

The Graphics Center Online Ordering Quick Start Guide

If you need additional assistance or have unanswered questions,
please reach out to us at gcenter@nsd.org or (425) 408-7830



Strengthening Our Community Through Excellence in Education

NSD STAFF LOGIN HERE

Order With Confidence

Get your print orders exactly as you want them, when and where you need them with Document Services.

Don't Wait in Line!

Order your documents from the comfort of your home or office using our online ordering system.

In a Hurry?

Not to worry! We deliver your order to you fast and correct the first time. With our high quality printing and quality assurance, you can rest assured that you will get what you ordered just as you ordered it. And with our mailing services, we guarantee you will get your order on time, delivered right to your door.

Get Started Today

To begin ordering, log into your account.

This login is for PTAs, Boosters, and other organizations outside of NSD.

All NSD staff, please use the "NSD STAFF LOGIN HERE" link to access your account.
Do NOT enter an email or password here. You do NOT need to sign-up for an account.

Email Password **Log In**
[Sign up](#) [Forgot your password?](#)

Get Started Now

IT'S FAST AND EASY

- 1** Log In
- 2** Upload Files
- 3** Choose Options
- 4** Place Order

To begin, go to graphics.nsd.org

Click on [NSD STAFF LOGIN HERE](#)

If this is your first time logging in, you will be prompted to fill in your **My Account** information.

This system is part of NSD's single sign-on; you will not need to create a separate username and password.

PTA, Boosters, and other Organizations: Please follow the login instructions at the bottom of the page.

Welcome to the Graphics Center Online Ordering System

Search for Items

Entire Catalog

Search Text

Search

User Tools

[View Order History](#)

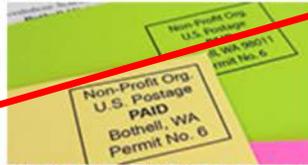
[Northshore End User Guide](#)

[Mailing Request User Guide](#)

[Business Card User Guide](#)



[SUBMIT A PRINT REQUEST \(UPLOAD ARTWORK FILE\)](#)



[START A BULK MAIL REQUEST](#)



[ORDER CARBONLESS FORMS AND PADS](#)



[SUBMIT A PRINT REQUEST \(WITHOUT FINAL ARTWORK FILE\)](#)



[CREATE A DISTRICT BUSINESS CARD](#)



[CATALOG FOR CURRICULUM ITEMS, FORMS, AND ENVELOPES](#)

Need Help?

The professionals at the Graphics Center are ready to assist you!

For general questions:
gcenter@nsd.org
 or call (425) 408-7830

For graphic design:
 Cindy Hibball
chibball@nsd.org

For mailing assistance:
 Monica Josephson
mjosephson@nsd.org

Ordering Home Page

Click on the NSD logo to return to this page at anytime.

Most print requests begin by uploading a file.

We accept PDFs, Word Documents, Excel Files, JPEGs, and other picture formats.

If you are planning to send in hard copy, start your print request here.

Every school has a copier with scanning capabilities. A step-by-step scanning tutorial is at the end of this quick start guide.

You will be prompted to name your order before moving on to the Cart page.

If you want to reorder a previously placed job, click here to access your order history!



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1/ Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID 3606

Order name WebCRD User Guide

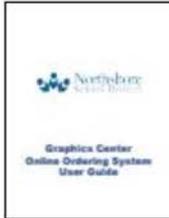
Order Estimate **\$0.270**

Item 1



Replace File

Add Another Print Request to Cart



Northshore End User Guide.pdf
17 Pages
8.50x11.00 Inches

Unit Price **\$0.270**

Quantity

Review your job before placing an order:

Print **B/W, 2-Sided, 8.5 x 11 White Bond (Standard Copier Paper), Scale Down Only**

Binding **Staple / Staple Top Left**

Print Preview / Change Print Options

Enter special instructions for this item.
Please include any file changes needed here.

My file requires changes before printing,
or will be mailed by the Mail Center.
(Please explain in Special Instructions.)

Cart Page

Section 1

Enter your quantity.

Select your print options under Print Preview/Change Print Options.

Additional information on the following slides.

If your file is not print-ready (or requires mailing), check the “My file requires changes before printing” button and include explanation in Special Instructions.

