

Royal Printing

TIPS AND TRICKS

Which Form Should I Use?

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

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Order



The University of Scranton Business Cards



Academic Calendar



Basic and Fast Copy Services



Contract Bulk Mail Requisition



Downloadable Media



Envelopes



Letterhead



Notecards



Posters: Wide Format Larger than 13" x 19"



Economy Posters: Wide Format - Larger than 13" x 19."



Printing



SBDC Stationery



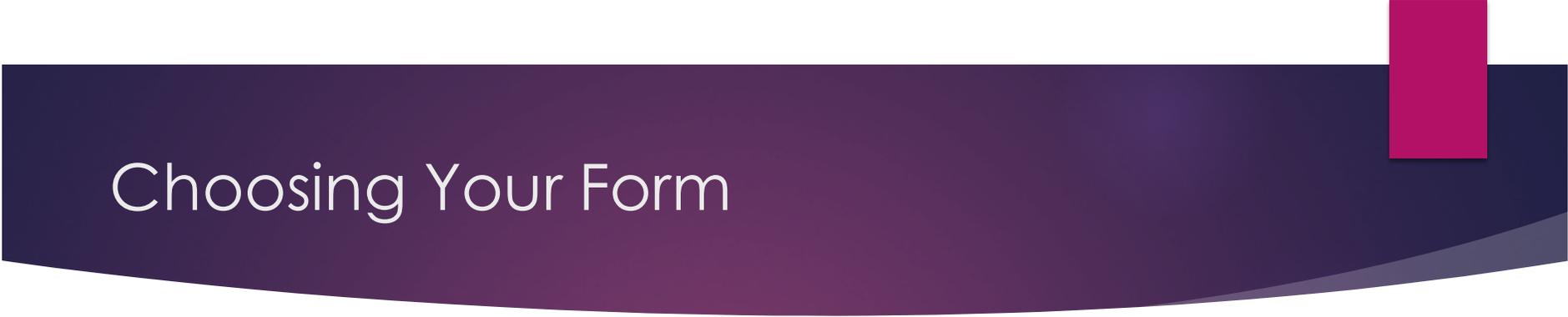
Staff Directory



University of Scranton 2-pocket Folder

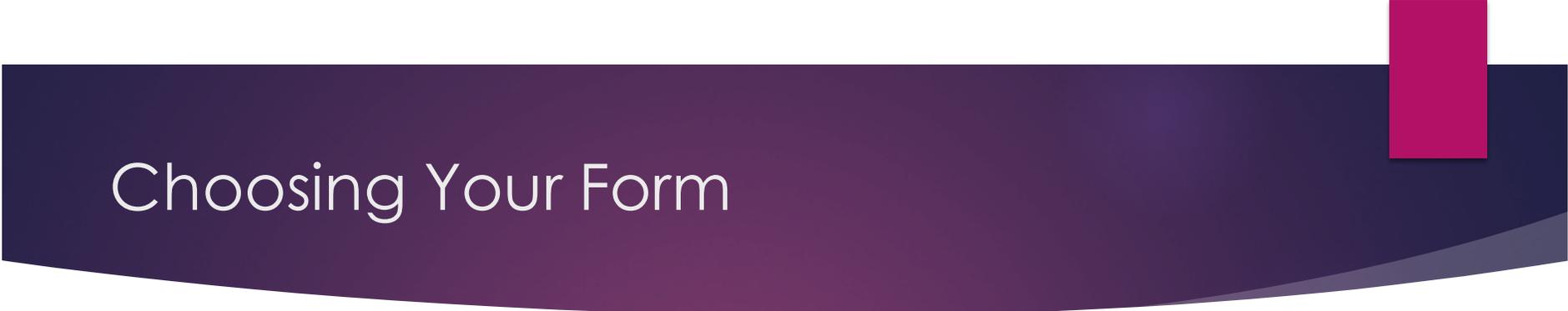


Student Resumes



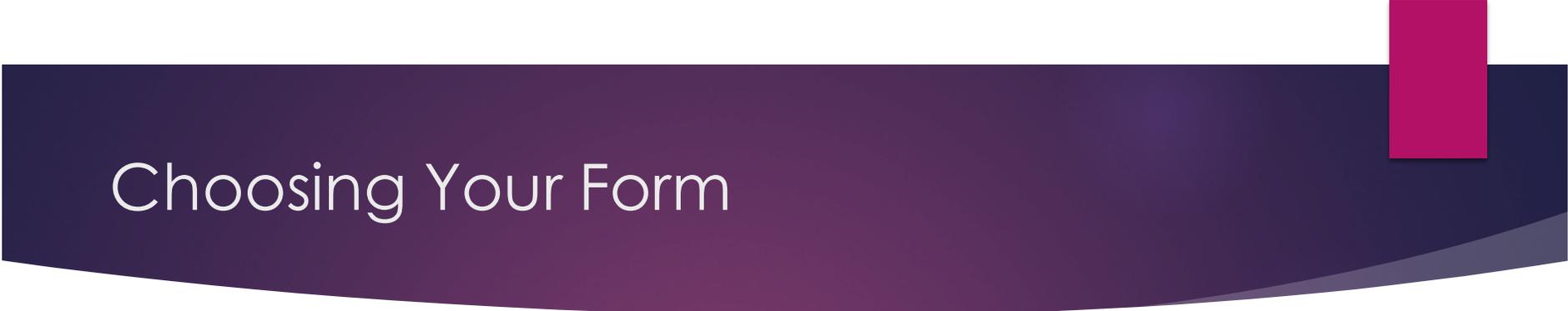
Choosing Your Form

- ▶ Several of these are self-explanatory - Business Cards, Academic Calendar, Staff Directory...
