

# Printing Services • Basic Ordering Instructions

NOTE: The Printing Services website allows upload of PDF files ONLY for print orders.

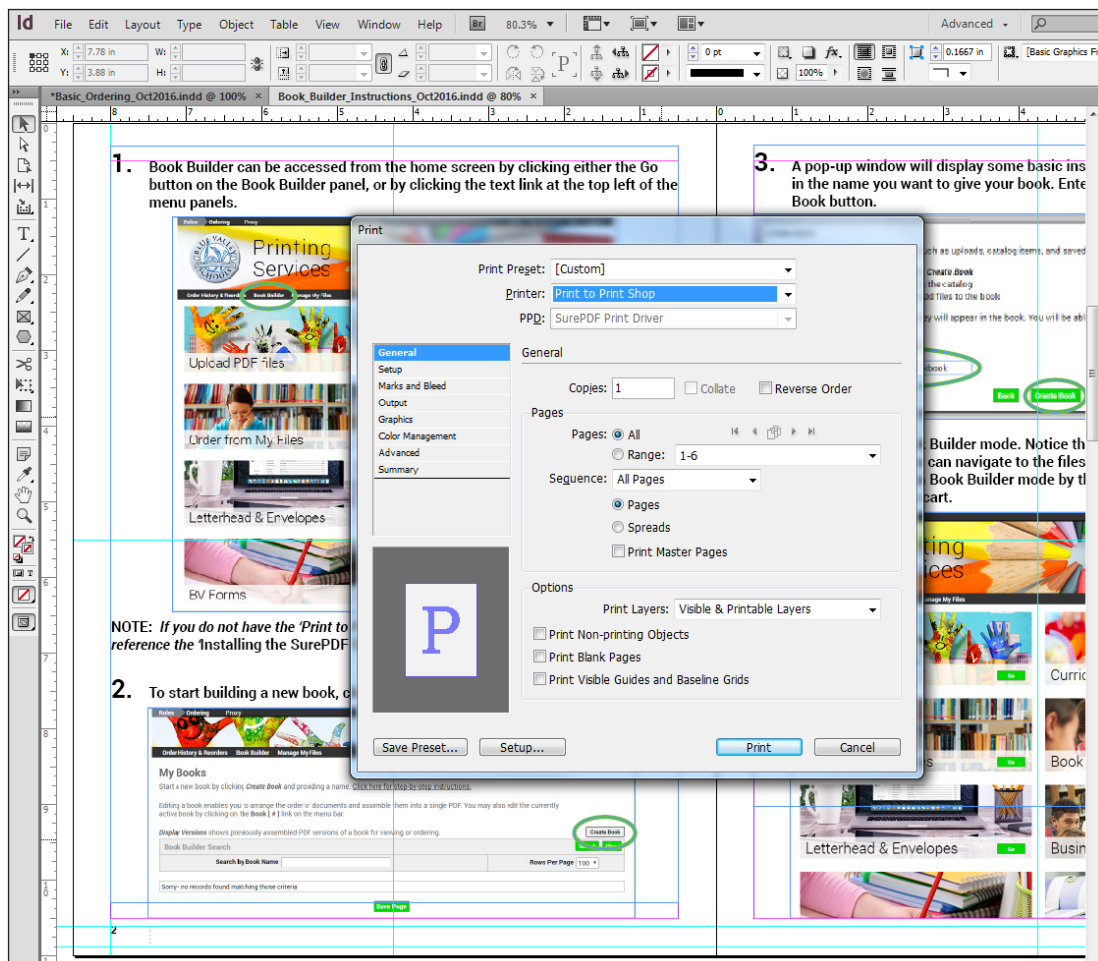
***Is your document already in a PDF file format?  
If yes, proceed to Section 2. (page 16)***

If your document is NOT in a PDF file format, Section 1 will show you how to use the 'Print-to-Printshop' virtual printer on your computer to convert your file to a PDF, and then place your print order.

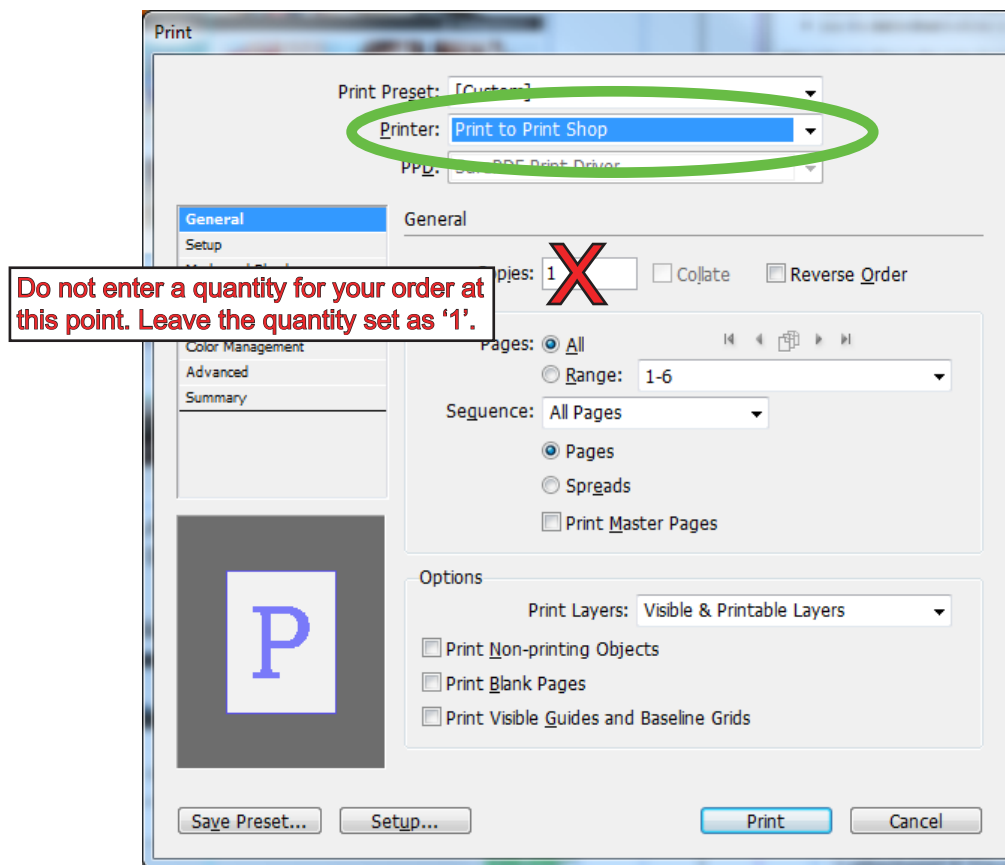
## SECTION 1

Open the document you wish to submit for a print order. *This example shows a InDesign document, however this same process will work for any program on your computer (Word, Excel, Publisher, Powerpoint, etc.).*

