PUYALLUP SCHOOL DISTRICT
A Tradition of Excellence

PRINT SHOP ONLINE

Ordering Basics



REVISED 2024

CONTACT US! Printshop@puyallupsd.org 253.841.8706

Ordering Link:
https://puyallup.rocsoft.com

SOUTH HILL SUPPORT CAMPUS
3607 17th Street SW, Suite B
Puyallup, WA 98373

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LOOK FOR THIS ICON
For areas to save money
on your jobs

CONTACT US! Printshop@puyallupsd.org 253.841.8706

SERVICES OFFERED

Print Shop Online offers a wide array of services and is ready to assist with PDF modification, job set up and ordering

MUCH MORE THAN B/W and Color Copies!

- Programs
- Tickets
- Planners
- Pads
- Flash Cards
- Workbooks
- Yearbooks
- Calendars
- Brochures
- Postcards
- Envelopes
- Labels
- Construction Paper
- Carbonless Forms
- Business Cards

BINDERY

- Collated & Uncollated/Stacks
- Staple Sets
- LITTLE BOOKS
- Booklets
- Padding
- Permanent Hot Glue Bind
- Tiered Books
- Spiral Coil Bind

OTHER SERVICES

- Cutting
- Folding
- Punching
- Laminating
- Numbering
- Distributions

and MORE…

PRINT SHOP
IS READY TO HELP

Project Planning
File Preparation
Paper & Finishing Options
Minimizing Cost
Distributions

QUESTIONS?
CALL or EMAIL
BEFORE you PLACE the ORDER!

CONTACT US! Printshop@puyallupsd.org 253.841.8706

GETTING STARTED

LOG ON TO PRINT SHOP ONLINE
Use the ordering link: **Puyallup.rocsoft.com** or find us on Clever or under services on the PSD Website.

AUTOMATIC LOG ON
Use same credentials as all other PSD sites.

PREPARE YOUR FILES
Print Shop Online only accepts PDFs. For special circumstances where PDF is not available or assistance is needed to convert a PDF, please call Print Shop.

UPLOAD YOUR FILES
Be thoughtful on how you build your cart. It is not necessary to put a year's worth of printing in one cart. Keeping like items together makes it easier to reorder and easier to unpack and find what you need.

MAKE PRINT OPTIONS SELECTIONS
Use this reference to learn what PRINT OPTIONS are available. The selected PRINT OPTIONS are exactly what is printed. ALWAYS pick either **Collated (blank back cover)** OR **Uncollated/Stacked** under the BINDING tab, even if you do not need binding. This helps to get items as you intend and saves email clarification.

SPECIAL INSTRUCTIONS
Use the Special Instructions field to clarify.

PREVIEW YOUR DOCUMENT
Use the **PREVIEW** feature to check your work! We do try to email you for clarification, but it delays your order.

SELECT THE RECIPIENTS IN SHIPPING
Use the **ADD ADDRESS** button in the SHIPPING area to request multiple recipients or locations.

SELECT SHIPPING METHOD IN SHIPPING
Shipping method defaults to **COURIER** which is on an A/B schedule. You may request **HOLD for PICK UP**. An automated email will notify you when the job is **COMPLETE** . Expect the job to be delivered on the next courier or you may pick up if Hold for Pick Up is selected.

SELECT THE SCHOOL/DEPARTMENT IN BILLING
Use the drop-down menu to select your **SCHOOL/DEPARTMENT**. Do not use the budget code field. The budget manager will provide the code. All jobs must go through the approval process to be released to production. Notify the approver if you need a RUSH job.

PLACE YOUR ORDER
Your order receipt will be emailed to you if you selected this option on your My Account page.

RUSH JOBS
Change the calendar date to soonest available date. **EMAIL** your budget approver **AND** Print Shop with **CART #** and date needed. You will be emailed when job is complete. Remember to choose Hold for Pick Up.

CART
Please use **Cart #** in your correspondence regarding the order. It saves time and confusion.

PREPARING TO ORDER

PRINT SHOP ONLINE
ONLY ACCEPTS
PDF FILES

HELPFUL HINT!

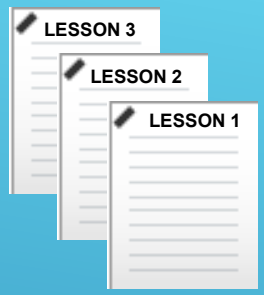
BACK UP YOUR FILES
Make a folder on your computer to save your print shop PDF files

PRINT SHOP ONLINE
purges files automatically after 18 months for completed orders or 6 months for unsubmitted carts to stay within data limits



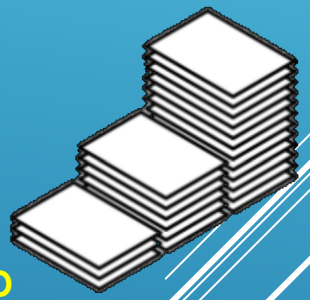
Each DOCUMENT is an ITEM in your CART & needs to be a separate PDF file

EXAMPLE… Each staple set should be uploaded as a separate PDF file/item



MULTIPLE DOCUMENTS
with the **SAME PRINT OPTIONS**
-quantity, paper color, plex, hole punch choice-
can be sent in **ONE PDF FILE** and added to your cart as **ONE ITEM**

Useful for **UNCOLLATE/STACKED** of class sets of like pages

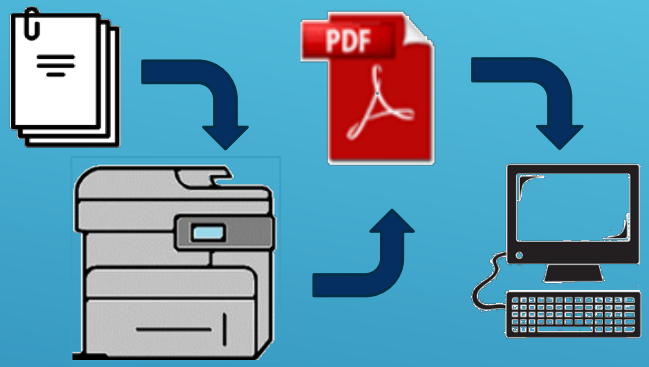


ALL PAGES OF THE PDF FILE WILL BE PRINTED
There is no option to select a page range. See hints for MODIFYING PDF FILES to edit documents prior to uploading to PRINT SHOP ONLINE

CALL IF YOU NEED HELP!

CREATING FILES

SCAN HARD COPIES



LOAD documents in scanner

SELECT 1-sided or 2 sided

CHOOSE descriptive file name

IMPORTANT TIPS

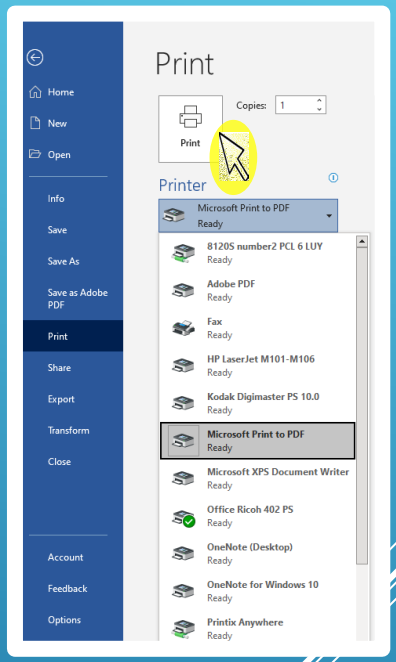
- Load document in scanner just as if you were going to make a copy
- All the pages of document need to be in the same PDF file
- Adjustments in Scan Settings can help with quality of PDF by choosing 300 DPI resolution
- Be sure all the pages are going the same direction
- Colored paper scans do not produce quality printed documents. Lower the density to wash out colored paper background or make a master on white paper from a colored paper original before scanning

