

PressWise User Guide

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About PressWise

PressWise is the production and ordering system that the TTUHSC Printing Center uses for customers to place orders, as well as our sales representatives to write up orders. It allows us to control the orders from start to finish and also allows for the customer to track where their order is at in our shop in real time. Through PressWise, customers can order their business cards, envelopes, letterhead as well as anything else that has been added to their catalog.

How to Request a New User Log In

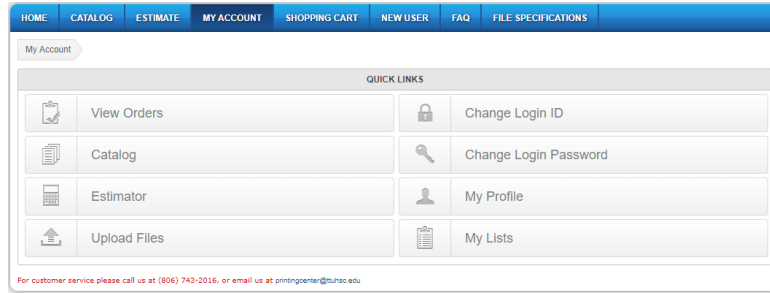
It would be a good idea to contact printingcenter@ttuhsc.edu to make sure that you don't already have a user profile in PressWise. If you are a recent hire to the university, then you can go about requesting user log in information in 2 ways:

1. <https://laserfiche.ttuhsc.edu/Forms/PressWiseNewUser> go to this link and follow the on-screen prompts.
2. Contact printingcenter@ttuhsc.edu and request new user log in information.

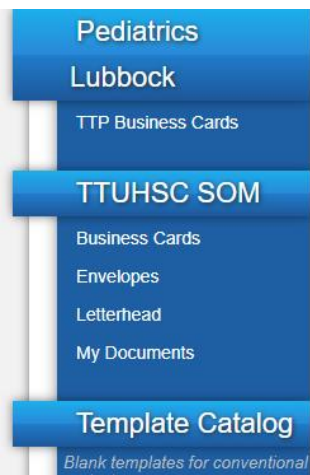
How to Place an Order from your Catalog

Business Cards

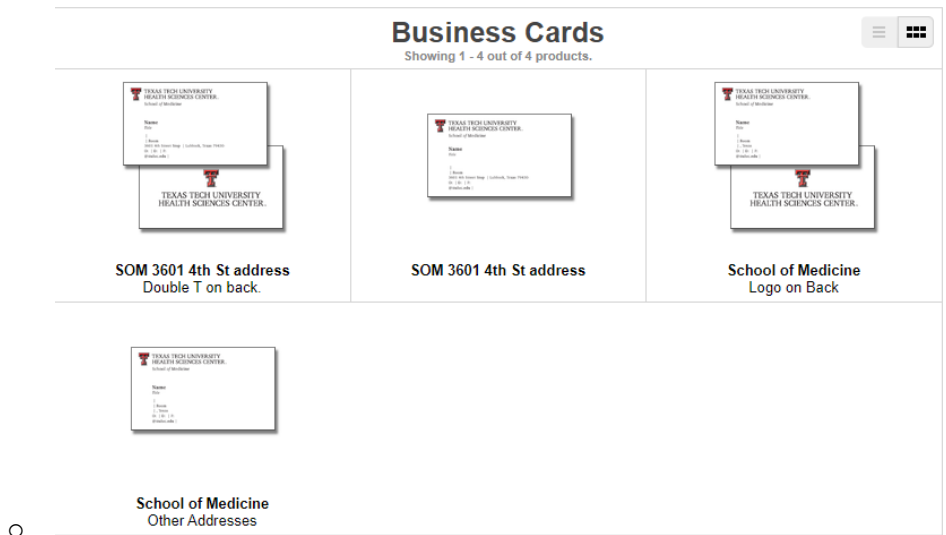
- Once you are logged into the system, click on "Catalog"