### 1. Click 'File,' then 'Print.'

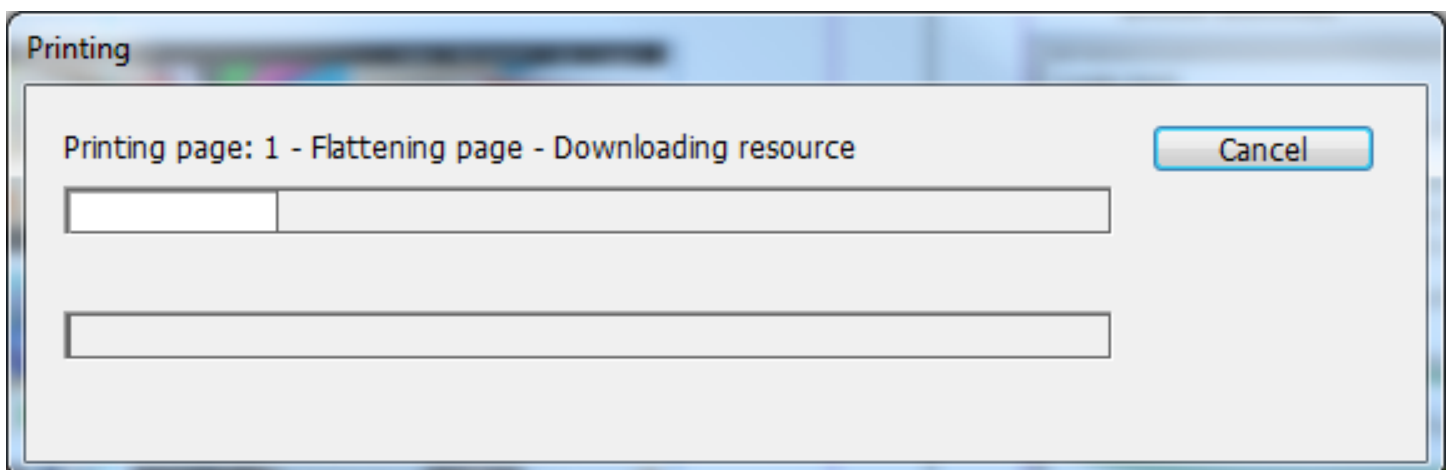


2. From the 'Print' window, scroll down and select the 'Print to Print Shop' virtual printer from your printer list dropdown menu, then click 'Print.'



**NOTE:** *If you do not have the 'Print to Print Shop' selection in your list of printers, please reference the 'Installing the SurePDF Driver' document available from the login screen.*

3. After clicking 'Print,' the printing window will display the status of the printing process. In actuality, the file is not being printed right now. Rather, it is being converted into a PDF for upload to the Printing Services website.



4. When the PDF conversion process completes, your default browser will open to the Printing Services website login screen. Login with your User ID and Password.

**NOTE:** *Your USER ID and Password are the same entries you use to log in to the BV network from your work computer each day.*

**NOTE:** *Your Password is case-sensitive.*



# Printing Services



Large-Format Printing  
Now Available From  
Printing Services

Click here  
for more info

Go

### Print-to-Printshop Training Resources

- [Installing the SurePDF Driver \(PDF\)](#)
- [Basic Ordering \(PDF\)](#)
- [Using 1-Click Preset Buttons \(PDF\)](#)
- [Order Requirements for Next Day Delivery \(PDF\)](#)
- [Ordering BV Forms \(PDF\)](#)
- [Ordering Business Cards \(PDF\)](#)
- [Ordering for Multiple Recipients \(PDF\)](#)
- [Ordering Curriculum \(PDF\)](#)

### General Information

#### Login Information

Please be sure to use ALL CAPS for your User ID login. Your password remains case-sensitive.  
Your User ID and Password are the same as you use to log in to the BV network from your work computer each day.

## Login

Domain: BV Employee ▼  
User ID: PACKERMAN  
Password: \*\*\*\*\*

Use ALL CAPS for your User ID.  
Your password is case-sensitive.

Log In

### Ordering from home?

Download the SurePDF print driver to install your Print-to-Printshop virtual printer.

Go

5. If you already have a pending order in your Cart, the system will prompt you to choose whether you want this new item to be placed as a New Order, or added to the existing order in your cart. Click 'Upload to Order Screen' to begin your order.

### Add Document to Order

Add this document to:

☒ A Pending Order in My Cart

☐ New Order

Add Another File to Order


Upload to Order Screen

6. You are now at the Order Cart screen. This is where you will choose the options for your printing order.

Familiarize yourself with the following areas of the Order Cart screen:

- A. Order name - Order number is assigned by the system or you can enter your own unique name for the order.
- B. Item - the PDF file which has been attached to this order.
- C. Preview/Change Options link to change your printing specifications.
- D. Your Selected Print Options - These print options are automatically assigned to your uploaded file based on your default settings in 'My Account'.
- E. Quantity - Field to enter your requested quantity.
- F. Requested Ship Date - Pop-up calendar to select your due date.
- G. Shipping Method - Dropdown menu of delivery options.

[Roles](#) [Ordering](#) [Proxy](#) [Home](#) | [My Account](#) | [Help](#) | [Logout](#)




## Order Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 206673

Provide an optional name for your order. **A**  
Naming your order can be helpful for reordering.

**Item 1**



**Book Builder Instructions Oct2016.pdf**  
8 Pages  
8.50x11.00 Inches **B**


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 Digital B/W, 2-Sided, Letter Bond Plain White

Binding Collated & Stapled (no charge) / One in Corner (Portrait) **D**


Folding & Punching Punch / Left 3

 [Preview / Change Options](#) **C**


Quantity  **E**

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

**Shipping Information** Add Recipient

I would like my order shipped by: **Wednesday, October 12, 2016**  Note: Only dates when the print center is open may be selected.

**Paul Ackerman**  
SERVICE CENTER

 **Select a Shipping Method**  

Deliver to My School/Dept. **G**

Pick up during business hours


Delivery Estimate  
**Thursday, October 13, 2016**

Ordered Items	Quantity
1 Book Builder Instructions Oct2016.pdf	<input type="text" value="0"/>

[Enter shipping instructions for this recipient](#)

**Billing Information**

**Paul Ackerman**  
SERVICE CENTER

 **Select Billing Codes for Payment**  
Click Quick Key

4

## 7. Selecting your Printing Options

Your Selected Print Options are automatically assigned to your uploaded file based on your default settings in My Account.

These default settings can be adjusted in the Print Options section of My Account.

The screenshot shows the 'Order Cart' page. At the top, there is a navigation bar with 'Roles', 'Ordering', and 'Proxy' tabs, and a header with 'Home | My Account | Help | Logout'. Below this is a banner with colorful hands and the 'BLUE VALLEY SCHOOLS' logo. The main content area is titled 'Order Cart' and includes a sub-header: 'Select print options, quantity per recipient and billing information. Click [Place Order](#) to submit your order. Cart ID 206673'. A text box prompts the user to 'Provide an optional name for your order' with a note: 'Naming your order can be helpful for reordering.' Below this, 'Item 1' is listed: 'Book Builder Instructions Oct2016.pdf' (8 Pages, 8.50x11.00 Inches). A link to 'Click the image to review the proof' is provided. A green circle highlights the 'Your Selected Print Options' section, which lists: 'Print Digital B/W, 2-Sided, Letter Bond Plain White', 'Binding Collated & Stapled (no charge) / One in Corner (Portrait)', and 'Folding & Punching Punch / Left 3'. A link 'Preview / Change Options' is also visible. At the bottom, there is a link 'Enter special instructions for this item.' Annotations include a large black arrow pointing from the text 'Your Selected Print Options are automatically assigned...' to the green circle, and another large black arrow pointing from the text 'To select different options...' to the 'Preview / Change Options' link.