- ▶ **Basic and Fast Copy Services – Start by looking at this form to see if it works for your job.** It's an ideal form for jobs like handouts, tests, course syllabi, small flyers, folded sheets, etc. **If you complete all of the fields in this form, the costs will auto calculate.** Fast Copy services are also included here. Just click "Fast Copy." **Fast Copy services are limited to black and white copies without folding or laminating.**



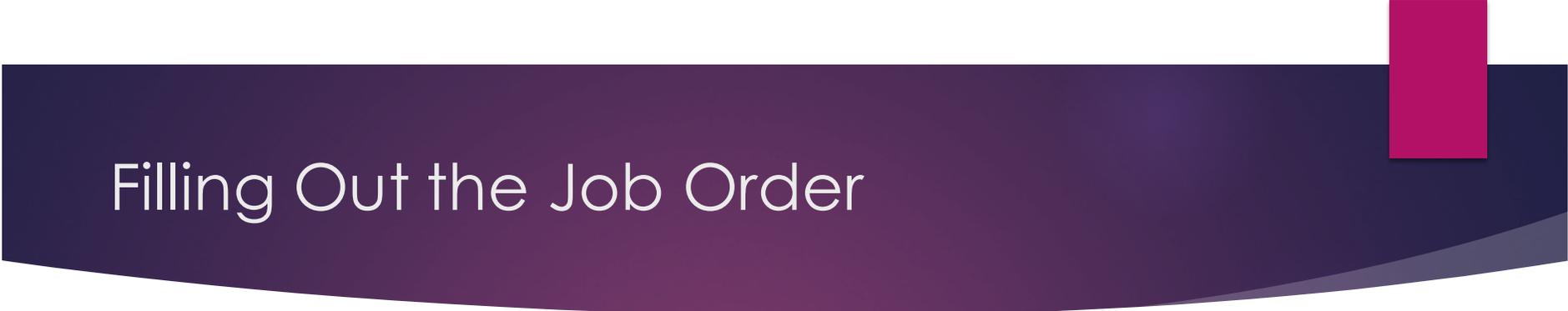
Choosing Your Form

- ▶ **Printing Form** - This is the form to use for jobs that don't fit into the other standard forms. Please enter as much information as possible and call to discuss specifics - or enter additional information in job notes.
- ▶ **Posters – Wide Format** - Use this form for posters that are larger than 13 x 19. If you enter all of the information, the costs will automatically calculate!
- ▶ **Economy Posters – Wide Format** - Looking for an inexpensive option for larger poster prints? This is the form! There is one type of bond paper in three widths. These posters can be laminated but not mounted.



