

Order Example: Campus Distribution

Campus distributions are usually done in one of two ways:

- » University Print will print the project and also distribute it or
- » The department will supply pre-printed materials for distribution.

Distributions are available to the following on campus groups:

Staff
Full Time Faculty
Part Time Faculty
All Faculty
MPP
Program Directors
Associate Deans/Department Chairs
Campus wide (all of the above)
Departmental Posting

























Print and Distribution Example

Step 1.

If you are requesting printing for an order that will distribute you will start the order by reviewing the information in the distribution category under print orders.

Step 1: Select Category

What best describes the Category of your Printing Request?

 Black Ink Copies	 Color Ink Copies	 Binders	 Booklets	 Bookmarks	 Books
 Brochures	 Cards	 Course Evaluations	 Custom Envelopes	 Distribution	 Exams
 Flyers	 Folder Labels	 Invitations	 Lamination	 NCR Carbonless Forms	 Notepads
 Post Cards Full Color <small>Student Portfolio - (University Print Use Only)</small>	 Postcards Color/Black <small>Outside Vendor - (University Print Use Only)</small>	 Small Posters <small>Graphic Design (University Print Use Only)</small>	 Stickers	 Wide Format	 I don't see my category

Step 2

This starting page will provide you information on the current quantities needed to do each type of distribution. You will need this/these quantities to determine the total of printed pieces that will need to be printed.

Step 2: Select Finished Size for Distribution


Please see below for category counts.


Distribution ONLY - Pack distribution materials in a box and attach a copy of your job ticket to the outside of the box. Any extras will be delivered to your office.


Print & Distribution - Please submit a project for your order. An order for the printing and another order for the distribution. Any extras will be delivered to your office.


University Print Distribution Counts:


- Staff - 1372
- Full-Time Staff - 781
- Part-Time Staff - 793
- Faculty - 1574
- MPP - 174
- Program Directors - 33
- Assoc. Deans/Dept. Chairs - 52
- Campus Wide - 3205
- Department Posting - 152






All Faculty



Associate Deans/Dept. Chairs



Campus Wide



Custom List (QTY 1-200)



Department Posting



Full Time Faculty


MPP


Part Time Faculty


Program Directors


Staff


I don't see my sub-category

Step 3


For this example, we will be printing and distributing a 1 page, 1 sided flyer printed in black ink on white paper and distributing to Staff (1372) and All Faculty (1574). Combined, you will need a total of 2946 printed pieces to complete the distribution.


Step 4


Start your order for printing by selecting the 'Black & Ink Copies' category.


Step 1: Select Category


What best describes the Category of your Printing Request?



Black Ink Copies



Color Ink Copies



Binders



Booklets



Bookmarks



Books



Brochures



Cards



Course Evaluations



Custom Envelopes



Distribution



Exams



Flyers



Folder Labels



Invitations



Lamination



NCR Carbonless Forms



Notepads



Post Cards Full Color


Postcards Color/Black


Small Posters


Stickers


Wide Format


I don't see my category

Student Portfolio - (University Print Use Only) Outside Vendor - (University Print Use Only) Graphic Design (University Print Use Only)

Step 5 - Print Order Information

Site Information

Verify the site information displayed. If you are able to order printing from more than one site, and you would like to choose a different site for this job, click 'Edit Site Information'.

Job Name

Enter a brief description of the job, for example, we want to have copies of a sample distribution printed. We will name the job "Sample Distribution".

Number of Copies

Enter the number of copies you would like. The quantity for this example is 2946 (total of both distribution counts).

Format

Will your job be single or double sided? Click the corresponding button.

of Originals

How many pages is your original document? Enter the number of pages here. For our example, we have one page of originals.

Stock Style

What kind of paper would you like your job printed on? For this example we have selected "Bond". You may also choose paper that is already hole-punched (Bond 3HP), Cover, or Text. *(Please see page 83 for stock descriptions.)*

Paper Color

Select the color of paper that you would like your job printed on. We have selected white paper.

