

Roles Ordering Proxy Home My Account Help Logout

WCPS | Washington County Public Schools

# Print Center

Orders Manage Files APPROVALS [ 11 ] CART [ 0 ]

## PRINTING MADE EASY

Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog. We Recommend that you order catalog items separate from items that need Approval.

### Upload a File



Drag files here or [click to browse](#)

### Search Catalog

Search catalog by description for items to order.




[Advanced Search](#)

Go

### My Files

Search your personal file cabinet for items to order




[Advanced Search](#)

Go

### Special Orders

Order custom prints from a hardcopy, CD-ROM, etc.



Go

© 2001-2022 Rochester Software Associates, Inc. All rights reserved.

UPLOAD FILE

TYPE ORDER NAME

ENTER QUANTITY

CLICK PREVIEW/CHANGE OPTIONS

Roles Ordering Proxy Home My Account Help Logout

WCPS | Washington County Public Schools

# Print Center


## Cart

Select print options, quantity per recipient and billing information. Click to submit your order. Cart ID 72302

Order name TEST - BOOK COPY

### Item 1

Replace File Continue Shopping



**2024 Employee Manual – DRAFT 4.pdf**  
 12 Pages  
 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.

Quantity 0

Your Selected Print Options Print B/W, 2-Sided, 8.5x11 White Letter, Scale Down Only

[Preview / Change Options](#)

Enter Special Instructions for this item.  Provide a sample of the item before processing my order.

### Shipping Information

Add Address

I would like my order shipped by: **Tuesday, August 06, 2024**  Note: Only dates when the print center is open may be selected.

**Jamey Shatzer**  
 Publications Specialist  
 Publications Print Shop  
 Publications Print Shop  
 10435 Downsville Pike  
 Hagerstown, Maryland  
 Shatz.Jam@wcps.k12.md.us

Select a Shipping Method  
 Hold for PICK-UP Will be located on the Pickup table, located right inside Print Shop door.

