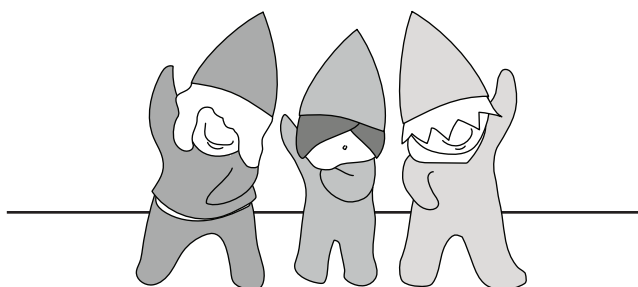


# Pocket Guide

## **How to Plan, Set-up & Publish Your Projects Successfully**

Written, Illustrated & Produced by:  
The PCC Print Center



# Welcome

Thank you for choosing the PCC Print Center! We welcome any project from students, faculty, staff, and community members. No project is too big or too small. Whether it's a small printing project, digital or web campaign, marketing strategy, design assistance, or all-of-the-above, we're here to help.

To aid you in creating and ordering a successful end product, we've created this resource guide with common printing terms, design set-up tips/resources, and various other information.

You can also find more detailed information at our Print Center resources page: [pcc.edu/print](https://pcc.edu/print).

As always, our friendly team is happy to answer your questions and guide you to the best process and end product(s) to make your project a success.

Please contact us for assistance at:

## **PCC Print Center**

**Sylvania Campus, CC 116**

*(accessible from outside entrance only)*

[pcc.edu/print-center](https://pcc.edu/print-center)

[971.722.4670](tel:971.722.4670)

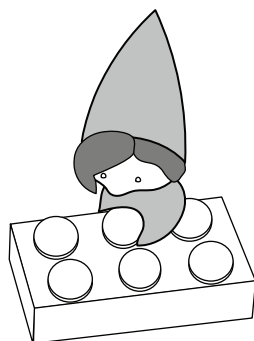
[printcen@pcc.edu](mailto:printcen@pcc.edu)

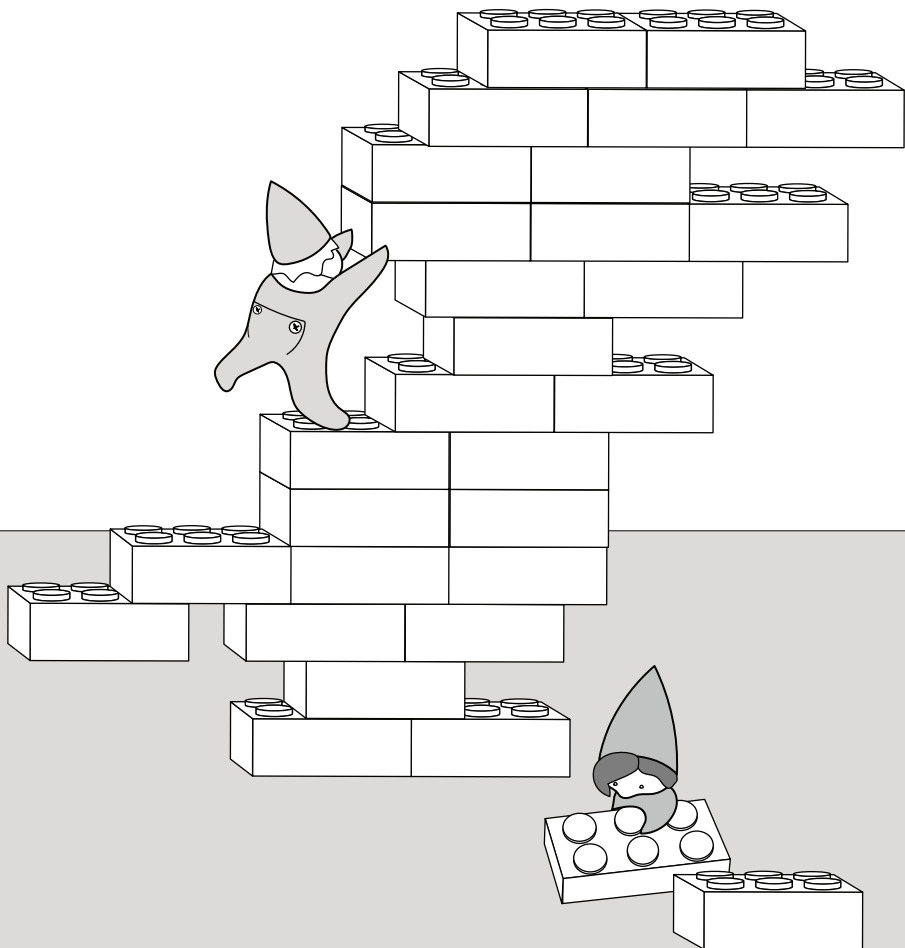
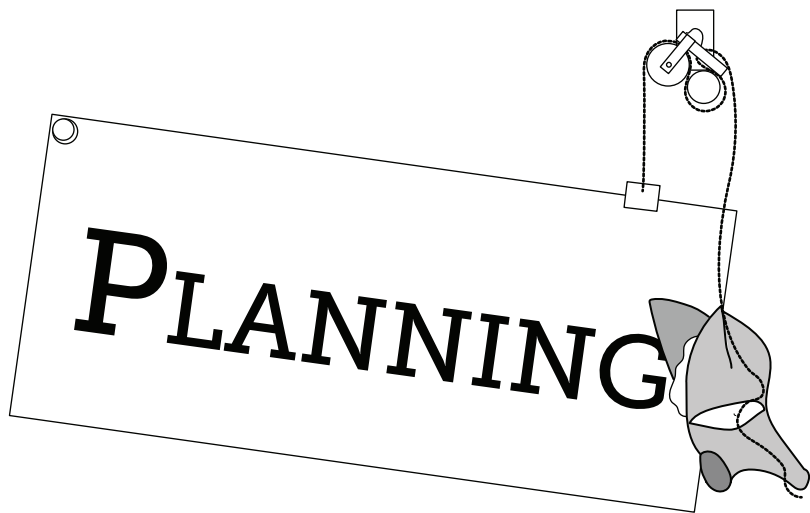
**Open Monday - Friday from 7am - 4pm**

*Closed Weekends and PCC-recognized holidays*

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## Project Planning Checklist

There are many factors to consider before designing and printing your project. To save you time, effort, and money, we've created this checklist and timeline to help you reach your goals on time and within budget.

**Type of Project:** ☐ Event ☐ Publication

### Event - Needed Information:

- ☐ Title: \_\_\_\_\_
- ☐ Time/date: \_\_\_\_\_
- ☐ Location: \_\_\_\_\_
- ☐ Event details: \_\_\_\_\_  
\_\_\_\_\_
- ☐ ADA requirements and sponsor icons
- ☐ Printing needs: \_\_\_\_\_
- ☐ Budget for printing: \_\_\_\_\_
- ☐ Flyers: *(Total Quantity)* \_\_\_\_\_ *Size:* \_\_\_\_\_
- ☐ Posters: *(Total Quantity)* \_\_\_\_\_ *Size:* \_\_\_\_\_
- ☐ Handbills: *(Total Quantity)* \_\_\_\_\_ *Size:* \_\_\_\_\_
- ☐ Web banner/email: \_\_\_\_\_ *Size:* \_\_\_\_\_
- ☐ Other: \_\_\_\_\_ *Size:* \_\_\_\_\_

### Publication - Needed Information:

- ☐ Title: \_\_\_\_\_
- ☐ Time/date needed: \_\_\_\_\_
- ☐ Budget for printing: \_\_\_\_\_
- ☐ What do you want the finished product to be?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Printing needs: \_\_\_\_\_
- ☐ Proof-check by: *(date)* \_\_\_\_\_
- ☐ Ink type: *(black/white or color)* \_\_\_\_\_
- ☐ Binding: \_\_\_\_\_
- ☐ Trimming: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

# Project Timeline

Start

Planning

Printing Budget

Important Details

- Event title
- Event date
- Event location
- Call to action
- Audience

Production Research

- Types of print
- Where will the finished product be posted?
- Price quotes
- Asset gathering

Deadlines

Proofing Deadlines

Creation

- Design time
- Proof reading
- Stakeholder approval
- Prepare for print/publication

Print/Production

Production Deadlines

- Send to print
- Press check/proof approval
- Production
- Delivery



## Posting/Distribution

- Recommended:  
2 weeks before event

## Distribution/ Implementation

## Host Event or Distribute Project

## Finish

## Success/Issues

- How many attended your event or how well received was the finished project?
- What went well?
- What didn't?
- What can be better next time?

## Evaluation

## Celebrate!

## Project Planning: *Further Explained*

### Budget

Once you've defined your printing need, you'll need to consider your budget. Some methods of communicating your message to your audience are less expensive than others. If you need help gathering price quotes, please reach out to the Print Center.

