CSN
COLLEGE OF
SOUTHERN NEVADA

Printing Services Welcomes You!

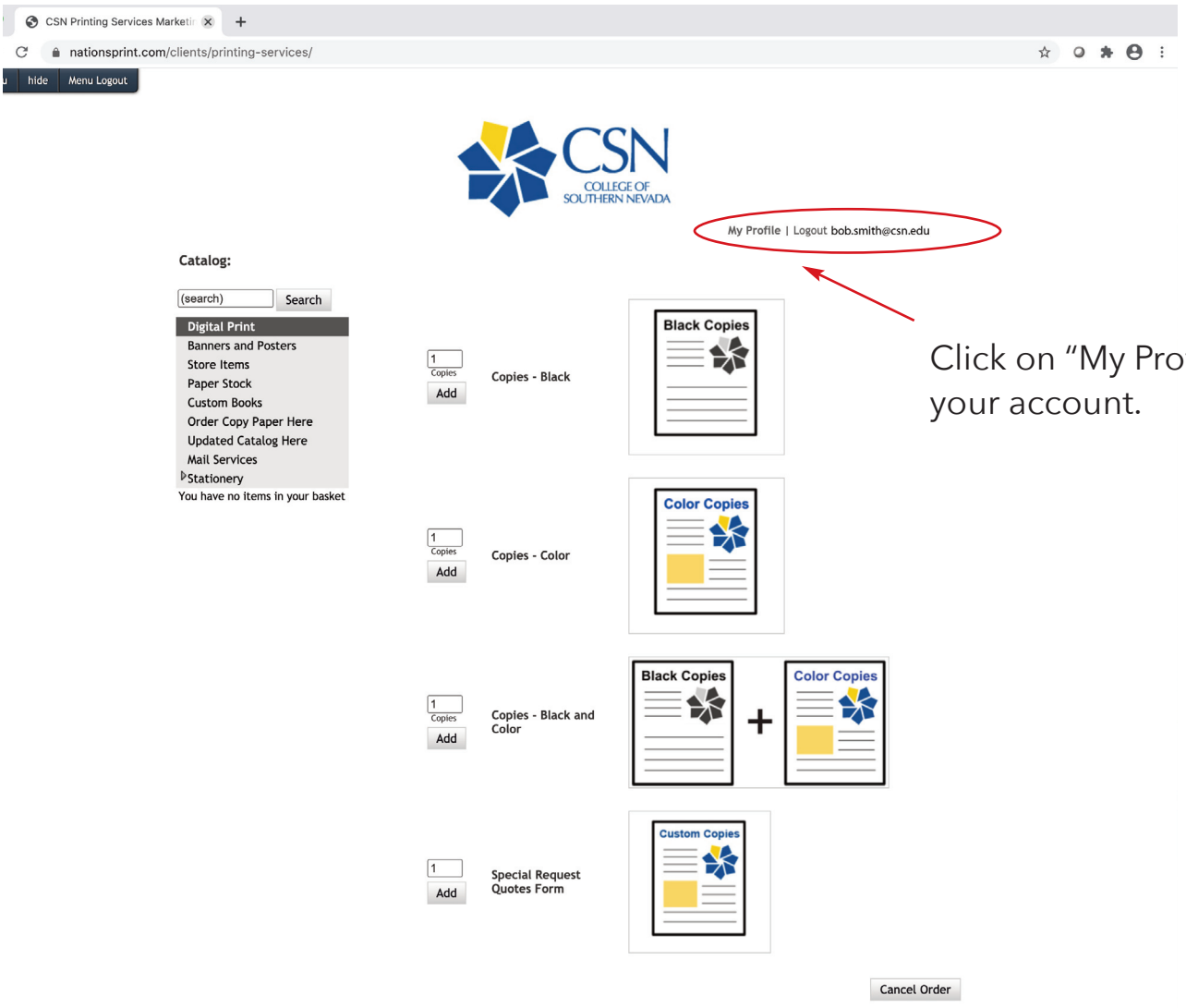
ABOUT PRINTING SERVICES

- Printing Services has a full time graphic designer on our team who can assist you with design and layout for your project.
- We provide black and color copies for tests, study guides, charts, syllabi, handouts and anything else you may need.
- We also offer many paper colors and finishes.
- In addition to printing, we offer laminating, folding, cutting, drill/punch, spiral book binding, shrink wrapping and more.
- To make your event, group or club stand out, we offer large format banners of various sizes and re-usable banner stands as well as low cost posters. They are available up to 44" depending on the media (gloss or matte paper, vinyl, or canvas) both laminated or non-laminated, with various backings including foam core.
- We provide of all business cards, letterhead and stationery envelopes for CSN.
- We offer copies at a lower cost than your desktop printers or copiers.
- When you order online your job comes to us immediately upon approval.
- Printing Services delivers to all campuses via the Mail Services courier. We are located on the North Las Vegas campus if you choose to utilize curbside pick up.
- ***Due to Covid-19 concerns, please contact Printing Services to arrange a pick-up time. We are offering Curbside Service which will be located at the Northeast corner of the N Building at the automotive gate.***

GETTING STARTED

1. Go to **csn.edu/csn-printing-services**.
2. Click on the "Printing Services" option.
3. Click on the "CSN" box after "Click here for all CSN printing needs."

