

Book Builder

Combine PDF files for your printing orders

The Book Builder app allows you to assemble multiple documents into a single merged PDF for ordering.

NOTES:

Only PDF files may be combined using Book Builder.

PDF files that are created using the Print-to-Printshop SurePDF driver may be used for Book Builder after saving them to your file archive (My Files).

The Book Builder system will not allow you to add, remove or duplicate pages, rotate pages, or change page sizes within the individual PDF files. That type of individual file editing must be done before adding the files to a book.

Some curriculum files in the Print-to-Printshop system are not suitable for Book Builder as they are already set up to print as saddle-stitch booklets. Printing Services will be working this Fall to provide Book Builder compatible curriculum files for all categories.

TIPS:

Adding files to your book in the order you want them to print in the book will decrease time spent reordering the individual files before building the book.

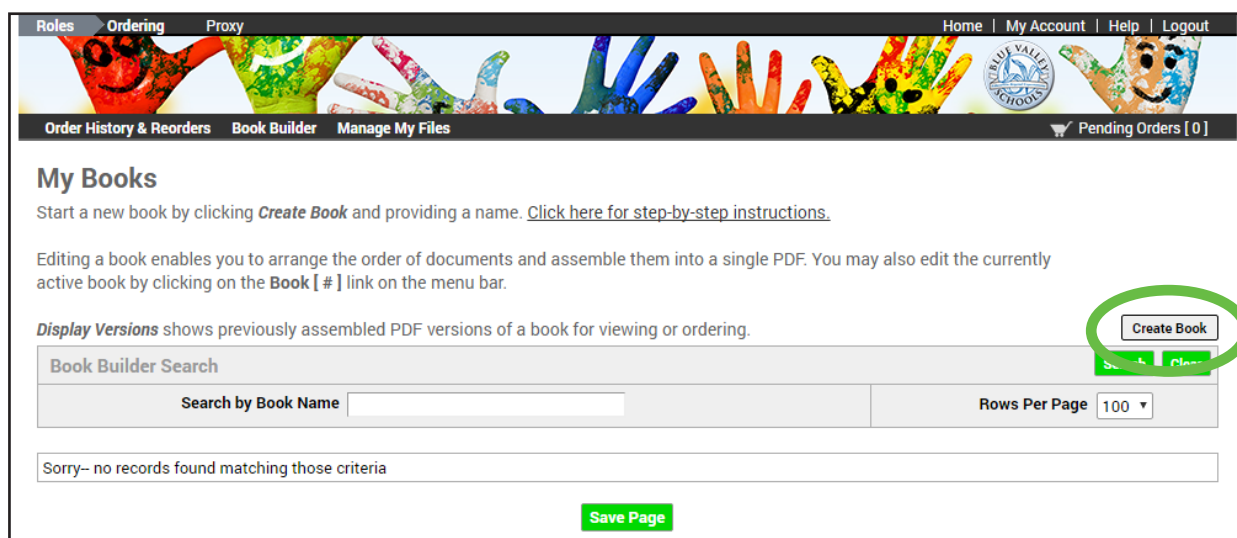
Ensure that each individual PDF file is ready for assembly by checking that all pages are the same size & orientation (portrait or landscape).

1. Book Builder can be accessed from the home screen by clicking either the Go button on the Book Builder panel, or by clicking the text link at the top left of the menu panels.



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.

2. To start building a new book, click the Create Book button at the right.



3. A pop-up window will display some basic instructions and a field for you to type in the name you want to give your book. Enter a name, then click the Create Book button.

Create Book

Combine files from different sources (such as uploads, catalog items, and saved items) into a single document for ordering.