Delivery Estimate  
**Tuesday, August 06, 2024**

Ordered Items	Quantity
1 2024 Employee Manual – DRAFT 4.pdf	0

Enter shipping instructions for this recipient

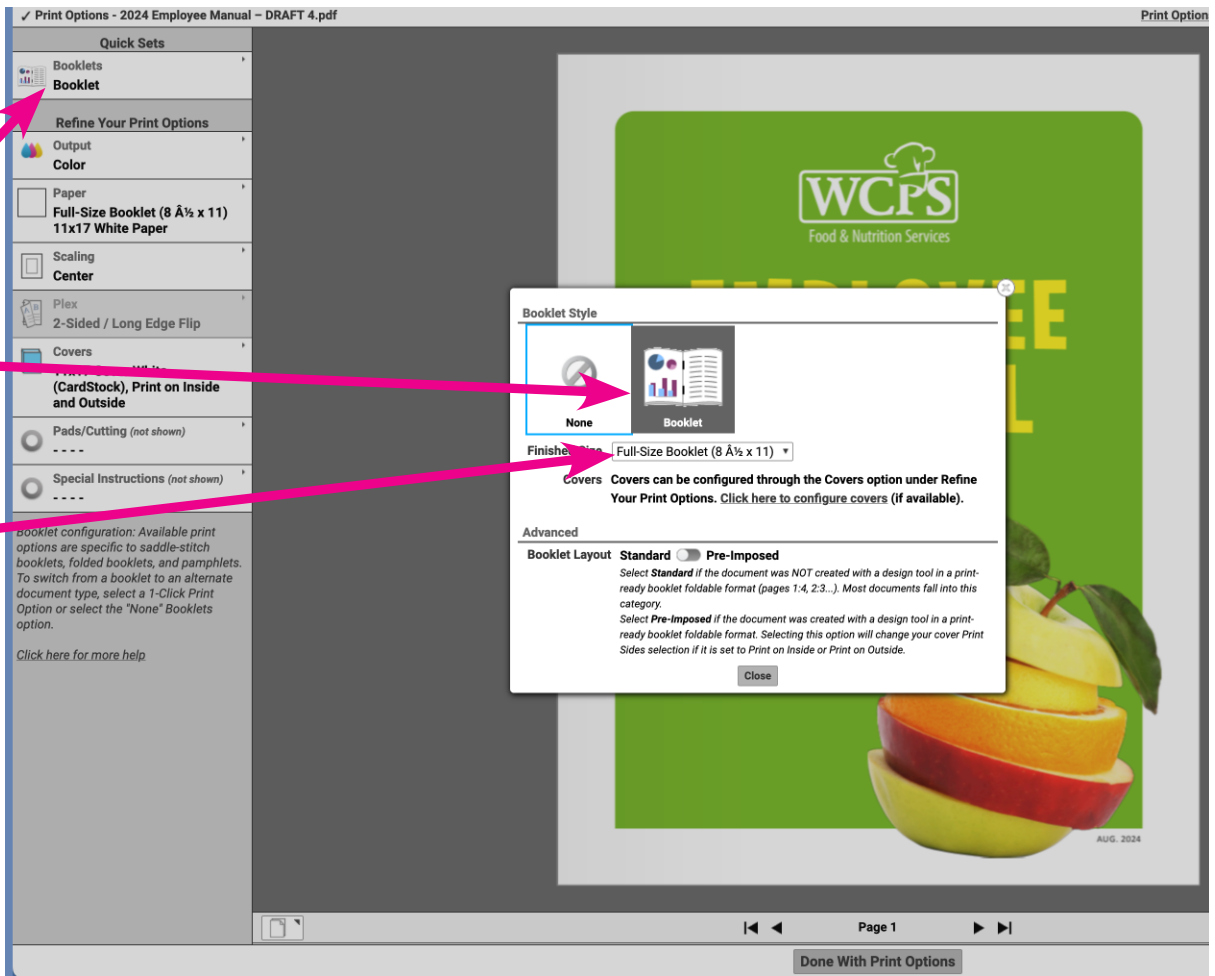
### Billing Information

**Jamey Shatzer**  
 Publications Specialist  
 Publications Print Shop  
 Publications Print Shop  
 10435 Downsville Pike  
 Hagerstown, Maryland  
 United States  
 Shatz.Jam@wcps.k12.md.us

Enter billing instructions for this order

Start a New Cart Continue Shopping Copyrights Checked / Place Order

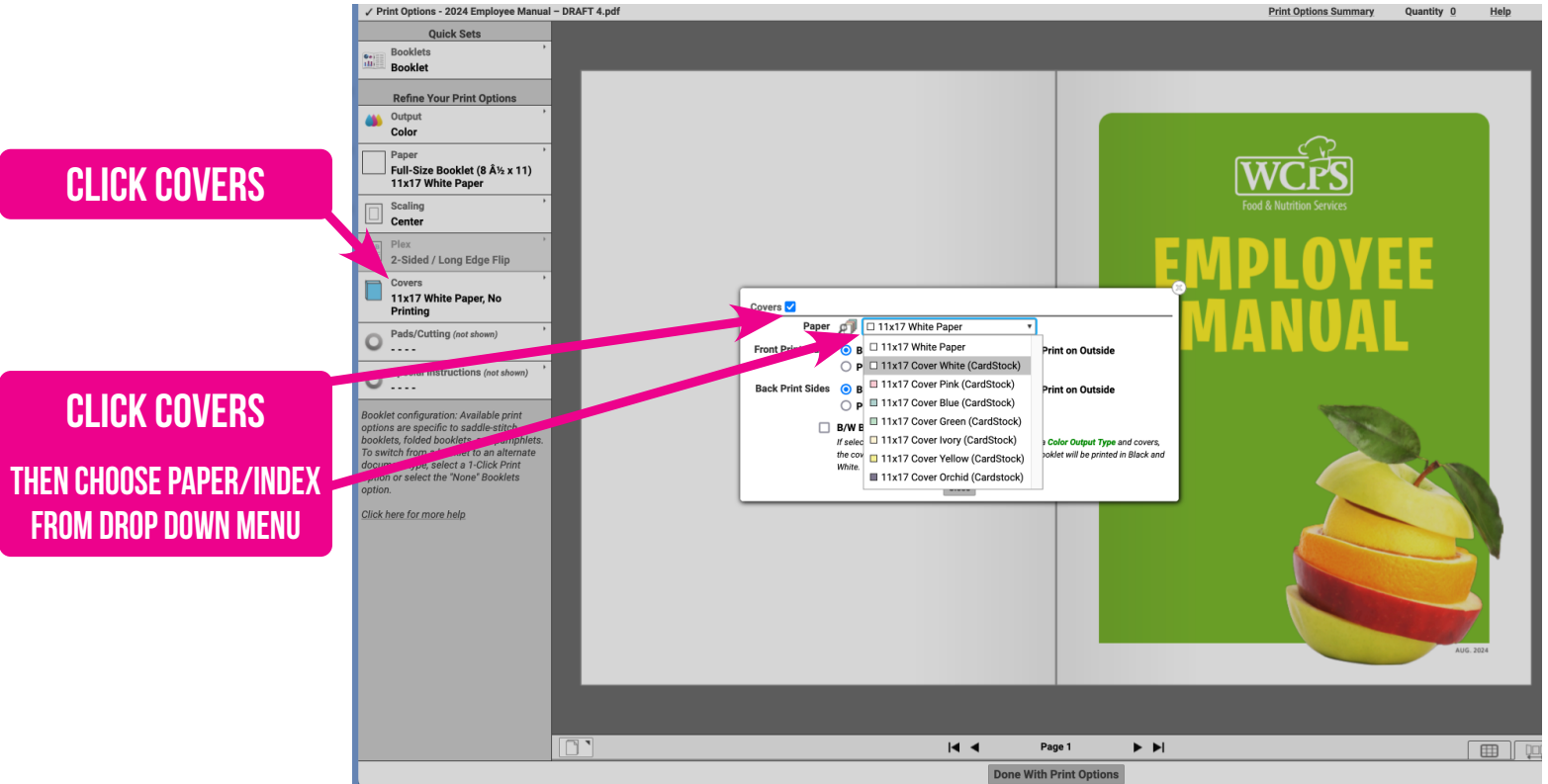
© 2001-2022 Rochester Software Associates, Inc. All rights reserved.



