# Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>How to Login</td>
</tr>
<tr>
<td>05</td>
<td>Stationary</td>
</tr>
<tr>
<td>09</td>
<td>Business Cards</td>
</tr>
<tr>
<td>11</td>
<td>Flyers</td>
</tr>
<tr>
<td>14</td>
<td>Brochures</td>
</tr>
<tr>
<td>16</td>
<td>Booklets</td>
</tr>
<tr>
<td>19</td>
<td>Posters</td>
</tr>
<tr>
<td>22</td>
<td>Signs</td>
</tr>
<tr>
<td>25</td>
<td>Banners</td>
</tr>
<tr>
<td>27</td>
<td>Postcards</td>
</tr>
<tr>
<td>29</td>
<td>Test and Course Materials</td>
</tr>
<tr>
<td>32</td>
<td>Miscellaneous Documents</td>
</tr>
<tr>
<td>35</td>
<td>Coil Bound Books</td>
</tr>
<tr>
<td>38</td>
<td>Promotional Items</td>
</tr>
<tr>
<td>41</td>
<td>Quote Request</td>
</tr>
<tr>
<td>42</td>
<td>Checking Out</td>
</tr>
</tbody>
</table>
How to Login

You can easily sign in using your Bloomsburg University email and the password you created. If you click "remember me" after signing in, our site will remember your login information for you.

New to our Site?

Click "Create an account" and fill out all the necessary information and press "Sign Up" to create your account.
Forgot your Password?

That's okay! Click on "Forgot your Password" under the member login. From here it will take you to another page.

Password Recovery

Enter the email address associated with your account, and then click Continue. We'll email you a link to a page where you can easily create a new password.

Email Address:*

Type the characters you see in the image above:

This is the password recovery page, fill out all the necessary information, press "Continue" and a link will be set to your email to reset your password!
Stationary

On our site, we offer two different stationeries, "Letterheads" and "Envelopes." To get here, you have to click on "Stationary" on the home page or in the "Stationary" drop-down on the top of your page.

Once you click the "Stationary" icon, it will take you to this screen to choose either a "BU Envelope" or a "BU Letterhead"
Ordering an Envelope

Stationery

Click on the "BU Envelope" icon to start creating your envelope.

From the customize screen, fill out all the required fields then press "Next."

(If you press the "refresh preview" icon, after filling in the required items, it will show you what your envelope will look like)

Once you hit, "Next," it will lead you to the "Finalize" page, where you can choose the quantity of your items, and have to fill in the required fields again. You can leave any comments or questions you may have about our products in our "Comments" section.
When you move down on the "Finalize" page, you can state when the due date for your item is, as well as the time. This area also calculates your total price for this product. To move your item into your cart, you must approve your proof. To do so you click "Proof" and if the proof is approved you check the box right next to "Proof is approved." Only after this can you continue to put the items in your cart by clicking "Add to Cart."
Ordering a Letterhead

Start by clicking on "BU Letterhead" under the "Stationary" Icon.

On the "Customize" screen, it will have you fill in all the required fields that you want on your letterhead and then press the "Next" button.

After clicking "Next" it will lead you to the "Finalize" page where you can adjust the quantity, add a due date and time, view prices, and approve your proof. To add the letterhead to your cart you have to fill in the required fields and approve your proof at the bottom of the screen!
Business Cards

On our site, we offer three different business cards, "Integrated Business Cards," "Bloomsburg University Business Cards," and "Bloom Athletic Business Cards." To get here, you have to click on "Business Cards" on the home page or in the "Business Card" drop-down menu on the top of your page.

Once you click on "Business Cards" you will have the three options to choose from, "Intergraded," "Bloom," and "Athletic."
Ordering a Business Card

When you enter the "Customize" page for the business cards, it will have you fill out all the required field, as well as anything else you want on your business card. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.

After clicking "Next" it will lead you to the "Finalize" page.

Where you can adjust the quantity, add a due date and time, view prices, and approve your proof. To add to your cart you have to fill in the required fields and approve your proof at the bottom of the screen!
Flyers

On our site, we offer two different sizes of flyers, 8.5"x14," and 8.5"x11." To get here, you have to click on "Flyers" on the home page or in the "Flyers" drop-down menu on the top of your page.

Once you click on "Flyers" it will take you to the next page where you can choose what size flyer you would like to have.
Ordering a Flyer

When you enter the "Customize" page for the flyers, it will have you fill out all the required field, as well as picking out if you want bleeds or no bleeds, if you want your flyer folded, and the paper weight. After this, you can upload your PDF and name your file. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.
After clicking "Next" it will lead you to the "Finalize" page.

