


# The Graphics Center Online Ordering Guide: **Folded and Stapled Booklets**

If you need additional assistance or have unanswered questions,  
please reach out to us at [gcenter@nsd.org](mailto:gcenter@nsd.org) or (425) 408-7830

## Welcome to the Graphics Center Online Ordering System

 **Search for Items**

Entire Catalog ▾

Search Text

**Search**

**✕ User Tools**

[View Order History](#)

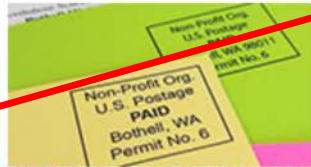
[Northshore End User Guide](#)

[Mailing Request User Guide](#)

[Business Card User Guide](#)



[SUBMIT A PRINT REQUEST  
\(UPLOAD ARTWORK FILE\)](#)



[START A BULK MAIL REQUEST](#)



[ORDER CARBONLESS FORMS  
AND PADS](#)



[SUBMIT A PRINT REQUEST  
\(WITHOUT FINAL ARTWORK FILE\)](#)



[CREATE A DISTRICT  
BUSINESS CARD](#)



[CATALOG FOR CURRICULUM ITEMS,  
FORMS, AND ENVELOPES](#)

### Need Help?

The professionals at the Graphics Center are ready to assist you!

For general questions:

[gcenter@nsd.org](mailto:gcenter@nsd.org)  
or call (425) 408-7830

For graphic design:

Cindy Tidball  
[ctidball@nsd.org](mailto:ctidball@nsd.org)

For mailing assistance:

Monica Josephson  
[mjosephson@nsd.org](mailto:mjosephson@nsd.org)

Log-in at [graphics.nsd.org](http://graphics.nsd.org)  
and go to the  
**Ordering Home Page**

● If you have a file, begin  
your print request by  
uploading it here.

*We accept PDFs, Word  
Documents, Excel Files,  
JPEGs and other picture  
formats.*

● If you are planning to send  
in hard copy, start your  
print request here.

*Every school has a copier  
with scanning capabilities.  
A step-by-step PDF guide is  
available if you need  
assistance.*

**You will be prompted to  
name your order before  
moving on to the Cart page.**



Strengthening Our Community Through Excellence in Education

## 1/ Cart

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

Cart ID 3606

Order name WebCRD User Guide ✎

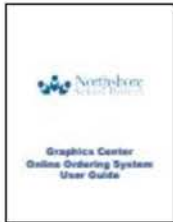
Order Estimate [\\$0.270](#)

### Item 1



Replace File

Add Another Print Request to Cart



Northshore End User Guide.pdf ✎  
17 Pages  
8.50x11.00 Inches

Unit Price [\\$0.270](#)

Quantity

Review your job before placing an order:

Print B/W, 2-Sided, 8.5 x 11 White Bond (Standard Copier Paper), Scale Down Only

Binding Staple / Staple Top Left

[Print Preview / Change Print Options](#)

[Enter special instructions for this item.](#)  
[Please include any file changes needed here.](#)

☐ My file requires changes before printing,  
or will be mailed by the Mail Center.  
(Please explain in Special Instructions.)

## Cart Page

Enter your quantity.

Select your print options  
under [Print Preview/Change  
Print Options](#).

*Additional information on  
the following slides.*

If your file is not print-ready,  
check the “My file requires  
changes before printing”  
button and include  
explanation in Special  
Instructions.

*If you are uploading multiple  
files that need to be  
combined please check this  
box for every file; you can  
also combine files using the  
program Preview on an  
Apple computer.*

✓ Print Options - Northshore End User Guide.pdf [Print Options Summary](#) Unit Price

**Quick Sets**

Click to select from a list of  
**1-Click Print Options**

**Booklets**

**Booklet**

**Refine Your Print Options**

Output  
**B/W**

Paper  
**Half-Size Booklet (5 ½ x 8 ½)**  
**8.5 x 11 White Bond**

Scaling  
**Scale Down Only**

Plex  
**2-Sided / Long Edge Flip**

Covers (Please check the preview to review your cover choice.)  
----

Additional Finishing Options  
(not shown)  
----

Special Instructions  
(not shown)  
----

Booklet configuration: Available print options are specific to saddle-stitch booklets, folded booklets, and pamphlets. To switch from a booklet to an alternate document type, select a 1-Click Print Option or select the "None" Booklets option.

[Click here for more help](#)

**Booklet Style**

☐ None ☒ Booklet

Finished Size **Half-Size Booklet (5 ½ x 8 ½)**

Covers Covers can be configured through the Covers option under Refine Your Print Options. [Click here to configure covers](#) (if available).

