



## 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

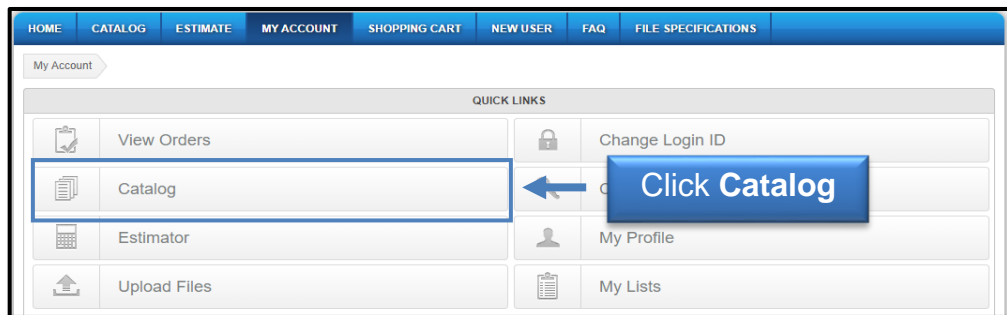
Contact [the Printing Center](#) at [printingcenter@ttuhsc.edu](mailto:printingcenter@ttuhsc.edu) to make sure that you do not already have a user profile in PressWise. If you are a recent hire to the institution, you can request user login information in two ways:

- 1) Access [PressWise New User](#) and follow the on-screen prompts.
- 2) Contact the [Printing Center](#) and request new user login information.

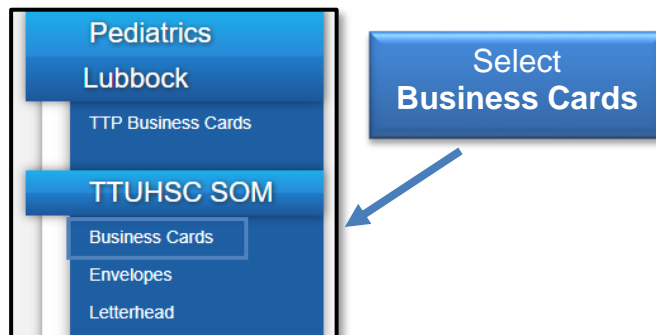
## How to Place an Order from your Catalog

### **Business Cards**

Log into the system and click **Catalog**.



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



# PressWise User Guide

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



**Note:** Some cards are for Lubbock addresses and some are for Other Addresses. You can view that information below the thumbnail of the card.

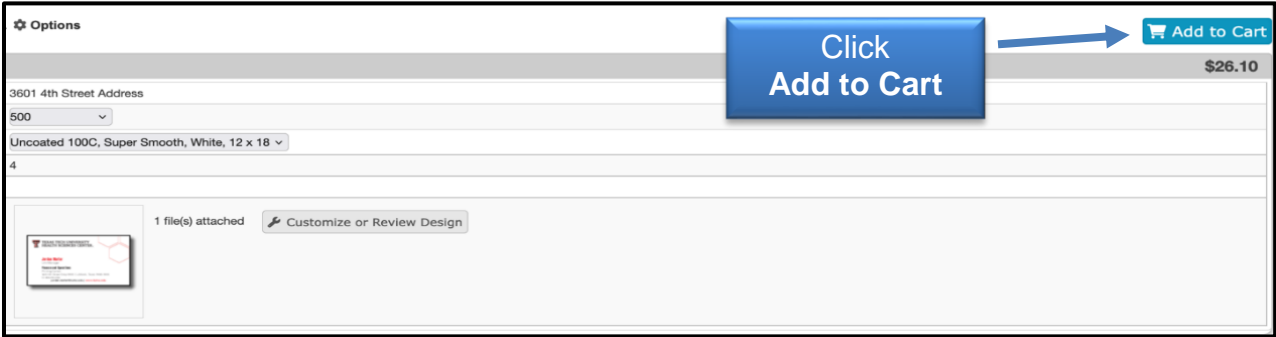
Fill out the form with the appropriate information and click **Update Image**. Once the card looks the way you want, click **Proceed to Order**.

To approve your proof, click the **Approve** button.

