



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

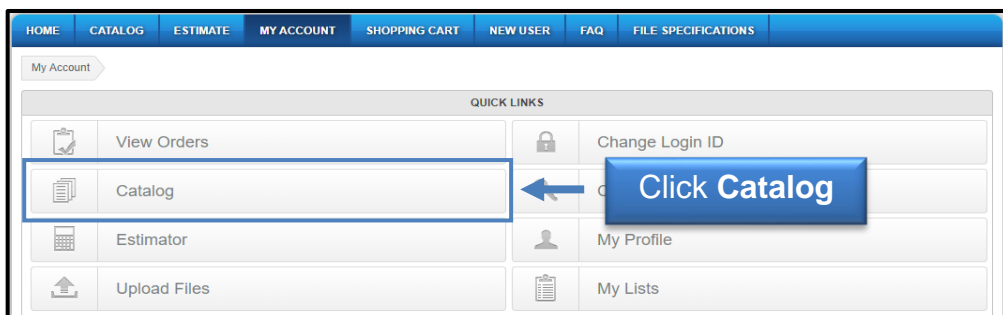
Contact [the Printing Center](#) at printingcenter@ttuhsc.edu to make sure that you do not already have a user profile in PressWise. If you are a recent hire to the institution, you can request user login information in two ways:

- 1) Access [PressWise New User](#) and follow the on-screen prompts.
- 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**.

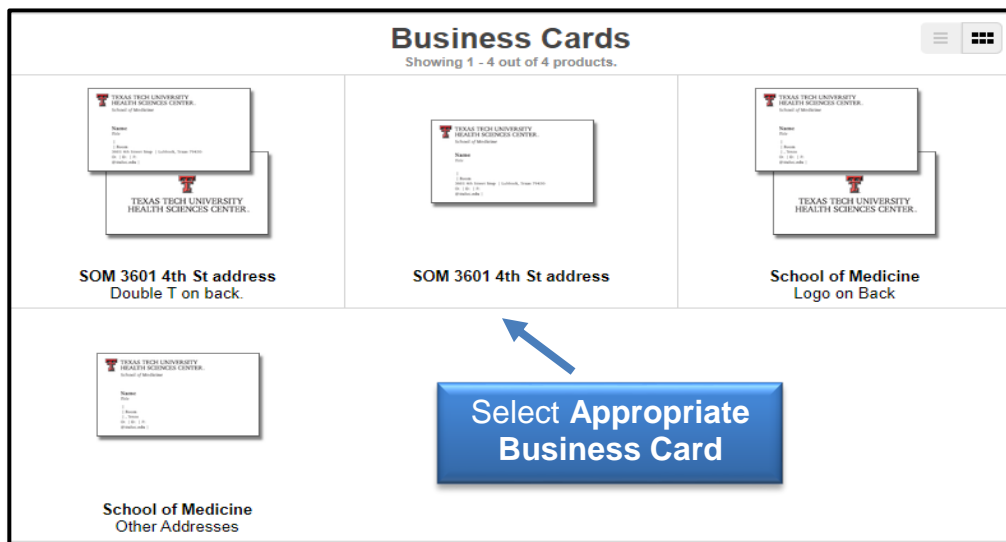


Select **Business Cards** from the appropriate header.



Select the **appropriate business card** from the available templates.

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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**.

The screenshot shows a proof approval form titled "Page 1". It displays a preview of a business card for "TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. School of Medicine" with contact information for "Melynda Crouch, Manager". Below the preview is an "Edit" button. A blue arrow points from a blue button labeled "Enter Your Initials" to a text input field. Another blue arrow points from a blue button labeled "Click Next" to a "Next" button. Below the input field is a red warning message: "If content are correct. I am satisfied with the document layout. I understand that my document will print EXACTLY as it appears on screen. I understand that my order is placed and that I assume all responsibility for typographical errors. Please read the statement above and initial to approve." Below this message is a small text input field for initials.

Select the **quantity** you would like to order and click **Add to Cart**. Then, click **Proceed to Checkout**.

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1 item(s) in cart

500 SOM 3601 4th St address

Memo:

INKS: Front: Full Color / Back: None

PAPER: Accent Opaque 100# Cover Smooth, White, 12 x 18

Cart Total: \$26.10

Buttons: Save for Later, Change Options, View PDF Proof, Copy Item, Remove Item

Callout: 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**.

Shipping Address

HSC Pediatrics Lubbock
AIM
Pavillion, Room ?
3601 4th St STOP 9406
Lubbock, TX 79409
(806) 743-2244
US
Notification Email:

Shipping Company

HSC Pediatrics Lubbock
Candice Blanchard
3601 4th St Stop 9406
Lubbock, TX 79430-9903
743-6021
US
Notification Email:

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...