**Advanced**

Booklet Layout **Standard** ☐ Pre-Imposed

Select **Standard** if the document was NOT created with a design tool in a print-ready booklet foldable format (pages 1:4, 2:3...). Most documents fall into this category.

Select **Pre-Imposed** if the document was created with a design tool in a print-ready booklet foldable format. Selecting this option will change your cover Print Sides selection if it is set to Print on Inside or Print on Outside.

**Close**

Page 1

**Done With Print Options**

## Print Preview/Change Print Options

**Booklets:** Click the booklets link on the left side of the page to bring up the booklet window.

**Booklet Window:** Select the Booklet picture to turn on booklet features.

**Please Note:** This feature is for booklets that will be folded in half and then stapled on the fold (saddle-stitched). If this is not what you are looking for, please refer to the Graphics Center Quick Start guide for help placing your order.

Quick Sets

Click to select from a list of

1-Click Print Options

Booklets

Booklet

Refine Your Print Options

Output

B/W

Paper

Half-Size Booklet (5 ½ x 8 ½)

8.5 x 11 White Bond

Scaling

Scale Down Only

Plex

2-Sided / Long Edge Flip

Covers (Please check the preview to review your cover choice.)

Additional Finishing Options (not shown)

Special Instructions (not shown)

Booklet configuration: Available print options are specific to saddle-stitch booklets, folded booklets, and pamphlets. To switch from a booklet to an alternate document type, select a 1-Click Print Option or select the "None" Booklets option.

Click here for more help

Booklet Style

None

Booklet

Finished Size

Half-Size Booklet (5 ½ x 8 ½)

Half-Size Booklet (5 ½ x 8 ½)

Half-Size Booklet (7 x 8 ½)

Full-Size Booklet (8 ½ x 11)

Covers

the Covers option under Refine

Configure covers (if available).

Advanced

Booklet Layout

Standard

Pre-Imposed

Select **Standard** if the document was NOT created with a design tool in a print-ready booklet foldable format (pages 1-4, 2-3...). Most documents fall into this category.

Select **Pre-Imposed** if the document was created with a design tool in a print-ready booklet foldable format. Selecting this option will change your cover Print Sides selection if it is set to Print on Inside or Print on Outside.

Close

Page 1

Done With Print Options

## Print Preview/Change Print Options



**Finished Size:** Choose one of the three size options for your booklet. **This is the size after folding. Don't see what you need? Send an email to [gcenter@nsd.org](mailto:gcenter@nsd.org) to see if we can accommodate a custom order!**








**Booklet Layout:** Choose either Standard or Pre-Imposed.

Choose **Standard** if your file is set up with one page on each sheet in the order they will appear in the booklet. (i.e. Front cover, page 1, page 2, back cover.)

Choose **Pre-Imposed** if your file has two pages on one sheet (i.e. the front and back cover are on one page, page 1 and 8 on one page, etc.) **Pre-imposed booklets cannot be previewed.**

Click the **Close** button to move on.

**Quick Sets**  
 Click to select from a list of  
**1-Click Print Options**  
 Booklets  
**Booklet**


**Refine Your Print Options**  
 **Output**  
**Color**  
 **Paper**  
**Half-Size Booklet (5 ½ x 8 ½)**  
**8.5 x 11 White Bond**  
 **Scaling**  
**Scale Down Only**  
 **Plex**  
**2-Sided / Long Edge Flip**  
 **Covers** (Please check the preview to review your cover choice.)  
**8.5 x 11 White Bond, Print on Inside and Outside**  
 **Additional Finishing Options**  
(not shown)  
----  
 **Special Instructions**  
(not shown)  
----

Booklet configuration: Available print options are specific to saddle-stitch booklets, folded booklets, and pamphlets. To switch from a booklet to an alternate document type, select a 1-Click Print Option or select the "None" Booklets option.

**Step 1: Log in**  
**Step 2: Account Settings**  
**Step 3: Custom Orders**  
**Step 4: Cart Overview**

## Log in


To access the Northshore Print Center Portal please utilize the following URL: [graphics.nsd.org](http://graphics.nsd.org)




All NSD Staff: select the NSD STAFF LOGIN HERE link. The online ordering system will read your log-in credentials from any NSD device that you are logged into.

Non-NSD Staff, Log-in Here. If you do not have an account, please sign up for one and contact ([gcenter@nsd.org](mailto:gcenter@nsd.org)) to activate your account.

After logging in, you will be redirected to the Ordering Home Screen.