- Select "Business Cards" from the appropriate header




- Select the appropriate business card from the available templates



- o Note, some cards are for Lubbock addresses and some are for "Other Addresses" You can see that information below the thumbnail of the card.
- Fill out the form with the appropriate information and click "Update Image"
- Once the card looks the way you want, click "Next"
 - o Note: If you don't like the spacing of the name on the card relative to the information at the bottom of the card and the card's header, you can put a single space into the field titled "Space – Type a Space to add one blank line"

- To approve your proof, put your initials in the box and click “Next”

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TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
School of Medicine

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Manager

Room BC351
3601 4th Street Stop 9003 | Lubbock, Texas 79430-9003
O: 806.743.2016 | D: 806.743.4076
melynda.crouch@ttuhsc.edu

ONLINE PROOF APPROVAL

id content are correct. I am satisfied with the document layout. I understand that my document will print EXACTLY as it appears changes once my order is placed and that I assume all responsibility for typographical errors.


Please read the statement above and initial to approve.

- Select the quantity you would like to order and click “Add to Cart”

- Click “Proceed to Checkout

+ Add More Items / Continue Shopping

1 Item(s) in cart Cart Total **\$26.10**

	500 SOM 3601 4th St address	<input type="button" value="Save for Later"/>
	MEMO: <input type="text" value="Your job name/memo here"/>	<input type="button" value="Change Options"/>
	INKS: Front: Full Color / Back: None	<input type="button" value="View PDF Proof"/>
	PAPER: Accent Opaque 100# Cover Smooth, White, 12 x 18	<input type="button" value="Copy Item"/>
		<input type="button" value="Remove Item"/>

- Note: You can add a memo in the memo line in this screen.

- Select of enter your delivery or shipping information here then click "Continue"

Ship to my address ? HSC Pediatrics Lubbock AIM Pavillion, Room ? 3601 4th St STOP 9406 Lubbock, TX 79409 (806) 743-2244 US Notification Email: (FedEx/UPS) Edit	Ship to company ? HSC Pediatrics Lubbock Candice Blanchard 3601 4th St Stop 9406 Lubbock, TX 79430-9903 743-6021 US Notification Email: (FedEx/UPS) Edit
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ADDRESS BOOK

Select an address from the dropdown menu below, or click "Import" to load your own list of addresses if this order should be split and sent to many locations.

Search Address Book list...

Choose an address...

Import

Export

ENTER A NEW SHIPPING ADDRESS

Name/Company: required

Attention:

Address: required

Address 2:

Address 3:

City: required

State: Choose a State...

Zip Code: required

Country: United States

Phone:

Residential:

Verify: Verify Address Verify address before proceeding.

Notification Email:
(FedEx Only)

Continue → Save to Address Book →

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- Select your desired turnaround time and desired delivery method and click “Continue”

Choose your Production Turnaround Time:

TURNAROUND OPTION	PRODUCTION TIME	EST. COST
<input checked="" type="radio"/> 8-15 Day 8-15 Day	8 business days	\$0.00
<input type="radio"/> 5-7 Day 5-7 Day	5 business days	\$0.00
<input type="radio"/> 3-4 Day 3-4 Day	3 business days	\$0.00
<input type="radio"/> Next Day Next Day (in by noon)	1 business days	\$10.00
<input type="radio"/> Expedited Same Day Crash Same Day (in by noon)	1 business days	\$15.00
<input type="radio"/> Non-Printed Items For Stocked Paper Delivery Only	1 business days	\$0.00

Choose your Delivery Method:

DESIRED METHOD	DELIVERY TIME ?	EST. COST
<input type="radio"/> Customer Pickup	8 business days	\$0
<input checked="" type="radio"/> Delivery	8 business days	\$0
<input type="radio"/> Lone Star Overnight	8 business days	\$0

Estimated package weight: 1.5 lbs.
* Estimate shown. Actual transit time depends on distance.

ORDER SUMMARY

Continue

Items Ordered:	Price
500 - SOM 3601 4th St address	\$26.10
Item(s) Subtotal:	\$26.10
Estimated Tax:	\$0.00
Turnaround Fee:	\$0.00
Shipping & Handling:	\$0.00
Grand Total:	\$26.10

- Enter your FOP and click “Continue”

PAYMENT METHOD

Enter the information below to complete the payment options for your order.