Roles Ordering Proxy Home | My Account | Help | Logout

**Order Cart**

Select print options, quantity per recipient and billing information. Click [Place Order](#) to submit your order. Cart ID 206673

Provide an optional name for your order.  
Naming your order can be helpful for reordering.

**Item 1**

**Book Builder Instructions Oct2016.pdf**  
8 Pages  
8.50x11.00 Inches

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**

[Preview / Change Options](#)

Print Digital B/W, 2-Sided, Letter Bond Plain White  
Binding Collated & Stapled (no charge) / One in Corner (Portrait)  
Folding & Punching Punch / Left 3

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

[Replace File](#) [Add Another File to Order](#) Quantity

To select different options for your order, click the [Preview/Change Options](#) link to open the interactive preview window. This preview will give an approximate representation of your PDF file and the printing & finishing options you select.

The following pages provide detailed instructions and illustrations to guide you through the Preview/Options screen functionality.



The Preview screen will display your document and your chosen printing & finishing options. There is no Save button - selections are displayed and saved instantly as you choose them.

Familiarize yourself with the following menus on the Preview screen:

- A. 1-Click Print Options - Apply multiple options to your document with these pre-programmed buttons.
- B. Booklet Workflow - select either a Half-Size or Full-Size Booklet, and the system automatically assigns the correct Paper size.
- C. Output - Select either Black & White or Color printing.
- D. Paper - Select from a color-coded list of papers. The system displays only those paper stocks appropriate for your document based on the PDF page size.
- E. Sides Imaged - Select 1-sided, 2-sided, or 2-sided short edge flip for landscape documents.
- F. Covers - Add & configure cover stocks and printing options to your document.
- G. Binding - Select from stapling & binding options.
- H. Folding & Punching - Add hole punching or folding to your order.
- I. Other - Select from a short menu of auxiliary finishing services.

Print Options - LEAD21 Prac Comp G3 Unit1 Week4.pdf

Print Options Summary Quantity 0 Help

Quick Sets

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

Booklets

Refine Your Print Options

Output Digital B/W

Paper Letter Bond Plain White

Sides Imaged 2-Sided

Covers

Binding Collated & Stapled (no charge) / One in Corner (Portrait)

Folding & Punching Punch / Left 3

Other (not shown)

SurePreview shows you an approximate representation of an item with its print options (paper, binding, folding, plex, covers, tabs, and so forth). Use SurePreview to view current print options and select new ones.

Note: Some fonts may not render accurately in SurePreview, especially bullets and non-standard fonts. You can click the thumbnail icon to view the PDF proof file and see the actual fonts that will be used for printing.

Week at a Glance

My Weekly Planner

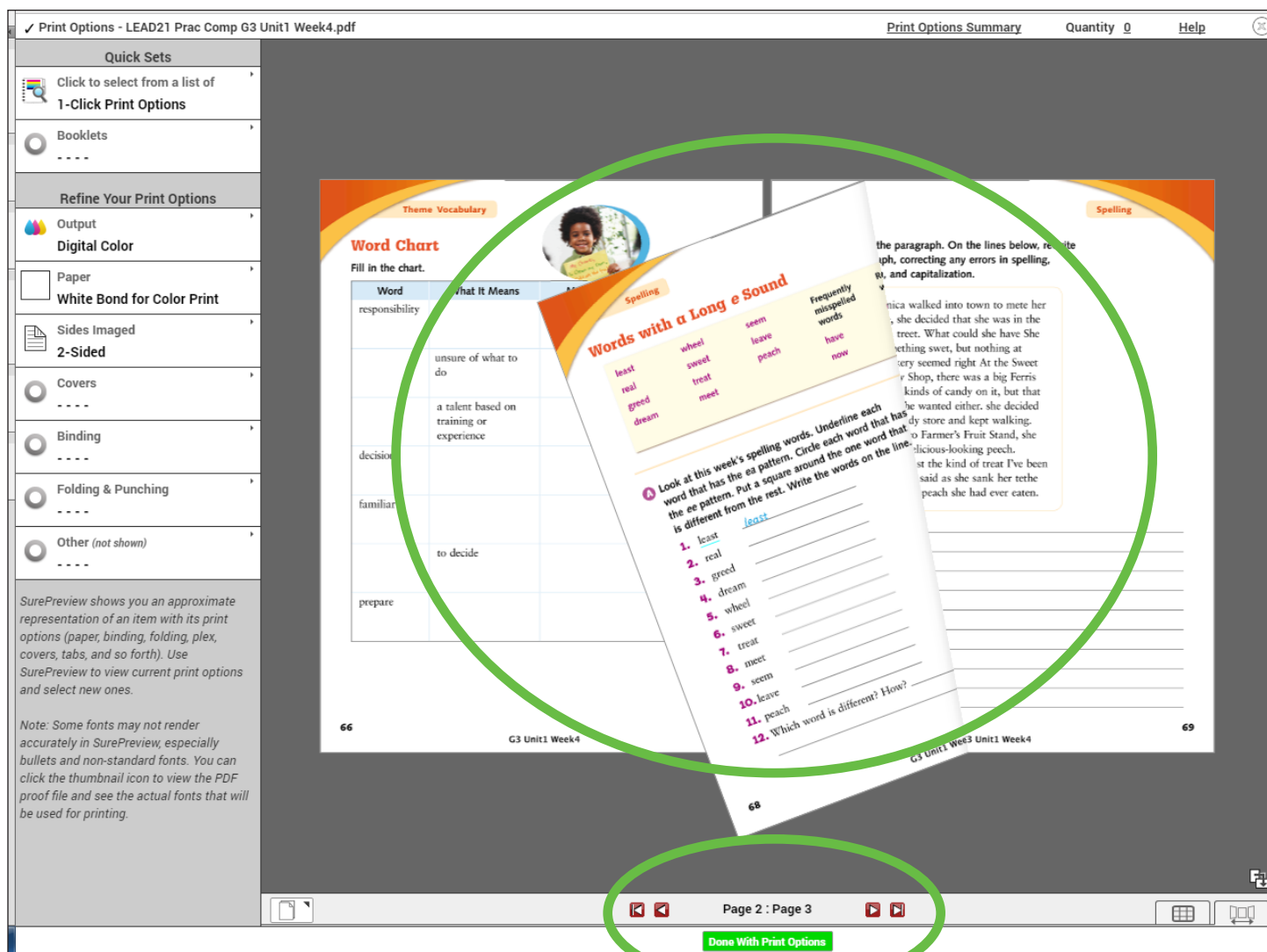
Week of	
Theme Vocabulary	This week's words:
Differentiated Vocabulary	This week's words:
Comprehension Strategy and Skill	This week's comprehension strategy: This week's comprehension skill:
Vocabulary Strategy	This week's vocabulary strategy:
Spelling and Word Study Skill	This week's spelling skill:
Word Study Skill	This week's word study skill:
Fluency	This week's fluency selection:
Writing and Language Arts	This week's writing form:
Grammar	This week's grammar skills:

