

# PRINT CENTER ORDERS

## TEACHERS:

### PREPARING YOUR PDF DOCUMENT

- Documents you want printed need to be in PDF format
  - You will need to convert any file originals into PDF format, or if it's a hard copy original it will need to be scanned and sent to your computer to be saved as a PDF then send
- Only one Print portion and one cover sheet per job
  - If you have multiple PDF files for one job they need to be combined prior to sending
  - If you have multiple single sheets you want printed the same way (one-sided/ 2-sided) with the same number of copies and on the same color of paper these can also be combined into one job
- **Your PDF should look exactly how you want it to be printed! Print center can NOT see, or change page order or orientation of documents!**
  - Blank pages need to inserted where you need them.
  - Any extra pages also need to be deleted prior as well.
  - Pages also need to be in the correct order and all facing the same direction.
  - If you have a single PDF that you want printed on both sides you will need to double the page so it has 2 pages before sending
- Once your PDF is exactly how you want it, it's time to fill out your cover sheet!

### FILLING OUT YOUR PRINT CENTER ORDER FORM

- Cover sheets is your Print Center Order Form. This tells us how you want your order and needs to be filled out with all of the correct information. Make sure to fill out all necessary information and save-as a new name once done filling out.
  - a. Use a **NEW FORM** each time when filling out an order
  - b. Date of Request: date you are filling it out
  - c. Date Required: the date you need your printed document back by
    - Note- trucks deliver orders in the afternoon so date the day before you plan to use it
  - d. Number of originals: the number of pages in your PDF, every side that has ink counts as 1 original
  - e. Number of copies: how many copies of each page you want. **NCR is counted by sets**
  - f. One-sided /or Front & Back
    - If Front & Back: Head to Head (like a book)/or Head to Foot (like a calendar)
  - g. Collated (pages are in order like a book)
    - If not collated, pages will be grouped by page (all of page 1. all of page 2, all of page3...)
  - h. Stapled
    - 1 in Corner (one staple in the top corner)
    - 2 on Left Side (two staples evenly in the left side of documents)\*we can NOT do 3-on-the-side
    - 2 in Centerfold (document is fold in half and stapled in the center, aka. saddle-stitch books)
  - i. Paper Choice
    - Choose the color of paper
    - Mark the type of paper if you are needing special kinds(Example: cardstock, 11x17)
    - Also mark any other special treatments (example: 3-holepunch, trifold, cut, color copy)
  - j. NCR: if needing NCR please make sure to fill out the NCR section
    - How many part NCR
    - NCR Pad or not (this is a special padding that only sticks the NCR sets together)
  - k. Regular Pad (this is for such things as note pads)
    - Need to also specify the number of sheets you want in each pad

- l. Plastic covers and plastic bindings if you need books made
- m. Additional instruction and pages numbering at the bottom help us make sure your pages are in correct order and colors if there is any further requests not specified above.

## SENDING YOUR PRINT ORDER

- Once you have created your PDF and Coversheet it is time to send them to **your school's** Print email.
  - Open new email addressed to your schools print email
  - Attach you two PDF documents
    - There should only be one PDF for your print and one PDF coversheet attached to this email.
  - Add any other information your school's office may need to complete you order
  - Send Email!

## SPECIAL NOTES

- Paper supplied: needs to be sent as a **hard copy** with paper for order
  - Please make sure paper is good quality, not bent, wrinkled, or torn
  - Also make sure to send 5 or so extras to allow for printer jams or errors
- Cut: remember if your order is cut that you will receive that many time more
  - 1 original printed 100 copies, cut in half will give you 200 sheets after
  - Regular Pads: no less than 25 per pad ( also note how many total pads after cut need to be considered)
    - Example: 1 original, 200 copies, cut in 1/4<sup>th</sup>, pads of 50 = 16 pads after cut
- Books: may be sent to have bound edge cut off and either rebound with plastic binding or for copying
- Saddle stitch books: need to be scanned in all facing the same direction in their PDF
- NCR: is ordered by sets, not sheets.
  - NCR pad joins each set together (white, pink, and yellow). If NOT padded sets will be loose.