<p style="font-size: x-small; margin: 0;">FOP (EX: H 123456 123456 12)</p> <p style="font-size: x-small; margin: 0; color: red;">Required</p>	<p style="font-size: x-small; margin: 0;">PROJECT NAME</p>
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ORDER SUMMARY

Continue

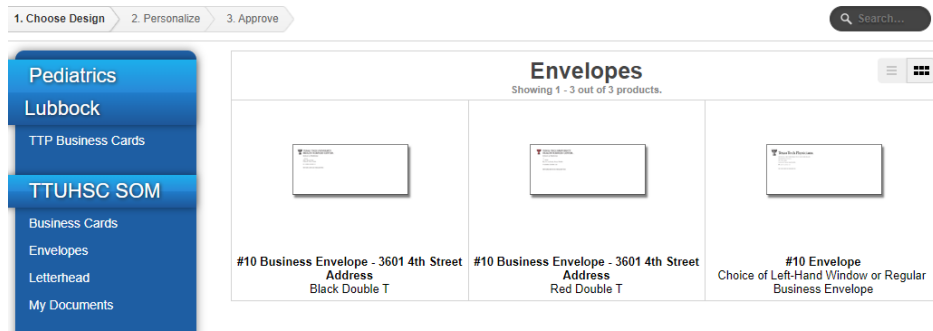
Items Ordered:	Price
500 - SOM 3601 4th St address	\$26.10
Item(s) Subtotal:	\$26.10
Estimated Tax:	\$0.00
Turnaround Fee:	\$0.00
Shipping & Handling:	\$0.00
Grand Total:	\$26.10

- Click “Place Your Order” and you’re done

Envelopes

Most departments at TTUHSC and TTU have envelope templates in their catalogs.

- To place an envelope order, log into PressWise, click on “Catalog”, choose “Envelopes” from under the appropriate header.
- Select the envelope needed



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- Note: There are separate templates for black ink only envelopes and full color envelopes.

- Fill out the form for the envelope and click “Next”

Upload and Customize the Design

- Revise the design (image shown) using the form (below).
- Use *Update Image* to see the actual changes.
- Repeat as needed until you are satisfied with the content.
- Press *Next* to proceed, or press *Back* to start over.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
School of Medicine
MAIL 403-91 2700
Lubbock, Texas 79410
817 22456 123456 12
RETURN SERVICE REQUESTED

Department Name:

Building (optional):

Room or Suite: Room

Room Number:

* STOP - Enter 4 digit number: required

FOP (Enter as Chart, space, fund, space, orgn, space, prg.): H 123456 123456 12

RSR: RETURN SERVICE REQUESTED

← Back PDF Proof Review & Approve Next →

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- Approve your proof and click “Next”
- From here, follow the checkout procedures under the section on business cards.

Letterhead

- Log into PressWise, choose the “letterhead” under the appropriate department header, and choose the letterhead needed
 - o Note: there are letterhead templates available for 3601 4th Street addresses and for “Other Addresses”
- Fill out the form for your letterhead and click “Next”
- Approve your proof and click “Next
- Follow the checkout procedure from the section on business cards

TTU Logo Stationery—Customizable Logo

If your department doesn't have a current logo at TTU, you can use the Customizable logo section under the TTU header to submit your orders for business cards, letterhead and envelopes. The steps are the same from the sections in previous pages for placing those orders. Once the order is placed, it is stopped and routed through our design department where you will receive a proof to approve with your new logo.