G3 Unit1 Week4 65

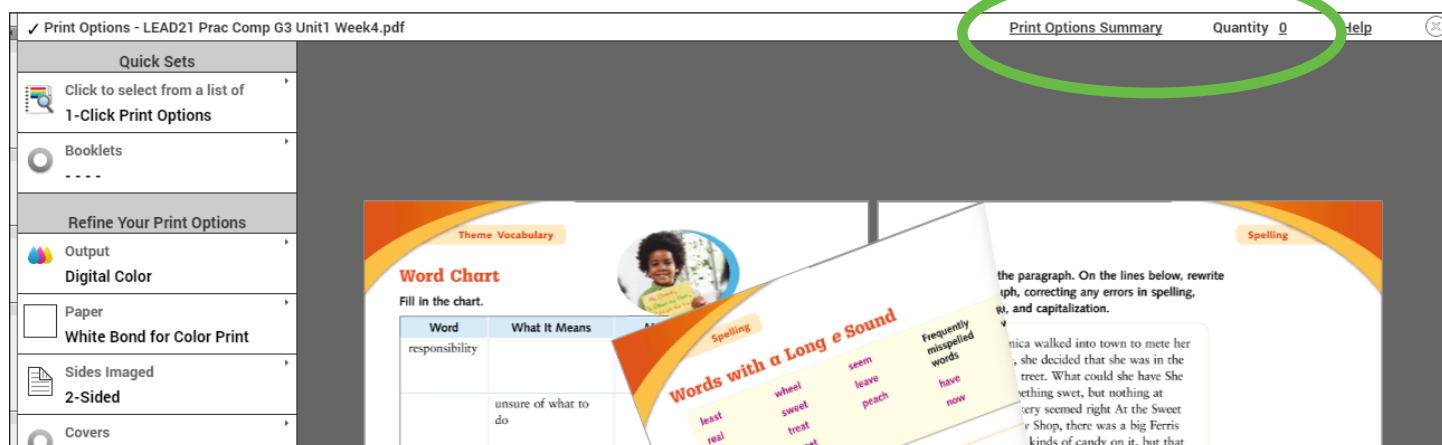
Page 1

Done With Print Options

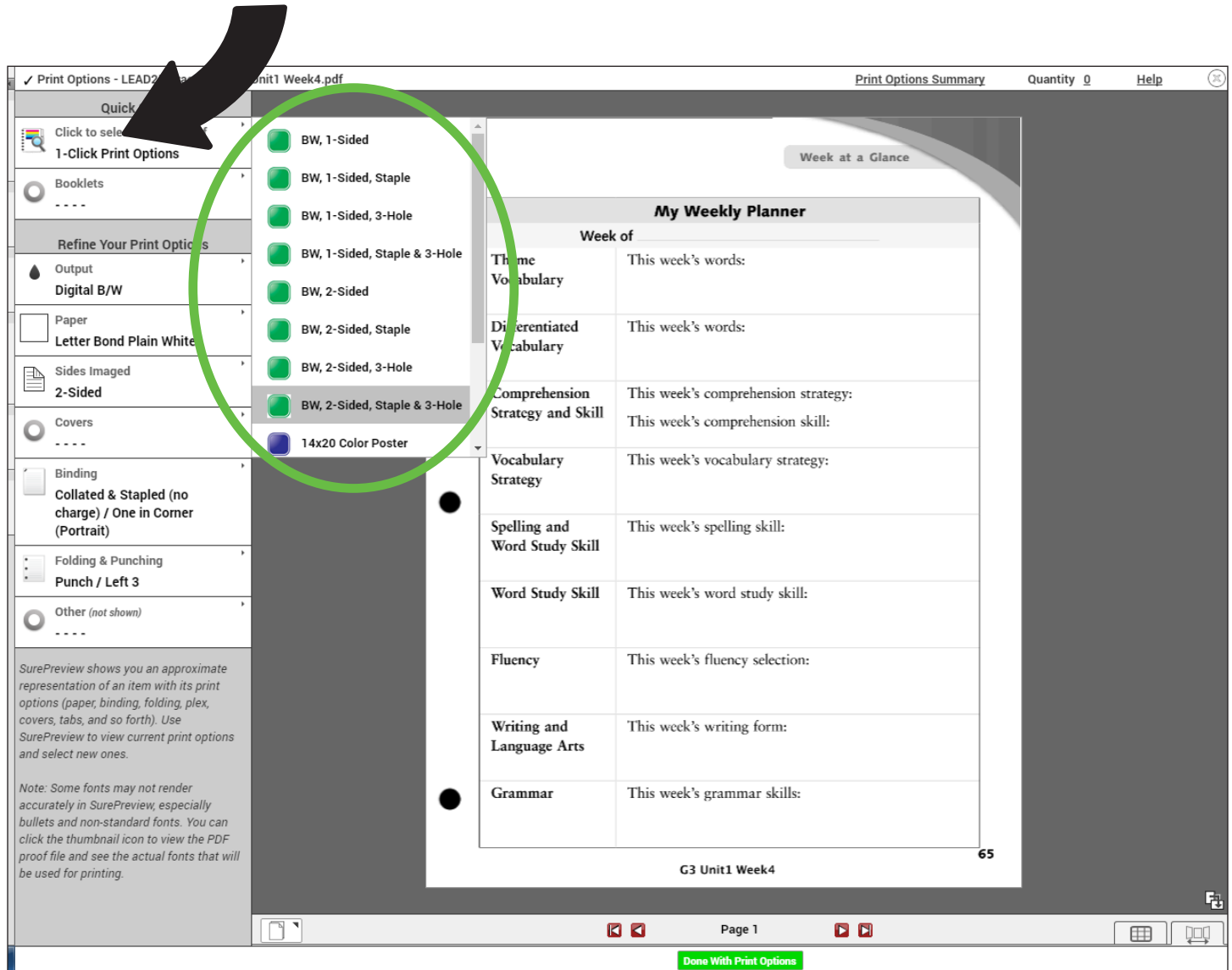
If your PDF file contains multiple pages, you can navigate through the Preview document by using either the Page buttons at the bottom of the screen, or simply Click+hold to turn the pages as a book.