Continue >>

Once you have completed the steps, click the 'Continue' button to proceed.

Step 3: Print Order Information

Job Type Black Ink Copies - 8-1/2 x 11
Contact Laura Lockett
Phone 916-278-6198
Site University Print - General

Edit Site Information

Job Name Sample Distribution

of Copies 2946 What is this?

Main Paper

Format 1 Sided 2 Sided

Originals 1 What is this?

Ink Color Black

Stock Style Bond What is this?

Stock Weight 20 What is this?

Paper Color

<input type="radio"/> Blue	<input type="radio"/> Buff
<input type="radio"/> Canary	<input type="radio"/> Cherry
<input type="radio"/> Cream	<input type="radio"/> Goldenrod
<input type="radio"/> Gray	<input type="radio"/> Green
<input type="radio"/> Ivory	<input type="radio"/> Lilac
<input type="radio"/> Orchid	<input type="radio"/> Pink
<input type="radio"/> Salmon	<input type="radio"/> Tan
<input type="radio"/> Turquoise	<input checked="" type="radio"/> White


<< Back


Continue >>

Step 6


Select the correct finishing. For this example there is no binding or hole punching and the system will default to collate.

Step 4: Finishing

Binding None
 None  Staple 1 Top

Hole Punches None
 None  3 Side

Collating No Collating Collate



Special Instructions

Step 7

Attach print file.

Step 5: Attach Files

Attached Files

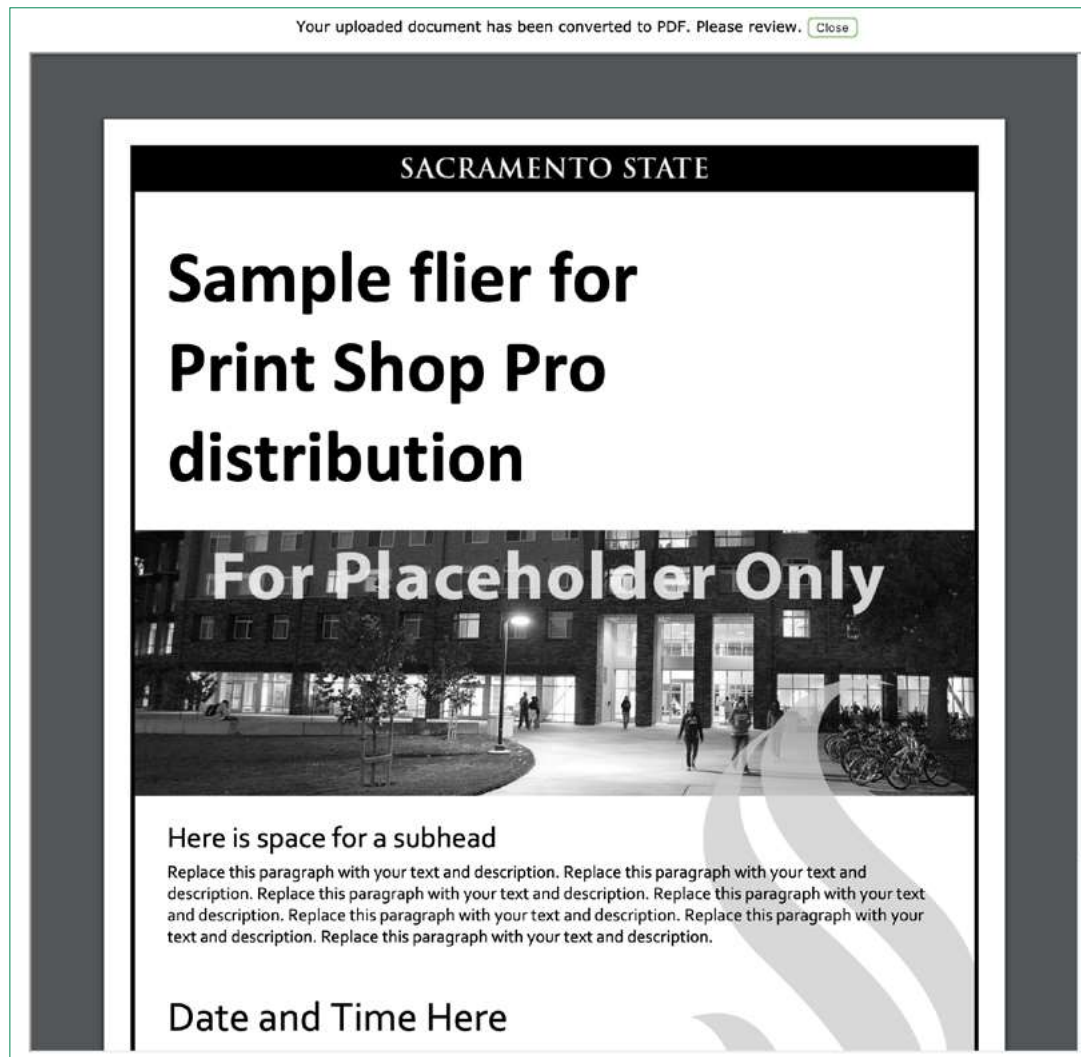
File Name	File Size	Type	Update Sort Order	# PDF Pages	Approval
Remove 5843_DistFlier_8-5x11_BW_09092019_LNL.pdf	424 KB	Document	<input type="button" value="1"/>	1	OK As Is - Proceed with Printing <input type="button" value="View"/>
Total PDF Pages Uploaded			1		

