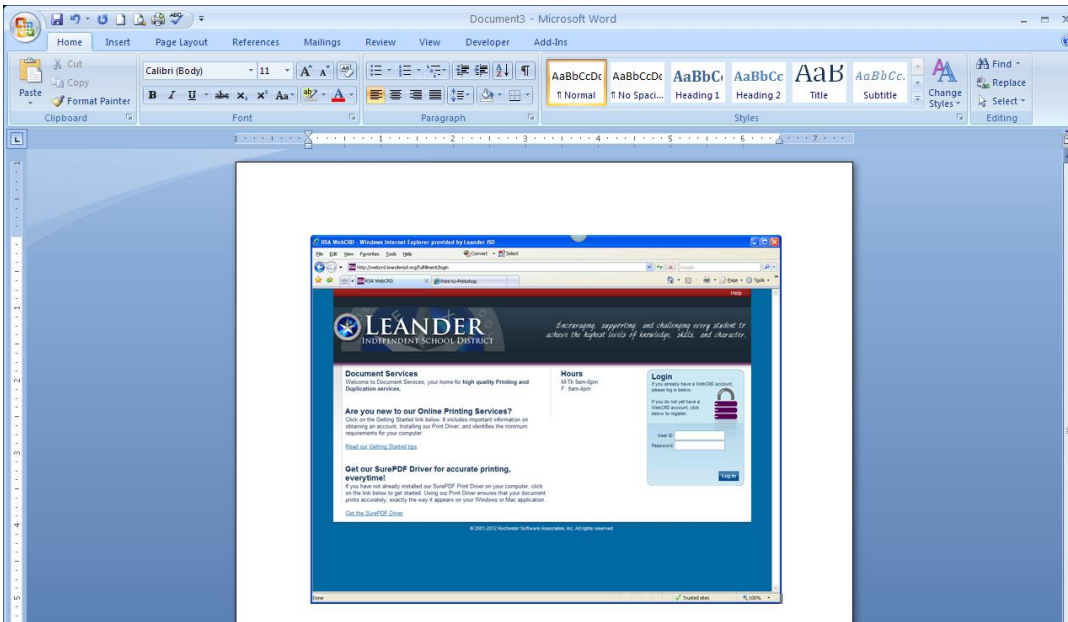
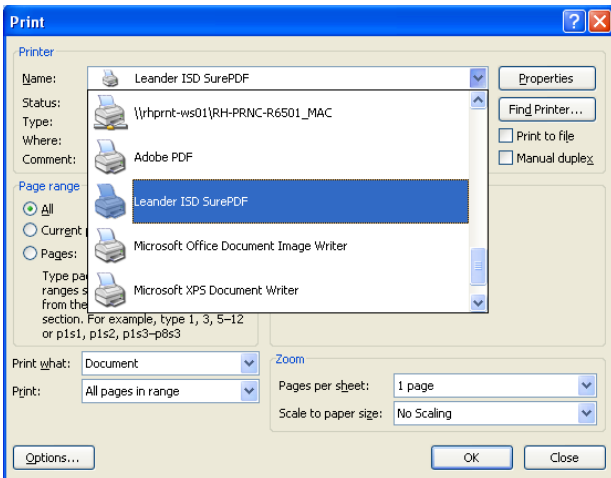


Basic Ordering Instructions – PC Users

Open File to be printed to Production Center

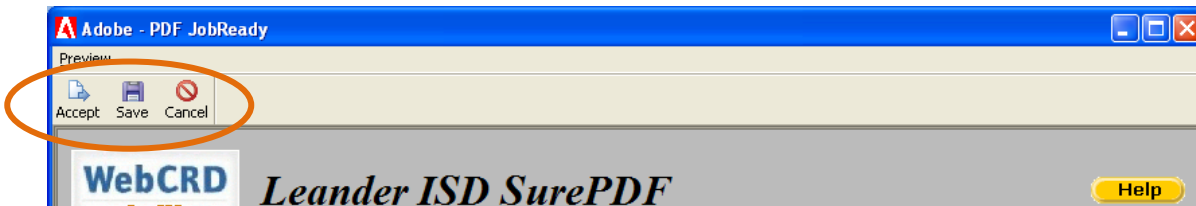


Print to the [Leander ISD SurePDF Printer](#)



Review Proof

- Verify page count and layouts are correct
- If correct, click Accept
- In not, click Cancel