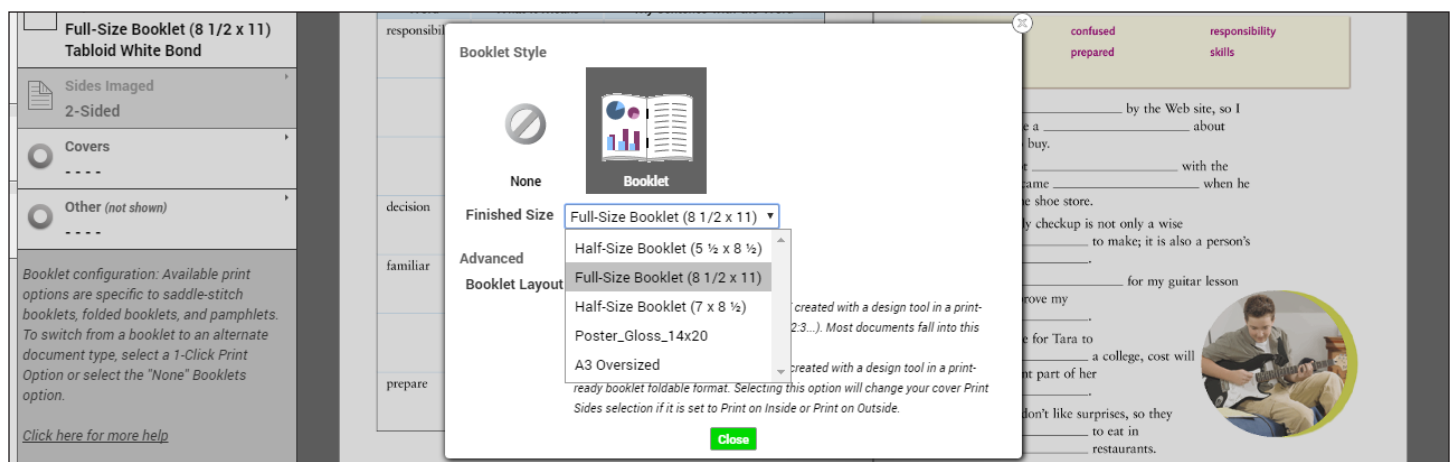
Hover your mouse over the Print Options Summary link at the top of the page to see your selected options. You can also set the quantity from this window, or from the Shipping area of the Cart page.



For quick ordering, you can use the pre-programmed 1-Click buttons to instantly assign multiple options to your document.



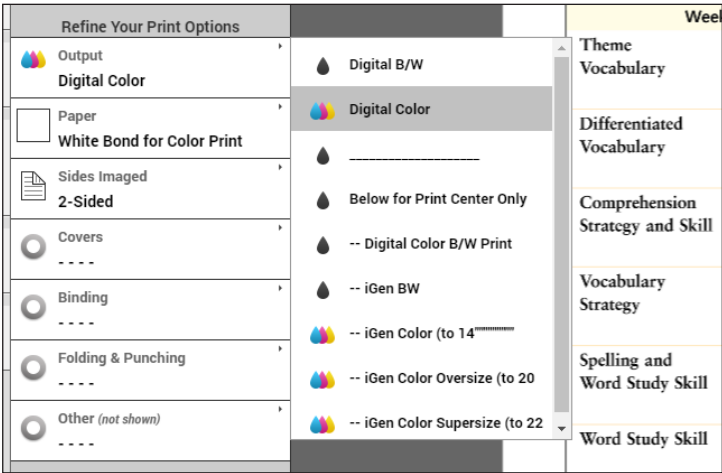
Just beneath the 1-Click dropdown, the Booklets menu lets you select either a Half-Size or Full-Size Saddle-Stitched Booklet, and the system automatically assigns the correct Paper size and displays your document in a Booklet layout.





If neither the 1-Click buttons, nor the Booklets workflow are applicable to your order specifications, you can use the remaining dropdown menus to select your printing & finishing options. Their functionalities are detailed in the following pages.

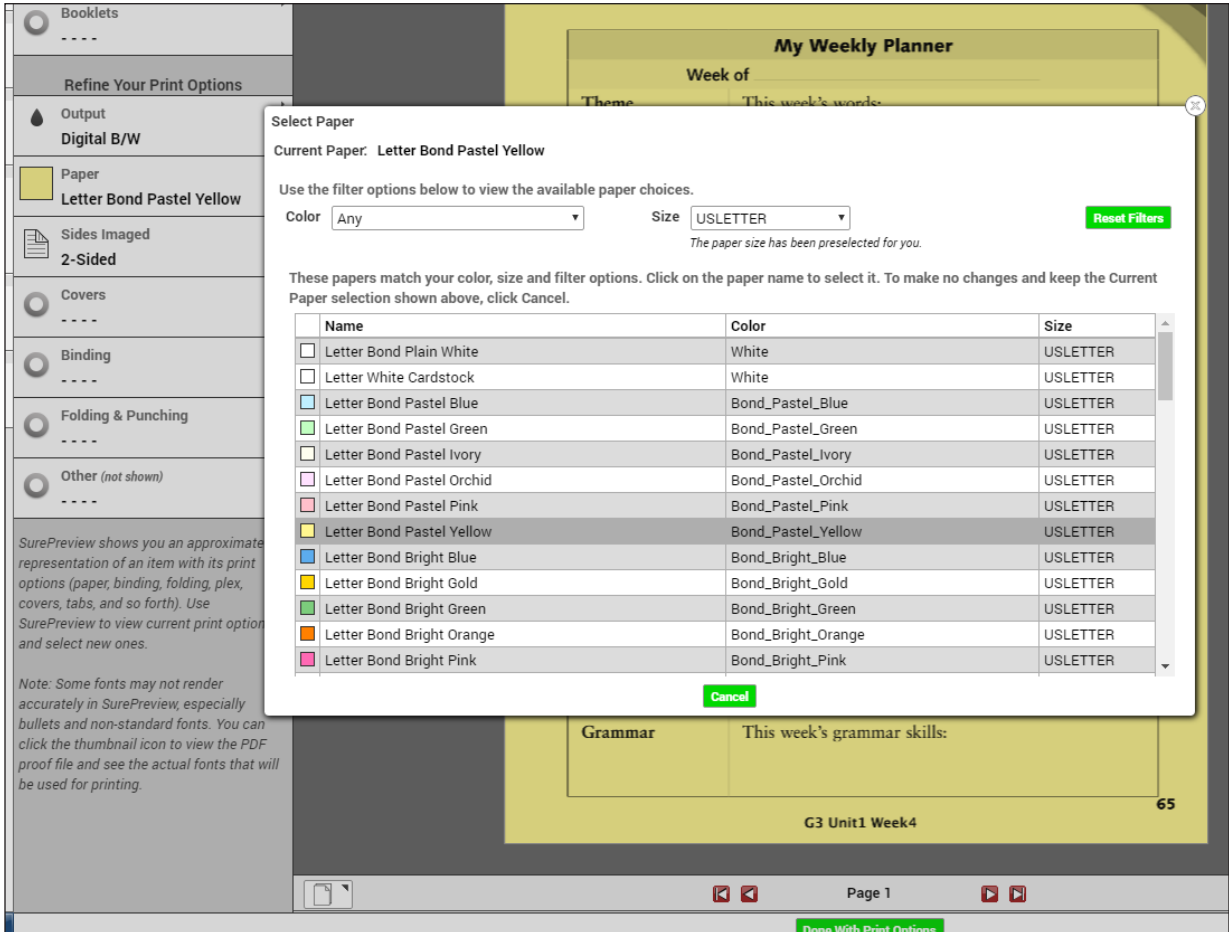
8. From the Output dropdown menu, select either Digital B/W for black & white printing, or Digital Color for full-color printing.