CLICK BOOKLETS

CLICK ON BOOKLET PICTURE

CHOOSE FINISHED SIZE OF BOOKLET



CLICK COVERS

CLICK COVERS THEN CHOOSE PAPER/INDEX FROM DROP DOWN MENU

Print Options - 2024 Employee Manual - DRAFT 4.pdf

Quick Sets

- Booklets
  - Booklet
- Refine Your Print Options
  - Output
    - Color
  - Paper
    - Full-Size Booklet (8 1/2 x 11)
    - 11x17 White Paper
  - Scaling
    - Center
  - 2-Sided / Edge Flip
  - Covers
    - 11x17 Cover White (CardStock), Print on Inside and Outside
  - Pads/Cutting (not shown)
  - Special Instructions (not shown)

Booklet configuration: Available print options are specific to saddle-stitch booklets, folded booklets, and pamphlets. To switch from a booklet to an alternate document type, select a 1-Click Print Option or select the "None" Booklets option.

Click here for more help

Print Options Dialog:

Covers

Paper  11x17 Cover White (CardStock)

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

B/W Booklet with Color Covers

If selected and the item is configured as a booklet with a Color Output Type and covers, the covers will be printed in color while the rest of the booklet will be printed in Black and White.

Close

Done With Print Options

CHOOSE THE SIDES OF COVER THAT GET PRINTED ON

CLICK DONE WITH PRINT OPTIONS

**Cart**

Select print options, quantity per recipient and billing information. Click to submit your order. Cart ID 72302

Order name TEST - book setup

Item 1

2024 Employee Manual - DRAFT 4.pdf  
12 Pages  
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 Color, 2-Sided, 11x17 White Paper, Center

Binding Booklet

Covers Front - 11x17 Cover White (CardStock), Print on Both Sides  
Back - 11x17 Cover White (CardStock), Print on Both Sides

Enter Special Instructions for this item.  Provide a sample of the item before processing my order.

Shipping Information

I would like my order shipped by: Tuesday, August 06, 2024

Jamey Shatzer  
Publications Specialist  
Publications Print Shop  
10435 Downsville Pike  
Hagerstown, Maryland  
ShatzJam@wcps.k12.md.us

Select a Shipping Method  
Hold for PICK-UP Will be located on the Pickup table, located right inside Print Shop door.

Delivery Estimate  
Tuesday, August 06, 2024

Ordered Items	Quantity
1 2024 Employee Manual - DRAFT 4.pdf	0

Enter shipping instructions for this recipient

Billing Information

Jamey Shatzer  
Publications Specialist  
Publications Print Shop  
10435 Downsville Pike  
Hagerstown, Maryland  
United States  
ShatzJam@wcps.k12.md.us

Enter billing instructions for this order

CLICK COPYRIGHTS CHECK/PLACE ORDER