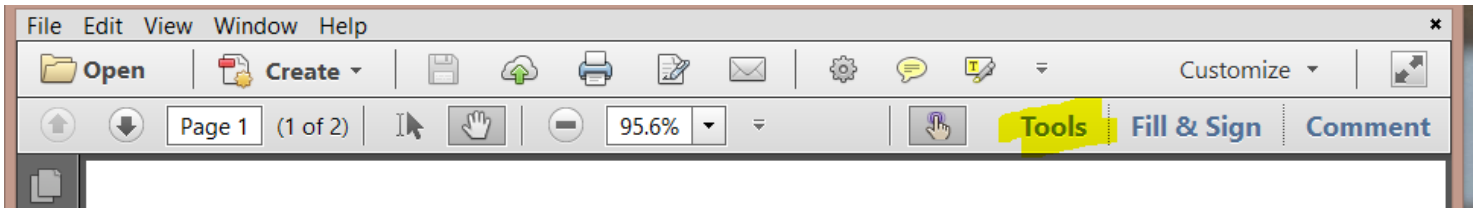
	Commercial Press Creates the largest file size with the highest quality, suitable for commercial printing
	Both PDF and Publisher .pub files Creates a PDF and a Publisher format copy



Click on Pack and Go Wizard to create the file folders.

EDITING A PDF FILE

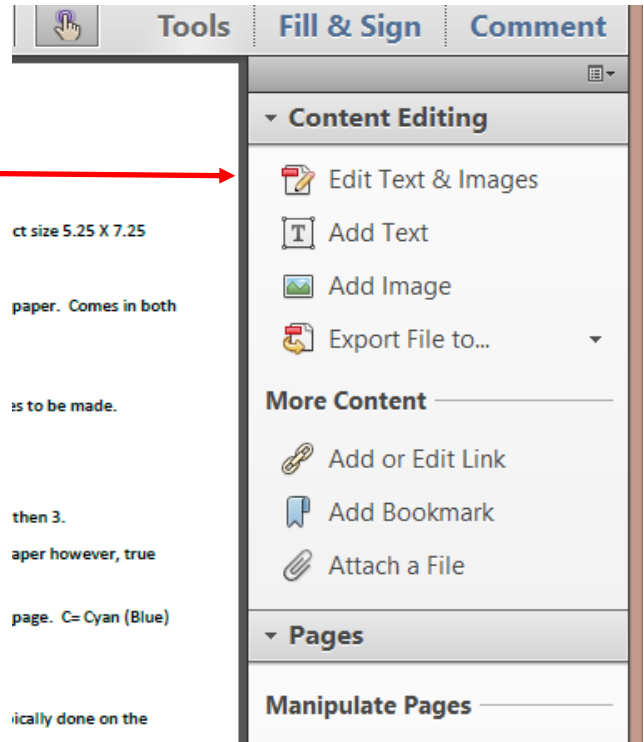
You are able to make changes to many pdf files by clicking on the Tools



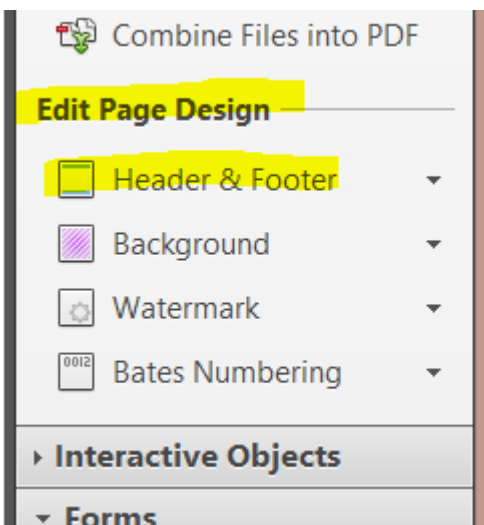
Once Tools is clicked, a side menu bar opens up giving you many options.

The one you might use the most is Edit Text & Images under Content Editing.

Use this to change quick typos you find or to change specific information like a new phone number or date to a document that doesn't need any other content changes.