### Audience

Most campus marketing campaigns, large or small, have up to three target audiences: students, staff/faculty, and the community. Depending on which audience (or combination of audiences), your marketing efforts and approach may differ; e.g. You may reach more faculty members if you create a 'Spaces' page and post a link to it in myPCC Announcements, then you can create and post flyers.

### Approach

Consider which methods of advertising will be the best approach for your audience(s). These may include internal advertising, around campuses, via social media posts and ads, or various advertising avenues around town. To come up with the most effective approach for your project, please consult the Print Center.

### Timeline

As you create your budget, you'll also want to create a timeline of all steps needed to create the final product. This timeline should include adequate time for content generation, refinement, designing, proofing, printing, finishing, delivery (if needed), and posting.

Most print projects can be completed in one business day, though some may be 10+ business days. Please review our Printing Timelines on page 23 and plan accordingly. You'll also want to plan your project deadline for posting your project. For most events and activities, posting the finished product 2-3 weeks before the event will make the most impact with your audience(s).

### Details

List the most important details such as event date, time, location, URL, cost, etc. You'll also need to come up with an attention-grabbing and relatively short call-to-action statement. Keep in mind, for most projects, less content is more effective.

By cutting out all of the less-important text and focusing on the call-to-action and necessary details, your messaging will stand out and make more of an impact on your audience.

## Design

Generate ideas for the overall look and feel of the project, keeping in mind how this project will fit in with your existing projects and communications. If you need assistance, the Print Center is home to a talented team of designers for hire.

Start your project today by filling out the Creative Brief Design Request form: [pcc.edu/print-center/services/design](https://pcc.edu/print-center/services/design). This will give the designers the information needed to help determine the best opportunities for you.

If you'd rather handle the design work on your own, this booklet offers some valuable tips on designing for print. You can also visit our resources page on our website: [pcc.edu/print-center/resources](https://pcc.edu/print-center/resources).

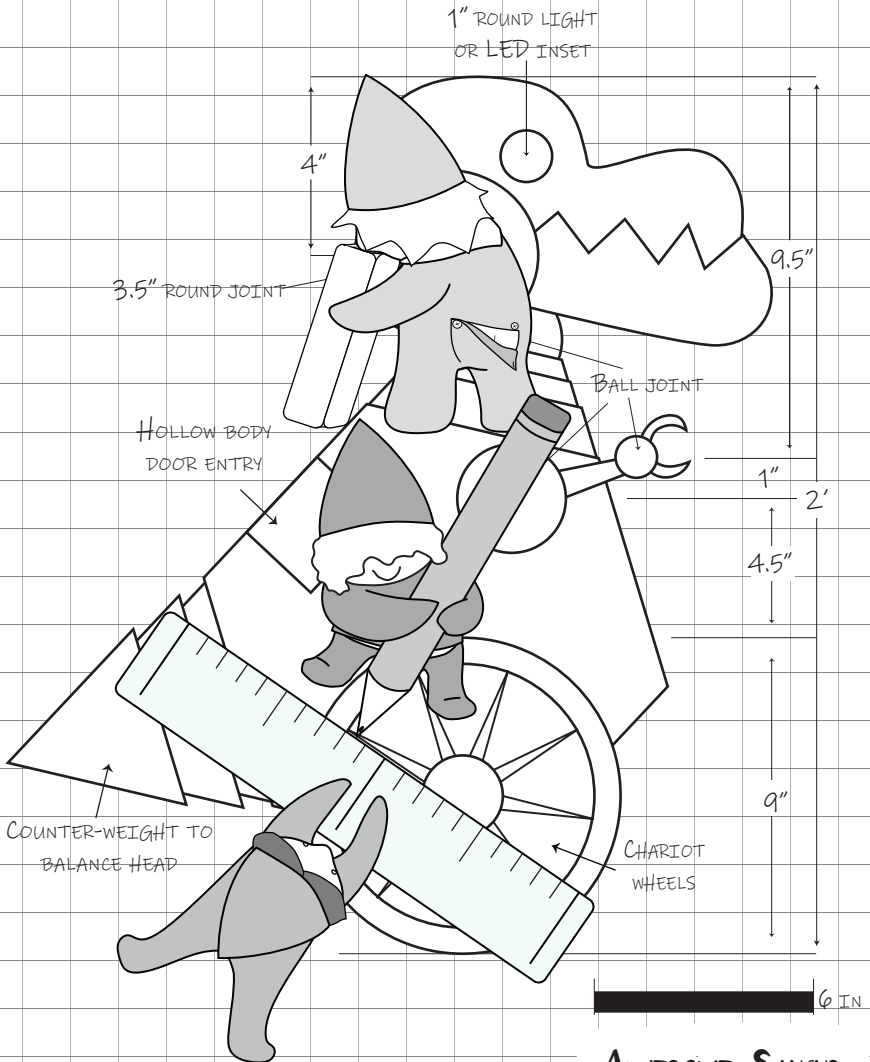
If you are intending to use official PCC identity assets, please review the brand standards as set by Marketing/Communications on their website: [pcc.edu/marketing-communications](https://pcc.edu/marketing-communications).

## Availability

Determine how much time you can dedicate to this project at each stage of the timeline. Each project is different, but the Print Center design team can help with all aspects of strategizing, illustrating, designing, and coordinating the project completion. A list of design-related tasks and pricing is listed on pages 8-9 of the Print Center Handbook.



# DESIGN



**AWESOME-SAURUS**

VER 1.0

DRAWN & RESEARCHED BY:  
THE PRINT CENTER GNOMES

**\*\*Note: the PCC Print Center is unable to print blueprints due to space/costs.\*\***  
We would be happy to direct you to one of the local specialty shops.

# Creating Your Print Project

## Recommended Programs, Skill Level & Project Capabilities

### Beginner-Intermediate:

Microsoft Word: Page layout for common paper sizes

Excel: Spreadsheets, charts, & forms

Publisher: Almost anything. Comes with downloadable templates

PowerPoint: Digital content or presentation notes

Google Docs, Sheets, Slides: Same as the above Office equivalents

### Intermediate-Advanced:

Adobe InDesign: Layouts for any size. Works best with other

Adobe Suite programs

Illustrator: Creating vector art/illustrations, artistic text edits

Photoshop: Photo editing and digital painting

## Common Project Sizes <sup>1</sup>

Bookmark	Handbill/Postcard	Flyer	Poster Design
2x6"	4x6", 4.25x5.5"	8.5x11", 8.5x14"	18x24", 22x28"
2.75x8.5"	5x7", 5.5x8.5"	11x17", 12x18"	24x36", 36x60"

## Design Layout:

Margins = at least 0.25"; Bleeds = 0.125" on all sides

Gutters/spacing between content = similar in width to the margins

**Color Mode:** CMYK <sup>2</sup>

**Asset Resolution:** All images and logos used should either be vector files or have a resolution of 300dpi.

**File Resolution:** Print-ready files should either be vector files or have a resolution of 300dpi.

**Preferred File Type:** .pdf (*Press Quality*)

Also accepted <sup>3</sup> .eps, .svg, .png, .jpg, .gif, .doc, .xls, .ppt, .indd, .ai, and .psd

## Paper:

See Paper Options on page 10 or on [pcc.edu/print-center](http://pcc.edu/print-center)

## Finishing:

See Finishing on page 12

1. All Sizes can be custom, but may accrue additional costs.

2. Some Microsoft and online programs may not allow for CMYK color mode. Meaning that projects could print in varying color shades from what you may be expecting.

3. PDF files retain most format settings. Other file types may be affected by several computer factors that could disturb your formatted content and cause unwanted content shifting. Additional steps may be required before submitting these files.

## Design Software

Consider the design software for your project, skill level, and time availability. If the size of your artwork is limited by the design software you're using, consider using a program better suited for the project or hiring the Print Center design team.

## Size

You should always create your document at the final size it will be in the end. If you only have time to design one file that will be printed at multiple sizes, it should be designed at the largest size. Keep in mind that files won't necessarily scale to traditional page sizes. For instance, an 11x17" design actual scales down to 7x11" flyer and will have large blocks of white space on the left and right sides if printed at 8.5x11. Choose the right document size to start with for your scalable project by reviewing the Scalable Sizes table on page 14.

## Design Layout

For any design that will include colors, text, or images that print all the way to the edge(s), be sure to include bleed area outside of your main page or artboard. This extra content in the bleed area will be trimmed off. Most printers cannot actually print to the edges of the paper and must be trimmed after printing to give the illusion of being borderless.

Be sure to build the margins at least 0.25" for documents that are 8.5x11" or smaller, and larger margins the larger your final document size is. Keep in mind that more space helps the readability of your project, wider margins and gutters around content will visually help your audience.

## Color Mode

For successful printed projects, your file and all design assets should be in CMYK color mode. All of the printers in the Print Center, as well as the printers our vendors use, print CMYK. If your file is sent to the Print Center in RGB mode, the colors may not match how they appear on screen. Please note, each monitor is color calibrated differently. Even in CMYK mode, your colors may be different once printed. You can request a proof to check your colors if needed.

