How to combine file and/or build a book

1. **Start on your ordering Home page.**
2. **Use the Combine files for project (you use this to combine any files for any type of print job). It could be a stapled packet, book or uncollated worksheets.**

3. **You can drag and drop all of your files onto the icon or you can use the click to browse to select all of your files.** You can use shift click or Control click to select more than one file at once.

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4. Name your Book or document
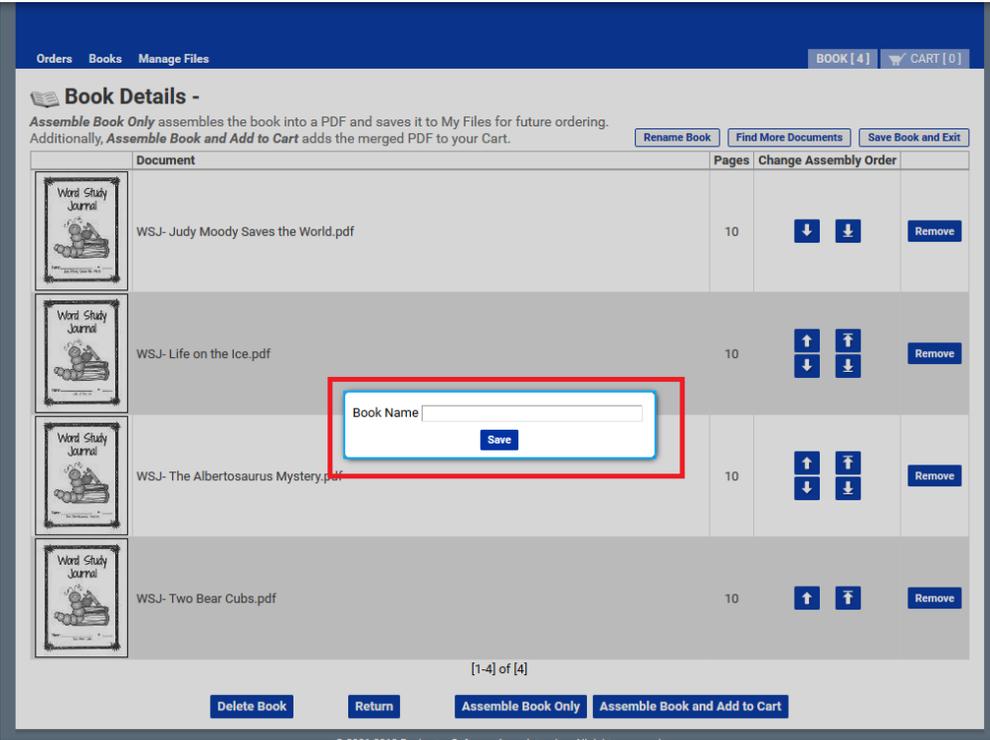
5. Save

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6. Organize your pages – add/delete/put in order. You can also find more documents if you need to. You can add files from Catalog as well as your Uploaded Files. If you want multiples of the same thing, you can click on add to book as many times you need to.

Orders   Books   Manage Files   BOOK [4]   CART [0]

📖 Book Details - Book

Assemble Book Only assembles the book into a PDF and saves it to My Files for future ordering.
Additionally, *Assemble Book and Add to Cart* adds the merged PDF to your Cart.   Rename Book   Find More Documents   Save Book and Exit

Document	Pages	Change Assembly Order	
WSJ- Judy Moody Saves the World.pdf	10	↓ ↓	Remove
WSJ- Life on the Ice.pdf	10	↑ ↑ ↓ ↓	Remove
WSJ- The Albertosaurus Mystery.pdf	10	↑ ↑ ↓ ↓	Remove
WSJ- Two Bear Cubs.pdf	10	↑ ↑	Remove

[1-4] of [4]

Delete Book   Return   Assemble Book Only   Assemble Book and Add to Cart

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7. When your done with your files. Click Assemble Book and Add to cart

8. This will take you to your Cart.

9. Find your "book/document" job you named.

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10. Set up the job however you want it to print in the Preview/Change Options. Double check your settings and submit your job as normal.

Item 1

Workpages 2017-09-22 (1).pdf
8 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.

Your Selected Print Options	**Print B/W, 1-Sided, 8.5x11 White Bond, Scale Down Only**
Preview / Change Options	

Enter special instructions for this item.   ☐ Provide a sample of the document before processing my ord