How to Order: Perfect Bind Booklet

Step by step guide to placing an order

efi Digital StoreFront®
eCommerce Web-to-Print Software

http://pusd.myprintdesk.net/DSF

RECOMMENDATIONS
Page Count – 25-250 pages (no less than 25 pages)
Cover Color Options - B/W or Color
Cover Print Options - Front/Back and/or Inside/Outside
Cover Media Options – Gloss White cover stock ONLY
Booklet Media Options - Variety of copy paper colors
Tabs - Yes
Mixed Media Option - Yes
Mixed Color Printing Mode – Yes

Supported File Types for Import

Extension	File Type
ai	Illustrator File
bmp	Bitmap
cpy	Adobe PDF
doc	Microsoft Word Document
docx	Microsoft Word Document
eps	Encapsulated PostScript
epub	Electronic Publication
gif	Graphics Interchange Format
jpeg	Joint Photographics Experts Group Format
jpg	Joint Photographics Experts Group Format
mobi	Mobipocket file format
odp	PowerPoint Presentation
ods	Excel Spreadsheet
odt	Microsoft Word Document
pdf	Adobe PDF
png	PNG
ppt	PowerPoint Presentation
pptx	PowerPoint Presentation
pub	Microsoft Publisher Document
pub	Microsoft Publisher Document
tif	TIFF
tiff	TIFF
xls	Excel Spreadsheet
xlsx	Excel Spreadsheet
zip	PKZIP

How to Order: Perfect Bind Booklet

STEP 1 – Visit Print Shop Online website - http://pusd.myprintdesk.net/dsf and click on "Categories" or "Featured Categories" links at top of page, to find product categories.
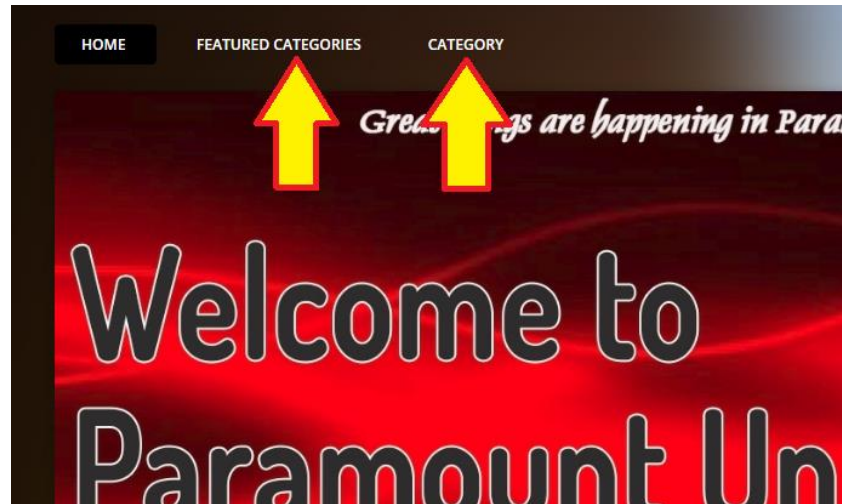
STEP 2 – In the "*Categories*" page, click the "*Browse*" button to open the Booklets product category.
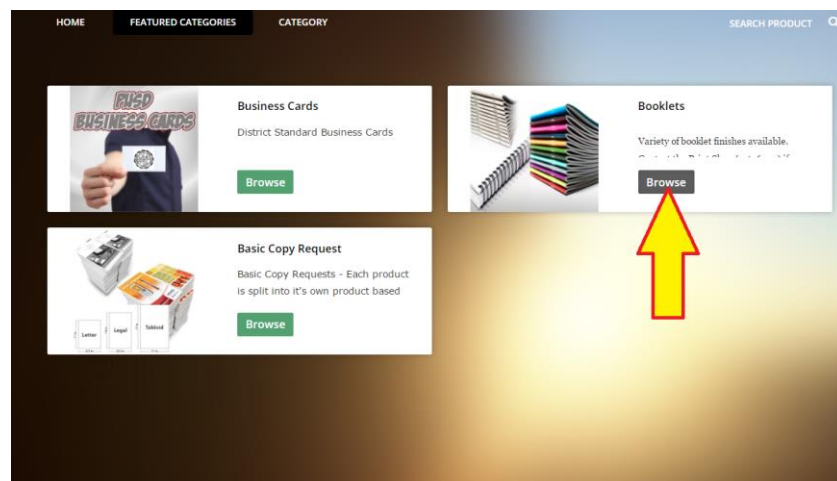

STEP 3 – In the Booklets product page, click the "*Buy Now*" button selection under the Perfect Bind Booklet to open the Visual Product Builder to create your job.
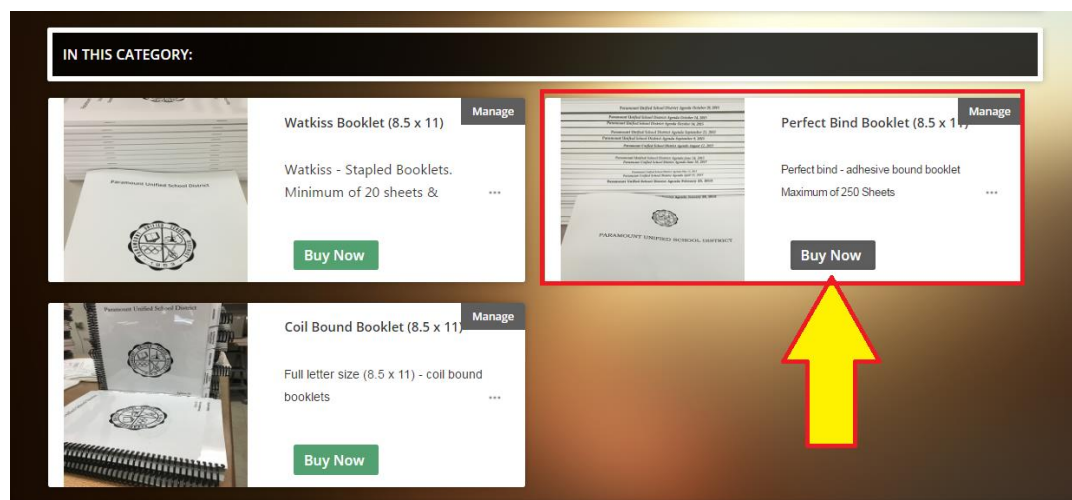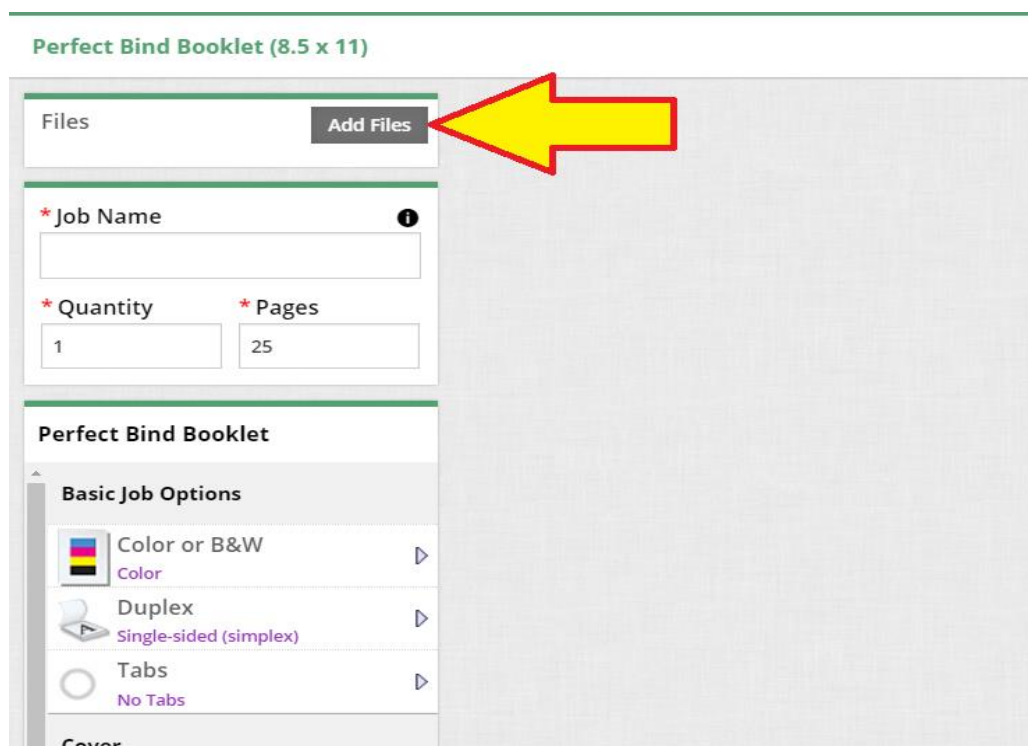
How to Order: Perfect Bind Booklet

