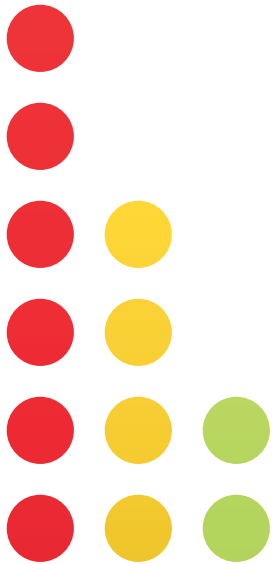


CAMPUS GRAPHICS

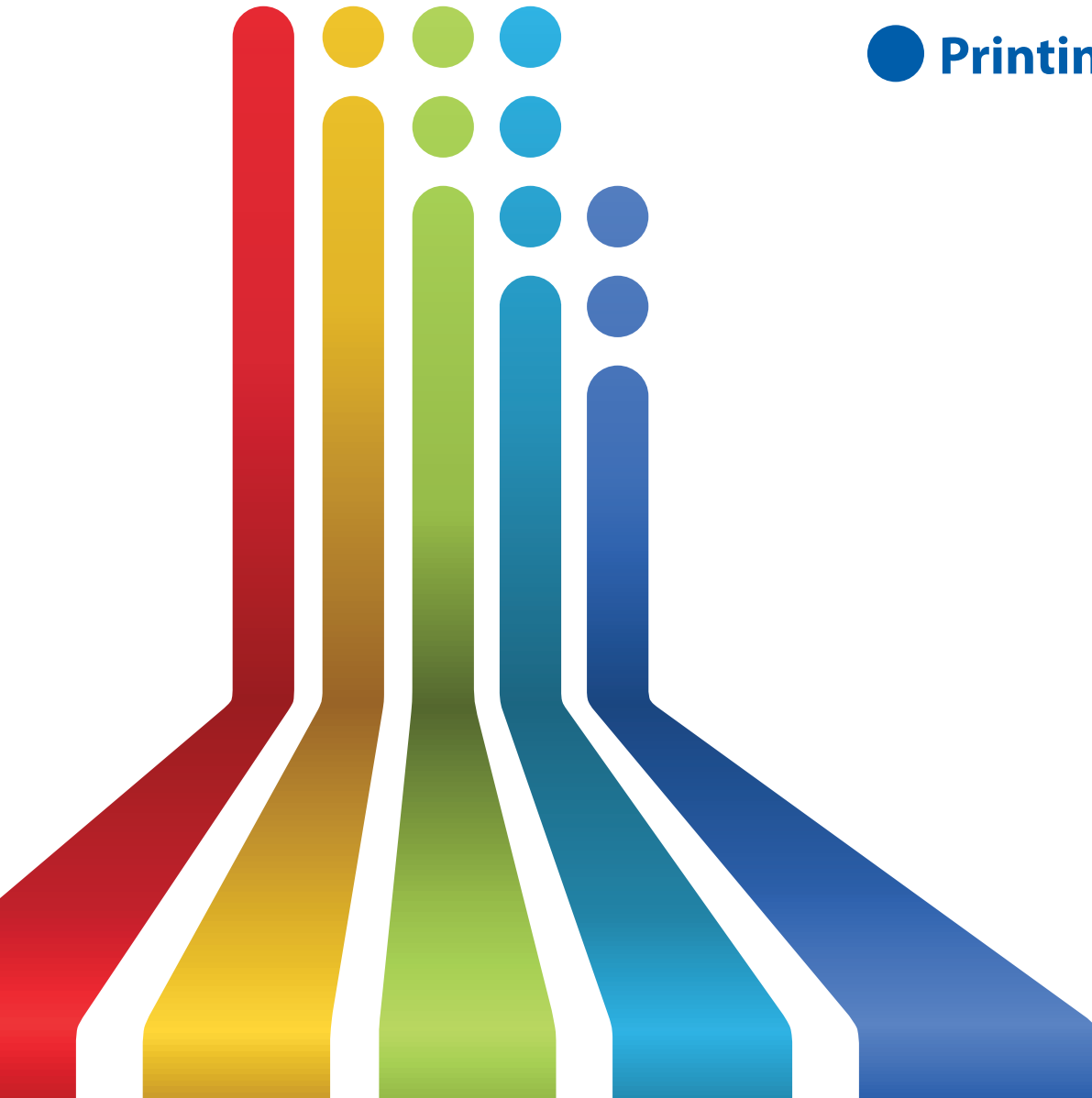
ONLINE USER GUIDE



Important
information about...