## Asset Resolution

Any images used in your project should be saved at 300 dpi prior to being added to your design. This will ensure the best print quality in the finished project. This doesn't mean you can just change a 2x2" 300 dpi image to an 4x4" image. Doing this will actually cut your resolution in half to 150 dpi and will result

in pixelation when printed. Avoid pixelation by choosing larger, high-resolution files or by using vector graphics, which can scale to any size without pixelation. Vector files are typically, .pdf, .eps, .ai, or .svg files. Also note, most images and other design assets found online will only be 72dpi (unless otherwise stated). Which means they will reduce size by over 4 times once converted to 300dpi. Please remember: copyright laws apply when using content that you have not created. The owners of the file(s)/assets must always be credited unless the content originates from a confirmed free source.

## File Resolution

The correct resolution for print is 300 dpi, though printing files as low as 144 dpi is possible. Some design programs, such as the Microsoft Office Suite and online programs, do not offer the option to set the resolution. If no other design programs are available to you, you can get around this by building your project at a larger size, then letting us scale it down proportionately when printing. e.g. Microsoft PowerPoint only exports files at 72dpi, so to get the passable end result of an 18x24" poster, set up your file at 36x48".

## File Export

Whenever printing, .pdf files are usually the best file type to export and send in as they usually maintain the layout, fonts, and images from one computer to another. You can also provide other file types, such as the editable file you made. If you send us a format other than .pdf, we highly recommend you check a proof for expected results before printing starts.

## Paper

The majority of our paper options contain 30% recycled content or more. Standard paper sizes are: 8.5x11", 8.5x14", 9x12", 11x17", and 12x18", not all colors or weights are available for each size. Posters will be printed on white, uncoated poster paper (similar in weight to light cardstock) unless otherwise specified. We do not print with white ink, so if you print on a colored sheet, the white areas will be the color of the paper.

If you're looking for another paper color, weight, or size for your project, please email [printcen@pcc.edu](mailto:printcen@pcc.edu) with your request.

## Finishing Options

Deciding how and where your project will be displayed will help determine the finishing options needed. For instance, posters that will be displayed outdoors should be laminated, and banners that will hang on a wall will need grommets.



## Paper Stock and Sizes

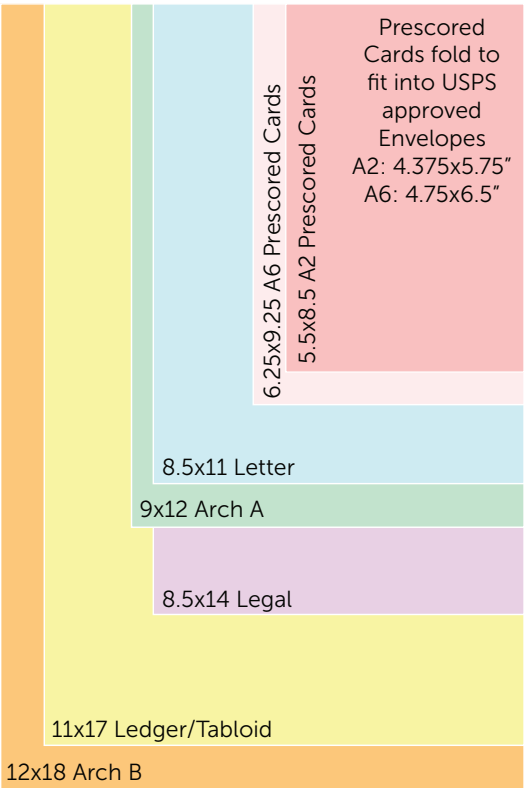
At the PCC Print Center we have made a commitment to carry only environmentally conscious paper stocks. Meaning they either contain recycled content, or are FSC or Clean Energy Certified. Paper stocks vary from print shop to print shop, and while we do try to carry as many different stocks as possible, we are limited to what we are able to store in our singular location.

We can special order a specific stock from our vendor if requested, but it will take additional time for ordering and we are limited to what can be run through our laser copiers.

You can view our paper stock at the Print Center at Sylvania CC116, request samples through our online order form, or view our paper chart at [pcc.edu/print-center](http://pcc.edu/print-center).

The Print Center follows ANSI standards and carries American Standard paper sizes.

Our prescored cards follow envelope rules for A2 and A6 envelopes, this is different from A2 and A6 paper.



For printing larger than 12x18 we are able to print posters/banners up to 36x120" in house on our large format printer. For this, we have medium weight matte paper.

For vinyl and other specialty printing we can special order for you.

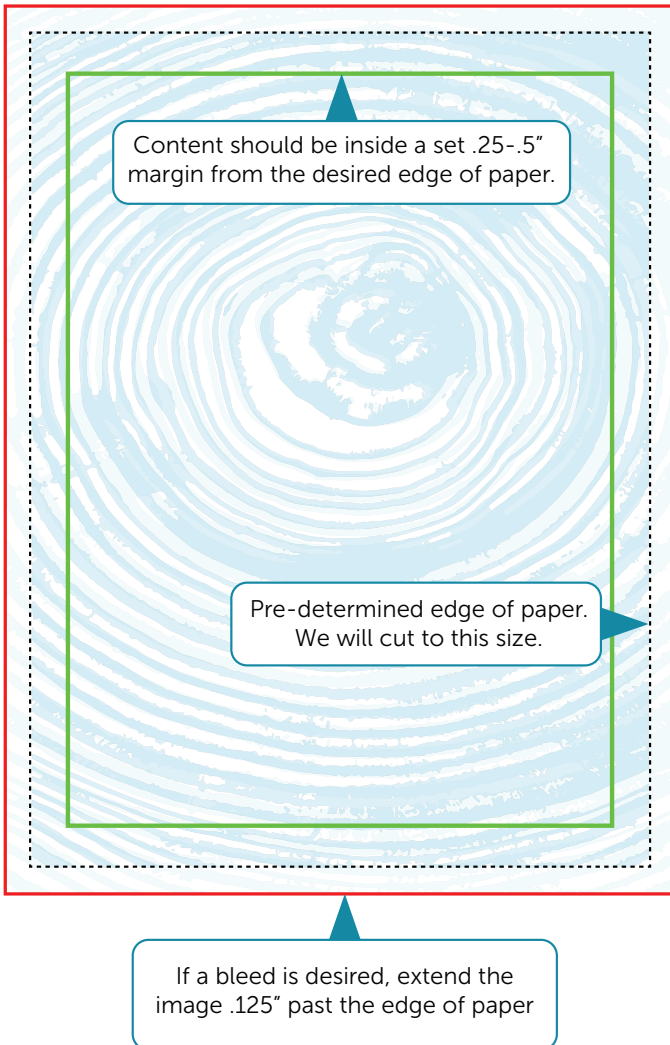
To learn more about paper sizing visit: [www.papersizes.org](http://www.papersizes.org)

## Page Layout: Margins

Once you have selected a page size you can now setup your page margins. Printed content should be set .25-.50" from the outer edge of a sheet of paper- unless cut off text and images are the desired look for your project.

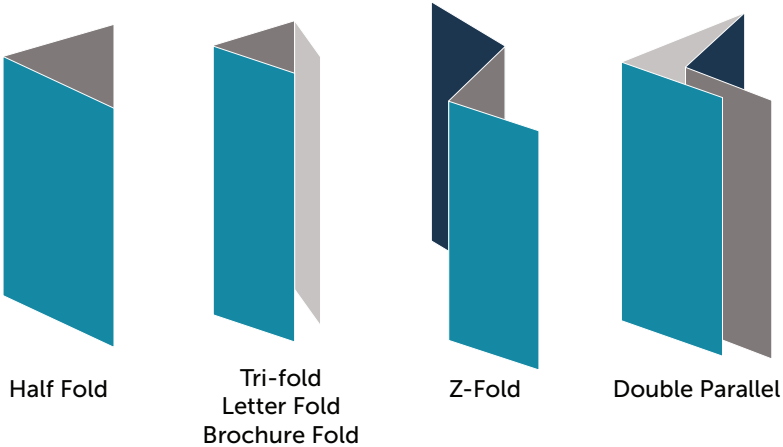
Bleeds require more printed real estate. An additional .125" extension outside the desired size should be added. Color or content meant to "bleed" should extend to this outside border. For instance, an 8.5x11" sheet with a bleed should be setup at 8.75x11.25".

Please review "Saving Files for Print" on pages 16-19 to setup crop marks for bleeds.



## Finishing: Folding

The Print Center is capable of folding the following types of folds in-house. If you require a specialty fold not mentioned here, we can have it done by one of our vendors.



### Designing for folds:

If you are designing a project with folds, you will need to setup your file in a specific way.

