

The Graphics Center Online Ordering Guide:  
**Catalog for Curriculum Items,  
Forms, and Envelopes**

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



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**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.

[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](https://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.*



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Orders Manage Files

APPROVALS [3] CART [1]

## 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](mailto:gcenter@nsd.org)  
or call (425) 408-7830

For graphic design:  
Cindy Tidball  
[ctidball@nsd.org](mailto:ctidball@nsd.org)

For mailing assistance:  
Monica Josephson  
[mjosephson@nsd.org](mailto:mjosephson@nsd.org)

## Ordering Home Page

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

### Catalog

Here you will find curriculum items, forms, envelopes, and other items that are pre-loaded into the ordering system.

These items are set-up with default printing options, but you can adjust these if desired on the cart page.



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Orders Manage Files

CART [ 0 ]

Home Catalog

## Select By Workgroup

Browse for items by selecting a Workgroup, or search for items using the search bar. Click Home to select items outside the Catalog.

### Item Search

Search

Clear

Search

[Show Advanced Search Criteria](#)

Rows Per Page 100 ▾

Sort By Item ▾ A-Z ▾

<u>Workgroup</u>	<u>Location</u>	<u>Dept.</u>	Folders	Items
<a href="#">Book Award Covers</a>	Northshore School District		1	2
<a href="#">Business Card</a>			1	1
<a href="#">Camp Cedar Springs</a>	Northshore School District		1	9
<a href="#">ELA Curriculum</a>			3	25
<a href="#">Envelopes</a>			4	117
<a href="#">IRR Assessments</a>			4	58
<a href="#">Mailing Request</a>			1	1
<a href="#">Math Xpressions</a>			12	110
<a href="#">NCR - Pads</a>			1	10
<a href="#">Order Paper</a>			1	7
<a href="#">Standard Forms</a>			3	11
<a href="#">TCI Science</a>			6	54
<a href="#">Word Sorts</a>			5	46

## Catalog

Select a catalog link to view items listed under that category.



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Orders Manage Files

CART [0]

Home Catalog Book Award Covers All Folders

### Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.

For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

#### Item Search

Search Clear

Search

[Show Advanced Search Criteria](#)

Rows Per Page 100

Sort By Item A-Z



#### Washington Children's Choice Book Covers 2023

Default print options are set as color on 8.5 x 11 gloss text. You may adjust those print settings by clicking the "Print Preview" link on the cart page.

Located in **Book Award Covers / 2023 Book Covers**

Qty  Add to Cart



#### Young Readers Choice Junior Book Covers 2023

Default print options are set as color on 8.5 x 11 gloss text. You may adjust those print settings by clicking the "Print Preview" link on the cart page.

Located in **Book Award Covers / 2023 Book Covers**

Qty  Add to Cart

[1-2] of [2]

Add All to Cart

## Catalog Ordering

To order an item, enter your quantity here and click "Add to Cart."

You can put multiple items into a cart. However, all items will be assigned the same due date. It is recommended that you place separate orders for items with different due dates.

Once you have added the items that you wish to order to your cart, click on the CART link in the upper right to view your cart and complete your order.



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### 1 Cart

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

Cart ID 3532

Order name Book Covers

Order Estimate **\$4.830**

#### Item 1

**Add Another Print Request to Cart**



Washington Children's Choice Book Covers 2023  
21 Pages

Unit Price **\$4.830**

Quantity

Review your job before placing an order:

Print Color, 1-Sided, 8.5 x 11 Gloss Text, Scale Down Only

[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

Your quantity should appear as you selected it in the catalog. If you need to make adjustments, you can do so here.

Print options on catalog items are pre-set for you. However, if you wish to make adjustments, you can click on the [Print Preview/Change Print Options](#) link to do so on most items. (Additional information on the next slide.)

If you feel your order needs clarification, please enter special instructions.

**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)**



**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.

## 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](mailto: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 <a href="#">Input Artwork Name Here</a>	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](mailto: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

Select a due date for your order. If this order is for the next school year, please choose a date after August 1.

Select a shipping method.

Select your School/Building. If you know your budget code, enter it here.

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

<b>Order Name</b> End User Guide	<b>Order Number</b> 1546
<b>Submitted On</b> 10/20/2021 1:27 PM	<b>Requested ship date</b> 10/27/2021
<b>Customer name</b> Cindy Tidball [ctidball@nsd.org]	<b>Site</b> 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](mailto:gcenter@nsd.org) or (425) 408-7830