

Using the Print Shop WebDesk

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Print Shop Storefront [Contact Us](#)

[Register Now](#) [Log In](#)

Samples

Faculty & Staff use only

Services

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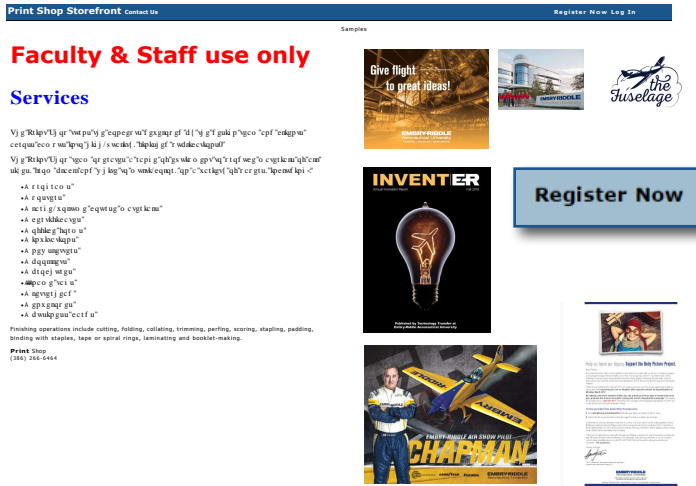
Finishing operations include cutting, folding, collating, trimming, perfering, scoring, stapling, padding, binding with staples, tape or spiral rings, laminating and booklet-making.

Print Shop
 (386) 226-6464



Registering

as a user with the Daytona Print Shop Storefront



- 1) Visit the print shop storefront on ERNIE
Departments→DB Campus→Adminisrtation
→Print Shop →Submit a Print Shop Order

OR

From the ERNIE Homepage
Tools→Print Shop Pro WebDesk

- 2) Click “Register Now” to create a new account.

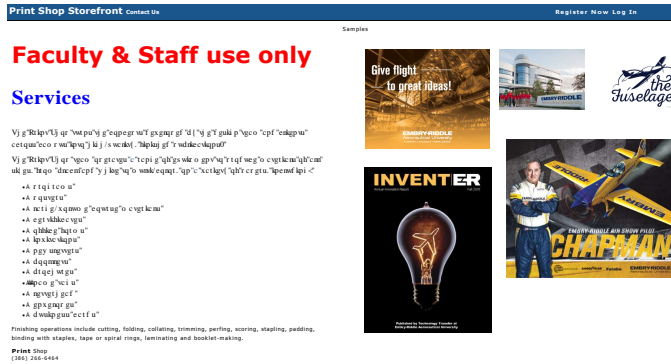
- 3) Enter your information, use your ERNIE username and password, then click “Register”

Once your request is reviewed for approval you will receive an email letting you know your account has been activated.

Please enter your 5 digit cross charge account number here

Placing an Order with the ERAU Daytona Beach Print Shop WebDesk

- 1) Open the print shop pro WebDesk
- 2) Log in to your user account.
- 3) Click on “New Order” and “Select here to start”
- 4) Select a category for your Print Job



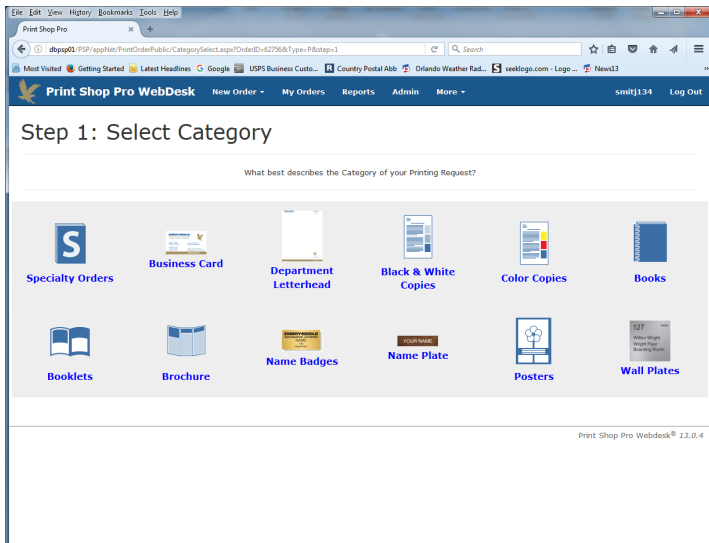
Registered Users

User Name

Password

Login

[Not a Registered User?](#)



Speciality Orders- Most custom print requests will need to be submitted here. Largest selection of papers and finishing options

Business Cards- Please use fillable form and proof your submitted pdf.

