The **Print Shop Website**
Options Guide

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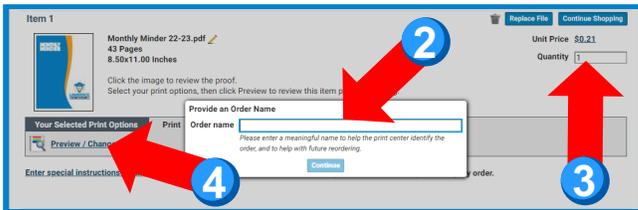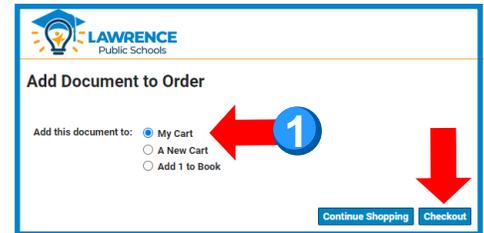
1 **Mac users**, open the item needing to be printed. Choose File Print. Select LawrenceSurePDF from the options listed.
PC users, open the item needing to be printed. Choose File Print. Select Print to Printshop from the options listed.

Select My Cart then Checkout.

LAWRENCE Public Schools
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

Your Selected Print Options Print

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

Preview / Change

Enter special instructions

2 Name the order.

3 Select quantity.

4 Select Preview/Change Options:

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

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

1 ○ Booklets
- - - -

Refine Your Print Options

2. Choose: Black and White or Color (If any of your document is in color you must choose color)

2 ⬤ B/W
  Color
  Wide Format

2 Output
B/W

3 Paper
White - 8.5 x 11

Scaling
Scale Down Only

3. **Select Paper: choose size, then paper type.**

Select Paper
Current Paper: White - 8.5 x 11

Use the filter options below to view the available paper choices.
Color [Any ▼]   Size [USLETTER ▼]   Reset Filters
  Any
  USLETTER
  USLEGAL
  USLEDGER
  Env #10

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

Name	Color	Size
White - 8.5 x 11	white	USLETTER
Blue - 8.5 x 11	blue	USLETTER
Cherry - 8.5 x 11	Red	USLETTER
Goldenrod - 8.5 x 11	yellow	USLETTER
Gray - 8.5 x 11	Gray	USLETTER
Green - 8.5 x 11	green	USLETTER
Ivory - 8.5 x 11	Ivory	USLETTER
Orchid - 8.5 x 11	Orchid	USLETTER
Pink - 8.5 x 11	pink	USLETTER
Salmon - 8.5 x 11	Salmon	USLETTER
Tan - 8.5 x 11	Tan	USLETTER
Yellow - 8.5 x 11	yellow	USLETTER
Cardstock White - 8.5 x 11	white	USLETTER

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4. Choose single or double sided

1-Sided
2-Sided / Long Edge Flip
2-Sided Tumble / Short Edge Flip

4 Plex
1-Sided

5. If the directions for your front and back covers are the same, select Enable Front and Back Covers, and then choose blank or printed options.

5 ○ Covers
- - - -

Enable Front and Back Covers ☑ Configure Front and Back covers separately
Paper [☐ White - 8.5 x 11 ▼]
⬤ Blank Cover ○ Print on Inside ○ Print on Outside ○ Print on Both Sides

If they are different, then first select Configure Front and Back covers separately, and then choose blank or printed options for each cover.

Enable Front Cover ☑
Paper [☐ Cardstock White - 8.5 x 11]
○ Blank Cover ○ Print on Inside ⬤ Print on Outside ○ Print on Both Sides

Enable Back Cover ☑
Paper [☐ Cardstock White - 8.5 x 11]
⬤ Blank Cover ○ Print on Inside ○ Print on Outside ○ Print on Both Sides

○ Binding or Uncollated
- - - -

○ Folding & Punching
- - - -

○ Cutting/Padding/Laminating
- - - -

○ Special Instructions
- - - -

Booklets — — — —	**None**

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.

7. Choose folding or punching.

None

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

Punch
Top 2   Top 3   Left 2   Left 3

Other Finishing Options - Monthly Minder 22-23.pdf

☑ **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 Payment
Charge code 0110007201   **Lookup**   0 %

5

Total Split Percentage 0%

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

Enter billing instructions for this o

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

6

The Print Shop Website
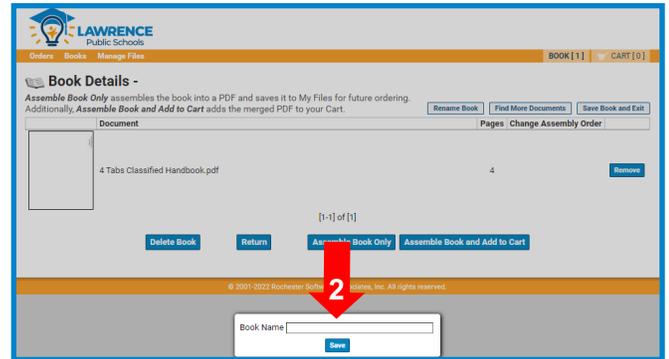## Combining Files

