

How to Submit Print Jobs

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Basic Print Guidelines

- **Current Turnaround Times begin at 5 business days (Monday-Friday) for ALL jobs.**

- **Basic Print Jobs**

- Typically have a 2-day turnaround time
- Black/White Printing
- Basic 8.5 x 11 Paper (anything under the Basic Paper or Basic Cover stock filters in Print Options): 20# White or Pastel Paper, and 90# White Cover (basic white card stock)
- 1 or 2 Staples
- 3 Hole Punch
- MAX 2,500 impressions (100 copies of a 25 page document = 2,500 impressions)

- **Specialty Print Jobs**

- These jobs have a 5+ day turnaround time.
- Color Print
- Posters
- Orders with more than 2,500 impressions
- Any size paper other than 8.5 x 11
- Specialty Paper, (anything under the Specialty Paper Stock or Cover Stock filters in Print Options) i.e. 60# Bright papers, 70# Royal Fiber, 90# Pastel card stock, etc.
- Finishing Options
 - Books (Booklets, Coil or Tape Binding)
 - Fold or Cuts
 - Pads

- **Job/Order Sizes**

- Ordering carts are limited to 8 documents in order to ensure all teachers will receive their items in a timely manner.
- You can place multiple orders of up to 8 documents each, but we ask that you move the due date out on each order to allow us time to process all orders.

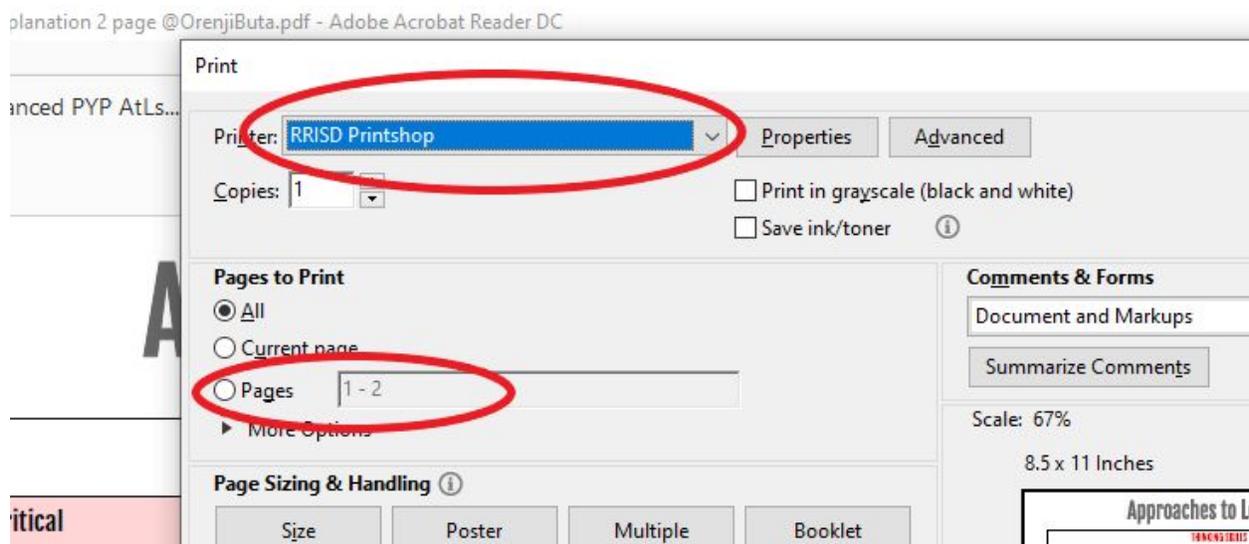
- **Approval**

- Most jobs will need to be approved by the budget manager on your campus. Some campuses will require all jobs to be approved, and some will only require approval over a certain amount, i.e. anything over \$25.
- Please check with your campus administrative associate or bookkeeper if you are unsure of what items will need approval, or for ordering limits.

