

The background features a repeating pattern of the words 'COPY' and 'CENTER' in a light gray, serif font. Interspersed with the text are colorful circular logos. Each logo consists of a central gray sunburst or gear-like shape surrounded by a ring of small, multi-colored segments in shades of blue, green, yellow, and pink.

COPY CENTER

How-To GUIDE

Contents

1. The four ways to place an order
2. All About Ordering (an in-depth look at what we offer)
3. Viewing an orders status
4. Common questions & answers
5. Additional Info

4 Ways to Place an Order

1. From an application (Word, Excel, PowerPoint, Adobe, etc.)
2. A Special Order
3. A Catalog Order
4. From My Files

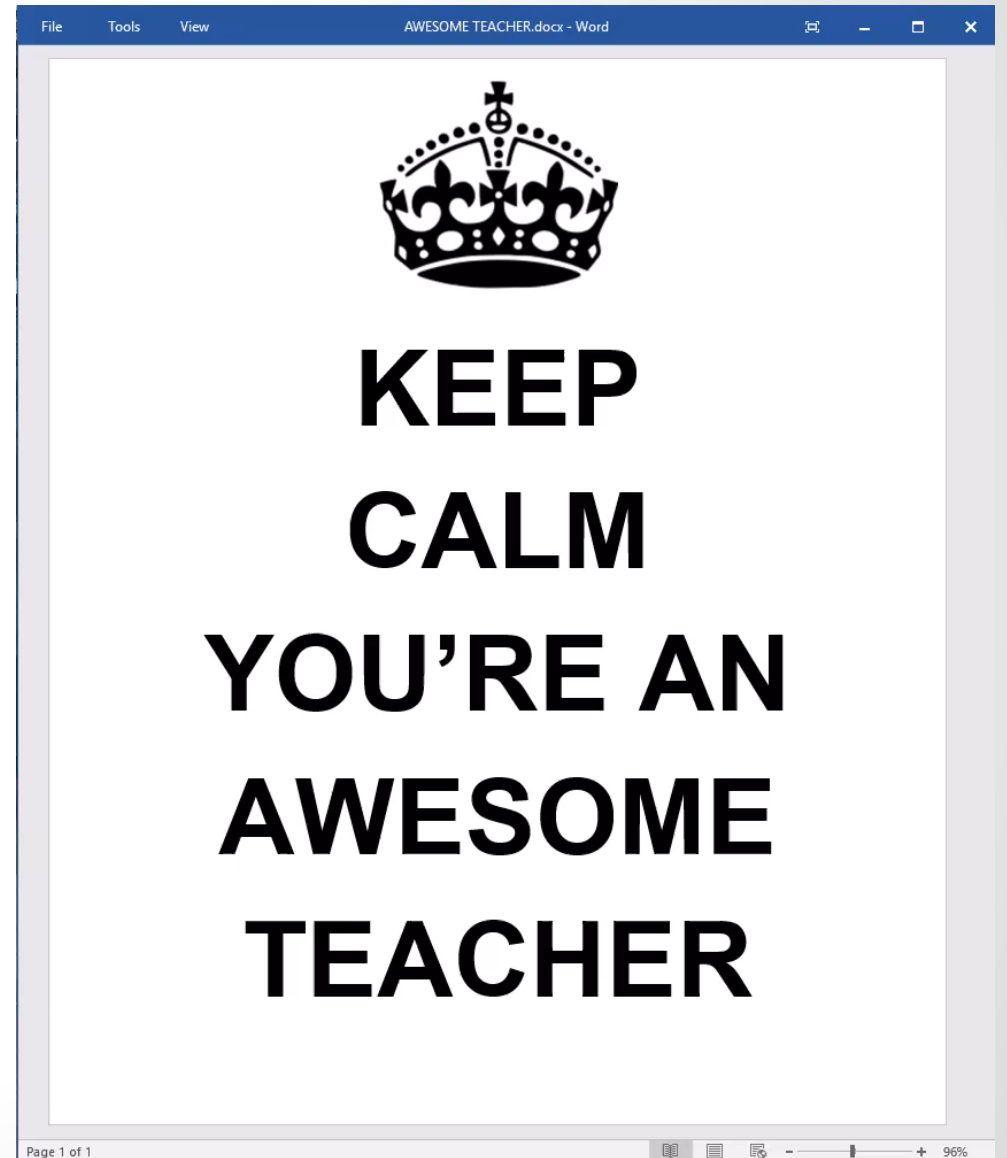
1. Placing an Order from an Application

1.1 From a Windows Application

Select **File > Print**

Select > **Copy Center Printer**

Select > **Print** (this will convert the file into a PDF and bring you to the log on page) **Do Not** choose any print options on this page



1. Placing an Order from an Application

1.2 Log into Copy Center Website

Enter **User ID** and **Password** (It is the same as your standard ID and password)

Click **Login**



1. Placing an Order from an Application

1.3 Document Added to Cart

AWESOME TEACHER.pdf has been added to your order. [Clear Messages](#)

PfISD


Cart

Cart ID 302241

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name [Order 302241 \(SurePDF\)](#) Order Estimate [\\$0.01](#)

Item 1 [Replace File](#) [Continue Shopping](#)

 **AWESOME TEACHER.pdf**
1 Page
8.50x11.00 Inches
Unit Price [\\$0.01](#)
Quantity

Click the image to review the proof.
Select your print options, then click [Preview](#) to review this item prior to ordering.

Your Selected Print Options Print: B/W, 1-Sided, 8.5 x 11 White 20 lb, Scale Down Only
[Preview / Change Options](#)

Please approve this document for printing:
 I have viewed the proof and preview (when available) and approve the document for printing.

[Enter special instructions for this item.](#)

Shipping Information

[Add Address](#)

I would like my order shipped by: Note: Only dates when the print center is open may be selected.

Lauren Tarbet
ADMINISTRATIVE
900
Texas
United States

Select a Shipping Method
 This will be delivered with campus mail.

Delivery Estimate
Wednesday, June 07, 2017

Ordered Items	Quantity
1 AWESOME TEACHER.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Lauren Tarbet
ADMINISTRATIVE
900
Texas
United States

Order Estimate [\\$0.01](#)
[Click the price to view the cost details](#)

Select Billing Codes for Payment

District Account Code No Valid Account Codes %
If the account code is not found in the dropdown box above, please enter it below.

District Account Code %
Example: 199.11.6399.00.000.7.99.100

OUT of District Cash/Check %
Specify Cash or Check and taxable or non-taxable

Total Split Percentage 0%

1. Placing an Order from an Application

1.4 Choose either:

Checkout – you do not need any additional items printed, continue with ordering on this page

Continue Shopping – you would like to add other items to this cart (cont. on next page)

The screenshot displays the P-FISD online ordering interface. At the top, a green notification bar states "AWESOME TEACHER.pdf has been added to your order." with a "Clear Messages" link. The main header features the P-FISD logo. Below the header, the "Cart" section shows "Cart ID 302241" and "Order Estimate \$0.01". The cart contains one item, "AWESOME TEACHER.pdf", with a unit price of \$0.01 and a quantity of 1. The item details include "1 Page" and "8.50x11.00 Inches". A preview image shows a document with the text "KEEP CALM YOU'RE AN AWESOME TEACHER". Below the item, there are options for "Your Selected Print Options" (Print: B/W, 1-Sided, 8.5 x 11 White 20 lb, Scale Down Only) and a "Preview / Change Options" button. A checkbox indicates "I have viewed the proof and preview (when available) and approve the document for printing." The "Shipping Information" section shows the shipping address for Lauren Tarbet and the selected shipping method "PISD DELIVERY" with a delivery estimate of Wednesday, June 07, 2017. The "Billing Information" section shows the billing address for Lauren Tarbet and the "Select Billing Codes for Payment" section, which includes fields for "District Account Code" and "OUT of District Cash/Check".

AWESOME TEACHER.pdf has been added to your order. [Clear Messages](#)

P-FISD

Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 302241

Order name [Order 302241 \(SurePDF\)](#) Order Estimate [\\$0.01](#)

Item 1 [Replace File](#) [Continue Shopping](#)

AWESOME TEACHER.pdf [✎](#)
1 Page
8.50x11.00 Inches
Unit Price [\\$0.01](#)
Quantity
Click the image to review the proof.
Select your print options, then click [Preview](#) to review this item prior to ordering.

Your Selected Print Options Print: B/W, 1-Sided, 8.5 x 11 White 20 lb, Scale Down Only
[Preview / Change Options](#)

Please approve this document for printing:
 I have viewed the proof and preview (when available) and approve the document for printing.

