



The Print Shop Website

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.

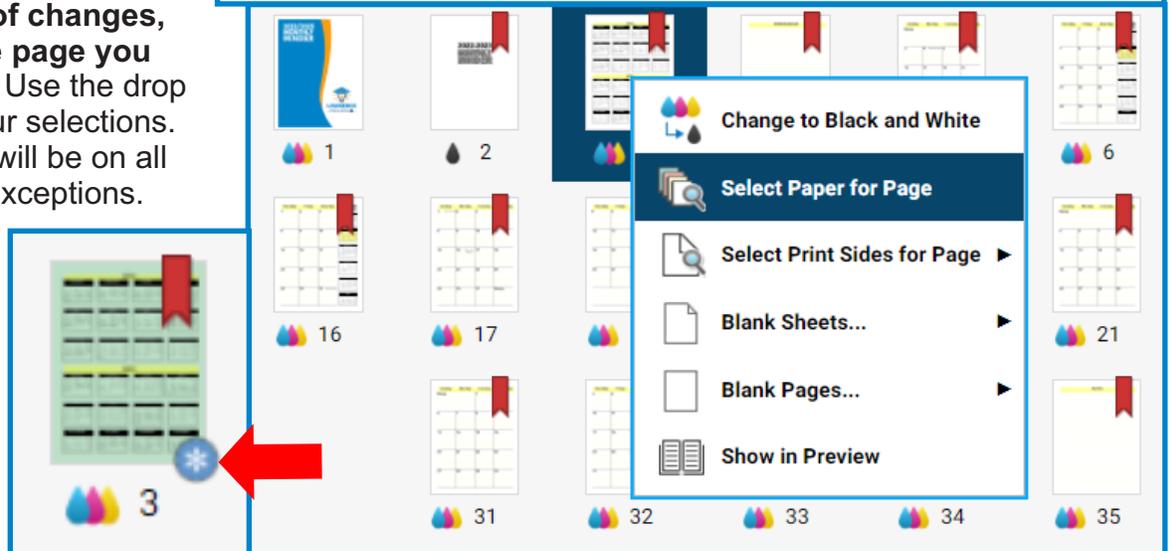
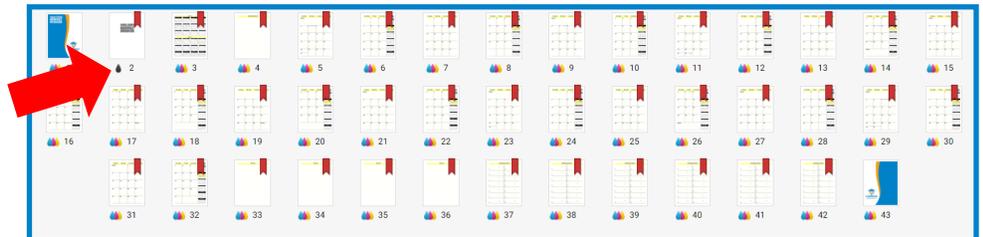
Select My Cart then Checkout.

- 2** Name the order. **3** Select quantity.

- 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.



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