UNLOCK & CONVERT EXISTING FILES

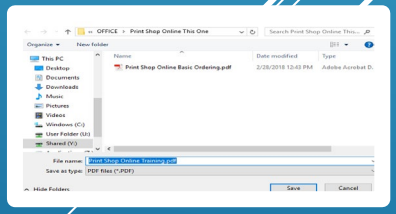
From File **CHOOSE** Print

SELECT Microsoft Print to PDF from Printer Drop-Down Menu

CLICK Print

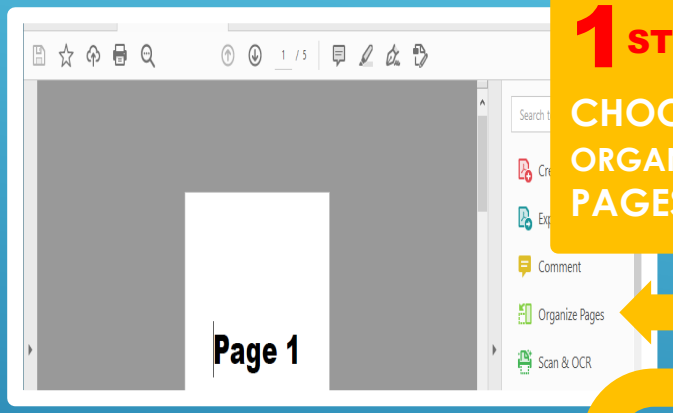


NAME FILE and choose folder to save



MODIFYING PDF FILES

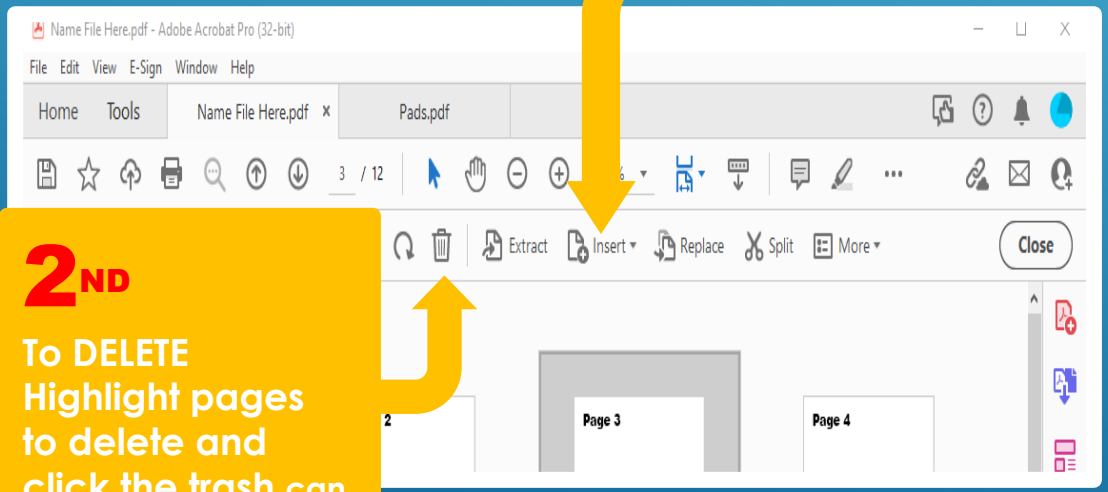
To COMBINE multiple PDF files to make one document OR DELETE pages open PDF file in Adobe then:



1ST CHOOSE ORGANIZE PAGES

3RD FOLLOW PROMPTS TO SELECT FILE TO COMBINE

2ND To COMBINE FILES click INSERT



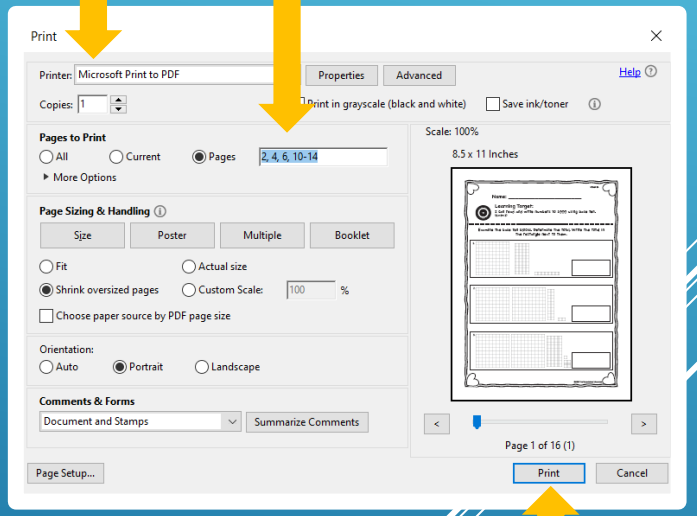
2ND To DELETE Highlight pages to delete and click the trash can

To SELECT individual pages using the print driver

1ST CHOOSE MICROSOFT PRINT TO PDF

2ND TYPE PAGE RANGE IN PAGES FIELD

USE COMMAS AND DASHES BETWEEN NUMBERS



3RD CLICK PRINT AND SAVE FILE

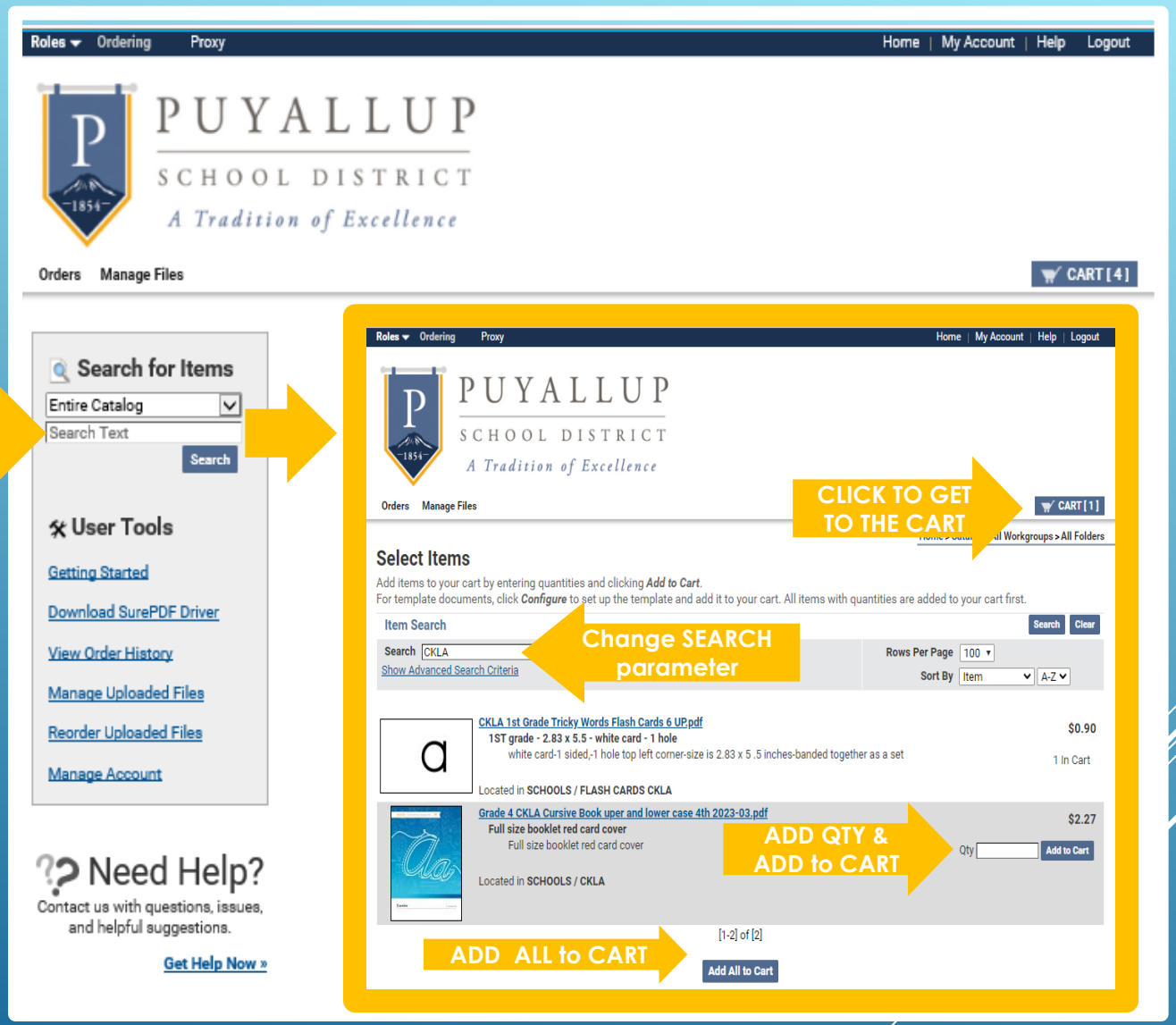
CATALOG

SEARCH FOR CATALOG ITEMS HERE

Frequently ordered **DISTRICT-WIDE** items will be loaded into the catalog as they become available

Items are only available as presented
No changes can be made

If you wish to alter the PRINT OPTIONS click the thumbnail to download PDF, upload to a cart, make PRINT OPTIONS selections, and place the order



UPLOADING FILES

LOG ON to
Print Shop Online
Ordering Home Page at
https://Puyallup.rocsoft.com/
Also on the Clever Dashboard

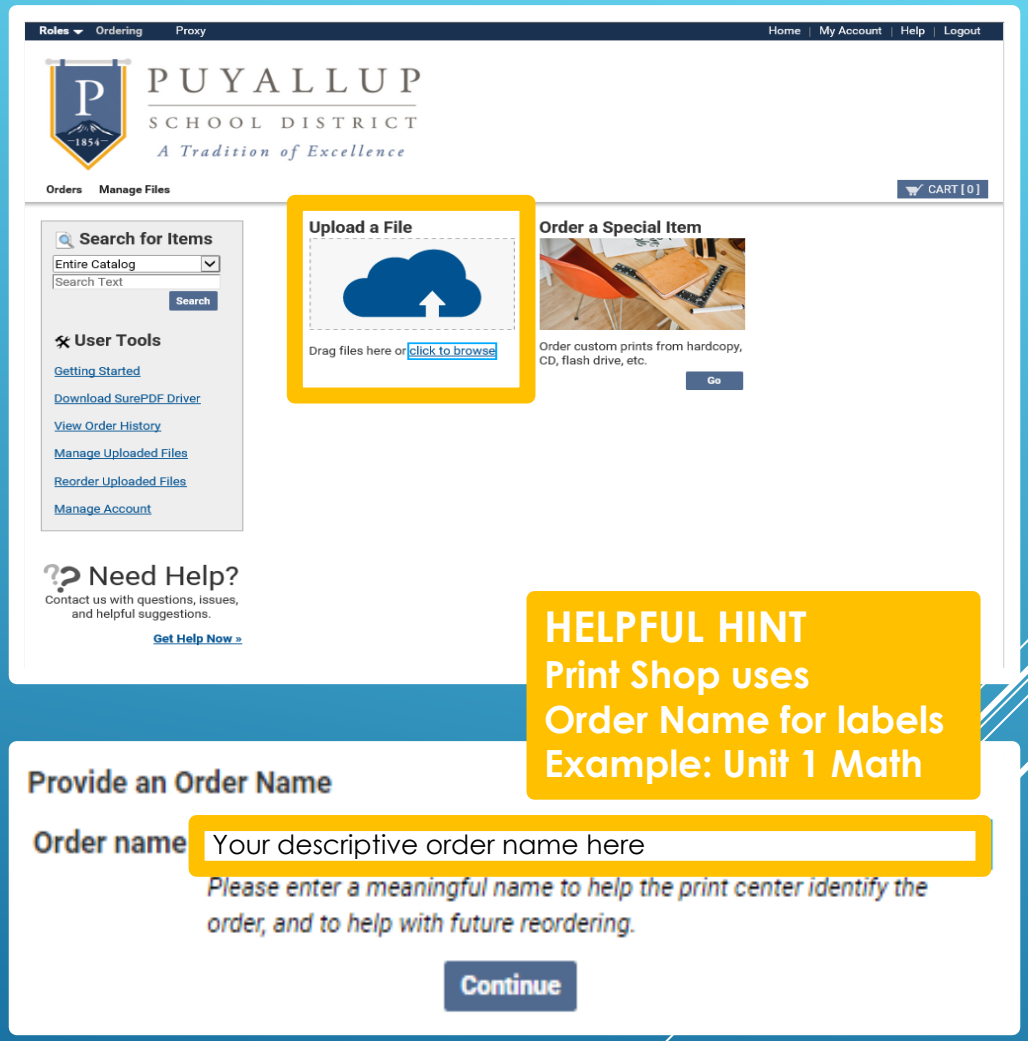
CLICK click to browse
to choose PDF files