ADDING PAGE NUMBERS



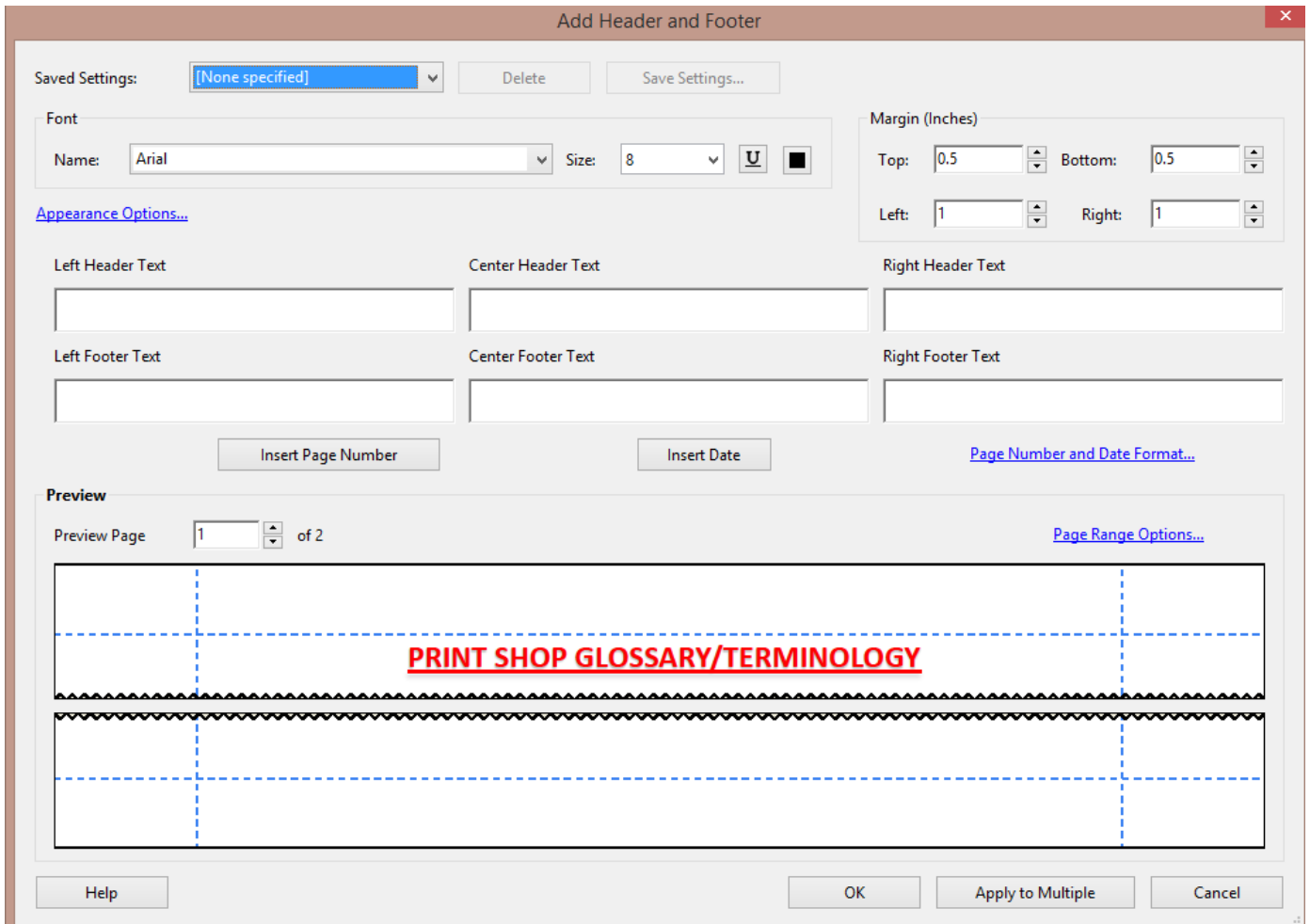
When you have multiple files from different software programs, it is a challenge to add page numbers.

You can add page numbers to a combined pdf file by going to Tools—Edit Page Design—Header & Footer

Then click on Add Header or Footer.

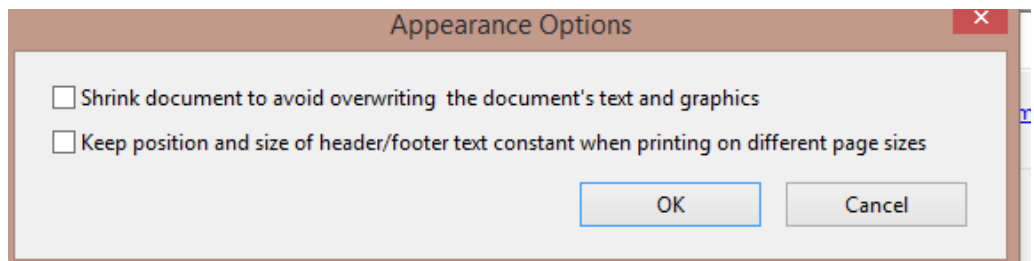
A window opens up that gives you different options for a header or footer.

You can choose a font and size, then you will notice 6 blank boxes. The top three are for a header or data that runs across the top of your pages. The bottom three are for the footer data that runs across the bottom of your pages. Choose whether you want the data to be placed to the left side of the page, the center of the page or the right side of the page. Notice you also have a button for Insert Page Number and a couple of links for Appearance Options, Page Number & Date Format and Page Range Options.