Refine Your Print Options

Option	Selected Option
Output Digital Color	Digital B/W
Paper White Bond for Color Print	Digital Color
Sides Imaged 2-Sided	Below for Print Center Only
Covers ----	-- Digital Color B/W Print
Binding ----	-- iGen BW
Folding & Punching ----	-- iGen Color (to 14")
Other (not shown) ----	-- iGen Color Oversize (to 20")
	-- iGen Color Supersize (to 22")

9. From the Paper dropdown menu, select the stock you'd like your file printed on from the color-coded paper list. The system displays only those stock sizes that are applicable based on the PDF page size. The document preview also reflects the approximate color of the paper to show you how your file will look on the chosen color.



Select Paper

Current Paper: Letter Bond Pastel Yellow

Use the filter options below to view the available paper choices.

Color: Any Size: USLETTER

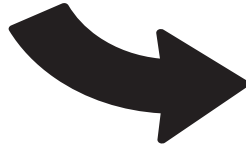
Reset Filters

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

Name	Color	Size
<input type="checkbox"/> Letter Bond Plain White	White	USLETTER
<input type="checkbox"/> Letter White Cardstock	White	USLETTER
<input type="checkbox"/> Letter Bond Pastel Blue	Bond_Pastel_Blue	USLETTER
<input type="checkbox"/> Letter Bond Pastel Green	Bond_Pastel_Green	USLETTER
<input type="checkbox"/> Letter Bond Pastel Ivory	Bond_Pastel_Ivory	USLETTER
<input type="checkbox"/> Letter Bond Pastel Orchid	Bond_Pastel_Orchid	USLETTER
<input type="checkbox"/> Letter Bond Pastel Pink	Bond_Pastel_Pink	USLETTER
<input checked="" type="checkbox"/> Letter Bond Pastel Yellow	Bond_Pastel_Yellow	USLETTER
<input type="checkbox"/> Letter Bond Bright Blue	Bond_Bright_Blue	USLETTER
<input type="checkbox"/> Letter Bond Bright Gold	Bond_Bright_Gold	USLETTER
<input type="checkbox"/> Letter Bond Bright Green	Bond_Bright_Green	USLETTER
<input type="checkbox"/> Letter Bond Bright Orange	Bond_Bright_Orange	USLETTER
<input type="checkbox"/> Letter Bond Bright Pink	Bond_Bright_Pink	USLETTER

Cancel

**10.** From the Sides Imaged dropdown menu, select either 1-Sided, 2-Sided, or 2 sided short edge flip for double-sided printing in landscape orientation.

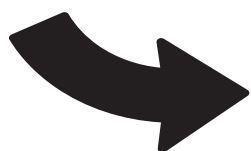


**11.** If your order requires Covers, click the Covers menu button. A window will open offering 2 options for setting up covers.

1. Clicking the button labeled 'Front and Back Covers' will allow you to set up both the front and back covers the exact same way. For example, the paper you choose from the dropdown will be applied for both front and back covers, AND the print setting you choose (i.e. Print on Inside, Print on Outside, etc.) will be applied for both front and back.

2. Clicking the Link titled 'Configure Front and Back covers separately' will allow you to program the front and back covers independently of one another. This is the preferred method to achieve the most common outcome (printed front/blank back).

**12.** If your order requires a binding option, click the Binding menu button to display all stapling and binding options. Click on the pictogram to add your selection to your order.



Print Options - LEAD21 Prac Comp G3 Unit1 Week4.pdf Print Options

**Quick Sets**

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

Booklets

**Refine Your Print Options**

Output  
Digital Color

Paper  
White Bond for Color Print

Sides Imaged  
2-Sided

Covers

Binding

Folding & Punching

Other (not shown)

*SurePreview shows you an approximate representation of an item with its print options (paper, binding, folding, plex, covers, tabs, and so forth). Use SurePreview to view current print options and select new ones.*

*Note: Some fonts may not render accurately in SurePreview, especially bullets and non-standard fonts. You can click the thumbnail icon to view the PDF proof file and see the actual fonts that will be used for printing.*

**None**

**Collated & Stapled (no charge)**

One in Corner (Portrait) One in Corner (Landscape) Two on side (Dual) Saddle Stitch

**Plastic Coil (\$0.08 per bind)**

Black

**Plastic Comb (\$0.10 per bind)**

Black

**Tape Binding (\$0.32 per bind) - Budget Admin. approval required**

Black

**My Weekly Planner**

Week of \_\_\_\_\_

Theme Vocabulary This week's words: \_\_\_\_\_

Comprehension strategy: \_\_\_\_\_

Comprehension skill: \_\_\_\_\_

Vocabulary strategy: \_\_\_\_\_

Writing skill: \_\_\_\_\_

Study skill: \_\_\_\_\_

Strategy selection: \_\_\_\_\_

Form: \_\_\_\_\_

Summary skills: \_\_\_\_\_

Week4

Page 1

**Print Options**



**13.** If your order requires a folding or punching option, click the Folding & Punching menu button to display all Folding and Punching options. Click on the pictogram to add your selection to your order.

**Folding & Punching**

**Punch / Left 3**

Other (not shown)

*SurePreview shows you an approximate representation of an item with its print options (paper, binding, folding, plex, covers, tabs, and so forth). Use SurePreview to view current print options and select new ones.*

*Note: Some fonts may not render accurately in SurePreview, especially bullets and non-standard fonts. You can click the thumbnail icon to view the PDF proof file and see the actual fonts that will be used for printing.*

**None**

**Punch**

Left 3 Top 2

**Folding (no charge)**

Booklet (Single) Letter / Brochure Fold Z-Fold / Accordion Fold Double Parallel Fold

**Page**

**Done With Print**

**14.** The Other (not shown) menu button contains miscellaneous finishing options available for your order. Contained in this list you will find check boxes for the following finishing options and more:

Printing uncollated/stacked  
Making Note pads

Cutting size selections

Check the box to the left of the option(s) to add it to your order.

**NOTE:** Options in this menu are not able to be displayed in the preview of your document.

Other Finishing Options - LEAD21 Prac Comp G3 Unit1 Week4.pdf

- ☐ Not Collated-Stacked
- ☐ Cut 4.25 x 5.5
- ☐ Cut 5.5 x 8.5
- ☐ Cut 8.5x11
- ☐ Cut - See Special Instructions
- ☐ Pull Form
- ☐ Score
- ☐ Pad Carbonless  
In Units of
- ☐ Pad Note  
In Units of

Close

**15.** When you have finished selecting your printing options, always make sure to check the Print Options Summary link at the top right of the Preview window. This will list out all the selections you have made for this order. Please double-check your selections here before submitting your order.