1. You will need to design at the correct size.
2. Divide the sheet into the number of panels required.
3. Verify that each page is the correct directions, panel number, and each panel is the correct dimensions.  
To help with this, fold a piece of paper as an example.
4. Each panel needs to be setup with .25-.5" margins from the edge of sheet and folds.
5. The folds are close, but not exact, be aware that content can shift and some content will not align exactly on the fold.
6. If bleeds are desired content may shift with the printing, cuts and folds.
7. Color blocks and lines will not align to a fold every time.
8. Color print may "crack" if it is in an area with a fold. Try to plan for unprinted spaces (gutters) where the pages will be folded.

## Binding

We offer a variety of bindery options for projects. Keep in mind that the more complicated a project becomes, the more it could cost. We are also restricted to papers that could be run through our machines. See Paper Stock and Sizes page 10.

When setting up a project for binding, it is vitally important that we are given a full .5-.75" margin from the binding side of the page.

*Note: When creating a PDF for these files do not save in booklet mode.*

### The Print Center offers the following binding options:

#### Single Staple

A single staple in the corner of a packet.

#### Double Stapling

Two staples on a designated side of a packet. Similar to the single staple, not to be confused with saddle stitch.

#### Saddle Stitching

One or more staples in the crease of a set of booklet folded pages. Like a magazine.

#### Coil Binding

A booklet punched on one side, held together by a spiral. Requires cover pages, these can be cover weight and printed or could be a combination of clear or black acrylic sheets. Like a spiral notebook.

#### Perfect Binding/Panther Press

The inside pages are wrapped in a printed sheet of cover stock. They are held together by a line of flexible glue. Like a paperback book.

#### Book Padding

The pages are held together like the Perfect Bind, but without the wrap-around cover. Covers are the same size as the inside pages. Pages can be pulled out or apart like a pad or to be kept in a binder. This option was created to replace brads.

## Scalable Sizes

When setting up your initial file. It is a best practice to start your design at the largest size you will be printing and try to select a size that converts to the most scalable sizes. For example, start with 22x34" which will proportionally scale down to 11x17 and 5.5x8.5" (half-sheet) easily. 8.5x11" scales to 4.25x5.5" (quarter-sheet). If you are wanting a wide variety of sizes for your prints you may have to design multiple pieces. Tip: be aware of small fonts that will be scaled down, they may be unreadable once scaled down.

Initial Size	Small Poster	Large Flyer	Small Flyer	Large Handbill	Small Handbill
36x60"	14x24"	10.25x17"	6.75x11"	5.5x9"	3.5x6"
36x48"	18x24"	11x14.75"	8.25x11"	5.5x7.5"	4x5.5"
24x36"	16x24"	12x18"	7.5x11"	5.5x8.25"	4x6"
22x34"	15.5x24"	11x17"	7.25x11"	5.5x8.5"	3.5x5.5"

If time allows, please request a printing cost estimate before submitting your project at:

[pcc.edu/print-center/ordering/project-estimate](http://pcc.edu/print-center/ordering/project-estimate)

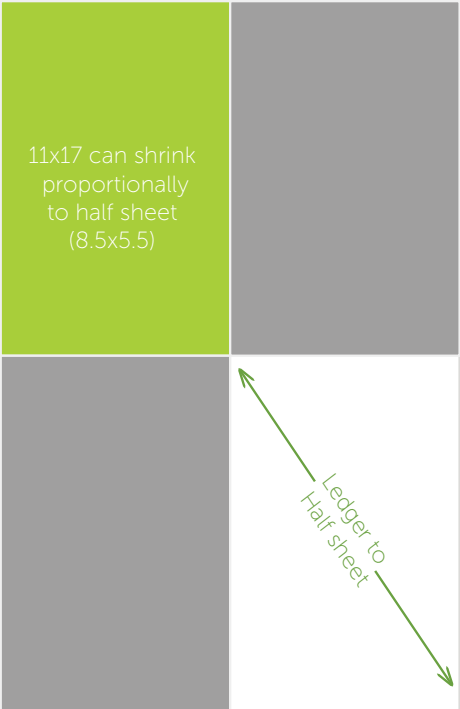
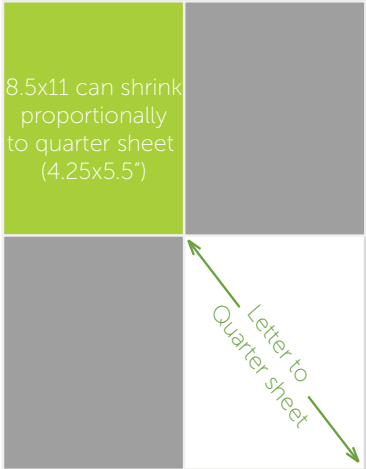
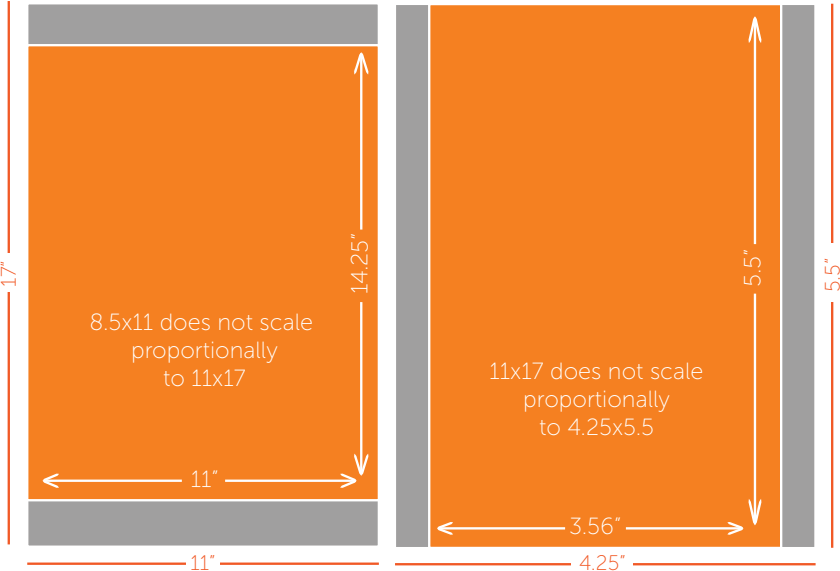
## Assets and Copyrights

When the internet makes it easy to find and download so many items, it's easy to forget that not all things are open source or free. An image from Google, clip-art in Microsoft Office, and fonts are all subject to copyright laws. To avoid conflict and potential legal issues it is best practice to do the following:

- **Use open resources libraries<sup>1</sup>.** There are many free resources online.
- **Always ask permission** before you use a photo or art piece or before printing art pieces representing a known trademarked/copyrighted character or subject.
- **Obtain photo releases.** If you take a photo of a person or a privately owned building for a publicity piece, a waiver and permission from the individual(s) or property owner is needed.
- **Properly credit** copyrighted or trademarked work.
- **Works cited pages.** Even a quote can be copyrighted, please cite all your resources.
- **Create your own art** whenever possible.

1. Some verified Open Resources websites:  
Stock Photos/Textures: [usplash.com](http://usplash.com), [freestocktextures.com](http://freestocktextures.com), [eezy.com](http://eezy.com)  
Fonts: [dafont.com](http://dafont.com), [fontsquirl.com](http://fontsquirl.com), [fonts.google.com](http://fonts.google.com)

Scalable Sizes



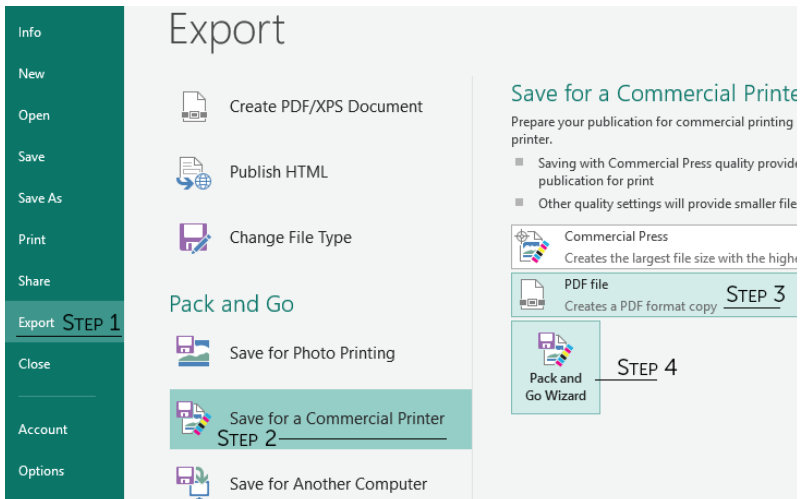
## Saving Files for Print

### Publisher

Publisher is the more versatile program in the Microsoft Office Suite. It has many useful tools for the beginning to intermediate user.