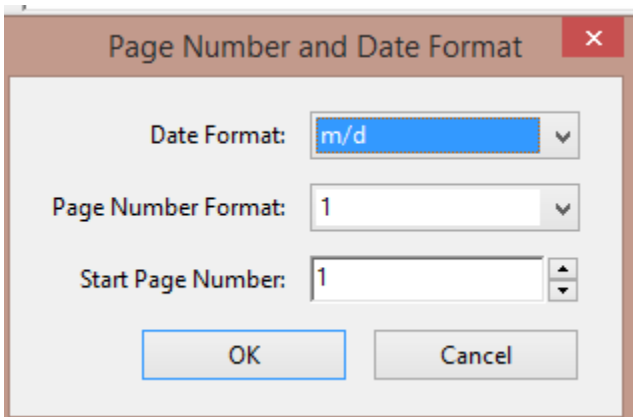


Appearance Options gives you the options to shrink your document image so that you don't print the page number on top of your document text or graphics.

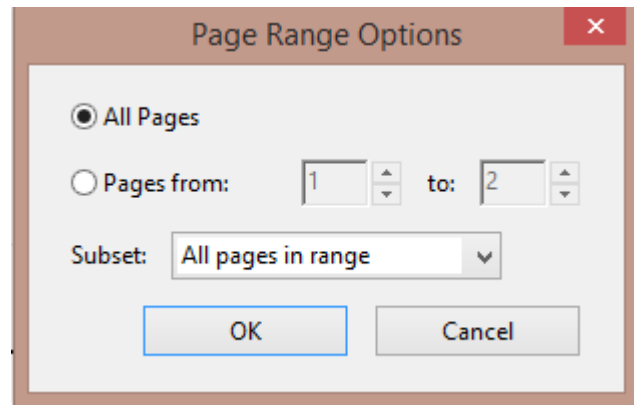
You can also choose to keep the data printed in the same position and size on the different pages.



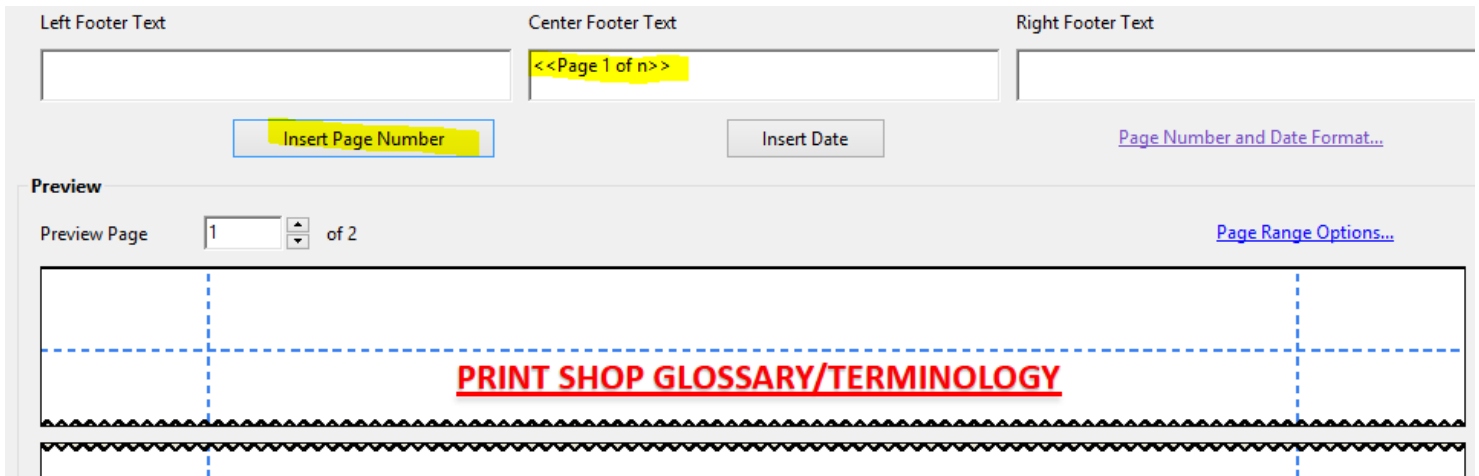
Page Number and Date Format allows you to choose how you want the page numbers to be formatted and what page to start the numbering on.



Page Range Options allows you to choose all pages or set a page range for the header or footer information.



Once you have chosen your formatting go back to the square which depicts where you want the page numbers to be located on your document, click in the open field and then click on Insert Page Number. In the box below you can see that the center footer text area was chosen and the format of the page number is Page X of X. You are also able to preview what it will look like on your document. Click on the OK button at the bottom to apply the header or footer to your document per the options you chose.



These are simple adjustments that you will probably use most frequently for preparing documents for printing. Please remember that the help button in Adobe Acrobat Pro is very useful and there are also many tutorials that can be accessed online about Acrobat products.