- Name the book (below) and click **Create Book**
- Upload files or browse for files in the catalog
- Use the **Add to Book** buttons to add files to the book

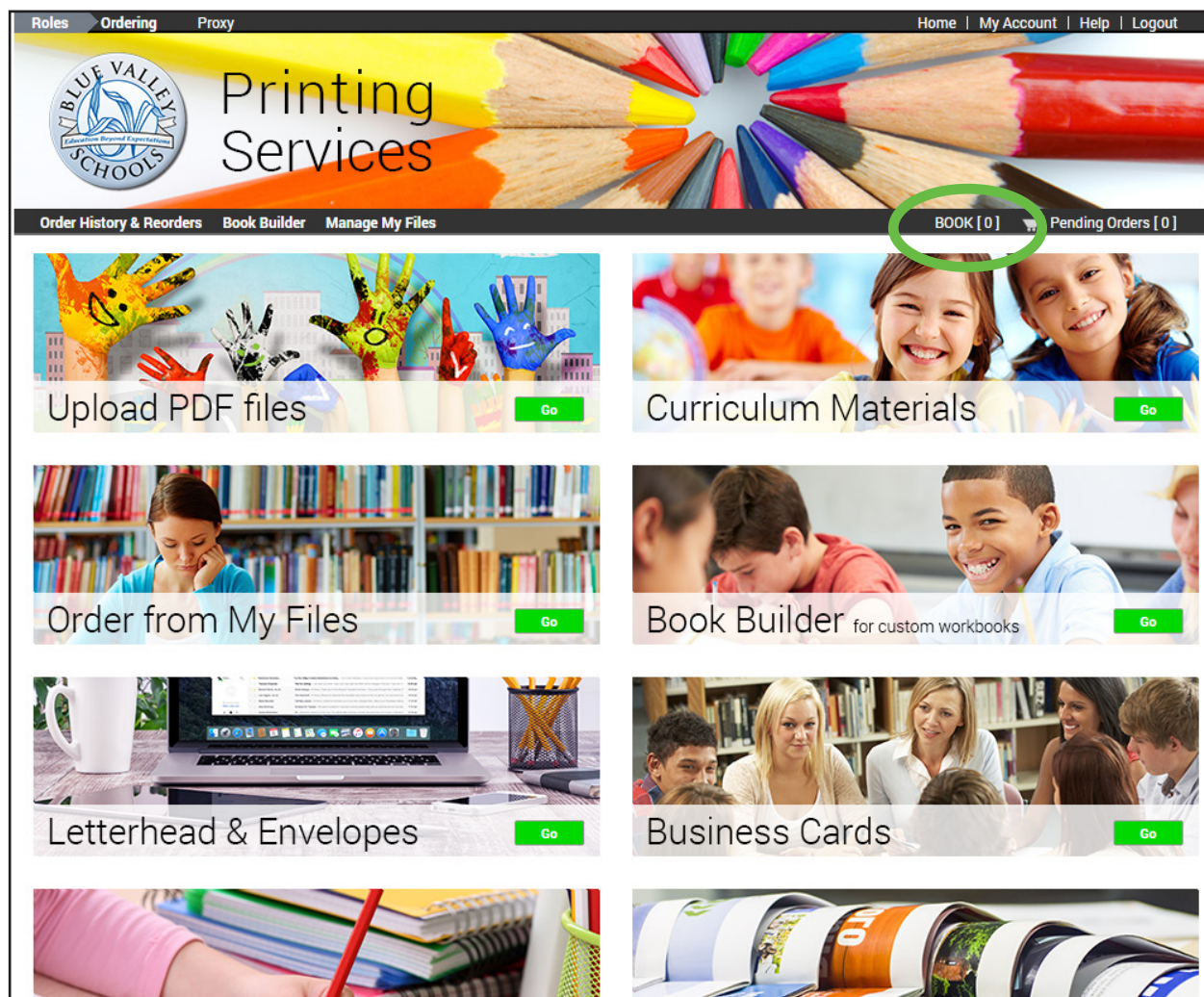
Hint: Select the files in the order that they will appear in the book. You will be able to rearrange the files before you assemble your book.