You can select multiple files to upload to your cart at one time

Delete unneeded pages from your PDF to reduce cost

Consider reducing pages by making 2-UP masters. Call Print Shop to find out how

CHOOSE A DESCRIPTIVE NAME
to help Print Shop Online identify your order and for future ordering



CART PAGE OVERVIEW



PRINT OPTIONS OVERVIEW

PRINT OPTIONS and PREVIEW

B/W

Color

1-Sided

2-Sided / Long Edge Flip

2-Sided Tumble / Short Edge Flip

No Scaling

Scale Down Only

Scale to Fit

- [ ] Cut 1/2
- [ ] Cut 1/4
- [ ] Cut Various Size
- [ ] PAD Full Sheet
- [ ] PAD 1/2 Sheet - 2 out (100 sheets per pad)
- [ ] PAD 1/4 Sheet - 4 out (100 sheets per pad)
- [ ] Rubber Band OR Paper Clip
- [ ] Bind Hot Glue - Permanent
- [ ] Laminate
- [ ] Number

Quick Sets

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

Booklets
- - - -

Refine Your Print Options

Output
B/W

Paper
1 White 20# 8.5x11

Scaling
No Scaling

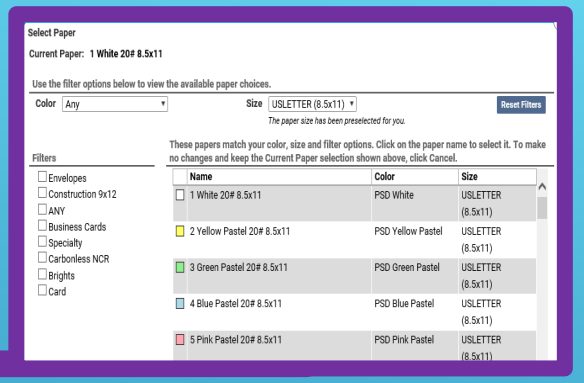
Plex
1-Sided

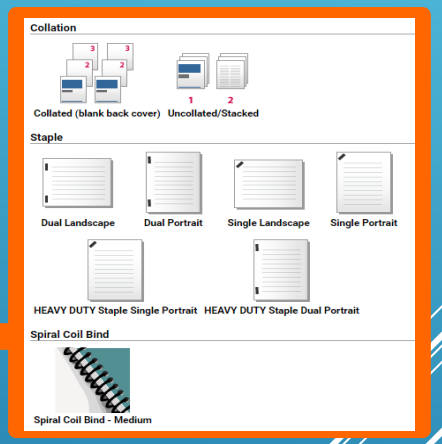
Covers
- - - -

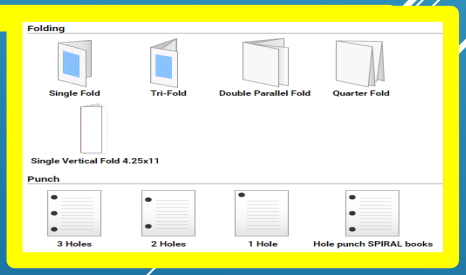
Binding
- - - -

Folding & Punching
- - - -

Other *(not shown)*
- - - -







PRINT OPTIONS PREVIEW PAGE

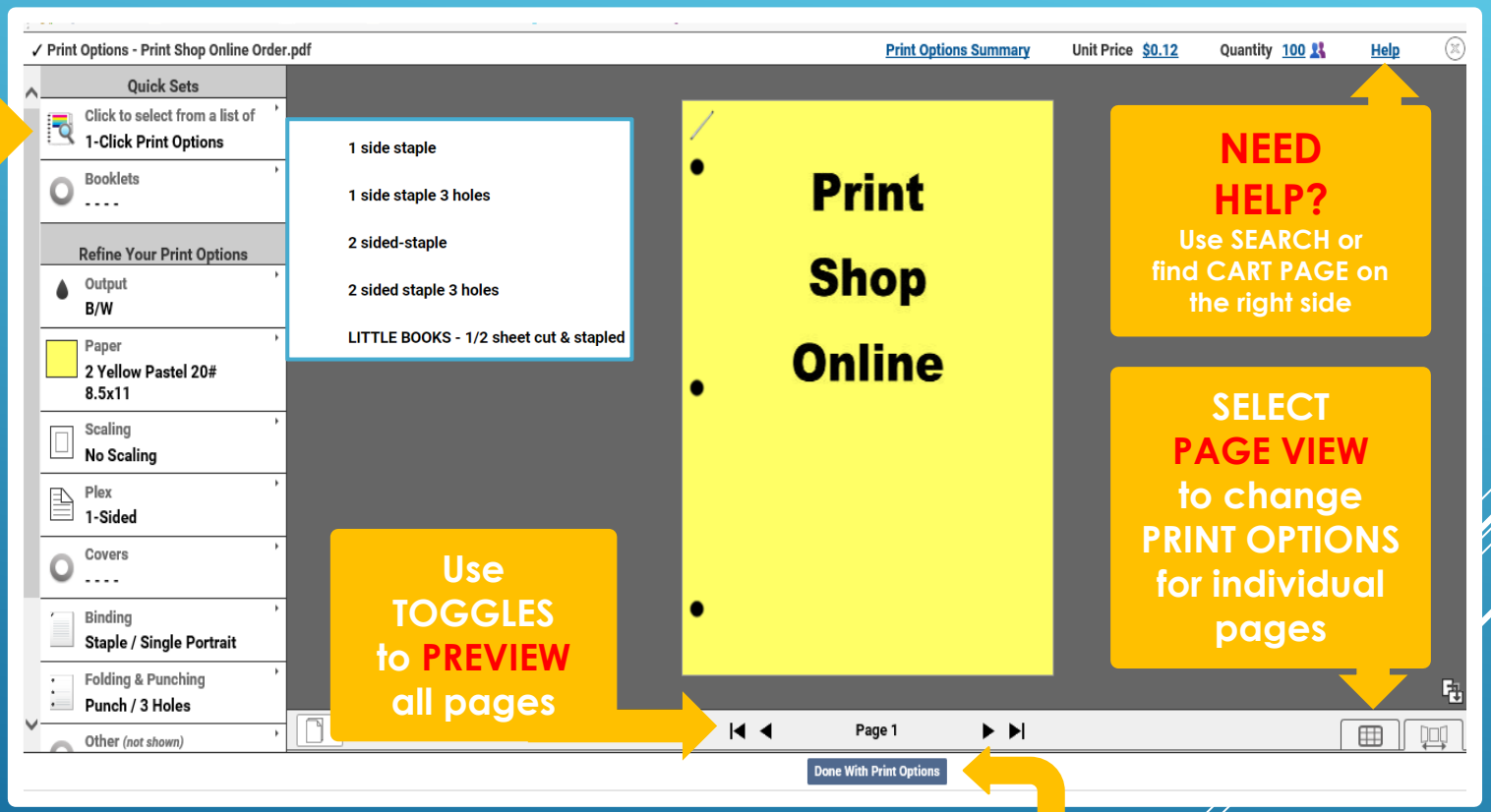
REFINE PRINT OPTIONS & PREVIEW DOCUMENT

SELECT PRINT OPTIONS and PREVIEW from the CART PAGE

Check out **1-Click Print Options** to choose frequently used PRINT OPTIONS!