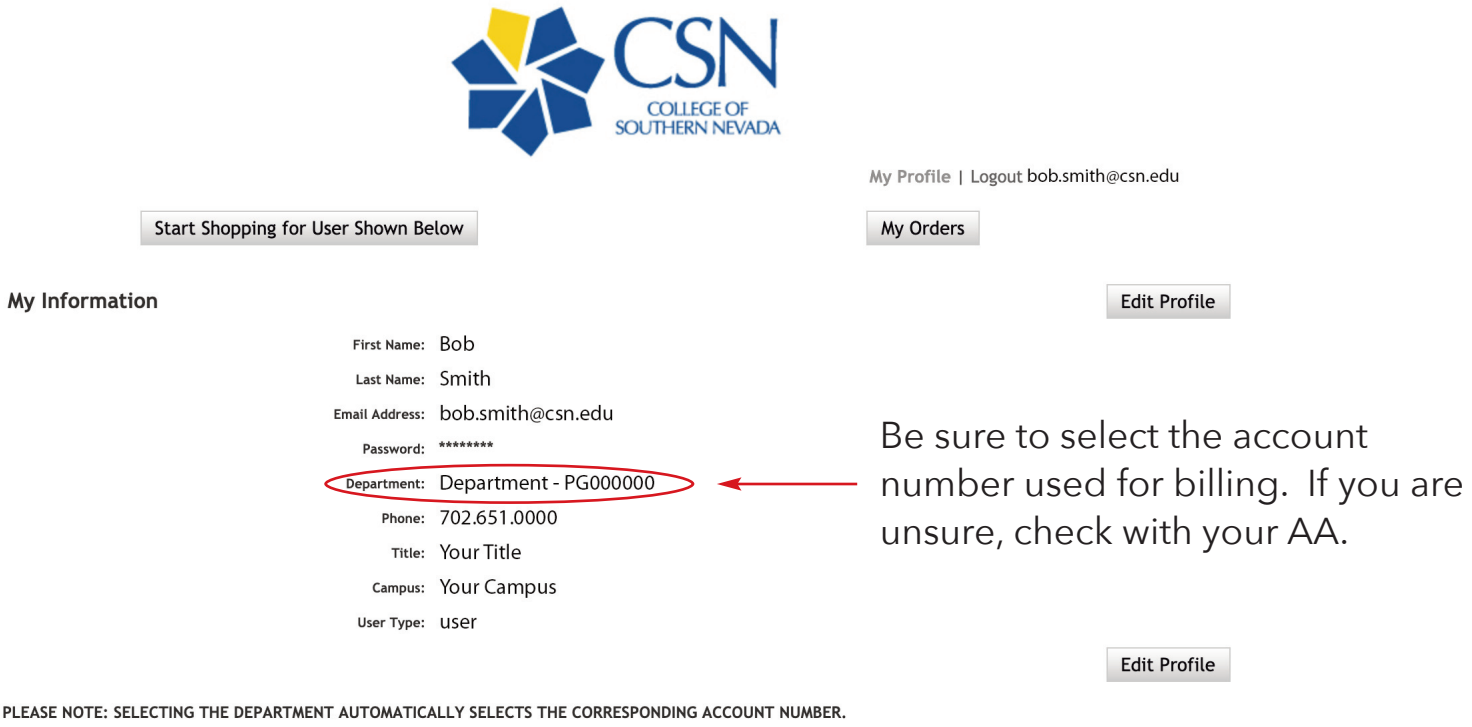
You will arrive at the main print order site as shown below. It is helpful to bookmark it for future orders.



Click on "My Profile" to set up your account.

MANAGING YOUR PROFILE

Your profile gives us your contact and billing information. Most of this content should autofill. You can update your contact information or change the billing account when needed by clicking "Edit Profile." Your password is your login password.

