The Print Shop Website
User Guide

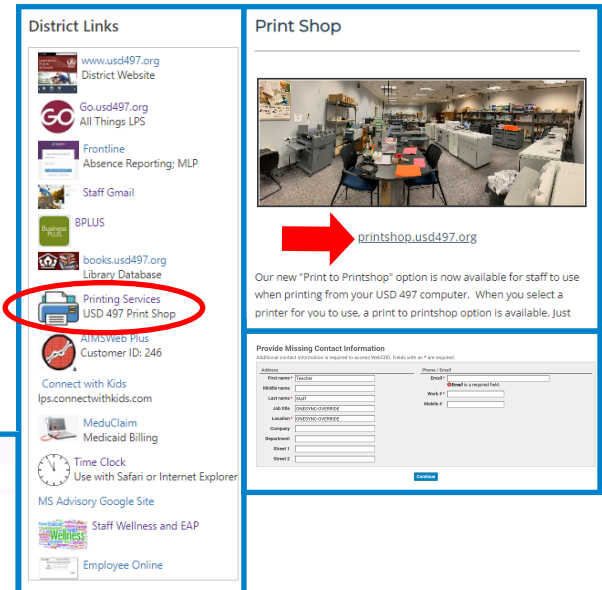# Getting Started

1 **You must first set up your user account for the printing website.**
On SharePoint, select Printing Services from the District Links section.
Click printshop.usd497.org and then fill in the requested information to set up your user account.

2 **Mac users, install LawrenceSurePDF.**

1. Go to Mosyle Manager and My Apps. Search in the upper right corner (Printshop). Click Install. May take 5-10 minutes to install. Restart your computer.

2. In Mosyle Manager, Search Adobe and click Install (Adobe Acrobat Reader DC).
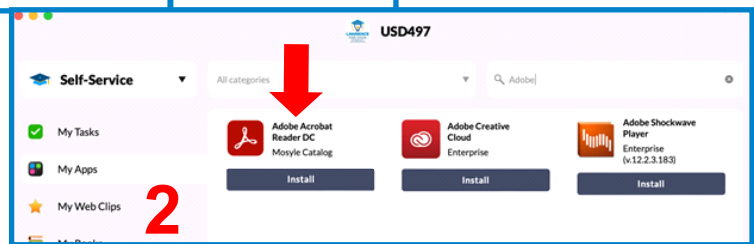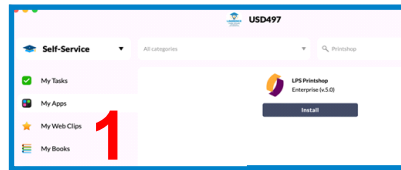
3. You may now open PDFs in the program Adobe Reader DC.

Note: Be sure you are opening your PDF in the Adobe Reader DC program and not the PDF reader in Chrome.

Select the Printer dropdown and select Lawrence SurePDF and select print.
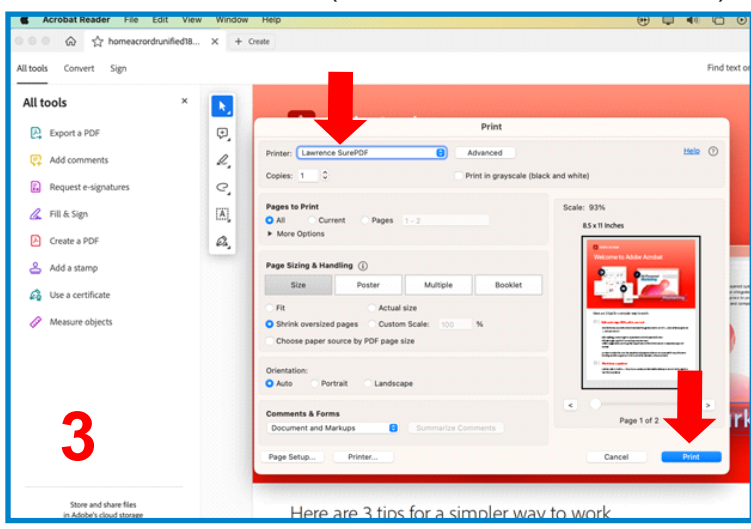
PC users will use Print to Printshop

When sending something to the print shop:
Open the item needing to be printed.
Choose File Print.
Select Print to Printshop from the options listed.

Options Guide

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1 **Mac users**, open the item needing to be printed in Adobe Reader DC. Choose File Print. Select LawrenceSurePDF from the options listed.
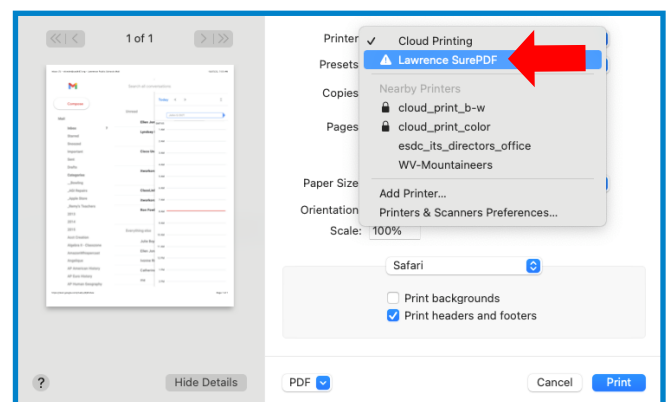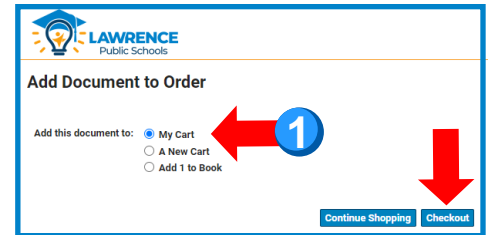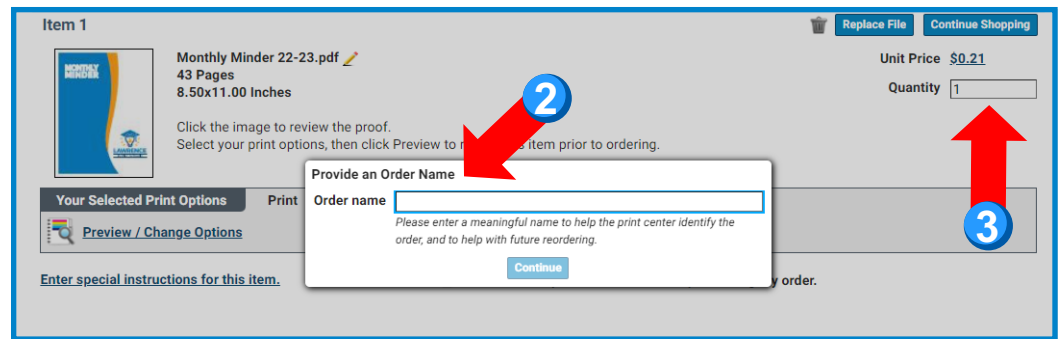**PC users**, open the item needing to be printed. Choose File Print. Select Print to Printshop from the options listed.
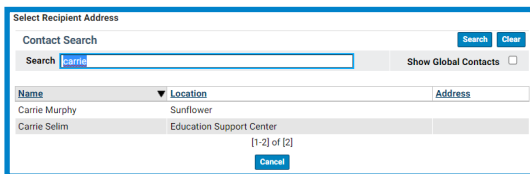
LAWRENCE Public Schools

Add Document to Order

Add this document to: ● My Cart   **1**
                       ○ A New Cart
                       ○ Add 1 to Book

Continue Shopping Checkout

2 **Name the order.**

3 **Select quantity.**

Item 1   Replace File Continue Shopping

Monthly Minder 22-23.pdf ✎   Unit Price $0.21
43 Pages   Quantity 1
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to r___ ___s item prior to ordering.