[Enter special instructions for this item.](#)

Shipping Information [Add Address](#)

I would like my order shipped by: [Tuesday, June 06, 2017](#) Note: Only dates when the print center is open may be selected.

Lauren Tarbet [✎](#) **Select a Shipping Method**
ADMINISTRATIVE
900
Texas
United States
PISD DELIVERY This will be delivered with campus mail.
Delivery Estimate
Wednesday, June 07, 2017

Ordered Items	Quantity
1 AWESOME TEACHER.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Lauren Tarbet [✎](#) Order Estimate [\\$0.01](#)
ADMINISTRATIVE
900
Texas
United States Click the price to view the cost details

Select Billing Codes for Payment

District Account Code No Valid Account Codes %
If the account code is not found in the dropdown box above, please enter it below.

District Account Code %
Example: 199.11.6399.00.000.7.99.100

OUT of District Cash/Check %
Specify Cash or Check and taxable or non-taxable

Total Split Percentage 0%

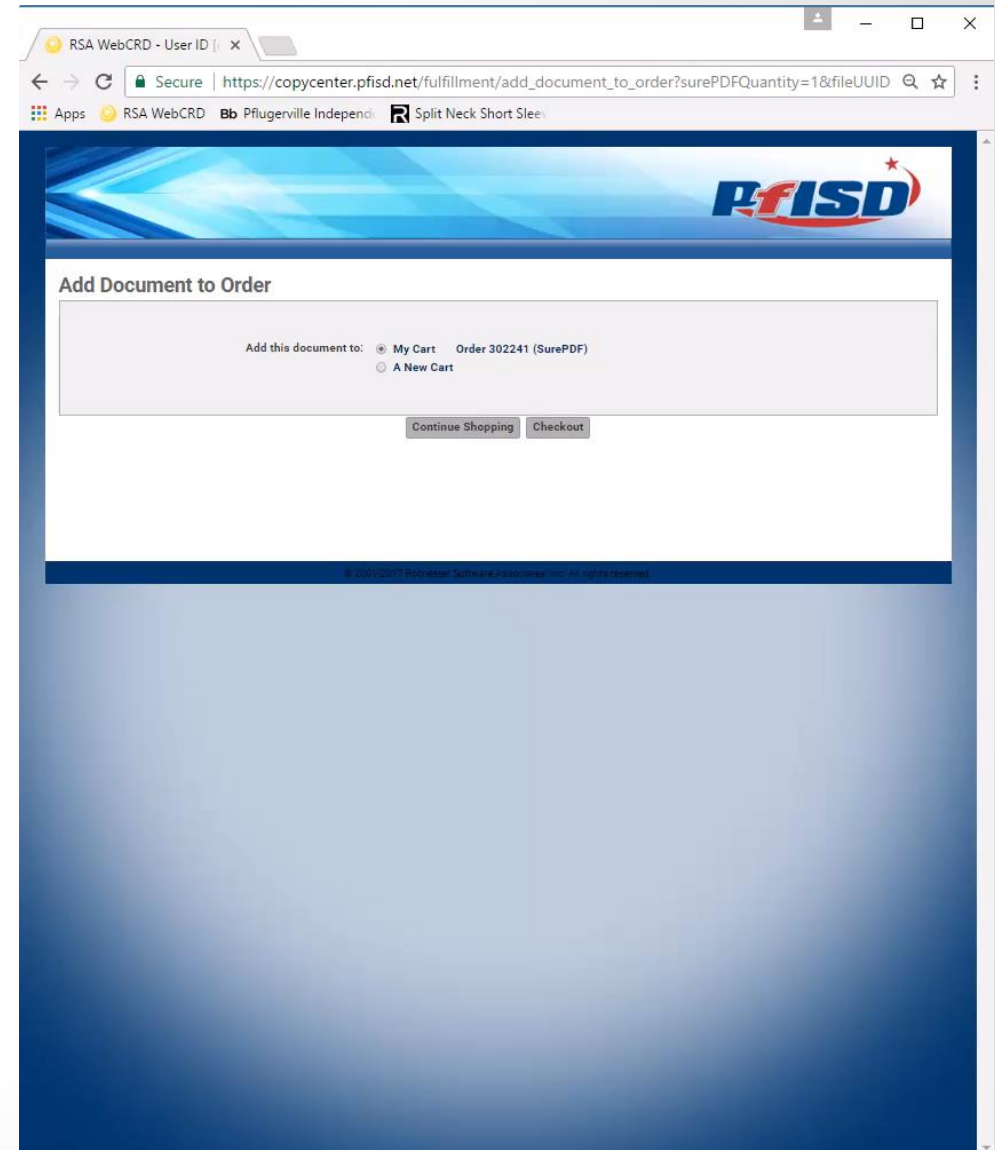
1. Placing an Order from an Application

1.5 Adding Additional Item to Cart

Open next document and **Repeat Step 1.1**

Select > **My Cart**

Select > **Checkout** (your cart now has 2 items and you may continue with ordering)



2. Placing a Special Order

What are Special Orders?

Orders where an electronic copy of the document is not uploaded to the Copy Center site.

Common Special Orders:

