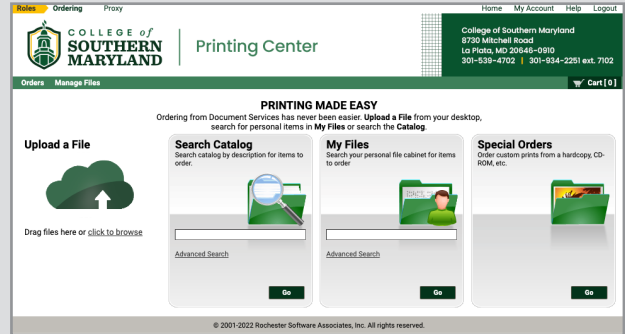
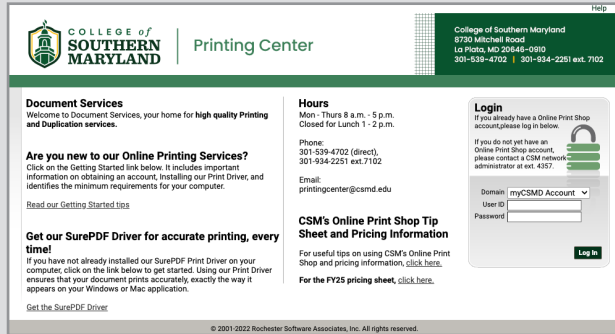


CSM'S ONLINE PRINTING CENTER TIP SHEET

Easy to follow instructions for ordering through CSM's Online Print Shop



Visit and Register

Go to webcrd.csmd.edu. You can also access the Online Printing Center by clicking this icon on my.CSMD.edu and the Intranet home page.



Use your **my.CSMD ID** and password to log in and register your account by completing all required contact information fields.



Upload Your File

Files should be uploaded in .PDF format.

Hard copy? Use the Special Orders option. You will need to print a copy of your order confirmation to attach to your hard copies.



Selecting Printing Options and Adding Items to Your Cart

Select the printing options for each item (paper size and color, stapling, etc). Enter the quantity next to each item. If the item is shipping to multiple recipients, click "Add Address" under the shipping information section and enter the quantity per person. Your cart contains all of the items in your current order.

If an item in your order needs specific instructions, add them to the "Special Instructions" field.



Check Your Requested Ship Date and Method

The Print Shop needs a minimum of two days to print an order, more for large quantities. Deliveries to the Leonardtown or Prince Frederick campuses are sent to Mail, Shipping, and Receiving (MSR) by 8 a.m. the day after your order is complete.



Review Your Order

Check all the options entered for accuracy. Use the preview button to see how your job should look.

Click "Place Order" to complete your order. If the order is for hard copies, print a copy of the confirmation and attach to the copies prior to sending them to Printing Services.

Need Help?

For more information, contact **Printing Services at ext. 7102** or email printingcenter@csmd.edu.

The Creative Services office staff will be available to help faculty and staff become comfortable using the Online Print Shop. Personalized and group training is available and recommended for all interested users.

For information about training, contact **Creative Services at ext. 7600** or email lmbernabel@csmd.edu.

FY 25 - CSM Print Shop Pricing

Updated 12/23/21

Description	Pricing
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Black & White Printing

Standard 20LB: \$0.03 per side
(Includes 8 1/2 x11, 8 1/2 X14; 11X17)

Cardstock 67LB \$0.05 per side

Color Printing

Standard 20LB \$0.31 per side

Any Size

65lb Paper \$0.35 per side

Any Size

110 Cardstock \$0.35 per side

(12" X 18" MAI paperstock)

Special Paper

HEA Special Stock

(8.5 X 11) \$0.16 per side

Brochure Stock - **Silk**

B & W Per Side \$0.08 per side

Color Per Side \$0.35 per side

Brochure Stock - **Gloss**

B & W Per Side \$0.08 per side

Color Per Side \$0.35 per side

2- Part NCR \$0.16 per set

3-Part NCR \$0.25 per set

3-Part NCR, color ink \$1.04 per set

Letter Head \$0.09 per sheet

Tabs \$0.13 per sheet

*Other By Request

Description	Pricing
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Wide Format - Up to 42 in. Wide

Photo Gloss : \$3.00 per SQ foot

Wide Format Poster
(24' X 36") \$18.00 per poster

Vinyl \$4.00 per SQ foot

Standard Color Paper

Tan (8.5 X 11) \$0.04 per side

Green (8.5 X 11) \$0.04 per side

Pink (8.5 X 11) \$0.04 per side

Blue (8.5 X 11) \$0.04 per side

Yellow (8.5 X 11) \$0.04 per side

Cardstock 67LB \$0.05 per side

(8.5 X 11, All colors above)

Cardstock Yellow
(11 X 17) \$0.05 per side

Finishing

Staple Portrait Upper left \$0.02 per staple

Staple Landscape \$0.02 per staple

Booklet Staple \$0.04 per staple

Lamination \$0.63 per foot

Insert Tabs \$0.13 per tab

Folding \$0.01 per piece

Cutting \$5.00 flat production fee

NEW Foam Core Board

Easel Size (24' X 36") \$7.00 per board

Face Trimming \$0 per trim

Binding

Tape Bind \$0.48 each

Comb Under 1" \$0.25 each

Comb 1" or Over \$0.63 each

NCR Adhesive \$0.31 per 100 sets

Padding \$0.13 up to 50 sheets

Prices are subject to change.

***Special Order Paper will be ordered on a case-by-case basis. The department is responsible for this cost and will be charged back.**

Please allow adequate lead time to fulfill print requests.

For standard black and white or color jobs, allow 48 to 72 hours (2 to 3 days).

For jobs requiring special services (folding, cutting, laminating, etc) allow 72 hours (3 days).