Department Letterhead- Please attach previous printed sample with changes (if any).

Black & White Copies- Copies on white or colored papers includes stapling.

Color Copies- Standard white copy paper flat, folded or stapled.

Books- Set up to be held together with spiral rings or tape binding.

Booklets- Set up to be folded in half and held together with two staples.

Brochures- Folded in thirds using standard papers.

Name Badge- Please use fillable form or Name Badge.xlsx

Name Plate- Please use fillable form and proof your submitted pdf.

Posters- Up to 36 inches wide. Can be mounted on foam core up to 24"x36"

Wall Plates- Please use fillable form and proof your submitted pdf.

5) Choose your finish size

Print Shop Storefront New Order ▾ My Orders Reports More ▾

Step 2: Select Finished Size for Color Copy & Brochures

What best describes the Finish Size of your Printing Request?



8-1/2 x 11



8-1/2 x 14



11 x 17



12 x 18

<< Back

A standard piece of copier paper is 8.5" x 11" or letter size (usually either 20# or 70#)

Our paper stocks are usually in either 8.5" x 11", 11" x 17" or 12" x 18" sheet sizes, excluding several specialty stocks

Step 3: Print Order Information

Job Type **Color Copy & Brochures - 8-1/2 x 11**
Contact **Joe Printshop**
Phone **6074362508**
Site **CENTRAL DUPLICATING & PRINTING**

6) Enter all information for your job.

Choose your paper type. Stock colors and availability may vary and is subject to change.

General Paper Types:

Text - Text weight paper available in either 20# or 70#.

Gloss Text - Glossy text weight paper (similar to a magazine, but much thicker/better quality).\

Linen - Textured/woven stock, available in both text and index. (Bright white).

Index - "Cardstock" paper, generally matte finish.

Gloss Cover - Rigid gloss coated stock - ideal for business cards, posters, or rack cards.

of copies - How many copies (sets) you would like made of the document.

of originals - Number of pages in your document (a double sided print = one sheet, but two originals/pages).

Job Name

of Copies [What is this?](#)

Graphic Design

Main Paper

Format 1 Sided 2 Sided

Originals [What is this?](#)

Ink Color Color

Paper Style [What is this?](#)

Paper Weight [What is this?](#)

Paper Color

<input type="radio"/> blue	<input type="radio"/> Fuchsia
<input type="radio"/> galaxy gold	<input type="radio"/> gemini green
<input type="radio"/> golden	<input type="radio"/> green
<input type="radio"/> ivory	<input type="radio"/> lava
<input type="radio"/> lift-off lemon	<input type="radio"/> lime
<input type="radio"/> lunar blue	<input type="radio"/> orange
<input type="radio"/> pink	<input type="radio"/> red
<input checked="" type="radio"/> white	<input type="radio"/> yellow

Cover Stock Include Front Cover Include Back Cover

<< Back

Step 4: Finishing


Binding

Folding

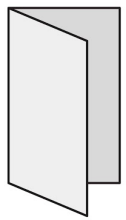
Cutting

Hole Punches

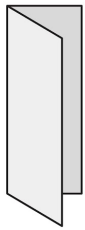
Collating No Collating Collate



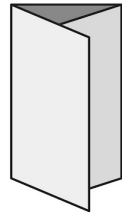
of Pads [What is this?](#)



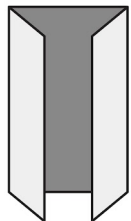
Half - Fold



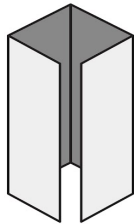
Vertical Half -Fold



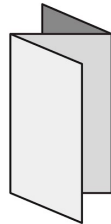
Tri - Fold



Gate - Fold



Double Gate



Z - Fold

Step 5: Attach Files



Attach a File?

<< Back

Yes

No - Skip Attaching a File >>

7) Choose your desired finishing options.

This is where you specify any of the following finishing options: Collating, Binding, Folding, Cutting, Hole Punches, Scoring, Perforating or Padding.