For example: pages need to be added or removed, files need to be combined, addresses added to envelopes, etc.

Quick Sets

Click to select from a list of
1-Click Print Options

Booklets

Refine Your Print Options

Output
B/W

Paper
8.5 x 11 White Bond

Scaling
Scale Down Only

Plex
2-Sided / Long Edge Flip

Covers (Please check the preview to review your cover choice.)

Binding
Staple / Staple Top Left

Folding & Punching

Additional Finishing Options
(not shown)

Special Instructions
(not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.

B/W

Color

Oversized Posters (Larger than 13x19)



**Northshore
School District**

**Graphics Center
Online Ordering System
User Guide**

Page 1

Done With Print Options

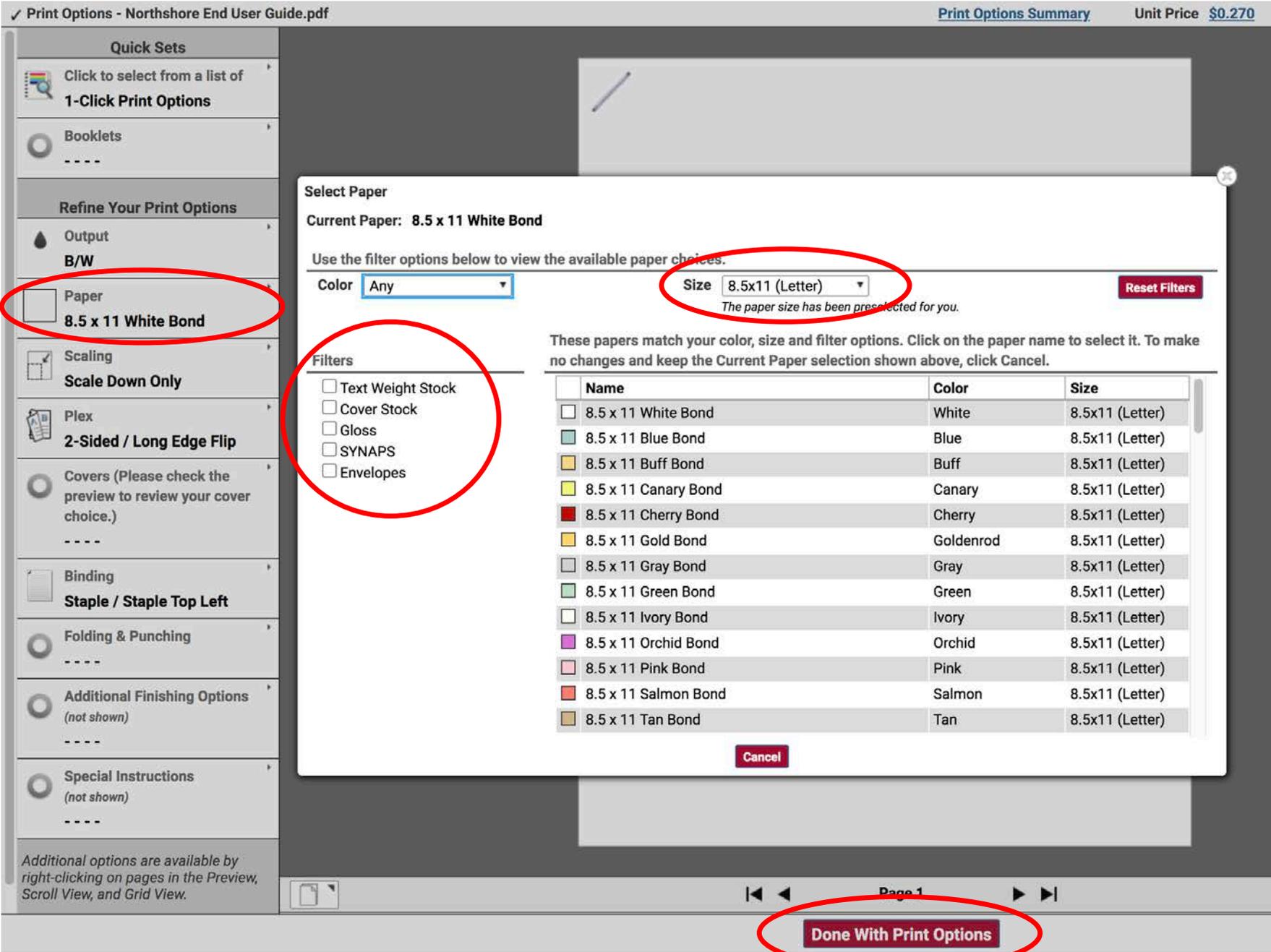
Print Preview/Change Print Options

Adjust your print settings by clicking on the categories on the left side of the screen.