Your Selected Print Options   Print   **Provide an Order Name**

Preview / Change Options   Order name [   ]
                                   Please enter a meaningful name to help the print center identify the
                                   order, and to help with future reordering.
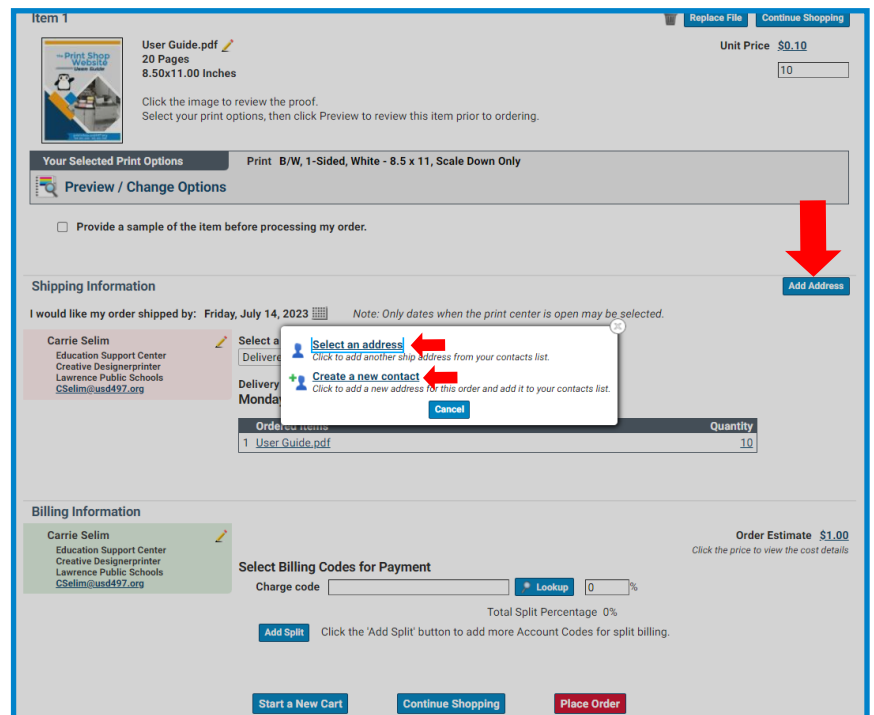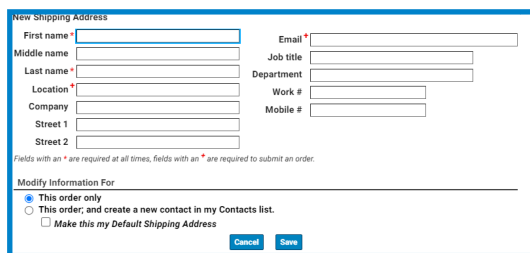Enter special instructions for this item.   Continue   order.

2   **3**

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*If you would like your order split into groups for yourself or to be sent to others then select Add Address.
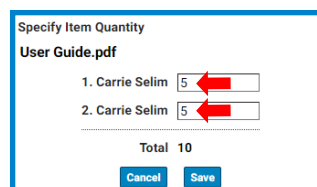
Either choose Select and Address (to search for a person)

Select Recipient Address

Contact Search   Search Clear

Search [carrie]   Show Global Contacts ☐

▼ **Name** | **Location** | **Address**
Carrie Murphy | Sunflower |
Carrie Selim | Education Support Center |
                                   [1-2] of [2]
                                   Cancel

or Create a New Contact.

New Shipping Address

First name * [   ]   Email * [   ]
Middle name [   ]   Job title [   ]
Last name * [   ]   Department [   ]
Location * [   ]   Work # [   ]
Company [   ]   Mobile # [   ]
Street 1 [   ]
Street 2 [   ]

Fields with an * are required at all times, fields with an * are required to submit an order.

Modify Information For
● This order only
○ This order; and create a new contact in my Contacts list.
  ☐ Make this my Default Shipping Address
                              Cancel Save

Select quantity for each group.

Item 1   Replace File Continue Shopping

User Guide.pdf ✎   Unit Price $0.10
20 Pages   [10]
8.50x11.00 Inches

Click the image to review the proof.
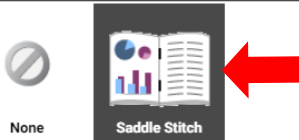Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options   Print B/W, 1-Sided, White - 8.5 x 11, Scale Down Only

Preview / Change Options

☐ Provide a sample of the item before processing my order.

Shipping Information   Add Address

I would like my order shipped by: Friday, July 14, 2023 ▦ Note: Only dates when the print center is open may be selected.

Carrie Selim   Select a   **Select an address**
Education Support Center Delivere   Click to add another ship address from your contacts list.
Creative Designerprinter
Lawrence Public Schools   Delivery   **Create a new contact**
CSelim@usd497.org   Monda   Click to add a new address for this order and add it to your contacts list.
                                       Cancel
                          Ordered Items   Quantity
                          1 User Guide.pdf   10

Billing Information

Carrie Selim   Order Estimate $1.00
Education Support Center   Click the price to view the cost details
Creative Designerprinter
Lawrence Public Schools   Select Billing Codes for Payment
CSelim@usd497.org
                           Charge code [   ] 🔍 Lookup [0] %

                                   Total Split Percentage 0%
                           Add Split Click the 'Add Split' button to add more Account Codes for split billing.

          Start a New Cart   Continue Shopping   Place Order

Specify Item Quantity
User Guide.pdf

1. Carrie Selim [5]
2. Carrie Selim [5]

Total 10
Cancel Save

Order name User Guide ✎

Order Estimate $0.10

Item 1

🗑 [Replace File] [Continue Shopping]

User Guide.pdf ✎
20 Pages
8.50x11.00 Inches

Unit Price $0.10

[1]

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options | Print B/W, 1-Sided, White - 8.5 x 11, Scale Down Only

Preview / Change Options ← **4**

☐ Provide a sample of the item before processing my order.

Booklet Style

🚫 None | Saddle Stitch →

Finished Size [Full-Size Booklet (8 ½ x 11) ▼]
 Half-Size Booklet (5 ½ x 8 ½)
 Half-Size Booklet (7 x 8 ½)
 Full-Size Booklet (8 ½ x 11) ←

Covers

Advanced →

Booklet Layout (Standard ⬤ Pre-Imposed)

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1. For a saddle stitched book, first select the book size, and then select standard or Pre-Imposed. Most documents will be standard.

Booklets
Booklet / Saddle Stitch **1**

Refine Your Print Options

Output
B/W **2** ←

Paper
Half-Size Booklet (5 ½ x 8 ½) 3
White - 8.5 x 11

Scaling
Scale Down Only

Plex
2-Sided / Long Edge Flip

⚪ **Covers**
- - - -

⚪ **Cutting/Padding/Laminating**
- - - -

⚪ **Special Instructions**
- - - -

---

2. Choose: Black and White or Color (If any of your document is in color you must choose color)
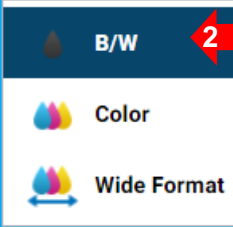
⬛ **B/W** ←

🔵 Color

🔵 **Wide Format**

Select Paper
Current Paper: Full Size Book

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

Color [Any ▼] Size [Full-Size Booklet (8 ½ x 11) ▼] [Reset Filters]
The paper size has been preselected for you.