[Click here for step-by-step instructions.](#)

Book Name

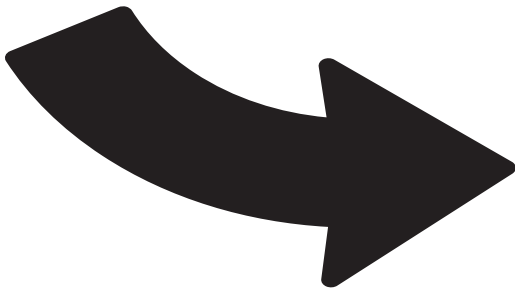
Back **Create Book**

4. You are now in Book Builder mode. Notice that the system takes you back to the home screen so you can navigate to the files you want to build your book with. You'll know you're in Book Builder mode by the display of the Book link next to the Pending Orders cart.

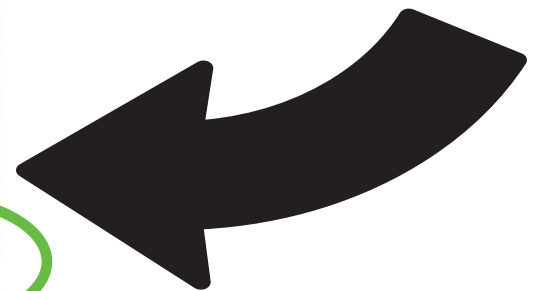


5. PDF files can be added to your book using any of the following methods:

Upload PDF files from the home screen using the Upload PDF Files panel

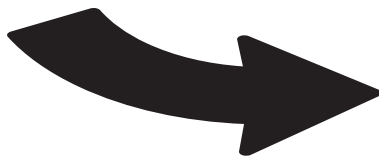


OR add PDF files from your file archive using the Order from My Files panel



Click the Go button, then add files from your archives by clicking Add to Book

(the system will display '1 in Book', confirming that the file has been added)



	Located in Folder default	Set 4- Sight Word Wall cards 1 .pdf	Qty <input type="text"/>	Add to Cart	Add to Book
	Located in Folder default	Set 4- Sight Word Wall cards.pdf	Qty <input type="text"/>	Add to Cart	Add to Book
	Located in Folder default	The Tree - Level A 1 .pdf	Qty <input type="text"/>	Add to Cart	Add to Book
	Located in Folder default	The Tree - Level A.pdf	Qty <input type="text"/>	Add to Cart	Add to Book
	Located in Folder default	Under My Bed - Level A.pdf	Qty <input type="text"/>	Add to Cart	Add to Book
	Located in Folder default	new museum higher.decrypted.pdf	Qty <input type="text"/>	Add to Cart	Add to Book
	Located in Folder default	new museum higher.decrypted.pdf	Qty <input type="text"/>	Add to Cart	Add to Book

OR add PDF
files from the
Curriculum
Materials
catalog panel



Roles Ordering Proxy Home | My Account | Help | Logout

Order History & Reorders Book Builder Manage My Files BOOK [0] Pending Orders [0]

Home > Catalog

Select By Workgroup

Browse for items by selecting a Workgroup, or search for items using the search bar.
Click Home to select items outside the Catalog.

Item Search

Search Rows Per Page Sort

Show Advanced Search Criteria

Workgroup	Location	Dept.	Items
ABC Books	Location		136
BVForms	Location		
BusinessCards	BVPS		1
CAPS	CAPS	CAPS	5 37
Counseling	Location		1 3
DIBELS Next Benchmark	Location		3 18
DIBELS Next Progress Monitoring	Location		3 21
Early Childhood Music Therapy	Location		5 136
LEAD21	Location		35 1176
Letterhead Envelopes	BVPS		37 154
Little Books	Location		1 775
Math	Location		8 72
Math - Common Core	Location		6 6
Math - enVision	Location		20 292
Math Assessments	Location		3 12
Math Flash Cards	Location		3 22
Math Vocabulary Cards	Location		6 11
Occupational Therapy	Location		1 3

