

PrintShop Pro Tips and Tricks

Account Numbers

Make sure you use full account number when submitting to administrator to give you access after registering.

Object code for paper is 711; for printing, 712

Ordering Paper for Campus Copiers

All regular-sized paper (8.5x11) used for campus copiers is ordered through the STOREFRONT and charged to Campus Copiers Fleet. I give all of you access to that account number when you register. It will be in your drop-down menu when choosing account number. (Make sure you change department name to Campus Copiers Fleet as well.) If you purchase any other size paper, it should be charged to your department.

Order Categories

The PSP system is set up with different Order Categories to simplify ordering for the user. Settings such as folding and cutting are set up in the background. Please try and use the category closest to your submission instead of using Simple Copies for everything.

If You Don't See It

- If your printing job doesn't match any of the order categories, use the closest category to it.
- If you don't find the finish size you need, choose closest to it and put exact size in notes box.
- Any special bindings or anything that is a little different, please put in the notes box.

Letters

- If you bring your own printed letterhead, choose Customer Provided for paper type.
- If you want to use the generic Wartburg letterhead, choose LTRHD.
- If you're printing a letter that goes to an internal audience, bond is OK. For letters that go to an external audience or the letter is color, use 60# text white. Also used for a second page to Wartburg letterhead.

Paper Types 101

- **Text weight paper** - bond, text, dull text, gloss text

20# bond is used for regular copy paper (8.5x11) and for the pastel colors. We have legal (8.5x14) and tabloid (11x17) in white for purchase and limited sizes in the pastels.

60# text is next heavier weight. It is used for the bright colors, such as Wartburg's cosmic orange. Also, for a second sheet of letterhead, you would choose this weight. With heavy ink coverage on a 2-sided document, you would use this weight.

70# text is next heavier weight. It is used for resumes, brochures, or anything you want to look a little better quality. 70# is the weight that Royal Fiber or Royal Marble colors come in; also our heavier natural sheet.

80# text is the lightest weight for our coated papers – dull and gloss

100# text is heavier than 80# text, but lighter than cover weight. This comes in a coated (gloss or dull) or uncoated sheet in limited paper sizes.

- **Cover weight paper (cardstock)** - cover, dull cover, gloss cover

65# cover is used for the bright colors, such as Wartburg's cosmic orange as well as white and natural.

67# cover is the cardstock weight for white and the pastel colors.

80# cover is a little sturdier and comes in white (uncoated, dull or gloss), natural, and the Royal Fiber papers.

100# cover is heavier than 80# cover. This comes in a coated (gloss or dull) or uncoated sheet in limited paper offerings.

Fractions to Decimals Chart

1/16 = .0625	9/16 = .5625
1/8 = .125	5/8 = .625
3/16 = .1875	2/3 = .667
1/3 = .333	11/16 = .6875
1/4 = .25	3/4 = .75
5/16 = .3125	13/16 = .8125
3/8 = .375	7/8 = .875
7/16 = .4375	15/16 = .9375
1/2 = .5	