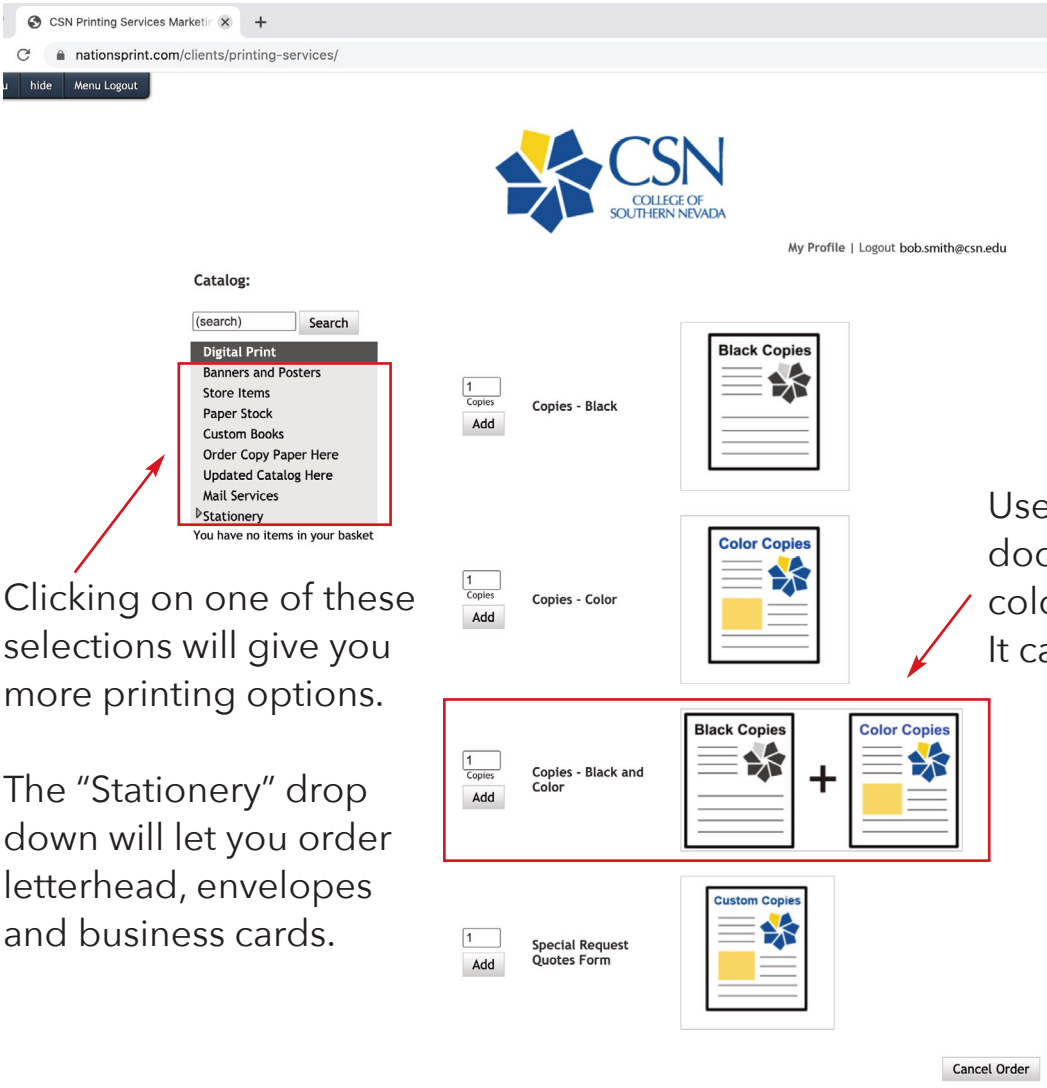


Be sure to select the account number used for billing. If you are unsure, check with your AA.

When finished, click on "Start Shopping."

READY TO ORDER

The “Digital Print” page is used for standard print jobs such as tests, syllabi, flyers, brochures, etc.



Clicking on one of these selections will give you more printing options.