Where you can adjust the quantity, put in your department and cost center, place the time you want your flyers delivered, view prices, and approve your proof. To add to your cart you have to fill in the required fields and approve your proof at the bottom of the screen!
Brochures

On our site, we offer three different sizes of brochures, 8.5"x11," 11"x17," and 25.5"x11." To get here, you have to click on "Brochures" on the home page or in the "Brochures" drop-down menu on the top of your page.

Once you click on "Brochures" it will take you to the next page where you can choose what size brochure you would like to have.
Ordering a Brochure

When you enter the "Customize" page for the brochures, it will have you fill out all the required field, as well as picking out if you want bleeds or no bleeds, how you want your brochure folded and the paper weight. After this, you can upload your PDF and name your file. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.

After clicking "Next" it will lead you to the "Finalize" page.

Where you can adjust the quantity, put in your department and cost center, place the time you want your flyers delivered, view prices, and approve your proof. To add to your cart you have to fill in the required fields and approve your proof at the bottom of the screen!
Booklets

On our site, we offer four different booklet options, 5.5”x8.5” with bleeds and no bleeds, and 8.5”x11” with bleeds and no bleeds. To get here, you have to click on "Booklets" on the home page or in the "Booklets" drop-down menu on the top of your page.

Once you click on "Booklets" it will take you to the next page where you can choose what size and type of booklet you would like to order.
Ordering a Booklet

Booklets with out bleeds.
Total document upload size is 6.5"x8.5".
DO NOT upload files with crop marks.
Total (booklet Pages must be divisible by 4.
If you need blank pages you must upload them in their place(s).
For Illustrator Template Please Click Here.

It will have you start at the "Product Details page" Which you can press "continue"

It will then lead you to the "Customize" page, where you can click the page with the plus to upload all of the pages for your booklet.

If you look at the right side of the screen on the customize page, you will see a menu that you can scroll through.
You need to fill out all of the necessary requirements to create your brochure. This includes the job name, cover page, the stitch, the binding, due dates, comments, proofs, department, and cost center. It will also ask you if you want your booklet in black and white or in color, if you want it single or double-sided, and the paper weight.

In the comments section you can type in any questions, comments, or concerns you may have about the product. The comments option is always seen before you are done, click the "next" button on the bottom of the page.

This will take you to the "finalize" page where you can insert the quality of the booklets, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.
On our site, we offer five different poster options: 11"x7," 12"x18," 18"x24," 24"x36," and 36"x48." To get here, you have to click on "Poster" on the home page or in the "Poster" drop-down menu on the top of your page.

Once you click on "Poster" it will take you to the next page where you can choose what size of poster you would like to order.
Ordering a Poster

When you enter the "Customize" page for your poster, it will have you fill out all the required field like the orientation of the poster, if it will be double or single sided, as well as picking out if you want bleeds or no bleeds.

After this, you can upload your PDF and name your file. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.

If you press "refresh preview" it will show you what your poster will look like with your PDF.
After pressing "Next" it will take you to the Finalize page where you will be required to fill out what type of substrate you want your poster to be, the cost center and department. You can also adjust the quantity, place the time you and date you want your flyers by, view prices, and approve your proof. To add to your cart you have to fill in the required fields!

By pressing "Recalculate" under the total price, it will automatically update the price depending on
Signs

On our site, we offer three different sign options: 18"x24," 24"x36," and 36"x48." To get here, you have to click on "Signs" on the home page or in the "Signs" drop-down menu on the top of your page.

Once you click on "Signs" it will take you to the next page where you can choose what size sign you would like to order.

3 products

18x24 Yard Sign Upload
Upload your own design

24x36 Yard Sign Upload
Upload your own design

36x48 Yard Sign Upload
Upload your own design
Ordering a Sign

When you enter the "Customize" page for your sign, it will have you fill out all the required field like the orientation of the sign, if it will be double or single sided, as well as picking out if you want bleeds or no bleeds. After this, you can upload your PDF and name your file. When you are done filling out all the information needed, you can press the "Next" button to move onto the next screen.
After pressing "Next" it will take you to the Finalize page where you will be required to fill out what type of substrate you want your sign to be, if you need H-Stakes, the cost center and department. You can also adjust the quantity, place the time you and date you want your flyers by, view prices, and approve your proof. To add to your cart you have to fill in the required fields!
Banners

On our site, we offer three different banner options: pull-up banner, and the vinyl 3"x8," and 3"x6." To get here, you have to click on "Banners" on the home page or in the "Banners" drop-down menu on the top of your page.

Once you click on "Banner" it will take you to the next page where you can choose what size banner you would like to order.