Your selected print options will change the appearance of the document in the preview screen. **Please look over the preview carefully to make sure it is correct.**

Flip through multiple-page documents with the arrows at the bottom of the page.

When you are finished, hit the **“Done With Print Options”** button to return to the cart page.



Print Preview/Change Print Options: **Paper Settings**

Clicking on the paper category will bring up this select paper window.

To change the paper size for your project, select a different paper size in the drop-down menu (*not all papers are available in all sizes*). You can adjust how your artwork fits on the paper in the “Scaling” category.

You can filter your paper choices by using the filters on the left side of the window.

When you are finished, hit the “**Done With Print Options**” button to return to the cart page.

Shipping Information

Add Address

Please click on the calendar icon to select a due date for your order: Tuesday, April 12, 2022



The Graphics Center does not guarantee delivery by due date. You will be notified when your order is complete.
For rush jobs, please call the Graphics Center.

Cindy Tidball

Support Services
Northshore School District
Graphics Center
22105 23rd Drive SE
Bothell, Washington 98021
United States
ctidball@nsd.org

Select a Shipping Method

Intradistrict Mail Please allow 1-2 business days for delivery

Tuesday, April 12, 2022

Ordered Items	Quantity
1 Input Artwork Name Here	1

[Enter shipping instructions for this recipient](#)

Budget Information

Cindy Tidball

Support Services
Northshore School District
Graphics Center
22105 23rd Drive SE
Bothell, Washington 98021
United States
ctidball@nsd.org

Input Budget Codes for Processing

School/Building

School/Building Designation is required for all Northshore personnel

District Budget Code

This is your 10-digit budget number. All Graphics Center orders will use the object code .073

Name of Organization

ASB Budget Code

This is your 6-digit ASB number

Capital Projects

This is your 15-digit Capital Projects number

[Enter budgetary instructions for this order](#)

Order Estimate **\$0.000**

[Click the price to view the cost details](#)

Start a New Cart

Add Another Print Request to Cart

Place Order

Cart Page Section 2

Click on the calendar icon to select a due date for your order.

Select a shipping method.

Select your School/Building and, if you know your budget code, enter it here. If a code is not entered, the school's building budget code will be billed by default. Other departments will be contacted to provide billing information by the end of the month.

Review your order estimate.

Place Order!



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Order Submitted

Your order 1546 has been submitted for processing.
An order confirmation email will be sent to you (if enabled).



Order Information

Order Name End User Guide	Order Number 1546
Submitted On 10/20/2021 1:27 PM	Requested ship date 10/27/2021
Customer name Cindy Tidball [ctidball@nsd.org]	Site Northshore Graphics Center

Ordered Items

Ship to Cindy Tidball

Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
1	Northshore End User Guide.pdf	ctidball@nsd.org default	\$0.270	\$0.270
			<i>Total Price</i>	\$0.270

Order Submitted!

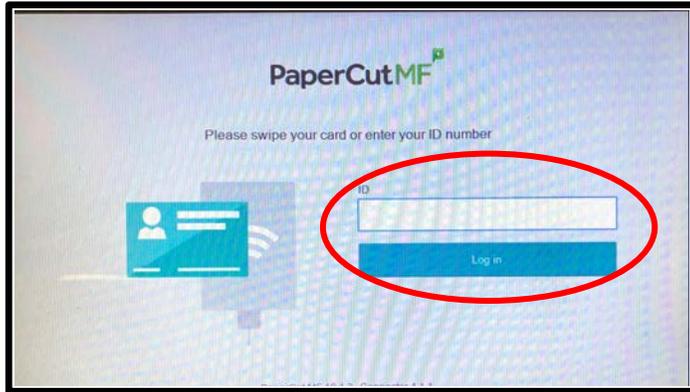
After placing your order, you should see an Order Submitted page. A receipt will be emailed to you.