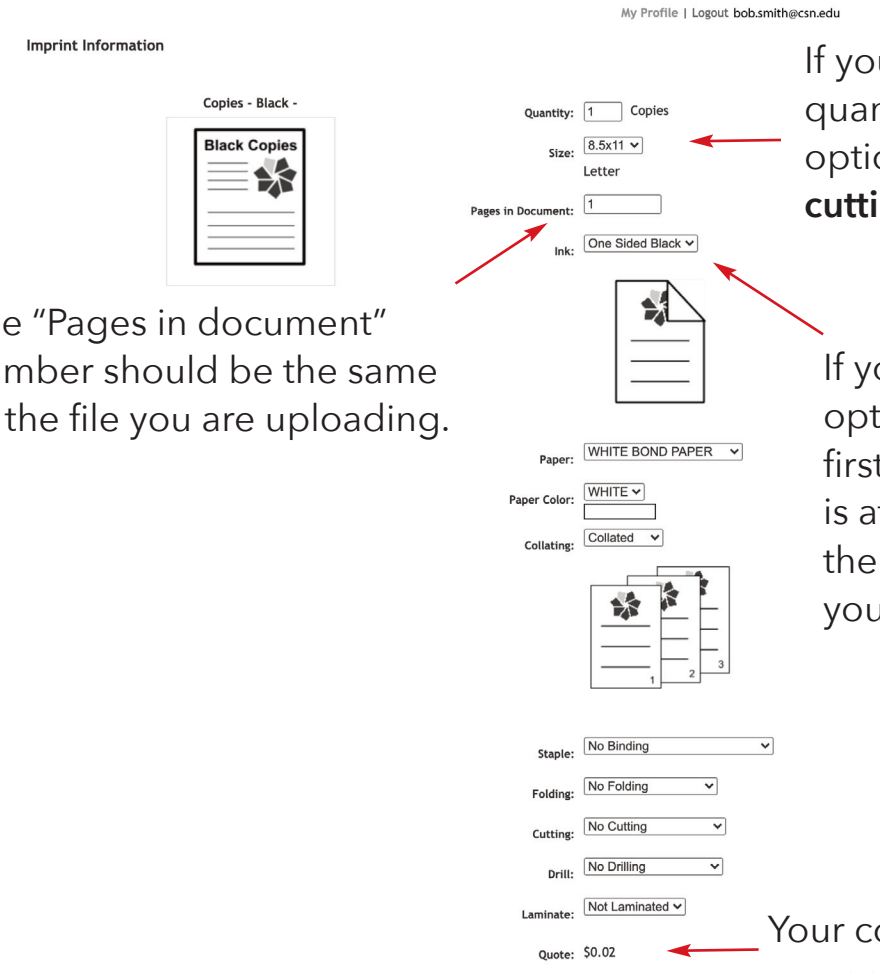
The “Stationery” drop down will let you order letterhead, envelopes and business cards.

Use this option if your document has some pages in color and some in just black ink. It can cut the cost of your job!

Once you enter the quantity you need for any of the above options, click “Add” and it will take you to the next page.

READY TO ORDER

Use the corresponding dropdown menus to fill out your order.



The "Pages in document" number should be the same as the file you are uploading.

If your job is a "half-sheet", cut your quantity in half and keep the 8.5 x 11 option. **Be sure to choose 2-up in the cutting dropdown menu below.**