● Quick Copy

● Printing Order



Quick Copy

Please use this request for work that is ready to photocopy either as a computer file (e.g. Word doc, PDF, etc.) or as a paper original that does not require design work.

Campus Graphics produces instructional photocopy work at no charge for **non-categorical work up to 500 printed sheets** (single-sided or double-sided) per job. For copy quantities above 500, please discuss options with the coordinator, Campus Graphics (805.922.6966 ext. 3447). These options include creating student course packs for distribution through the college bookstore, department funding, or online links to the material via the website or Blackboard.



How to Submit a Quick Copy Job

Select Quick Copy

Step 1: Select Finished Size for Quick Copy

- 8-1/2 x 11 is the standard size for most tests, handouts, forms, etc.
- 8-1/2 x 14 is called legal sized and is used for small posters, class handouts and other work that cannot fit on 11" paper.
- 11 x 17 is used mostly for posters



Step 2: Quick Copy Information

Edit Site Information- You can change your site information (*delivery location*) as long as you have access to other sites than the one you registered with. If you require access to other sites please contact grivera@hancockcollege.edu or call the coordinator, Campus Graphics (805.922.6966 ext. 3447).

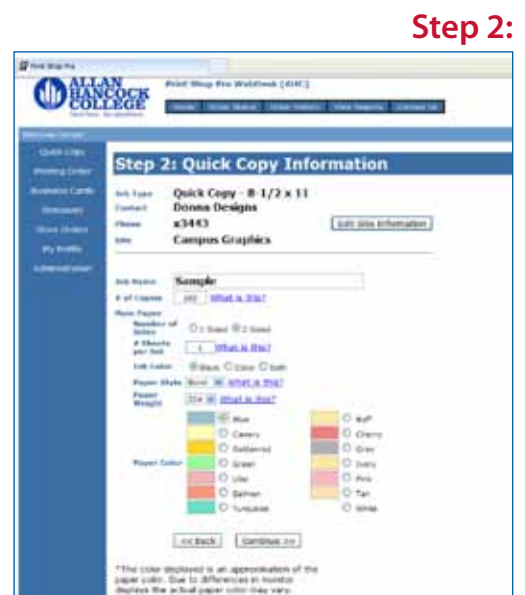
Enter Job Name- Please enter a unique job name that best describes what you are submitting, e.g. English 101 Midterm.

of Copies- This is the quantity of your order in finished sets, e.g. English 101 has 35 students, the # of copies will be 35, one for each student.

Main Paper

Number of Sides- For single sided work select 1 sided, to print on both sides of the paper select 2 sided.

Sheets per Set- This is the number of sheets of paper in each finished set, e.g. 5 page digital file to be printed single-sided the sheets per set would be 5, if the same file is to be printed two-sided the sheets per set would be 3.



Step 2:

Step 2: Quick Copy Information (continued)

Ink Color- Select **Black** to print in black toner on paper, **Color** to print in full-color toner on paper. **Note:** Non-categorical accounts are limited to 50 free single-sided (25 double-sided) 8-1/2 x 11 or 25 single-sided 11 x 17 printed in full-color, quantities above these amounts are chargeable.

Paper Style- Select **Bond** for normal business weight, **Text** for BriteHue and other text weight, and **Cover** for card stock paper.

Paper Weight- When you toggle to different paper styles, the weights (thickness) of those papers will appear here. Select the weight of the paper for type of paper you wish to order

- Bond- 20# white and colored
- Text- 60# white and brite , 70# white
- Cover- 60# photowhite (good for printing out photographs), 65# white and brite hue, 67#-90#-110# white and colored

Paper Color- choose the paper color for your order

Click on **Continue >>**

Step 3: Finishing

Binding- If you do not need stapling leave this blank, if you want your sets stapled click on Change and select the type of stapling you would like

Cutting- If you do not need cutting leave this blank, if you want your work cut click on Change and select the type of cutting you would like:

- 4-up means that CG will cut an 8-1/2 x 11 sheet in quarters for a final size of 4-1/4 x 5-1/2. For an 8-1/2 x 14 sheet it will be cut to 4-1/2 x 7, 11 x 17 cut to 5-1/2 x 8-1/2
- 2-up means that CG will cut an 8-1/2 x 11 sheet in half for a final size of 5-1/2 x 8-1/2. For an 8-1/2 x 14 sheet it will be cut to 8-1/2 x 7, 11 x 17 cut to 8-1/2 x 11
- **Note:** Please put down your **final quantity** at the finished size in the # of copies in Step 2, do not put the pre-cut quantity in the # copies.