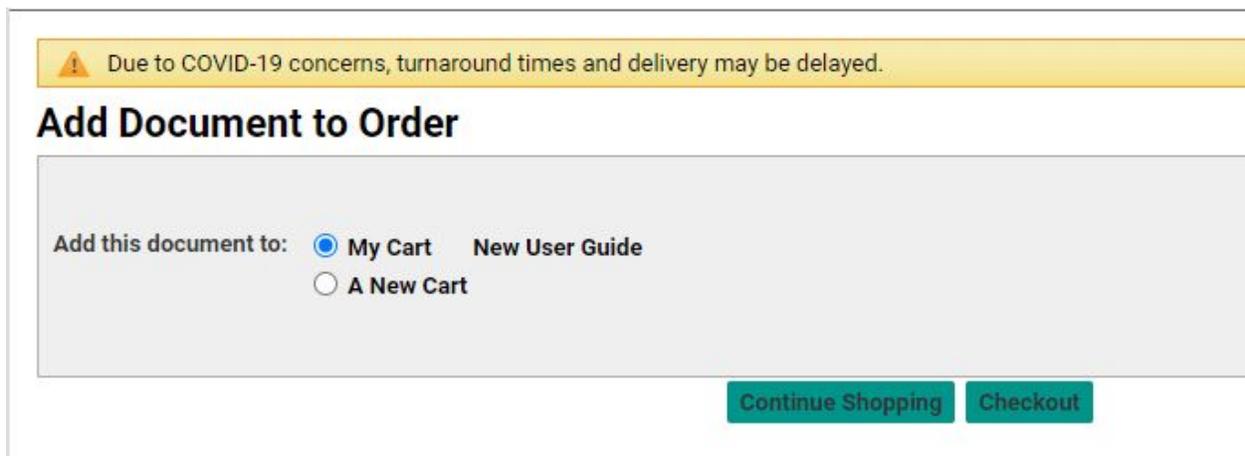
How to get your files into the system

● Option 1: Print to RRISD Print Shop

- Open the document you want to order on your computer and “Print” the document. Select RRISD Printshop as your printer.
- If you only want specific pages of the document, select “Pages” under Pages to Print and indicate which pages you want sent. For example, if I only wanted the first page of a document, I could select Pages and then update the field to show 1 only.



- When you “print” your file, it will communicate with our system and open the Remote system in Chrome. You will need to log-in, if you aren’t already logged in. If you already have an item in your cart, the system will offer to add the document to your cart, or create a new cart. If you create a new cart, your previous cart will be deleted.



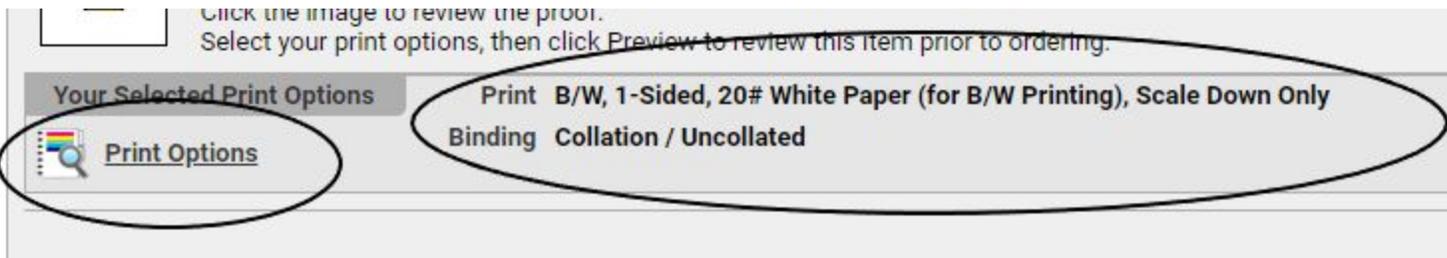
- **Option 2: Upload a File on the Ordering Homepage**

- Drag the file you want to order to the cloud icon on the ordering home page. The file will be uploaded and you will be taken to your cart.