ORDER LITTLE BOOKS HERE

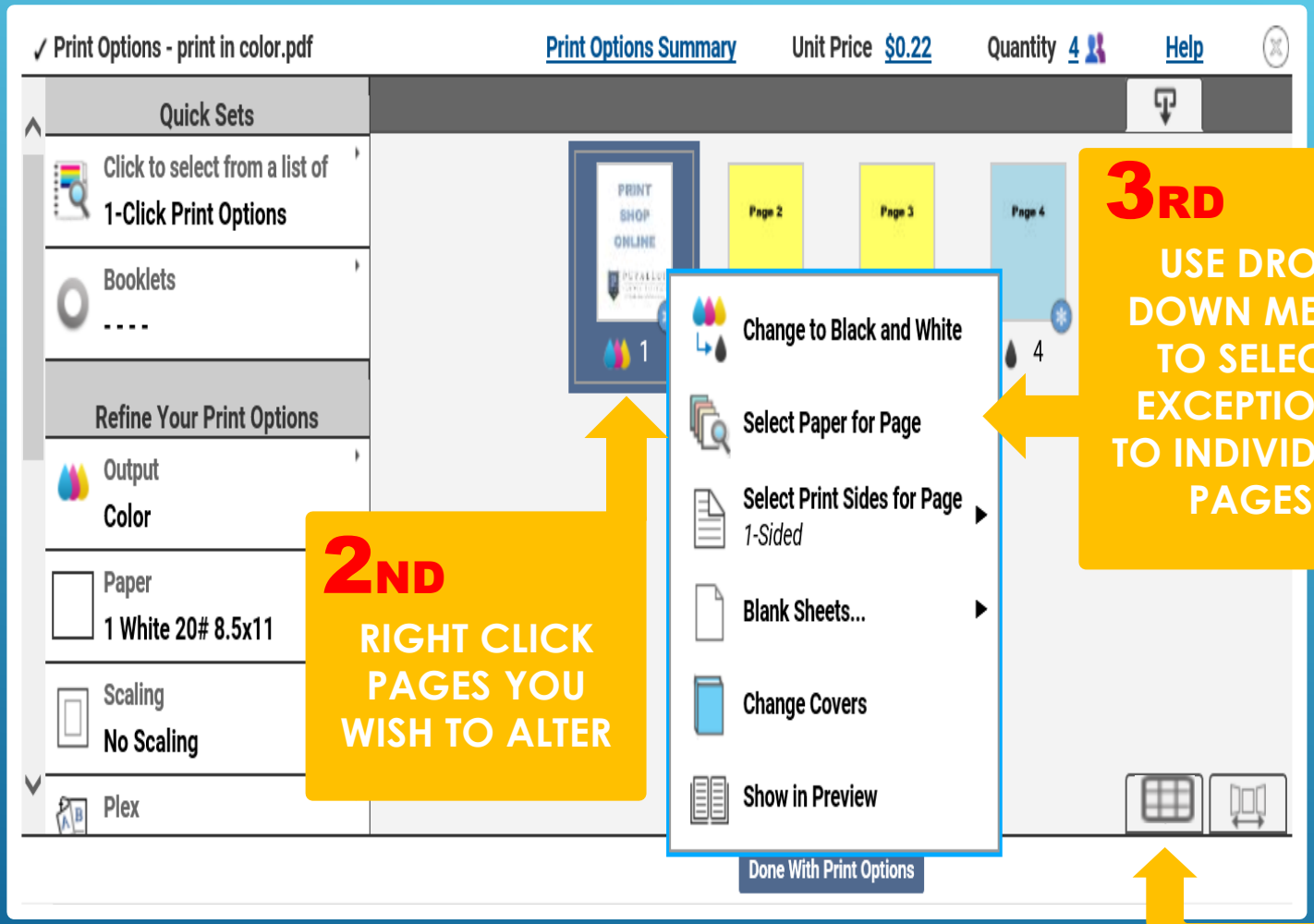
NOTE: Use 2 UP masters and order 1/2 QTY
QTY 10 = 20 LITTLE BOOKS



Click HERE to get back to CART PAGE

EXCEPTIONS

MAKE DIFFERENT SELECTIONS FOR INDIVIDUAL PAGES IN ONE DOCUMENT



2ND

RIGHT CLICK PAGES YOU WISH TO ALTER

3RD

USE DROP DOWN MENU TO SELECT EXCEPTIONS TO INDIVIDUAL PAGES

Use exceptions to select on important pages for color ink or colored paper

1ST

CLICK GRID VIEW TO SEE ALL PAGES OF DOCUMENT

BOOKLETS

SELECT PRINT OPTIONS and PREVIEW from the CART PAGE

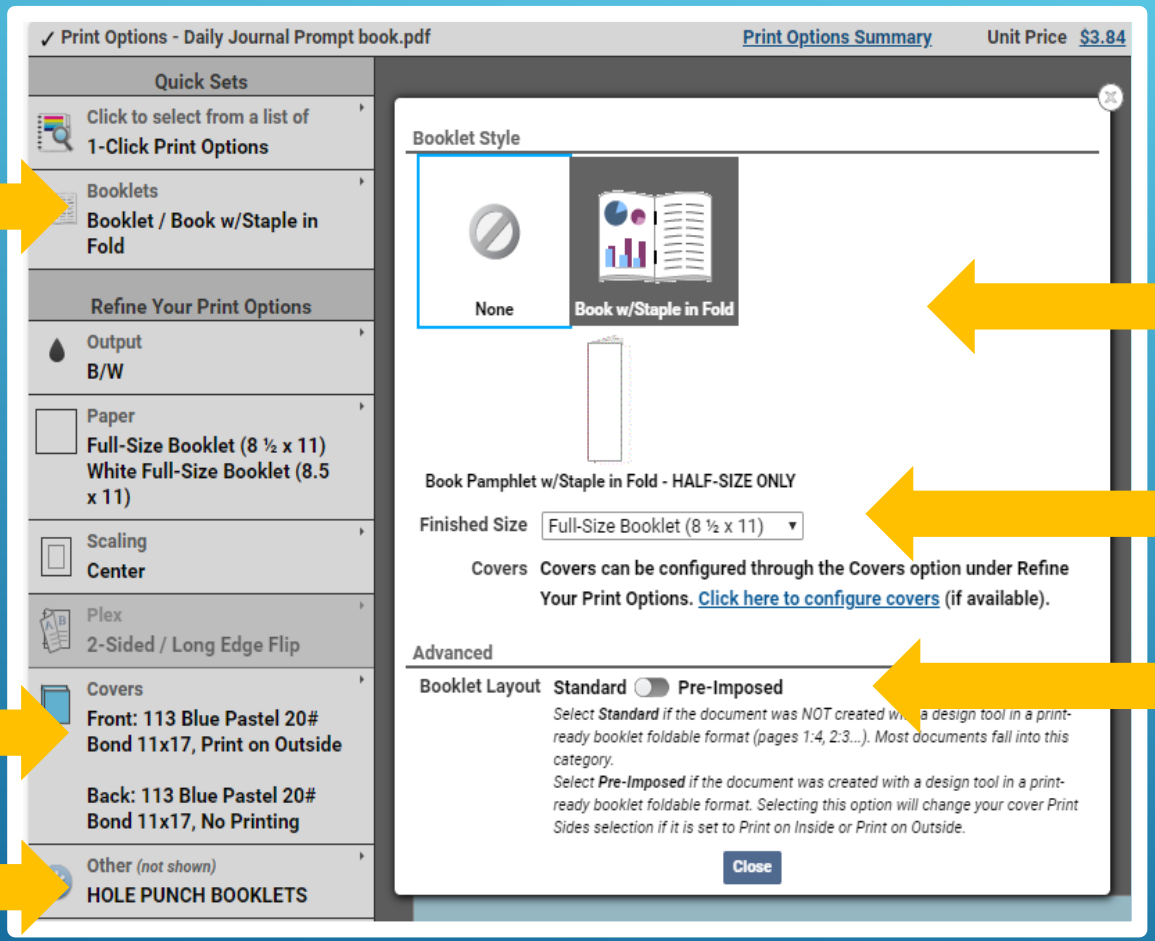
BOOKLET TIPS:
Create your booklets with pages divisible by 4 to best set up

Maximum number of PDF pages is 180

SELECT BOOKLETS

CHOOSE COVER OPTIONS

HOLE PUNCH OPTION



CHOOSE BOOKLET STYLE

CHOOSE FINSIHED BOOKLET SIZE

CHOOSE Pre-Imposed if document is print ready



ODDS AND ENDS OPTIONS

USE PRINT PREVIEW TO REVIEW THESE OPTIONS TO INSURE YOU GET WHAT YOU INTEND

Output will default to B/W unless the PDF presents in color. Check to ensure settings are what you need

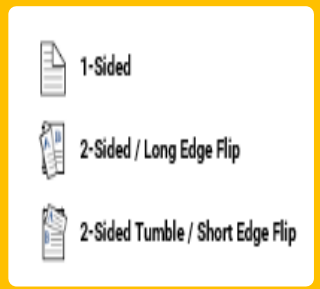


B/W output saves money!