Choosing Your Form

- ▶ **Envelopes** – Use this form to order standard University envelopes: #10, #9, 6" x 9", 9" x 12", and 10" x 13". Envelopes that are part of invitation packets are not entered in this form; they should be entered in the "Printing" form.
- ▶ **Notecards** - There are templates for two sizes of notecards with corresponding envelopes. Specialty notecards that are not covered in these templates should be entered in the "Printing" form.
- ▶ **Downloadable Media** – This is where you can download digital files of our Wordmark, Seal and "S." Not all file formats are available here. For additional requests, please contact valarie.clark@scranton.edu
- ▶ Contract Bulk Mail – For use **only with jobs that are being mailed Presort First Class or Non-profit.**



Filling Out the Job Order

- ▶ We've left several fields optional in the forms - just in case you aren't sure what you want. If you aren't sure, please call to discuss, or give us some hints in "job notes!"
- ▶ **The more information you provide on your order, the faster we can complete your job!**
- ▶ We *can* complete your order without all of the information, but the choices we make might not be what you want. It could be like getting your sandwich on whole wheat when you wanted rye!

You're Almost There...

- ▶ So you filled out the required fields and you're ready to check out. But ... if you took a few more minutes to fill out the rest of the information, your order would be complete! And we wouldn't need to interrupt your day with a call for the rest of the information needed to run the job!



With Almost all of the fields completed

placing order)

Your Copy Request

How Many Copies? *

How Many Original Pages?

Single Sided or Double Sided? *

Total Pages Needed

Customer *

Budget Number (Six Digits, no hyphen) *

Paper Size *

Ink Color 8.5 x 11 *

Select Cover or Paper..

8.5 x 11 Paper Type.

Additional Requirements

Job Notes

Folding Needed?

Collating Needed?

Collating

Stapling Needed?

Is Laminating Needed?

3-Hole Punch Needed?

Additional Fees (To be added by Copy Center)

Total

* By checking this box, you agree that all information w

Upload Files

With All of the fields completed!

Your Copy Request	
How Many Copies? *	<input type="text" value="10"/>
How Many Original Pages?	<input type="text" value="2"/>
Single Sided or Double Sided? *	<input type="button" value="Single Sided"/>
Total Pages Needed	<input type="text" value="20"/>
Customer *	<input type="button" value="Faculty/Staff/Department"/>
Budget Number (Six Digits, no hyphen) *	<input type="text" value="222222"/>
Paper Size *	<input type="button" value="8.5 x 11"/>
Ink Color 8.5 x 11 *	<input type="button" value="Color"/>
Select Cover or Paper..	<input type="button" value="Paper Stock"/>
8.5 x 11 Paper Type.	<input type="button" value="70 lb Text"/>
70 lb Text Colors	<input type="button" value="White"/>
Additional Requirements	
Job Notes	<input type="text"/>
Folding Needed?	<input type="button" value="Select One..."/>
Collating Needed?	<input type="button" value="Select One..."/>
Collating	<input type="button" value="Select one..."/>
Stapling Needed?	<input type="button" value="Select One..."/>
Is Laminating Needed?	<input type="button" value="Select One..."/>
3-Hole Punch Needed?	<input type="button" value="Select One..."/>
Additional Fees (To be added by Copy Center)	<input type="text"/>
Total	<input type="text" value="\$8.60"/>
*	<input type="checkbox"/> By checking this box, you agree that all information within this order is
Upload Files	<input type="button" value="+ Add files..."/>

About Attachments

- ▶ Files ending in .png, and files downloaded from the Web are generally low-resolution and will not print high-quality. While we'd like to be able to make low-resolution images sharper, it isn't possible. Low-quality images are low-quality images, unfortunately!
- ▶ We can enlarge or shrink to fit from a file you provide. What's important to note is that the enlargement or reduction will be proportionate. If the file is a square, enlarging it to a rectangle will mean that parts of the image will be cut off, or there will be large white regions on the left and right.