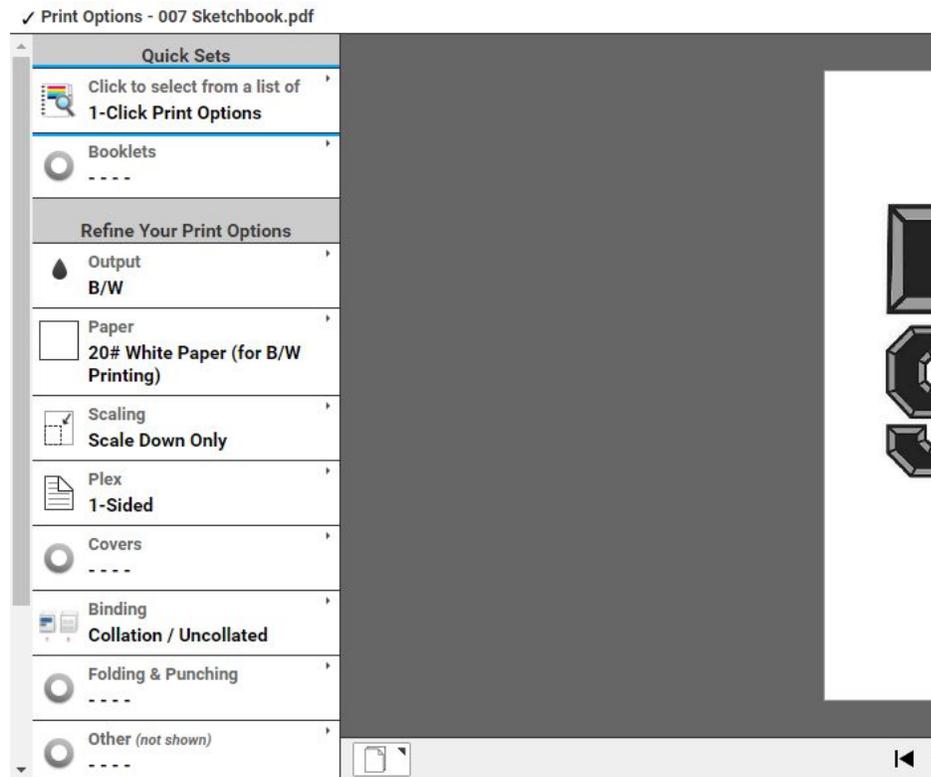
The screenshot displays a web interface for ordering. At the top, there is a dark grey navigation bar with the text "Orders" and "Manage Files". Below this is a yellow warning banner with a triangle icon and the text: "Due to COVID-19 concerns, turnaround times and delivery may be delayed." The main content area is divided into two sections. On the left, the "Upload a File" section features a dashed border containing a blue cloud icon with a white arrow pointing upwards. Below the icon, the text reads "Drag files here or [click to browse](#)". On the right, the "Search Catalog" section is titled "PRINTING MADE EASY" and includes the text "Ordering from Print Services has never been easier. Upload : search for personal items in **My Files** or search". It contains an illustration of a magnifying glass over a document, a search input field, a link for "Advanced Search", and a teal "Go" button.

Selecting Print Options

- After uploading your file to the system, you will be required to name your order. This can be something basic- Kinder Materials, Alto Sax Book, etc.
- Items in your cart will populate with your default print options (info on updating this will be available on the Ordering Home Page notes). If you need to change any of your print options, click the Print Options button shown below.

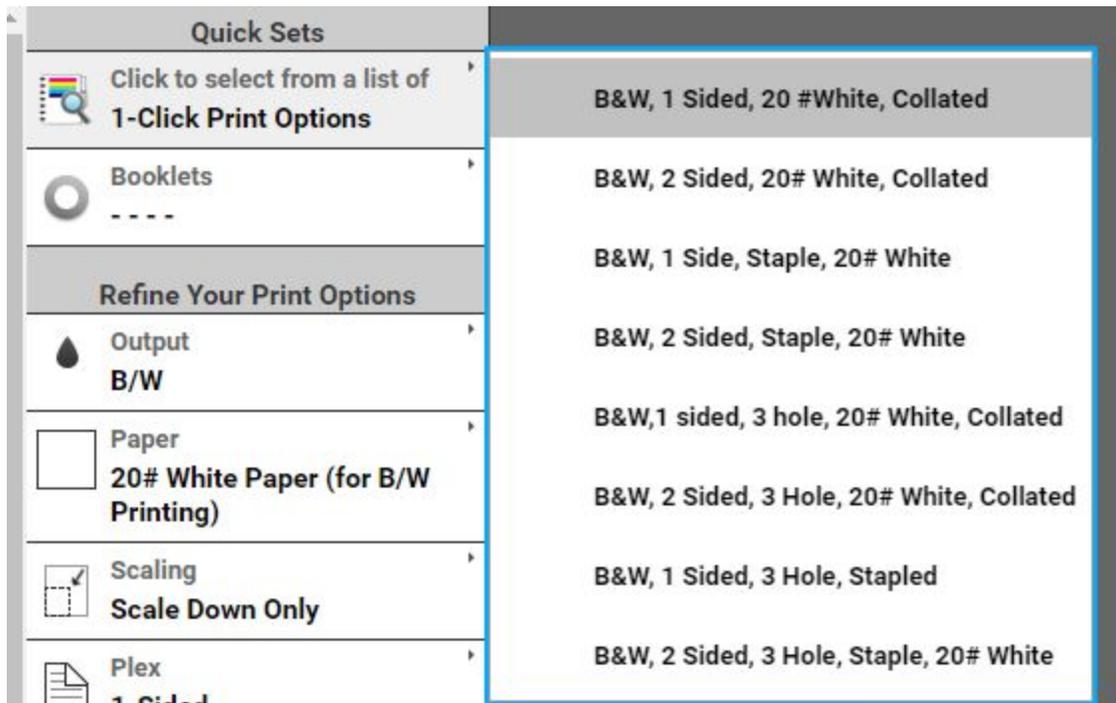


- This will open a print preview of your order, along with a list of drop down options on the left side of the page.