*Jobs in different categories have default finishing options. Make sure to review this section in detail!

Please include any details that you feel may not have been covered in the “Special Instructions” section at the bottom of this page.

Types of Folds: Folding options for your job will vary based on paper type and sheet size.

Half fold Horizontal/Vertical - One fold in the center of the page - finish size is half of sheet.

Tri-Fold / Letter Fold - This is the most common for a tri-fold brochure. Two overlapping inward facing folds are made to create a brochure.

Z Fold - Two overlapping folds are made in opposite directions (one inward, one outward), the final product forms a shape that resembles the letter Z.

Gate Fold - uses two parallel folds to create six panels - three panels on each side of the paper. The side panels are roughly half the width of the center panel and fold inward to meet in the middle without overlapping.

Double Gate Fold - Exact same layout as a gate fold, but with an additional fold in the center of the back panel. Basically a standard Gate Fold folded in half.

Collate - gathering and arranging of individual sheets or other printed components into a pre-determined sequence. For example, if you print two copies of a three-page document and you choose not to collate them, the pages print in this order: 1, 1, 2, 2, 3, 3. If you choose to collate, the pages print in this order: 1, 2, 3, 1, 2, 3.

Simplex / Duplex - refers to whether your prints will be one sided or two sided.

8) Attach your file.

Please submit files in .pdf format to ensure consistency of your job.

Step 6: Billing and Delivery

Job Name TEST
Type Color Copy & Brochures - 8-1/2 x 11
Estimate # of Copies: 55
Total: \$4.41 (Approximately \$0.08 Each)

Billing

Account Number

Please Select ▼

Delivery

Suggested Due Date 3/28/2016

Delivery Hold For Pick Up

Ship To Address

Ship to Site

Shipping Address B8 Netzer
City Oneonta
State New York ▼
Zip Code 13820

Save As Quote

Finish >>

9) Select your billing and delivery information.

Designate what department or account you would like your order billed to.

Choose to either pick up your order at the Print Shop or have it shipped to you (some exceptions apply)

* If your order is needed earlier than the automatically generated due date YOU MUST CONTACT US DIRECTLY to guarantee your jobs delivery.

10) Either “Finish” and submit your order -or- “Save As Quote” for future use

Once your order is submitted you will receive a confirmation email.

If you wish to make corrections to your order after it has been submitted please call or email us immediately You will be billed if your job has already been sent to production before we are notified of changes.

Order Process Complete

Thank you for your order. Please Click Print Ticket and send it to the Printshop with the necessary artwork.

Order # 26480

Job Name TEST

Current Status Submitted

[View Order Summary](#)

[Print Job Ticket](#)

General File Set Up Information

Standard Copy Paper Sizes

13" x 19" = 12" x 18" with bleed

12" x 18" = 11" x 17" with bleed

11" x 17"

8.5" x 11" = 2UP on 11" x 17"

8.5" x 11" with bleed = 2UP on 12" x 18"

8.5" x 5.5" = 4UP on 11" x 17", 2UP on 8.5" x 11"

Postcards

5.5" x 4.25" - 4UP on 8.5" x 11" - Printed quantities will be divisible by 4

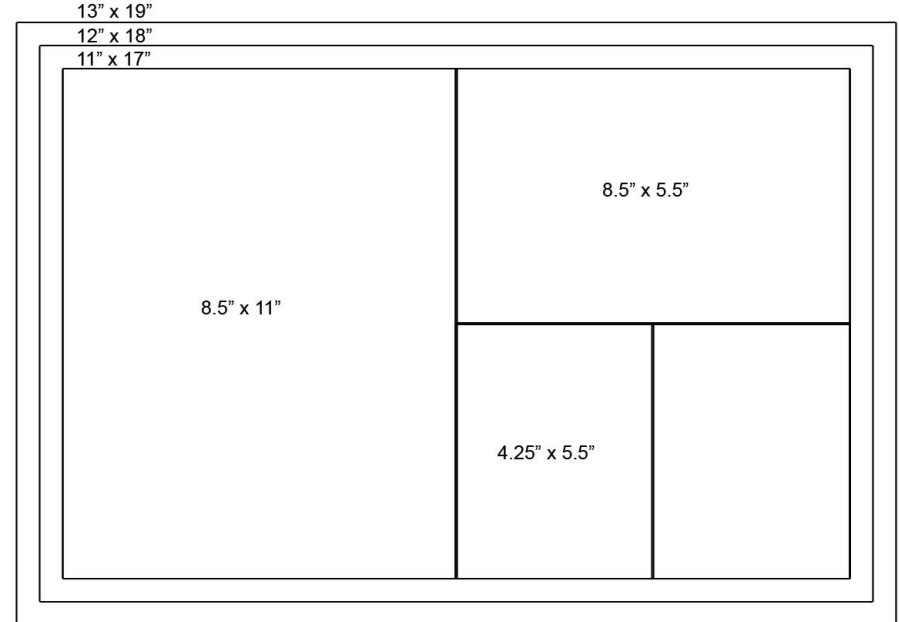
5.5" x 8.5" - 2UP on 8.5" x 11" - Printed quantities will be divisible by 2