**Click the Go button
and select a folder**

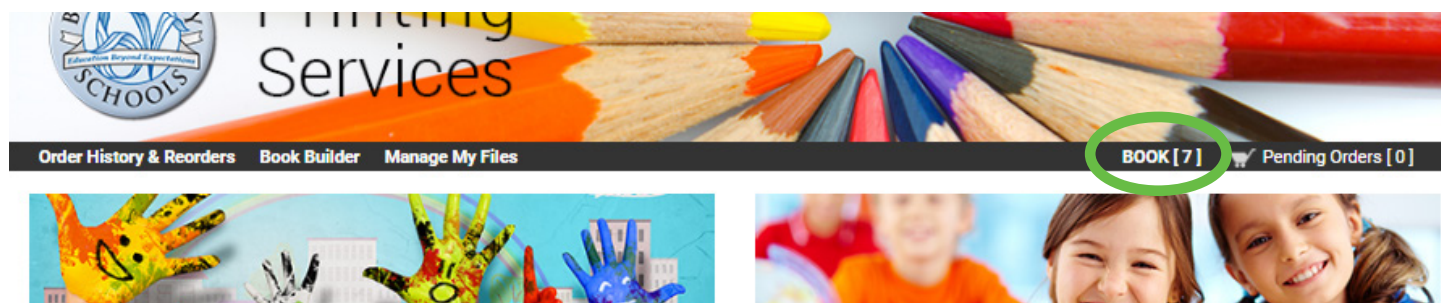
**then add files from
these folders by clicking
Add to Book**

**(the system will display '1 in Book',
confirming that the file has been added)**

	Letter_Home_Grade5_Unit1.pdf	Qty <input type="text"/>	<input type="button" value="Add to Cart"/> <input type="button" value="Add to Book"/>
Located in LEAD21 / Home Connections - Grade 5			
	Letter_Home_Grade5_Unit2.pdf	Qty <input type="text"/>	<input type="button" value="Add to Cart"/> <input type="button" value="Add to Book"/>
Located in LEAD21 / Home Connections - Grade 5			
	Letter_Home_Grade5_Unit3.pdf	Qty <input type="text"/>	<input type="button" value="Add to Cart"/> <input type="button" value="Add to Book"/>
Located in LEAD21 / Home Connections - Grade 5			
	Letter_Home_Grade5_Unit4.pdf	Qty <input type="text"/>	<input type="button" value="Add to Cart"/> <input type="button" value="Add to Book"/>
Located in LEAD21 / Home Connections - Grade 5			
	Letter_Home_Grade5_Unit5.pdf	Qty <input type="text"/>	<input type="button" value="Add to Cart"/> <input type="button" value="Add to Book"/>
Located in LEAD21 / Home Connections - Grade 5			
	Letter_Home_Grade5_Unit6.pdf	Qty <input type="text"/>	<input type="button" value="Add to Cart"/> <input type="button" value="Add to Book"/>
Located in LEAD21 / Home Connections - Grade 5			
	Letter_Home_Grade5_Unit7.pdf	Qty <input type="text"/>	<input type="button" value="Add to Cart"/> <input type="button" value="Add to Book"/>
Located in LEAD21 / Home Connections - Grade 5			
	Letter_Home_Grade5_Unit8.pdf	Qty <input type="text"/>	<input type="button" value="Add to Cart"/> <input type="button" value="Add to Book"/>

6. Notice on the Home screen, as you add files to your book the Book cart will update the number of files that have been added. Note: It is not necessary to upload files in the order you want them in the book, as the book assembly page lets you reorder the files before creating the final book.










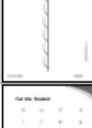











When you're finished gathering all the PDF files for your book, click this same Book link to take you to the assembly page.



Book Assembly - LEAD21 Kindergarten Workbook

Assemble Book Only assembles the book into a PDF and saves it to My Files for future ordering. Additionally, *Assemble Book and Add to Cart* adds the merged PDF to your Cart.

