

The Graphics Center Online Ordering Guide:

Tape- or Comb-bound Books

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

Orders Manage Files

APPROVALS [3] CART [1]

Welcome to the Graphics Center Online Ordering System

Search for Items

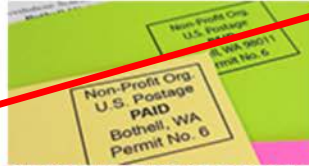
Entire Catalog
Search Text
Search

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
or call (425) 408-7830

For graphic design:
Cindy Triball
ctriball@nsd.org

For mailing assistance:
Monica Josephson
mjosephson@nsd.org

Log-in at graphics.nsd.org and go to the **Ordering Home Page**

If you have a file, begin your print request by uploading it here.

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 PDF guide is available if you need assistance.

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



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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**

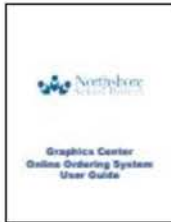
Order Estimate **\$0.270**

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**

[Print Preview / Change Print Options](#)

Binding **Staple / Staple Top Left**

[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

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, check the "My file requires changes before printing" button and include explanation in **Special Instructions**.

If you are uploading multiple files that need to be combined please check this box for every file; you can also combine files using the program Preview on an Apple computer.

Print Options - Northshore End User Guide.pdf [Print Options Summary](#) Unit Price [\\$0.730](#) Quantity [1](#) [Help](#)

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
1-Sided

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

Binding
Comb Binding (Order Placer: Please select a cover stock for the front and back cover in the "Covers" section.) / Black (Small)

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.

**Graphics Center
Online Ordering System
User Guide**

Page 1

Done With Print Options

Preview/Change Print Options

Output: Select B/W or Color (Tape-binding is only available in B/W)

Paper: Select the paper you want for the INSIDE of your book (cover paper will be chosen under "Covers" – more information on the following slide.)

Plex: Choose 1-sided or 2-sided for the INSIDE of your book (Cover Plex will be chosen under "Covers" – more information on the following slide.)

Binding: Select Tape- or Comb-binding. If you do not see these options, your file might not have a page count that we can process for this type of binding. Please consider a different binding method or reach out to the Graphics Center for help.

Print Options - Northshore End User Guide.pdf [Print Options Summary](#) Unit Price \$0.804 Quantity 1

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 1 Sided

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

Front: 8.5 x 11 Blue Index Smooth Cover, Print on Outside

Back: 8.5 x 11 Blue Index Smooth Cover, No Printing

Binding

Comb Binding (Order Placer: Please select a cover stock for the front and back cover in the "Covers" section.) / Black (Small)

Folding & Punching


Additional Finishing Options (not shown)

Special Instructions (not shown)

Page 1


Done With Print Options

Enable Front Cover

Paper  8.5 x 11 Blue Index Smooth Cover

Blank Cover Print on Inside Print on Outside Print on Both Sides

Enable Back Cover

Paper  8.5 x 11 Blue Index Smooth Cover

Blank Cover Print on Inside Print on Outside Print on Both Sides

Close

Tape- and Comb-Bound items must include a front and back cover that uses cover weight (cardstock) paper

Click the "Covers" section and a pop-up window will appear.

Check "Enable Front Cover" and "Enable Back Cover" and choose the printed sides for each cover. *If your file has a blank page built in before or after the cover pages, choose print on both sides.*

Use the drop-down menu to choose a paper labeled "cover" or click on the icon to the left of the drop down menu to pull up the full paper options window and filter the paper by "Cover (Cardstock)"

Select Paper

Current Paper: 8.5 x 11 White Bond

Use the filter options below to view the available paper choices.

Color Any Size 8.5x11 (Letter) [Reset Filters](#)

The paper size has been preselected for you.

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

Filters

Text Weight (Copier Paper)

Cover (Cardstock)

Gloss

Astrobright

SYNAPS

Name	Color	Size
<input type="checkbox"/> 8.5 x 11 White Index Smooth Cover	White	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Blue Index Smooth Cover	Blue	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Buff Index Smooth Cover	Buff	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Canary Index Smooth Cover	Canary	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Cherry Index Smooth Cover	Cherry	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Green Index Smooth Cover	Green	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Salmon Index Smooth Cover	Salmon	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Ivory Index Smooth Cover	Ivory	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 White Vellum Cover	White	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Blue Vellum Cover	Blue	8.5x11 (Letter)



Quick Sets

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

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(not shown)

Special Instructions
(not shown)

Preview of a document page showing a flowchart with four steps:

- Step 1: Log in
- Step 2: Account Settings
- Step 3: Custom Orders
- Step 4: Cart Overview

Navigation controls at the bottom of the preview area include a left arrow, a right arrow, and the text "Page 2".

Done With Print Options

Preview your document thoroughly!

The on-screen preview will show your document as it will be printed. Use the arrows at the bottom of the screen to flip through your book. If something does not appear correctly, adjust your settings until the preview is correct!

When you are happy with your preview, click the **“Done With Print Options”** button to return to the cart page and place your order!

Frequently Asked Questions

My book uses several different PDF files. How should I place my order?

Open your main body document in the program **Preview** on your Mac. Select File/Duplicate. In the new file, go to Edit/Insert and select the document with your cover file. Save with a new name and use that file to place your order!

-OR-

Upload all your files. Check the “My file requires changes” button for each file. Enter your quantity and print options for one file of the book **ONLY**. The Graphics Center will combine the files and save the final document to your order history. (For more than three files, please email the Graphics Center at gcenter@nsd.org.)

Why does the first page of my book appear blank on the preview screen?

Your file may have a blank built in for the inside front cover, but you only selected “Print on the Outside” for the front cover. Change your setting to “Print both sides of the cover” and see if the problem goes away.

My file has extra pages that need to be removed. What do I do?

Open your document in the program **Preview** on your Mac. Select File/Duplicate. In the new file, delete the pages that you do not want in your book. Save with a new name and use that file to place your order!

-OR-

Check the “My file requires changes” button and explain the pages that need removed in “Special Instructions”. The Graphics Center will remove the pages for you.

Is it okay to have a blank front cover?

Absolutely! Some teachers choose this option so students can draw and write on the front cover.

I cannot see tape- or comb-binding as a binding option.

Your document may have too few or too many pages for this binding option. Consider a different binding method (like stapling, or 3-hole drill for a binder) or contact the Graphics Center for more options.

Thank you!

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