NOTE: The above times may change during peak times (e.g. pre-semester)

ONLINE PRINTING CENTER MAIN PAGE

'PRINTING MADE EASY'

The screenshot shows the main page of the Online Printing Center. At the top right, there are two green circular callouts labeled '1' and '2'. Below the navigation bar, the College of Southern Maryland logo is on the left, and contact information is on the right. A green bar contains 'Orders' and 'Manage Files' with callouts '3' and '4', and a 'Cart [0]' icon with callout '9'. The main content area is titled 'PRINTING MADE EASY' and includes an 'Upload a File' section with callout '5', and three search panels: 'Search Catalog' (callout '6'), 'My Files' (callout '7'), and 'Special Orders' (callout '8').

1

Home Button and CSM logo

Click to return to the main page; "Printing Made Easy."

2

My Account

Update contact information; change printing and email preferences; manage contacts.

3

Orders

View previous and saved orders; check status of orders in progress; reorder additional copies; run reports of your order history.

4

Manage Files

Organize folders for files; set a default folder for uploads; view previously uploaded files.

5

Upload A File

Drag and drop or browse to submit PDF documents. Multiple files can be uploaded and added to orders at one time.

6

Search Catalog

Click the "Go" button to see a selection of documents available to all employees.

7

My Files

Search for and view previously uploaded files.

8

Special Orders

Use this to submit print jobs from hard copy.

9

Cart

Shows all items for your current order, who they are shipping to, and what billing codes are being used.

ONLINE PRINTING CENTER CART

CART OVERVIEW

1 Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 17165
Order description HEA Center for Health Sciences Brochure Order Estimate \$0.0600

2 Item 1
HEA CenterforHealthSciences Brochure Rebrand.pdf
3 Pages
8.50x11.00 Inches
Unit Price \$0.0600
Quantity 1

3 Your Selected Print Options
Print B/W, 2-Sided, Standard White 8.5X11, Scale Down Only
Preview / Change Options Exceptions 1 (details)

4 Enter special instructions for this item. Provide a proof of the document before processing my order.

5 Order Estimate \$0.0600

6 Replace File **7** Continue Shopping

8 Shipping Information
I would like my order shipped by: Wednesday, February 19, 2025 3PM Note: Only dates and times when the print center is open may be selected. Add Address

Print Options - HEA CenterforHealthSciences Brochu... Print Options Summary Unit Price \$0.0600 Quantity 1

9 Quick Sets
Booklets

10 Refine Your Print Options
Output B/W

11 Paper Standard White 8.5X11

12 Scaling Scale Down Only

13 Plex 1-Sided

Covers

Binding

Folding & Punching

Finishing Options (not shown)

Special Instructions (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.
Click here for more help

14 COLLEGE of SOUTHERN MARYLAND
Center for Health Sciences
at CSM's Regional Hughesville Campus

Done With Print Options

1 Order Name

Click the pencil icon to update the order name. Updating the name of an order can help with identifying past orders.

2 Item

Overview for each item in your cart. Update order names by clicking the pencil icon.

3 Preview/Change Options

Click to change and preview all print options.

4 Proof Checkbox

Select if you would like to review and approve a printed copy of your file before the job is printed.

5 Order Estimate

Estimates automatically update as print options change. Final charge may vary based on options, special instructions, and billing code splits. Click for an item charge detail.

6 Replace File

Change a file without deleting settings or click the trash can to remove the item from the cart.

7 Continue Shopping

Return to the main screen to add additional items to your cart.

8 Price and Quantity

View price and change quantity per item. Click "Add Address" to add multiple recipients and change item quantity per person.

PRINT OPTIONS WINDOW

9 Booklets

Create a booklet of your file automatically.

10 Output

Choose color, black-and-white, or wide format printing. (Update your default options under "My Account.")

11 Paper

Choose from the range of colors and sizes to accommodate the print job.

12 Plex

Choose single or double-sided options.
Portrait Layout = Long Edge Flip
Landscape Layout = Short Edge Flip

13 Additional

If needed, choose covers, binding (staple, tape or comb), folding and punching, padding, and trimming. Include any additional instructions to clarify an order.

14 Document Preview

Preview of the document as you apply specific print options.

CSM'S ONLINE PRINTING CENTER TIP SHEET

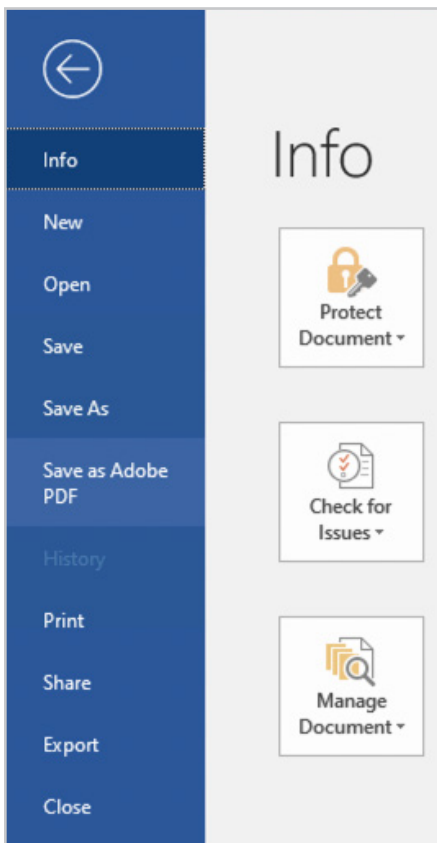
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Creating PDFs

In most cases, a PDF can be made by opening your file and navigating to File > Save as Adobe PDF or File > Save As > and selecting PDF as the save as type from a drop down menu.

Save as PDF option in Word



In Microsoft Office O365, PDF is under File > Save As.