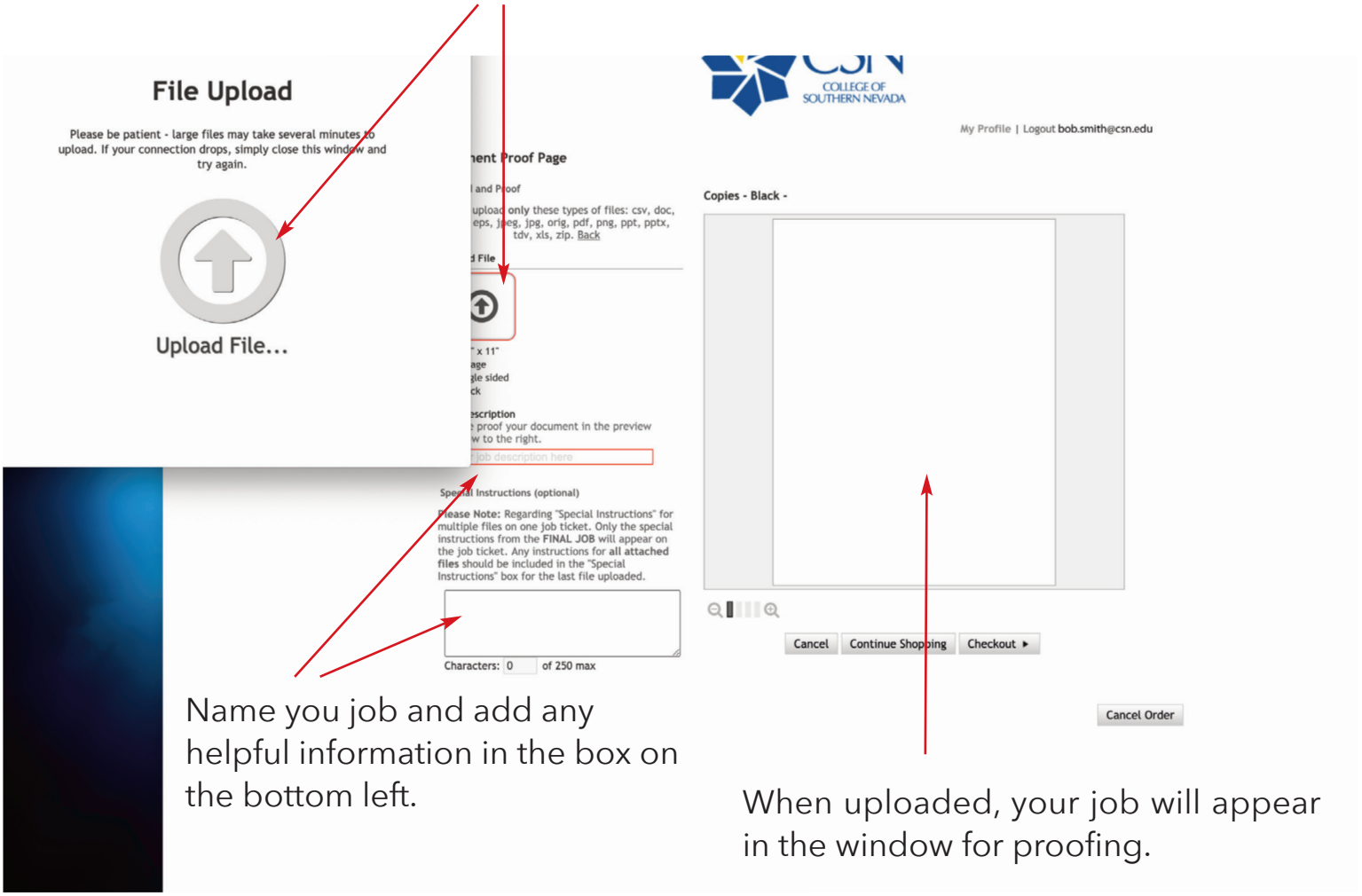
If your job is two sided and the ink option will only give you "One Sided," first be sure your "Pages in Document" is at least "2". If this is correct, click to the side then try again. It should give you the "Two Sided" option.

Your cost will update here as you enter your order.

When you are finished, click "Continue."

UPLOADING YOUR FILE

On the next page you will see an arrow to upload you file. Once you click on it you will see the pop up "File Upload." Click on the arrow and follow the browser to select your file. You will **NOT** be able to drag and drop the file.