Filters
☐ Letter Size 8.5x11
☐ Legal Size 8.5x14
☐ Ledger Size 11x17
☐ Regular Bond/Light Weight
☐ Vellum/Medium Weight
☐ Covers/Cardstock Heavy
☐ Brights/Neon
☐ Matching Letterhead
☐ Glossy

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.

Name	Color	Size
Full Size Book	white	Full-Size Booklet (8 ½ x 11)
Blue - 11 x 17	blue	Full-Size Booklet (8 ½ x 11)
Goldenrod - 11 x 17	goldenrod	Full-Size Booklet (8 ½ x 11)
Green - 11 x 17	green	Full-Size Booklet (8 ½ x 11)
Ivory - 11 x 17	Ivory	Full-Size Booklet (8 ½ x 11)
Orchid - 11 x 17	Orchid	Full-Size Booklet (8 ½ x 11)
Pink - 11 x 17	pink	Full-Size Booklet (8 ½ x 11)
Salmon - 11 x 17	Salmon	Full-Size Booklet (8 ½ x 11)
Tan - 11 x 17	Tan	Full-Size Booklet (8 ½ x 11)
Yellow - 11 x 17	yellow	Full-Size Booklet (8 ½ x 11)
Cardstock White - 11 x 17	white	Full-Size Booklet (8 ½ x 11)
Cardstock Ivory - 11 x 17	Ivory	Full-Size Booklet (8 ½ x 11)
Cardstock - Glossy - 11 x 17	white	Full-Size Booklet (8 ½ x 11)

[Cancel]

---

4. Select Covers. Choose paper.

Covers ☑ ←

Paper [☐ Full Size Book ▼]

Print Sides ⬤ B [☐ Full Size Book] 🔵 Print on Outside
 🔵 P ☐ Blue - 11 x 17

Back Print Sides ⬤ B ☐ Goldenrod - 11 x 17 🔵 Print on Outside
 🔵 P ☐ Green - 11 x 17
 ☐ Ivory - 11 x 17
 ☐ Orchid - 11 x 17
 ☐ Pink - 11 x 17
 ☐ Salmon - 11 x 17
 ☐ Tan - 11 x 17
 ☐ Yellow - 11 x 17
 ⬛ **Cardstock White - 11 x 17** ←
 ☐ Cardstock Ivory - 11 x 17
 ☐ Cardstock - Glossy - 11 x 17

4. Select Cov

Select printing options for covers. Close.

Paper [☐ Cardstock White - 11 x 17 ▼]

Front Print Sides 🔵 Blank Cover 🔵 Print on Inside ⬤ Print on Outside
 🔵 Print on Both Sides

Back Print Sides ⬤ Blank Cover 🔵 Print on Inside 🔵 Print on Outside
 🔵 Print on Both Sides

[Close] ←

Booklets
- - - -

Refine Your Print Options

Output
B/W

Paper
White - 8.5 x 11

Scaling
Scale Down Only

Plex
1-Sided

Covers
- - - -

Binding or Uncollated **6**
- - - -

Folding & Punching **7**
- - - -

Cutting/Padding/Laminating **8**
- - - -

Special Instructions **9**
- - - -

6. **You may choose comb, coil, or staple binding.**
Choose the right binding by document size:
comb: up to 200 sheets
coil: up to 160 sheets
staple: up to 90 sheets

Comb Binding
Black

Plastic Coil
Black

Staple
Top Left - Portrait Top Left - Landscape Two at Left - Portrait Two at Left - Landscape

Uncollated

Collated   Uncollated

Collated copies are in page 1–2 order for each set. If they are uncollated, the amount requested of the first page is printed, then that of the second, and so on.

None

7. Choose folding or punching.

Folding
Z-Fold   Half Fold   Tri-Fold-in   Tri-Fold-out

Punch
Top 2   Top 3   Left 2   Left 3 **7**

Other Finishing Options - Monthly Minder 22-23.pdf **8**

☑ Cutting (may require additional time)
In Units of 6

☐ Padded (may require additional time)
In Units of

☐ Trimming (may require additional time)
In Units of

☐ Laminating/8.5x11 (may require additional time)
In Units of

☐ Laminating/11x17 (may require additional time)
In Units of

☐ Offset Jog - ON

Close

8. You may choose cutting, padding, and laminating options.
When selecting cutting, indicate the number of pieces the document will be cut into in the "In Units of" box.
When selecting padding, indicate the number of sheets per pad in the "In Units of" box. For example, if you would like 4 notepads with 50 pages in each of them, then the quantity for the order would be 4 and the "In Units of" would be 50.

9. Enter special instructions for this item, if needed. DO NOT list stapling, laminating, binding, etc. You must choose those in the options menu.

5 **Enter billing account code.**
To find a billing code:
Select Lookup button.
In Description box, type the department name.
Select Search.
Choose the appropriate code.

6 **Place order.**

Shipping Information

I would like my order shipped by: Monday, June 06, 2022 | *Note: Only dates when the print center is open may be select*

Carrie Selim
Education Support Center
Creative Designerprinter
Lawrence Public Schools
CSelim@usd497.org

Select a Shipping Method
Local courier ▾   Delivered by inter-school mail

Delivery Estimate
Tuesday, June 07, 2022

Ordered Items
1 Monthly Minder 22-23.pdf

Enter shipping instructions for this recipient

Billing Information

Carrie Selim
Education Support Center
Creative Designerprinter
Lawrence Public Schools
CSelim@usd497.org

Select Billing Codes for Payme **5**
Charge code 0110007201   Lookup   0   %
Total Split Percentage 0%

Add Split Click the 'Add Split' button to add more Account Codes for split billing

