

SCHOOL DIRECTORY PRINTING INFO (Booklets)

- **What size** will your directory be? Here are several choices:
 - printed on 8.50" x 11" sheets, then folded in half to 8.50" x 5.50" booklet
 - printed on 8.50" x 14" sheets, then folded in half to 8.50" x 7" booklet
 - printed on 11" x 17" sheets, then folded in half to 8.50" x 11" booklet
 - printed on 8.50" x 11" sheets, collated & stapled/or spiral bound (this is not a folded in half booklet)
- Set up your document in the actual size it will print out. For example, for a booklet that has a finished size of 8.50" x 5.50" (after it is folded in half), it's best to set up your pages on a half sheet of paper. We have the ability to take those half sheet pages and print them out as a booklet. Also, at home you might be able to print out a sample booklet on your desktop printer by just changing a few settings to allow you to print a booklet.
- Please submit your directory as a **PDF file**, if possible. If you can only submit a MS Word or Publisher file, please don't use any fancy designer fonts, otherwise it may cause text wrapping issues; sometimes our computers don't have the font you used. Try to stick to generic fonts like Times New Roman or Arial.
- Please submit your order through the Print Shop's **Webdesk** online program (<https://iupd.webdeskprint.com>). If you are not a "registered" Webdesk user, contact our shop about registering. If you do not want to register at this time, please email your directory file with instructions to printshop@iupd.org. You can also bring in your file on a CD or flash drive.
- If possible, **add page numbers**.
- Leave at least a **3/8" (.375") margin** around all of the edges (top, bottom, right, and left).
- **TIP:** Every sheet of paper that is folded in half is equal to 4 pages. Your covers count as pages -- (1) outside front, (2) inside front, (3) inside back, (4) outside back. The total page count in your directory must be divisible by "4". If the page count can be divided evenly by "4," then you won't have any blank pages. If you are going to have blank pages somewhere, you need to tell us where they should be placed, or you can put them in yourself.
- Before you submit your order, know what **type of paper** and **what color of paper** your **COVER** will be printed on. Check our website for types and colors of cardstock/cover stock papers (110 lb. Index or 65 lb. Astrobright Cover). Papers are listed in our Publication Services Information booklet, click [here](#).
- Know whether your **COVER** will be printed in full color, or with all black ink.
 - Color Option #1 is our "good quality" color copier called the **ComColor**; a less expensive choice.
 - Color Option #2 is our "best quality" color copier called the **XC800**; this option is more expensive.
 - Black ink is a 3rd choice
- Will your covers be printed two-sided or one-sided? Which covers will be printed in color and which in black ink?
- **MAXIMUM number of sheets** that can be submitted for a booklet (printed two-sided), folded in half, with 2 staples in the center, is "**20**" sheets; this includes the cover sheet. **20 sheets x 4 pages per sheet = 80 total pages**. You can have 80 pages in your booklet. Any folded in half (saddle-stitched) booklet with more than 20 sheets of paper, cannot be produced in our shop at this time. We can print it, but would need to send it out for bindery -- this requires more time and an additional cost for bindery.

- If you want *some* of the inside pages printed in color and some with just black ink, the entire directory will need to be printed on our **ComColor** copier -- that is the only machine we have that can collate, fold and staple a booklet with color ink on the inside pages. We suggest keeping the color ink on the covers only, and everything else in black ink.
- REQUIRED: We will call or email you to come by and "PROOF" a copy of your directory before we print the full order. If you decide you don't want to look at a copy before it is printed, we need your approval to go ahead and print.
- Turnaround time for directories produced in-house -- a minimum of **2 weeks**. We may be able to get your order done quicker, it will just depend on our workload.

To find more information about Publication Services go to our website, click [here](#), or go to:

<http://www.iusd.org>

then click on SERVICES / Services A-Z / "P" / Publication Services

IUSD PRINT SHOP

Email: printshop@iusd.org

100 Nightmist, Irvine, CA 92618

949-936-5307 - Leslie

949-936-8685 - Brenda

7:00am-3:30pm

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