- **1-Click Print Options**

- This is a quick drop down of B/W options on white paper.



- **Refine Your Print Options**

Refine Your Print Options

- Output B/W → Black & White or Color Printing
- Paper 60# Bright Blue Paper → Different Types of Paper
- Plex 2-Sided / Long Edge Flip → Plex = 1-sided or 2-sided printing
- Covers → Finishing Options:
 - Covers
 - Staples
 - Hole-punch
 - Binding
 - Folding
 - Etc...

○ **Output**

- B/W - black ink printing, can be done on any stock
 - Least expensive printing cost
- Color - color ink printing, can only be done on white paper or cover stocks
 - More expensive per copy cost
- Poster Printing - lamination included
 - Currently only set poster sizes
 - Small (18 x 24") and Large (24 x 32") are proportionate to 8.5 x 11 file size
 - Extra Large (24 x 36") is proportionate to 11 x 17 file size
 - For Specialty Poster sizes please email natsu_knox@roundrockisd.org for assistance

○ **Paper**

- Size - It is very important that you order paper that matches the size of your file. The system defaults to show you 8.5 x 11 (letter) size paper. If your file is a different file size, be sure to change the Size in the drop down.

Use the filter options below to view the available paper choices

Color Size The paper size has been preselected for you.

Filters

- Basic Paper
- Specialty Paper Stock
- Basic Cover Stock
- Specialty Cover Stock
- Poly Paper
- Letterhead

These papers match your color, size and filter options. Click on the paper name to select, no changes and keep the Current Paper selection shown above, click Cancel.

	Name	Color	Size
<input type="checkbox"/>	60# White Paper (for Color Printing)	White	8.5 x 11
<input type="checkbox"/>	90# White Cover	White	8.5 x 11
<input type="checkbox"/>	White 25% Cotton (LETTERHEAD ONLY)	White	8.5 x 11
<input type="checkbox"/>	80# 8.5 x 11 White Gloss Paper	White	8.5 x 11
<input type="checkbox"/>	90# 8.5 x 11 White Gloss Cover	White	8.5 x 11

- Filters- Use the Filters to the left of the paper options to choose basic or specialty paper/ cover stock.
 - Options under Basic are kept in large volumes at the Print Shop and will go through production more quickly.
 - We have less room for the Specialty Paper and Cover stocks, and cannot guarantee speedy turnarounds on orders for these stocks.
- More information on Specialty Paper can be found [here](#).

○ **Scaling-**

- You will need to look at Scaling when your original file is not the same size as the paper you have selected. As an example, if you upload a powerpoint file, it is unlikely to be 8.5 x 11 size, and will need to scale on the page to

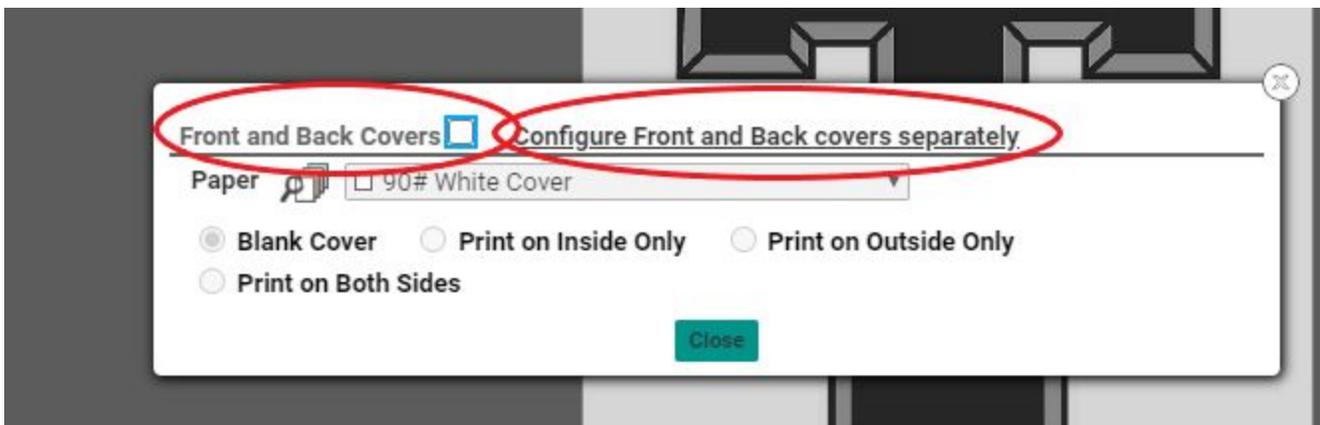
print properly. Always be sure to look at the electronic proof of your file after updating the scaling option, to be sure that the job will print how you want it to.