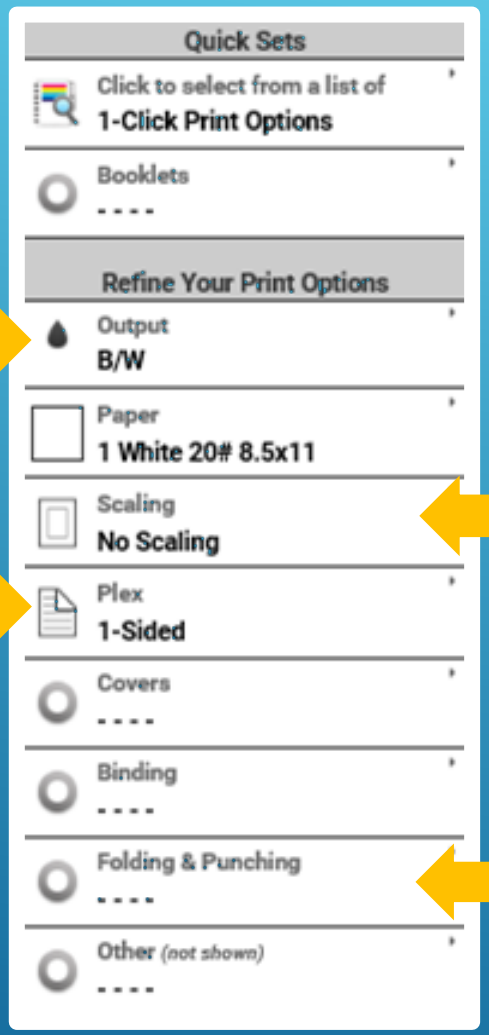
1-sided is the default

2-sided/ Long Edge Flip produces a head-to-head document

2-sided/ Short Edge Flip produces a head-to-foot document



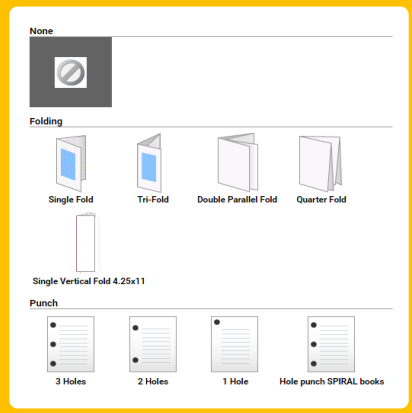
2-sided saves money!





Paper will default to PDF size that will sometimes alter how the text appears on the page.

Alter the Scaling to fit the page if necessary



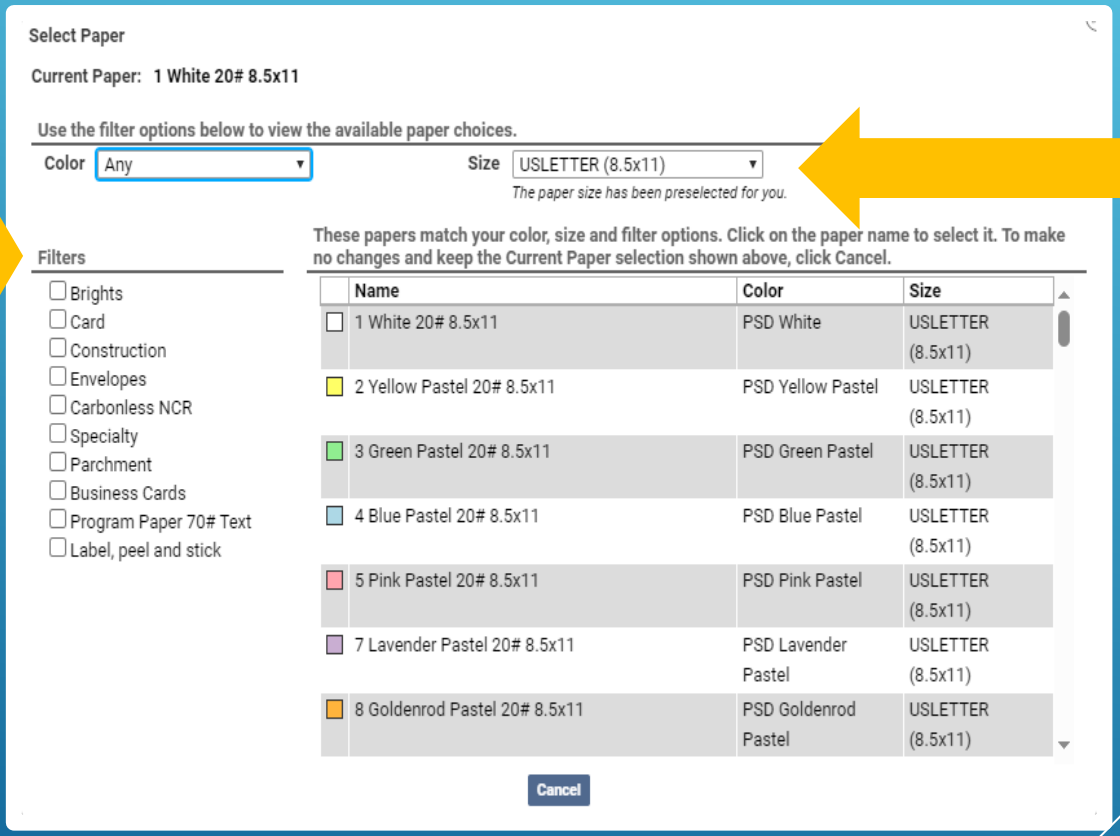
Various folds and punching are available

Note the 3-hole on the left is for Spiral bind books

PAPER OPTIONS

TROUBLESHOOTING TIP: PAPER SIZE WILL DEFAULT TO PDF SIZE
Small PDFs may select envelope paper stock, large PDFs may select construction paper. This will affect the pricing.
Use the PAPER SIZE FILTER to select ANY to see all paper stock available.

USE FILTERS TO NARROW THE PAPER CATALOG CHOICES

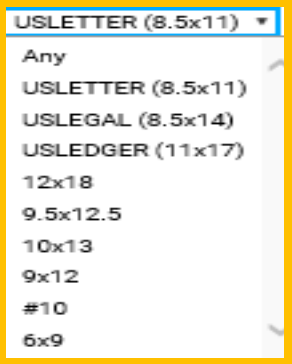




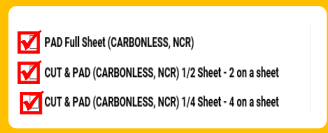
White 20# is the least expensive paper choice

CARD stock is a great replacement for construction paper

PAPER SIZE FILTER



REMEMBER TO SET FILTER TO ANY WHEN SELECTING SPECIALTY PAPER



When ordering CARBONLESS CHOOSE PAD in OTHER PRINT OPTIONS

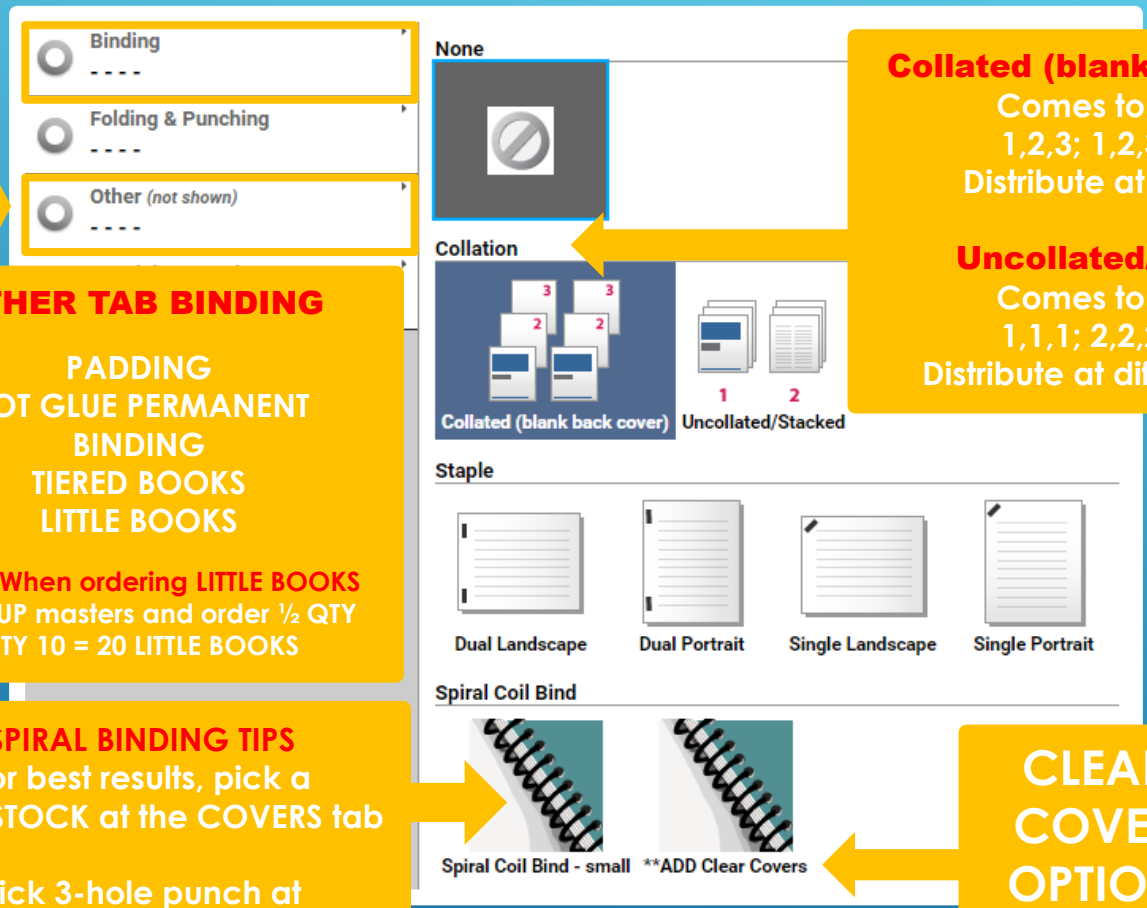
BINDING OPTIONS

TROUBLESHOOTING TIP: ALWAYS SELECT A BINDING OPTION

Most questions that hold up a job are finishing services. Even if you do not want the document stapled or bound in any way, select COLLATION in the BINDING tab. This tells Print Shop your intentions

