

The new Drag & Drop order portals allow you to quickly add your preferred printing options to one or more PDF files.

Drag & drop (or click to browse for) your PDF files onto a portal, and the system will upload those files to your cart with **those options automatically set for you!**

Simply select your quantity for each file in your cart and click Place Order.

Don't worry, you can still edit any options by clicking the Preview/Change Options link in the cart after uploading through the portals.

Note: the paper stock will default to Letter Bond Plain White,* but you can change the stock or any other print option by clicking the Preview/Change Options link in the cart.

* Default stock for the 14x20 Color Poster portal is Gloss Cardstock. The Coil Bound Workbook portal by default uses Letter Bond Plain White for the inside pages and Letter White Cardstock for the covers. These options can be changed by clicking the Preview/Change Options link in the cart.

Note: orders submitted to your cart using the SurePDF "Print to Printshop" virtual printer do not go through these portals, however you can quickly apply popular options by clicking the Preview/Change Options link in the cart and then selecting one of the '1-Click Print Options' from the top left of the Preview window.

Drag & Drop order portals

- Black & White 2-Sided
- Black & White 2-Sided Stapled
- Black & White 2-Sided 3-Hole Punch
- Black & White 2-Sided Staple & 3-Hole Punch
- Black & White 1-Sided
- Black & White 1-Sided Stapled
- Black & White 1-Sided 3-Hole Punch
- Black & White 1-Sided Staple & 3-Hole Punch
- Color Printing 1-Sided
- Color Printing 2-Sided
- 14x20 Color Poster
- Coil Bound Workbook

Traditional order portals

- Upload PDF files Drag & Drop or click to browse
- BV Forms [Go](#)
- Curriculum Materials [Go](#)
- Order Large Format Drag & Drop or click to browse
- Letterhead & Envelopes [Go](#)
- Business Cards [Go](#)
- Book Builder Drag & Drop or click to browse to combine PDF files
- Order from My Files [Go](#)
- Coming Soon Custom-cut Yard Signs & more

When your order requirements don't align with the Drag & Drop portals, use the Traditional order portals instead. They retain the same look, feel, and function that you're accustomed to!