- **Plex**

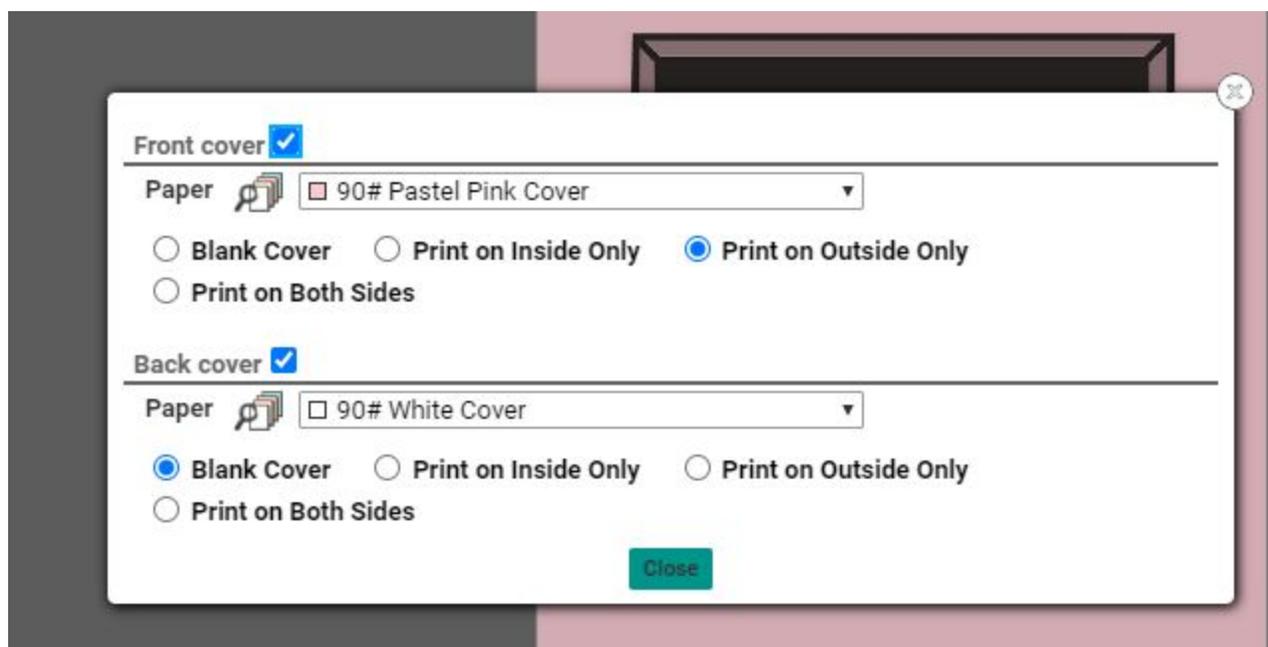
- 1-Sided - Will print a one sided document
- 2-Sided Long Edge Flip - the standard option. If your order is portrait oriented, the back will print right side up. Think “Top to Top, Bottom to Bottom” on a portrait oriented file.
- 2-Sided Short Edge Tumble - This is for landscape oriented jobs. If your file is landscape oriented, it will print “Top to Top, Bottom to Bottom.”

- **Covers**

- You can select covers for most jobs. However, if your order is coil bound or tape bound we will require card stock covers.
- If you check Front and Back Covers (example below) the system will default to giving you 2 blank covers on 90# White Cover (basic white card stock).



- To have printing done on your front cover or back covers, click on Configure Front and Back covers separately.
- Check the boxes for both Front Cover and Back Cover
- Updating the front cover option does not update the back cover option. You can choose different cover stocks for the front and back cover. If you want the same cover stock on the back cover, be sure to update the cover type in the Back Cover drop down.
- To have printing on the outside of your Front Cover, click the button next to Print on Outside Only under front Cover.
- In the image on the next page, I have selected both front and back covers. The front cover will be on pastel pink card stock, with printing on the outside part of the page only. The back cover will be a blank sheet of white card stock.



