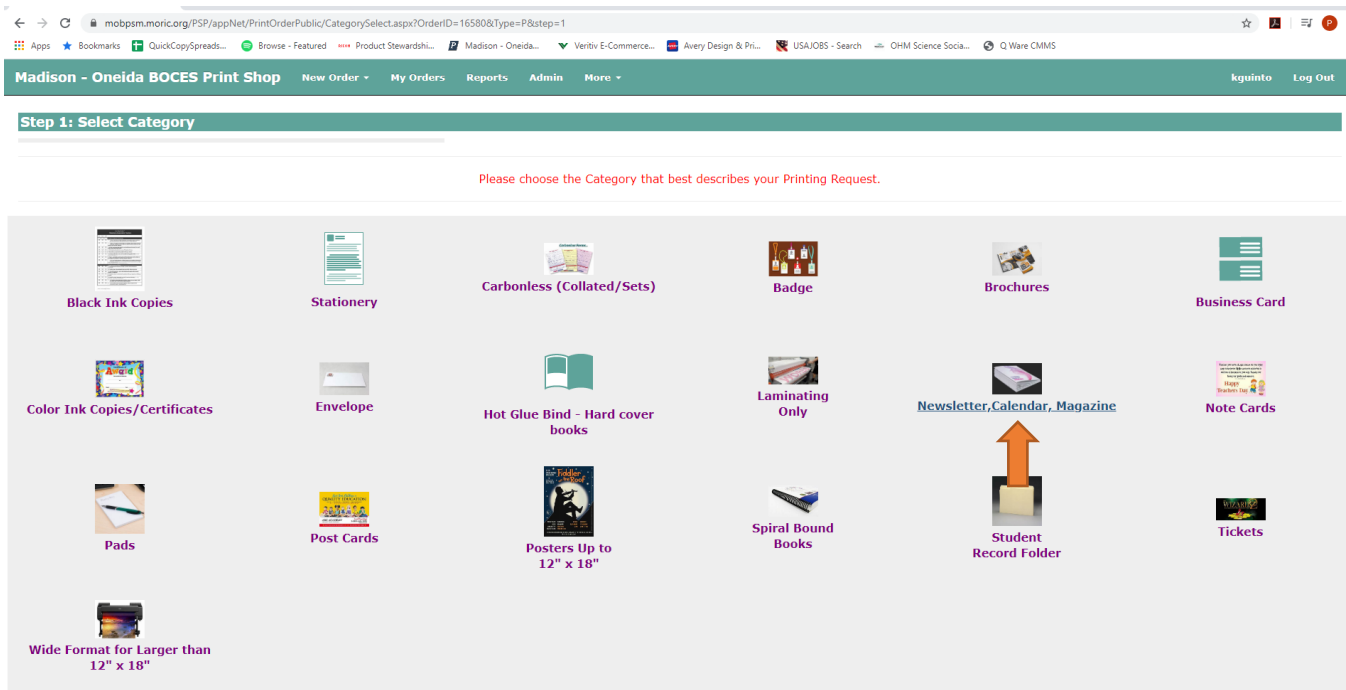
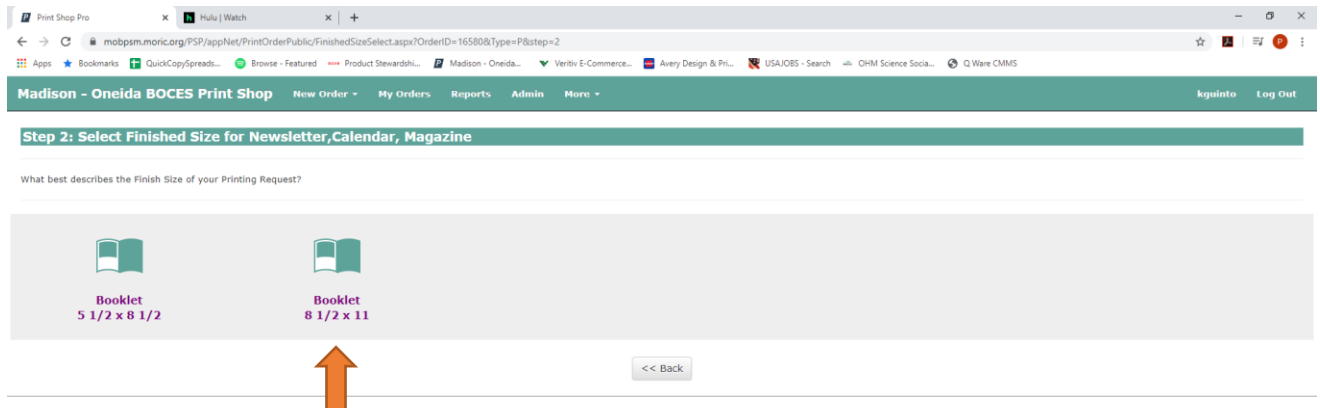