STEP 4 – Once the Visual Product Builder screen is visible, you will see the blank job template on the right side of the screen and the file management & job menu on the left side of the screen.
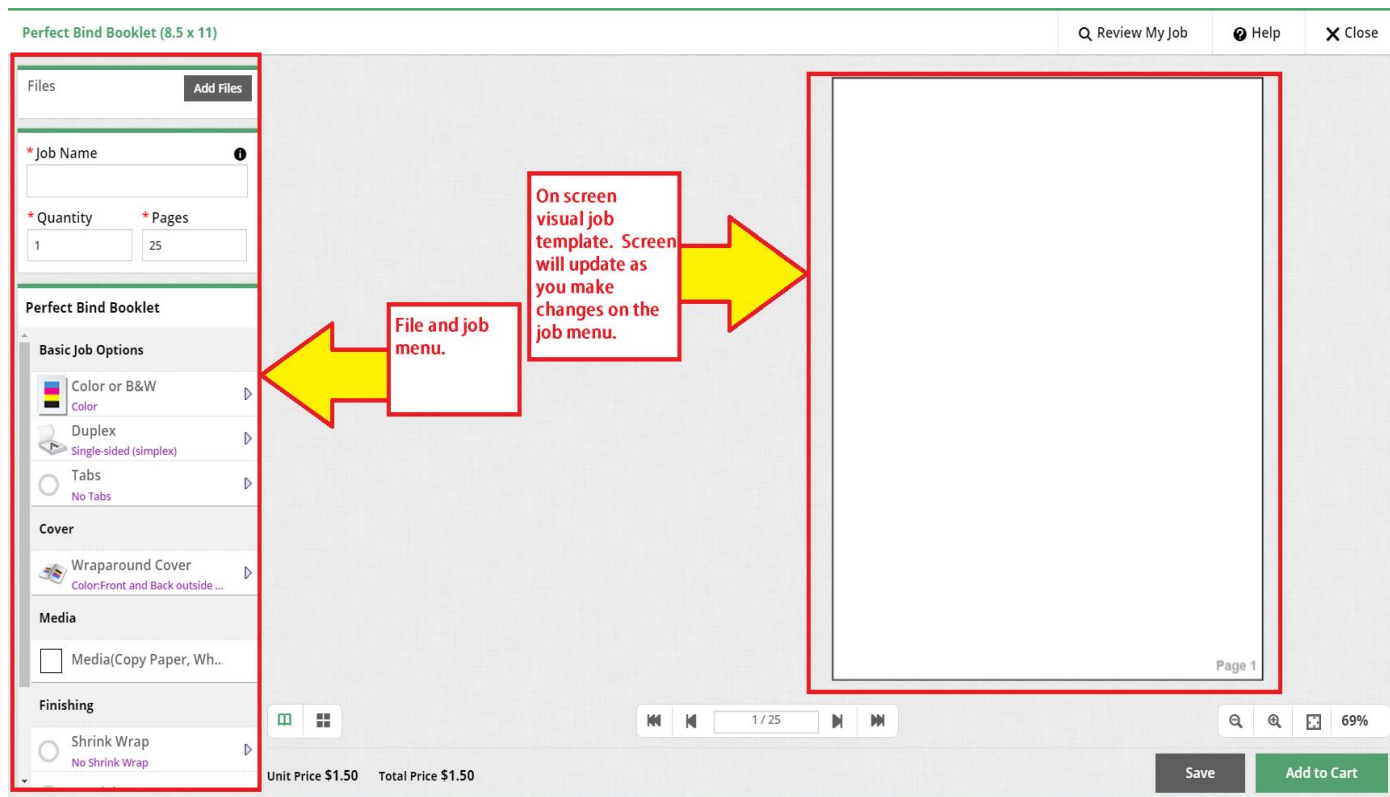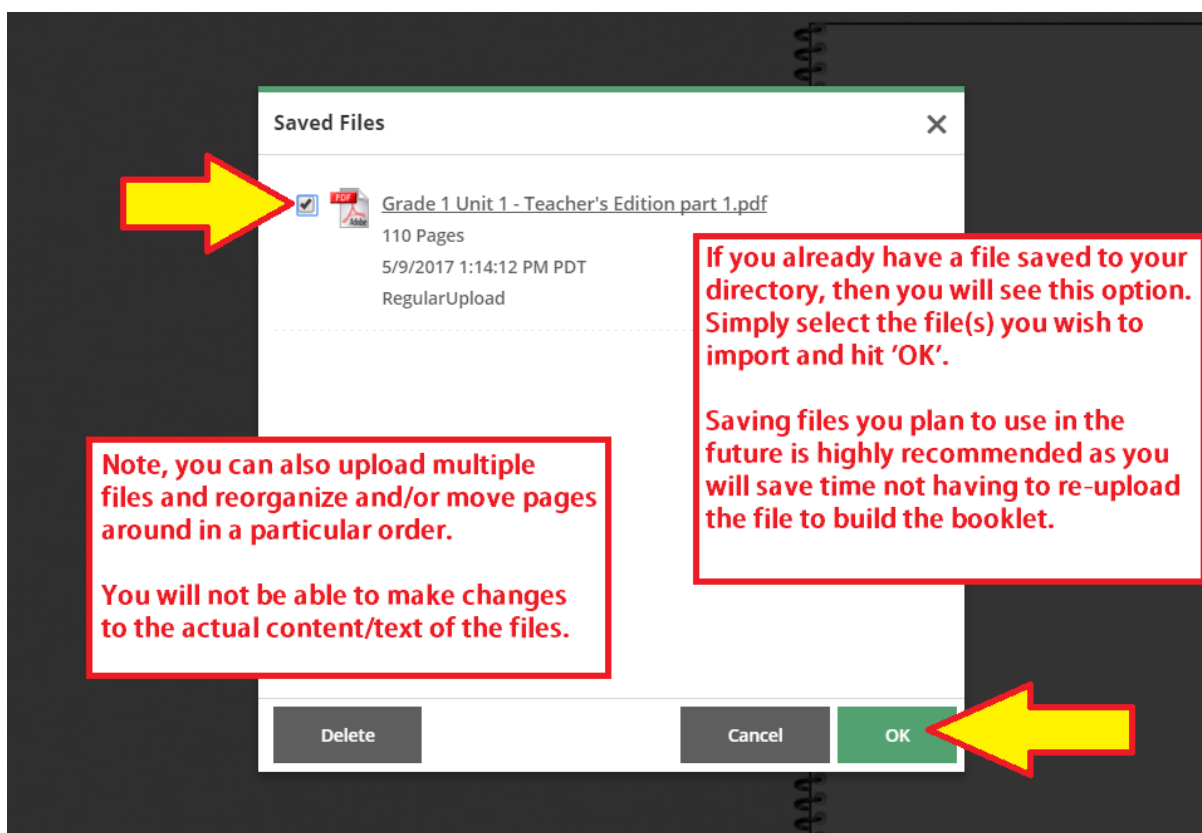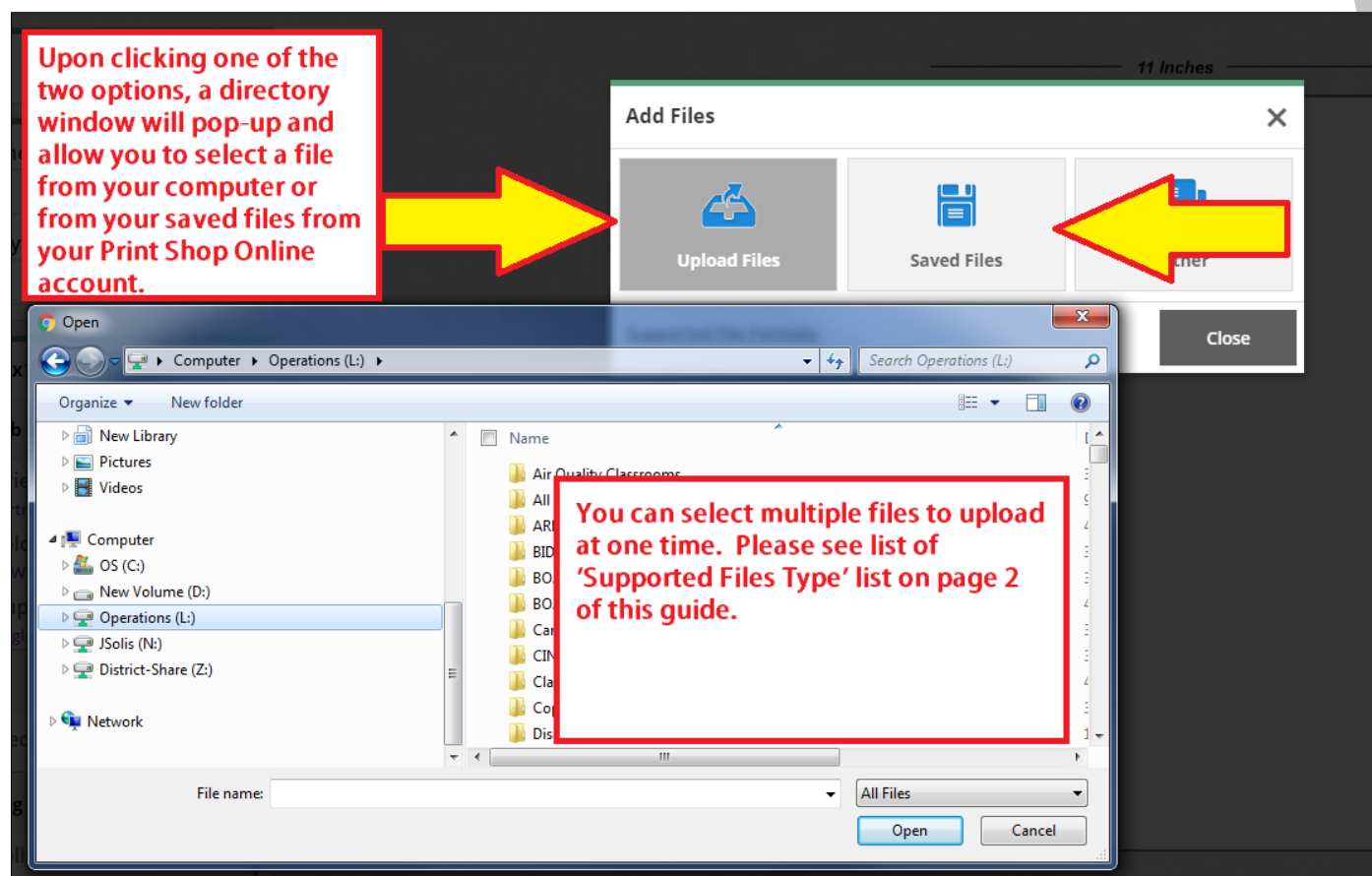

