<u>PRINTING</u> **CATEGORIES**

PRINTING

LARGE FORMAT

PROMOTIONAL ITEMS

The printing category is the most detailed and defined of all the categories. Because of this, ordering from this category requires special attention. Below are the available products in DSF. Remember to select the correct product because pricing is based on which product is choosen.

What does Graphic Arts Print?					
PRINTING	GBC Bound Books	Canvas Prints			
B&W Copies	Labels	Posters			
Bookmarks	Magazines	Stand Backdrop			
Brochures	NCR Forms	Stand Banner			
Calendars_Flip	One Fold	Stand Signatue			
Cards_Flat	Personalized Stationary	Stand Utility			
Cards_Folded	Programs/Booklets_Full size	Wall Paper			
Certificates	Programs/Booklets_Half size	Yard Signs			
Color Copies	School Bucks	PROMOTIONAL ITEMS			
Color Copies_Posters Only!	Tickets_Custom	Buttons			
Copies_Legal	LARGE FORMAT	Golf Balls			
Custom Pads	Banners	Mousepads			
Door Hangers	Banners Mesh	UVC Decals			

All the available products under these categories are organized in order to make ordering more efficcient. In addition this allows us to individualize each item so that the user only select relevant options. Thus streamlining the ordering process.

For example. if orderin product only includes to certificates, such as t Astrobright & Bristol V these are the only med are printed on. In cont B&W Copies item, incl media options to choos to print on many more product type.

ALWAYS

e. if ordering Certificates, the		Filter Size Any Size \$	Weight Any Weight	¢	
ly includes options that are relevant es, such as the media. Only & Bristol White are available since e only media types that certificates on. In contrast to this, the es item, includes many more ons to choose from as we are able many more media types for that be.	Print Options	Astroparche Text Blue	8.5 x 11		
		Astroparche Text Gray	8.5 x 11		
	Print Options	Astroparche Text Green	8.5 x 11 8.5 x 11		
		Astroparche Text Natural	8.5 x 11		
		Astroparche Text White	8.5 x 11		
	Media(Bristol C	Bristol Cover White	8.5 x 11		
		 Fit content to paper - scale co sizes) 	ntent up or down (use when file and page	ge are different	
	Orientation	sizes)		ancel OK	
	ALandscape			ancer OK	
	O Special Pages				
	O Special Instructions		Print Options Media(Bond White)		
				/	
It is essential that you "always" follow these 7 keys when placing your order.			A Orientation	Þ	
			Portrait V Duplex		
			Double-sided (duplex)	₽	
		Collate	▶		
Select the appropriate category			Collate Into Sets		
Printing, Large Format or Promotion		O Slipsheets	Þ		
0, 0					
Choose the desired item based on wh	at you need printed		Finishing Options		
Attach a Digital file			O Staple No Stapling	⊳	
Ũ		Drill	Þ		
Provide a name that identifies your jo		No Drill			
		O Fold No Folding	₽		
Enter the quantity desired		O Cutting No Cutting	Þ		
Select all the necessary Print & Finisl		Perferating			
		No Perferating	D		
Custom format job to proper size.		O Shrink Wrap	₽		