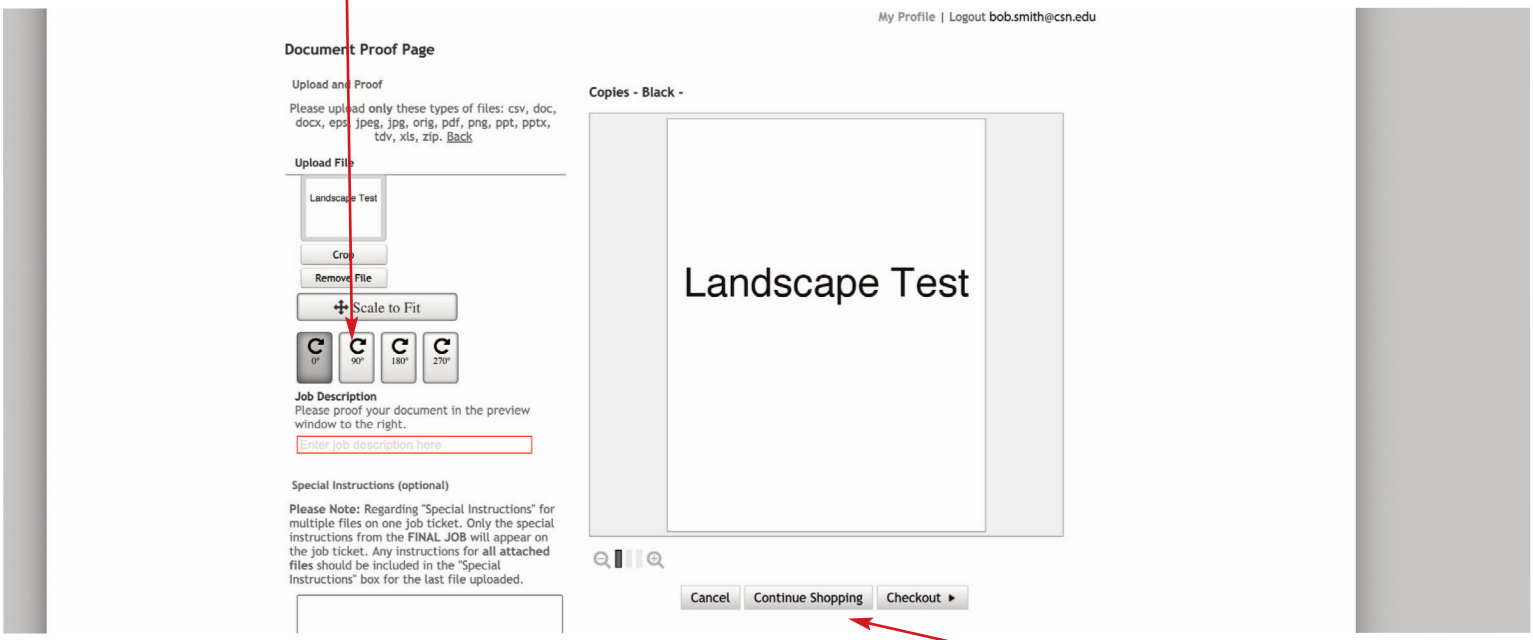


Name you job and add any helpful information in the box on the bottom left.

When uploaded, your job will appear in the window for proofing.

LANDSCAPE PRINTING

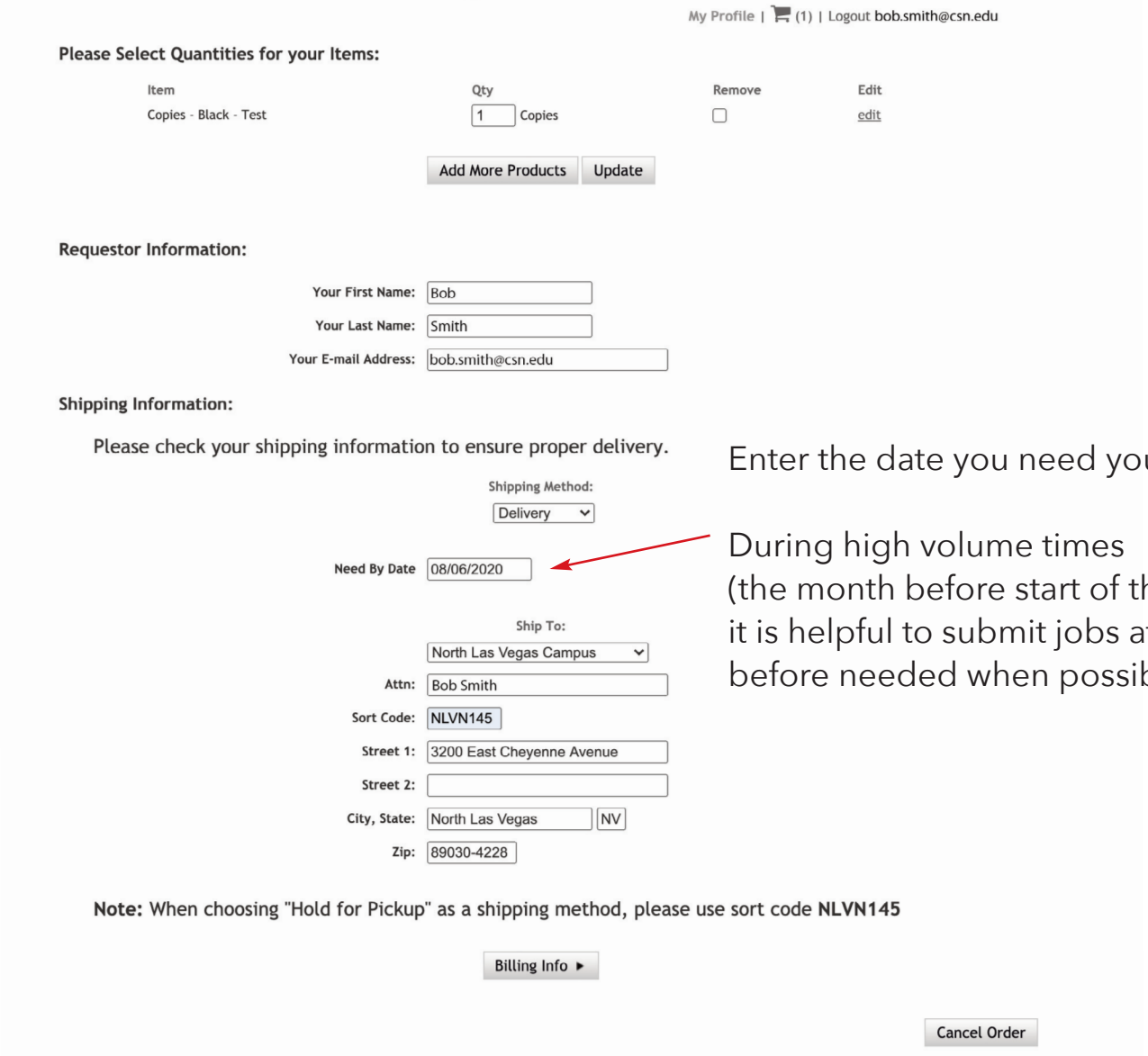
When uploaded, your job will automatically appear in the window as portrait. If your job is landscape it will be reduced with extra space at the top and bottom to fit the portrait option. You can use the arrows to turn it so that it will appear as you want it printed.



