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.ttuhscedu/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

- 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.”

  - 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”

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

- Click “Proceed to Checkout”

- Note: You can add a memo in the memo line in this screen.
- Select enter your delivery or shipping information here then click “Continue”
- Select your desired turnaround time and desired delivery method and click “Continue”

![Turnaround Time and Delivery Method Table]

- Enter your FOP and click “Continue”

![FOP and Payment Method]

- 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

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

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

- 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”
- You will then be taken to the following page

- 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.
Your quoted price will appear with each quantity associated with an “order” button.

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