Enter billing instructions for this or **6**

Start a New Cart   **Continue Shopping**   **Place Order**

Exceptions

1 **Mac users**, open the item needing to be printed. Choose File Print. Select LawrenceSurePDF from the options listed.
PC users, open the item needing to be printed. Choose File Print. Select Print to Printshop from the options listed.
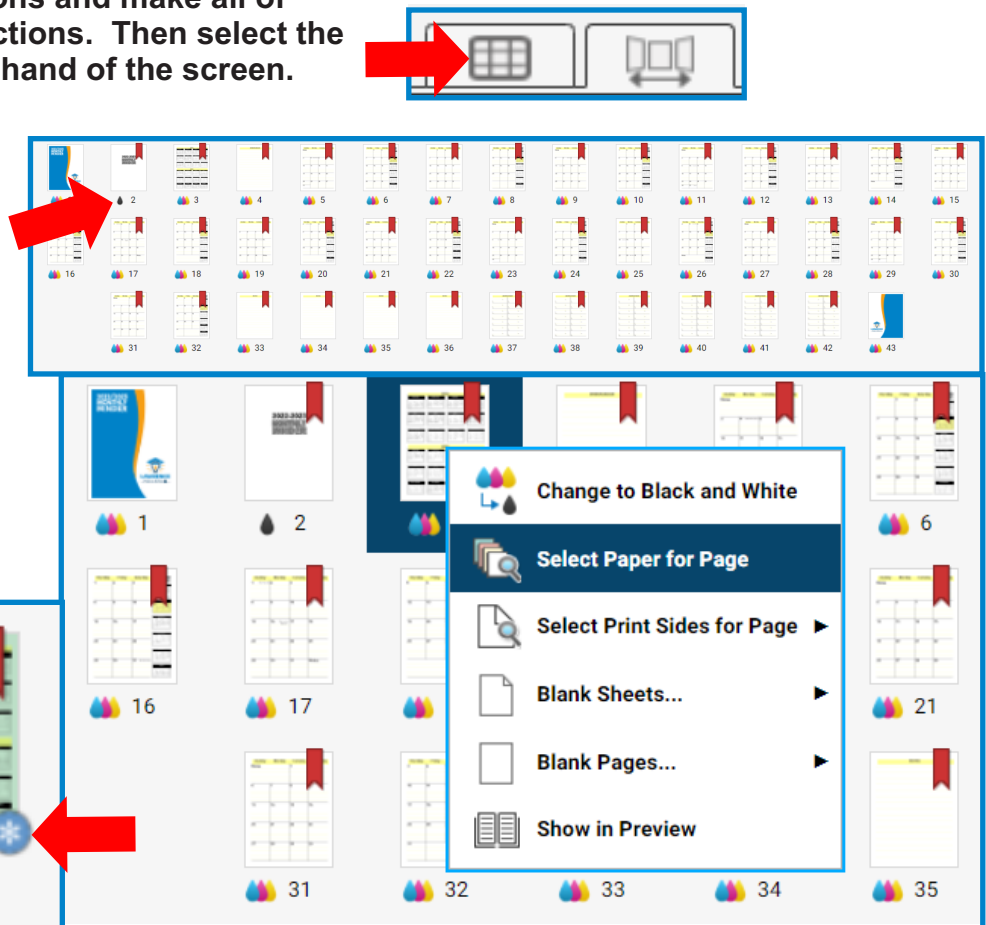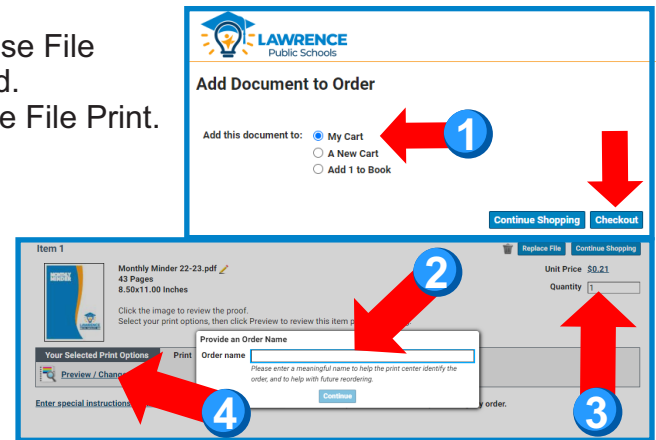
Select My Cart then Checkout.

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Public Schools

Add Document to Order

Add this document to: ● My Cart
                       ○ A New Cart
                       ○ Add 1 to Book

Continue Shopping | Checkout

2 **Name the order.**

3 **Select quantity.**

Item 1

Monthly Minder 22-23.pdf
43 Pages
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item

Your Selected Print Options | Print

Preview / Change

Enter special instructions

Replace File | Continue Shopping

Unit Price $0.21
Quantity 1

Provide an Order Name
Order name
Please enter a meaningful name to help the print center identify the order, and to help with future reordering.

Continue

4 **Select Preview/Change Options and make all of your general document selections. Then select the grid icon in the bottom right hand of the screen.**

5 **To change from color to black and white, click the drop icon.**

6 **For other types of changes, right click on the page you wish to change.** Use the drop down to make your selections. A snowflake icon will be on all pages that have exceptions.

Change to Black and White

Select Paper for Page
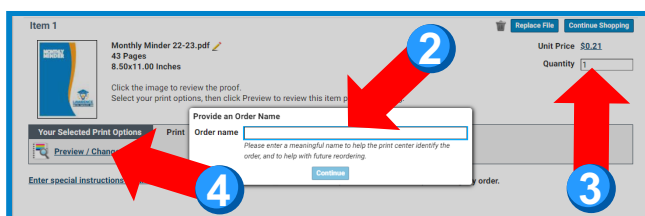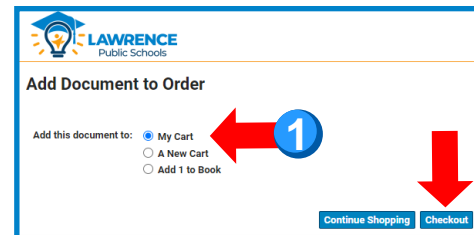
Select Print Sides for Page ▶

Blank Sheets... ▶

Blank Pages... ▶

Show in Preview

The only exceptions that can be made are:

- **COLOR OR BLACK AND WHITE**
- **ADDING BLANK SHEETS**
- **PAPER SIZE AND PAPER COLOR/TYPE**
- **SINGLE OR DOUBLE SIDED**
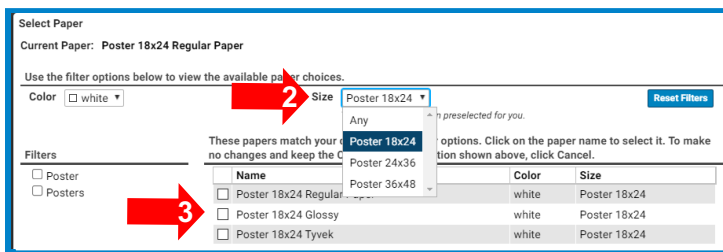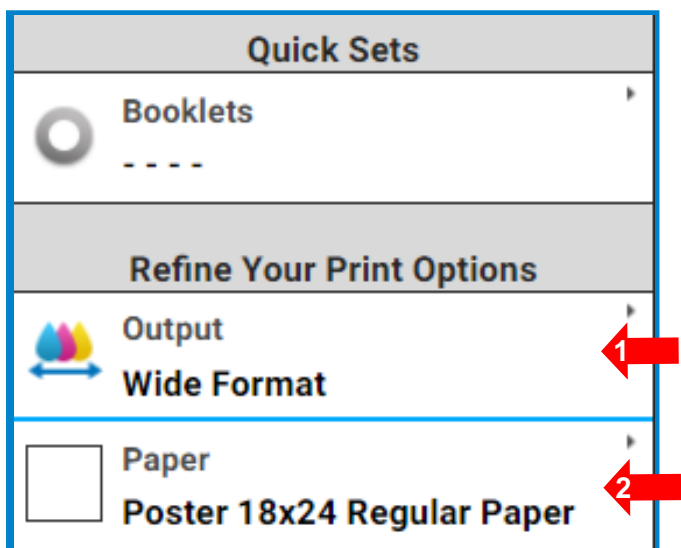
Poster Guide

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1 **Mac users**, open the item needing to be printed. Choose File Print. Select LawrenceSurePDF from the options listed.
PC users, open the item needing to be printed. Choose File Print. Select Print to Printshop from the options listed.
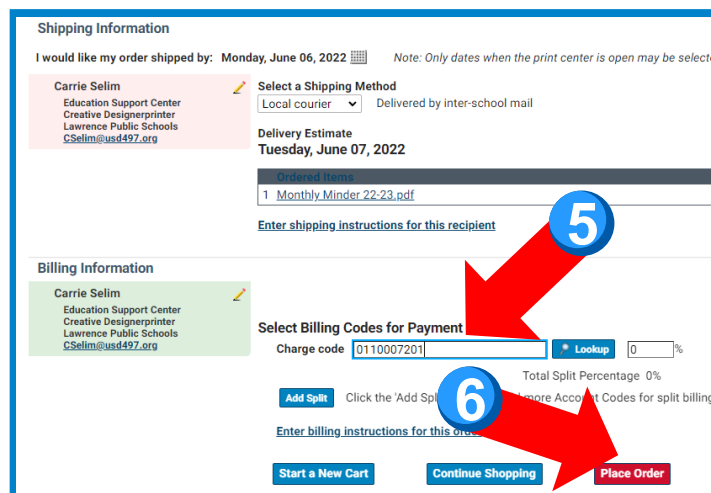
Select My Cart then Checkout.

