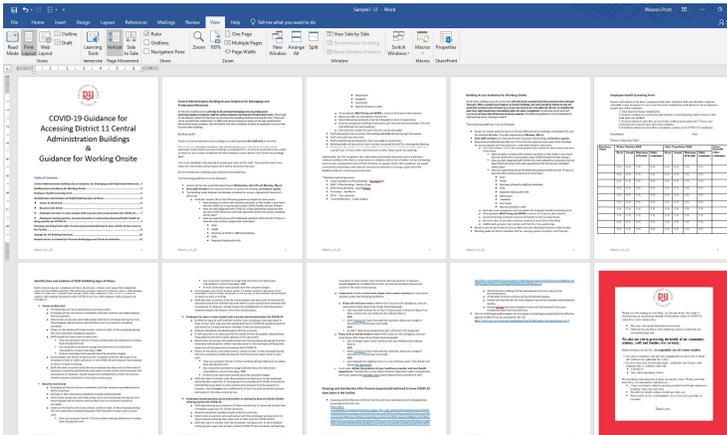


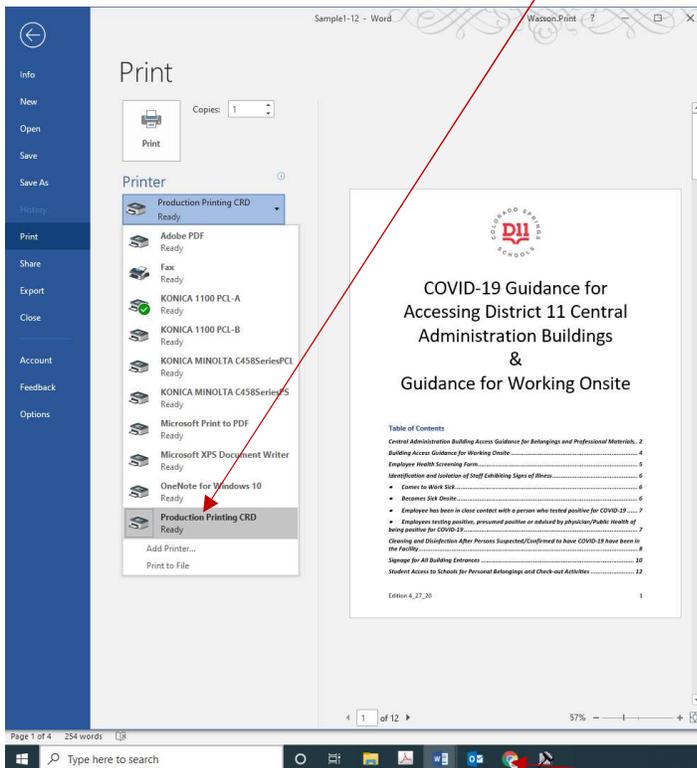
# Saddle-stitched booklet/Microsoft file (pages in chronological order)

If you have a Microsoft file (such as Word or Publisher) with pages in chronological order, you may submit an order to the **Online Order Center** for a saddle-stitched booklet (folded with 2 center staples) for finished sizes of 5½" x 8½" or 8½" x 11".

- Open your print-ready document (with pages in chronological order). Note: If your file does not have total pages divisible by 4, blank pages will be automatically added at the end of the booklet.



- Select 'File', 'Print'
- Under 'Printer', select 'Production Printing CRD' (choice available after downloading SurePDF).
- Select 'Print' – The document will be converted to a PDF and the **Order Center** will automatically be launched.



- If the **Order Center** doesn't pop up automatically, click on your internet browser.

- Log-in, if necessary, to the **Order Center**. Your order will either be in the 'Cart', or, if you were already logged in, the cart will automatically appear and request a name for your order.
- Provide information needed for Preferred Site, Quantity, Due Date, Account Code, and other specifics for your order.

The screenshot displays the 'Production Printing' website interface. At the top, there's a navigation bar with 'Roles', 'Ordering', and 'Proxy' on the left, and 'Home', 'My Account', 'Help', and 'Logout' on the right. The main header features the 'Production Printing' logo and 'at Colorado Springs School District Eleven'. Below the header, the 'Cart' section shows 'Cart ID 7767' and 'Order Site: Wasson Copy Center'. The order name is 'SampleBooklet'. Item 1 is 'Sample1-12.pdf', 12 pages, 8.50x11.00 inches. A modal window titled 'Provide an Order Name' is open, with 'SampleBooklet' entered in the 'Order name' field. The page includes sections for 'Your Selected Print Options', 'Shipping Information', and 'Account Information'. A red arrow points from the 'Preview / Change Options' link to the modal window.

- Select 'Preview/Change Options'.

- Under 'Booklets', make sure 'Booklet' is selected.
- Under 'Finished Size', select 'Half-Size Booklet' (5½ x 8½) or '11 x 17' (Tabloid).
- Under 'Scaling', make sure 'Scale Down Only' or 'Scale to Fit' is selected.
- Under 'Booklet Layout', 'Standard' is the default and is the setting that will paginate your booklet into print-ready format.

Print Options - Sample1-12.pdf

Print Options Summary Please enter finished **QUANTITY** here: 1 Help

**Quick Sets**

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

**Booklets**

Booklet (Collate, Fold, Saddle, Face) / Booklet

**Refine Your Print Options**

**Output**

B/W

**Paper**

Half-Size Booklet (5 ½ x 8 ½) White 20# Bond

**Scaling**

Scale Down Only

**Plex**

2-Sided / Long Edge Flip

**Covers**

Other (not shown)

**Special Instructions (not shown)**

Booklet configuration: Available print options are specific to saddle-stitch booklets, folded booklets, and pamphlets. To switch from a booklet to an alternate document type, select a 1-Click Print Option or select the "None" Booklets option.

[Click here for more help.](#)

**Booklet Style**

None Booklet

**Finished Size** Half-Size Booklet (5 ½ x 8 ½)

**Advanced**

**Booklet Layout** Standard Pre-Imposed

Select **Standard** if the document was NOT created with a design tool in a print-ready booklet foldable format (pages 1:4, 2:3...). Most documents fall into this category.

Select **Pre-Imposed** if the document was created with a design tool in a print-ready booklet foldable format. Selecting this option will change your cover Print Sides selection if it is set to Print on Inside or Print on Outside.

Close

COVID-19 Guidance for

Table of Contents:

- Personal Materials... 2
- Being positive for COVID-19... 4
- Cleaning and Disinfection After Persons Suspected/Confirmed to have COVID-19 have been in the Facility... 5
- Signage for All Building Entrances... 6
- Student Access to Schools for Personal Belongings and Check-out Activities... 6
- COVID-19... 6
- Public Health of... 6
- COVID-19... 7
- Public Health of... 7
- Being positive for COVID-19... 7
- Cleaning and Disinfection After Persons Suspected/Confirmed to have COVID-19 have been in the Facility... 8
- Signage for All Building Entrances... 10
- Student Access to Schools for Personal Belongings and Check-out Activities... 12
- Edition 4\_27\_20... 1

Page 1

Done With Print Options

- Choose other desired options such as color copies (under 'Output'), colored paper (under 'Paper'), or Covers.
- Select 'Done With Print Options'.
- Place your order.