You can choose to “Continue Shopping” and add more items to your order or if you are finished, click “Checkout” and approve your proof by clicking the box followed by the “Accept Proof” button.

BILLING

Please make sure all of your billing information is correct.

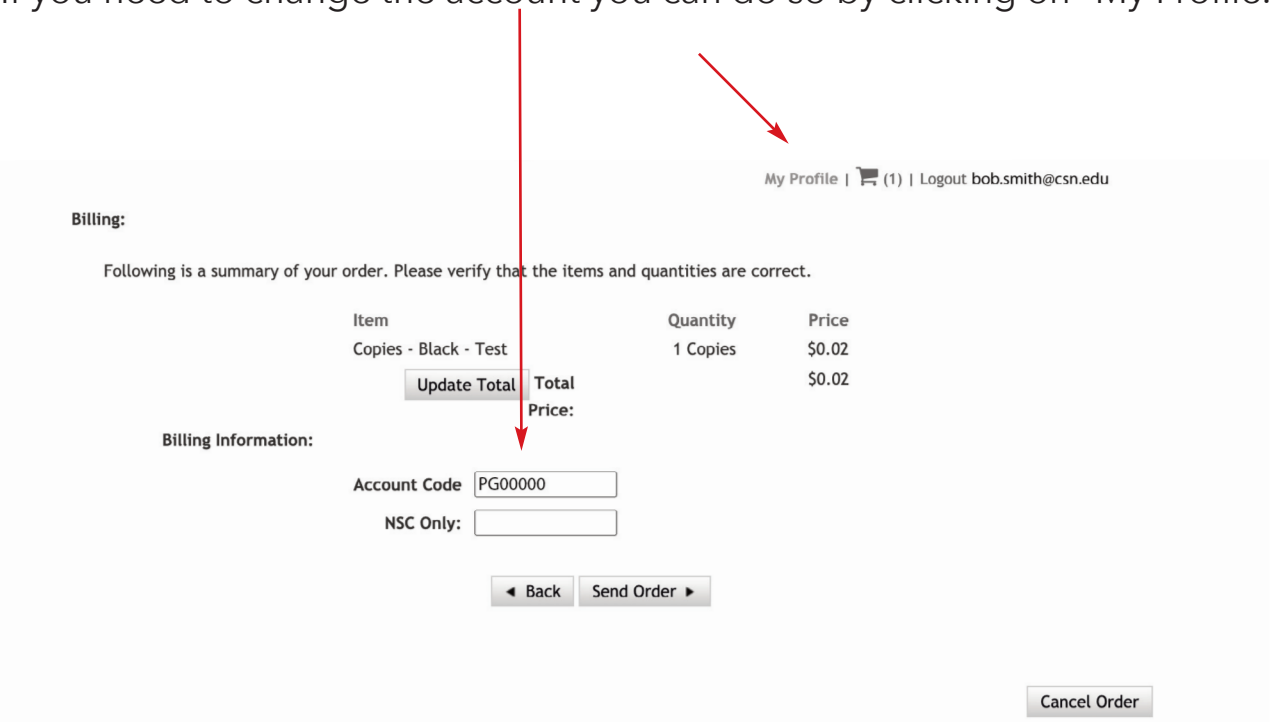


Enter the date you need your job.

During high volume times
(the month before start of the semester)
it is helpful to submit jobs at least a week
before needed when possible.

BILLING

If you need to change the account you can do so by clicking on “My Profile.”



- When you click “Send Order” it will go to the account approver in your department (director, dean, etc.) unless you are set up as the approver. Once approved, it will come directly to Printing Services.