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Add Document to Order

Add this document to: ● My Cart **1**
○ A New Cart
○ Add 1 to Book

Continue Shopping | Checkout

Item 1

Monthly Minder 22-23.pdf
43 Pages
8.50x11.00 Inches

Replace File | Continue Shopping

Unit Price $0.21

Quantity 1

Click the image to review the proof.
Select your print options, then click Preview to review this item

Provide an Order Name

Order name

Your Selected Print Options | Print

Please enter a meaningful name to help the print center identify the order, and to help with future reordering.

Preview / Change

Continue

Enter special instructions

2 Name the order.

3 Select quantity.

4 Select Preview/Change Options:

1. In the Output section, choose Wide Format.

2. In the Paper section, select Paper. Select size. If your size is not listed, indicate size in special instructions.

3. Choose paper type. (regular for disposable projects, glossy for normal projects, tyvek for outdoor or long term projects)

Quick Sets

Booklets
- - - -

Refine Your Print Options

Output
Wide Format **1**

Paper
Poster 18x24 Regular Paper **2**

Select Paper

Current Paper: Poster 18x24 Regular Paper

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

Color ☐ white ▼   Size Poster 18x24 ▼   Reset Filters

Any
2 Poster 18x24
Poster 24x36
Poster 36x48

preselected for you.

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

Filters
☐ Poster
☐ Posters

	Name	Color	Size
☐	Poster 18x24 Regular Paper **3**	white	Poster 18x24
☐	Poster 18x24 Glossy	white	Poster 18x24
☐	Poster 18x24 Tyvek	white	Poster 18x24

Shipping Information

I would like my order shipped by: Monday, June 06, 2022 📅   Note: Only dates when the print center is open may be selected

Carrie Selim ✏️
Education Support Center
Creative Designerprinter
Lawrence Public Schools
CSelim@usd497.org

Select a Shipping Method
Local courier ▼   Delivered by inter-school mail

Delivery Estimate
Tuesday, June 07, 2022

Ordered Items
1 Monthly Minder 22-23.pdf **5**

Enter shipping instructions for this recipient

Billing Information

Carrie Selim ✏️
Education Support Center
Creative Designerprinter
Lawrence Public Schools
CSelim@usd497.org

Select Billing Codes for Payment

Charge code 0110007201   🔍 Lookup   0 %

Total Split Percentage 0%

Add Split   Click the 'Add Split' ... more Account Codes for split billing

Enter billing instructions for this order

Start a New Cart | Continue Shopping | **6** Place Order

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5 Enter billing account code.

6 Place order.

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printshop.usd497.org
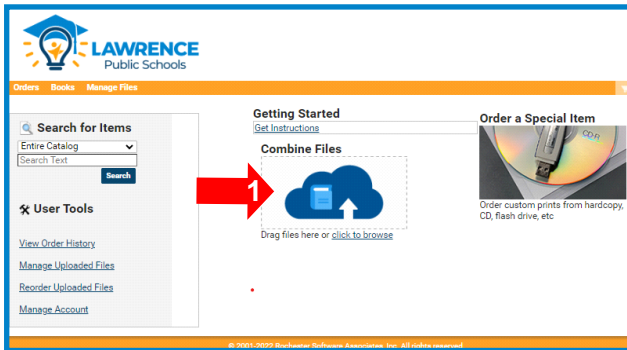## 785-330-2486 785-330-1789
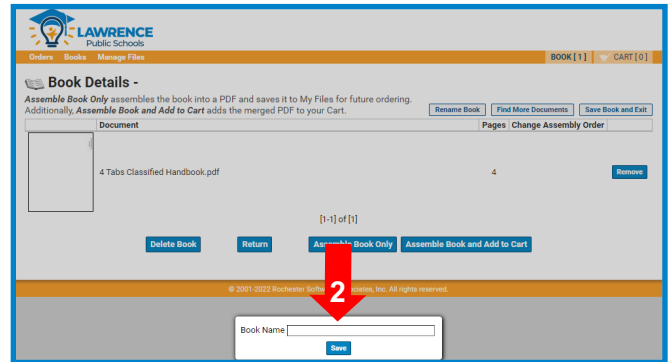
Combining Files

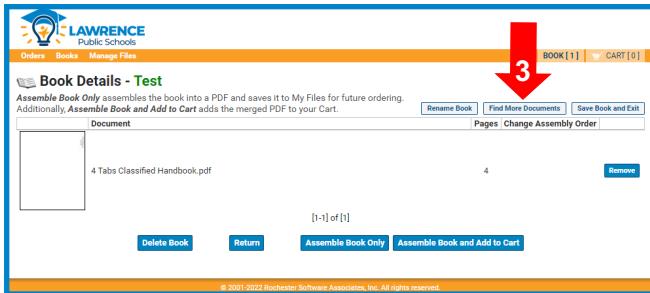**1** Click Combine Files.
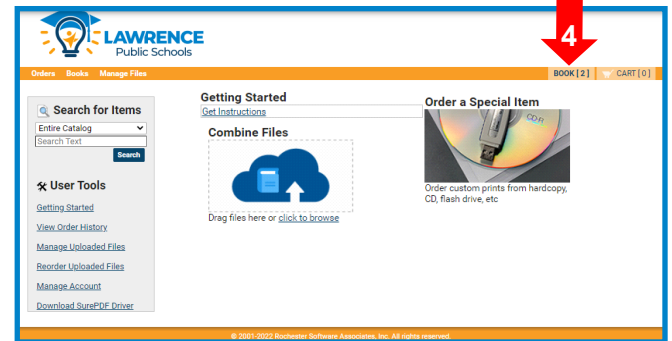Select first PDF.

2 Name document.

3 Choose Find More Documents.
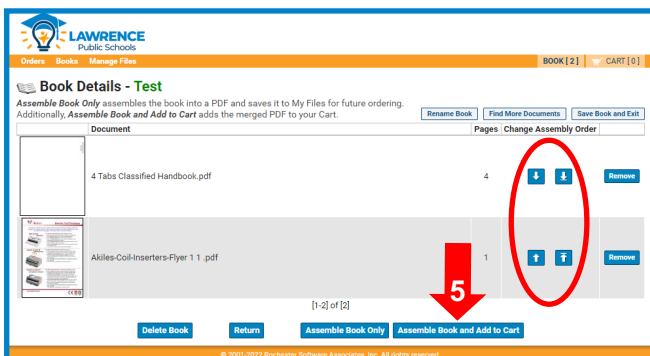Repeat Step 1 until you have all of your desired documents.
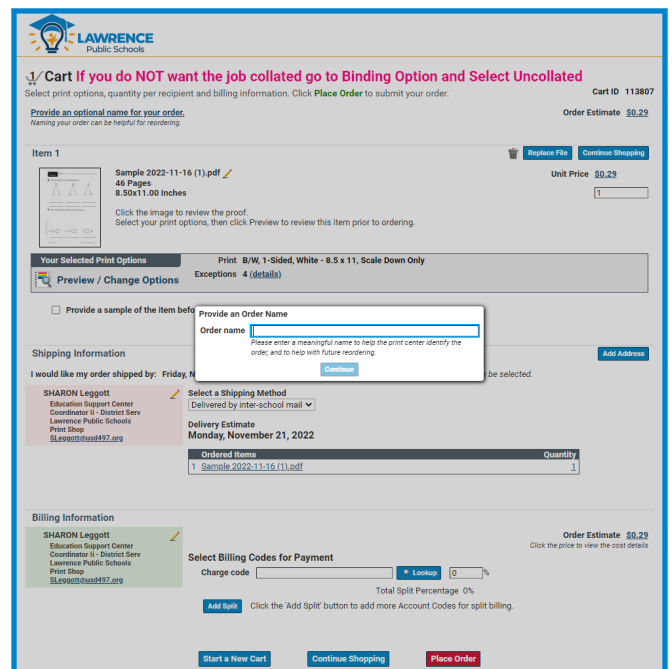

