

Cancel Edit

Job Name: ELA Week 6

of Copies: 25

Rush

Graphic Design

What is this?
 Click it to see what appears. These are helpful tools and tips.

Main Paper

Format: 1 Sided 2 Sided

Originals: 3

Ink Color: Black

Stock Style: (dropdown menu open showing Cover, Specialty, Text, 110#)

Stock Weight:

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



When entering a job there are little arrows to the right of some boxes, this indicates a drop down for more selections.

Cover (Card) = Heavier weight Card stock. (ie. Flash cards)

Text = Normal paper.

The Main Paper selection is what you want the job to be mostly on, if you want a cover on your copies, you would click the cover stock below. In this section, you would select the Text.

Cover Stock

Include Front Cover: Select if hard cover is needed

Include Back Cover: Select if hard cover is needed

<< Back Continue >>

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color ma

Step 3: Print Order Information

Job Type Black Ink Copies - 8-1/2 x 11
Since you are a print shop admin you may change the contact and select any

Contact Blackburn, Leslie ▾
Phone 3153341221
Site Rome City School District ▾

Cancel Edit

Job Name Math

of Copies 25 [What is this?](#)

Rush
 Graphic Design Please check if you need graph

Main Paper

Format 1 Sided 2 Sided

Originals 11 [What is this?](#)

Ink Color Black

Stock Style Cover ▾ [What is this?](#)

Stock Weight 110# ▾ [What is this?](#)

Paper Color
 Buff
 Canary
 Gray
 Cherry
 Green



Next, you have options for the stock weight, if you are looking for a color and you cannot find it, drop it down to the next weight.
Text 60# = Regular paper
Cover 110#, 67#, 65# = Cover (Card)

Step 4: Finishing

MAKE SURE YOU'RE COMPLETING THE FINISHING,

Click on Change to see all your options

Binding = Staples 1 top
 = Saddle Stitch (2 in the middle – magazine)

Cutting – does your document need to be cut?

Hole Punch - 3 hole punch = 3 side

Collating (1,2,3.. 1,2,3) is the default, if you want your papers stacked (grouped – 1,1,1 .. 2,2,2.. 3,3,3), please select No Collating

If there are any special instructions, please add them here. If you're uncertain you selected something, tell us what you're looking for. We will fix your order then let you know how to do

Binding None

None Staple 1 Top Saddle Stitch
 Spiral Bind

Cutting None

None Horizontal 2 up Horizontal 3 up
 Horizontal 4 up Horizontal 5 up Horizontal 6 up
 Horizontal 8 up 4 up (Quartered) Other
 T Cut 3 up Vertical 2 up Vertical 3 up
 Vertical 4 up Vertical 5 up Vertical 6 up
 Vertical 8 up Bleed Cut (4) Horizontal 10 up
 20 up 24 Up 12 Up
 16-Up

Punches None

None 1 Top 2 Top
 3 Side

Collating No Collating Collate

Instructions



Step 6: Billing and Delivery

Job Name ELA Week 6
Type Black Ink Copies - 8-1/2 x 11
*Please contact our office for a price estimate for your request.

Site Rome City School District
Billing You are viewing all account numbers...
Rome - Stokes

Shipping Information

Suggested Due Date 8/2/2019

- Delivery
- Hold For Pick Up
 - Ship To Address
 - Ship to Site

Site Rome City School District
Attn Mary Kerin
r Area
Address
dress2

Please select a suggested due date. This is set with a default, but in order for us to properly plan your jobs we need accurate dates. Click on the Calendar to the side to select the appropriate due date for you project.

PLEASE SELECT SHIP TO ADDRESS – This options should fill in with your contact information from your contacts, if it does not, please add:
School Name to Mail Stop or Area

Step 1: Select Category

Please choose the Category that best describes your Printing Request.

The grid contains the following categories:

- 1** Black Ink Copies
- Stationery
- Carbonless (Collated/Sets)
- Badge
- Brochures
- Business Card
- Color Ink Copies/Certificates **2**
- Envelope
- Hot Glue Bind - Hard cover books
- Laminating Only **3**
- Newsletter, Calendar, Magazine **4**
- Note Cards
- Pads
- Post Cards
- Posters Up to 12" x 18"
- Spiral Bound Books
- Student Record Folder
- Tickets
- Wide Format for Larger than 12" x 18"

1. Black Ink Copies = Black copies (single sheets) that will be stacked (aaa, bbb,ccc); collated (abc, abc), flat or with a staple in the corner
2. Color Ink Copies = color copies that will be stacked, stapled in the corner
3. Laminating Only – Enter information, submit, and then print order and send to print shop with hard copies.
4. Newsletter, Calendar, Magazine = Black or color jobs that require 2 staples in the middle. i.e. Booklets

Step 5: Approve the Attached File

Please note: some formatting options (i.e. graphics, font sizes, font types) may NOT be preserved during the conversion process. Select "No" for "File Approved?" to use the original file.

Original File Name: Staff Meeting Notes.docx
File Size: 13 Kilobytes
Attachment Type: Document
View Converted File: [9980_StaffMeetingNotes_08022019_KNG.pdf](#)
Notes:



File Approval

- OK As Is - Proceed with Project
- Not Approved - Make Changes and Send Proof
- Not Approved - Make Changes and Proceed with Project (No Proof Necessary)

When attaching a Word Document, please indicate if this is ok as is (approved) or if there are changes you need made, please indicate in the notes what changes you need.

Cancel Attaching a File

Continue