No 10 Envelope 4.125" x 9.5", document size = 4" x 9.25"

No 9 Envelope 3.875" x 8.875", document size = 3.75" x 8.675"

Business Cards 3.5" x 2"

Letterhead 8.5" x 11"

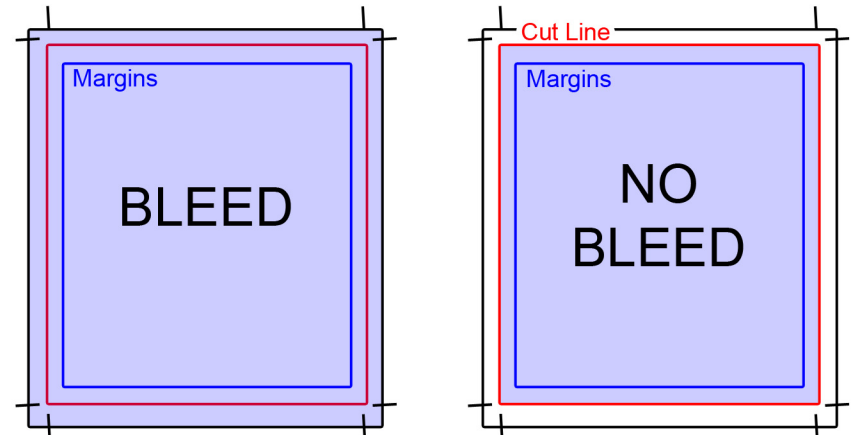


Standard Margins and Bleed

All artwork should be set up with a **minimum inner margin of .25"** on all sides to ensure that none of your content is cut off.

Bleed - refers to printing that goes beyond the edge of the sheet before trimming. In other words, the bleed is the area to be trimmed off.

If you would like your artwork to run off the edge of your print, your document MUST BE SET UP WITH A BLEED.



Proper Booklet Set Up and Binding Options

There are two different ways that artwork for a booklet can be set up:

Individual Pages - consecutive placement of pages by page numbers. This kind of set up will require the printer to impose your document. A proof copy is suggested to ensure proper layout.

Printer's spreads - the imposed position of pages based on how many pages are in the publication. This is how a printer gets to process page pairs. For a 16 page brochure for instance, page 2 and 15 may form a printer's spread. In other words, the document is set up to represent sheets rather than pages.

For a Saddle stitched booklet your number of pages must be divisible to by 4 in order to avoid any blank pages

For a Spiral bound booklet your page count must be divisible by 2 in order to avoid any blank pages.



Printer's Spreads

Back Cover (page 8)	Front Cover (page 1)
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Page 2	Page 7
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Page 6	Page 3
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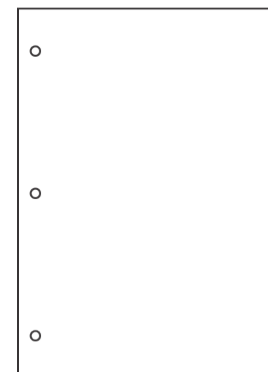
Page 4	Page 5
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Other Finishing Options

Lamination - Our standard laminate is 3mil semi gloss. 5mil is available upon request. Remember that when laminating a document that the final size will be an additional .25" on each side of the printed piece. If you are looking for a specific finish size please notify us when entering your order.

Hole Drilling - Most common set up is either a 3hole punch on the 11" side of a letter size document, or two holes on the top edge. If you are requesting custom hole drilling please contact us when entering your order.

3-Hole Punch



2-Hole Punch