About Business Card, Letterhead and Envelope Templates

- ▶ Templates allow you to complete the information as you want it to appear on envelopes, letterhead and business cards.
- ▶ Please carefully review the pdf file before submitting the job. **We print directly from what is submitted: there are no paper proofs provided for these template jobs.**

Edit

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Refresh View PDF Proof

Reordering Jobs

- ▶ Go to your Job History Page and locate the job.
- ▶ **Click on the Cart (not the job within the cart)**

Job 5609546

  	Valarie Clark's Cart (616272) - Sep 20 2017 3:23PM <i>Hide Items...</i>	 Valarie Clark University of Scranton 9/20/2017 3:23 PM
1 Files	N/A Proofs	N/A APVL
N/A	Reorder	OT Clinical Coordinator Thank you Post Card (OT Clinical Coordinator Thank you Post Card) TOTAL \$15.30 QUANTITY 150
CATEGORY Job closed - Sept 2017		
<u>Unspecified</u>		

Reordering a Job

- ▶ Then click on the “Reorder” button next to the job. This will take you to the page with the job information. Update the job name and any information. Attach the file – whether the same file as before or an updated file. **(Please note: the files from the original job do not automatically attach when reordering a job.)**

The screenshot displays a web application interface for managing a job. At the top, there is a navigation bar with links for Home, Order, History, My Profile, Sign-Out, and Contact Us. Below this, the page title is "Jobs/Carts > Job #5609546".

The main content area is titled "Shop Job Control Center" and includes several sections:

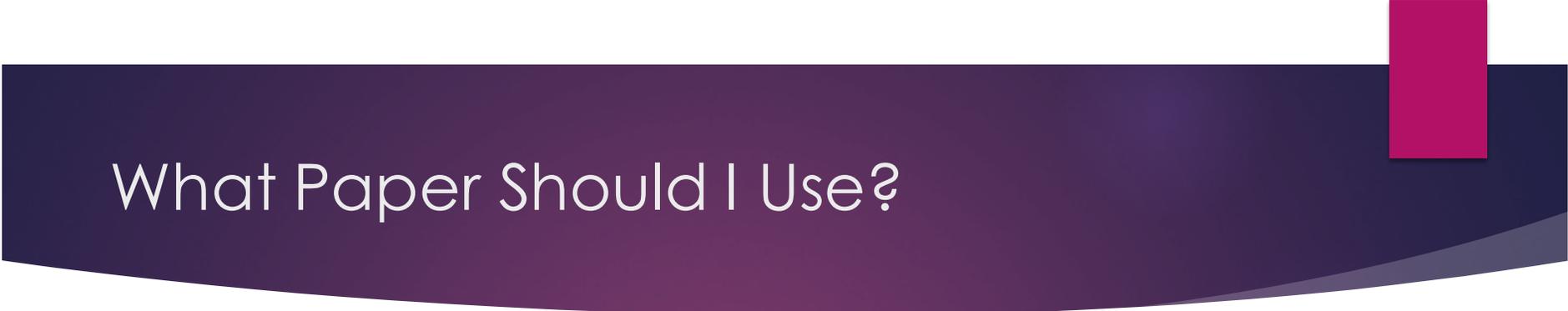
- Job Status:** "Job is Unlocked" and "Job will be auto-deleted on 9/29/2027 12:30:00 AM". There are buttons for "Lock job", "Delete job now", and "Revert Inventory Quantities".
- Category:** "Category is Unspecified". There is a dropdown menu for "Unspecified" and a button for "Assign Category".
- Options:** Radio buttons for "Notify Shop", "Notify Customer", and "Display in Job Status". There is also a button for "Add Status Note".
- Export:** A button for "Export job ticket...".