Changing Color Profile to CMYK

1. File > "Export"
2. "Save for Commercial Printer"
3. Select "PDF file"
4. "Pack and Go Wizard" > Follow prompts to save



### An Important Note About Publisher

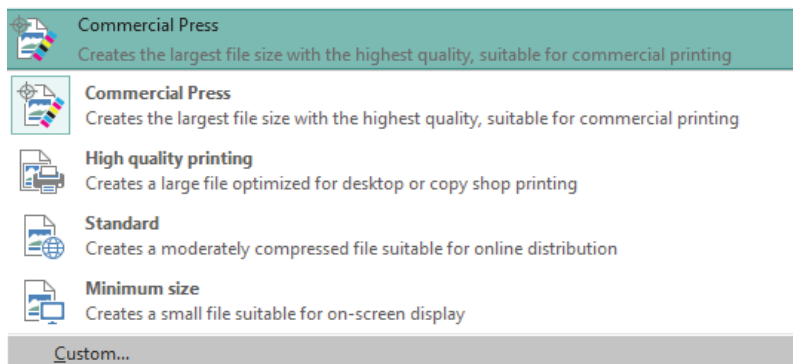
Publisher comes with many templates and can be quite user friendly for those with experience with the Microsoft Suite. However, Publisher is not always printer friendly. Here are some things to be aware of when using Publisher for your designs.

1. Always double check your formatting when saving, especially the PDF's. Publisher has a nasty habit of shifting and cutting content because of how it renders the content boxes. **Always double check that all your text is visible.**
2. Do not save in booklet format.
3. When in doubt, send us the document so we can help you.

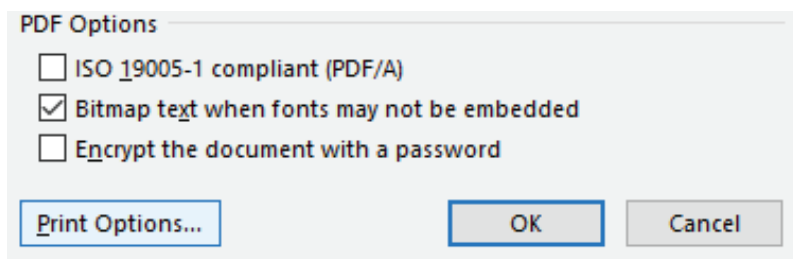
### Saving PDF with Crops (for projects with bleeds)

1. File > "Export"
2. "Save for Commercial Printer"
3. Select "Commercial Press" box > Select "Custom..."
4. Select "Print Options"
5. Select check boxes for "Crop Marks" and "Allow Bleeds"
6. Select "OK"
7. "Pack and Go Wizard" > Follow the prompts to save

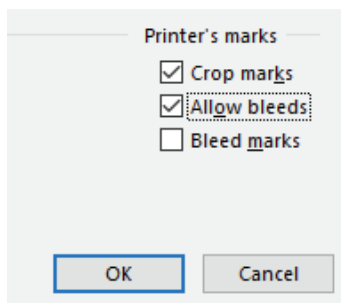
#### STEP 3



#### STEP 4



#### STEP 5





InDesign

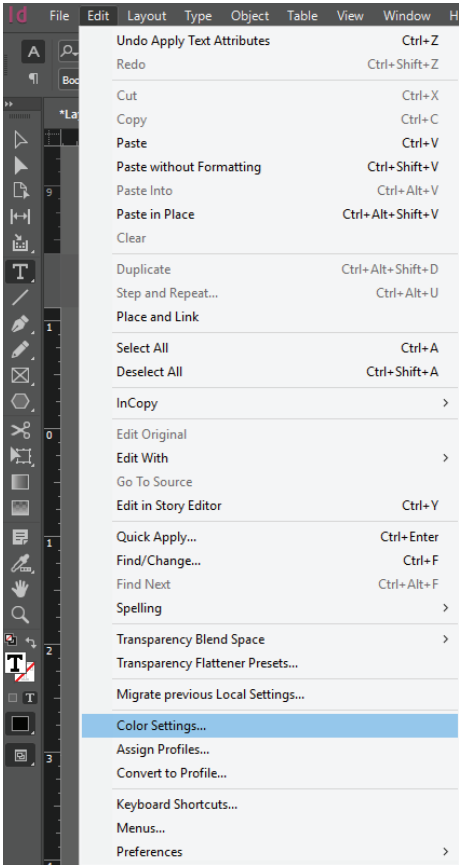
InDesign is one of the most powerful layout programs available. While it can be overwhelming for a beginning user, you might be suprised to find how easy it can be once you have the basics down.

Changing Color Profile

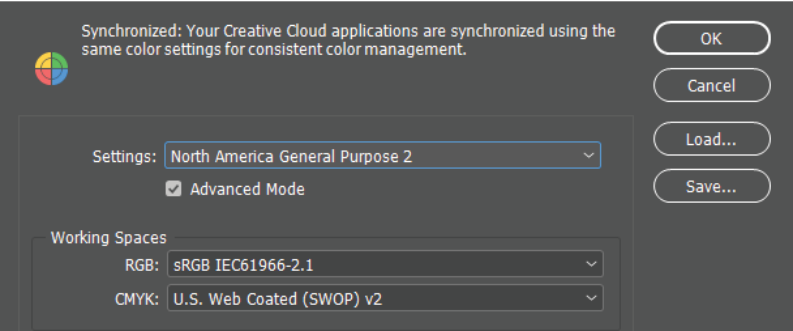
InDesign is the primary layout program used by designers for printed projects. As long as the correct project type is selected at the beginning of designing then it will be preset to the correct color profile.

If you would like to verify the setting do the following.

- 1. Edit > "Color Settings..."
- 2. Verify that "North American General Purpose" is the setting.



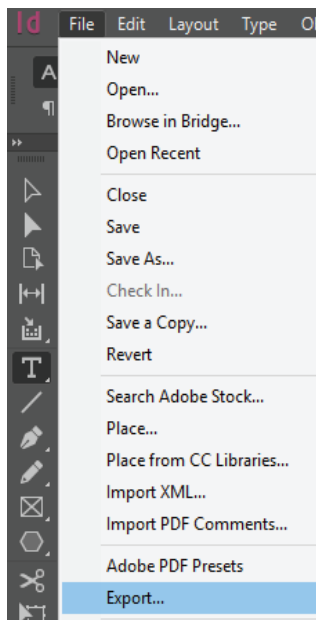
Color Settings



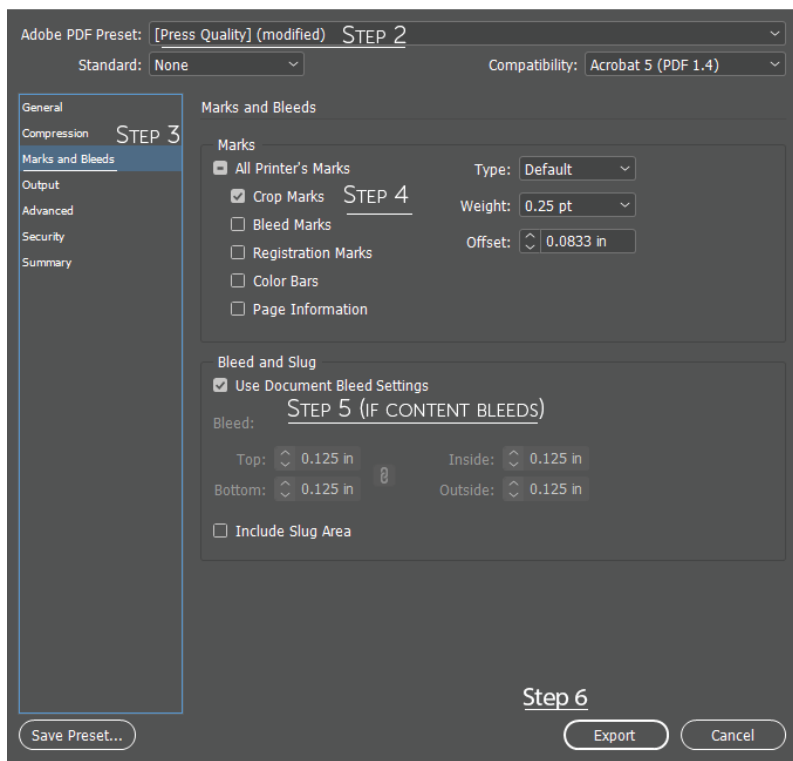
## Saving PDFs with Crops marks

This is the simplest way to setup a PDF with bleeds/crops with InDesign.

1. File > "Export..."
2. PDF Preset > "Press Quality"
3. "Marks and Bleeds"
4. Select "Crop Marks"
5. *If content Bleeds*  
"Use Document Bleed Settings"
6. Export



Export Adobe PDF



Current as of 8/2019

## Combining PDFs

If you have multiple, similar sized, documents that you would like to have printed as one packet, it will save you money to have the documents combined and saved as one document. There are two ways you can combine these to create one document.