3 products

- Pull Up Banner Stand - BU-1017
  Upload your own design
  31.5"x66"

- Vinyl Banner - 3 x 8 - BU-1018
  Upload your own design
  3' x 8'

- Vinyl Banner - 3 x 6 - BU-1019
  Upload your own design
  3' x 6'
Ordering a Banner

When you enter the "Customize" page for your banner, it will have you fill out all the required fields, uploading your PDF and naming your file. When you are done filling out the information needed, you can press the "Next" button to move onto the next screen.

After pressing next, it will take you to the Finalize page, where you will be required to fill out your cost center and department. You can also adjust the quantity, place the time you and date you want your flyers by, view prices, and approve your proof. To add to your cart you have to fill in the required fields!

If you press "refresh preview" it will show you what your poster will look like with your PDF.
Postcards

On our site, we offer nine different postcard options: all in which are offered single or double sided, 5"x7", 5.5"x8.5", 6"x11", 4"x6", and 4.25"x5.5." To get here, you have to click on "Postcards" on the home page or in the "Postcards" drop-down menu on the top of your page.

Once you click on "Postcards" it will take you to the next page where you can choose what size postcard you would like to order.
Ordering a Postcard

When you get to the "Customize" page, where you can click the page with the plus to upload all of the pages for your postcard. If you look at the right side of the screen on the customize page, you will see a menu. You need to fill out all of the requirements to create your postcard. This includes: job name, the due date, comments, proofs, cost center, and department. After filling out the required fields, you can press "next."

This will take you to the "finalize" page where you can insert the quality of the postcards, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.
Test and Course Materials

On our site, we offer one test and course materials option. To get here, you have to click on "Test and Course Materials" on the home page.

Once you click on "Test and Course Materials" it will take you to the next page where you can enter on the customize page.

1 products
Ordering Test and Course Material

It will lead you to the "Customize" page, where you can click the page with the plus to upload all of the pages for your test and course materials.

If you look at the right side of the screen on the customize page, you will see a menu that you can scroll through. You need to fill out all of the necessary requirements to create your test and course materials. This includes the job name, binding, if you want a 3 hole drill, coil or tape colors, if you want shrink wrap, due dates, comments, proofs, cutting charges, cost center, and department. It will also ask you if you want your materials in black and white or in color, if you want them single or double-sided, and the paper weight. After filling out all this information you can click "next" to go to the finalize page.
This will take you to the "finalize" page where you can insert the quality of the test and course materials needed, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.
On our site, we offer one miscellaneous document option. To get here, you have to click on "Miscellaneous Documents" on the home page. Miscellaneous Documents is where to go for any documents that are not single paged.

Once you click on "Miscellaneous Documents" it will take you to the next page where you can enter on the customize page.
Ordering Miscellaneous Documents

It will lead you to the "Customize" page, where you can click the page with the plus to upload all of the pages for your document materials.

If you look at the right side of the screen on the customize page, you will see a menu that you can scroll through. You need to fill out all of the necessary requirements to create your document. This includes the job name, binding, if you want a 3 hole drill, coil or tape colors, if you want shrink wrap, the due dates, comments, proofs, cutting charges, cost center, and department. It will also ask you if you want your materials in black and white or in color, if you want them single or double-sided, and the paper weight. After filling out all this information you can click "next" to go to the finalize page.
This will take you to the "finalize" page where you can insert the quality of documents needed, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.
Coil Bound Books

On our site, we offer one coil bound book option. To get here, you have to click on "Coil Bound Books" on the home page.

Once you click on "Coil Bound Books" it will take you to the next page where you can enter on the customize page.

1 products

Coil Bound Books
Ordering a Coil Bound Book

It will lead you to the "Customize" page, where you can click the page with the plus to upload all of the pages for your coil bound book.

If you look at the right side of the screen on the customize page, you will see a menu that you can scroll through. You need to fill out all of the necessary requirements to create your book. This includes the job name, if you want to upgrade the covers, coil color, the due date, comments, proofs, department, cost center and stock selection. It will also ask you if you want your materials in black and white or in color, if you want them single or double-sided, and the paper weight. After filling out all this information you can click "next" to go to the finalize page.
This will take you to the "finalize" page where you can insert the quality of documents needed, look at the price and approve your proof. Once you check off "Proof is Approved" you can press "add to cart" to continue.

Quantity: 1 Items

Total Quantity: 1
Total Delivery Price: Will be calculated during checkout
Total Price: $8.52 USD

Recalculate

☑ Proof ☐ Proof is approved

Add to Cart

Back
Promotional Items

On our site, we offer two different promotional options. To get here, you have to click on "Promotional Items" on the home page.

Once you click on "Promotional Items" it will take you to the next page where you can choose what promotional item you would like to order.