STEP 5 – Upload your original file(s) by clicking the "*Add Files*" button.
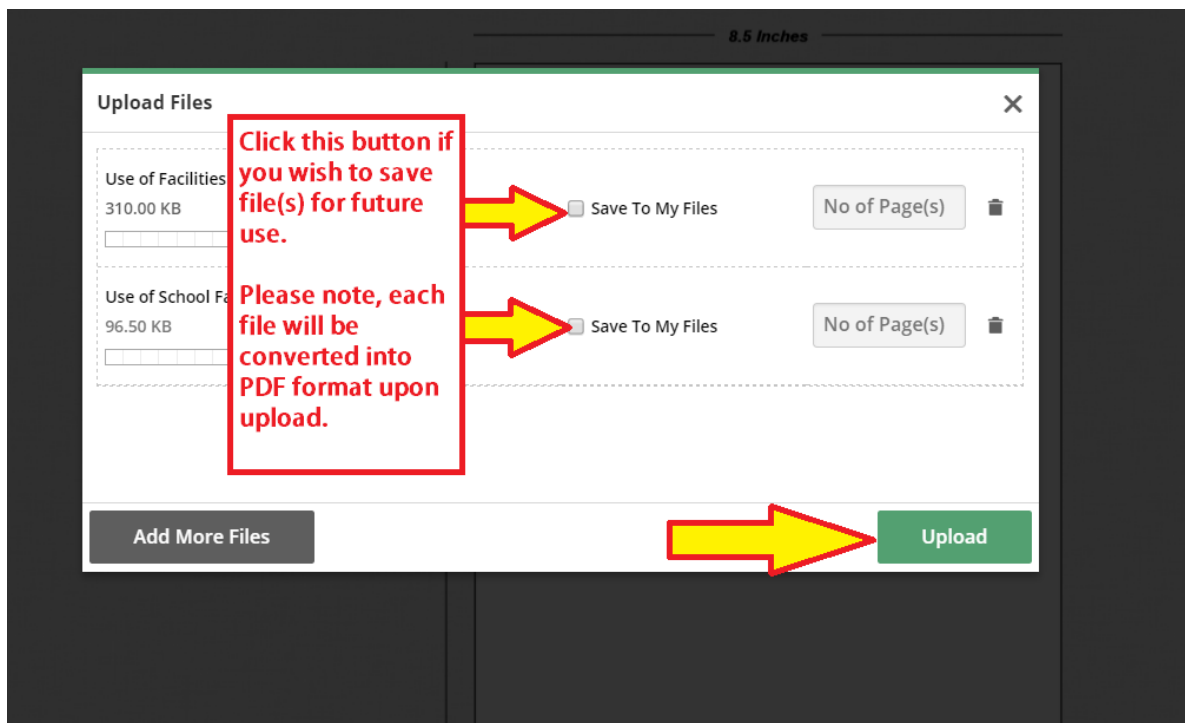
How to Order: Perfect Bind Booklet

STEP 6 – Locate the file you wish to import to begin building your print job.

Upon clicking one of the two options, a directory window will pop-up and allow you to select a file from your computer or from your saved files from your Print Shop Online account.

Add Files   ✕

Upload Files

Saved Files

Close

11 Inches

Open

Computer ▶ Operations (L:) ▶

Search Operations (L:)

Organize ▾   New folder

- New Library
- Pictures
- Videos

- Computer
  - OS (C:)
  - New Volume (D:)
  - Operations (L:)
  - JSolis (N:)
  - District-Share (Z:)

- Network

Name

Air Quality Classrooms
All
AR
BID
BO
BO
Ca
CIN
Cla
Co
Dis

You can select multiple files to upload at one time. Please see list of 'Supported Files Type' list on page 2 of this guide.

File name: All Files

Open   Cancel

Saved Files   ✕

☑ 📄 Grade 1 Unit 1 - Teacher's Edition part 1.pdf
110 Pages
5/9/2017 1:14:12 PM PDT
RegularUpload

If you already have a file saved to your directory, then you will see this option. Simply select the file(s) you wish to import and hit 'OK'.

Saving files you plan to use in the future is highly recommended as you will save time not having to re-upload the file to build the booklet.

Note, you can also upload multiple files and reorganize and/or move pages around in a particular order.

You will not be able to make changes to the actual content/text of the files.
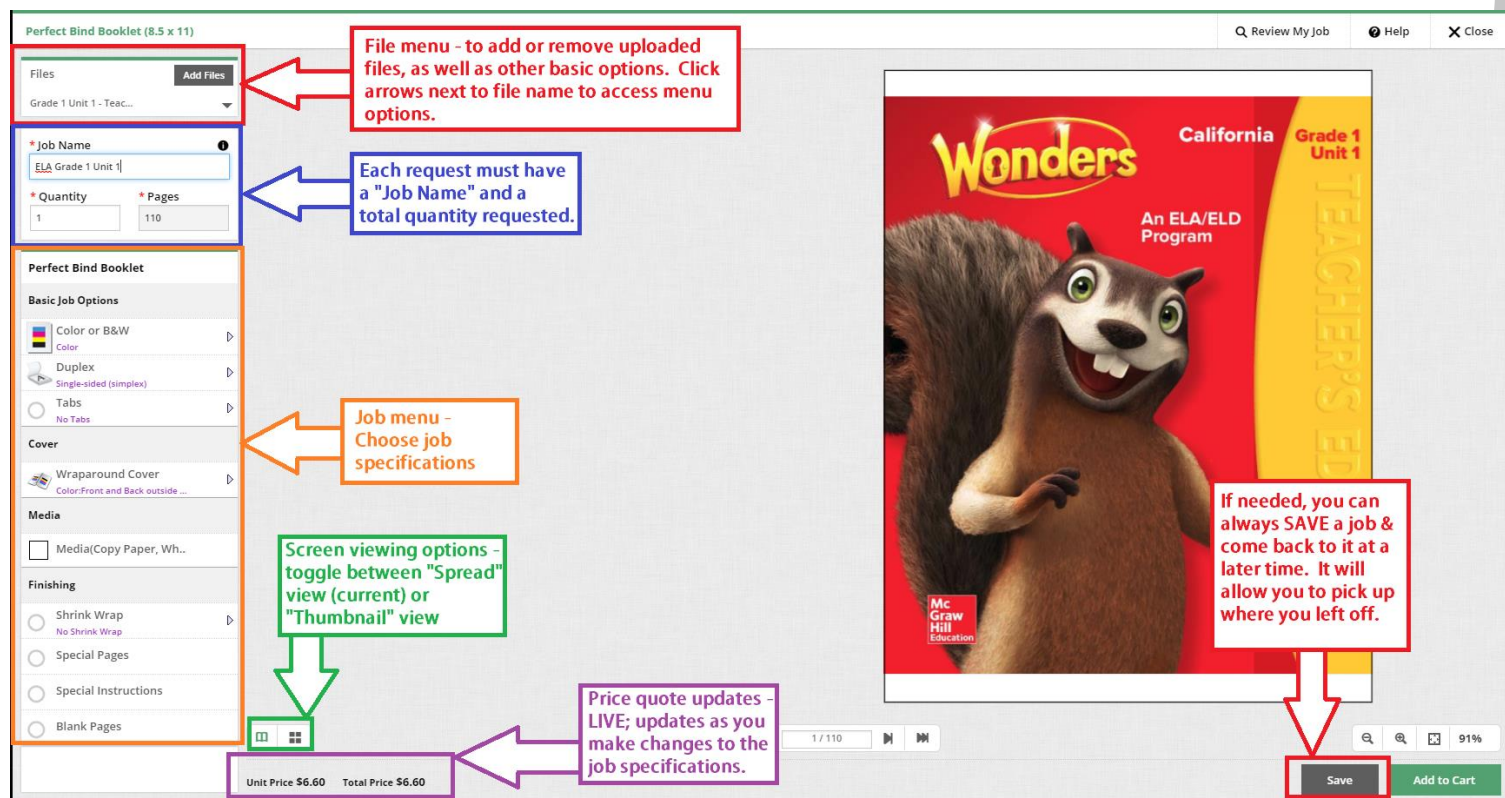
Delete   Cancel   OK

How to Order: Perfect Bind Booklet

STEP 7 – Select the file and it will take you to the upload screen. (Unless you are using a previously uploaded file, stored in your 'My Saved Files' directory.


Upload Files

Use of Facilities
310.00 KB

Use of School Fa
96.50 KB

Click this button if you wish to save file(s) for future use.

Please note, each file will be converted into PDF format upon upload.

☐ Save To My Files — No of Page(s)

☐ Save To My Files — No of Page(s)

Add More Files | Upload

STEP 8 – Once the file(s) is uploaded, it will load onto the screen within the Visual Product Builder.

Perfect Bind Booklet (8.5 x 11)   Q Review My Job   ❓ Help   ✕ Close

Files | Add Files

Grade 1 Unit 1 - Teac...

File menu - to add or remove uploaded files, as well as other basic options. Click arrows next to file name to access menu options.

* Job Name ⓘ
ELA Grade 1 Unit 1

Each request must have a "Job Name" and a total quantity requested.

* Quantity   * Pages
1   110

Perfect Bind Booklet

Basic Job Options

Color or B&W
Color

Duplex
Single-sided (simplex)

Tabs
No Tabs

Cover

Wraparound Cover
Color:Front and Back outside ...

Media

Media(Copy Paper, Wh..

Finishing

Shrink Wrap
No Shrink Wrap

Special Pages

Special Instructions

Blank Pages

Job menu – Choose job specifications

Screen viewing options - toggle between "Spread" view (current) or "Thumbnail" view

Price quote updates - LIVE; updates as you make changes to the job specifications.

Unit Price $6.60   Total Price $6.60

1 / 110

If needed, you can always SAVE a job & come back to it at a later time. It will allow you to pick up where you left off.