- **Binding Options**

- Options Available on this page will vary slightly depending on what your job's size will allow.
- Staple - Our copiers can staple a max of 100 sheets of paper. If your order is more than 100 sheets of paper this option will not be available.
 - Stapling is done automatically by our copiers and is considered a Basic print option.
- Coil Binding - Coil Binding is available on orders where the file has between 25 and 180 sheets. This is calculated based on whether you ask for 1 or 2 sided printing. If you have a 30 page file, and ask for it 2 sided, that is only 15 sheets of paper- coil binding will not be a selectable option.
 - Covers are required for coil bound jobs
- Tape Binding - Tape binding is available on orders where the file has between 25 and 250 sheets. This is calculated based on whether you ask for 1 or 2 sided printing. If you have a 25 page file, and ask for it 2 sided, that is only 13 sheets of paper- tape binding will not be an option.
 - Covers are required for tape bound jobs
- *Coil and Tape Binding are not done automatically by a machine- after printing, these jobs are finished individually by an operator using a machine. Depending on the size of your job/ amount of work in production, coil and tape bound jobs may require additional processing time.*

- Collated/ Uncollated
 - Collated jobs will print in sets- if you have a 10 page file, it will print pages 1-10 together
 - Uncollated jobs will print each page individually- for a 10 page file, it will print all copies of page 1, then all copies of page 2, etc.
 - If you request staple/ coil/ tape binding, your order will automatically be collated.
- Lamination
 - For Lamination - we generally do not trim laminate jobs. These will be either folded or rolled, and returned to you.
 - For Lamination-Trimmed, we will trim the laminate for you, time permitting for an additional cost. As this is done by hand, there may be times when this service is unavailable, and you will be notified of the change.
 - There are some things that we CANNOT laminate, such as Glossy Paper, anything with staples, chipboard, etc.
- Padding - We are still working to integrate this into our system- for the time being please contact natsu_knox@roundrockisd.org to order pads.
- **Folding & Punching**
 - Punch
 - 3 hole punch can be done automatically by our copiers, and is considered a Basic option
 - 2 top hole punch is done after printing, and may add to turnaround time.
 - Folding - Currently this is only available on jobs that are a single sheet (single sheet 2 sided is okay)
 - There are a few different options for print folds
 - Once a fold option is selected the system will show you a sample of where your folds will lie.
 - Folding is done after printing, and may add to turnaround time.
- **Other**
 - Cutting- Click the box for the cut size you want, and indicate anything specific in the special instructions box.
 - We can only cut straight lines.

○ **Special Instructions**

- If you are unable to find the specific print options you need, or are not sure how to input a job correctly, you can add in the notes what is needed.
- In production we will update your print options, and you may be contacted to explain the best way to order in the future.
- If updating your print options from the notes increases the price, we may contact your campus approver to confirm that the increased pricing is acceptable.