Modify PRINT OPTIONS and check prices for various binding selections

Call Print Shop for ideas to save money



OTHER TAB BINDING

PADDING
HOT GLUE PERMANENT BINDING
TIERED BOOKS
LITTLE BOOKS

NOTE: When ordering LITTLE BOOKS
Use 2 UP masters and order ½ QTY
QTY 10 = 20 LITTLE BOOKS

Collated (blank back cover)
Comes to you as
1,2,3; 1,2,3; 1,2,3
Distribute at one time

Uncollated/Stacked
Comes to you as
1,1,1; 2,2,2; 3,3,3
Distribute at different times

SPIRAL BINDING TIPS
For best results, pick a CARDSTOCK at the COVERS tab

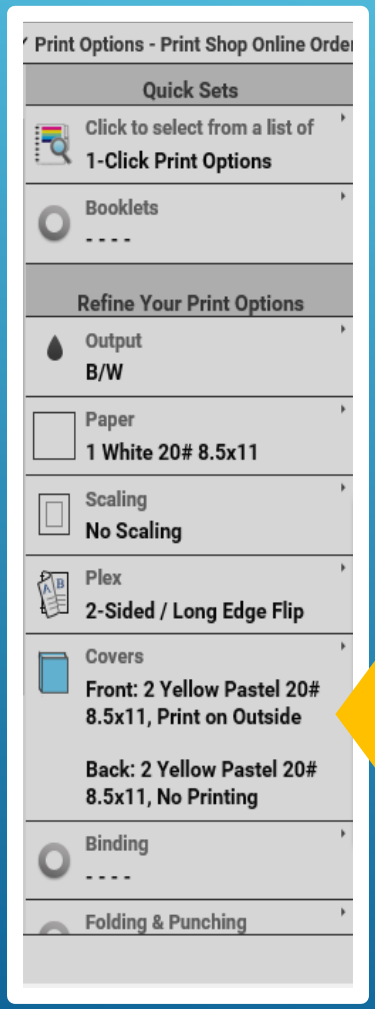
Pick 3-hole punch at FOLDING/PUNCHNG tab

CLEAR COVER OPTION

COVERS

COVER TIP: USE TOGGLES IN PREVIEW TO SEE COVERS PRESENTED

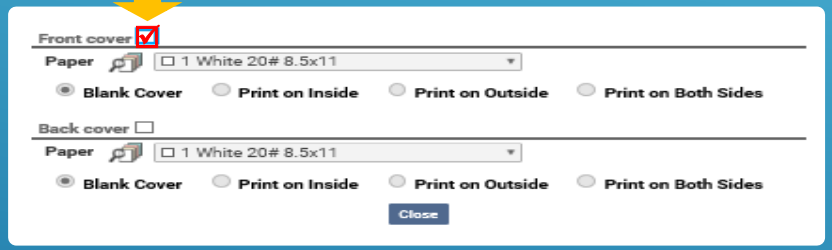
Covers can be tricky. If your document doesn't present correctly in the preview, adjust PRINT OPTIONS in covers (back cover, print on inside, print on outside, print on both sides) to change presentation.



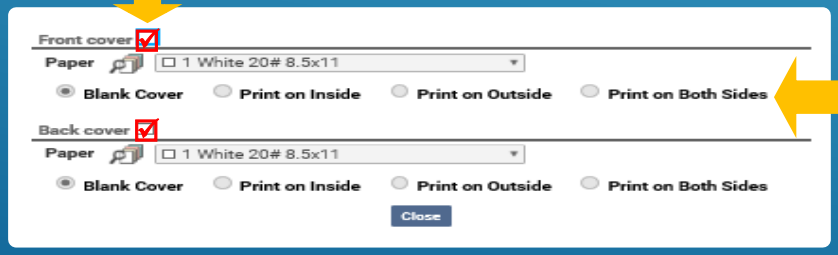
FRONT & BACK SAME PAPER



FRONT COVER ONLY



FRONT & BACK DIFFERENT PAPER



CLICK LINK TO SELECT FRONT & BACK COVER OPTIONS SEPARATELY

CHOOSE PAPER for each COVER

SELECT

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

Note: Blank pages in PDFs will determine how the covers present.

OTHER PRINT OPTIONS

CUTTING, LAMINATING, BINDING, NUMBERING & BANDING/CLIPPING

TO ORDER

SELECT OTHER
from the
DROP DOWN MENU
in PRINT OPTIONS

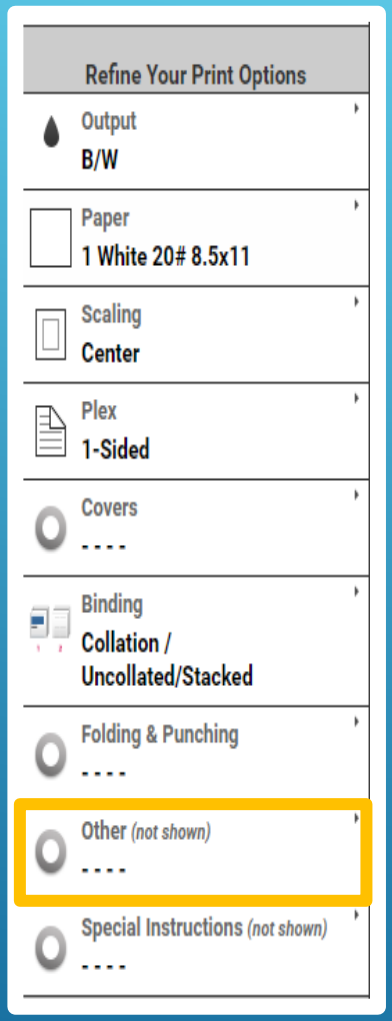
SELECT OPTION DESIRED

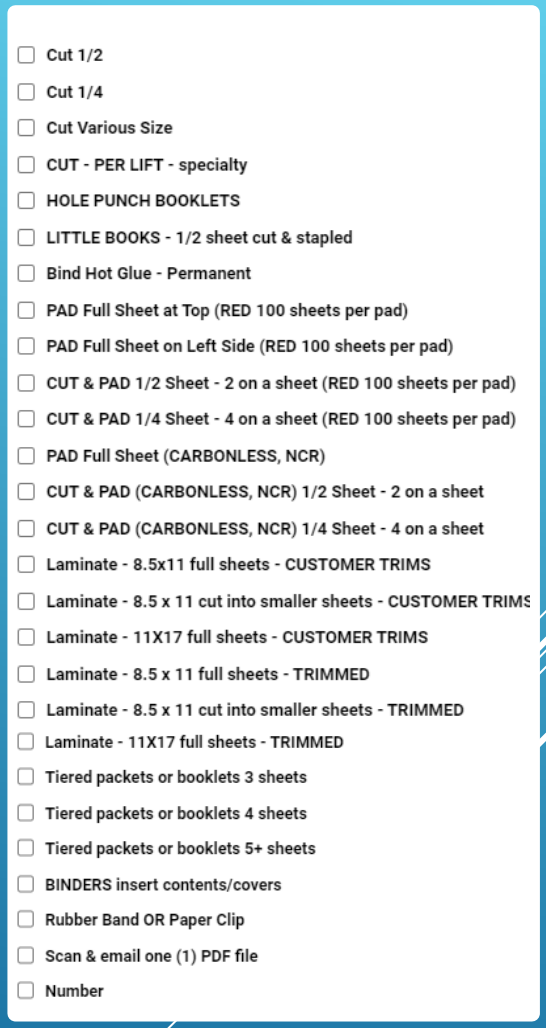
NOTE: CUT ITEMS
When ordering cut items,
enter the total # of sheets BEFORE
cutting in the quantity.
Use Special Instructions to clarify.



Hand work is expensive, consider using volunteers if available.

Instead of laminating, use Mohawk 110# Cardstock





PADS

SELECT OTHER from the DROP DOWN MENU in PRINT OPTIONS

SELECT PAD size

- ☐ PAD Full Sheet at Top (RED 100 sheets per pad)
- ☐ PAD Full Sheet on Left Side (RED 100 sheets per pad)
- ☐ CUT & PAD 1/2 Sheet - 2 on a sheet (RED 100 sheets per pad)
- ☐ CUT & PAD 1/4 Sheet - 4 on a sheet (RED 100 sheets per pad)

ENTER TOTAL # of SHEETS to create the job in QUANTITY **NOT** total # of PADS

Consider using less than the standard number of sheets for smaller pads for reduced cost

USE THIS FORMULA

TO DETERMINE QUANTITY TO ORDER

# of PADS wanted ÷ **by IMAGES OUT** = **?** X **SHEETS per PAD** = **TOTAL SHEETS**

EXAMPLE
for a TOTAL of 8 Pads from a 4 OUT Master

8 ÷ by 4 = 2 X 100 = 200

Pads wanted	Images Out Per 8.5 x 11 Master	Sheets Per Pad	TOTAL SHEETS

STANDARD

100 sheets per PAD

Note: Put non-standard sheets per pad In special instructions

STANDARD SIZES

FULL Sheet (8.5 x 11 images)
Choose Top or Left Side padding

½ Sheet (2 images out)

¼ Sheet (4 images out)

SHIPPING

DEFAULT SHIPPING DATE: 5 WORKING DAYS

During peak times, default may be altered. Check the date!