2 products

CU-1007 - CU Sticker Sheet  
CU-1008 - Tri-Logo Magnet
Ordering the Sticker Sheet

It will lead you to the next page, where it will have you fill out all the required fields given. This includes your department, cost center, and due date. You can also fill out the quantity on the top of the page. When finished, click "add to cart."
Ordering the Tri-Logo Magnet

It will lead you to the next page, where it will have you fill out all the required fields given. This includes your department, cost center, and due date. You can also fill out the quantity on the top of the page. When finished, click "add to cart."
Quote Request

If you have an idea of something that you would like, but do not see it on our BU Ordering Site, you can easily find the "Quote Request" at the bottom of the home page. Here, you can request any product and it will be sent over to our main location to see what we can do to fulfil your needs.

By clicking on "Request a Quote" it will lead you to our main site.

1 products

Request for Custom Quote (X)
Quote for custom design services
Checking Out

To checkout, you first want to click the shopping cart in the upper right hand of the screen.

From here, it will lead you to the "shopping cart" where you can select what items in your cart you would like to purchase or not. When you press the "X" at the right hand side, it will delete the products from your cart. When finished click "checkout" or if you're not done yet, keep "click shopping."

Shopping Cart

<table>
<thead>
<tr>
<th>Name</th>
<th>Units</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5x11 Flyer Upload</td>
<td>Total: 10 Items</td>
<td>$1.60 USD</td>
</tr>
<tr>
<td>5.5x8.5 Booklet w/bleeds</td>
<td>Total: 10 Items</td>
<td>$12.18 USD</td>
</tr>
<tr>
<td>Vinyl Banner – 3 x 8 – BU-1018</td>
<td>Total: 1 Item</td>
<td>$56.00 USD</td>
</tr>
<tr>
<td>BU-ENV10-1016 – BU #10 Envelope</td>
<td>Total: 100 Items</td>
<td>$14.00 USD</td>
</tr>
</tbody>
</table>

Subtotal $83.78 USD

[Continue Shopping] [Checkout]
After clicking "checkout" it will lead you to the "Address Details Payment and Submission" page. Here, you can select your shipping and billing address, and choose if you would like your items for BU Delivery or BU Pickup under "Services." When done click "next."

Address Details Payment & Submission

Billing Address
Set billing address

Shipping
Select Shipping Address

Select from My Shipping Addresses [Key] Add...
Selected address
SkyFall Case Edit...
AlphGraphics
Weller Administration
42 Bloomsburg, Pennsylvania 17815
United States

<table>
<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>No. of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU Delivery</td>
<td>8.5x11 Flyer Upload + Hiring - 2 # Copy</td>
<td>10 Items</td>
</tr>
<tr>
<td></td>
<td>5.5x8.5 Booklet w/bleeds - Marketing Ideas Design Board - Updated 05.30.2022-2</td>
<td>10 Items</td>
</tr>
<tr>
<td></td>
<td>Vinyl Banner - 3 x 8 - BU-1018 - Art</td>
<td>1 Item</td>
</tr>
<tr>
<td></td>
<td>BU-ENV10-10x6 - BU #13 Envelope - Print Center</td>
<td>100 Items</td>
</tr>
</tbody>
</table>
If you're ordering for the first time, on the address and order details it will have you put in your billing and your address information. To do this click on "Set Billing Address" under "Billing Address."

Address Details
Payment & Submission

Here you can fill in all the required information including your name, building name, city, country, state, zip code, and phone number. After typing all the required fields click "submit."
After making sure everything in your cart is correct you can press "checkout" on the bottom of the screen and it will go through to the Print Center. If you have any questions, comments, or concerns about your order please do not hesitate to reach out to us!

### Ordered Items

<table>
<thead>
<tr>
<th>Name</th>
<th>Units</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5x11 Flyer Upload</td>
<td>Total: 10 Items</td>
<td>$1.80 USD</td>
</tr>
<tr>
<td>6x8 Booklet w/bleeds</td>
<td>Total: 10 Items</td>
<td>$12.18 USD</td>
</tr>
<tr>
<td>Vinyl Banner - 3 x 8 - BU-1018 Art</td>
<td>Total: 1 Item</td>
<td>$58.00 USD</td>
</tr>
<tr>
<td>BU-ENVID-1018 - BU #10 Envelope Print Center</td>
<td>Total: 100 Items</td>
<td>$14.00 USD</td>
</tr>
</tbody>
</table>

| Tax:                                               | $0.00 USD   |
| Total:                                             | $83.79 USD  |
**Key Guide for Ordering**

**What is a Bleed?**

After trimming, bleed ensures that no un-printed edges occur on your final document. Most print equipment cannot print exactly to the edge of a document, so to achieve this, it is necessary to print a slightly larger area than what is needed and then trim the document to the required paper size.

**What are Crop Marks?**

Commonly known as trim or cut marks. They are lines printed in the corners of the file to show our finishing department where to trim the paper. They are used whenever a file has bleed.