Newsletter, Calendar, Magazine (BOOKLET)

1. You're looking for a booklet (with two staples in the center)? Select Newsletter,Calendar, Magazine.



2. Select your size. (most want 8 ½ x 11) (Play programs or the smaller readers are 5 ½ x 8 ½)



3. Begin to enter your job information:

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Step 3: Print Order Information

Job Type: Newsletter,Calendar, Magazine - Booklet 8 1/2 x 11
 Contact: Kristin Guinto
 Phone: 3153615820
 Site: Madison - Oneida BOCES Print 509

[Edit Site Information](#)

Job Name:


of Booklets: [What is this?](#)
 Graphic Design Please check if you need


Main Paper

Format: 1 Sided 2 Sided

Count the number of 8 1/2 X 11 pages and divide by 4. (Do not include the cover stocks in this count.) [What is this?](#)

Ink Color: Black Color Both

 Stock Style: [What is this?](#)

 Stock Weight: [What is this?](#)

Paper Color: Blue Buff Canary Cherry Gray Green Ivory Salmon White

What is This?

Count the number of 8 1/2 X 11 pages and divide by 4. (Do not include the cover stocks in this count.)

How many 11 X 17 Sheets in your book. There are two 8 1/2 X 11 Pages per 11 X 17 sheet per side. For a two sided booklet. Count the number of 8 1/2 X 11 pages and divide by 4. (Do not include the cover stocks in this count.)

Stock Style – This is your main paper (or the paper inside the book) – Drop down the arrow to the right and select Text

Stock Weight – Most of your books are 60#

Paper Color – White

Scroll Down, Cover Stock, Include Cover: Select if hard cover is needed (if your book is 12 or more pages we recommend a cover)

4. Select Cover

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Step 4: Select Cover Stock

Front Cover

Format 1 Sided 2 Sided

Ink Color Black Color Both

Stock Style [What is this?](#)

Stock Weight [What is this?](#)

Paper Color

| | |
|------------------------------|------------------------------|
| <input type="radio"/> Blue | <input type="radio"/> Buff |
| <input type="radio"/> Canary | <input type="radio"/> Cherry |
| <input type="radio"/> Gray | <input type="radio"/> Green |
| <input type="radio"/> Ivory | <input type="radio"/> Salmon |
| <input type="radio"/> White | |

5. Finishing Options

We have some defaults set, but if you're looking for other options, please select change and select the options offered.

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mobpsm.moric.org/PSP/appNet/PrintOrderPublic/Finishing.aspx?OrderID=16580&Type=P&step=6

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Step 6: Finishing

Binding Saddle Stitch None Saddle Stitch

Folding Half Fold

Cutting None

Hole Punches None

Collating Collate

Perforating

If Color/both ink is selected please specify color ink wanted.

6. Click continue and complete the order. Please make sure to select a true delivery date. Thank you!