To view PDF files you will need a PDF viewer, such as Adobe Reader.

Print Shop Pro Webdesk® 15.0.

Step 8

Preview Attachment.



Step 9

Add any notes regarding the file you think are pertinent and if preview was good to go select 'OK as is – Proceed with Project'.

Step 5: Approve the Attached File

Please note: some formatting options (i.e. graphics, fonts sizes, font types) may NOT be preserved during the conversion process. Select "No" for "File Approved?" to use the original file.

Original File Name	Dist Flier_8-5x11_BW.docx
File Size	1.04 Megabytes
Attachment Type	Document
View Converted File	5843_DistFlier_8-5x11_BW_09092019_LNL.pdf

Notes

This flyer will be distributed to All Faculty and Staff

File Approval

OK As Is - Proceed with Project

Not Approved - Make Changes and Send Proof

Not Approved - Make Changes and Proceed with Project (No Proof Necessary)

Print Shop Pro Webdesk® 1.5.0

Step 10

Verify the billing details and select 'Finish'.

Step 6: Billing and Delivery

Job Name Sample Distribution
Type Black Ink Copies - 8-1/2 x 11
of Copies 2946
Total \$134.04
(Approximately \$0.05 Each)
This is your initial ESTIMATE. Price may vary.

Site University Print - General

Billing
Speedtype Number
Please Select

Additional Billing Instructions

Shipping Information

Suggested Due Date 9/12/2019

Delivery
 Hold For Pick Up
 Ship To Address

Attn Laura Lockett

Mail Stop or Area MS 6115

Shipping Address 6000 J Street

Address2 Facilities 114

City Sacramento

State (Abbreviation) CA

Postal Code 95819

Country

Select the appropriate Speedtype number for your order.

Step 11

When you see the Order confirmation screen, Select 'Add another print order to this Project'.

Order Process Complete

Your order has been submitted. Thank you!

Print Order # 5843 [View Order Summary](#) [Print Job Ticket](#)

Job Name Sample Distribution

Current Status Submitted

Thank you. Your order has been submitted. We appreciate your business.

























[Add Another Print Order to this Project](#)

Step 12

Select the 'Distribution' Category.

Step 1: Select Category

What best describes the Category of your Printing Request?

 Black Ink Copies	 Color Ink Copies	 Binders	 Booklets	 Bookmarks	 Books
 Brochures	 Cards	 Course Evaluations	 Custom Envelopes	 Distribution	 Exams
 Flyers	 Folder Labels	 Invitations	 Lamination	 NCR Carbonless Forms	 Notepads
 Post Cards Full Color	 Postcards Color/Black	 Small Posters	 Stickers	 Wide Format	 I don't see my category
<small>Student Portfolio - (University Print Use Only)</small>	<small>Outside Vendor - (University Print Use Only)</small>	<small>Graphic Design (University Print Use Only)</small>			

Step 13

Select the 'All faculty' Category.

