The **Print Shop** Website

printshop.usd497.org 785-330-2486 printingrequests@usd497.org



Print Shop

Getting Started



District Links



PC users will use Print to Printshop

When sending something to the print shop: Open the item needing to be printed. Choose File Print.

Select Print to Printshop from the options listed.

3. You may now open PDFs in the program Adobe Reader DC.

Note: Be sure you are opening your PDF in the Adobe Reader DC program and not the PDF reader in Chrome.

Select the Printer dropdown and select Lawrence SurePDF and select print.

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Booklets



LAWRENCE

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vellow

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Ivory

Half-Size Booklet (5 ½ x 8 ½)

Half-Size Booklet (5 ½ x 8 ½)

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.



Goldenrod - 8.5 x 11

Gray - 8.5 x 11

yellow

Gray



Cover Options			r Options				×
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Choose cutting (if needed).

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Cutting (may require additional time)	Units 2



Enter special instructions for this item, if needed.

Special Instructions for this Item ×				
Special Instructions (if any) Type special instructions here				
	30 / 2000			
Done				

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





The only exceptions that can be made are:

COLOR OR BLACK AND WHITE
PAPER SIZE AND PAPER COLOR/TYPE

ADDING BLANK SHEETS
 SINGLE OR DOUBLE SIDED

Business Card Guide





Ci3T Ticket Guide





③ ♥ Q Q X









Customize Options.

Ä	Quantity 1	\rightarrow
#	Page Count 58 page(s)	
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Quick S	ets	
	Booklets 	\rightarrow
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	Paper Poster 18x24 Regular Paper	2→→
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Scaling Scale To Fit	3⇒⇒
A	Plex 1-Sided	$\rightarrow$
	Covers	
Ŧ	Binding 	<i>→</i>
Ŧ	Folding & Punching 	$\rightarrow$
	Other *	<i>→</i>
Ŧ	Special Instructions * 	4→→

1. Select Output. Select Large Posters.



 Select Paper. Use drop down arrow to select size. (If size is not listed, choose closest size and indicate correct size in special instructions.)
 Choose paper (regular for disposable projects, glossy for normal projects, Tyvek for outdoor or long term projects).

Paper Options							
3	Name	Color	Size	Color Any			
Ŧ	Poster 18x24 Regular Paper	white	Poster 18x24	Size			
	Poster 18x24 Glossy	white	Poster 18x24	Any			
	Poster 18x24 Tyvek	white	Poster 18x24	Poster 18x24			
				Poster 24x36 Poster 36x48			

3. Select Scaling. Choose Scale To Fit.



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CSelim@usd497.org  Step 1 - Add Recipient  Search Addresses Carriel  Edit or Delete Addresses	<b>Carrie Murphy</b> Sunflower cmurphy@usd497.org <b>Choose this Address</b>	Carrie Selim ☆ Education Support Senter Creative Design 3 er, Lawrence Public Stools CSelim@usd497.0	153091	<ol> <li>If there is only one recipient, select Done.</li> <li>If the order is split, change quantity for first recipient. Then select Add Another Recipient. Repeat steps 1-3 Select Done.</li> </ol>
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. Input Charge Code. If code is unknown, use the magnifying glass to search for account.



 If there is only one account code, select Continue. If there is more than one account code, change percent in Split. Then select Add More. Repeat steps 1 and 2. Select Continue.



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How do I choose only certain pages from a document to print?

Open the PDF. Choose to print to Lawrence SurePDF. In the print dialog box, in the Pages to Print section, choose pages and put in the pages that you want to print, i.e. 3, 12, 15-22, etc.

How do I order labels?



Order as normal. Make all of the selections except for paper. In the instructions box, put "Labels." Labels are \$ .10 per 8.5x11 sheet.

#### How do I order magnets?



Order as normal. Make all of the selections except for paper. In the instructions box, put "Magnets." Magnets are \$3.00 per sheet. Magnet sheets are 12x18.

#### Why do some of my pages show up as different sizes?



Some pages will be slightly larger than 8.5x11 and will automatically be changed to then 8.5x14 or 11x17. To keep this from happening, select Scale to fit in the scaling section of Preview/Change Options.