To finish your order selections and return to the Cart page, click the green 'Done With Print Options' button at the bottom of the Preview window.

**16.** If you need to type in any special instructions for your order - whether it be for finishing options, binding options, covers or anything else - click the special instructions link and enter the information in the pop-up window.

**NOTE:**  
Entering special instructions blocks the system automation and may delay processing of your order.



Roles Ordering Proxy Home | My Account | Help | Logout

### Order Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 206675

Provide an optional name for your order.  
*Naming your order can be helpful for reordering.*

Item 1 Replace File Add Another File to Order

**LEAD21 Prac Comp G3 Unit1 Week4.pdf**  
28 Pages  
8.50x11.00 Inches

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**  
[Preview / Change Options](#)

Print **Digital B/W, 2-Sided, Letter Bond Plain White**  
Binding **Collated & Stapled (no charge) / One in Corner (Portrait)**  
Folding & Punching **Punch / Left 3**

Enter special instructions for this item.

**Shipping Information** Add Recipient

I would like my order shipped by: **Thursday, October 13, 2016** *Note: Only dates when the print center is open may be selected.*

**Paul Ackerman** **SERVICE CENTER**

Select a Shipping Method  
**Deliver to My School/Dept.** **Pick up during business hours**

Delivery Estimate  
**Friday, October 14, 2016**

Ordered Items	Quantity
1 <a href="#">LEAD21 Prac Comp G3 Unit1 Week4.pdf</a>	0

Enter shipping instructions for this recipient

**17.** In the 'Shipping Information' section, enter the quantity for your order - then select the due date by clicking on the calendar icon to the right of the requested ship date. This will open a small pop-up calendar - click on a date to select it.

**Shipping Information** Add Recipient

I would like my order shipped by: **Thursday, October 13, 2016** *Note: Only dates when the print center is open may be selected.*

**Paul Ackerman** **SERVICE CENTER**

Select a Shipping Method  
**Deliver to My School/Dept.** **Pick up during business hours**

Delivery Estimate  
**Friday, October 14, 2016**

Ordered Items	Quantity
1 <a href="#">LEAD21 Prac Comp G3 Unit1 Week4.pdf</a>	0

Enter shipping instructions for this recipient

**NOTE:** Most basic copy jobs can be completed in 2 business days. Please allow 4-5 business days for completion of orders requiring binding, folding, padding, tabs or exception pages.



## 18. Finally, select your delivery option by clicking on the 'Select a Shipping Method' dropdown menu.

**Order Cart**

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 206675

Provide an optional name for your order.  
Naming your order can be helpful for reordering.

Item 1

**Replace File** **Add Another File to Order**

**LEAD21 Prac Comp G3 Unit1 Week4.pdf**   
28 Pages  
8.50x11.00 Inches  
  
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**  
 [Preview / Change Options](#)

**Print** Digital B/W, 2-Sided, Letter Bond Plain White  
**Binding** Collated & Stapled (no charge) / One in Corner (Portrait)  
**Folding & Punching** Punch / Left 3

Enter special instructions for this item.

**Shipping Information** **Add Recipient**

I would like my order shipped by: **Thursday, October 13, 2016** *Note: Only dates when the print center is open may be selected.*

**Paul Ackerman**  
SERVICE CENTER

**Select a Shipping Method**  
Deliver to My School/Dept. **Pick up during business hours**

**Delivery Estimate**  
**Friday, October 14, 2016**

Ordered Items	Quantity
1 LEAD21 Prac Comp G3 Unit1 Week4.pdf	25

Enter shipping instructions for this recipient

**Billing Information**

**Paul Ackerman**  
SERVICE CENTER

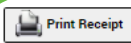
**Select Billing Codes for Payment**  
**Click Quick Key** 15088  
**Materials Quick Key** 23111  
  
Enter billing instructions for this order

**Start a New Order** **Add Another File to Order** **Place Order**

## 19. To complete your order, click the 'Place Order' button at the bottom of the page. You can also choose to Start a New Order and decide whether or not to Save the current Order Cart in your Order History.

**20.** An order confirmation screen will be displayed. You may click the 'Print Receipt' button to print off a hard copy receipt for the order.

**Order Submitted**  
Your order 206675 has been submitted for processing.  
An order confirmation email will be sent to you (if enabled).



**Order Information**

Order Name	Order 206675 10/11/2016	Order Number	206675
Submitted On	10/11/2016 3:02 PM	Requested ship date	10/13/2016
Customer name	Paul Ackerman [packerman]		

**Ordered Items**  
**Ship to Paul Ackerman**

Qty	Item / Form #	Workgroup / Folder
25	LEAD21 Prac Comp G3 Unit1 Week4.pdf	packerman default

**Billing Information**

Paul Ackerman SERVICE CENTER	Account Codes Click Quick Key 15088 Materials Quick Key 23111
---------------------------------	---

**Shipping Information**

Paul Ackerman SERVICE CENTER	Requested ship date 10/13/2016 Req. Delivery Deliver to My School&#47;Dept. Est. Delivery Date 10/14/2016 Pick up during business hours
---------------------------------	--

**Print Options**

LEAD21 Prac Comp G3 Unit1 Week4.pdf
Print Digital B/W, 2-Sided, Letter Bond Plain White
Binding Collated & Stapled (no charge) / One in Corner (Portrait)
Folding & Punching Punch / Left 3

# Section 2 begins on next page.

## Important

***Some basic copy orders are automated by this software.***

***As soon as you click 'Place Order,' these types of orders will begin printing and cannot be stopped.***

***Please do not click 'Place Order' until you have double-checked your selections!***

**THANK YOU!**

# SECTION 2

If your document is already in a PDF file format, you can upload the PDF directly without having to use the 'Print-to-Printshop' virtual printer conversion process.

1. Go to the Printing Services website login screen at [printshop.bluevalleyk12.org](http://printshop.bluevalleyk12.org).

You will need to enter your USER ID and Password, then click the 'Log In' button to proceed.

**NOTE:** *Your USER ID and Password are the same entries you use to log in to the BV network from your work computer each day.*

**NOTE:** *Your Password is case-sensitive.*



## Printing Services



Large-Format Printing  
Now Available From  
Printing Services

Click here  
for more info

Go

### Print-to-Printshop Training Resources

- [Installing the SurePDF Driver \(PDF\)](#)
- [Basic Ordering \(PDF\)](#)
- [Using 1-Click Preset Buttons \(PDF\)](#)
- [Order Requirements for Next Day Delivery \(PDF\)](#)
- [Ordering BV Forms \(PDF\)](#)
- [Ordering Business Cards \(PDF\)](#)
- [Ordering for Multiple Recipients \(PDF\)](#)
- [Ordering Curriculum \(PDF\)](#)

### General Information

#### Login Information

Please be sure to use ALL CAPS for your User ID login. Your password remains case-sensitive.  
Your User ID and Password are the same as you use to log in to the BV network from your work computer each day.

### Login

Domain: BV Employee ▼  
User ID: PACKERMAN  
Password: .....

Use ALL CAPS for your User ID.  
Your password is case-sensitive.