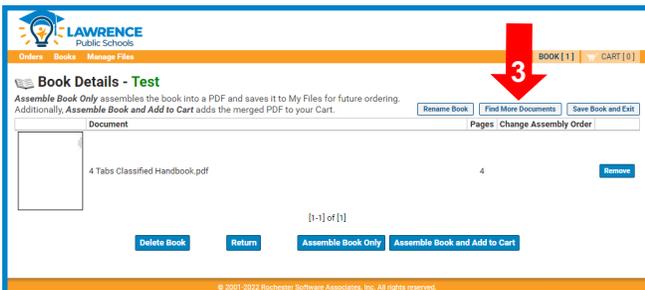**LAWRENCE** Public Schools

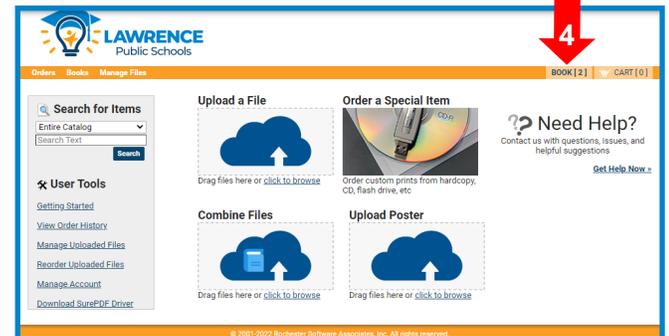**1** Click Combine Files. Select first PDF.
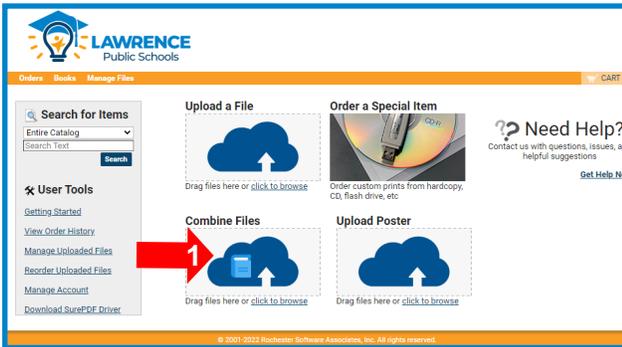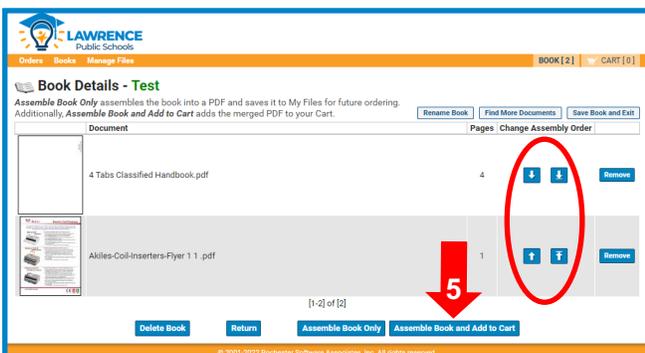
2 Name document.

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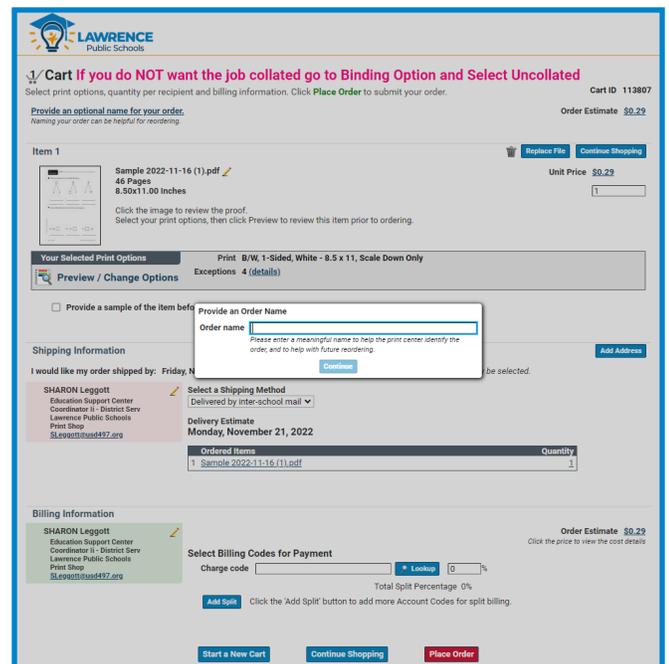
4 Select Book.

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