Print Shop Pro | × | +

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Cancel Edit

What is this?

Click it to see what appears. These are helpful tools and tips.

Job Name ELA Week 6

# of Copies 25 **What is this?**

☐ Rush
☐ Graphic Design

Main Paper

Format ◉ 1 Sided ○ 2 Sided

Originals 3 **What is this?**

Ink Color ◉ Black

Stock Style Cover ▾ **What is this?**
  Cover
  Specialty
  Text
Stock Weight 110# ▾ **What is this?**

When entering a job there are little arrows to the right of some boxes, this indicates a drop down for more selections.

Cover (Card) = Heavier weight Card stock. (ie. Flash cards)

Text = Normal paper.

The Main Paper selection is what you want the job to be mostly on, if you want a cover on your copies, you would click the cover stock below. In this section, you would select the Text.

Paper Color
☐ Blue   ☐ Buff
☐ Canary   ☐ Cherry
☐ Gray   ☐ Green
☐ Ivory   ☐ Salmon
☐ White

Cover Stock

☐ Include Front Cover: Select if hard cover is needed

☐ Include Back Cover: Select if hard cover is needed

<< Back   Continue >>

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color ma

Type here to search

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Step 3: Print Order Information

Job Type   Black Ink Copies - 8-1/2 x 11
Since you are a print shop admin you may change the contact and select any

Contact   Blackburn, Leslie ▾

Phone   3153341221

Site   Rome City School District ▾

[Cancel Edit]

Job Name   Math

# of Copies   25   What is this?

☐ Rush

☐ Graphic Design   Please check if you need graph

Main Paper

Format   ○ 1 Sided   ◉ 2 Sided

 # Originals   11   What is this?

Ink Color   ◉ Black

Stock Style   Cover ▾   What is this?

Stock Weight   110# ▾   What is this?

110#
65#
67#

Paper Color   ☐ Buff

☐ Canary   ☐ Cherry

☐ Gray   ☐ Green

Next, you have options for the stock weight, if you are looking for a color and you cannot find it, drop it down to the next weight.

Text 60# = Regular paper

Cover 110#, 67#, 65# = Cover (Card)

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Step 4: Finishing

Binding None [Change]

● None   ○ [E] Staple 1 Top   ○ [E] Saddle Stitch

○ [E] Spiral Bind

Cutting None [Change]

● None   ○ Horizontal 2 up   ○ Horizontal 3 up

○ Horizontal 4 up   ○ Horizontal 5 up   ○ Horizontal 6 up

○ Horizontal 8 up   ○ 4 up (Quartered)   ○ [?] Other

○ T Cut 3 up   ○ Vertical 2 up   ○ Vertical 3 up

○ Vertical 4 up   ○ Vertical 5 up   ○ Vertical 6 up

○ Vertical 8 up   ○ Bleed Cut (4)   ○ Horizontal 10 up

○ 20 up   ○ 24 Up   ○ 12 Up

○ 16-Up

Punches None [Change]

● None   ○ [E] 1 Top   ○ [E] 2 Top

○ [E] 3 Side

Collating ○ No Collating ● Collate

[E] [E] [E] [E]

Instructions [   ]

[Back] [Continue]

Annotation box (left side):

MAKE SURE YOU'RE COMPLETING THE FINISHING,

Click on Change to see all your options

Binding = Staples 1 top

= Saddle Stitch (2 in the middle – magazine)

Cutting – does your document need to be cut?

Hole Punch - 3 hole punch = 3 side

Collating (1,2,3.. 1,2,3) is the default, if you want your papers stacked (grouped – 1,1,1 .. 2,2,2.. 3,3,3), please select No Collating

If there are any special instructions, please add them here. If you're uncertain you selected something, tell us what you're looking for. We will fix your order then let you know how to do

Madison - Oneida BOCES Print Shop   New Order ▾   My Orders   Reports   Adm

Step 6: Billing and Delivery

Job Name   ELA Week 6

Type   Black Ink Copies - 8-1/2 x 11

Please contact our office for a price estimate for your request.

Site   Rome City School District ▾

Billing   *You are viewing all account numbers...*

Rome - Stokes ▾

Shipping Information

Suggested Due Date   8/2/2019   📅

Please select a suggested due date. This is set with a default, but in order for us to properly plan your jobs we need accurate dates.   Click on the Calendar to the side to select the appropriate due date for you project.

Delivery   ○ Hold For Pick Up
○ Ship To Address
◉ Ship to Site

PLEASE SELECT SHIP TO ADDRESS – This options should fill in with your contact information from your contacts, if it does not,

 please add:

School Name to Mail Stop or Area

Site   Rome City School District

Attn   Mary Kerin

r Area

ddress

dress2

Step 1: Select Category

Please choose the Category that best describes your Printing Request.

1					
Black Ink Copies	Stationery	Carbonless (Collated/Sets)	Badge	Brochures	Business Card

2			**3**	**4**	
Color Ink Copies/Certificates	Envelope	Hot Glue Bind - Hard cover books	Laminating Only	Newsletter,Calendar, Magazine	Note Cards

Pads	Post Cards	Posters Up to 12" x 18"	Spiral Bound Books	Student Record Folder	Tickets

Wide Format for Larger than 12" x 18"

1. Black Ink Copies = Black copies (single sheets) that will be stacked (aaa, bbb,ccc); collated (abc, abc), flat or with a staple in the corner
2. Color Ink Copies = color copies that will be stacked, stapled in the corner
3. Laminating Only – Enter information, submit, and then print order and sendto print shop with hard copies.
4. Newsletter, Calendar, Magazine = Black or color jobs that require 2 staples in the midde. i.e. Booklets

Step 5: Approve the Attached File

Please note: some formatting options (i.e. graphics, fonts sizes, font types) may NOT be preserved during the conversion process. Select "No" for "File Approved?" to use the original file.

Original File Name	Staff Meeting Notes.docx
File Size	13 Kilobytes
Attachment Type	Document
View Converted File	9980_StaffMeetingNotes_08022019_KNG.pdf
Notes	

File Approval   ○ OK As Is - Proceed with Project
○ Not Approved - Make Changes and Send Proof
○ Not Approved - Make Changes and Proceed with Project (No Proof Necessary)

[Cancel Attaching a File]   [Continue]

When attaching a Word Document, please indicate if this is ok as is (approved) or if there are changes you need made, please indicate in the notes what changes you need.