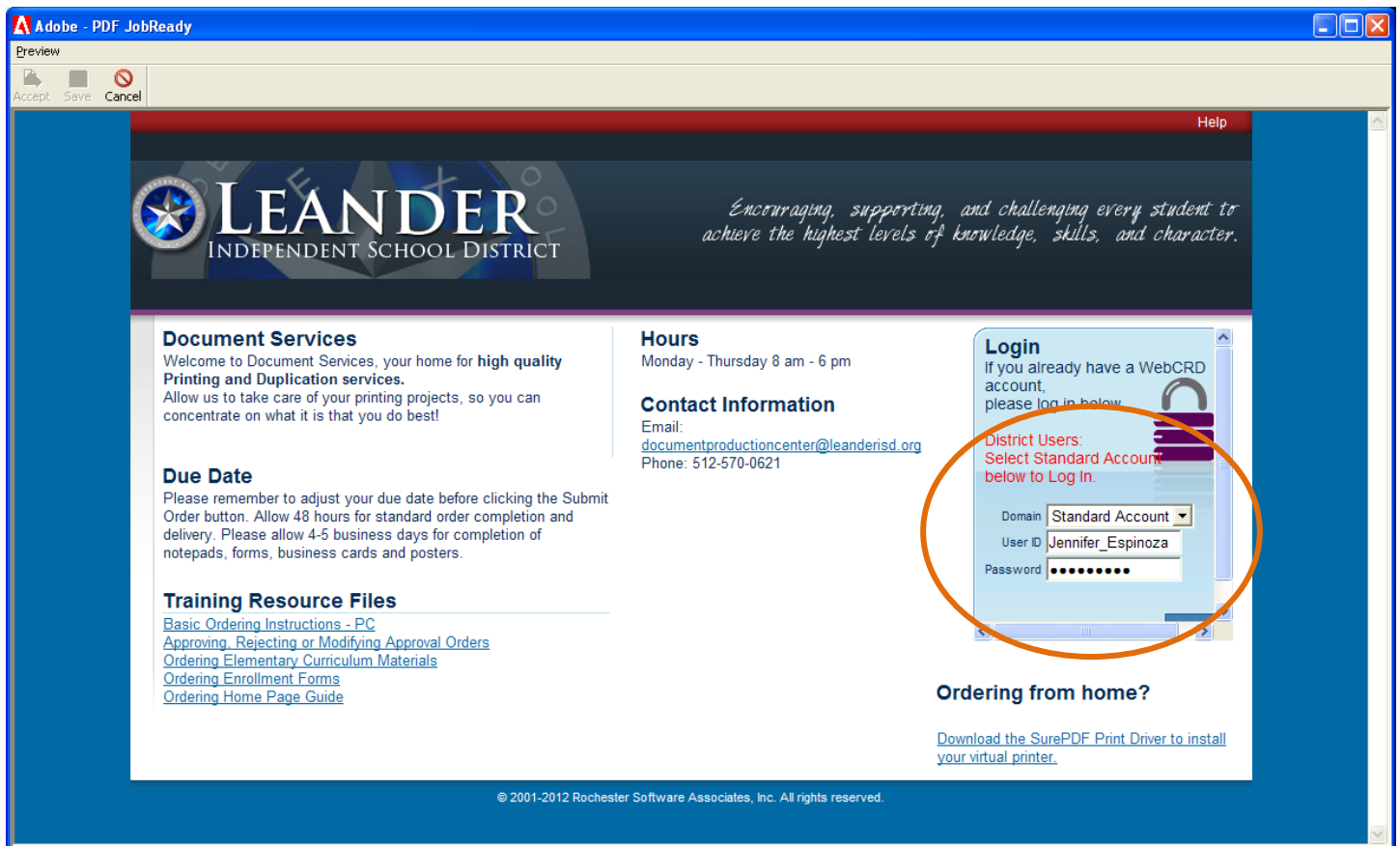


You will be directed to the Login Page

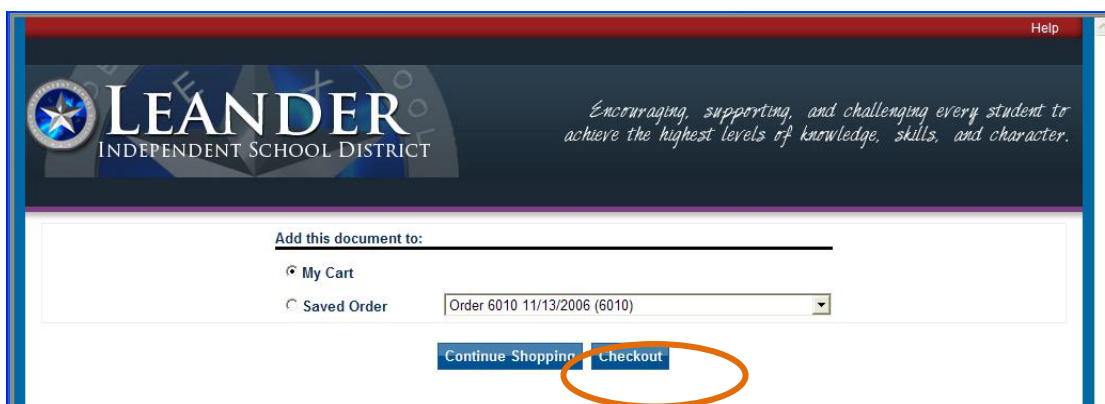
District Staff login information: Choose the following settings:

Domain: Standard Account

User ID and Password are the same as your Novell login



Once logged in, you will be directed to either add the document to your cart or to proceed to checkout.



Click on **Check Out**



Cart

Select printing options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name ←

Printing Options

Item Pages 1
Form #

Store in **default** folder until 12/18/2013 [change](#)

Presets

Options

Other Notes

Proof Options Provide a sample of the document before processing my order.
 I approve the Proof and Preview.

Shipping Information

Requested Ship Date 07/04/2012 ← Note: Only dates when the print center is open may be selected.

Qty Requested Ship Date 07/04/2012
Method Location

Est. Delivery Date 07/05/2012 Pick up during business hours

Billing Information

Approve ←
Bill to

Charge code

Verify Order information:

- **Delete Default Order Name** and **enter new order name** that describes the order.
- **Printing options** – complete all that apply to your order
- **Quantity** – Enter amount needed
- **Approve the Proof and Preview** – Ensure box is checked
- **Requested Due Date** – Plan due date a minimum of 1 day before you plan to use the materials with your class and allow 48 hours for completion.
- **Delivery Location** – Ensure this is accurate
- **Delivery Method** – Tub or Pick up
- **Approve Estimate** – Ensure box is checked
- **Special Instructions** – enter **any** additional information we may need to complete your order correctly. (Color ink – must be approved by campus administration)

Click **Place Order** to submit order to production center.