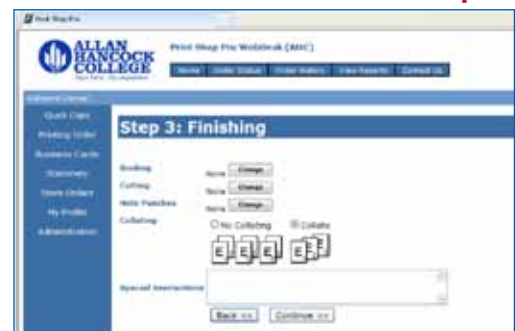
Hole Punches- If you do not need hole punch leave this blank, if you want your work punched click on Change and select 3 Side

Collating- The default is to collate, if you do not want your work collated (e.g. a 4 sheets per set job uncollated will be printed as 4 stacks of your four originals) the select No Collating

Special Instructions- Use this text field to input any information you wish to add to your work order- e.g. "I would like to pickup this job at 1:30 p.m."



Step 3:



Step 4: Attach Files

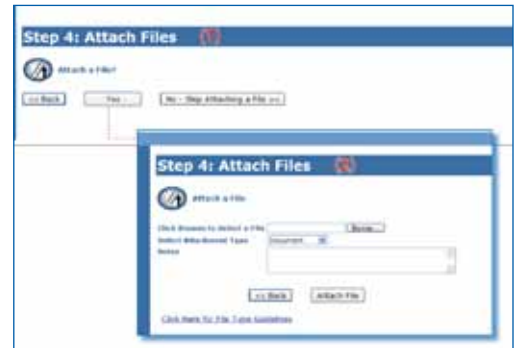
IMPORTANT: Please **turn off your pop-up blocker on your browser** for this website before you proceed

Select **Yes** if you wish to attach a file to your order

- Click on **Browse** to select a file, click on this to locate your file on your computer
- Select **Attachment Type** - keep **Document** as the selection
- **Notes**- another place to input text / instructions if you wish to add
- After you select **Attach** you will see a window open with your file converted to a PDF, after viewing close out of the PDF file window by clicking on the X on the top right corner of the window
- **File Approval**-
Click on **OK As Is- Proceed with Project** if the PDF is ok to print, click on **Not Approved** if the PDF conversion is faulty, this will send the original native file to CG to print
- Notes- another place to input text / instructions if you wish to add
- Select <<**Back** to go to the previous screen, **Attach Another File** to submit another file, or **Continue**>> to go to the next step

Select **No – Skip Attaching a File** >> if there is no file to attach, you are submitting hard copy originals to print, **skip to Step 5 Billing and Delivery**

Step 4:



Step 5: Billing and Delivery

Billing- enter in your account number that you have been approved to use by selecting the down arrow and selecting the account number. If you have several account numbers available to you please choose the correct account number.

Delivery- Suggested Due Date- Click on the calendar icon and choose your due date

Delivery

Hold For Pick Up- select this if you want to pick up your work yourself (we will not release the work to anyone other than you)

Ship To Address or Ship To Site- for the Santa Maria campus this means that your work will be placed into bins for your department to pick up, for LVC and other centers if selected this will release your work to the couriers who will deliver the work to your center.

Step 5:



Order Process Complete

Order Process Complete

A review of your order will be displayed

Order #

Job Name

Current Status

Click here to [View Order Summary](#) / [Print Job Ticket](#)

- If you are turning in hard copy originals and you wish to print your job ticket then select this and attach your printed job ticket to your originals and turn into CG
- If you are copying your work on our self-service copier please print out a job ticket and sign off on the ticket that you printed the work yourself. **Note:** Self-service copying requires a job ticket.



You will receive an email notification confirming the submission of your order.

- If you did not receive an email notification then please check your email address on the My Profile page
- You will receive an email notification when your job is ready for pickup or for other notifications

Email Notification



Printing Order

Please use this request for work that does not require design work but requires **more extensive bindery options** (e.g. laminating, spiral/comb/tape binding, padding, etc.) or **for print work that requires design services** (brochures, posters, postcards, envelopes, etc.).

Note- for design work only, no printing required (e.g. ads, billboards, t-shirts, etc.) please use the Design Only selection in the Printing Order menu.

Campus Graphics produces instructional photocopy work at no charge for **non-categorical work up to 500 printed sheets** (single-sided or double-sided) per job. For copy quantities above 500, please discuss options with the coordinator, Campus Graphics (805.922.6966 ext. 3447). These options include creating student course packs for distribution through the college bookstore, department funding, or online links to the material via the website or Blackboard.