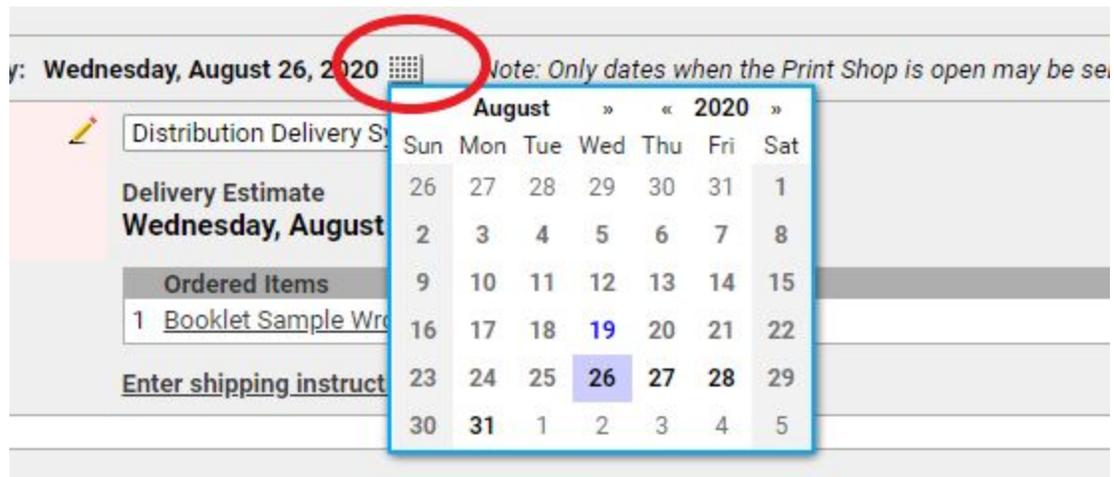
○ **Booklets**

- If you select this option, the system will set your file up to print as a booklet.
- **Finished Size:** The size of your booklet after printed/ folded/ stapled.
 - If your document's page size is 8.5 x 11, you'll want to update the Finished Size to Full-Size Booklet. It will print your order on 11 x 17 paper, fold and staple it, so that you have a final
 - If your pages are Half Page Sized (5.5 x 8.5 size) you can leave the Finished Size at Half Sized Booklet.
 - If your page size is 8.5 x 11 and you request Half Sized Booklets, the system will auto resize your pages to fit. The two sizes are not proportionate to one another- you should review the electronic proof to see if the change is acceptable.
- **Booklet Layout**
 - Standard - Choose this option when your file is individual pages. The system will orient the pages in such a way that they print in the correct order for booklet printing.
 - Pre-Imposed - Choose this option if your file was created with the pages "2 up" specifically so that it prints the pages in the correct order. The system will not be able to show you a preview of the file.
 - Paper/ Cover - The system will automatically update your paper size depending on which sized booklet you select.
 - Booklets must have a page count divisible by 4. Each sheet of paper that is printed/ folded for a booklet will have 4 individual pages on it. If your file's page count isn't divisible by 4, the system will add blank pages at the back of your booklet automatically.
 - *It is very important that you review the electronic proof after selecting your booklet options to be sure that the system laid out your*

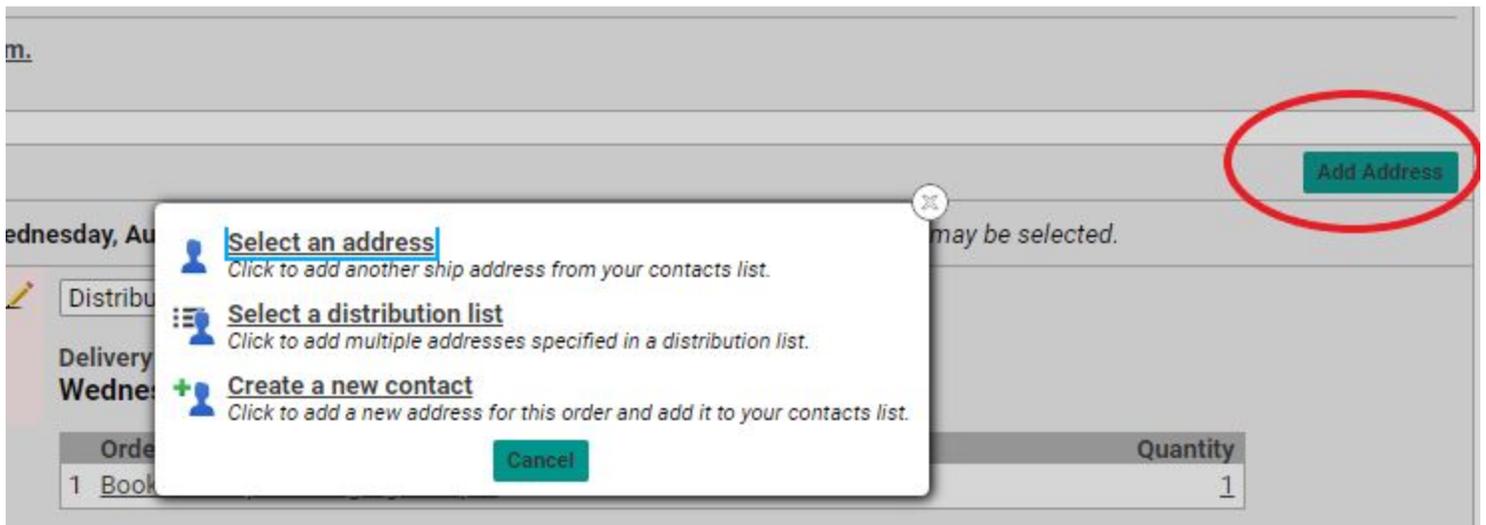
booklet correctly. You will be able to flip through the pages and see that things are in the correct order. If you're having difficulty, contact natsu_knox@roundrockisd.org for help.

Completing your Order

- **Unit Price** - Once you've updated your Print Options, the system will show you an updated price per unit. You can click on this amount to see what the system is charging you for the different options you selected.
- **Quantity** - Update the quantity for the item if needed
- If you need additional items on the order, click the "Continue Shopping" button. You'll be taken to the Ordering Home Page where you can upload another file to add to your cart.
- **Shipping Information**
 - Check your shipping date. The system will automatically populate your due date for the next available date. Turn around time does NOT include weekends or holidays.
 - If you're placing several orders and they aren't all needed around the 5 day mark, please move additional orders out to a later date. As an example, if you're trying to order materials for an entire grading period, please move the orders for week 2+ to a later date.