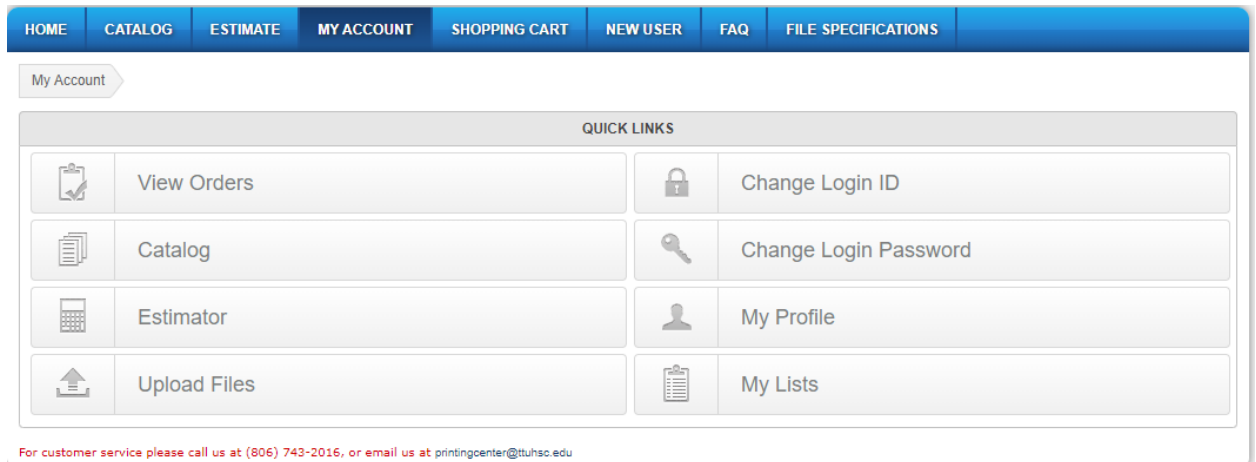
PressWise Estimator Terminology

- Bleed Size – If your artwork goes to the edge of the finished sheet, then it needs to bleed in order for it to be cut correctly. A standard bleed of .125” on all 4 sides of the piece is generally used, so if you want an 8.5x11 flyer, the artwork needs to be 8.75x11.25 for it to be cut down so that the image bleeds to the edge of the sheet.
- Cut Size – This is the size of the piece after it has been cut and finished.
- Sheets Per Set – If you were requesting copies of a document that was 10 pages long, but you wanted it printed double-sided, then you would have 5 sheets per set. If you wanted it single-sided you would have 10 sheets per set.
- Versions - Versions allows quoting for multiple versions of an item in a single space. It also allows you to set up a single Item in an order and have it auto-split into the number of Versions when a multi-page pdf file with artwork for all the Versions is linked.
- Padding – If you are wanting notepads printed and padded you would enter the number of sheets you want in each pad. The standard is generally 50.
- Front-Side & Back-Side Inks – Use this to tell us if you want the piece done in color (4 colors) or black ink only (1 color).
- Substrates – This is the type of paper you would like your job printed on. Cover weight papers are cardstock. All substrates starting with the “T” indicator are text weight papers, more like copy paper.
- Press – This is the machine you would like your job to run on. Through the estimator, you have the choice of our black ink copiers, color copiers, and our Nexpress. The Nexpress is generally used for higher quality artwork and for larger runs.
- Finishing Parameters – These are all of the finishing options we have available, from cutting to padding. If you have any questions about them, contact printingcenter@ttuhsc.edu.

PressWise Estimator

PressWise will allow you to get your own estimates for print jobs from our system. You can then take that estimate to a print job and submit it through our storefront. Here is how you do that.

- Once you have logged into your PressWise account, select “Estimator”



The screenshot displays the PressWise user interface. At the top, a blue navigation bar contains the following menu items: HOME, CATALOG, ESTIMATE, MY ACCOUNT, SHOPPING CART, NEW USER, FAQ, and FILE SPECIFICATIONS. Below this bar, a 'My Account' dropdown menu is visible. The main content area features a 'QUICK LINKS' section with a grid of buttons. The 'Estimator' button, represented by a calculator icon, is highlighted. Other buttons include 'View Orders' (clipboard icon), 'Catalog' (document icon), 'Upload Files' (upload icon), 'Change Login ID' (lock icon), 'Change Login Password' (key icon), 'My Profile' (person icon), and 'My Lists' (clipboard icon). At the bottom of the page, a red text line provides customer service contact information: 'For customer service please call us at (806) 743-2016, or email us at printingcenter@ttuhsc.edu'.