How to Submit a Print/Design Job

Select Printing Order

Step 1: Select Category

Choose the product you wish to order

Select **Print** for print/design work under the following finished sizes:

- 4-1/4 x 5-1/2, 5-1/2 x 8-1/2, 8-1/2 x 11, 8-1/2 x 14, 11 x 17, or TBD
- Most work is letter sized, 8-1/2 x 11 which will be the selection for this guide



Step 2: Select Finished Size for Print

- Most work is letter sized, 8-1/2 x 11 which will be the selection for this guide



Step 3: Printing Order Information

Edit Site Information- You can change your site information (*delivery location*) as long as you have access to other sites than the one you registered with. If you require access to other sites please contact grivera@hancockcollege.edu or call the coordinator, Campus Graphics (805.922.6966 ext. 3447).

Enter Job Name- Please enter a unique job name that best describes what you are submitting, e.g. English 101 Midterm.

of Copies- This is the quantity of your order in finished sets, e.g. 25 fliers

- If you are ordering pads use the following formula:
of Copies= # sheets per pad x # of pads ordered

Main Paper

Number of Sides- For single-sided work select 1 sided, to print on both sides of the paper select 2 sided.

Originals- This is the number of sheets of paper in each finished set, e.g. 5 page digital file to be printed single-sided the sheets per set would be 5, if the same file is to be printed two-sided the sheets per set would be 3.

- If you are adding covers to your order, include them here in the # Originals
- e.g. 100 page text printed two-sides, with a front and back cover to be spiral bound, the # Originals would be 52
- If you are ordering pads: # of Originals= will always be one

Ink Color- Select **Black** to print in black toner on paper, **Color** to print in full color toner on paper. **Note:** Non-categorical accounts are limited to 50 free single-sided (25 double-sided) 8-1/2 x 11 or 25 single-sided 11 x 17 printed in full color, quantities above these amounts are chargeable.

Paper Style- Select **Bond** for normal business weight, **Text** for BriteHue and other text weight, **Cover** for card stock paper, coated one-side or coated two-sides for brochures and posters.

Paper Weight- When you toggle to different paper styles, the weights (thickness) of those papers will appear here. Select the weight of the paper for type of paper you wish to order.

- Bond- 20# white and colored
- Text- 60# white and brite , 70# white
- Cover- 60# photowhite (good for printing out photographs), 65# white and brite hue, 67#-90#-110# white and colored
- 10 pt.- this is for coated one-side card stock used for 12 x 18 work
- 12 pt.- this is for coated one-side card stock used for 8-1/2 x 11 work
- 80#- this is for coated two-side cover and book weight paper, used for all sized work



PRINTING ORDER

Step 3: Printing Order Information (continued)

Paper Color- choose the paper color for your order

Cover Stock- Click on **Include Front Cover** and/or **Include Back Cover** if you wish to add covers to your work.

- If you choose to add cover stock select here.
If no cover stocks leave blank.

Click on **Continue >>**

If you did not choose cover stock you would be directed to the **Step 4: Current Stocks** below.

If you choose cover stocks, you would go to the **Select Cover Stocks** page:

Front Cover:

- **Select Number of Sides**- 1 or 2 sided or No Print
- **Ink Color**- Black, Color or Both
- **Paper Style**- Cover, coated or text weight
- **Paper Weight**- Toggle to different weights to get your color paper selection (see Paper Weight instructions above)
- Do the same for the **Back Cover**, if selected

Click on **Continue >>**

Step 4: Current Stocks

Check your stock selection, add more if you wish or delete stocks selected.

Step 5: Finishing

Binding

Here you have several selections of binding options.

- **None**- If you do not need binding, leave this blank
- **Stapling**- Staples on the front of the page either on the left corner or two staples on the left side of the sets
- **Saddlestitch**- This applies two staples in the fold of the work; an 11 x 17 page with multiple pages would be folded then stitched in the fold for a booklet.
- **Shrinkwrap**- Choose this if you would like your work wrapped in stretchy plastic for protection or bundling.
- **Spiral/Comb/Tape Binding**- Choose one of these if you would like your work bound.

Step 3 (continued):



Step 4:



Step 5:



PRINTING ORDER

Step 5: Finishing (continued)

Step 5:

Folding

Choose your folding options

- **Half and Vertical folds**- one fold
- **Address fold**- this is a letter fold with the address panel facing out for mailing purposes. **NOTE:** paper selection for mailing brochures needs to be in 70# text or higher weights!
- **Letterfold**- two overlapping folds, mostly used for 8-1/2 x 11 work
- **Z fold**- two according folds, mostly used for 8-1/2 x 11 work
- **Double parallel**- work is folded in half then folded in half again, two folds, mostly used for 8-1/2 x 14 work



Cutting

If you do not need cutting leave this blank, if you want your work cut click on **Change** and select the type of cutting you would like:

- Please refer to the diagrams that show how a sheet would be cut and select your cutting preference.
- **Note:** Please put down **your final quantity** at the finished size in the # of copies in Step 2, do not put the pre-cut quantity in the # copies.