Save | Add to Cart

Revised June 2017

How to Order: Perfect Bind Booklet

STEP 9 – Basic Job Options
You will be able to choose the Color Print Mode, Single or Double sided printing, and Tabs. Job Orientation and Finishing Orientation are set to default values (Portrait Orientation and Left Binding Finish).
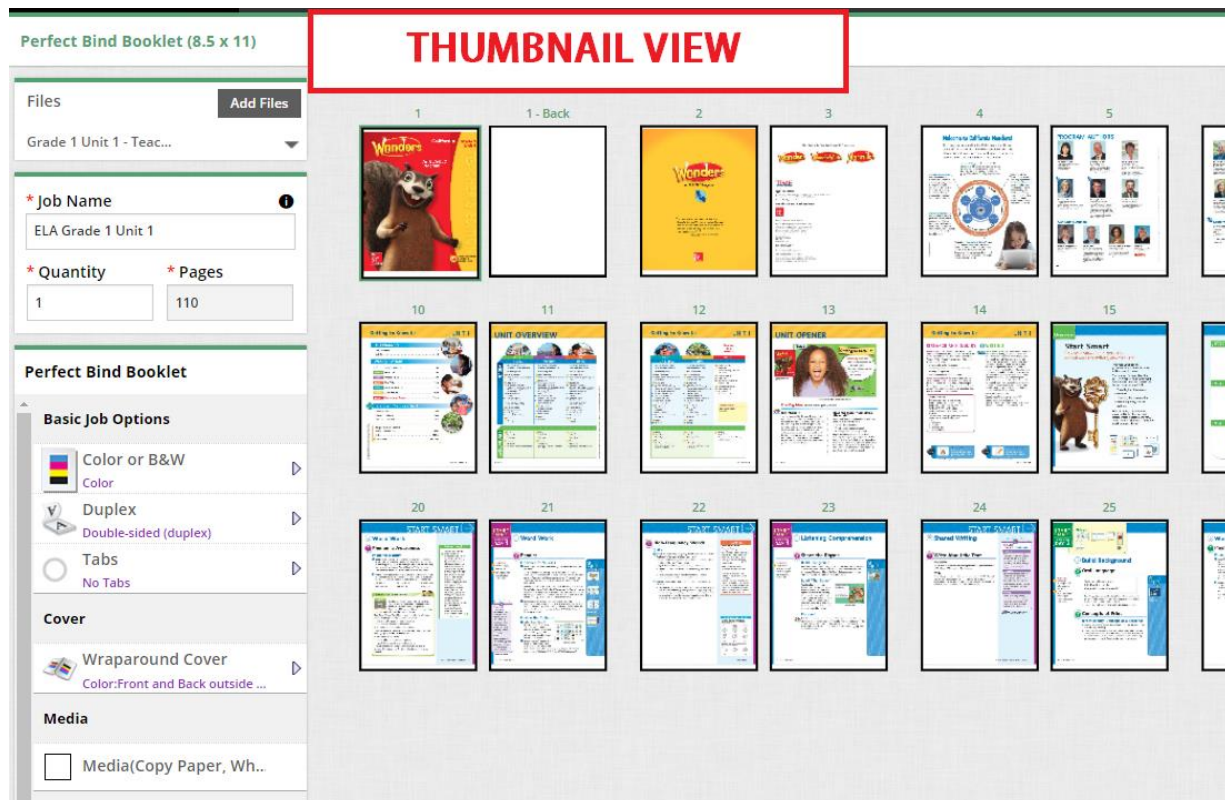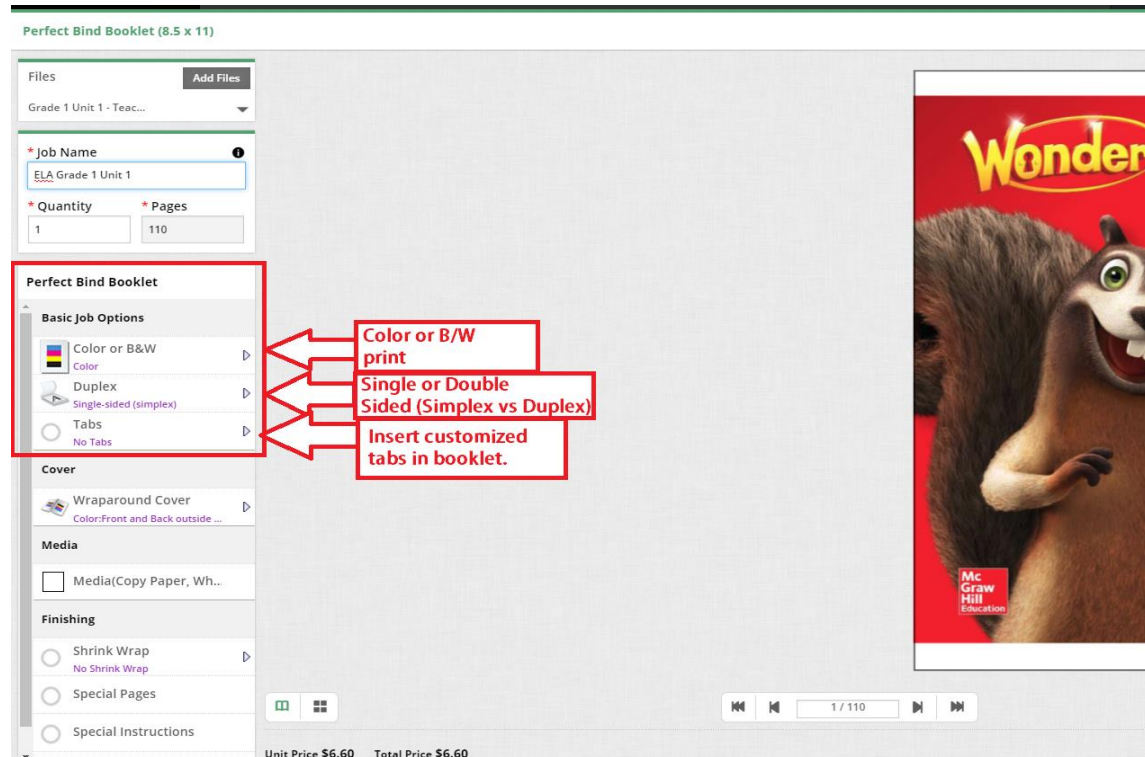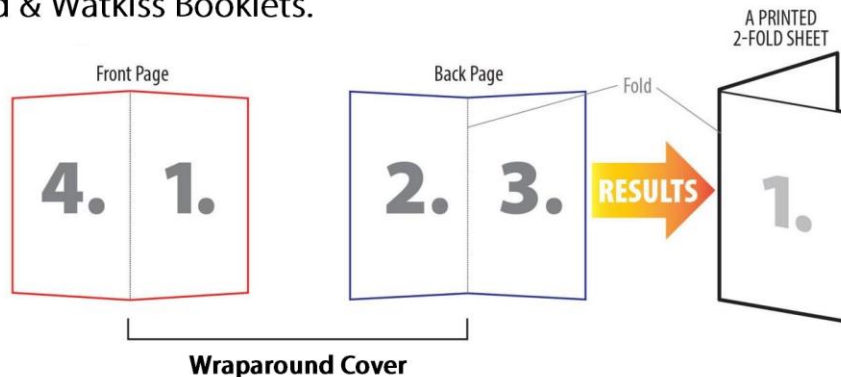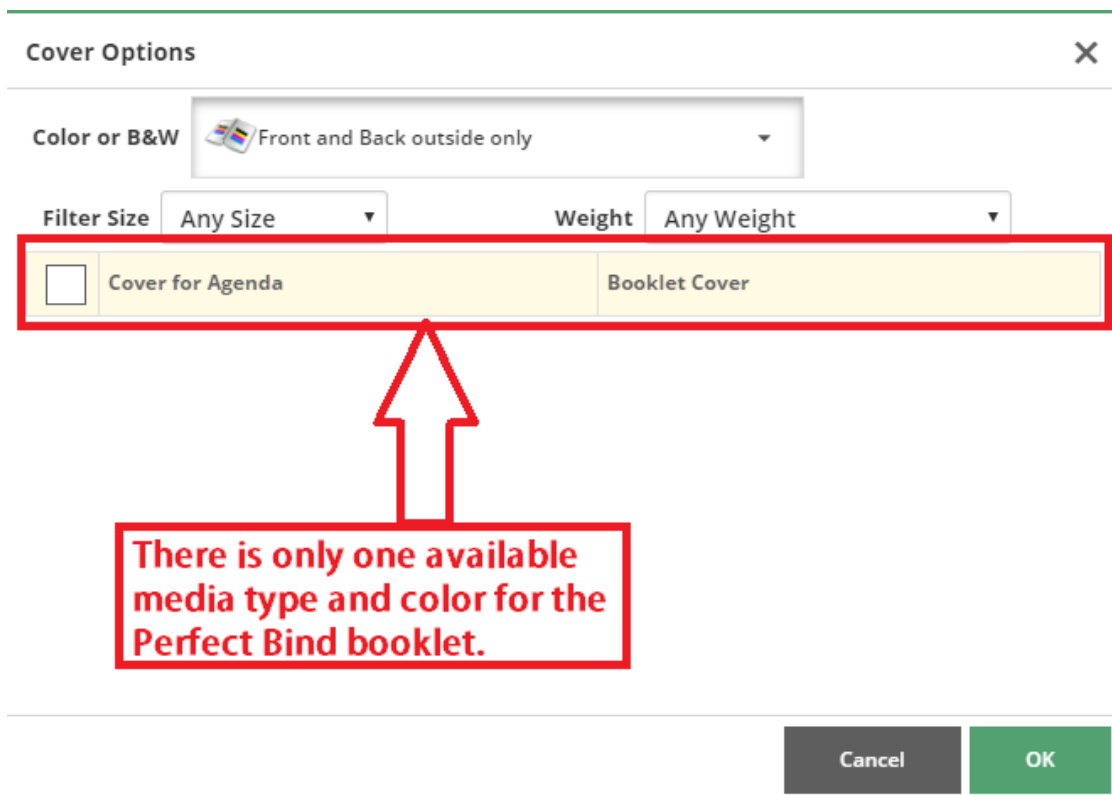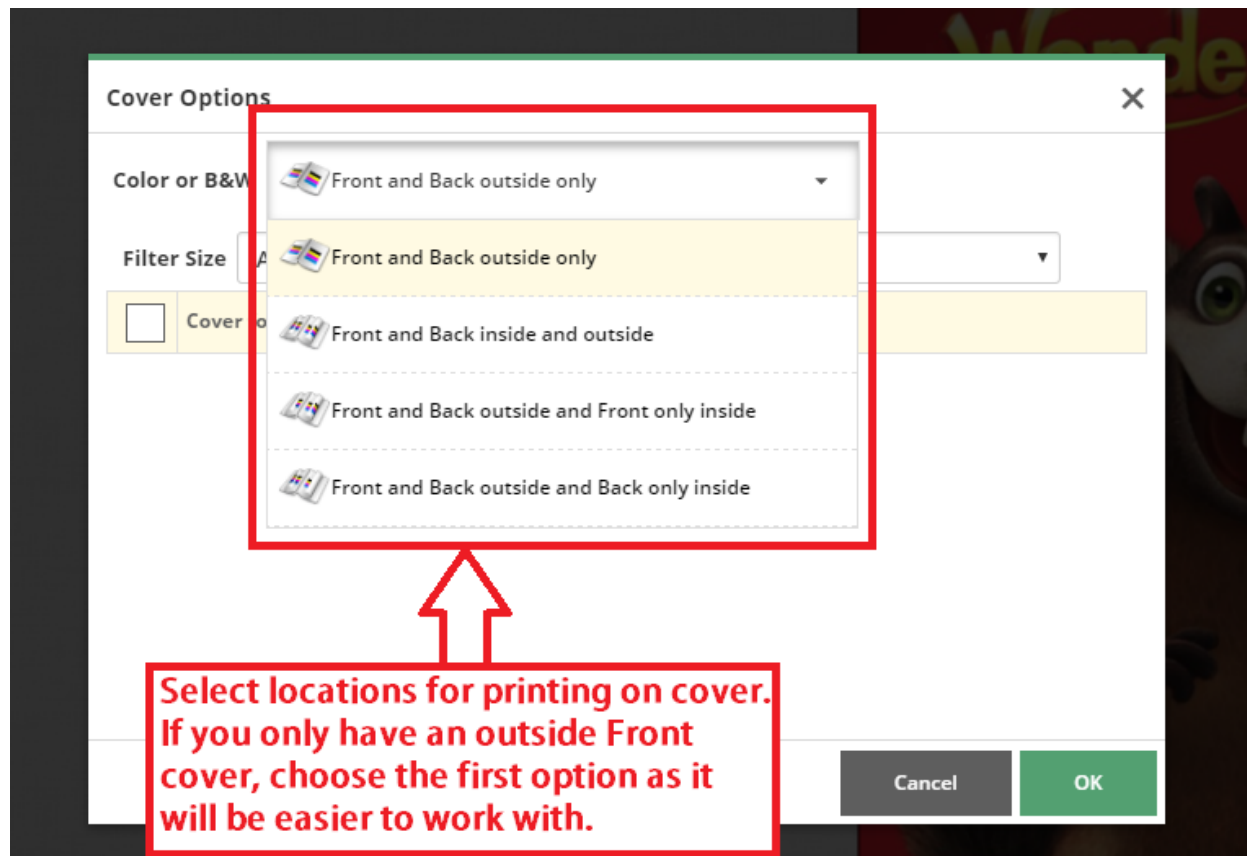
How to Order: Perfect Bind Booklet

