

Print Order Workflow

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 Stationery

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

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.

In House printing at PDS

High Volume Black
High Quality Color
Document Finishing and binding
Reprints
CD/DVDs

Turnaround typically
4 hours to 72 hours

Outsource by PDS

Longer run printing
Glue bound books
Complex or specialized binding
Promotional Items

Turnaround typically
4 days to 2 weeks