4 Select Book.

5 Use the arrows to change the order of the documents. When finished, select Assemble Book and Add to Cart.
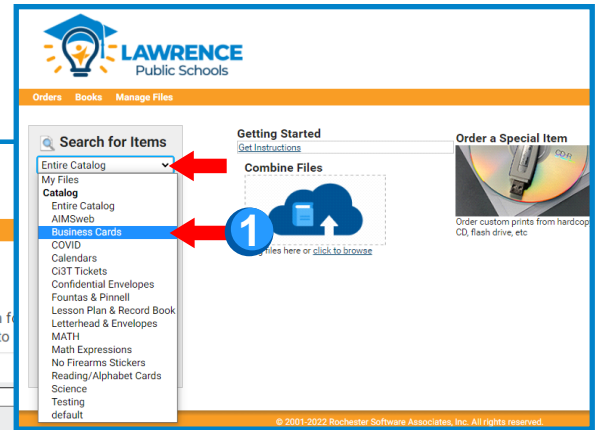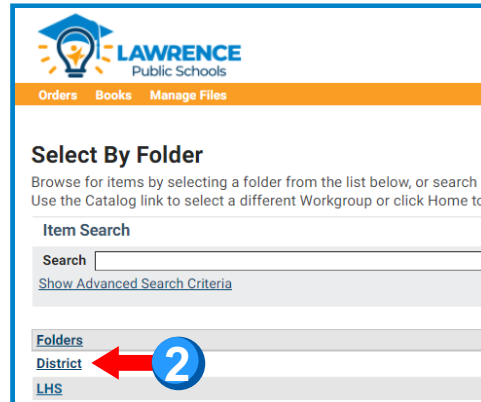

6 Place order.

printshop.usd497.org
785-330-2486 785-330-1789

Business Card Guide

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1 **Search for items.** Use the drop down arrow to select Business Cards. Then press Search.

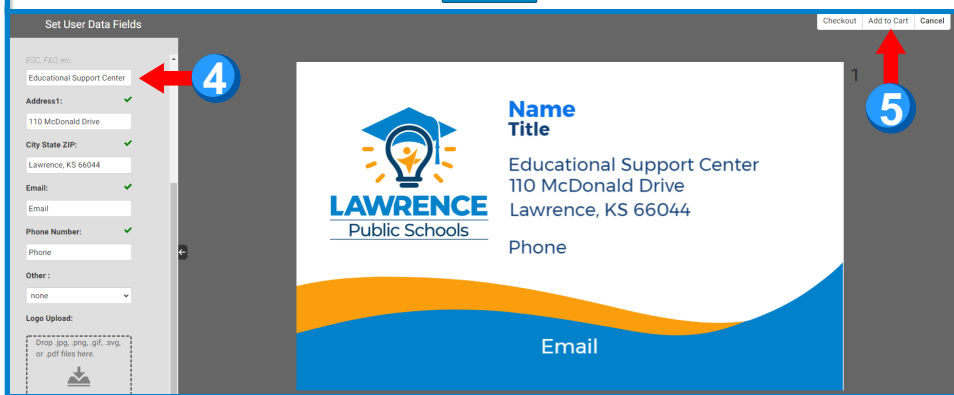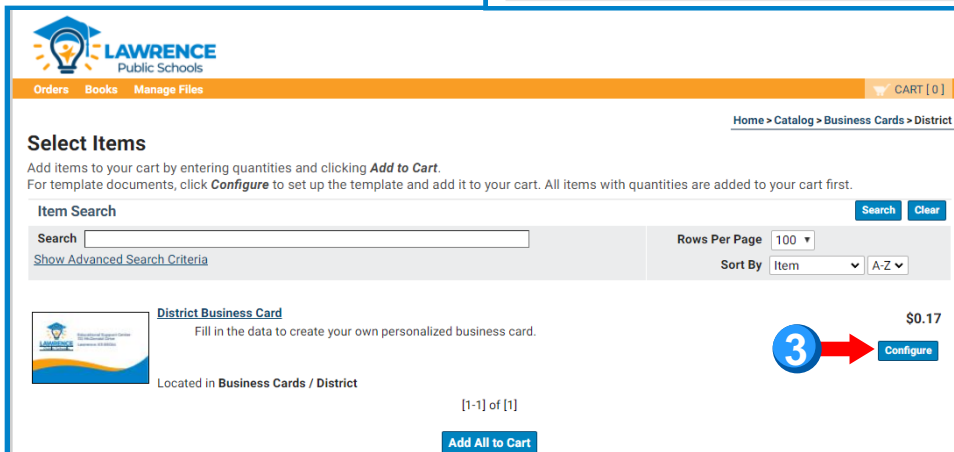**2** **Choose the type of business card that is needed.**

LAWRENCE Public Schools
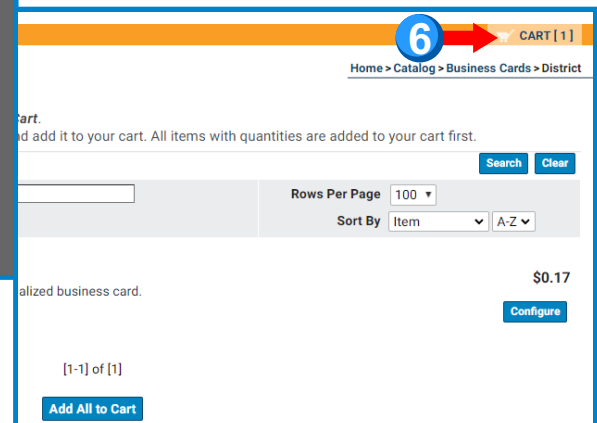
Orders Books Manage Files

Search for Items

Entire Catalog
My Files
Catalog
  Entire Catalog
  AIMSweb
  Business Cards
  COVID
  Calendars
  Ci3T Tickets
  Confidential Envelopes
  Fountas & Pinnell
  Lesson Plan & Record Book
  Letterhead & Envelopes
  MATH
  Math Expressions
  No Firearms Stickers
  Reading/Alphabet Cards
  Science
  Testing
  default

Getting Started
Get Instructions

Combine Files

Order a Special Item

Order custom prints from hardcopy CD, flash drive, etc

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Orders Books Manage Files

Select By Folder

Browse for items by selecting a folder from the list below, or search f
Use the Catalog link to select a different Workgroup or click Home to

Item Search

Search

Show Advanced Search Criteria

Folders
District
LHS

3 **Select Configure.**

4 **Fill in your information.** Add to cart.

