The Print Shop Website
Poster Guide

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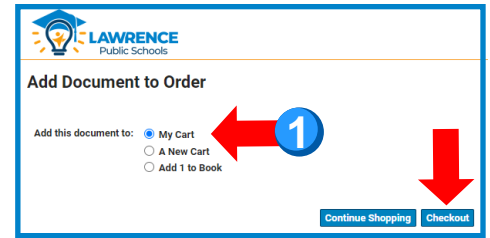
1 **Mac users**, open the item needing to be printed. Choose File Print. Select LawrenceSurePDF from the options listed.
PC users, open the item needing to be printed. Choose File Print. Select Print to Printshop from the options listed.
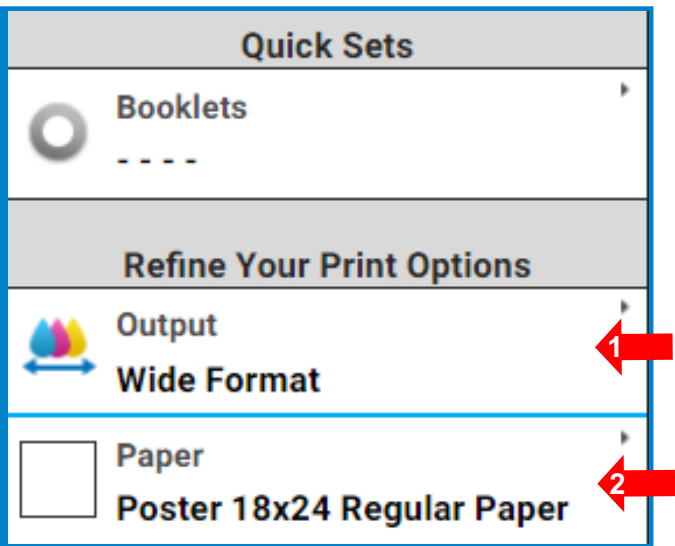
Select My Cart then Checkout.

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

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

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

Your Selected Print Options   Print
4 Preview / Change

Enter special instructions

Replace File   Continue Shopping

Unit Price $0.21

Quantity 1   **3**

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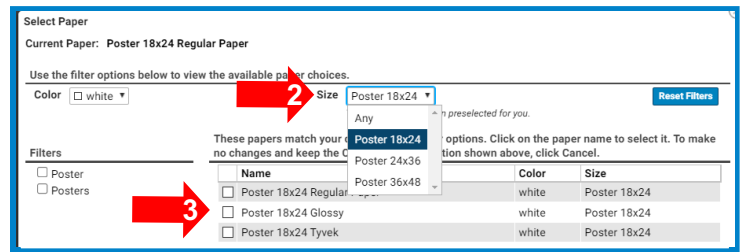
3 **Select quantity.**

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 ▾   **2**   Reset Filters

Any
Poster 18x24   h preselected for you.
Poster 24x36
Poster 36x48

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

Filters
☐ Poster
☐ Posters

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

3

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5 **Enter billing account 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 selec*

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

5

Select Billing Codes for Payment
Charge code 0110007201   ✷ Lookup   0   %

Total Split Percentage 0%

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

6

Enter billing instructions for this or...

Start a New Cart   Continue Shopping   Place Order

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