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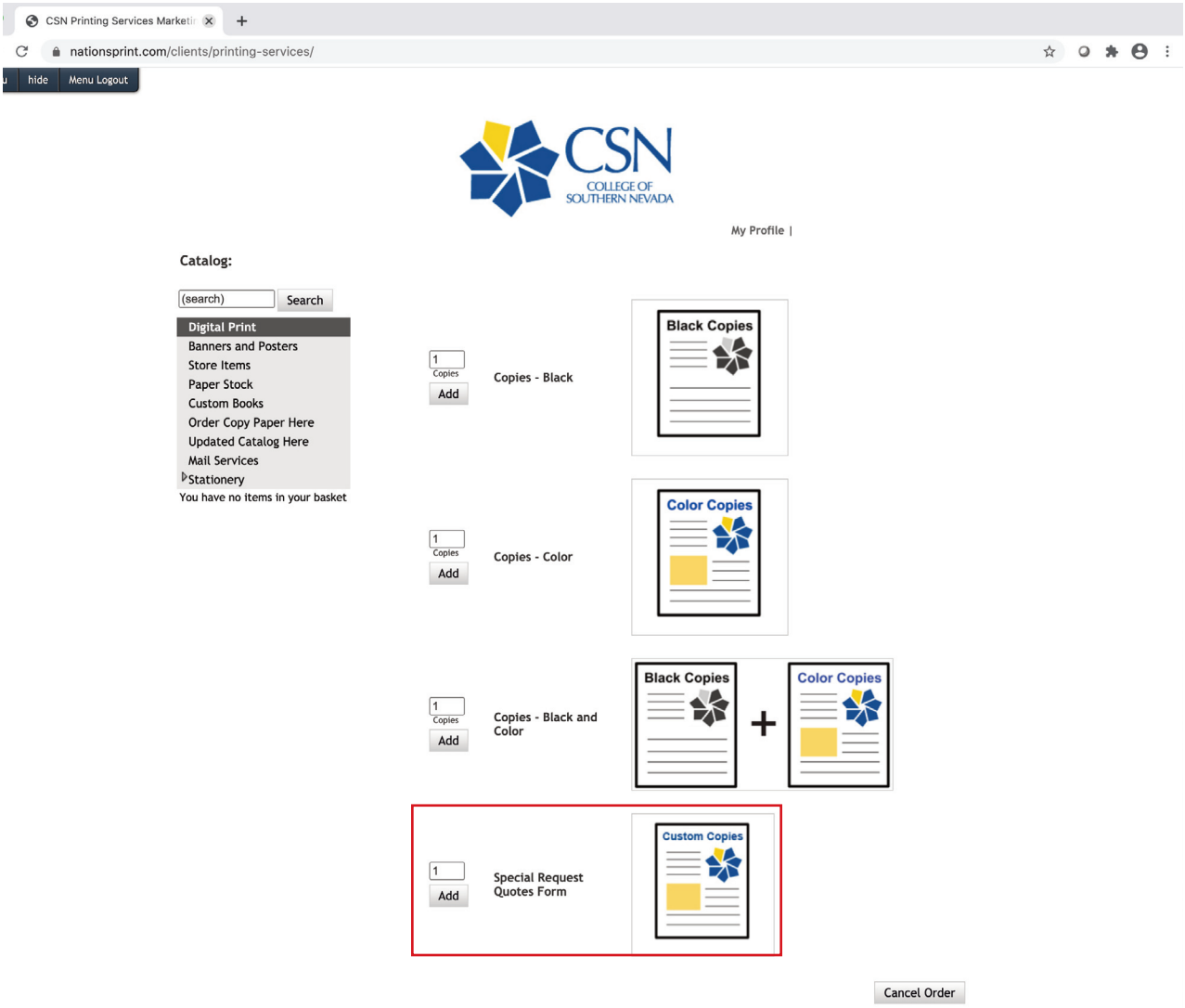
- ***Due to Covid-19 concerns, please contact Printing Services to arrange a pick-up time. We are offering Curbside Service which will be located at the Northeast corner of the N Building at the automotive gate.***

SPECIAL REQUESTS

If you have a complicated job or one that you are unsure how to order you can choose the "Special Request Quote" option.



- Once you enter the quantity and click add, skip the next page and click "Request Quote" at the bottom of the page.
- Make sure your "User Information" is correct and enter an approximate due date. Uploading a file is not required but helps.
- Please put as much information as possible about your job in the "Job Desciption" box. (Size, quantity, paper, binding, ink color, folding, laminating, etc.)
- Click "Checkout" and follow through. We will immediately receive an email with your request and you should receive a quote by email within 24 hours.
- If you are satisfied with the price, be sure to **click the link** within that email to put your job through. It will then go through the approver process just like a standard order.

CONTACT INFORMATION

If you need assistance, please contact Printing Services at 702-651-4355

or email:

Susan Mitchell - Graphic Designer 2
susanm.mitchell@csn.edu

Trig Crawford - Production Manager
trig.crawford@csn.edu