5 **Add to cart.**

6 **Select cart.**

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Orders Books Manage Files   CART [0]

Home > Catalog > Business Cards > District

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 ▾

District Business Card
Fill in the data to create your own personalized business card.
$0.17
Configure

Located in **Business Cards / District**

[1-1] of [1]

Add All to Cart

Set User Data Fields   Checkout Add to Cart Cancel

ESC, F&O, etc.
Educational Support Center
Address1:
110 McDonald Drive
City State ZIP:
Lawrence, KS 66044
Email:
Email
Phone Number:
Phone
Other :
none
Logo Upload:
Drop .jpg, .png, .gif, .svg, or .pdf files here.

Name
Title

Educational Support Center
110 McDonald Drive
Lawrence, KS 66044

Phone

Email

7 **Complete your order.**
Name your order.
Add quantity in multiples of 12.
Example 48, 60, 72, etc.
Minimum quantity is 48 cards.
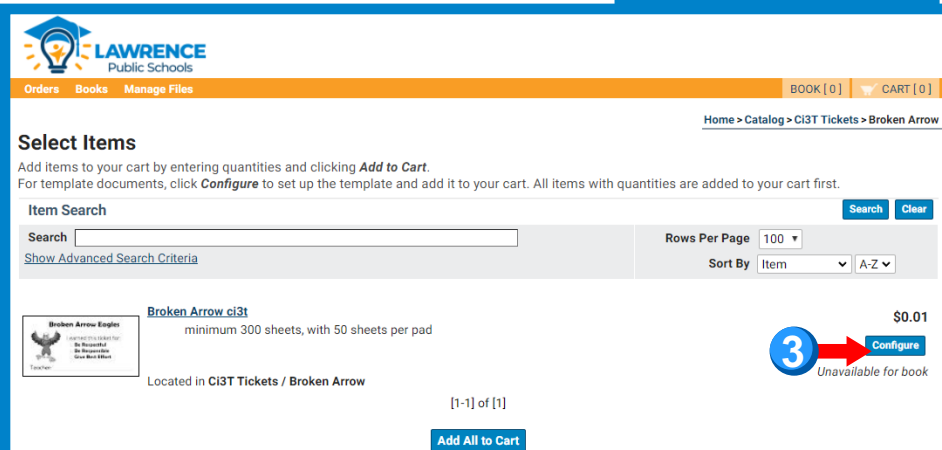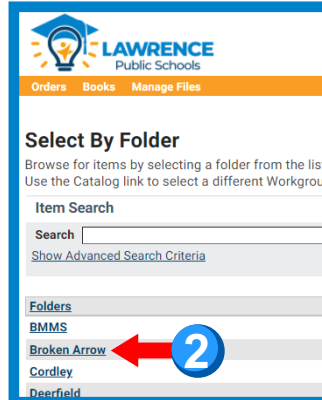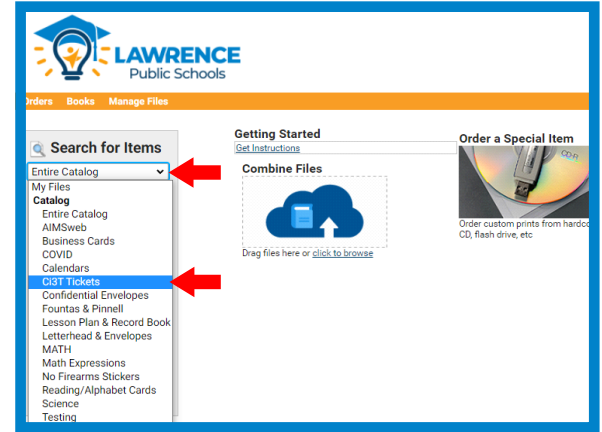Add Billing Code.
Select Place Order.

Home > Catalog > Business Cards > District   CART [1]

art.
d add it to your cart. All items with quantities are added to your cart first.

Search   Clear

Rows Per Page 100 ▾
Sort By Item ▾   A-Z ▾

$0.17

alized business card.

Configure

[1-1] of [1]

Add All to Cart

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785-330-2486   785-330-1789

Ci3T Ticket Guide

LAWRENCE Public Schools

1 **Search for items.** Use the drop down arrow to select Ci3T Tickets. Then press Search.

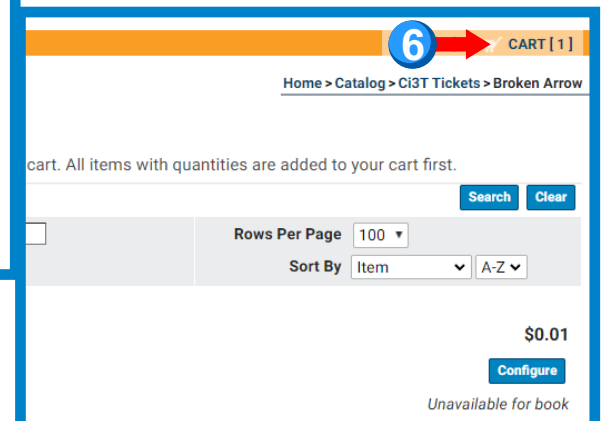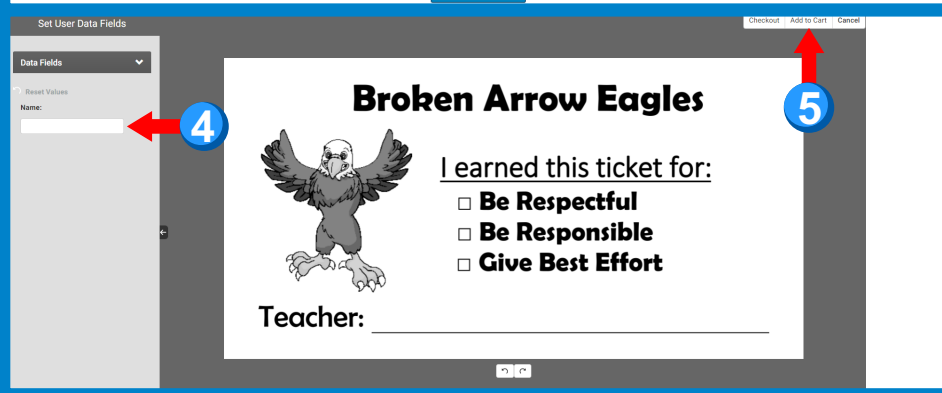**2** **Choose the type of Ci3T Ticket that is needed.**

LAWRENCE Public Schools

Orders Books Manage Files

Select By Folder
Browse for items by selecting a folder from the list
Use the Catalog link to select a different Workgroup

Item Search

Search [   ]

Show Advanced Search Criteria

Folders

BMMS

Broken Arrow ← **2**

Cordley

Deerfield

LAWRENCE Public Schools

🔍 **Search for Items**

Entire Catalog ▾
My Files
Catalog
　Entire Catalog
　AIMSweb
　Business Cards
　COVID
　Calendars
　Ci3T Tickets ←
　Confidential Envelopes
　Fountas & Pinnell
　Lesson Plan & Record Book
　Letterhead & Envelopes
　MATH
　Math Expressions
　No Firearms Stickers
　Reading/Alphabet Cards
　Science
　Testing

Getting Started
Get Instructions

Combine Files

Drag files here or click to browse

Order a Special Item

Order custom prints from hardcopy CD, flash drive, etc

LAWRENCE Public Schools

Orders Books Manage Files   BOOK [0]   🛒 CART [0]

Home > Catalog > Ci3T Tickets > Broken Arrow

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 [   ]   Rows Per Page 100 ▾

Show Advanced Search Criteria   Sort By Item ▾ A-Z ▾

Broken Arrow ci3t $0.01
minimum 300 sheets, with 50 sheets per pad

3 → Configure

Located in **Ci3T Tickets / Broken Arrow**   Unavailable for book

[1-1] of [1]

Add All to Cart

Set User Data Fields   Checkout Add to Cart Cancel

Data Fields ▾

☐ Reset Values

Name:
[   ] ← **4**

Broken Arrow Eagles

I earned this ticket for:
☐ **Be Respectful**
☐ **Be Responsible**
☐ **Give Best Effort**

Teacher: _____

5

---

3 **Select Configure.**

4 **Fill in your information.** Add to cart.