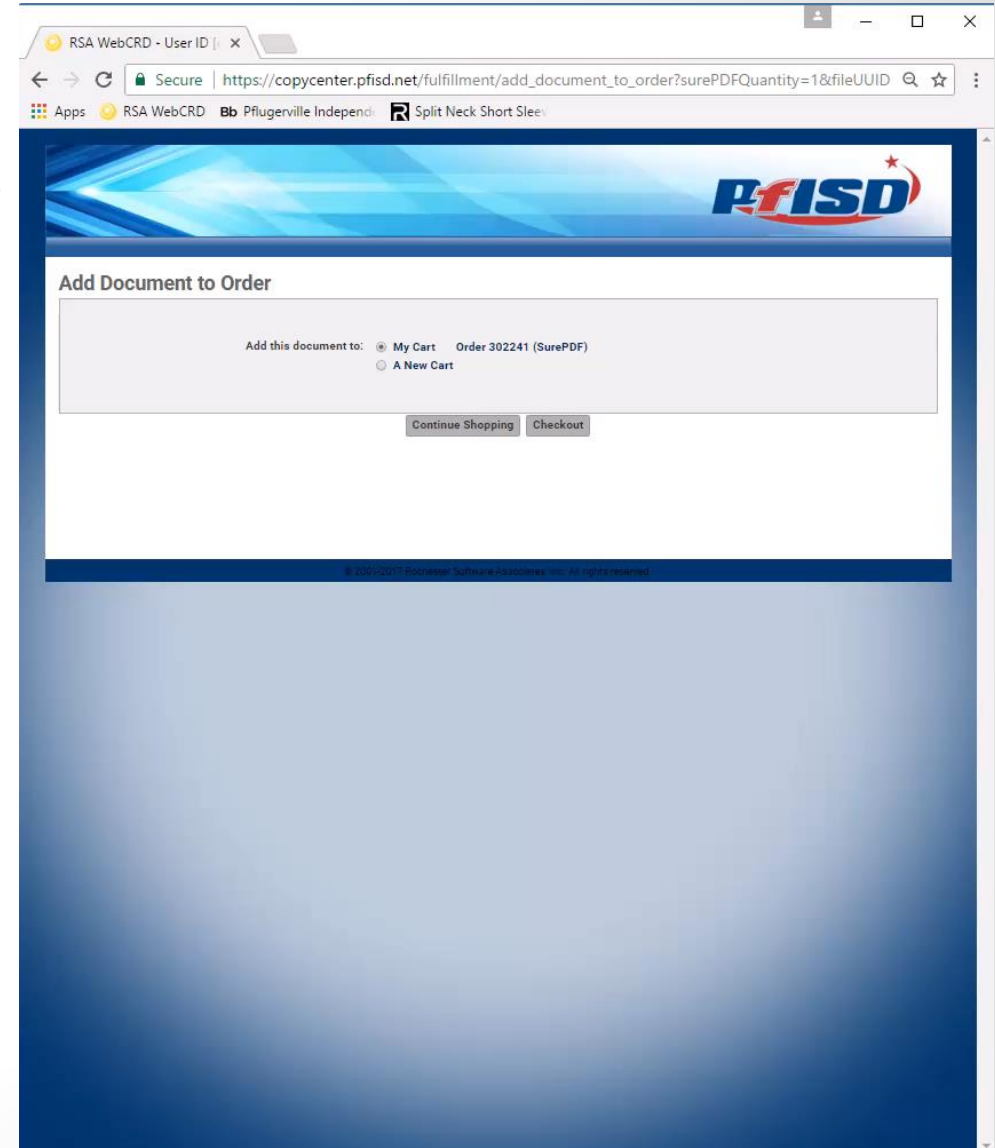
- Hardcopy documents

- Files on CD or USB

- Files that are not accepted for uploading

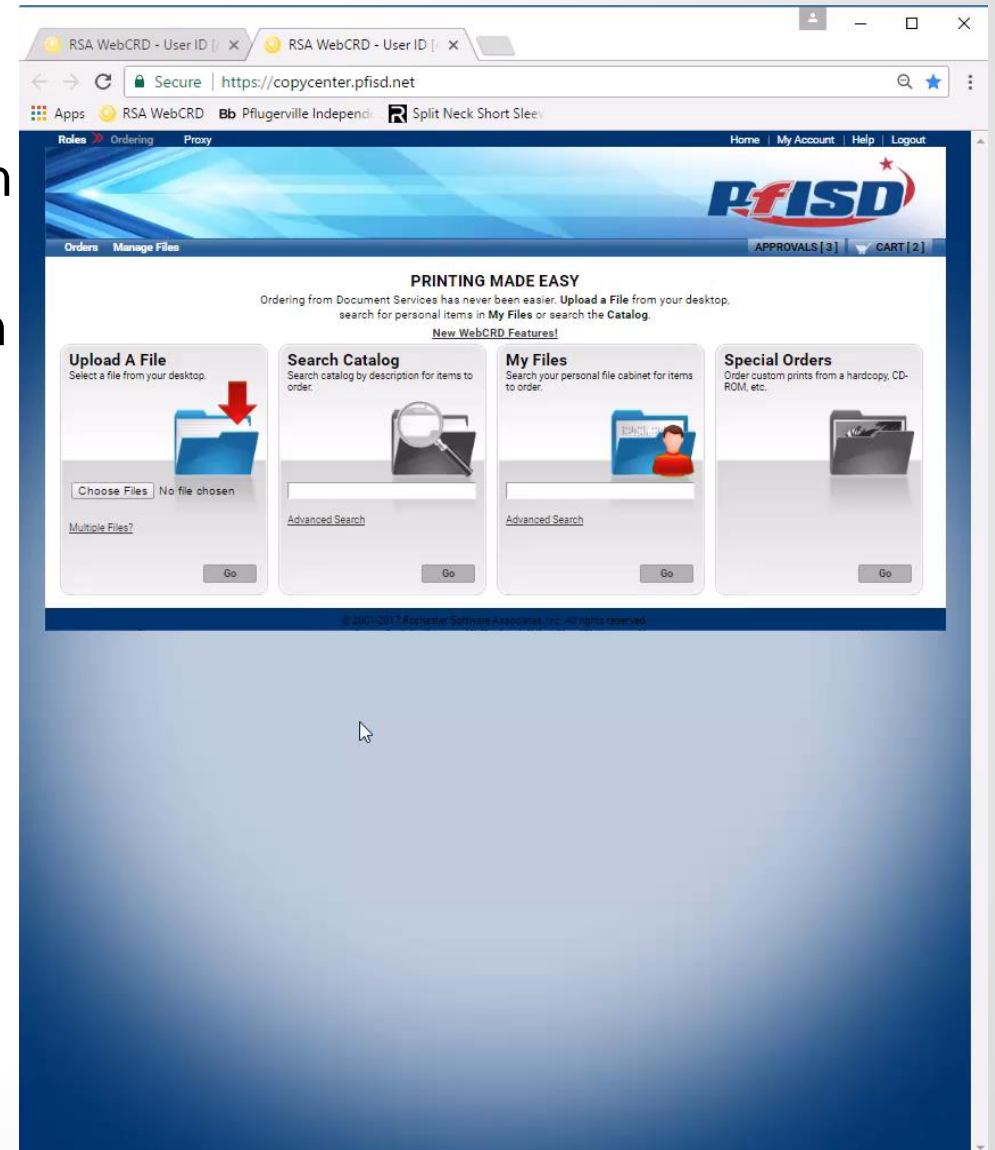
Log-on to <https://copycenter.pfisd.net>

You can also find the link by pressing the **Staff** tab on the district website, or on the **Intranet** main page.



2. Placing a Special Order

Select Go under the Special Orders box. Enter in the Number of pages you will have in your document. Then Proceed to fill in the rest of the information. Once you Have submitted your order online, put your hard copy in Campus mail and reference your order number.



3. Placing a Catalog Order

What is a Catalog?

A collection of print items that are made available to all PFISD users or only to specific users.

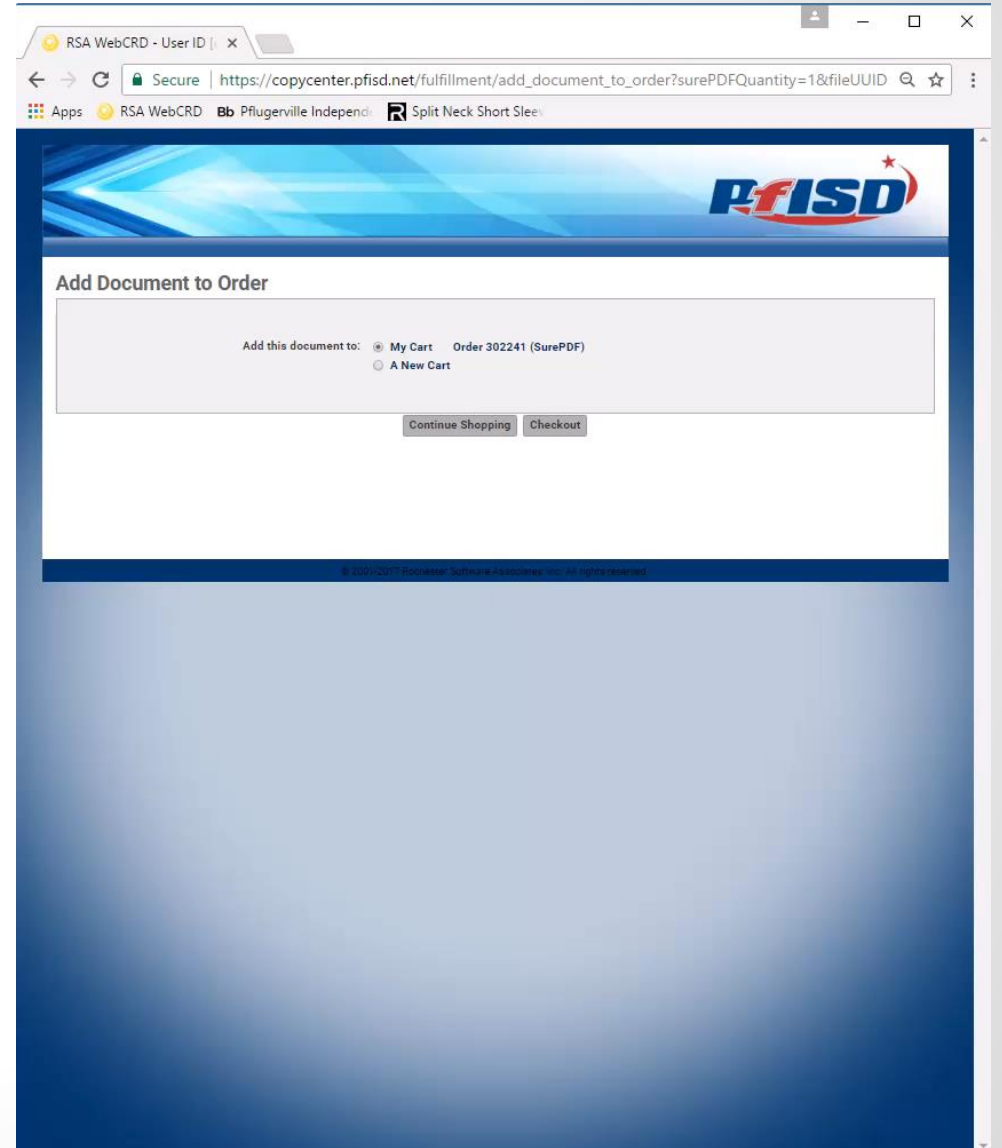
Our PFISD Catalogs contains:

Dibels

AIMS

DRA2- Eng/Span

Reading A-Z Books (limited)