Step 2: Select Finished Size for Distribution


Please see below for category counts.


Distribution ONLY - Pack distribution materials in a box and attach a copy of your job ticket to the outside of the box. Any extras will be delivered to your office.


Print & Distribution - Please submit a project for your order. An order for the printing and another order for the distribution. Any extras will be delivered to your office.


University Print Distribution Counts:


- Staff - 1372
- Full-Time Staff - 781
- Part-Time Staff - 793
- Faculty - 1574
- MPP - 174
- Program Directors - 33
- Assoc. Deans/Dept. Chairs - 52
- Campus Wide - 3205
- Department Posting - 152


**All Faculty**


**Associate Deans/Dept. Chairs**


**Campus Wide**


**Custom List (QTY 1-200)**


**Department Posting**


**Full Time Faculty**

**MPP**

**Part Time Faculty**

**Program Directors**

**Staff**

**I don't see my sub-category**

Step 14

Name the type of distribution you are selecting and hit 'Continue'!

Step 3: Print Order Information

Job Type Distribution - Staff

Contact Laura Lockett

Phone 916-278-6198

Site University Print - General

[Edit Site Information](#)

Job Name

[<< Back](#) [Continue >>](#)

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

Step 15

Identify if it is a **single** or **multi page** distribution.

Step 4: Finishing

Binding Select One

Select One All Faculty Single Page Distribution All Faculty Multi Page Distribution

Special Instructions

Step 16

Review billing information and select **'Finish'**.

Step 5: Billing and Delivery

Job Name All faculty distribution of flyer
Type Distribution - All Faculty
Total To be Determined

*No Estimate available for request. The order and price will be updated as details are confirmed.

Site University Print - General

Billing
Speedtype Number 49400101

Additional Billing Instructions

Shipping Information

Suggested Due Date 9/12/2019

Delivery Hold For Pick Up Ship To Address

Attn Laura Lockett

Mail Stop or Area MS 6115

Shipping Address 6000 J Street

Address2 Facilities 114

City Sacramento

State (Abbreviation) CA

Postal Code 95819

Country

Step 17

You will now see a preview of the first two parts of your project. Select 'Add another Print Order to this Project'.

Order Process Complete

Your order has been submitted. Thank you!

Orders in Project: Print & Distribute Example

Order#	Job Name	Due Date	Due Time	Qty	Linked Mailing	Linked Graphics Order	Total	Status
P-5843	Sample Distribution	9/12/2019		2946			\$134.04	Submitted
P-5851	All faculty distribution of flyer	9/12/2019		1			\$69.77	Submitted
							\$203.81	

Print Order # **5851** View Order Summary Print Job Ticket

Job Name: **All faculty distribution of flyer**

Current Status: **Submitted**


[Add Another Print Order to this Project](#)

Step 18


Select 'Distribution' from the Print Order Categories.

Step 1: Select Category


What best describes the Category of your Printing Request?




Black Ink Copies




Color Ink Copies




Binders




Booklets




Bookmarks




Books




Brochures




Cards




Course Evaluations




Custom Envelopes




Distribution




Exams




Flyers




Folder Labels




Invitations




Lamination




NCR Carbonless Forms




Notepads




Post Cards Full Color




Postcards Color/Black




Small Posters



Stickers



Wide Format



I don't see my category

Student Portfolio - (University Print Use Only) Outside Vendor - (University Print Use Only) Graphic Design (University Print Use Only)

Step 19

Select 'Staff' from the Distribution Finished Sizes.

Step 2: Select Finished Size for Distribution


Please see below for category counts.


Distribution ONLY - Pack distribution materials in a box and attach a copy of your job ticket to the outside of the box. Any extras will be delivered to your office.