*Note: You may need Adobe Acrobat installed on your computer for these instructions.*

### PC Instructions:

1. Convert all your documents to PDF files  
Save them all in one location to make the next step easier.
2. Open the location where all the needed documents are located
3. Select all the documents you want combined
4. "Right Click" on one of the documents
5. Select from the dropdown menu, "Combine files in Acrobat..."
6. Arrange the files in the order you want the pages to be
7. Save document

### Mac Instructions:

1. Open the PDF in Preview
2. Choose view > Thumbnails to show thumbnails in the sidebar
3. Select a page thumbnail to indicate where to insert the document
4. Choose Edit > "Insert" > "Page from File"
5. Select document you want added, then click Open
6. To save, choose File > "Export as PDF"

### Combining in Adobe Acrobat:

1. Load the document you want first
2. Open the tools panel on the right side of the page.  
If tools are not present press "Shift+F4"
3. Select "Organize Pages"
4. Scroll your mouse/cursor over the page you want to insert the next document, until you see 3 options
5. Select the "+" symbol
6. Select "Insert from File..."
7. Select the next document
8. Repeat steps 4-7 as needed...
9. Save file

## Proofreading Tricks

Spell check may not catch every grammar error or misspelled word. Most spelling, grammatical errors, and misused words are because of over reliance on a computer spell check. Here are some tricks to have a more thorough and successful proofing.

1. **Print the item to proofread.** Studies have shown that users are more prone to skip items if reviewed on a computer screen.
2. **If the item cannot be printed, enlarge the content to 200%+.** Even at 100%, it may be difficult to discern certain letters.
3. **Carefully and slowly read the content, out loud.** Speaking the words may reveal what your eye has missed.
4. **Read sentence by sentence.** Some proofers read the sentences from bottom to top, this interrupts the logical flow and stops your brain from auto-correcting errors.
5. **Use a dictionary and beware overusing the thesaurus.** Some words may not be appropriate for your message.
6. **Pay special attention to punctuation, person's names, locations, and dates.**
7. **Work on something else for a while before proofing.**
8. **Have someone else read it.** Fresh eyes will see different errors.

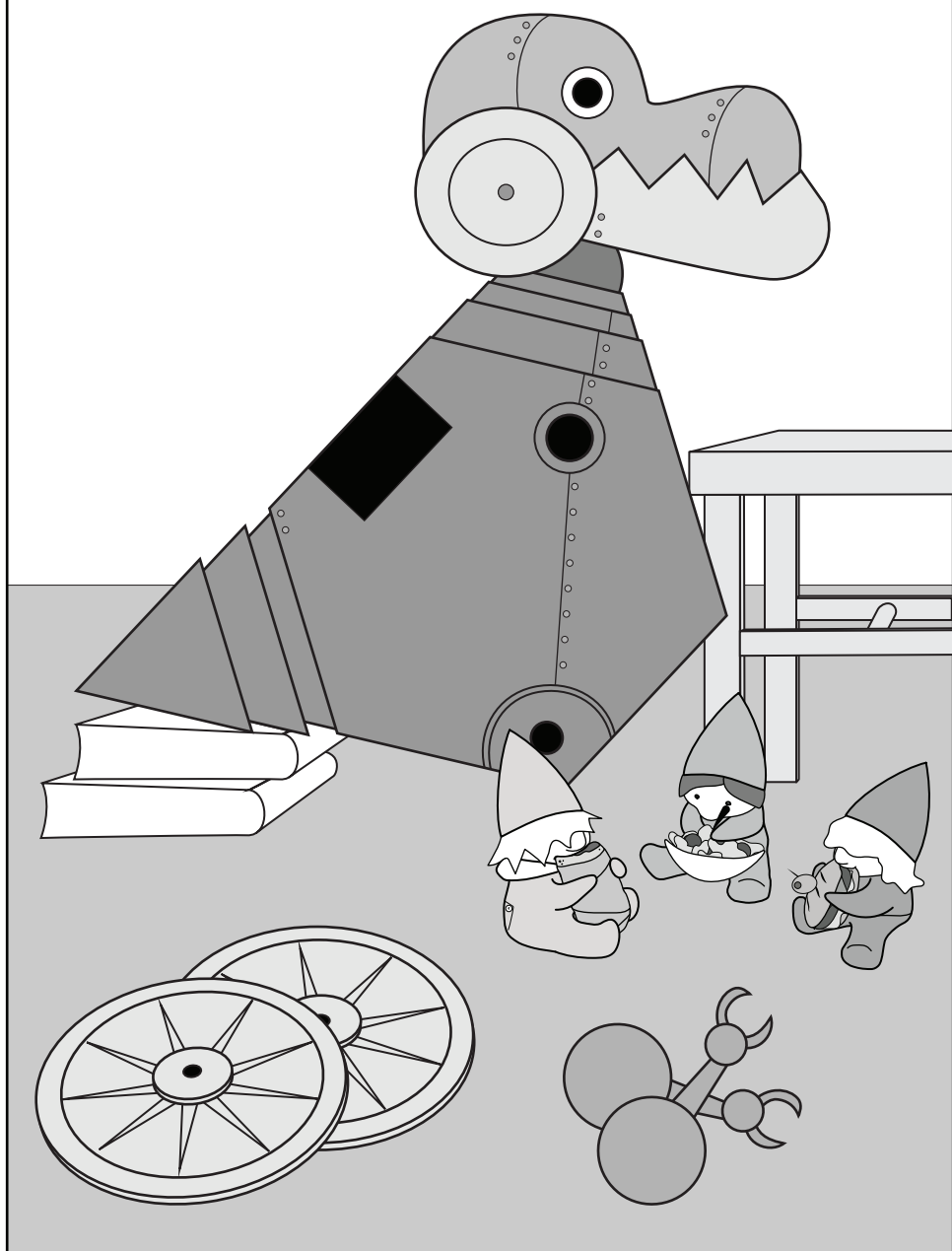
## Quick Pre-Print Check

You've made it this far, here's a quick check list to make sure everything is ready to submit your project to the Print Center.

1. The page size is set to the largest size your prints will be.
2. The page size selected is proportional to the smaller sizes you may be printing.
3. Margins are set at .25-.5" from the edge of the sheet.
4. If a bleed is desired, the background image/color(s) extend .125" beyond the finished page size.
5. Images and documents are high resolution, at least 300 dpi, not upscaled from a smaller dpi, and are in CMYK color mode.
6. All assets are open source verified, permissions received, cited appropriately, and/or your own creations.
7. Pages are in the correct order to be printed.
8. A thorough and careful proof reading has been completed.
9. Document has been saved as a single PDF.



# PRODUCTION



## Print Turn-Around Times

### Project Printing Completion Times\*

Color or Black & White Printing	1 business day
Orders of large quantities/assembly required	3-5 business days
Poster Printing (larger than 12x18)	3-5 business days
Vinyl Banners, Lettering, and Decals	7-10 business days
Review a printed proof	1-3 business days
Business Cards and Name Tags	10 business days
Panther Press Book Binding/Perfect Binding	2-4 business days
Coil Binding	2-3 business days
Pad Binding	2-3 business days
Cutting or Trimming	1-3 business days
Folding <sup>1</sup>	1-3 business days
Perforating	2-3 business days
Laminating (24" wide or less)	2-4 business days
Laminating (wider than 24")	6-10 business days
Mounting to foam core	6-10 business days
NCR printing (carbonless forms)	2-3 business days
Padding	2-3 business days
Scanning	1-3 business days
Design Assistance	<i>Varies, call for availability</i>

\*. Project times are set to allow us time to process, print, finish, or send out for completion with one of our vendors. Projects placed with less than the turn-around time listed may be subject to a \$5 rush fee.

1. Up to 10 days if hand folding or specialized folding is requested.

## Placing Your Print Order

The easiest way to place your order with the Print Center is by visiting: [pcc.edu/print-center/ordering/order-printing](http://pcc.edu/print-center/ordering/order-printing) and submitting an order using our online Project Order Form. On this form, you can upload your file, add instructions, and even request your file be saved for future printing and edits. If your file size is too large, you can email it separately after filling out the online order form. Please mention in the 'Additional Instructions and Notes' section that you will send the file via email.

*Note: there will be a charge if the Print Center needs to combine the files for you. For instructions on how to combine PDFs please refer to page 20.*

Our form only allows one file upload per project order. If you have multiple files with the same printing needs, to be combined into one finished project, you can add these files to a Google Drive folder and share the folder with [printcen@pcc.edu](mailto:printcen@pcc.edu). If you have multiple different files with different print needs, you will need to submit a separate order form for each item.<sup>1</sup>

If you prefer filling out a paper order form, you can stop by the main Print Center at Sylvania campus, CC 116, during business hours, or any of our Print Center pick-up rooms at the other campuses and centers. Paper order forms are available at each and can be added to the 'Outgoing Order' tray when filled out. Please attach the originals to be copied/laminated or the USB of files to the order form, preferably with a paperclip rather than staples. Completed order forms will typically be picked up the next business morning by our delivery driver. If your project is of some urgency, please call the Print Center after adding your order to the basket to make sure our driver stops by your campus or center.