3. Placing a Catalog Order

3.1 Use Search Catalog

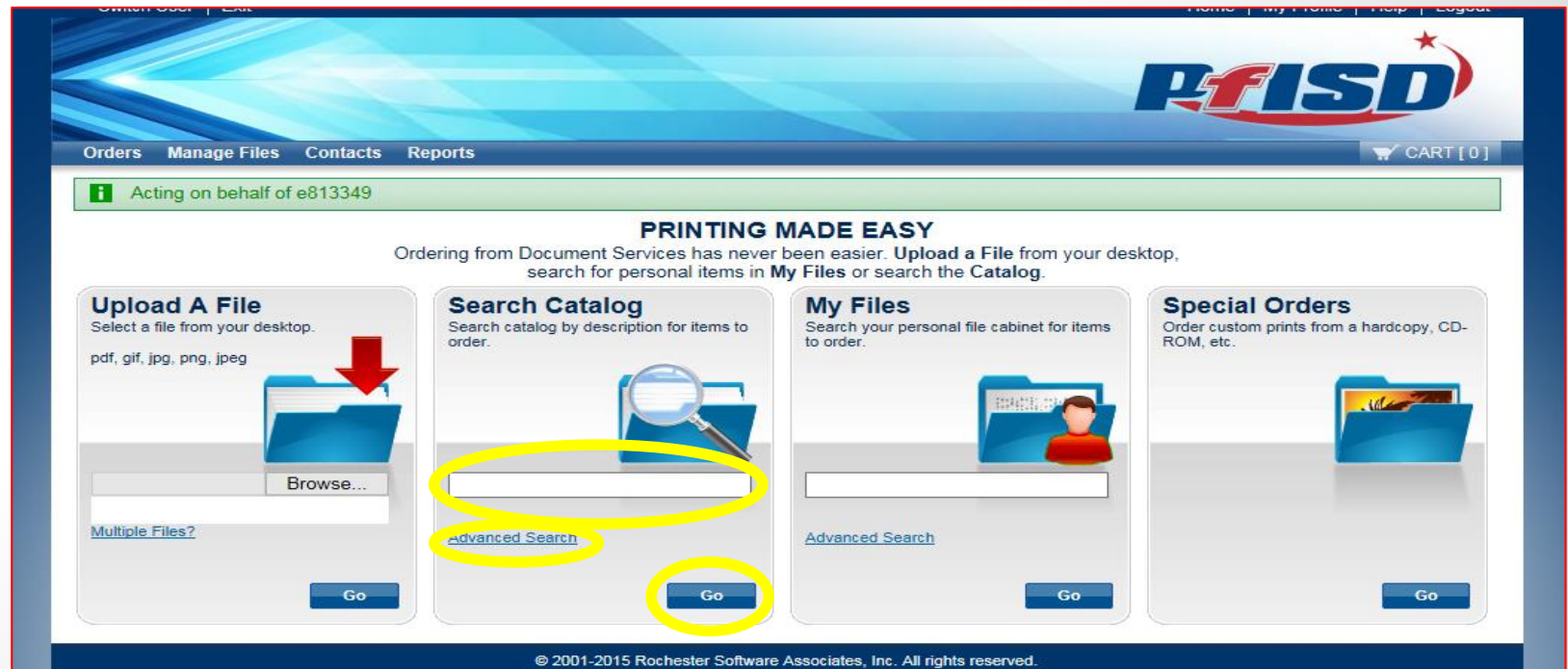
Enter item/document name and click **Go**

or

Click **Advanced Search**

or

Click **Go** button



3. Placing a Catalog Order

3.2 Enter quantity

3.3 Click **Add to Cart**

3.4 Click **Cart** link

The screenshot shows a web browser window with two tabs for 'RSA WebCRD - User ID'. The address bar shows the URL 'https://copycenter.pfisd.net/fulfillment/from_shared_folder'. The page header includes navigation links for 'Roles', 'Ordering', 'Proxy', 'Home', 'My Account', 'Help', and 'Logout'. Below the header, there are links for 'Orders', 'Manage Files', 'APPROVALS [3]', and 'CART [0]'. The main content area is titled 'Select Items' and contains a search bar, a 'Rows Per Page' dropdown set to 100, and a 'Sort By' dropdown set to 'Item'. A list of items is displayed, each with a thumbnail, a title, a location, a quantity input field, and an 'Add to Cart' button. The items listed are:

- Benchmark Daze G3 Worksheets
- Benchmark Daze G4 Worksheets
- Benchmark Daze G5 Worksheets
- Benchmark G1 Scoring
- Benchmark G2 Scoring
- Benchmark G3 Scoring
- Benchmark G4 Scoring
- Benchmark G5 Scoring

Each item is located in 'DIBELS / Benchmark Scoring Booklets'. The page also shows a breadcrumb trail: 'Home > Catalog > DIBELS > Benchmark Scoring Booklets'.

4. Placing Order from My Files

What are My Files?

A collection of your documents that you upload and configure for printing ahead of time.

How to Set Up:

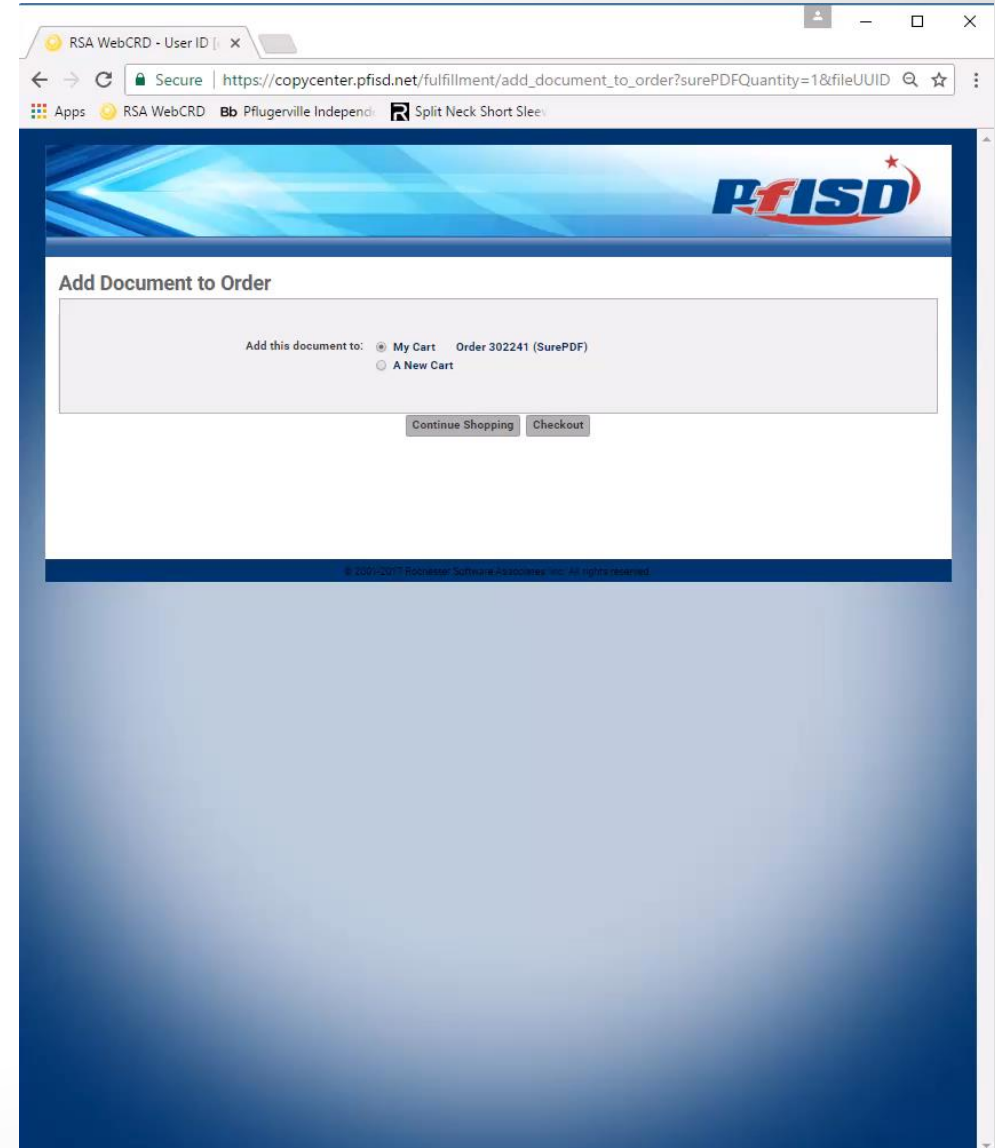
Use **Manage Files** to:

- Create Folders

- Upload files

- Set Retention Time

- Set Print Options



4. Placing Order from My Files

4.1 Use My Files

Enter item/document name and click **Go**

or

Click **Advanced Search**

or

Click **Go** button

The screenshot displays the PfISD website interface. At the top right, the PfISD logo is visible. Below the logo, there is a navigation bar with links for 'Orders', 'Manage Files', 'Contacts', and 'Reports'. A green banner below the navigation bar indicates the user is acting on behalf of e813349. The main content area features a section titled 'PRINTING MADE EASY' with the text: 'Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog.' Below this text are four main sections: 'Upload A File', 'Search Catalog', 'My Files', and 'Special Orders'. The 'My Files' section is highlighted with a yellow circle around its search input field and another yellow circle around its 'Go' button. The 'Go' button in the 'My Files' section is also circled in yellow. The footer of the page contains the copyright notice: '© 2001-2015 Rochester Software Associates, Inc. All rights reserved.'