Export

Callout: Select or Enter Delivery/Shipping Address

ENTER A NEW SHIPPING ADDRESS

Name/Company:

Attention:

Address:

Address 2:

Address 3:

City:

State:

Zip Code:

Country:

Phone:

Residential: ☐

Verify: ☒ Verify Address

Notification Email:

Continue

Select your desired **turnaround time** and desired **delivery method** and click **Continue**.

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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		\$0.00
<input type="radio"/> 3-4 Day 3-4 Day		\$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		\$0
<input checked="" type="radio"/> Delivery		\$0
<input type="radio"/> Lone Star Overnight		\$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.

FOP (EX: H 123456 123456 12)

PROJECT NAME

[Continue](#)

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**.

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.

1. Choose Design 2. Personalize 3. Approve

Envelopes
Showing 1 - 3 out of 3 products.

[Select an Envelope](#)

<p>#10 Business Envelope - 3601 4th Street Address Black Double T</p>	<p>#10 Business Envelope - 3601 4th Street Address Red Double T</p>	<p>#10 Envelope Choice of Left-Hand Window or Regular Business Envelope</p>
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Note: There are separate templates for black ink only envelopes and full color envelopes.

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Fill out the **form** for the envelope and click **Next**.

The screenshot shows a web form titled "Upload and Customize the Design". At the top, there are four bullet points: "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.", and "Press *Next* to proceed, or press *Back* to start over." Below the text is a preview of a letterhead for "TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER, School of Medicine". To the right of the preview is a blue button labeled "Enter Form Information" with a downward arrow pointing to the form fields. The form fields include: "Department Name:" (text input), "Building (optional):" (text input), "Room or Suite:" (dropdown menu with "Room" selected), "Room Number:" (text input), "Digit number:" (text input with "required" in red), and "FOP (Enter as space, prg.):" (text input with "H 123456 123456 12" entered). Below the form fields is a blue button labeled "Click Next" with an arrow pointing to the "Next" button at the bottom right. At the bottom left are buttons for "Back", "PDF Proof", and "Review & Approve". At the bottom right is a "Next" button with a right arrow.

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**.

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

My Account

QUICK LINKS

	View Orders		Change Login ID
	Catalog		Change Login Password
	Estimator		My Lists
	Upload Files		

For customer service please call us at (806) 743-2016, or email us at printingcenter@ttuhsc.edu

The Print Piece Parameters page will allow you to enter the **specifications** for the print project.

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

Print Piece Parameters Estimate Price

Category ?	<input type="text"/>		
Product ?	<input type="text" value="Letter 8.5 x 11"/>		
Bleed Size (min) ?	<input type="text" value="8.625"/> by <input type="text" value="11.125"/> inches	<input checked="" type="checkbox"/> portrait	
Cut Size ?	<input type="text" value="8.500"/> by <input type="text" value="11.000"/> inches		
Finish Size ?	<input type="text" value="8.500"/> by <input type="text" value="11.000"/> inches		
Sheets Per Set ?	<input type="text" value="1"/> Use when printing a multi-page set of documents.		
Versions ?	<input type="text" value="1"/> Use when quoting several versions of identical specs.		
Padding ?	<input type="text" value="1"/>		
Front-Side Inks ?	<input type="text" value="4"/>		
Back-Side Inks ?	<input type="text" value="4"/>		
Substrate ?	<input type="text" value="C243D1D01 : Blazer Digital 100# Cover Satin, White, 12 x 18(U)"/>		
Press ?	<input type="text" value="Digital Press"/>		

Job Parameters Estimate Price

Imposition ?	<input type="checkbox"/> show
Work Mode ?	<input checked="" type="radio"/> Sheetwise <input type="radio"/> Work-n-Turn <input type="radio"/> Cut-n-Stack
Proof ?	<input type="text" value="None"/>
Quote Quantities ?	<input type="text" value="1"/> <input type="text" value="100"/> <input type="text" value="1000"/>

Finishing Parameters Estimate Price

Add New Task ▶

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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.

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Print Piece Parameters

Estimate Price

Category ?

Product ?

Bleed Size (min) ?

Cut Size ?

Finish Size ?

Sheets Per Set ?

Versions ?

Padding ?

Front-Side Inks ?

Back-Side Inks ?

Substrate ?

Press ?

Job Parameters

Estimate Price

Imposition ?

Work Mode ?

Proof ?

Quote Quantities ?

Finishing Parameters




Estimate Price

Add New Task ▶

Device	Name	Option	Task Note
Trimming	Cutting ▼		

Example of 8.75 x 11.25 Product

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		\$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
		 Order 250	 Order 500	 Order 1000

Select Order

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.