*Note: Physical orders may not be able to be completed on short notice, unless they are delivered direct to the Print Center. To ensure your order is completed when you need it, submit an Online Project Form and contact the Print Center by phone 971.722.4670.*

1. We request for separate orders to avoid additional data charges for you and to avoid potential mistakes or missing parts.



## Delivery Process and Locations

**Faculty and Staff:** Sylvania orders will be placed on designated shelves within the Print Center at Sylvania campus CC 116, anyone from your department will be able to access these items. If you would like to ensure that only you can pick up your finished project, you must select 'Sylvania - Will Call' on the order form when placing your order. You, a trusted colleague, or your admin can pick the projects up during the normal business hours of 7 a.m. – 4 p.m Monday - Friday. If your order is for a different campus, items will be delivered to the designated pickup rooms.

**Student/Personal/Outside Customers:** Payments must be submitted before your order can be picked up or delivered to another campus or center.<sup>1</sup> Arrange payment by stopping by the Print Center or calling [971.722.4670](tel:971.722.4670).

*Note: Protect yourself by never entering your G# or credit card information into our order forms or any unsecured form.*

Finished projects are delivered weekday mornings (except PCC-observed holidays and closures) to the listed campuses and centers. *Arrival times are estimates and may be affected by traffic, weather, or order load.*

Campus or Center	Building and Room	Delivery Time
Sylvania/Will-Call	CC 116	8:30am
Cascade	CH 108/Mailroom	9:05am
Southeast	Tabor 121	9:35am
CLIMB Center <sup>2</sup>	CP 112	10:05am
Rock Creek	Bldg 3, Rm 116	10:30am
PMWTC/Metro <sup>2</sup>	Bldg 1	
Swan Island Trade Ctr	Reception Desk	
Newberg Center <sup>3</sup>		
Downtown Center <sup>2</sup>		
Willow Creek Center <sup>2</sup>		

1. Due to security restrictions, students and outside customers must arrange with a faculty or staff member to be able to pickup at one of the locations outside Sylvania.
2. By request only: arrange delivery by calling [971.722.4670](tel:971.722.4670)
3. Newberg Center orders will be delivered to RC unless otherwise arranged. Inncampus mail to this Center can take up to 5 business days for delivery.

## Frequently Asked Questions:

**Q:** Can anyone use the Print Center services?

**A:** Anyone can use the Print Center. We will accept most projects, and it does not matter if you are a student, staff, faculty, or if you are printing something for Grandma.

**Q:** Can I use my student account for payment?

**A:** Unfortunately, not at this time. We may be able to use the Go-Print service eventually.

**Q:** How can I pay for my projects? Is there a minimum?

**A:** We accept cash and Visa/MasterCard. Our minimum charge is \$1. We do highly recommend utilizing the labs on campus as much as possible for smaller quantities of print.

**Q:** Do you have a computer I can use to access my email or work on my project?

**A:** We do not. However, if your file is a pdf, you can print from a USB, or you can email us the project to print.

**Q:** The online form is asking for an account/FOAP, what do I put there?

**A:** If a department is paying for the print order, type in the department account code. For this number, ask your department administrative assistant or supervisor. If it's a personal/student order, type in the word "Personal".

**Q:** How much time should I give the Print Center to produce my project?

**A:** We always ask for at least 24 hours to run an order. Some projects may require more time though. You can see what our turn-around times are on page 23 the Turn-Around section of this booklet. If you have a rush order please call us at [971-722-4670](tel:971-722-4670), to check if we have the capacity to run your order on short notice.

**Q:** May I receive a quote for a job?

**A:** Absolutely. You can fill out a quote request on our website at: [www.pcc.edu/print-center/ordering/project-estimate/](http://www.pcc.edu/print-center/ordering/project-estimate/) You can also see our current pricing sheet at [www.pcc.edu/print-center/services/price-guide/](http://www.pcc.edu/print-center/services/price-guide/) Or you could email us at [printcen@pcc.edu](mailto:printcen@pcc.edu) or call us at [971.722.4670](tel:971.722.4670).

**Q:** Some of your services are more expensive than I've found from online printers, why is this?

**A:** The PCC Print Center is a union print shop that uses environmentally friendly/American produced materials, and practices sustainable production. Many online printers are non-union and are located where minimum wage is exponentially lower than Oregon State (some states are as low as 7.25/hour), may carry papers from questionable sources, and may not practice sustainable production, or are located outside the country.

## Print Glossary

**#:** The pound symbol represents the weight of a paper type. (Example: 20# bond text weight paper.)

**Account #/FOAP:** Stands for Fund, Organization, Account, Program. A department code used to pay for prints.

**ANSI:** American National Standards Institute.

**Assets:** Any images, fonts, and content used in graphic projects.

**Binding:** Affixing sheets together as one unit, like a book.

**Bleed:** Design assets that are printed past the edge of the print area. 'Full-bleed' is obtained by printing a document with bleeds on a larger sheet of paper, then trimming it to the printed area size. For instance a full-bleed 11x17" poster would be printed on 12x18" paper, then trimmed to 11x17".

**Bond Paper:** Standard, lightweight printer paper for black and white printing.

**Book Padding:** The pages are held together like the Perfect Bind, but without the wrap-around cover. Covers are the same size as the inside pages. Pages can be pulled out or apart like a pad.

**Carbonless/NCR Forms:** Multiple sheet form. Comes in 2-part (white/ yellow) or 3-part (white/yellow/pink).

**Cardstock:** Paper with a noticeable thickness, like a bookmark or postcard. Also referred to as 'cover stock'.

**CMYK Color Mode:** Using cyan, magenta, yellow, and key (black) combinations to create process colors for printing.

**Coil:** A plastic spiral that binds a group of pages.

**Collated:** Document is printed in sequential order, in complete sets. This is the default for all printed documents.

**Color Copy Paper:** High quality, bond paper used for color copies.

**Crop Marks:** Printed marks to indicate where a project needs to be cut or trimmed. Used for bleeds or multiple-up projects.

**Double-sided:** Document will be printed on both sides of a sheet of paper. Also referred to as "back-to-back" or "front-to-back" on our order form.

**Drilling:** Making a hole or multiple holes in a sheet of paper, such as 3-holes in paper that will be stored in binders.

**Finishing:** Any steps needed to complete a project after printing, including folding, trimming, stapling, binding, etc.

**Folding:** Bending and creasing paper into a neat, predetermined size, like a brochure or event program. Common types of folding include letter/tri-fold, half/bi-fold, and double-parallel fold.

**Handwork:** Any finishing work that can't be completed by a machine, such as non-standard folding, scoring, non-standard trimming, course packet assembly, custom stapling, etc.

**Index:** A lightweight cardstock, typically used for bookmarks, small posters, heavier weight handbills, and booklet/packet covers.

**Ink Type:** Color copy machines print with both color and black ink. Black ink copy machines only print in black & white. If a print has any color that is requested, it will be printed on our color machine.

**Laminating:** Encasing a sheet of paper in plastic, fused together to create a durable finish. Laminant can be trimmed to edge of sheet or have a small border for durability. Our lamination is 26" wide and billed by the linear foot.

**Margins:** The spacing inside the edges of a document. For print projects, the Print Center recommends at least 0.25" margins to avoid any content being cut off during printing or finishing.

**Mounting:** Affixing a sheet of paper to a hard backing, such as foam core.

**Multiple-up:** Placing two or more pages on one sheet before printing. Also referred to as '2-up', '3-up', '4-up', etc. based on the number of pages per sheet.

**Originals:** The number of printed sides in a document; i.e. A postcard with text on the front and back would have two originals.

**Padding:** Gluing one side of a stack of papers to create a pull-sheet effect, like a notepad.

**Paper Grain:** The direction the paper pulp runs in a sheet of paper, which affects the way the paper curls and folds. Most important when folding cardstock.

**Paper Size:** The Print Center carries American Standard Paper sizes: Letter (8.5x11"), Legal (8.5x14"), Ledger (11x17), and Architectural Paper size: Arch B (12x18"). Posters can be printed up to 36x120" in-house, or larger through one of our vendors.

**Paper Weight:** The thickness of a sheet of paper or cardstock. Also referred to as 'paper stock' or 'paper type.'

**Perforating:** Creating a line of small holes for the purpose of tearing-off a part of a sheet of paper.

**Perfect Binding/PantherPress:** Affixing a group of pages with glue and wrapping it with a heavy cover. Like a paperback book.

**Poster:** Any document larger than 12x18" that needs to be printed on a large format printer. Also referred to as 'oversize prints' or 'large format prints.'

**Resolution:** The ability of an input device (camera/computer) to record, or an output device (printer/monitor) to reproduce the fine detail of an image. Recommended minimum resolution for print is 300dpi, digital/screen content is 72 dpi.

