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.
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)
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
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 your project.

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