4. Placing Order from My Files

4.2 Enter quantity

4.3 Click **Add to Cart**

4.4 Click **Cart** link

The screenshot shows a web browser window with the URL https://copycenter.pfisd.net/fulfillment/from_my_folder. The page is titled "Select Items" and features a search bar and a list of documents. Each document entry includes a thumbnail, the document name, a quantity input field, and an "Add to Cart" button. A warning icon indicates that the items expire in 17 days.

Item Name	Location	Quantity	Action
2017 LPD Spring Show Dance through Decades.pdf	Located in Folder default	<input type="text"/>	Add to Cart
10th ELA	Located in Folder default	<input type="text"/>	Add to Cart
10th ELA	Located in Folder default	<input type="text"/>	Add to Cart
10thGr WH SS GE DA2 StuDataAnalysis.pdf	Located in Folder default	<input type="text"/>	Add to Cart
10thGr WorldHistory SS DA2 OnLevel May2015.pdf	Located in Folder default	<input type="text"/>	Add to Cart
10thGr_SS_DA1_1415_AP_StudAnalysis.pdf	Located in Folder default	<input type="text"/>	Add to Cart
10thGr_SS_WH_DA1_1415_AP.pdf	Located in Folder default	<input type="text"/>	Add to Cart
11thGr_SS_DA1_1415_AP_StudAnalysis.pdf	Located in Folder default	<input type="text"/>	Add to Cart

All About Ordering

Our website is very user friendly and made to make your ordering experience as easy as possible. We offer many finishing options, papers, and custom options as well. The following slides will give you an in-depth view of what you can do with our site.

The screenshot displays the P-FISD ordering website interface. At the top, there are navigation links for Roles, Ordering, Proxy, Home, My Account, Help, and Logout. The P-FISD logo is prominently displayed on the right. Below the navigation is a 'Cart' section with a shopping cart icon and the text 'Cart ID 302249'. The cart contains one item, 'AWESOME TEACHER.pdf', with a unit price of \$0.01 and a quantity of 1. The item details include '1 Page' and '8.50x11.00 Inches'. Below the item details, there are options for 'Your Selected Print Options' (Print B/W, 1-Sided, 8.5 x 11 White 20 lb, Scale Down Only) and a 'Preview / Change Options' button. A section for 'Please approve this document for printing:' includes a checkbox for 'I have viewed the proof and preview (when available) and approve the document for printing.' Below this is a field for 'Enter special instructions for this item.' The 'Shipping Information' section shows the shipping address for Lauren Tarbet and the selected shipping method 'PISD DELIVERY' with a delivery estimate of Wednesday, June 07, 2017. The 'Billing Information' section shows the billing address for Lauren Tarbet and the 'Select Billing Codes for Payment' section, which includes fields for District Account Code and a dropdown for 'OUT of District Cash/Check'.

Roles Ordering Proxy Home My Account Help Logout

P-FISD

Cart Cart ID 302249

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name Order 302249 (SurePDF) Order Estimate \$0.01

Item 1 [Replace File](#) [Continue Shopping](#)

AWESOME TEACHER.pdf
1 Page
8.50x11.00 Inches
Unit Price \$0.01
Quantity 1

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options Print B/W, 1-Sided, 8.5 x 11 White 20 lb, Scale Down Only
[Preview / Change Options](#)

Please approve this document for printing:
 I have viewed the proof and preview (when available) and approve the document for printing.

Enter special instructions for this item.

Shipping Information [Add Address](#)

I would like my order shipped by: Tuesday, June 06, 2017 Note: Only dates when the print center is open may be selected.

Lauren Tarbet
ADMINISTRATIVE
900
Texas
United States

Select a Shipping Method
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate
Wednesday, June 07, 2017

Ordered Items	Quantity
1 AWESOME TEACHER.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Lauren Tarbet
ADMINISTRATIVE
900
Texas
United States

Order Estimate \$0.01
Click the price to view the cost details

Select Billing Codes for Payment

District Account Code No Valid Account Codes %

If the account code is not found in the dropdown box above, please enter it below.

District Account Code %
Example: 199.11.6399.00.000.7.99.100

OUT of District Cash/Check %
Specify Cash or Check and taxable or non-taxable

Total Split Percentage 0%

All About Ordering

You can change the order name to something representative of the job by clicking on the pencil

The screenshot shows the PfISD online ordering system interface. At the top right is the PfISD logo. Below it, the page is titled "1/ Cart" with a sub-header "Select print options, recipient and billing information. Click **Place Order** to submit your order." The cart ID is "302249".

The "Order name" field is highlighted with a yellow circle and contains the text "Awesome Teacher Flyer" with a pencil icon to its right. The "Order Estimate" is "\$0.01".

Below the order name is "Item 1" section. It includes a trash icon, "Replace File", and "Continue Shopping" buttons. The item details are: "AWESOME TEACHER.pdf" (with a pencil icon), "1 Page", "8.50x11.00 Inches", "Unit Price \$0.01", and "Quantity 1". There is a small image of a flyer with the text "KEEP CALM YOU'RE AN AWESOME TEACHER". Below the item details, there is a "Click the image to review the proof. Select your print options, then click Preview to review this item prior to ordering." instruction.

The "Your Selected Print Options" section shows "Print B/W, 1-Sided, 8.5 x 11 White 20 lb, Scale Down Only" and a "Preview / Change Options" button.

Below that is a "Please approve this document for printing:" section with a checkbox "I have viewed the proof and preview (when available) and approve the document for printing." and a link "Enter special instructions for this item."

The "Shipping Information" section has an "Add Address" button. It shows "I would like my order shipped by: Thursday, June 08, 2017" with a calendar icon and a note "Note: Only dates when the print center is open may be selected." Below this, the recipient information is "Lauren Tabet ADMINISTRATIVE 900 Texas United States" with a pencil icon. The "Select a Shipping Method" dropdown is set to "PISD DELIVERY" with a note "This will be delivered with campus mail." The "Delivery Estimate" is "Friday, June 09, 2017". Below this is a table of "Ordered Items" with columns "Ordered Items" and "Quantity", showing "1 AWESOME TEACHER.pdf" and "1". There is a link "Enter shipping instructions for this recipient" below the table.

The "Billing Information" section shows the same recipient information "Lauren Tabet ADMINISTRATIVE 900 Texas" with a pencil icon. The "Order Estimate" is "\$0.01" and there is a link "Click the price to view the cost details". Below this is a section "Select Billing Codes for Payment".

All About Ordering

The default for all copies is black and white print on white paper, printed front and back (when multiple pages are present).

These settings can be changed by
Selecting **Preview / Change Options**

PISD

Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 302249

Order name **Awesome Teacher Flyer** Order Estimate **\$0.01**

Item 1 Replace File Continue Shopping

AWESOME TEACHER.pdf
1 Page
8.50x11.00 Inches
Unit Price **\$0.01**
Quantity 1

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selections: **Print B/W, 1-Sided, 8.5 x 11 White 20 lb, Scale Down Only**

Preview / Change Options

Please approve this document for printing:
 I have viewed the proof and preview (when available) and approve the document for printing.

Enter special instructions for this item.

Shipping Information Add Address

I would like my order shipped by: **Thursday, June 08, 2017** Note: Only dates when the print center is open may be selected.