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## Print Preview/Change Print Options

**Output:** Select Color or Black and White printing. If you have a mix, click the squares button on the bottom right of the screen to make choices for individual pages. If you want the cover in color and the inside pages in black and white, there will be an option in the cover select screen (discussed on the next page).

**Paper:** Select the paper you would like for the inside of your booklet. If you would like different paper on the cover, you can select it under the "Covers" section (discussed on the next page).

**Quick Sets**

Click to select from a list of  
**1-Click Print Options**

Booklets  
**Booklet**

**Refine Your Print Options**

Output  
**B/W**

Paper  
**Half-Size Booklet (5 ½ x 8 ½)  
8.5 x 11 White Bond**

Scaling  
**Scale Down Only**

Plex  
**2-Sided / Long Edge Flip**


**Covers (Please check the preview to review your cover choice.)**  
**8.5 x 11 White Bond, No Printing**

Additional Finishing Options  
(not shown)

Special Instructions  
(not shown)

Booklet configuration: Available print options are specific to saddle-stitch booklets, folded booklets, and pamphlets. To switch from a booklet to an alternate document type, select a 1-Click Print Option or select the "None" Booklets option.

**Covers** ☒

Paper  8.5 x 11 White Bond

Front Print Sides ☒ Blank Cover ☐ Print on Inside ☐ Print on Outside  
☐ Print on Both Sides

Back Print Sides ☒ Blank Cover ☐ Print on Inside ☐ Print on Outside  
☐ Print on Both Sides

☐ **B/W Booklet with Color Covers**  
If selected and the item is configured as a booklet with a **Color Output Type** and covers, the covers will be printed in color while the rest of the booklet will be printed in Black and White.

Close

Page 1

Done With Print Options

## Print Preview/Change Print Options

**Covers:** Select the covers link to choose your cover options. Check the box at the top of the pop up to turn on covers.  
*Please select the same options for front and back cover, as they will print on the same piece of paper.*

If you want your booklet to have color printing on the cover and black and white printing on the inside, checkmark that box here.

Use the drop-down menu to choose a paper or click on the icon to the left of the drop down menu to pull up the full paper options window and filter the paper by color, size, or type.

Select Paper

Current Paper: 8.5 x 11 White Bond

Use the filter options below to view the available paper choices.

Color  Size

The paper size has been preselected for you.

Filters

☐ Text Weight (Copier Paper)  
☒ Cover (Cardstock)  
☐ Gloss  
☐ Astrobright  
☐ SYNAPS

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

Name	Color	Size
<input type="checkbox"/> 8.5 x 11 White Index Smooth Cover	White	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Blue Index Smooth Cover	Blue	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Buff Index Smooth Cover	Buff	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Canary Index Smooth Cover	Canary	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Cherry Index Smooth Cover	Cherry	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Green Index Smooth Cover	Green	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Salmon Index Smooth Cover	Salmon	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Ivory Index Smooth Cover	Ivory	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 White Vellum Cover	White	8.5x11 (Letter)
<input type="checkbox"/> 8.5 x 11 Blue Vellum Cover	Blue	8.5x11 (Letter)

Quick Sets

Click to select from a list of  
**1-Click Print Options**

Booklets  
**Booklet**

Refine Your Print Options

Output  
**Color**

Paper  
**Half-Size Booklet (5 ½ x 8 ½)**  
**8.5 x 11 White Bond**

Scaling  
**Scale Down Only**

Plex  
**2-Sided / Long Edge Flip**

Covers (Please check the preview to review your cover choice.)  
**8.5 x 11 White Bond, Print on Inside and Outside**

Additional Finishing Options  
(not shown)  
----

**Special Instructions**  
(not shown)  
----

Booklet configuration: Available print options are specific to saddle-stitch booklets, folded booklets, and pamphlets. To switch from a booklet to an alternate document type, select a 1-Click Print Option or select the "None" Booklets option.

Step 1: Log in

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Step 4: Cart Overview

## Log in

To access the Northshore Print Center Portal please utilize the following URL: [graphics.nsd.org](http://graphics.nsd.org)

Page 2 : Page 3

**Done With Print Options**

## Preview your document!

For standard booklets, the on-screen preview will show your document as it will be printed. Use the arrows at the bottom of the screen to flip through your book. If something does not appear correctly, adjust your settings until the preview is correct!

When you are happy with your preview, click the **“Done With Print Options”** button to return to the cart page and place your order!

**Pre-imposed booklets cannot be previewed.**

If you are unsure if your booklet is set-up correctly, please add a clear explanation of what you are wanting in **Special Instructions**.

# Thank you!

If you need additional assistance or have unanswered questions, please reach out to us at [gcenter@nsd.org](mailto:gcenter@nsd.org) or (425) 408-7830