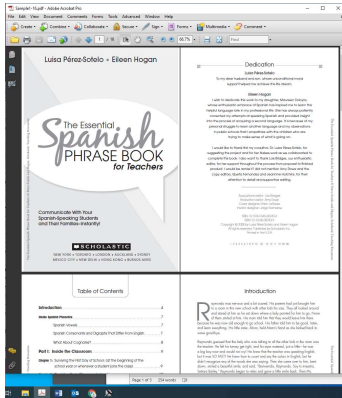


# Saddle-stitched booklet/PDF file (pages in chronological order)

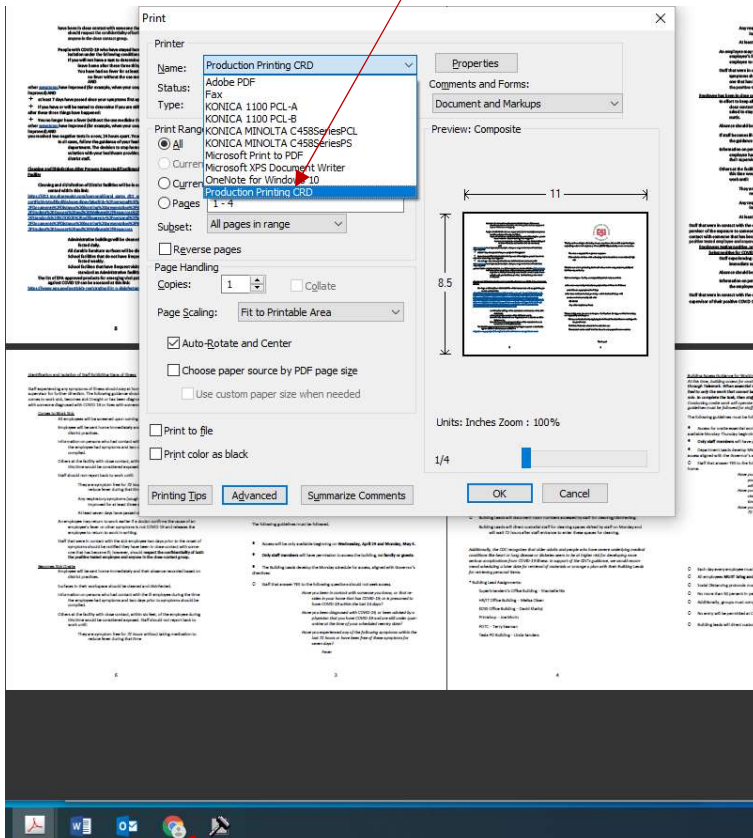
If you have a file with pages in chronological order stored in PDF format, you may submit an order to the **Online Order Center** for a saddle-stitched booklet (folded with 2 center staples) for finished sizes of 5½" x 8½" or 8½" x 11".

**Submit a booklet order from an open PDF** (see below for submitting a booklet order from a stored PDF file)

1. Download and/or open your desired multi-page PDF file (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.



2. Select 'File', 'Print'. Note: Your print screen may look different depending on the program you've opened the file in.
3. Under 'Printer', select 'Production Printing CRD' (choice available after downloading SurePDF).
4. Select 'Print' and the **Order Center** will automatically be launched.