- If you want to order for additional recipients, click the "Add Address" button.



- Select an address - the system will show you a list of your saved addresses and you can click to add a recipient
- Select a distribution list - if you have a distribution list created, you can select it here and the system will automatically add everyone on that list as recipients of the order. There will be more information about setting up a Distribution list for your team on the Ordering Home Page notes.

instructions for this item.

New Shipping Address

First name *	Email
Middle name	Job title
Last name *	Department
Location *	Work #
Company	Mobile #
Street 1	
Street 2	
City	
State	Texas ▼
Zip	
Country	United States ▼

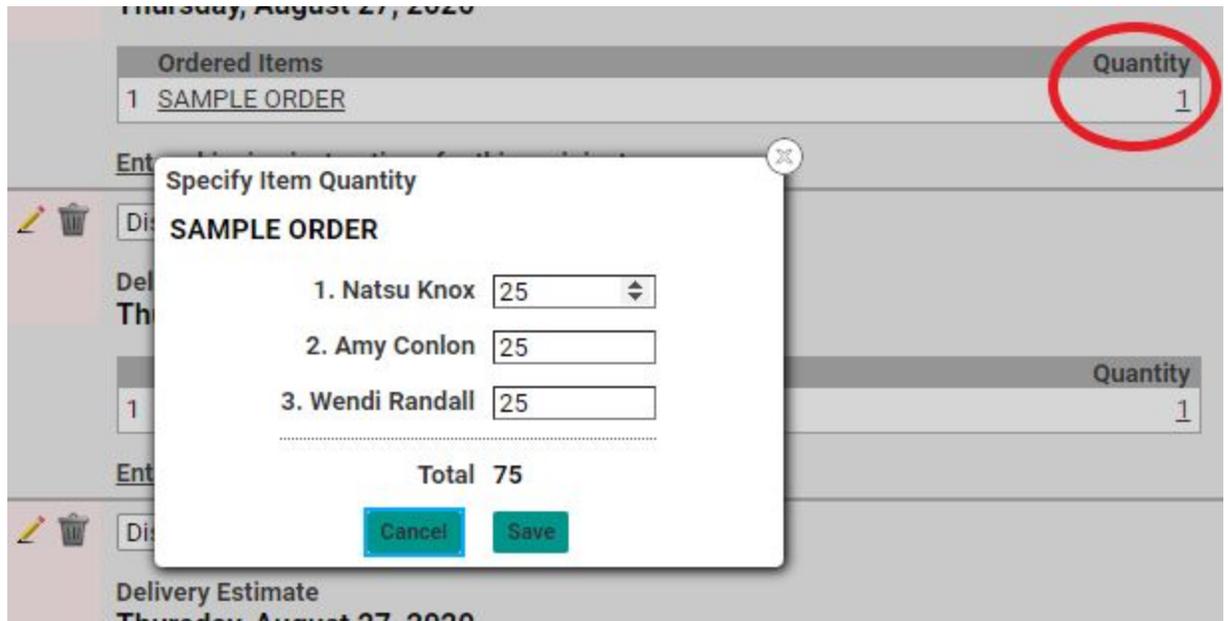
Fields with an * are required at all times, fields with an * are required to submit an order.

Modify Information For

This order only
 This order; and create a new contact in my Contacts list.
 Make this my Default Shipping Address

- Create a new contact - the system will prompt you to input information for a new contact. You can either save that contact for additional orders or only use it for this order.
 - To create a new contact, the person's first name, last name, and location are the only required fields. Location is the Campus name. Do NOT abbreviate the name of the campus.
 - If you want to save the new contact for future orders, check the box for "This Order; and create a new contact in my Contacts list." More information will be provided about your contacts list in the Ordering Home Page notes.
 - If you click Make this my Default Shipping Address the system will save the new address as your shipping address for all new orders.

- Once you have all of your recipients set up, you can click the quantity on one of the listed items and a drop down will pop up where you can update the quantities for each person.



○ **Billing Information**

- Your billing information should be saved in your account and will pre-populate here. If you need to update your budget code for this specific order, please use this format, using dashes:
 - 000-00-000-00-0000-0000
 - No Print Shop budget codes end in 6399. This was changed a few years ago- any 6399 code is now 6299.
- Billing Notes - This should **ONLY** be used to specify billing for **DCA orders**. All other notes in this field will be disregarded.
 - If you put in a note like “art budget” your order will be put on hold while we contact your budget manager to obtain the correct code for the order.
- If you need assistance in updating your budget code, you can email us at print_services@roundrockisd.org.