**RGB Color Mode:** Using red, green, and blue light combinations to create colors on displays such as computer monitors, TVs, and digital signage. [See CMYK Color Mode for printing]

**Saddle-Stitching:** Folding a group of pages in half and stapling on the fold to create a booklet or program.

**Scoring:** Pressing a line into paper or cardstock to create a neat fold that doesn't crack.

**Split-Billing:** Payment for an order is split between multiple departments or people. Note: The charge for split-billing is an additional \$5 fee.

**Trimming:** Cutting a printed document to a desired size. Also referred to as 'cutting'; e.g. to save paper, bookmarks will be printed five per 8.5x11" page, then trimmed to their final 2x6" size. Any size request outside of one of our standard paper sizes will need trimming.

**Un-Collated:** Each page of a document is printed as a separate stack.

## Colophon

This booklet was written and illustrated by Angela Hooper & was printed and assembled at the PCC Print Center by proud AFT Union members.

Printed on the Xerox- Versant Color Digital Press.

Perfect Binding with PCC Panther Press  
(using the Bourg Book Binding System)

## Paper Used:

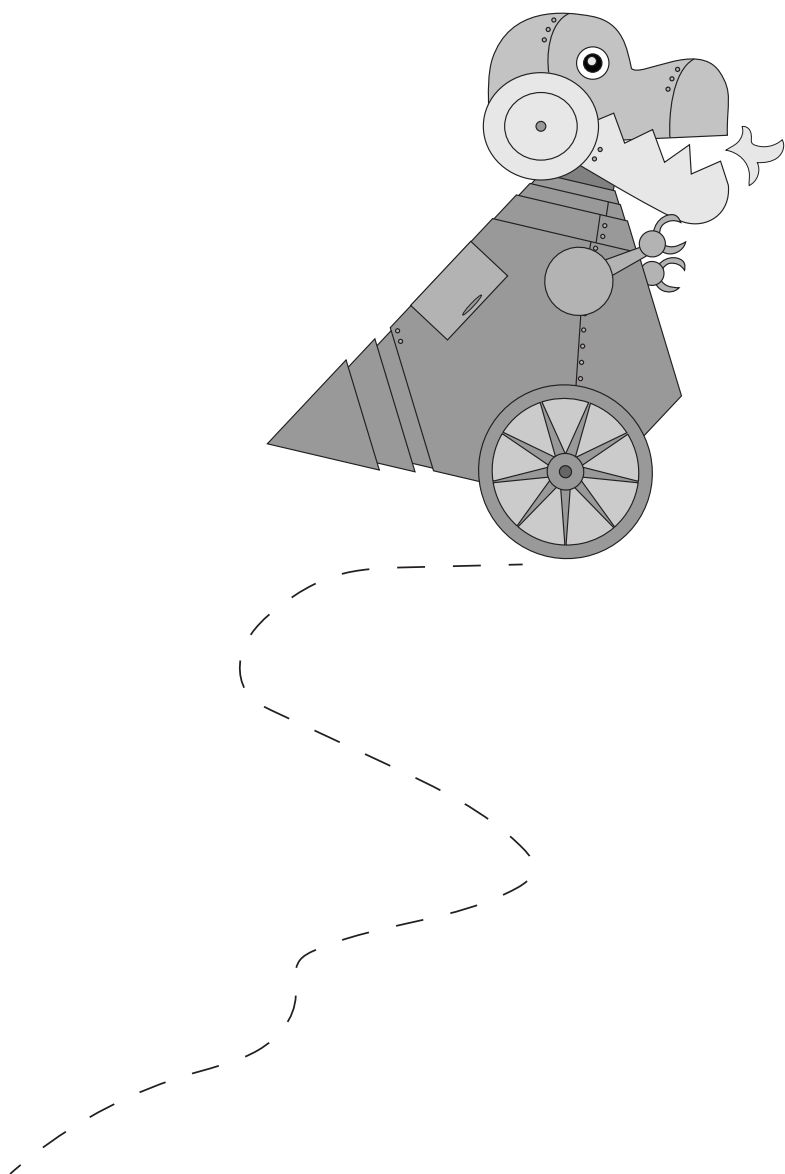
**Cover:** Mohawk Everyday Digital - Smooth - 80#  
10% Post-Consumer Recycled Content, FSC, Clean Water, & Clean Energy Certified.  
Produced in the USA.

**Section 1:** Neenah Astrobright - Lunar Blue - 60#  
30% Recycled Content, FSC, Green Seal Certified, & EPA transport partner.  
Produced in the USA.

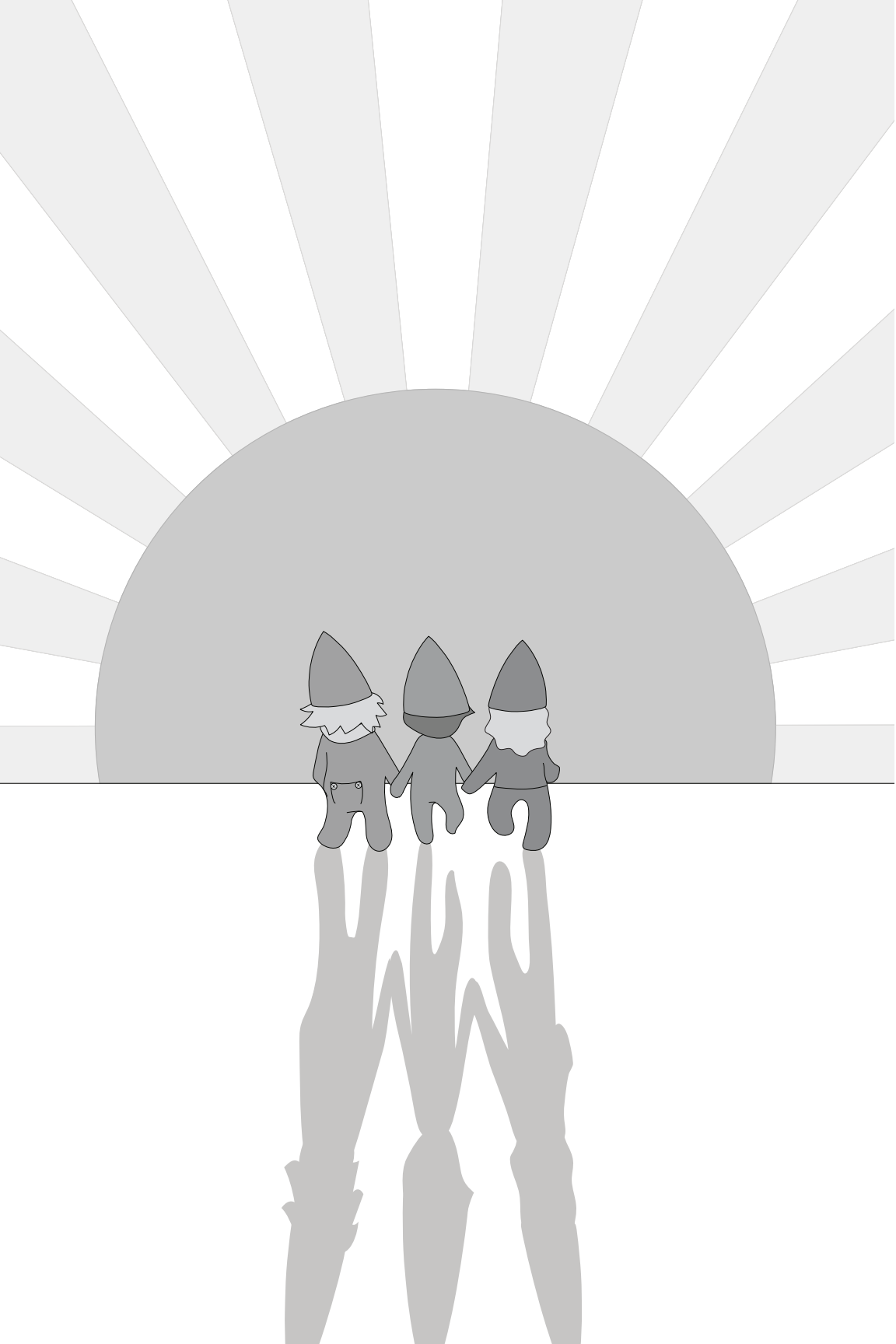
**Section 2:** Neenah Astrobright - Terra Green - 60#  
FSC, Green Seal Certified, & EPA transport partners.  
Produced in the USA.

**Section 3:** Neenah Astrobright - Cosmic Orange - 60#  
FSC, Green Seal Certified, & EPA transport partners.  
Produced in the USA.

**Text pages:** Mohawk ColorCopy - 28#  
100% Recycled Content, FSC, Clean Water, & Clean Energy Certified.  
Produced in the USA.







## **PCC Print Center**

Sylvania Campus  
12000 SW 49th Ave, CC116  
Portland, OR 97216

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Phone: 971-722-4670

Email: [printcen@pcc.edu](mailto:printcen@pcc.edu)