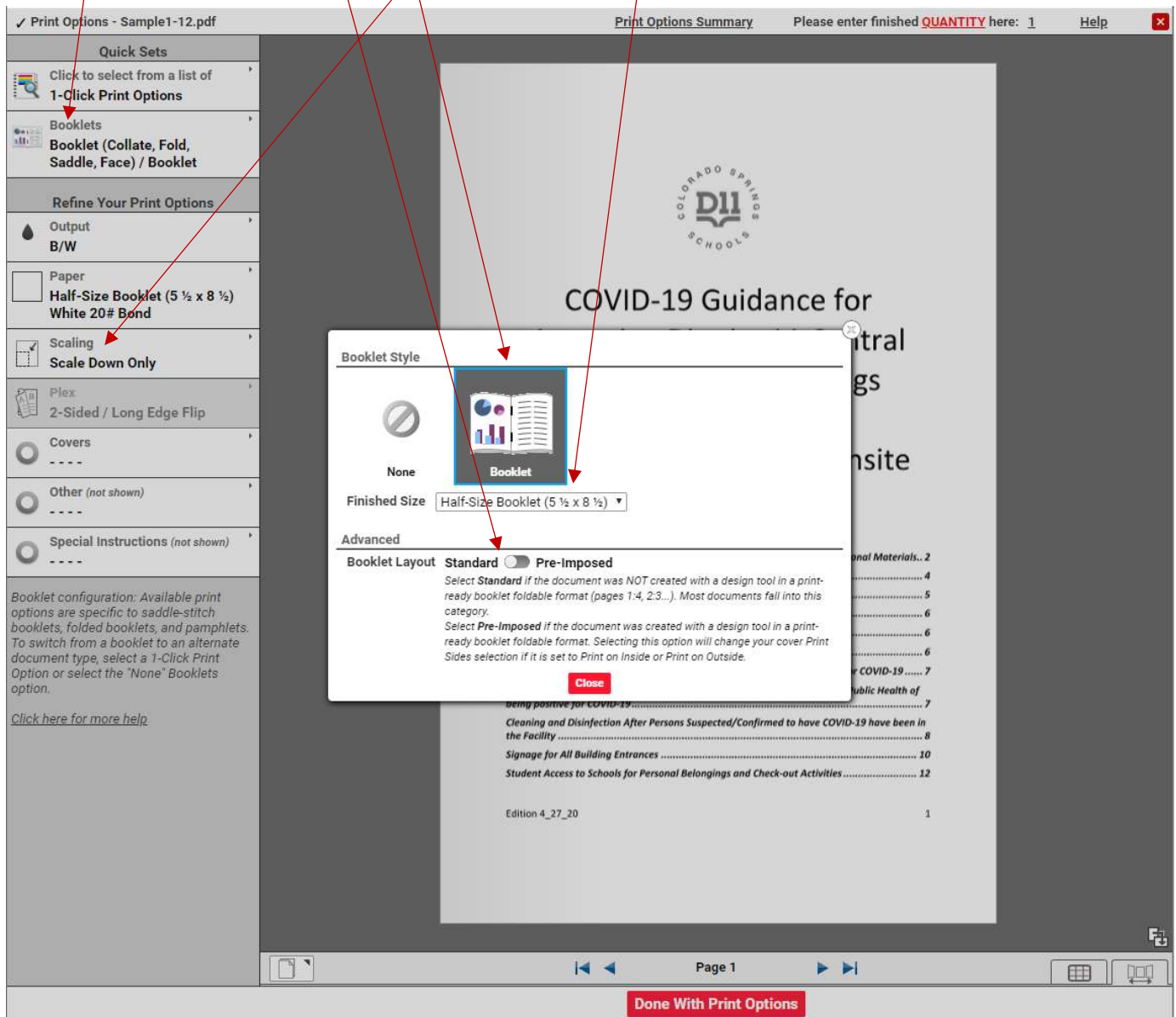
5. If the **Order Center** doesn't pop up automatically, click on your internet browser.

6. 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.
7. Provide information needed for Preferred Site, Quantity, Due Date, Account Code, and other specifics for your order.

The screenshot shows the 'Production Printing' website interface. At the top, there's a navigation bar with links like 'Roles', 'Ordering', 'Proxy', 'Home', 'My Account', 'Help', and 'Logout'. Below this is a header with the company logo and name. The main content area is titled 'Cart' and includes a 'Cart ID' of 7767. It prompts the user to 'Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.' The 'Order Site' is set to 'Wasson Copy Center'. The 'Order name' is 'SampleBooklet'. There's a section for 'Item 1' showing a PDF file 'Sample1-12.pdf' with 12 pages and dimensions of 8.50x11.00 inches. Below this, there's a 'Your Selected Print Options' section with a 'Preview / Change Options' link. A red arrow points from step 8 of the instructions to this link. There's also a 'Shipping Information' section with a date selector set to 'Tuesday, December 08, 2020' and a 'Delivery Estimate' of 'Wednesday, December 09, 2020'. At the bottom, there's an 'Account Information' section with a 'Select Account Information' dropdown set to '43 PRODUCTION PRINTING - Employees'. A 'Continue' button is visible in the bottom right corner.

8. Select 'Preview/Change Options'.

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



13. Your file will automatically be formatted for a folded booklet according to its original page-size using defaults that are the closest page-size or smaller. If an odd-sized paper is shown, select 8½" x 11" or 11" x 17" paper, as desired.
14. Choose other desired options such as color copies (under 'Output'), colored paper (under 'Paper'), or Covers.
15. Select 'Done With Print Options'.
16. Place your order.

## Submitting a booklet order from a stored PDF file

1. Log-in to the **Online Order Center**
2. Navigate on your PC (or other device) to the desired print-ready (pre-imposed) PDF file (or you may browse to find your desired PDF file).
3. Highlight, drag, and drop your PDF file to 'Create a Booklet'



4. The cart will automatically appear and request a name for your order.
5. Follow steps 7-15 above to complete your copy order.