About PressWise

PressWise is the production and ordering system utilized by the TTUHSC Printing Center for customer orders. The system allows the Printing Center to control the orders from start to finish and also allows the customer to track the status of their order in real time. Through PressWise, customers can order business cards, envelopes and letterhead as well as anything else that has been added to their catalog.

How to Request a New User Login

Contact the Printing Center at printingcenter@ttuhsc.edu to make sure that you do not already have a user profile in PressWise. If you are a recent hire to the institution, you can request user login information in two ways:

2) Contact the Printing Center and request new user login information.

How to Place an Order from your Catalog

Business Cards

Log into the system and click Catalog.

Select Business Cards from the appropriate header.
Select the **appropriate business card** from the available templates.

![Select Appropriate Business Card](image)

**Note**: Some cards are for Lubbock addresses and some are for Other Addresses. You can view 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, enter your **initials** in the box and click **Next**.
Select the **quantity** you would like to order and click **Add to Cart**. Then, click **Proceed to Checkout**.

![Click Proceed to Checkout]

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

Select or enter your **delivery** or **shipping information** and then click **Continue**.

![Select or Enter Delivery/Shipping Address]
Select your desired **turnaround time** and desired **delivery method** and click **Continue**.

![Select Turnaround Option]

![Select Delivery Method]

Enter your **FOP** and click **Continue**.

![Enter FOP]

![Click Continue]

Click **Place Your Order**.

**Envelopes**

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

To place an envelope order, log into PressWise. Click **Catalog**, choose **Envelopes** from the appropriate header and 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. Follow the same checkout procedures reviewed under the section on business cards.

**Letterhead**

Log into PressWise, choose letterhead under the appropriate department header, and choose the letterhead needed.

**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 same checkout procedure from the section on business cards.

**TTU Logo Stationery—Customizable Logo**

If your department does not 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. Follow the steps from the sections in previous pages for placing those orders. Once the order is placed, it is stopped and routed through our design department. You will receive a proof to approve your new logo.
PressWise Estimator Terminology

**Bleed Size** – If your artwork goes to the edge of the finished sheet, it needs to bleed to allow for correct cutting. 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 so that the image bleeds to the edge of the sheet when it is cut to the appropriate size.

**Cut Size** – The size of the piece after it has been cut and finished.

**Finishing Parameters** – A list of all of finishing options, from cutting to padding. If you have any questions, contact the Printing Center.

**Front-Side & Back-Side Inks** – Used to tell us if you want the piece done in color (4 colors) or black ink only (1 color).

**Padding** – If you want notepads printed and padded, enter the number of sheets you want in each pad. The standard is 50.

**Press** – Indicates the machine you would like your job to run on. Through the estimator, you have the choice of black ink copiers, color copiers, and Nexpress. The Nexpress is generally used for higher quality artwork and for larger runs.

**Sheets Per Set** – If you are requesting copies of a document that is 10 pages long, but you want it printed double-sided, then you will have 5 sheets per set. If you want it single-sided, you will have 10 sheets per set.

**Substrates** – Indicates 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.

**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.

PressWise Estimator

PressWise allows you to get estimates for print jobs from our system. You can convert the estimate to a print job and submit it through our storefront:

Log into PressWise and select **Estimator**.
The Print Piece Parameters page will allow you to enter the specifications for the print project.
For example, these are the print piece parameters needed for an 8.5x11 flyer with bleed.

- **Category**: Select Common Sizes for the category.
- **Product**: Choose Letter 8.5x11 for the product.
- **Bleed Size**: Input 8.75 by 11.25 and check the box depending on whether or not your artwork is designed in portrait or landscape.
- **Cut Size**: Enter 8.5x11 for the cut size.
- **Finish Size**: Enter 8.5x11 for the finish size.
- **Sheets per Set**: Enter 1.
- **Versions**: Enter 1.
- **Padding**: Enter 0 for padding, because we do not want these padded like a notepad. We want them as single sheets.
- **Front-Side Inks**: Select 4 from the drop-down menu, because our artwork will be in full color.
- **Back-Side Inks**: Select none, because it is a single-sided flyer.
- **Substrate**: 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 do not find the paper you want, make sure the Press is set to the machine you are wanting to run the order on. Some papers are not available on some presses.
- **Imposition**: Leave the imposition unchecked. If you want to see how your job will be imposed on the press sheet, select that box.
- **Work Mode**: Work Mode is almost always Sheetwise. If you have a question, contact the [Printing Center](#).
- **Proof**: For a PDF proof sent to your email for approval before the job goes to production, select Soft Proof. For a printed proof for approval before the job goes to production, select Hard Proof.
- **Quote Quantities**: Enter the number of pieces you want quoted. You can enter up to three different quantities.

Finishing Parameters for the flyer will only be cutting. So mouse over the Add New Task, mouse over Trimming and select Cutting.

Once all of that information is set, 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.

From here you can begin the ordering and checkout process. Instructions are at the beginning of this guide.

If you have additional questions, contact the Printing Center at printingcenter@ttuhsc.edu.