[Find More Documents](#) [Save Book and Exit](#)


Document	Pages	Change Assembly Order	
 Resource_Masters_Grade_K_03.pdf	1	 	Remove
 Resource_Masters_Grade_K_06.pdf	1	 	Remove
 Resource_Masters_Grade_K_13.pdf	1	 	Remove
 Resource_Masters_Grade_K_18.pdf	1	 	Remove
 KU4 - Student Card Unit 4 - Selection 1.pdf	1	 	Remove
 KU6 - Scoresheet Unit 6 - Selection 3.pdf	1	 	Remove
 KU8 - Scoresheet Unit 8 - Selection 1.pdf	3	 	Remove

[1-7] of [7]

[Delete Book](#) [Return](#) [Assemble Book Only](#) [Assemble Book and Add to Cart](#)








7. The Book Assembly page allows you to arrange the PDF files in the order they should appear in the finished book. Familiarize yourself with the following functions:

- A. The file list displays all the PDF files for top-to-bottom order assembly.
- B. Change Assembly Order column allows you to move each individual file forward or backward in assembly order.
- C. Remove buttons for each file will delete that file from the book.
- D. Find More Documents link will return you to the Home screen.
- E. Save Book and Exit link will save the current book and exit Book Builder mode.
- F. Assemble Book Only button will build the book from the current list order and save it to your Books list.
- G. Assemble Book and Add to Cart will build the book from the current list order and add it to a new order. You can then make order selections from the standard order screen. (see Basic Ordering document for instructions)


Book Assembly - LEAD21 Kindergarten Workbook

Assemble Book Only assembles the book into a PDF and saves it to My Files for future ordering.
 Additionally, *Assemble Book and Add to Cart* adds the merged PDF to your Cart.

D Find More Documents
 E Save Book and Exit

Document	Pages	Change Assembly Order	
 Resource_Masters_Grade_K_03.pdf	1	<div> <div>↓</div> <div>↓</div> </div>	<div>Remove</div>
 Resource_Masters_Grade_K_06.pdf	1	<div> <div>↑</div> <div>↑</div> <div>↓</div> <div>↓</div> </div>	<div>Remove</div>
 Resource_Masters_Grade_K_13.pdf	1	<div> <div>↑</div> <div>↑</div> <div>↓</div> <div>↓</div> </div>	<div>Remove</div>
 Resource_Masters_Grade_K_18.pdf	1	<div> <div>↑</div> <div>↑</div> <div>↓</div> <div>↓</div> </div>	<div>Remove</div>
 KU4 - Student Card Unit 4 - Selection 1.pdf	1	<div> <div>↑</div> <div>↑</div> <div>↓</div> <div>↓</div> </div>	<div>Remove</div>
 KU6 - Scoresheet Unit 6 - Selection 3.pdf	1	<div> <div>↑</div> <div>↑</div> <div>↓</div> <div>↓</div> </div>	<div>Remove</div>
 KU8 - Scoresheet Unit 8 - Selection 1.pdf	3	<div> <div>↑</div> <div>↑</div> </div>	<div>Remove</div>

F
G

Delete Book
Return
Assemble Book Only
Assemble Book and Add to Cart

[1-7] of [7]

8. The My Books page is accessed by clicking the Book Builder link or the Go button from the Home screen.

This page will list all the books you create, save and/or place an order with so that you can go back and edit/update any previously built book.

Only the most recent version of a Book name will be displayed, but clicking on the Display Versions button will give you access to older versions of the book with the same name.

Roles

Ordering

Proxy

Home

My Account

Help

Logout

Order History & Reorders

Book Builder

Manage My Files

Pending Orders [0]

My Books

Start a new book by clicking **Create Book** and providing a name. [Click here for step-by-step instructions.](#)

Editing a book enables you to arrange the order of documents and assemble them into a single PDF. You may also edit the currently active book by clicking on the **Book [#]** link on the menu bar.

Display Versions shows previously assembled PDF versions of a book for viewing or ordering.

Create Book

Book Builder Search

Search

Clear

Book NameRows Per Page100

Book Name			Last Assembled On	Book Versions to View or Order
LEAD21 Kindergarten Workbook	Edit	Delete	10/10/2016	Display Versions

[1-1] of [1]

Save Page

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