Lauren Tarbet
ADMINISTRATIVE
900
Texas
United States

Select a Shipping Method
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate
Friday, June 09, 2017

Ordered Items	Quantity
1 AWESOME TEACHER.pdf	1

Enter shipping instructions for this recipient

Billing Information

Lauren Tarbet
ADMINISTRATIVE
900
Texas

Select Billing Codes for Payment

Order Estimate **\$0.01**
Click the price to view the cost details

All About Ordering

For quick changes use the **1- Click Print Options** (most common print solutions)

Print Options - AWESOME TEACHER.pdf

Print Options Summary Unit Price \$0.01 Quantity 1 Help

Click to select from a list of 1-Click Print Options

Refine your Print Options

Output
B/W

Paper
8.5 x 11 White 20 lb

Scaling
Scale Down Only

Plex
1-Sided

Covers

Binding

Folding/Punch

Other (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.
[Click here for more help](#)

B/W 1-sided (ex. Answer Docs.)

B/W 1-sided Hole Punched

B/W 2-sided Hole Punched

1 sided color

KEEP CALM YOU'RE AN AWESOME TEACHER

Page 1

Done With Print Options

All About Ordering

For customized print solutions click on additional options under **Refine Your Print Options**

Print Options - AWESOME TEACHER.pdf Print Options Summary Unit Price \$0.01 Quantity 1 Help

Quick Sets

Click to select from a list of 1-Click Print Options

Refine Your Print Options

- Output
B/W
- Paper
8.5 x 11 White 20 lb
- Scaling
Scale Down Only
- Plex
1-Sided
- Covers

- Binding

- Folding/Punch

- Other (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.

[Click here for more help](#)

KEEP CALM
YOU'RE AN
AWESOME
TEACHER

Page 1

Done With Print Options

All About Ordering

To switch from the default B/W setting click on **Output** and then select **Color**

Print Options - AWESOME TEACHER.pdf

Print Options Summary Unit Price \$0.01 Quantity 1 Help

Quick Sets

Click to select from a list of 1-Click Print Options

Define Your Print Options

Output B/W

Paper 8.5 x 11 White 20 lb

Scaling Scale Down Only

Plex 1-Sided

Covers

Binding

Folding/Punch

Other (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.

[Click here for more help](#)

KEEP CALM YOU'RE AN AWESOME TEACHER

Page 1

Done With Print Options

All About Ordering

Individual pages can be changed to color or b/w by opening the **Grid View** at the bottom right corner. Right click on each page to select color option

The screenshot displays a PDF viewer interface for a document titled "Print Options - AWESOME TEACHER.pdf". The main content area shows a poster with a crown icon at the top and the text "KEEP CALM YOU'RE AN AWESOME TEACHER" in large, bold, black letters. The interface includes a left sidebar with various print options, a top navigation bar, and a bottom status bar.

Print Options - AWESOME TEACHER.pdf Print Options Summary Unit Price \$0.01 Quantity 1 Help

Quick Sets

- Click to select from a list of 1-Click Print Options
- Booklets

Refine Your Print Options

- Output: B/W
- Paper: 8.5 x 11 White 20 lb
- Scaling: Scale Down Only
- Plex: 2-Sided / Long Edge Flip
- Covers
- Binding
- Folding/Punch
- Other (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.

[Click here for more help](#)

Page 1

Done With Print Options

All About Ordering

To change paper color, stock, or size, click on **Paper**

The screenshot shows a print options interface for a PDF titled 'AWESOME TEACHER.pdf'. The 'Paper' option in the left sidebar is highlighted with a yellow box. A 'Select Paper' dialog box is open, showing a list of paper options. The current paper is '8.5 x 11 White 20 lb'. The dialog includes filter options for Color (Any) and Size (USLETTER). A table lists various paper options with their names, colors, and sizes.

Name	Color	Size
<input type="checkbox"/> 8.5 x 11 White 20 lb	white	USLETTER
<input type="checkbox"/> 8.5 x 11 Blue 20 lb	blue	USLETTER
<input type="checkbox"/> 8.5 x 11 Light Green 20 lb	green	USLETTER
<input type="checkbox"/> 8.5 x 11 Pink 20 lb	pink	USLETTER
<input type="checkbox"/> 8.5 x 11 Yellow 20 lb	Canary	USLETTER
<input type="checkbox"/> 8.5 x 11 Lilac 20 lb	Lilac	USLETTER
<input type="checkbox"/> 8.5 x 11 Goldenrod 20 lb	goldenrod	USLETTER
<input type="checkbox"/> 8.5 x 11 Cherry 20 lb	Cherry	USLETTER
<input type="checkbox"/> 8.5 x 11 Ivory 20 lb	Ivory	USLETTER
<input type="checkbox"/> 8.5 x 11 Salmon 20 lb	Salmon	USLETTER
<input type="checkbox"/> 8.5 x 11 White Coverstock 90 lb	white	USLETTER
<input type="checkbox"/> 8.5 x 11 Canary Coverstock 90 lb	yellow	USLETTER
<input type="checkbox"/> 8.5 x 11 Blue Coverstock 67 lb	blue	USLETTER

All About Ordering

Standard size documents can be printed larger by selecting Size. Please note that to make the image fit the page, you must then click on Scaling and select Scale to Fit. Default is set to scale down

The screenshot displays a print options interface for a PDF document titled 'AWESOME TEACHER.pdf'. The interface is divided into a left sidebar with various settings and a central preview area. The sidebar includes sections for 'Quick Sets', 'Refine Your Print Options', and 'Additional options'. The 'Refine Your Print Options' section is expanded to show 'Scaling' set to 'Scale Down Only'. The preview area shows a white poster with a crown at the top and the text 'KEEP CALM YOU'RE AN AWESOME TEACHER' in large, bold, black letters. The bottom of the interface features a navigation bar with 'Page 1' and a 'Done With Print Options' button.

Print Options - AWESOME TEACHER.pdf Print Options Summary Unit Price \$0.23 Quantity 1 Help

Quick Sets

- Click to select from a list of 1-Click Print Options
- Booklets

Refine Your Print Options

- Output: Color
- Paper: 8.5 x 11 White 20 lb
- Scaling: **Scale Down Only**
- Plex: 2-Sided / Long Edge Flip
- Covers
- Binding
- Folding/Punch
- Other (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.
[Click here for more help](#)

Page 1

Done With Print Options

All About Ordering

Click on **Plex** to switch between single-sided and double-sided printing. (Please note, if you have a one page document, and want the image on both sides, selecting 2-sided will not put the image on both sides)

Print Options - AWESOME TEACHER.pdf

Print Options Summary Unit Price \$0.63 Quantity 1 Help

Quick Sets

- Click to select from a list of 1-Click Print Options
- Booklets

Refine Your Print Options

- Output Color
- Paper 13 x 19 Coverstock
- Scaling Scale to Fit
- Plex 2-Sided / Long Edge Flip**
 - 1-Sided
 - 2-Sided / Long Edge Flip**
- Covers
- Binding
- Folding/Punch
- Other (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.

[Click here for more help](#)

