

## How to Order Posters & Banners

For the 23-24 school year we have implemented a new and easier way to submit poster and banner orders. Please follow the steps below to print larger documents:

Roles >> Ordering Proxy   ImpactVDP De	signer		Home   My Account   Help   Logout
		Pflugerville ISD	
Orders Manage Files			APPROVALS[5] W CART[1]
Upload a File	order a Special Item SPECIAL ORDER IS Graphic Des	Business Cards	Request Posters/Banners
	Search for Files in Entire Cate	alog 👻 Search Text	Go
		•	Frequently Asked Const Conter Dusetions
Visit Us 2021 Crystal Bend Dr. Pflugerville, TX 78660 <u>Get Directions</u>		Contact Phone: 512-594- Email Us	US How to Submit a Copy Center Ouestions How to Submit a Copy Center Order How to Order Class Sets How to Order Large Format Prints How to Order Business Cards

- 1. Click on request posters/banners
- 2. A window will pop up and allow you to select the document you want to use for the banner/ poster.

Roles ≫ Ordering	Proxy	ImpactVDP Designer	Home	My Account	Help	Logout
		Pflugerville ISD Copy Center				
<b>1/Cart</b> Select print options,	s, quantity	per recipient and billing information. Click <b>Place Order</b> to submit your order.			Cart ID	778162
Order name Poster	er 🗾			Order	Estimate	<u>\$0.00</u>
Item 1			🗑 R	place File C	ontinue Sł	opping
KEEP CALM YOURE AN AWESOME TEACHER!	Aweso 1 Page Click t Select	ome Teacher Doc.pdf / e he image to review the proof. your print options, then click Preview to review this item prior to ordering.		Unit Price Quantity	<u>\$0.00</u> 1	
Your Selected Pri	hange Opt this docu	ns Print Wide Format, 2-Sided, 0x0 Inches, Matte Poster, Scale Down Only				
I have viewee	ed the pro	of and preview (when available) and approve the document for printing.				
Enter special instruc	uctions for	r this item.				

- 3. Item will upload and your cart page will be displayed
- 4. Click on preview/ change options

5. Clic	k on paper		
		Г	Quick Sets
		[	Click to select from a list of 1-Click Print Options
			Refine Your Print Options
		4	Output · · · · · · · · · · · · · · · · · · ·
			Paper 0x0 Inches, Matte Poster
			Scaling , Scale Down Only
		Ś	Plex , 2-Sided / Long Edge Flip
		(	Other (not shown)
		(	Special Instructions (not shown)
		<u>N</u> a	IOTICE: 2 week minimum turnaround on Il wide format orders
		_	

6. Click on size to see our paper options- please note that our matte paper is only 38" wide so if you need a larger document select 50" wide roll to see other paper options

Select Paper						
Current Paper: 0x0 Matte Poster						
Use the filter options below to view the available paper choice						
Color white •	Size 38in Wide Roll 🔻	Reset Filters				
The second pitch were preselected for you.						
If you do not see your desired material please select a different size						
from the dropdown						
These papers match your color, size and filter options.	Click on the paper name t	o select it. To make no changes and keep the Current				
Paper selection shown above, click Cancel.						
Namo	Color	Sizo				
Name	000	5120				
Matte Poster	white	38in Wide Roll				
Cancel						

7. Click on the paper type you would like and enter the size you need, then press save

Select Paper								
Curren	Current Paper: 0x0 Matte Poster							
Use th	Use the filter options below to view the available paper choices.							
Colo	r 🗆 white 🔻	Select a Finished Size			Reset Filters			
		Width x Height: 24	× 36	Inches C	t size			
		Lock aspect ratio						
The Pap	se papers match yo er selection shown		Cancel Save		and keep the Current			
	Name		Color	Size				
	Glossy Poster		white	50in Wide Roll				
	Banner Vinyl		white	50in Wide Roll				
	Sticker Vinyl		white	50in Wide Roll				
Cancel								

8. Change the scaling to scale to fit and the plex to 1-sided



- 9. Your cost will be automatically calculated according to size requested
- 10. Click the approve document for printing box, change quantity, and enter billing and shipping information
- 11. Place order