New jobs...
that are of a marketing nature going to the “Public” requires design and brand adherence
- Brochures
- Posters
- Booklets
- Programs

Updates and changes
to jobs of marketing nature requires design and brand adherence
- Brochures
- Posters
- Booklets
- Programs
- Letterhead
- Business Cards

Teaching and administrative documents
For example:
- Lecture Notes
- Tests
- Forms
- Course Readers
- Reprints of past jobs with no changes
- CD/DVDs

KCC Stationary
For example:
- Envelopes
- Memo Pads
- Note Pads
- Variable Data Merged Letters

MEDIA DESIGN CENTER
To PDS for printing once proof is approved by customer

PDS
Submit a PDS order via the webdesk order system

Originals:
- Attach your electronic files
- Send or drop off hardcopy via campus inter-office mail

In House printing at PDS
- High Volume Black
- High Quality Color
- Large Format Prints
- Envelopes
- Document Finishing and binding
- Reprints
- CD/DVDs
  Turnaround typically 1 work day to 5 working days

Outsource by PDS
- Longer run printing
- Glue bound books
- Complex or specialized binding
- Promotional Items
  Turnaround typically 4 days to 2 weeks

Scanning
Print and Document Services can scan any hardcopy print up to a 12 x 18 sheet size and make it into an electronic file for you. Our scanner can scan in full color and give us many options for cleanup of the scanned original. We can save the file as a PDF, jpg, or tiff file.