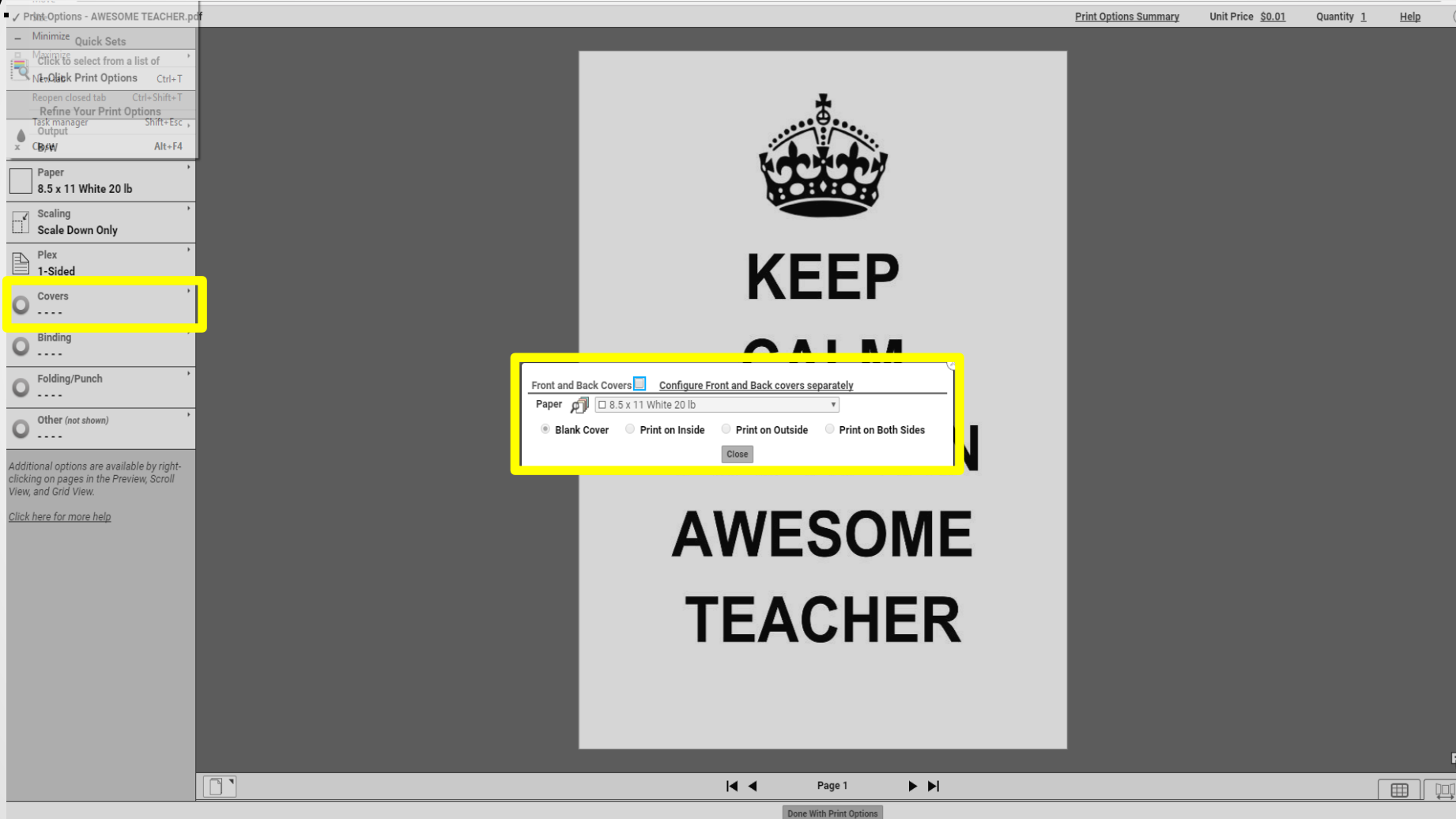
KEEP CALM YOU'RE AN AWESOME TEACHER

Page 1

Done With Print Options

All About Ordering

Click on **Covers** to view cover options. This allows you to have a different paper type on the front, back or both of your packet. If you want different papers on front and back, click to configure them separately.



All About Ordering

Click on **Binding** to choose from a range of available options. There are several stapling options, as well as coiling (must have at least 20 pages if printing single-sided or 39 pages if printing double-sided).

The screenshot displays a printing software interface. At the top, a green notification bar states: "AWESOME TEACHERcolormulti.pdf has been added to your order." with a "Clear Messages" button. The main interface is divided into a left sidebar and a central preview area. The sidebar contains several sections: "Quick Sets" with a "1-Click Print Options" button; "Refine Your Print Options" with settings for Output (B/W), Paper (8.5 x 11 White 20 lb), and Scaling (Scale Down Only); "Plex" with a "2-Sided / Long Edge Flip" option; "Covers"; "Binding" (highlighted with a yellow box); "Folding/Punch"; and "Other (not shown)". Below these are additional options available by right-clicking on the preview pages. The central preview area shows a document page with a crown icon at the top, followed by the text "KEEP CALM YOU'RE AN AWESOME TEACHER". The bottom of the interface features a navigation bar with "Page 1" and a "Done With Print Options" button. A yellow box highlights the "Binding" section in the sidebar and the corresponding binding options in the preview area, including "None", "Staple" (with sub-options: Single Portrait, Single Landscape, Dual Portrait: Left, Dual Landscape: Left, Dual Landscape: Top), "Dual Portrait: Top", "Plastic Coil (No setup Fee for Clear)" with a note "PLEASE NOTE:Coiling requires a minimum of 2 weeks lead time", "Clear (8mm)", and "Collation" (with sub-option: Uncollated).

All About Ordering

Click on **Folding/Punch** to show you paper folding options as well as 2 and 3 hole punching. Please ensure that page is set up correctly so that image overlap does not occur when folded.

Print Options - AWESOME TEACHERcolormulti.pdf Print Options Summary Unit Price \$0.10 Quantity 1 Help

Quick Sets

- Click to select from a list of 1-Click Print Options
- Booklets

Refine Your Print Options

- Output: B/W
- Paper: 8.5 x 11 White 20 lb
- Scaling: Scale Down Only
- Plex: 2-Sided / Long Edge Flip
- Covers
- Binding
- Folding/Punch**
- Other (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.
[Click here for more help](#)

Folding/Punch sub-menu:

- None
- Folding**
 - Single Fold
 - Brochure Fold
- Punch**
 - Left 3
 - Top 2

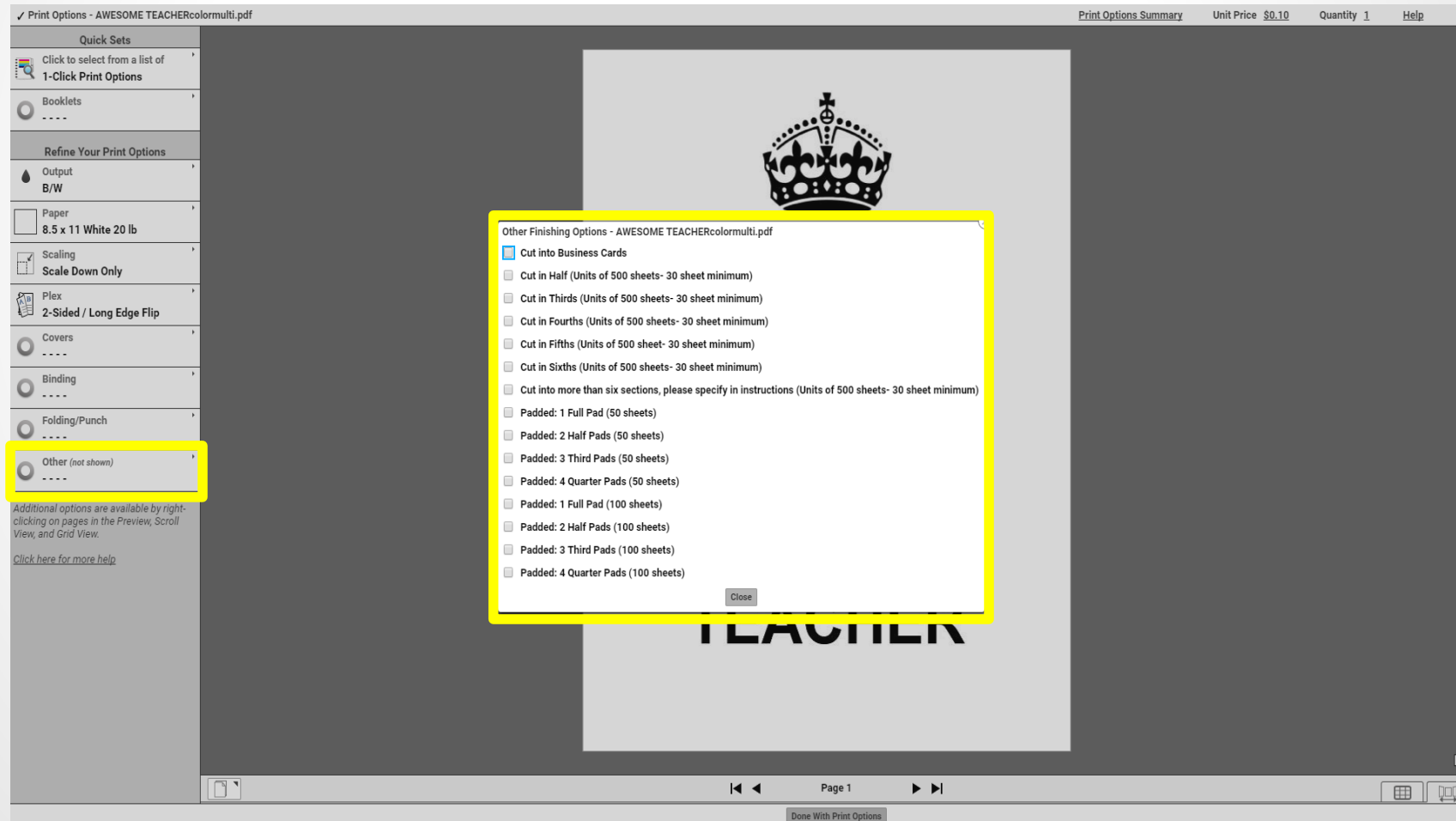
Page 1

Done With Print Options

All About Ordering

Other section allows for additional customization of print orders which includes:

- Business Cards
- Notepads
- Custom cutting orders (please note we can only do straight cuts. If images are too close together some image clipping may occur)



All About Ordering

After you are done selecting your finishing options, simply click the **X** at the top right, or **Done With Print Options** at the bottom middle.