STEP 10 – Cover

For the Perfect Bind booklet, you will have to select print options for a wraparound cover. Please see diagram below for further information.

Imposition — A VISUAL LESSON IN SETTING UP FILES FOR PRINTING

For Perfect Bind & Watkiss Booklets.

Front Page: 4. 1.
Back Page: 2. 3.
Fold → A PRINTED 2-FOLD SHEET
RESULTS → 1.

Wraparound Cover

1. Front Outside
2. Front Inside
3. Back Inside
4. Back Outside

Tip: When creating booklets, the site will assume the first two (2) pages of the uploaded file are the front cover and the last two (2) pages of your file to be the back cover. If all you have is the front outside cover, you may need to add blank pages as place holders for a blank cover.

For the wraparound cover, you must first select the color print mode. Then you will select cover print locations.

(i.e. Front/Back outside cover only, Front Outside/Inside and Back Outside only, etc.)

How to Order: Perfect Bind Booklet

STEP 10 – Cover (continued)

Cover Options

Color or B&W — Front and Back outside only
- Front and Back outside only
- Front and Back inside and outside
- Front and Back outside and Front only inside
- Front and Back outside and Back only inside

Select locations for printing on cover. If you only have an outside Front cover, choose the first option as it will be easier to work with.

Cover Options

Color or B&W — Front and Back outside only

Filter Size: Any Size — Weight: Any Weight

☐ Cover for Agenda — Booklet Cover

There is only one available media type and color for the Perfect Bind booklet.

How to Order: Perfect Bind Booklet

STEP 11 – Media

Select the media type for the contents of the booklet. You will also have the option, for this product, to also mix different paper types and colors within the body of the booklet.

How to Order: Perfect Bind Booklet

STEP 12 – Finishing

In this section you fill find options to specify finishing options such as shrink wrapping. Also, you will find the Special Pages, Special Instructions and Blank Pages options as well.

Shrink wrap each or into sets.

To make changes to specific pages in booklet.

Place special notes or comments for Print Shop.

**Option to add blank pages throughout the job.**

How to Order: Perfect Bind Booklet

STEP 13 – Placing Order
After you build your job and you approve of the final digital proof in the Visual Product Builder on the screen, you can proceed to place the order in the Shopping cart.
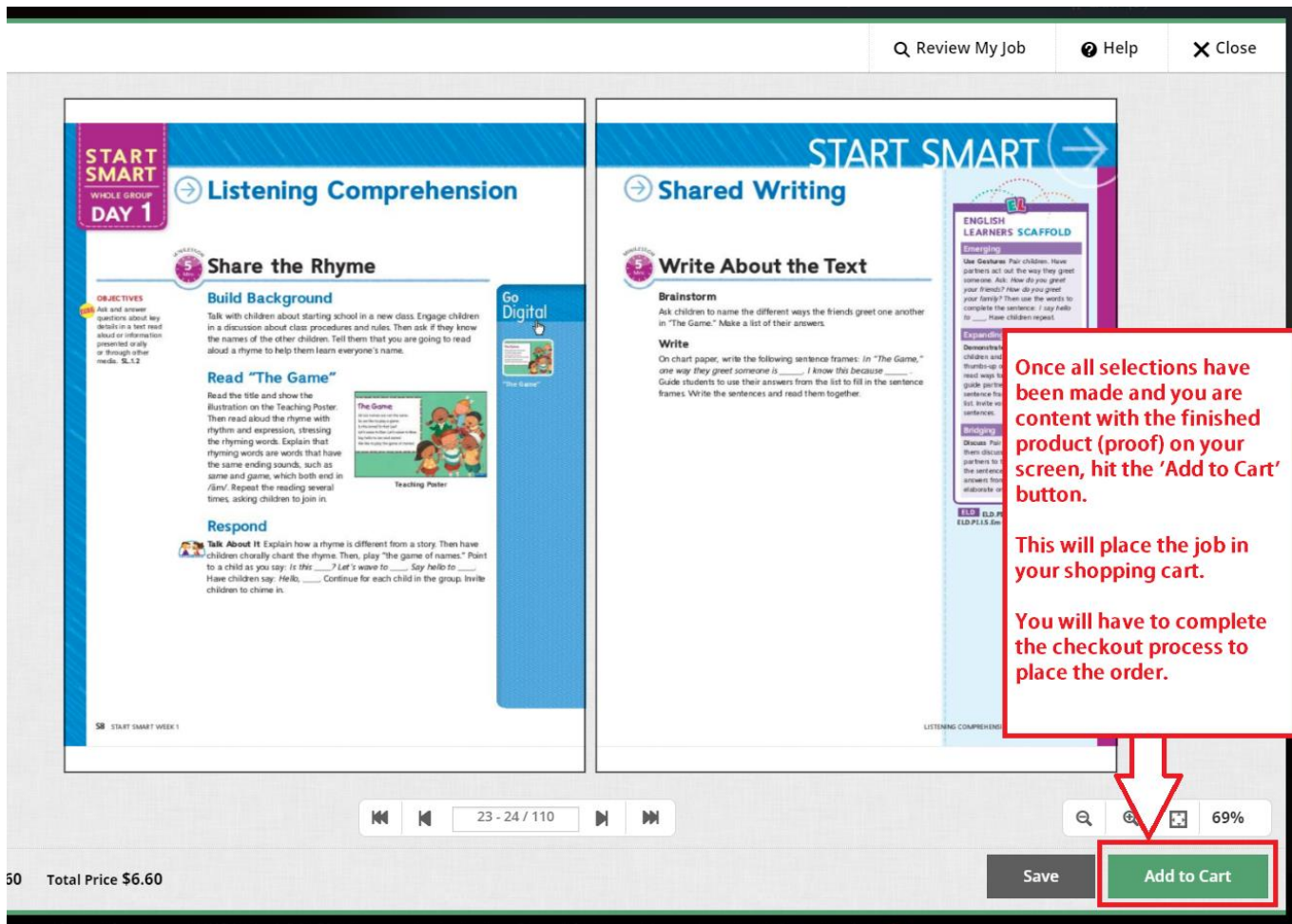
Please note, you will also be prompted to approve a disclaimer that does not hold the Print Shop liable for any spelling or design errors.
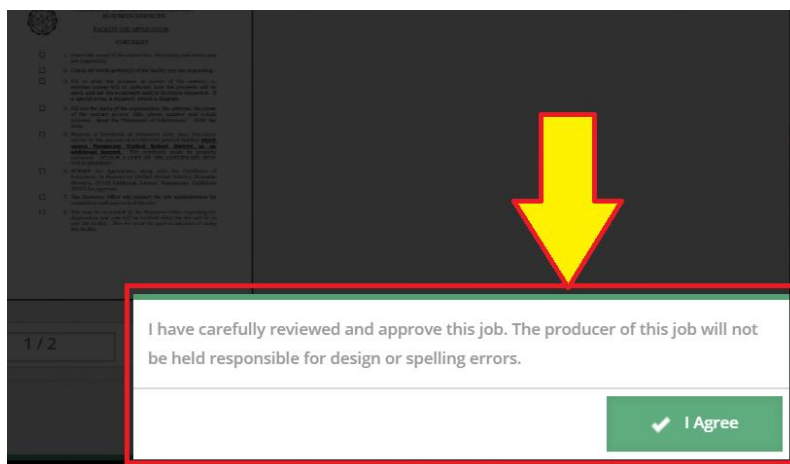
How to Order: Perfect Bind Booklet

Inserting Tabs

Perfect Bind Booklet (8.5 x 11)

Files — Add Files

Grade 1 Unit 1 - Teac...

You can also hit the 'Tabs' button on the job menu.

This will open an extra window for adding tabs and managing any tabs inserted into the print job.

* Job Name
ELA Grade

* Quantity
1

Perfect B...

Basic Job Options

Color or B&W
Color

Duplex
Double-sided (duplex)

Tabs
No Tabs

Cover

Wraparound Cover
Color:Front and Back outside ...