Hole Punches

If you do not need hole punch leave this blank, if you want your work punched click on **Change** and select **3 Side**

Collating

The default is to collate, if you do not want your work collated (e.g. a 4 sheets per set job uncollated will be printed as 4 stacks of your four originals) then select **No Collating**. Reverse Collate means you want your work outputted in reverse order.

Scoring

Select here if you wish to have a crease applied to your work to prevent heavy paper selections from cracking. Coated stock selections require scoring.

Perforating

A perforation (perf) means that you can tear a part of the sheet off without destroying the rest of the sheet; this is used mainly for tickets. If you choose **Perforating**, please **indicate in the Special Instructions** where you would like the location of the perforation.

PRINTING ORDER

Step 5: Finishing (continued)

Padding

Choose this selection if you wish to have rubber paint applied to the edge of your work to make it a pad.

- **Enter # of Pads**- this is the number of pads you would like to end up with.
- Do not try to figure out how many up we will print your work on, use the following formula and go back to Step 3 to fill out the following fields.
 - # of Copies = # sheets per pad x # of pads ordered
 - # of Originals = will always be **one**

Special Instructions

Use this text field to input any information or instructions you wish to add to your work order - e.g. "Please apply a perforation 2 inches from the edge of the left side of the ticket"

Step 6: Attach Files

IMPORTANT: Please **turn off your pop-up blocker on your browser** for this website before you proceed

Select **Yes** if you wish to attach a file to your order

- Click on **Browse** to select a file, click on this to locate your file on your computer
- Select **Attachment Type** - keep **Document** as the selection
- **Notes**- another place to input text / instructions if you wish to add
- After you select **Attach** you will see a window open with your file converted to a PDF, after viewing close out of the PDF file window by clicking on the X on the top right corner of the window
- **File Approval**-
Click on **OK As Is- Proceed with Project** if the PDF is ok to print, click on **Not Approved** if the PDF conversion is faulty, this will send the original native file to CG to print
- Notes- another place to input text / instructions if you wish to add
- Select <<**Back** to go to the previous screen, **Attach Another File** to submit another file, or **Continue**>> to go to the next step

Select **No – Skip Attaching a File >>** if there is no file to attach, you are submitting hard copy originals to print, **skip to Step 7 Billing and Delivery**

Step 5:



Step 6:



PRINTING ORDER

Step 7: Billing and Delivery

Billing- enter in your account number that you have been approved to use by selecting the down arrow and selecting the account number. If you have several account numbers available to you please choose the correct account number.

Delivery- Suggested Due Date- Click on the calendar icon and choose your due date

Rush?- Select here if non-design print work is due in less than 24 hours, or if print work requiring design is due in less than 10 working days.

Delivery

- **Hold For Pick Up-** select this if you want to pick up your work yourself (we will not release the work to anyone other than you)
- **Ship To Address or Ship To Site-** for the Santa Maria campus this means that your work will be placed into bins for your department to pick up, for LVC and other centers if selected this will release your work to the couriers who will deliver the work to your center.
- You can input different ship addresses here if you like

Click on **Finish** >>

Order Process Complete

A review of your order will be displayed

Order #

Job Name

Current Status

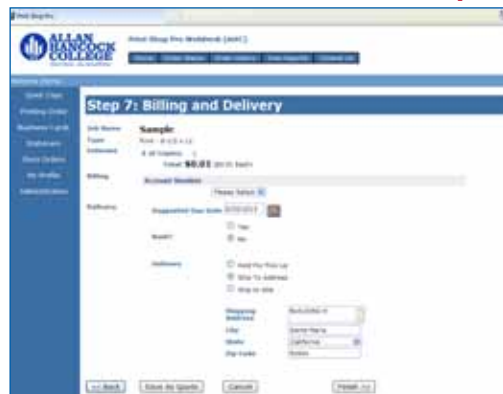
Click here to **View Order Summary / Print Job Ticket**

- If you are turning in hard copy originals and you wish to print your job ticket then select this and attach your printed job ticket to your originals and turn into CG.
- For reprints of design work, please print out a job ticket and attach it to a sample of the previous order.

You will receive an email notification confirming the submission of your order.

- If you did not receive an email notification then please check your email address on the My Profile page
- You will receive an email notification when your job is ready for pickup or for other notifications

Step 7:



Order Process Complete



Email Notification