The "Job Details" section shows:

- Job Name:** Valarie Clark's Cart (616272) - Sep 20 2017 3:23PM
- Status:** Unspecified

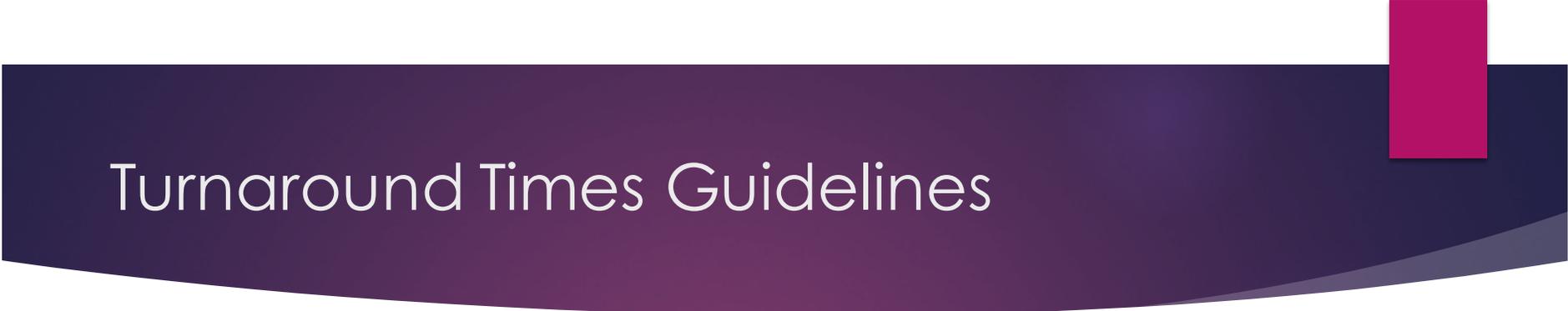
The "Item Name" table lists the items in the job:

Item Name	Quantity	Total
OT Clinical Coordinator Thank you Post Card (940357) (OT Clinical Coordinator Thank you P...) [Reorder]	150	\$15.30
<small>Job created - Sep 2017</small>		
<small>View item overrides...</small>		
		<input checked="" type="checkbox"/> Notify customer on job updates. <input type="button" value="Update Job"/>
Sub Total		\$15.30
Shipping		\$0.00
Order Total		\$15.30



What Paper Should I Use?

- ▶ **Text weight** is the paper used in text pages of a publication. There are various thicknesses of text weight to choose from, and they are lighter-weight papers and are ideal for handouts, flyers, course materials, etc.
- ▶ **Cover weight** is the paper used on covers of printed publications. There are various thicknesses to choose from and they are ideal for posters, invitations, covers of brochures and postcards, to name a few.
- ▶ **Text or Cover – or both?** – Please don't choose both Text and Cover weight paper options unless your job uses both types of papers.
- ▶ **Paper swatch books** have been made available to departments. We also have swatch books available at the Copy Center for your review.
- ▶ If you still aren't sure, please call or email printing@scranton.edu to discuss options and recommendations.



Turnaround Times Guidelines

- ▶ **Basic Copies** - These can generally be turned around same day, though during high-volume periods, two days is preferred.
- ▶ **Fast Copies** – Same day turnaround and within short periods of time within the day. (Please call or email to discuss your needs!) **Black and white copies , no folding or laminating for this service.**
- ▶ **Color Printing**- Please allow a minimum of two full business days for basic color printing. More complex jobs that require folding, trimming, booklet making, etc. require more time – typically 3 – 5 business days depending on the quantity. Complex jobs require more than 5 business days.
- ▶ **Addressing and Stuffing of Envelopes** - Jobs requiring addressing and stuffing of envelopes require a minimum of 3 business days. Depending on the job and the quantity, more time may be required.



Turnaround Time Guidelines

- ▶ **Wide Format Posters** (Posters larger than 13 x 19) - Allow a minimum of 3 business days for printing (including laminating or mounting) of quantities under 5 posters. Larger quantities will require more than 3 business days.
- ▶ **Retractable Banners** - Allow a minimum of 5 business days for a single banner. If banner stands are needed, please allow another 3 – 4 business days for us to order the banner stand.
- ▶ **Campus Delivery** - Build one extra day into the timeline for campus delivery of all jobs. We deliver once a day and the trucks are loaded first thing in the morning.
- ▶ We welcome jobs submitted after hours and on weekends. For rush jobs, please keep in mind that we open at 8 a.m., Monday – Friday.



Thank You!

- ▶ Thank you for using Royal Printing! Feel free to contact us with questions.
- ▶ Phone: 570-941-4198
- ▶ Email: printing@scranton.edu