Media

Media(Copy Paper, Wh...

Finishing

Insert Tab Before
Insert Tab After
Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
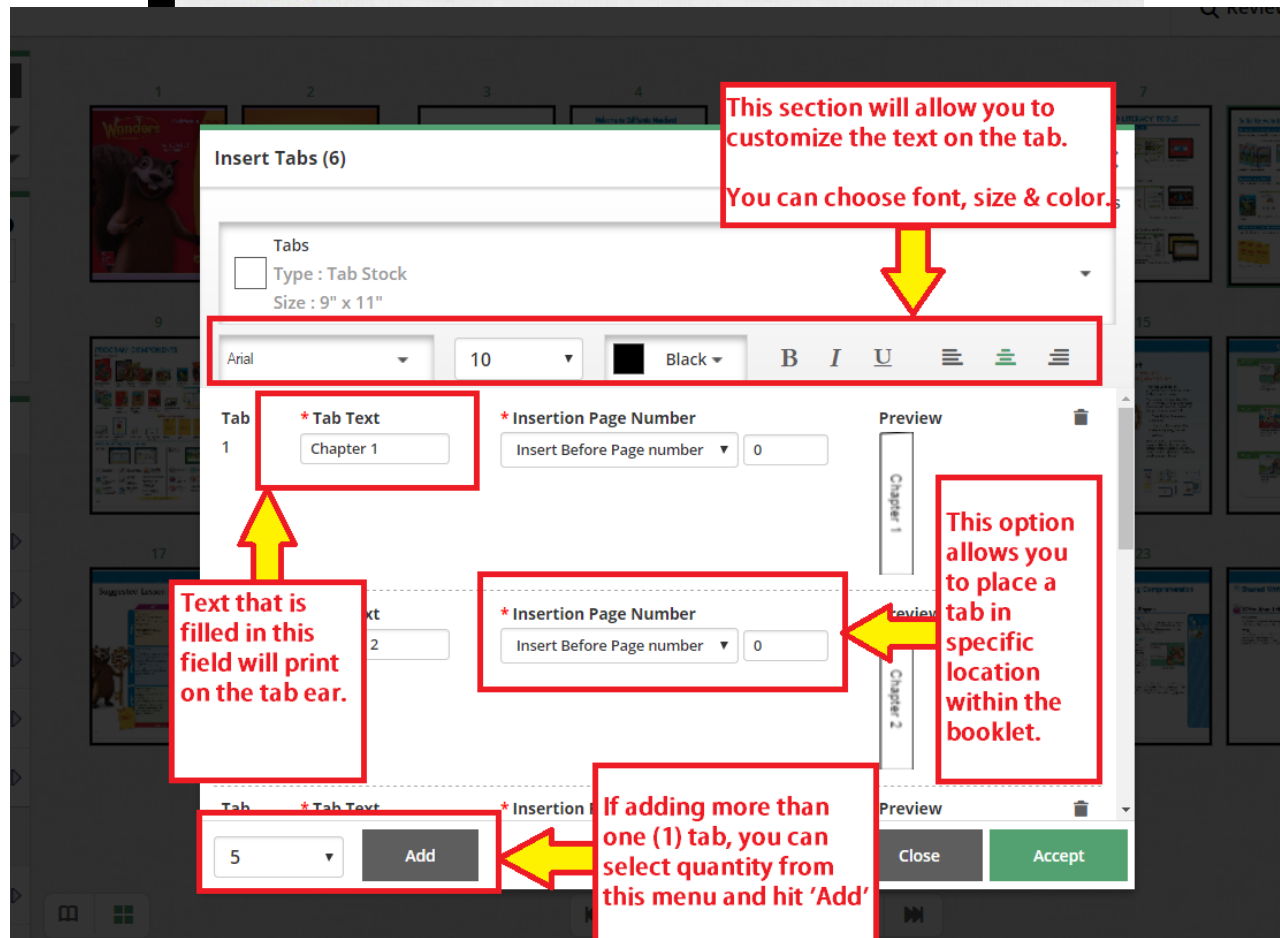Color or B&W
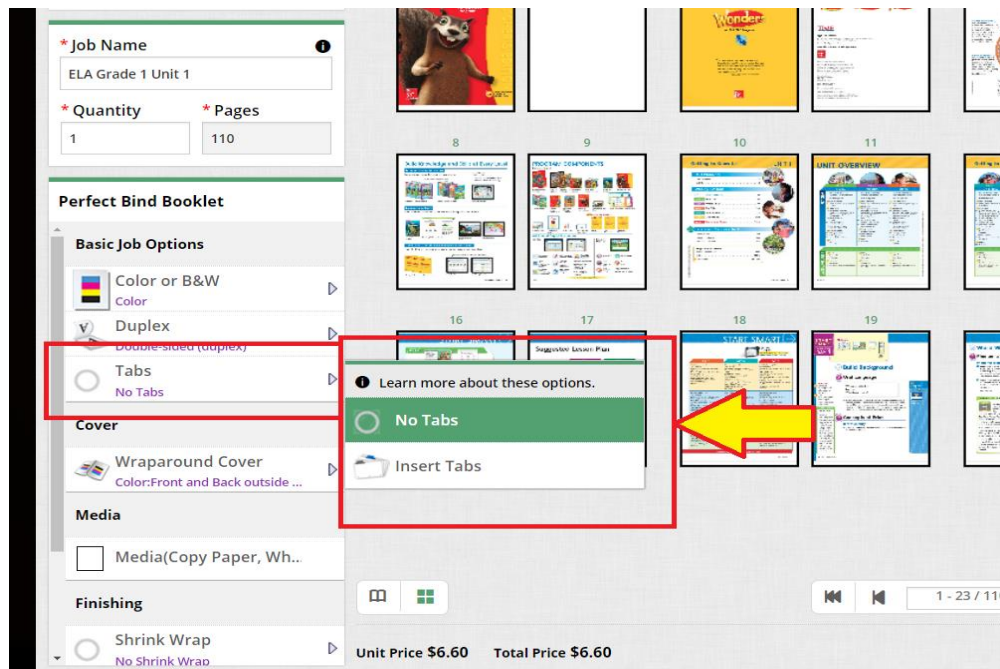Change Media of this page

A mouse right-click no a page within the Visual Product Builder screen will pull up the menu with special features.

1 - 23 / 110

How to Order: Perfect Bind Booklet

Inserting Tabs (continued)

If you opt for adding 'Tabs' by selecting the button in the *Basic Job Options* section of the 'Job Menu', a pop-up window will allow you to add multiple tabs within your print job.

This section will allow you to customize the text on the tab.

You can choose font, size & color.

Text that is filled in this field will print on the tab ear.

This option allows you to place a tab in specific location within the booklet.

If adding more than one (1) tab, you can select quantity from this menu and hit 'Add'

How to Order: Perfect Bind Booklet

Inserting Blank Pages

Perfect Bind Booklet (8.5 x 11)

Files	Add Files
Grade 1 Unit 1 - Teac...	▼
Grade 1 Unit 1 - Teac...	▼

* Job Name ⓘ

ELA Grade 1 Unit 1

* Quantity	*** Pages**
1	202

Perfect Bind Booklet

Print on Outside and Inside:P...

Back Cover ▷

You can also hit the Blank Pages button on the job menu.

This will open an extra window for adding blank pages.

Shrink W... ▷

No Shrink...

Special...

Special Instructions

Blank Pages

1   2   3   4

9   10   11   12

Insert Tab Before

Insert Tab After

Insert Blank Before

Insert Blank After

Move to 'n' Page

Remove Page

Color or B&W ▷

Change Media of this page

17   20

A mouse right-click on a page within the Visual Product Builder screen will pull up the menu with special features.

Unit Price **$12.12**   Total Price **$12.12**   1 - 24 / 202

How to Order: Perfect Bind Booklet

Inserting Blank Pages (continued)