#### How can I make sure I get the right quantity of pads?



When you choose the Padded option in Preview/Change Options, it will have a box that says, "In Units of." This is how many sheets of paper you want in each pad. The quantity of the order is how many actual pads you want. To be absolutely sure, in the instructions put, "(quantity) individual pads." Α

The number of sheets of paper (not pages) determines the type of binding that you may choose. Anything may be stapled up to 90 sheets. Documents that are at least 4 sheets of paper up to 28 sheets of paper may be saddle stitched (each sheet of paper is 4 pages in the document). Comb binding is available for documents that 20-200 sheets of paper. Coil binding is available for documents that are 30-160 sheets of paper.



Why was my re-order different from when I initially ordered it?

When re-ordering from your files, make sure to choose all of your selections in Preview/Change Options. **Remove any old instructions.** 



Can I make different orders from one document?

Α

If you have different finishing options, for instance some of the document is stapled and some is not, or if you would like different quantities of some of the pages, then you must place a separate order for each one. Choices such as different colored pages or single or double sided options can be within one order. For questions regarding what is allowed within a single order, please refer to the Exceptions Guide.



Why was my order not cut?



We can only make straight cuts that are no smaller than 2 inches. If your cuts are overly complicated, they will not be cut.

printshop.usd497.org

785-330-2486 printingreguests@usd497.org



Give us a call! We will walk you through the process.



### **GLOSSARY OF PRINT TERMS**

#### BINDING

Comb Coil

A book is made using plastic bindings. Comb and coil bindings must have cardstock front and back covers. Choose the right binding by document size:

comb: up to 200 pages coil: up to 90 pages

#### **BLACK AND WHITE/COLOR**

When no color is going to be printed, then it is considered black and white. If <u>any</u> color is to be printed, then the document is considered a color print job. There is no added charges for a black and white document.



#### 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.

#### **COMBINE FILES**

This option allows you to make one document out of separate files.

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#### COVER

This option allows you to change a few options, including the stock of the first and last pages, as well as whether you would like the outside or inside of the cover to display any printing.

#### CUTTING

The job may be cut into rectangles. The smallest cut size is 2 inches.

#### **EXCEPTION**

This option is used when you would like to use special formatting on certain pages, like making certain pages one-sided in a two-sided document, or vice versa. This does **not** omit pages. Only submit documents with the pages you would like to be printed.

#### FINISHING

Finishing options refer to how you would like your documents sorted or bound. Always review your finishing options before submitting an order.

#### FOLDING

There are four types of folds available: Half fold will fold the order in half in either direction. Tri fold in is a type of fold that creates three

segments in a sheet with the front page on the

inside. Tri fold out creates three segments in a sheet with the front page on the outside. Z fold is a tri-fold option where the page is folded in a zigzag order.







#### LAMINATING

Laminating machines heat up clear vinyl that encapsulate documents, creating a sealed, smooth looking result.

#### PADDING

This is the way to create a tear off binding for a pad. The document is brushed with an adhesive on the edge. The adhesive will dry and stay flexible. Print shop does not pad anything under 25 sheets.

#### POSTER

Posters are referring to any document larger than 12x18. The standard poster sizes are 18x24, 24x36, and 36x48. There are 3 types of papers to choose from: Select regular for very short term use. Select glossy for most normal projects. For any long term or outdoor poster, choose the Tyvek option.

#### PUNCHING

The three hole punch option is used when the materials are to be placed in a 3-ring binder. It's best to have at least a .5 inch margin on the punch side.

#### SADDLE STITCHED

A saddle stitched booklet is when pages are folded in half along the short edge of the paper and stapled on the fold, creating a booklet. The booklet will be half the size of the original paper.

#### **STAPLING**

Stapling is a finishing method where the document is kept together with staples. Staples can be put in the corner or on the side of the document.

#### **SURE PDF**

SurePDF converts documents from their original application to a print-ready PDF that is optimized for commercial printing equipment.