## OFFICE STAFF:

### PREPARING PRINT ORDER TO SEND TO PRINT CENTER

- Open email from teacher
- Select **COVERSHEET** and **DOWNLOAD**
  - A. Open the downloaded file
  - B. **SAVE** file to desktop
  - C. Open that saved file
  - D. Then **SAVE-AS** and rename to the **PRINT CENTER NAMING** and fill out form with order number, print code, and principal signature
    - Order number: is whatever count by your school is using to number your orders
    - Print code: is your schools code for billing purposes
    - Principals signature: can be initials, verifies to Print Center that this order has been approved by the office to be printed (very important)
  - E. (NOTE: you must close all previously opened files to be able to **SAVE-AS**)
  - F. **SAVE** file again
  - G. Now open that and send to print \*
- Repeat steps A-G with **PRINT** portion of email

\* If you need other size paper (8.5x14 or 11x17) or orientation (landscape vs. portrait) this is where you would select those settings before printing. **We can NOT adjust PDF documents on our end!**

## PRINT CENTER NAMING

Date NEEDED BACK BY \_ order number \_ P or C (label for print/cover) \_ school initials \_ teacher

Example: 01\_03\_21\_1234\_C\_CMR\_SMITH < Coversheet  
01\_03\_21\_1234\_P\_CMR\_SMITH < Print Portion

- Color Copies: need to be emailed to **Print\_Center@gfps.k12.mt.us** , NOT sent thru Fiery Command printing
  - The email should have both the print PDF and the coversheet PDF attached
    - Make sure cover sheet is properly filled out with order number, principal signature and code
- If you receive a Print Order that is incorrect or not for your school please contact the Print Center as soon as possible at **(406)268-6059** or **(406)268-6060**

# GRAPHICS ORDERS

## ORDERING GRAPHICS

- Graphic orders can be a lot more flexible, due to being more creative on what you want done

## TEACHERS:

- Graphic orders can be any form of document for enlargements larger than 11x17 (Work, Publisher, PDF, JPEG)
  - When printing posters electronic copies work best for better quality images
  - Or hard copy if it's just being laminated and/or mounted
- You will also need to fill out a Graphics Form
  - School name: fill in your schools name
  - Personal in/out
    - Personal-IN: is if a person plans to pay for it themselves and it's going to be used for school purposes
    - Personal-OUT: is if a person is paying to have something done for non-school purposes
  - Date of Request: the date you are filling out the request form
  - Date required: the date you need your graphic back by
  - Contact name and phone number: person wanting the graphic and a way to contact them
    - This is very important if there is any changes, questions or concerns from Print Center
  - Laminated ONLY: if you want your poster or image Only laminated, Not cut out or mounted
  - Laminate/mount: if you want your poster mounted on railroad board and laminated
  - Laminate/cut: if you want us to cut out your order after we laminate it
  - Size of enlargement: Please select or write in the size you want your poster printed
  - Mount: if you want your order mounted on rail board to make it more sturdy
    - Please choose a color of railroad board.
      - We have most colors available, please call if you have questions
    - Choose how much of a colored border you would like around your poster
  - Brief description: you may add or request additional instructions here so we can make sure your order gets done the way you would like
- Attach your Graphic order form and document to an email and sent to YOUR SCHOOL'S office (check with your office to see where they want them sent to)
  - Or if hard copy please attach Graphics form to your item and turn into your office for approval

## OFFICE STAFF:

- Graphics Orders: if electronic need to be sent through email at **Print\_Center@gfps.k12.mt.us**
  - They need the Graphic Form to be filled out fully with work request number, billing code and Principal approval
    - Just like Print Order Forms all information is needed to be added by the office prior to sending

## HELPFUL HINTS:

- Items, such as flash cards or images have to be cut out prior to laminating or they will not seal on edges if you plan to cut them apart after lamination
- Posters with too many layers, or things such as glitter on them will not seal with the lamination
- 3D items can NOT be run through the laminator, such as grommets, paper clips, etc.
- If you have an unique request please just give us a call at **(406)268-6059** or **(406)268-6060**