- You will then be taken to the following page

HOME CATALOG ESTIMATE MY ACCOUNT SHOPPING CART NEW USER FAQ FILE SPECIFICATIONS

Print Piece Parameters Estimate Price

Category

Product

Bleed Size (min) by inches portrait

Cut Size by inches

Finish Size by inches

Sheets Per Set Use when printing a multi-page set of documents.

Versions Use when quoting several versions of identical specs.

Padding

Front-Side Inks

Back-Side Inks

Substrate

Press

Job Parameters Estimate Price

Imposition show

Work Mode Sheetwise Work-n-Turn Cut-n-Stack

Proof

Quote Quantities

Finishing Parameters Estimate Price

Add New Task ▶

- From here you can begin to put in your job's specs. For this example, we will do an 8.5x11 flyer with bleed.
- For your category, select "Common Sizes"
- For the product, select "Letter 8.5x11"
- For the bleed size you will input 8.75x11.25 and check the box depending on whether or not your artwork is designed in portrait or landscape.
- Cut Size will be 8.5x11
- Finish Size will be 8.5x11
- Sheets per Set will be 1
- Versions will be 1

- Padding will be 0, because we don't want these padded like a notepad. We just want them as single sheets.
- Front-Side Ink will be 4, because our artwork will be in full color.
- Back-Side Ink will be none, because it is a single-sided flyer.
- The substrate will be T153D1D01 Blazer Digital 100# Text Satin, 12x18. This is a house stock that we use to run many orders for flyers. *Tip—If you aren't finding the paper you want, check to make sure the Press is set to the machine you are wanting us to run the order on. Some papers are not available on some presses.*
- For Imposition we will leave it unchecked. If you want to see how your job will be imposed on the press sheet, you can select that box.
- Work Mode is almost always "Sheetwise" for jobs we run. If you have a question about it, please feel free to contact the Printing Center.
- Proof – if you would like a PDF proof sent to your email for approval before the job goes to production, select "Soft Proof". If you would like to see a printed proof for approval before the job goes to production, select "Hard Proof"
- For Quote Quantities, enter the number of pieces you would like quoted. You can enter up to three different quantities.
- Finishing Parameters for our flyer will only be cutting. So you would mouse over the "Add New Task", mouse over "Trimming" and select "Cutting"
- Once all of that information is set, you will select "Estimate Price" at the top right-hand corner of the box.

Print Piece Parameters Estimate Price

Category ?

Product ?

Bleed Size (min) ? by inches portrait

Cut Size ? by inches

Finish Size ? by inches

Sheets Per Set ? Use when printing a multi-page set of documents.

Versions ? Use when quoting several versions of identical specs.

Padding ?

Front-Side Inks ?

Back-Side Inks ?

Substrate ?

Press ?

Job Parameters Estimate Price

Imposition ? show

Work Mode ? Sheetwise Work-n-Turn Cut-n-Stack

Proof ?

Quote Quantities ?

Finishing Parameters Estimate Price

Device	Name	Option	Task Note
Trimming	<input type="text" value="Cutting"/>		<input type="button" value=""/>

- Your quoted price will appear with each quantity associated with an "order" button

Quote Information				
QUANTITY		250	500	1000
Printing Costs				
ARTWORK SIZE	8.750 x 11.250 inches (2-UP)	\$52.64	\$101.94	\$200.55
PAPER	Blazer Digital 100# Text Satin, White, 12 x 18 (ID: T153D1D01)			
PRINT	4/4 inks			
Finishing Costs				
TRIMMING-T1		\$3.60	\$3.60	\$3.60
TOTAL		\$56.24	\$105.54	\$204.15
		<input type="button" value="Order 250"/>	<input type="button" value="Order 500"/>	<input type="button" value="Order 1000"/>

- From here you can begin your ordering and checkout process. Instructions for how to do that are at the beginning of this guide.