If your job requires approval, a notification will be sent to your office manager. They will review the order. If it is approved, the order will be pushed on to the Graphics Center. If it is rejected, you will receive a message from your office manager.

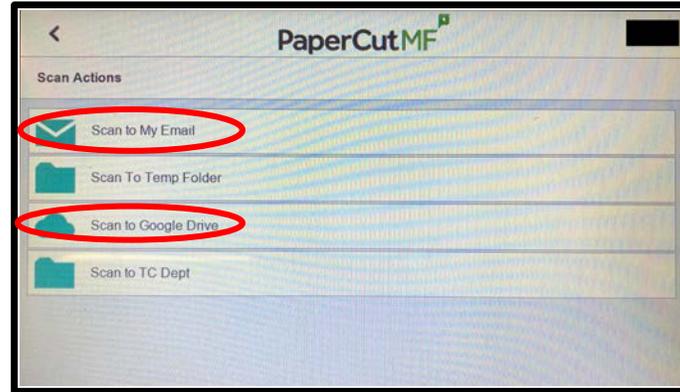
Thank you!

If you need additional assistance or have unanswered questions, please reach out to us at gcenter@nsd.org or (425) 408-7830

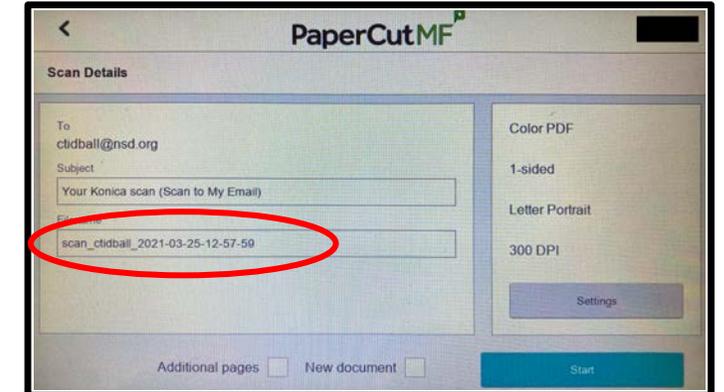
How to Scan from a Konica Minolta Bizhub 808



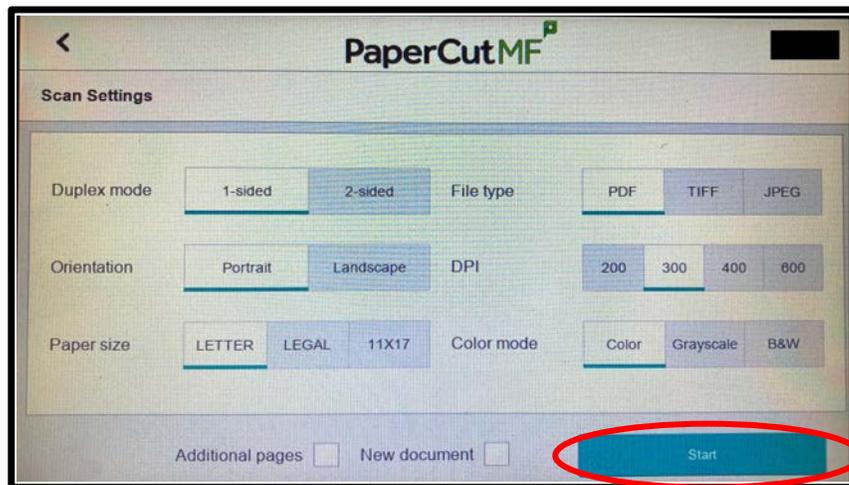
PaperCut ID: Enter your Employee Number and press **“Log In.”** Then select **“Scan.”**



Choose One: **“Scan to Email”** OR **“Scan to Google Drive.”**



Under **“File Name”** enter a descriptive name for your scan. Select **“Settings.”**



Under Settings:

- Choose as least 300dpi
- Color or Grayscale
- 1-sided or 2-sided Originals
- Paper Size
- Save as PDF recommended

Place job face up in the scan feeder tray OR place face down directly on glass

Hit **“Start.”** When complete, a PDF is sent to your email or Google Drive!