5 **Add to cart.**

6 **Select cart.**

6 → CART [1]

Home > Catalog > Ci3T Tickets > Broken Arrow

...cart. All items with quantities are added to your cart first.

Search Clear

[   ]   Rows Per Page 100 ▾

Sort By Item ▾ A-Z ▾

$0.01

Configure

Unavailable for book

---

7 **Complete your order.**
Name your order.
There are 10 sets of pads to a page so quantity is times 10 (ex. 6 quantity= 60 pads).
Minimum quantity is 6.
Add Billing Code.
Select Place Order.

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785-330-2486 785-330-1789

Frequently Asked Questions

LAWRENCE
Public Schools

Q How do I choose only certain pages from a document to print?

A Open the PDF. Choose to print to Lawrence SurePDF. In the print dialog box, in the Pages to Print section, choose pages and put in the pages that you want to print, i.e. 3, 12, 15-22, etc.

Q How do I order labels?

A Order as normal. Make all of the selections except for paper. In the instructions box, put "Labels." Labels are $ .10 per 8.5x11 sheet.

Q How do I order magnets?

A Order as normal. Make all of the selections except for paper. In the instructions box, put "Magnets." Magnets are $3.00 per sheet. Magnet sheets are 12x18.

Q Why do some of my pages show up as different sizes?

A Some pages will be slightly larger than 8.5x11 and will automatically be changed to then 8.5x14 or 11x17. To keep this from happening, select Scale to fit in the scaling section of Preview/Change Options.

Q How can I make sure I get the right quantity of pads?

A When you choose the Padded option in Preview/Change Options, it will have a box that says, "In Units of." This is how many sheets of paper you want in each pad. The quantity of the order is how many actual pads you want. To be absolutely sure, in the instructions put, "(quantity) individual pads."

Q **Why will it not let me choose the type of binding that I want?**

A The number of sheets of paper (not pages) determines the type of binding that you may choose. Anything may be stapled up to 90 sheets. Documents that are at least 4 sheets of paper up to 28 sheets of paper may be saddle stitched (each sheet of paper is 4 pages in the document). Comb binding is available for documents that 20-200 sheets of paper. Coil binding is available for documents that are 30-160 sheets of paper.

Q **Why was my re-order different from when I initially ordered it?**

A When re-ordering from your files, make sure to choose all of your selections in Preview/Change Options. Remove any old instructions.

Q **Can I make different orders from one document?**

A If you have different finishing options, for instance some of the document is stapled and some is not, or if you would like different quantities of some of the pages, then you must place a separate order for each one. Choices such as different colored pages or single or double sided options can be within one order. For questions regarding what is allowed within a single order, please refer to the Exceptions Guide.

Q **Why was my order not cut?**

A We can only make straight cuts that are no smaller than 2 inches. If your cuts are overly complicated, they will not be cut.

Q **What if I don't know how to place my order?**

A Give us a call! We will walk you through the process.

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785-330-2486 785-330-1789

GLOSSARY OF PRINT TERMS

LAWRENCE
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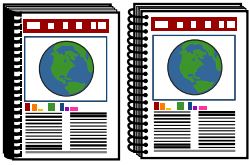
BINDING

Comb   Coil

A book is made using plastic bindings. Comb and coil bindings must have cardstock front and back covers. Choose the right binding by document size:
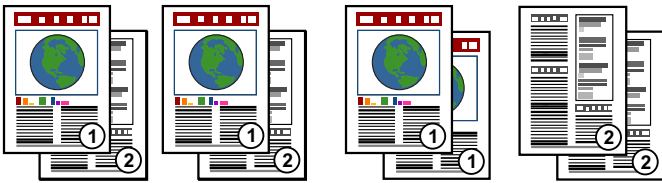
    comb: up to 200 pages   coil: up to 90 pages

BLACK AND WHITE/COLOR

When no color is going to be printed, then it is considered black and white. If any color is to be printed, then the document is considered a color print job. There is no added charges for a black and white document.
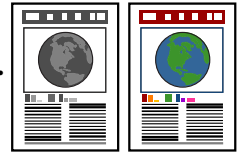
B&W   Color

COLLATED/UNCOLLATED

Collated   Uncollated

Collated copies are in page 1-2 order for each set. If they are uncollated, the amount requested of the first page is printed, then that of the second, and so on.

COMBINE FILES

This option allows you to make one document out of separate files.

COVER

This option allows you to change a few options, including the stock of the first and last pages, as well as whether you would like the outside or inside of the cover to display any printing.

CUTTING

The job may be cut into rectangles. The smallest cut size is 2 inches.

EXCEPTION

This option is used when you would like to use special formatting on certain pages, like making certain pages one-sided in a two-sided document, or vice versa. This does **not** omit pages. Only submit documents with the pages you would like to be printed.

FINISHING

Finishing options refer to how you would like your documents sorted or bound. Always review your finishing options before submitting an order.
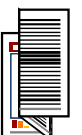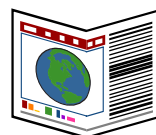
FOLDING

There are four types of folds available:
Half fold will fold the order in half in either direction.
Tri fold in is a type of fold that creates three segments in a sheet with the front page on the inside. Tri fold out creates three segments in a sheet with the front page on the outside.
Z fold is a tri-fold option where the page is folded in a zigzag order.

Half Fold   3 Fold-in   3 Fold-out   Z-fold

LAMINATING

Laminating machines heat up clear vinyl that encapsulate documents, creating a sealed, smooth looking result.

PADDING

This is the way to create a tear off binding for a pad. The document is brushed with an adhesive on the edge. The adhesive will dry and stay flexible.

POSTER

Posters are referring to any document larger than 12x18. The standard poster sizes are 18x24, 24x36, and 36x48. There are 3 types of papers to choose from: Select regular for very short term use. Select glossy for most normal projects. For any long term or outdoor poster, choose the Tyvek option.

PUNCHING

The three hole punch option is used when the materials are to be placed in a 3-ring binder. It's best to have at least a .5 inch margin on the punch side.
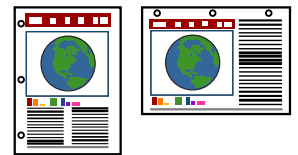
SADDLE STITCHED
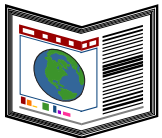
A saddle stitched booklet is when pages are folded in half along the short edge of the paper and stapled on the fold, creating a booklet. The booklet will be half the size of the original paper.

STAPLING

Stapling is a finishing method where the document is kept together with staples. Staples can be put in the corner or on the side of the document.

Corner   Side   Corner   Side   Top
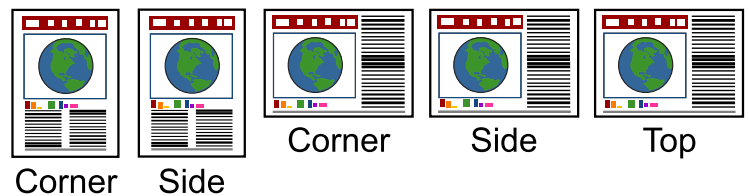
SURE PDF

SurePDF converts documents from their original application to a print-ready PDF that is optimized for commercial printing equipment.