Print & Distribution - Please submit a project for your order. An order for the printing and another order for the distribution. Any extras will be delivered to your office.


University Print Distribution Counts:


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- Program Directors - 33
- Assoc. Deans/Dept. Chairs - 52
- Campus Wide - 3205
- Department Posting - 152


**All Faculty**


**Associate Deans/Dept. Chairs**


**Campus Wide**


**Custom List (QTY 1-200)**

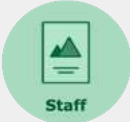
**Department Posting**


**Full Time Faculty**

**MPP**

**Part Time Faculty**

**Program Directors**

**Staff**

**I don't see my sub-category**

Step 20

Name the second part of the Distribution.

Step 3: Print Order Information

Job Type Distribution - Staff

Contact Laura Lockett

Phone 916-278-6198

Site University Print - General

[Edit Site Information](#)

Job Name

<< Back [Continue >>](#)

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

Step 21

Choose **Single** or **Multi** page Distribution.

Step 4: Finishing

Binding Select One

Select One All Faculty Single Page Distribution All Faculty Multi Page Distribution

Special Instructions

Step 22

Verify billing (file staff billing) and select 'Finish'.

Step 5: Billing and Delivery

Job Name Staff distribution of 1 page flyer
Type Distribution - Staff
Total To be Determined

*No Estimate available for request. The order and price will be updated as details are confirmed.

Site University Print - General

Billing
Speedtype Number 49400101

Additional Billing Instructions

Shipping Information

Suggested Due Date 9/12/2019

Delivery Hold For Pick Up Ship To Address

Attn Laura Lockett

Mail Stop or Area MS 6115

Shipping Address 6000 J Street

Address2 Facilities 114

City Sacramento

State (Abbreviation) CA

Postal Code 95819

Country

Step 23

Your print and distribution project will now be complete and you can see pricing for each part of the order in your project view.

Order Process Complete

Your order has been submitted. Thank you!

Orders in Project: Print & Distribute Example

Order#	Job Name	Due Date	Due Time	Qty	Linked Mailing	Linked Graphics Order	Total	Status
P-5843	Sample Distribution	9/12/2019		2946			\$134.04	Submitted
P-5851	All faculty distribution of flyer	9/12/2019		1			\$69.77	Submitted
P-5852	Staff distribution of 1 page flyer	9/12/2019		1			\$59.93	Submitted
							\$263.74	

Print Order # **5852** [View Order Summary](#) [Print Job Ticket](#)

Job Name: **Staff distribution of 1 page flyer**

Current Status: **Submitted**

[Add Another Print Order to this Project](#)

Distribution Only Example

If your project has already been printed and you wish to have University Print do a distribution of the printed pieces, the following is an example of how that would be entered in Print Shop Pro:

Step 1.

You will start the order by reviewing the information in the distribution category under print orders.

Step 1: Select Category

What best describes the Category of your Printing Request?

Black Ink Copies

Color Ink Copies

Binders

Booklets

Bookmarks

Books

Brochures

Cards

Course Evaluations

Custom Envelopes

Distribution

Exams

Flyers

Folder Labels

Invitations

Lamination

NCR Carbonless Forms

Notepads

Post Cards Full Color

Postcards Color/Black

Small Posters

Stickers

Wide Format

I don't see my category

Student Portfolio - (University Print Use Only) Outside Vendor - (University Print Use Only) Graphic Design (University Print Use Only)

Step 2

This starting page will provide you information on the current quantities needed to do each type of distribution. You will need this/these quantities to determine the total of printed pieces that will you will need to supply to University Print. For this example you will be doing a Department Posting Distribution which is a quantity of 152 pieces.

Step 2: Select Finished Size for Distribution


Please see below for category counts.


Distribution ONLY - Pack distribution materials in a box and attach a copy of your job ticket to the outside of the box. Any extras will be delivered to your office.


Print & Distribution - Please submit a project for your order. An order for the printing and another order for the distribution. Any extras will be delivered to your office.


