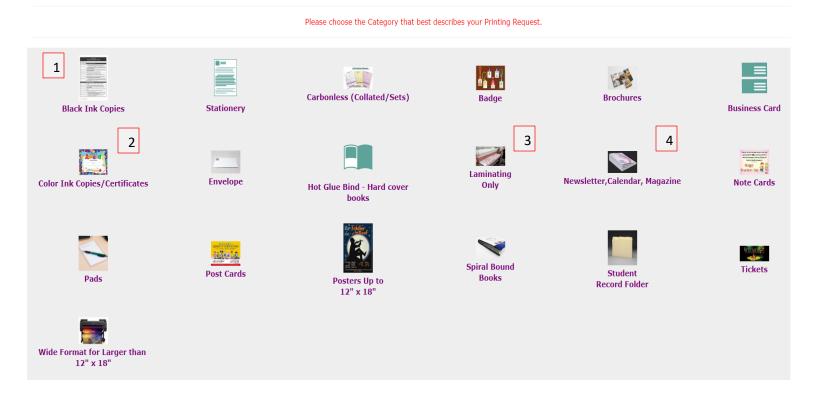


Step 1: Select Category



- 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 sendto print shop with hard copies.
- 4. Newsletter, Calendar, Magazine = Black or color jobs that require 2 staples in the midde. i.e. Booklets

Step 5: Approve the Attached File

Please note: some formatting options (i.e. graphics, fonts 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 When attaching a Word Document, Attachment Type Document please indicate if this is ok as is View Converted File 9980_StaffMeetingNotes_08022019_KNG.pdf (approved) or if there are changes you need made, please indicate in the notes what changes you need. File Approval OK As Is - Proceed with Project Not Approved - Make Changes and Send Proof O Not Approved - Make Changes and Proceed with Project (No Proof Necessary)