If you opt for adding 'Blank Pages' by selecting the button in the *Finishing Section* of the 'Job Menu', a pop-up window will allow you to add multiple blank pages within your print job.
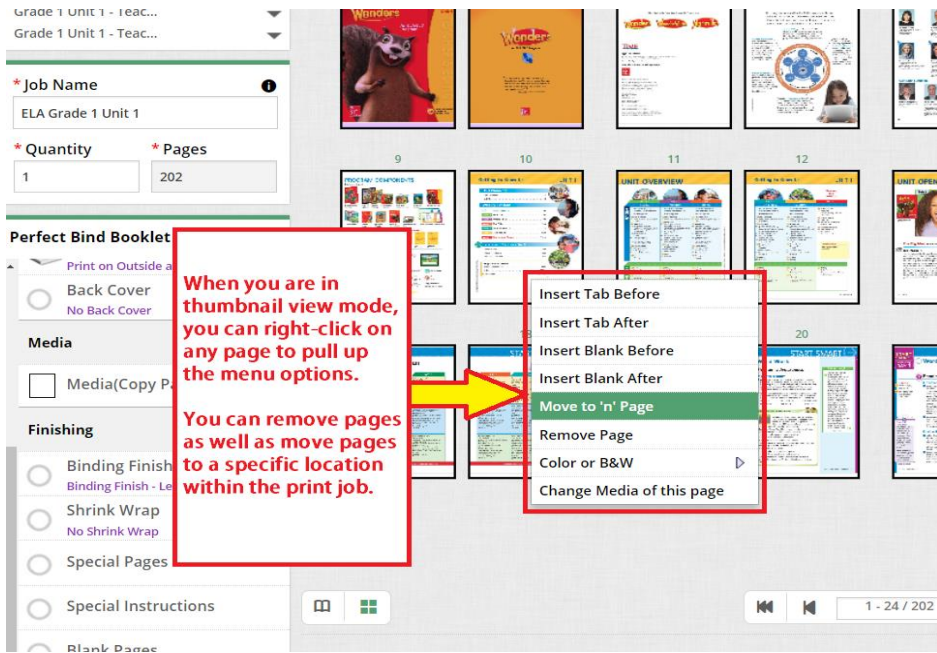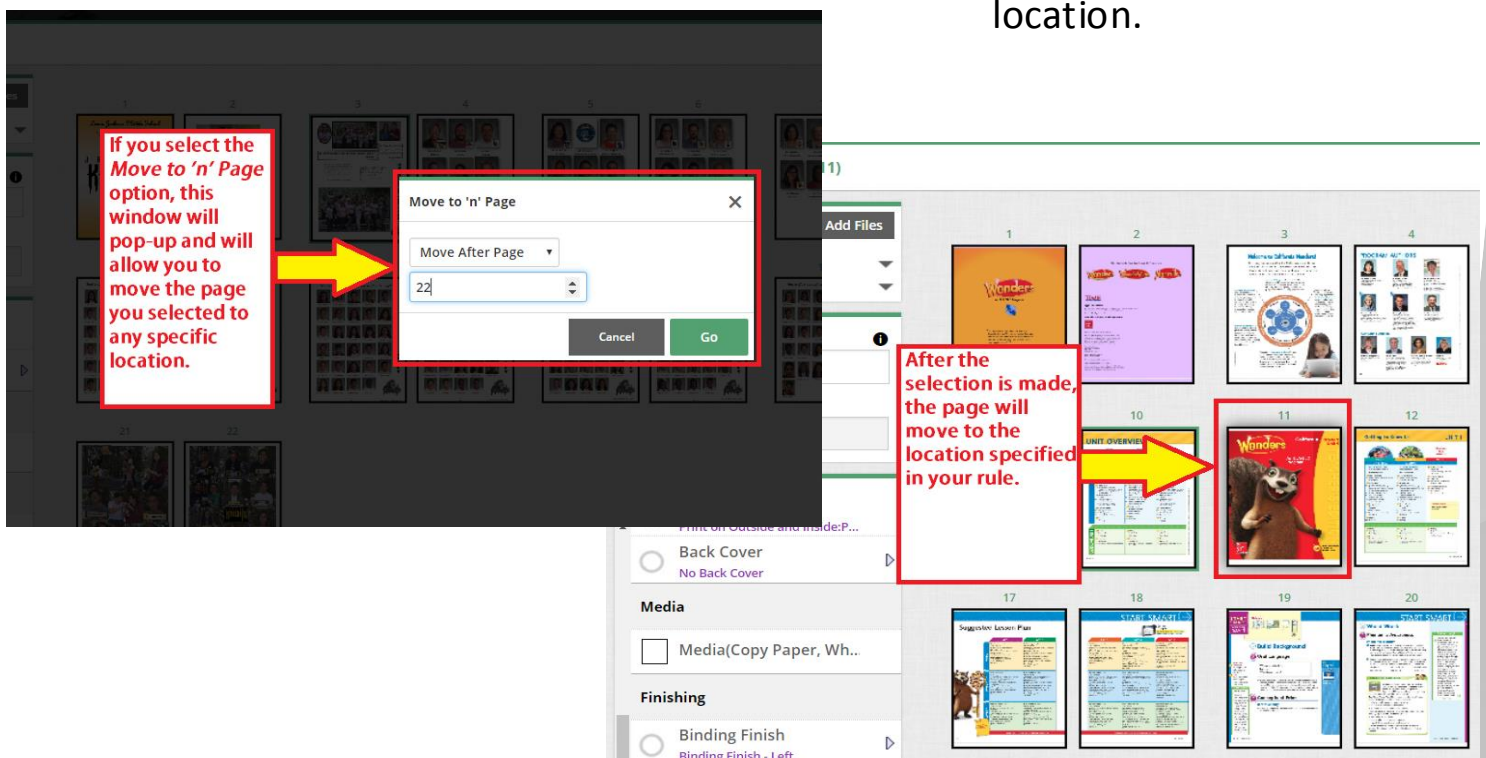
How to Order: Perfect Bind Booklet

Arranging/Organizing Pages

Once a file is uploaded, you can also move pages and/or delete any unwanted pages within the document.

You can right-click on any page on the Visual Product Builder screen and it will pull up the extra options.

When you are in thumbnail view mode, you can right-click on any page to pull up the menu options.

You can remove pages as well as move pages to a specific location within the print job.

Insert Tab Before
Insert Tab After
Insert Blank Before
Insert Blank After
Move to 'n' Page
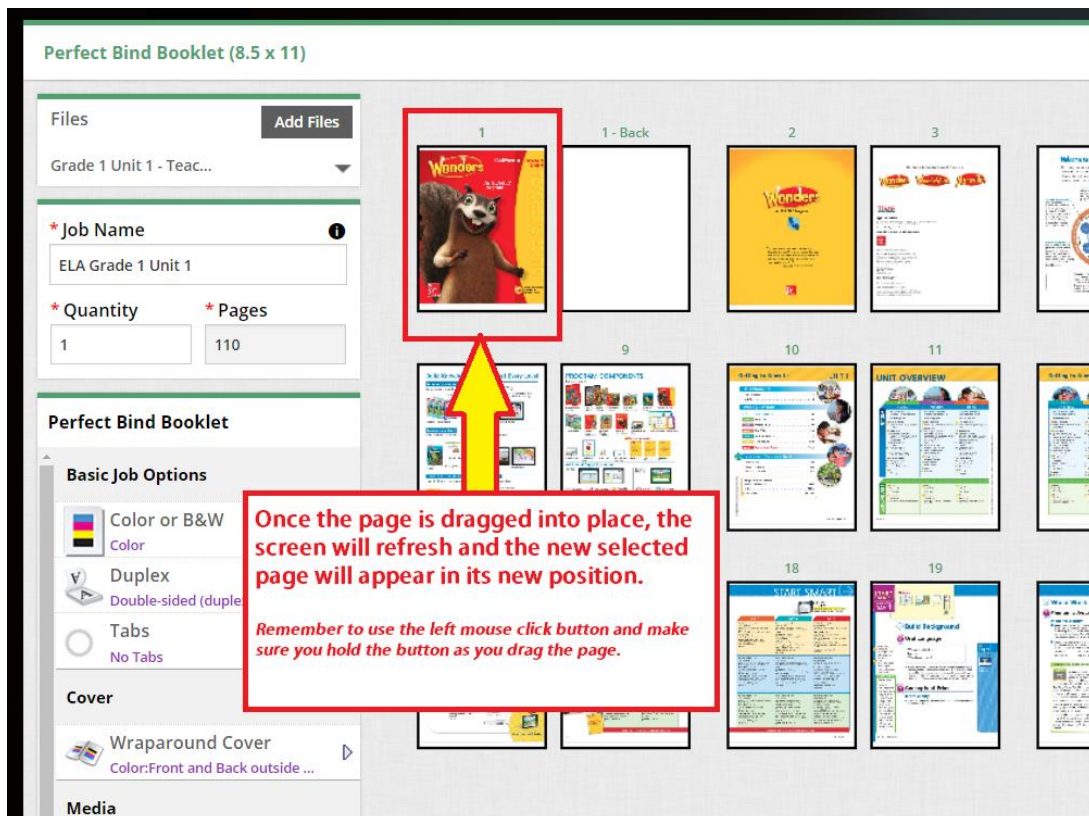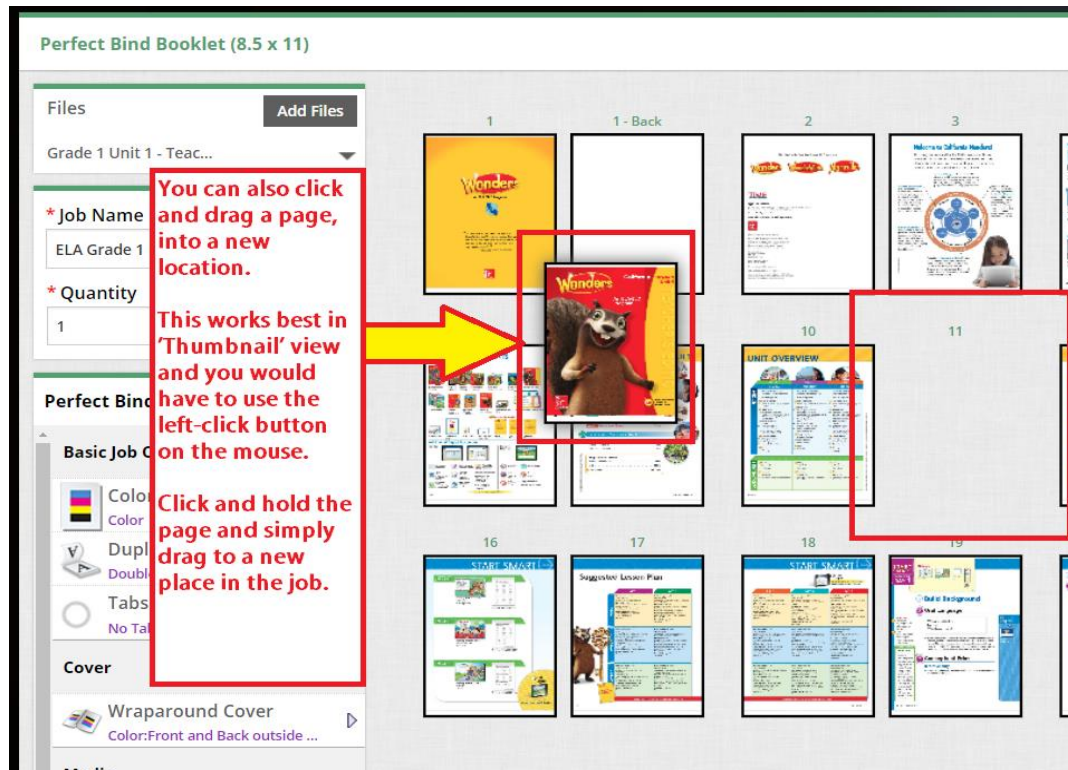Remove Page
Color or B&W
Change Media of this page

If you select this option by using the right-click button on your mouse, then a pop-up window will allow you to place the page in a specific location.

If you select the *Move to 'n' Page* option, this window will pop-up and will allow you to move the page you selected to any specific location.

Move to 'n' Page

Move After Page
22

Cancel   Go

After the selection is made, the page will move to the location specified in your rule.

How to Order: Perfect Bind Booklet

Arranging/Organizing Pages (continued)

Pages can also be arranged by manually clicking and dragging a page to a new location.

You can also click and drag a page, into a new location.