Log In

### Ordering from home?

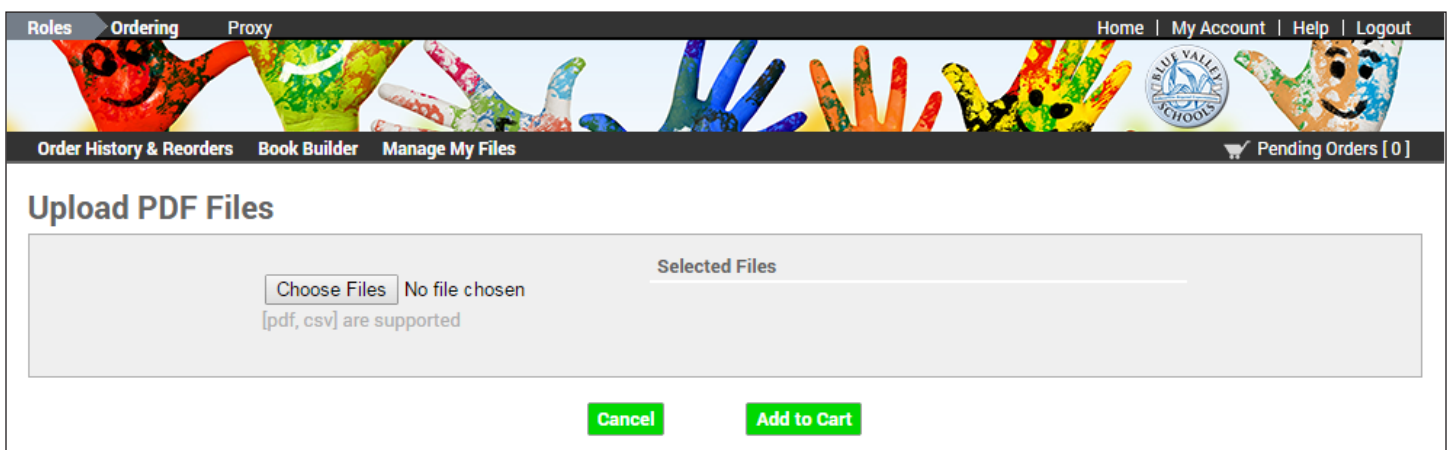
Download the SurePDF print driver to install your Print-to-Printshop virtual printer.

Go

**2.** From the Home screen, click the Go button on the Upload PDF Files panel.

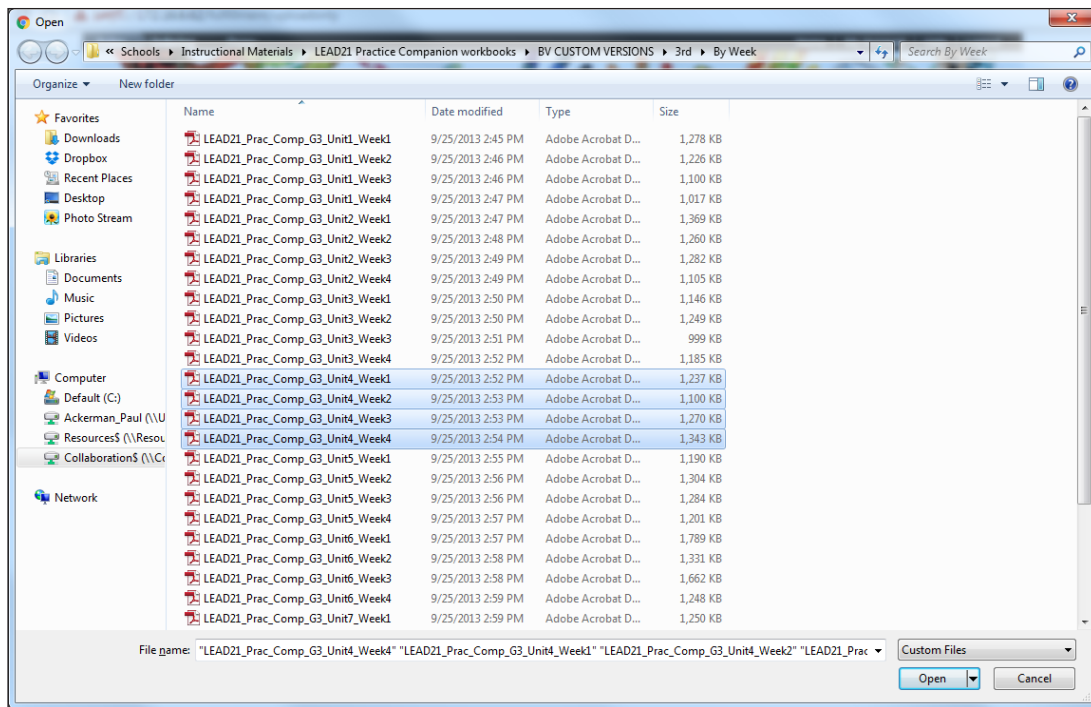


**3.** From the Upload PDF Files page, click the Choose Files button and navigate to where your file(s) is stored.

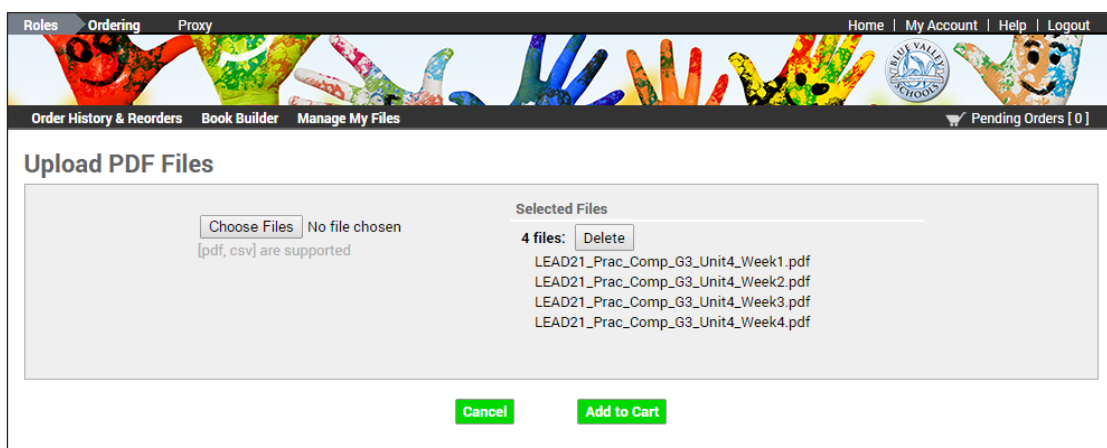




**NOTE: It is now possible to upload multiple files at one time. Select all files from their storage folder(s) by using the Ctrl+click or Shift+click method.**



**4. Select all the PDF files you'd like to upload and click 'Open.' All files will be listed on the right side of the Upload screen. When you are finished selecting files, click the 'Add to Cart' button to begin your order.**



**For full instructions on choosing order options, please go back to Section 1 of this document.**

**Ordering instructions begin with Item #6 on page 4.**