The screenshot displays a printing software interface for a document titled "AWESOME TEACHER". The main preview area shows a poster with a crown icon and the text "KEEP CALM YOU'RE AN AWESOME TEACHER". On the left, a sidebar contains various print options:

- Quick Sets:** 1-Click Print Options
- Booklets:** ---
- Refine Your Print Options:**
 - Output:** B/W
 - Paper:** 8.5 x 11 White 20 lb
 - Scaling:** Scale Down Only
 - Plex:** 2-Sided / Long Edge Flip
 - Covers:** ---
 - Binding:** ---
 - Folding/Punch:** None (selected), Single Fold, Brochure Fold, Left 3, Top 2
 - Other (not shown):** ---

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View. A link for more help is provided.

At the top right, there is a "Print Options Summary" section with "Unit Price \$0.10" and "Quantity 1". A yellow box highlights a close button (an 'X' icon) in the top right corner.

At the bottom center, a yellow box highlights a button labeled "Done With Print Options".

All About Ordering

To prevent issues we have added the **Proof Approval Checkbox**. You must check this for the order to go through. By checking the box you are stating that everything is exactly as you want it. If you have additional requests that were not provided in the finishing section, please put a comment in the **Special Instructions** area.


The screenshot displays the P-FISD ordering system interface. At the top, there are navigation links for Roles, Ordering, Proxy, Home, My Account, Help, and Logout. The P-FISD logo is prominently displayed. Below the navigation is a 'Cart' section with a shopping cart icon and the text 'Cart ID 302488'. The order name is 'Order 302488 (SurePDF)' and the order estimate is '\$0.10'. The cart contains one item, 'AWESOME TEACHERcolormulti.pdf', which is 39 pages, 8.5x11.00 inches, and has a unit price of \$0.10. The item description includes a 'KEEP CALM YOU'RE AN AWESOME TEACHER' graphic and instructions to review the proof and select print options. The selected print options are 'Print B/W, 2-Sided, 8.5 x 11 White 20 lb, Scale Down Only'. A yellow box highlights the 'Please approve this document for printing:' section, which contains a checked checkbox and the text 'I have viewed the proof and preview (when available) and approve the document for printing.' Below this is a field for 'Enter special instructions for this item.' The 'Shipping Information' section shows the order to be shipped by 'Friday, June 16, 2017' and a shipping method of 'PISD DELIVERY' with a delivery estimate of 'Monday, June 19, 2017'. The billing information section shows the customer's name and address, and a field for 'District Account Code' with a note: 'If the account code is not found in the dropdown box above, please enter it below.'

All About Ordering

Select your ship date by clicking on the calendar icon. The default date is 3 business days after submission. Please remember that you will receive your materials with campus mail the day **after** it is shipped. If you do not need it for several days or weeks, please choose a later date. You may also choose to **Hold For Pickup** directly below the calendar. If you choose this option, we are located at 2021 Crytal Bend Drive, and are located in the portable at the back of the main building (pictured below)

The screenshot displays the PFIISD online ordering interface. At the top right is the PFIISD logo. Below it is a 'Cart' section with a shopping cart icon, 'Cart ID 302488', and instructions to select print options and click 'Place Order'. The order name is 'Order 302488 (SurePDF)' and the order estimate is '\$0.10'. The cart contains one item: 'AWESOME TEACHERcolormulti.pdf', which is 39 pages, 8.5x11.00 inches, and priced at \$0.10 per unit. The selected print options are 'Print B/W, 2-Sided, 8.5 x 11 White 20 lb, Scale Down Only'. A green checkmark indicates that the user has approved the document for printing. The shipping information section is highlighted with a yellow border and contains a red square around a calendar icon. The shipping date is set to 'Friday, June 16, 2017'. The shipping method is 'PISD DELIVERY', which will be delivered with campus mail. The delivery estimate is 'Monday, June 19, 2017'. The billing information section shows the user's name as 'Lauren Tarbet' and the order estimate as '\$0.10'. A note at the bottom states: 'If the account code is not found in the dropdown box above, please enter it below.'

Shipping Information

I would like my order shipped by: **Friday, June 16, 2017**  *Note: Only dates when the print center is open may be selected.*

Lauren Tarbet ADMINISTRATIVE 900 Texas United States

Select a Shipping Method: **PISD DELIVERY** *This will be delivered with campus mail.*

Delivery Estimate: **Monday, June 19, 2017**

Ordered Items	Quantity
1 AWESOME TEACHERcolormulti.pdf	1

Enter shipping instructions for this recipient

Billing Information

Lauren Tarbet ADMINISTRATIVE 900 Texas United States

Select Billing Codes for Payment

District Account Code: No Valid Account Codes

Order Estimate: **\$0.10**
Click the price to view the cost details

0 %

If the account code is not found in the dropdown box above, please enter it below.

All About Ordering

You must choose an account code before submitting your order.

- The account code(s) for your campus are listed in a dropdown menu. You must choose one of these codes before you can submit your order.
- If you do not see the correct code, or you do not have a dropdown, you may enter it on the line below. You must use the format shown as an example.
- Please only select **Out of District Cash/Check** if it is for personal use or for non curriculum items. Please also note that personal items must be charged tax as well as a 20% upcharge fee.
- You **MUST** add the percentage to the side of the account code or the order will not go through

The screenshot displays a web form for ordering. At the top, the user's name and address are shown: Lauren Tarbet, ADMINISTRATIVE, 900, Texas, United States. The shipping method is set to 'PISD DELIVERY', with a note that it will be delivered with campus mail. The delivery estimate is Monday, June 19, 2017. Below this, an 'Ordered Items' table shows one item: 'AWESOME TEACHERcolormulti.pdf' with a quantity of 1. A link to enter shipping instructions is provided.

The 'Billing Information' section shows the same user details. The order estimate is \$0.10. A yellow box highlights the 'Select Billing Codes for Payment' section. This section includes a 'District Account Code' dropdown menu with the text 'No Valid Account Codes' and a red instruction: 'If the account code is not found in the dropdown box above, please enter it below.' Below this is a text input field for the account code, with an example: '199.11.6399.00.000.7.99.100'. There is also a dropdown for 'OUT of District Cash/Check' and a note to specify cash or check and taxable or non-taxable. To the right of the account code field, there are three input fields for percentages, each with a red box around it.

At the bottom of the form, there are buttons for 'Add Split', 'Start a New Cart', 'Continue Shopping', and 'Place Order'. A link to enter billing instructions is also present.

All About Ordering

- ▶ When your order is complete click on the **Place Order** tab.
- ▶ You will be asked to confirm the price and the order will then proceed on to your bookkeeper or the copy center depending on the amount of the order.

✓ I have viewed the proof and preview (when available) and approve the document for printing.

[Enter special instructions for this item.](#)

Shipping Information [Add Address](#)

I would like my order shipped by: **Friday, June 16, 2017** Note: Only dates when the print center is open may be selected.

Lauren Tarbet
ADMINISTRATIVE
900
Texas
United States

Select a Shipping Method
PISD DELIVERY This will be delivered with campus mail.

Delivery Estimate
Monday, June 19, 2017

Your total is \$0.10. Click **Place Order** to approve this price and place the order.

[Cancel](#) [Place Order](#)

Quantity: 1

Billing Information

Lauren Tarbet
ADMINISTRATIVE
900
Texas
United States

Order Estimate **\$0.10**
Click the price to view the cost details

Select Billing Codes for Payment

District Account Code No Valid Account Codes 0 %
If the account code is not found in the dropdown box above, please enter it below.

District Account Code 0 %
Example: 199.11.6399.00.000.7.99.100

OUT of District Cash/Check **Cash: Taxable** 0 %
Specify Cash or Check and taxable or non-taxable

Total Split Percentage 0%

[Add Split](#) Click the 'Add Split' button to add more Account Codes for split billing.

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

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Viewing an Order Status

- ▶ Click Orders to track the status of your order
- ▶ Use the view button to check the details of the order. Please note once the job has been submitted, you will no longer be able to modify your order.
- ▶ Use the Reorder button to reorder a previously submitted job.