CLICK CALENDAR ICON TO MODIFY SHIP DATE



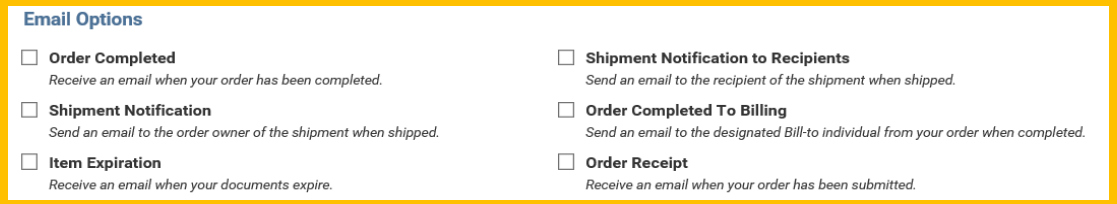
SELECT SHIPPING METHOD

DISTICT COURIER
Runs on A/B Schedule

HOLD FOR PICK-UP
Look for Email Notification to arrange pick-up between 7 AM – 3 PM

NOTICE DELIVERY DATE IS THE NEXT DAY

Keep posted on your orders progress with EMAIL NOTIFICATIONS



Modify options by going to My Account

FACTORS THAT CAN DELAY YOUR SHIP DATE

- Print Options not selected
- Approval Process
- Offline Finishing Services: spiral coil bind, padding, hand stapling and lamination
- Complex and large jobs
- Distribution and Teacher Sets
- Extensive setup or formatting corrections
- Courier schedules
- Peak times
  (Opening week, semester change, end of year etc.) Please call ahead.

In a RUSH?

- Change the date to the first available
- Select HOLD for PICK UP
- Place the order
- EMAIL Printshop@puyallupsd.org and the budget manager that approves your jobs with the CART # and the desired due date

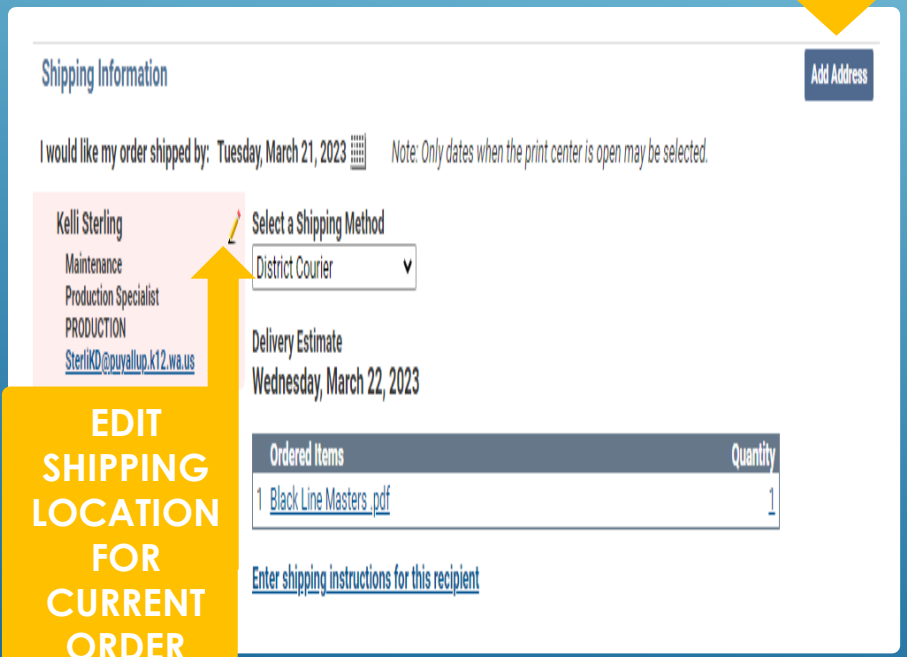
DISTRIBUTIONS

ADDING TEACHER SETS

From the CART PAGE

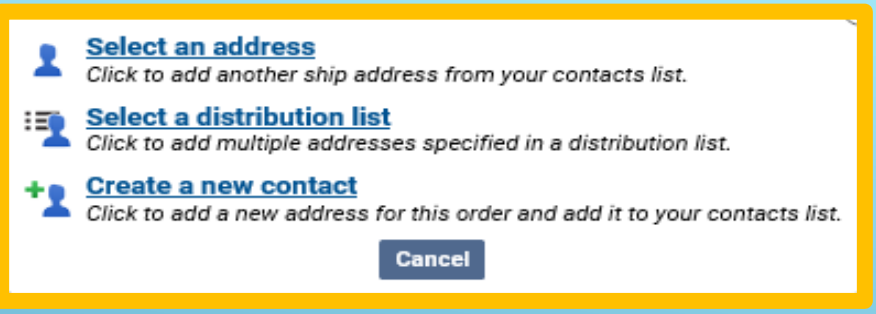
SELECT Add Address

to modify shipping location or add multiple recipients



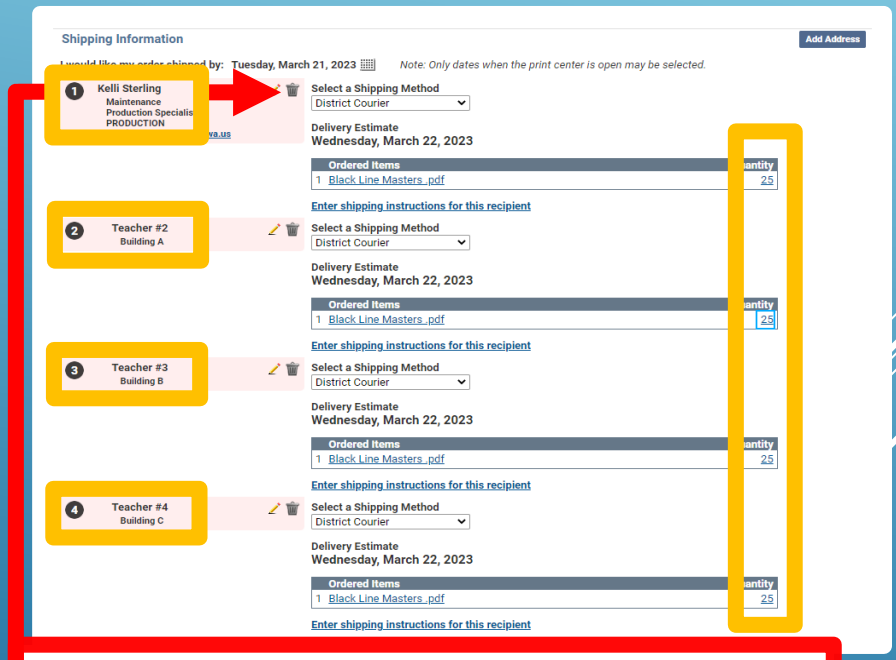
EDIT SHIPPING LOCATION FOR CURRENT ORDER

SELECT link to alter your shipping



FINISHED PRODUCT

With recipients and quantities



NOTE: If you DO NOT want a set for yourself, remember to delete your info

BILLING

ENTER BILLING INFORMATION

TO START OVER

CHOOSE

Start a New Cart

Then CHOOSE

No, Don't Save

OR

Yes, Save

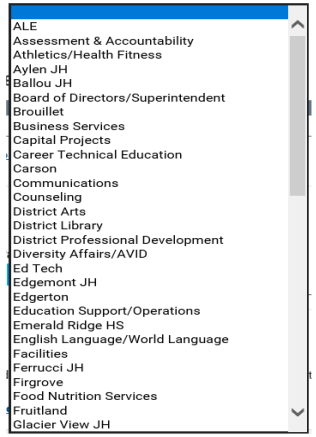




THIS FIELD MUST BE ZERO

ENTER SCHOOL/ DEPARTMENT

Use the drop-down menu to search for **SCHOOL/ DEPARTMENT**



CONGRATULATIONS!

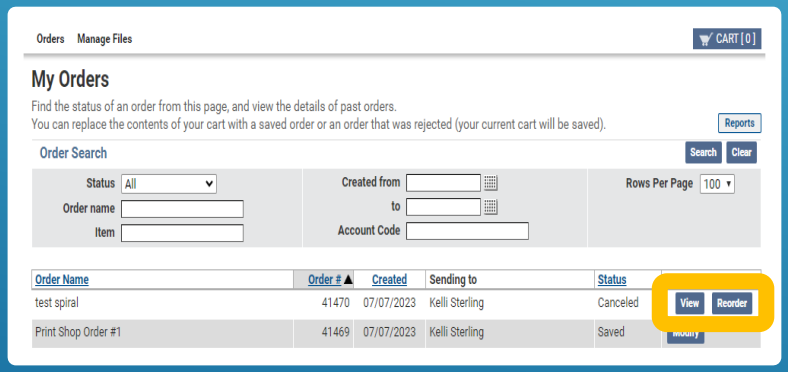
You are ready to place your order

REORDER & MANAGE FILES

Find your ORDERS and MANAGE FILES from the HOME page, just under the PSD logo



VIEW or REORDER by clicking link on the right. Check the status of your order here. If your job is rejected, you can modify and resubmit



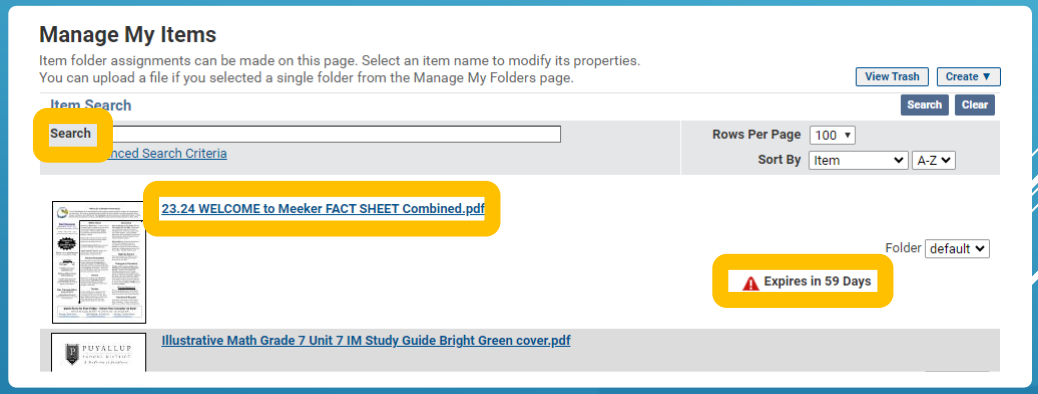
PRINT OPTIONS should still apply, but check and update as needed

QUANITY does not carry over

Select School/Department and Place Order

MANAGE FILES

You can search for PDF files and see expiration dates on the Manage My Items page



Click link next to thumbnail to find download or replace options on the following page

Reminder! Print Shop does not have storage data to save files! Please save your PDFs on your computer!