University Print Distribution Counts:


- Staff - 1372
- Full-Time Staff - 781
- Part-Time Staff - 793
- Faculty - 1574
- MPP - 174
- Program Directors - 33
- Assoc. Deans/Dept. Chairs - 52
- Campus Wide - 3205
- **Department Posting - 152**





**All Faculty**


**Associate Deans/Dept. Chairs**


**Campus Wide**


**Custom List (QTY 1-200)**


**Department Posting**


**Full Time Faculty**

**MPP**

**Part Time Faculty**

**Program Directors**

**Staff**

**I don't see my sub-category**

Step 3

Once you select the Department Posting, enter a name for the order and click 'Continue'.

Step 3: Print Order Information

Job Type Distribution - Department Posting

Contact Laura Lockett

Phone 916-278-6198

Site University Print - General

[Edit Site Information](#)

Job Name

[<< Back](#) [Continue >>](#)

*The color displayed is a close approximation of the paper color. Due to differences in monitor displays the actual paper color may vary.

Step 4

Identify if it is a **single** or **multi page** distribution.

Step 4: Finishing

Binding

Select One DP Campus Distribution - SINGLE SHEET DP Campus Distribution - MULTI-PAGES
 Staff Campus Distribution - MULTI-PAGES

Special Instructions

Step 5

Review the billing information and select '**Finish**' when ready.

Note: Hard copy fliers, postcards, etc will be provided for distribution.

Step 5: Billing and Delivery

Job Name Sample Department Posting
Type Distribution - Department Posting
Total To be Determined

*No Estimate available for request. The order and price will be updated as details are confirmed.

Site

Billing **Speedtype Number**

Additional Billing Instructions

Shipping Information

Suggested Due Date

Delivery Hold For Pick Up
 Ship To Address

Attn

Mail Stop or Area

Shipping Address

Address2

City

State (Abbreviation)

Postal Code

Country

Step 6

You will receive your order number and confirmation screen. You will need to print a copy of the job ticket so select 'Print Job Ticket'.

Order Process Complete

Your order has been submitted. Thank you!

Print Order # **5870** [View Order Summary](#) [Print Job Ticket](#)

Job Name **Sample Department Posting**

Current Status **Submitted**

Add Another Print Order to this Project

Step 7

Attach the printed job ticket to the bundled/boxes of 152 printed pieces and deliver to University Print or call for pickup.



University Print & Mail -
6000 J Street
Sacramento, CA 95819

Ph: 916-278-6198 Fax:



P-5870

Job Ticket
P-5870

Priority: Medium

Created Date **9/9/2019** Requisition # Originator **Laura Lockett (916-278-6198)**

Status **Submitted (9/9/2019)** Needed by **9/12/2019** Designer

Job Name **Sample Department Posting** Ship to Phone **916-278-6198** Recipient

Site/Dept **University Print - General (Laura Lockett)**

Billing Account #('s) **49400101** Approval: Copyright Approved

ORDER			
# of Items Supplied (152) 1	<input type="checkbox"/> Proof Required	Sheets per Set	0
Category Distribution	<input type="checkbox"/> Graphics Work Required	<input checked="" type="checkbox"/> Collate	# Pads 0
Finish Size Department Posting	<input type="checkbox"/> Color Printing	<input type="checkbox"/> Score <input type="checkbox"/> Perforate	
Add-ons:			
BINDING	CUT	FOLD	DRAWING
DP Campus Distribution - SINGLE SHEET	None	None	None
STOCKS			
Sheets	#UP	Originals	Stock
			2Sided
			Resource
			Color
			Imp's
INSTRUCTIONS		SHIPPING	
Packageing None	Distribution	Ship to Other	
		Laura Lockett	
		MS 6115	
		6000 J Street	
		Facilities 114	
		Sacramento, CA 95819	
Notes	Ship To	Delivery Note	Delivery Bundle
			None (Bundle #-1)
FILE ATTACHMENTS			
There are no files attached to this order.			
APPROVED BY			
Signature		Date	Price \$17.97
Print		Date	