This works best in 'Thumbnail' view and you would have to use the left-click button on the mouse.

Click and hold the page and simply drag to a new place in the job.

Once the page is dragged into place, the screen will refresh and the new selected page will appear in its new position.

Remember to use the left mouse click button and make sure you hold the button as you drag the page.

How to Order: Perfect Bind Booklet

Mixed Impressions in Job (B/W & Color prints combined)

Users will also have the option of mixing color and B&W printing within the job. This is only available in the Basic Copy Request – Letter product and the Perfect Bind and Coil Bound booklets only.

Right-click on a page in the Visual Product Builder screen and select 'Color or B&W' option.

You will then have the option to select between color printing or B&W printing for that specific page.

Insert Tab Before
Insert Tab After
Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
Color or B&W   B&W
Change Media of this page   Color

Once selections are made, users can visually see the changes one the screen.

Pricing for B&W printing is $0.02 per side & pricing for color printing is $0.06 per side. Mixed impressions will price accordingly.

How to Order: Perfect Bind Booklet

Mixed Impressions in Job (B/W & Color prints combined) (continued)

Users can also view mixed impressions in the 'Special Pages' button at the bottom of the job menu.

Once the user selects the 'Special Pages' button, a window will pop-up to allow the user to view all of the rules associated with the special pages.

Users can select, in rule format view, all of the different pages within the job that the user is requesting to be on different media than the entire job or if the user wishes to print that particular page in color or B&W ersus the rest of the job.

How to Order: Perfect Bind Booklet

Mixed Media in Job (Different paper types/colors within job)

Users can also select different media types for certain pages within the job. This option is only available for the following products: Basic Copy Request – Letter, Perfect Bind Booklet, and Coil Bound Booklet.

Perfect Bind Booklet (8.5 x 11)

Files — **Add Files**

Grade 1 Unit 1 - Teac...
Grade 1 Unit 1 - Teac...

*Job Name

ELA Grade 1 Unit 1

*Quantity   *Pages

1   202

Perfect Bind Booklet

Print on Outside and Inside:P...

Back Cover
No Back Cover

Media

Media(Copy Paper, Wh...

Finishing

Shrin...
No Shri...

Right-click on the Visual Product Builder screen will give you specific job options. Select the 'Change Media of this Page' to change the media type for that specific page only.

Insert Tab Before
Insert Tab After
Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
Color or B&W
Change Media of this page

Once the 'Change Media of this Page' option is selected, a window will pop-up to allow users to select the specific media for the selected page.

Only available colors and paper types will be available to you. Please note the print shop does not stock all colors or paper types.

Media

Filter Size

Copy P...
Copy Paper, Buff   US Letter
Copy Paper, Canary   US Letter
Copy Paper, Goldenrod   US Letter
Copy Paper, Green   US Letter
Copy Paper, Pink   US Letter
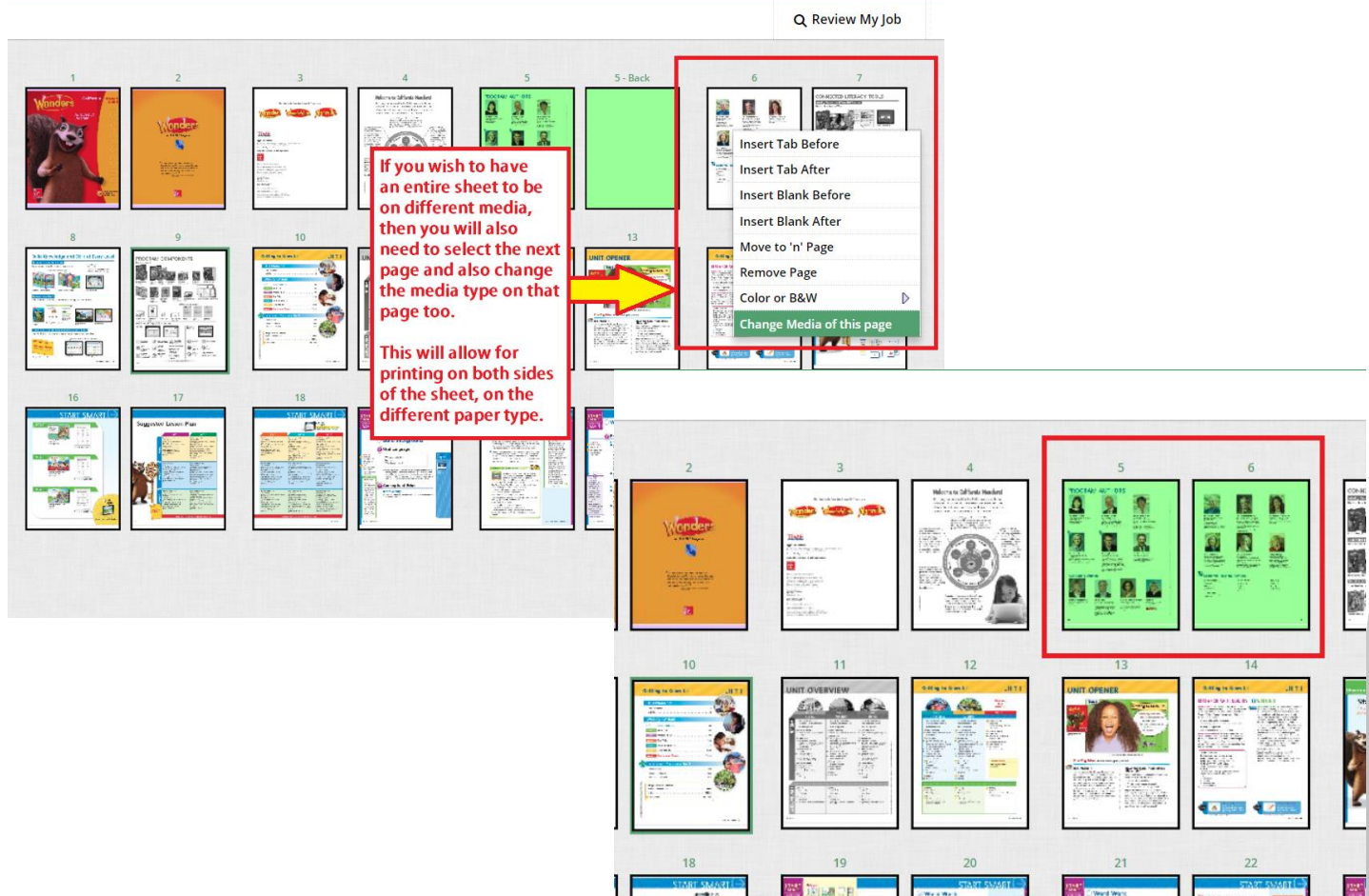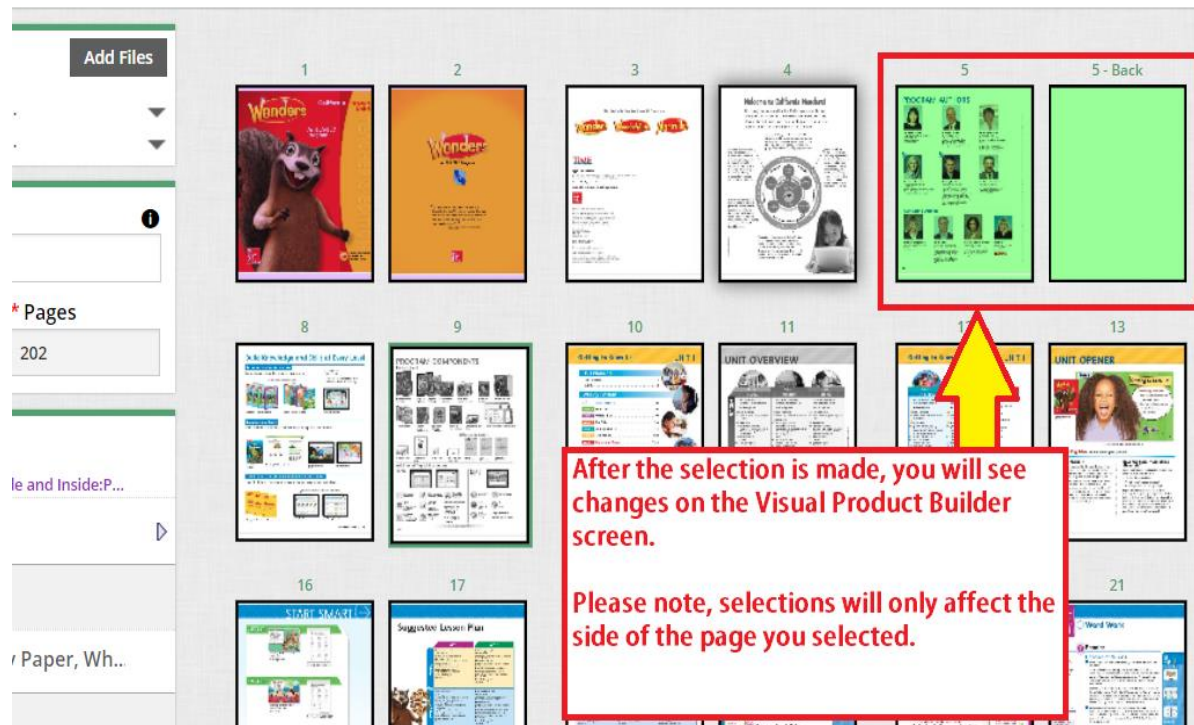Perforated Sheets   US Letter

☑ Fit content to paper - scale content up or down (use when file and page are different sizes)

Cancel   OK

t (8.5 x 11)

Add Files

Pages

202

le and Inside:P...

Paper, Wh..

After the selection is made, you will see changes on the Visual Product Builder screen.

Please note, selections will only affect the side of the page you selected.

Review My Job

If you wish to have an entire sheet to be on different media, then you will also need to select the next page and also change the media type on that page too.

This will allow for printing on both sides of the sheet, on the different paper type.

Insert Tab Before

Insert Tab After

Insert Blank Before

Insert Blank After

Move to 'n' Page

Remove Page

Color or B&W

Change Media of this page

Support

If you have any questions or need additional support, please contact:

Julian Solis
jsolis@paramount.k12.ca.us
562-602-8088