DEFAULT SHIPPING

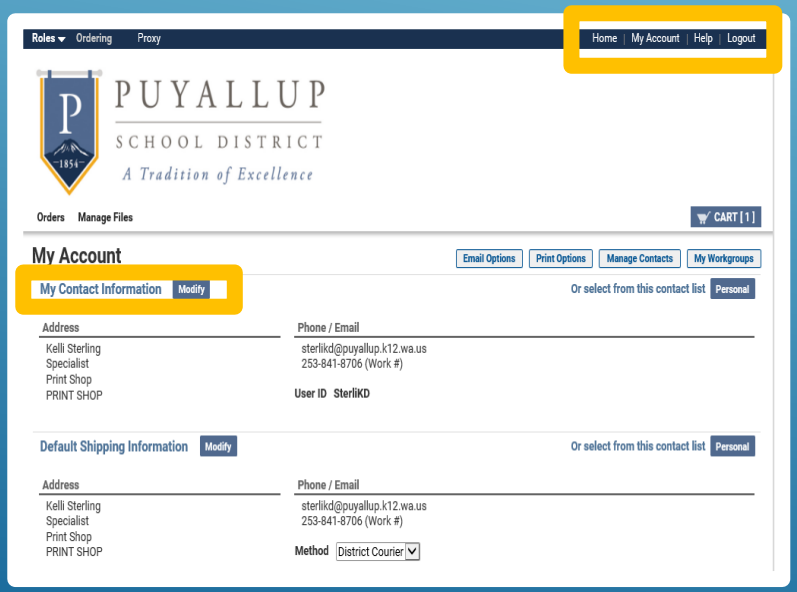
DEFAULT SHIPPING INFORMATION

will automatically fill with information designated at account set up

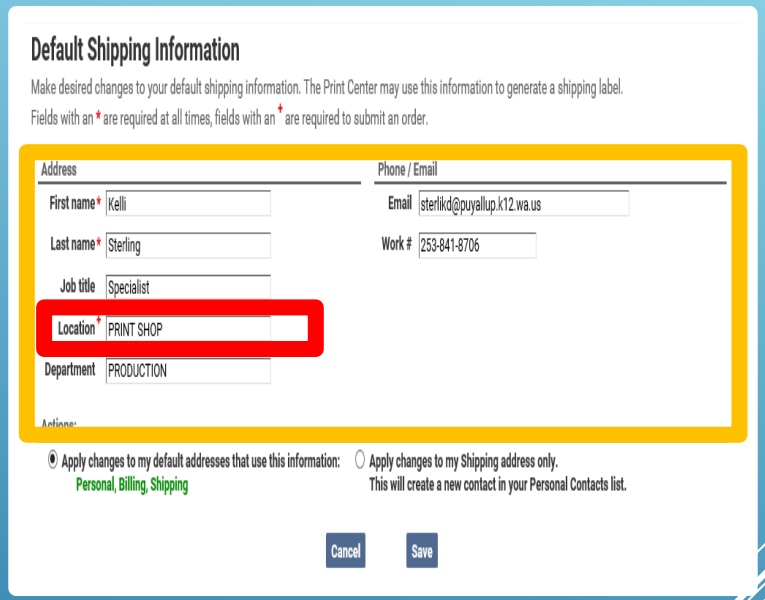
To MODIFY your DEFAULT information:

SELECT My Account

Then chose Modify



INPUT FIELDS with your contact information & then choose Save



IMPORTANT!!

FILL the LOCATION FIELD with the BUILDING where orders are to be SHIPPED

DEFAULT DISTRIBUTIONS

DISTRIBUTIONS & TEACHER SETS

SELECT My Account
to manage contacts & distributions

SELECT Manage Contacts



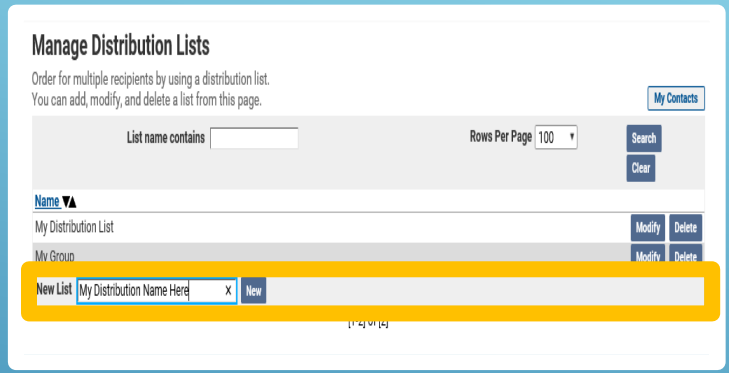
SELECT Add Contact | Dist. Lists
to create or modify multiple recipients



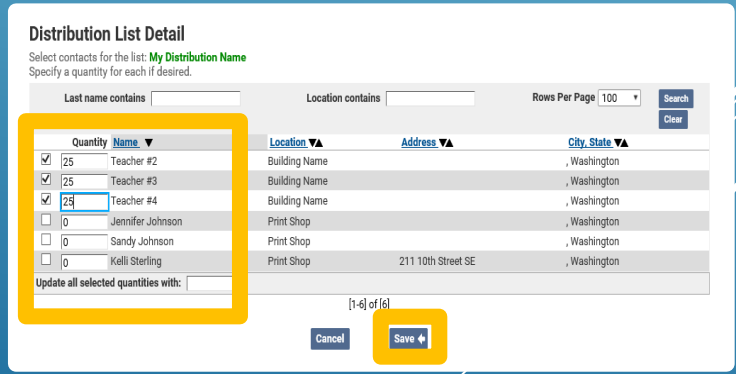
SELECT a name for your list



Click **NEW** to create a distribution list



SELECT recipients from your contact list and add the quantity & Save



CONTACT US! Printshop@puyallupsd.org 253.841.8706

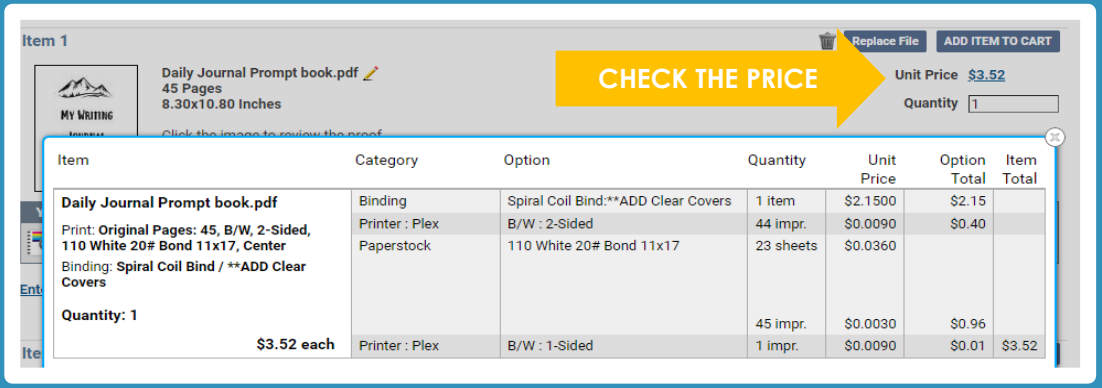
MONEY SAVING TIPS

Print Shop is committed to working with customers to create engaging materials at the most effective cost

PRINT SHOP
is here to help minimize cost

CALL AHEAD
We will assist you with PRINT OPTIONS & Set Up

After making PRINT OPTION selections, you can check the price and modify PRINT OPTIONS to alter cost



LOOK FOR THIS ICON for areas to save money on your jobs

Ways to SAVE MONEY

- PAPER CHOICE: White 20# is the least expensive. Construction paper is expensive, consider CARDSTOCK
- INK: Use EXCEPTIONS to choose essential page in color ink. Instead of color ink covers, try B/W ink on colored paper
- BINDING: Print Shop offers a wide range of bindery options. Make your selection to find out cost
- HANDWORK: Any jobs that require handwork will increase cost
- LAMINATION: consider Mohawk 110#. It's sturdy and has a nice sheen. Suitable for wall displays
- EXTRA PAGES: Delete extra pages or size them to 2 up. Call for help!



Sandy Stratton Kelli Sterling Jennifer Johnson Diana Darlington

Ordering Link: https://puyallup.rocsoft.com

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