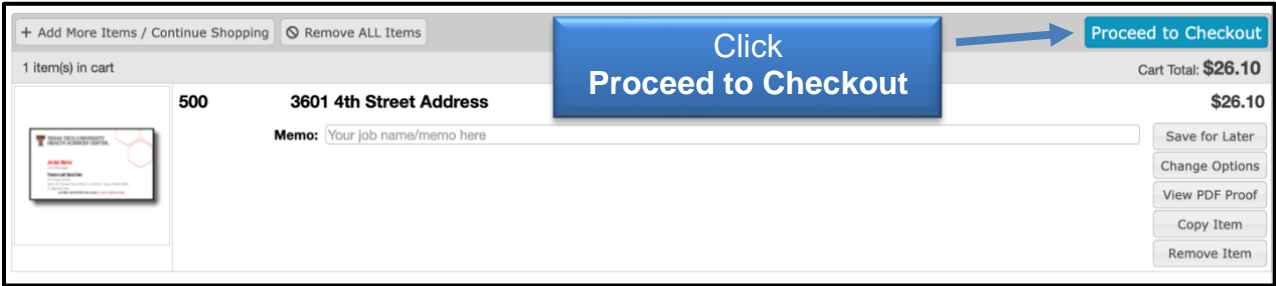


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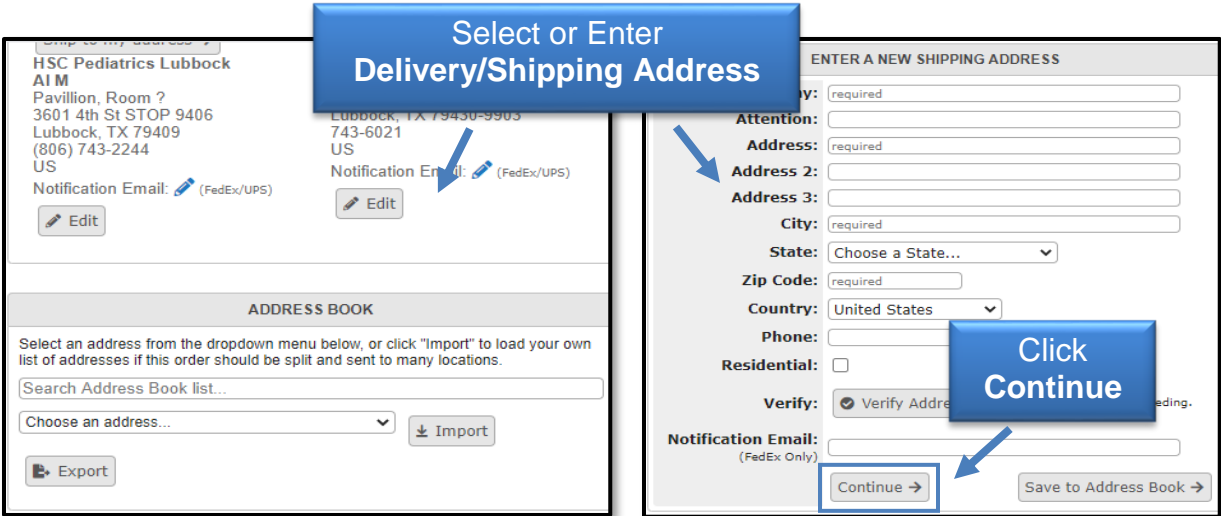
Select the **quantity** you would like to order and click **Add to Cart** in the upper left area of the page.



Then, select **Proceed to Checkout**.



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



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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		\$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	8 bus	\$0
<input checked="" type="radio"/> Delivery	8 bus	\$0
<input type="radio"/> Lone Star Overnight	8 bus	\$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
<b>Item(s) Subtotal:</b>	<b>\$26.10</b>
Estimated Tax:	\$0.00
Turnaround Fee:	\$0.00
Shipping & Handling:	\$0.00
<b>Grand Total:</b>	<b>\$26.10</b>

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
<b>Item(s) Subtotal:</b>	<b>\$26.10</b>
Estimated Tax:	\$0.00
Turnaround Fee:	\$0.00
Shipping & Handling:	\$0.00
<b>Grand Total:</b>	<b>\$26.10</b>

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**

- #10 Business Envelope - 3601 4th Street Address Black Double T
- #10 Business Envelope - 3601 4th Street Address Red Double T
- #10 Envelope Choice of Left-Hand Window or Regular Business Envelope

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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  
3601 4th Street  
Lubbock, Texas 79430  
© 2008-123456 12  
RETURN SERVICE REQUESTED

Enter Form Information

Department Name:   
Building (optional):   
Room or Suite: Room   
Room Number:   
digit number: required  
space, prg.): H 123456 123456 12  
RETURN SERVICE REQUES

FOP (Enter as space, prg.):

Click Next

Back PDF Proof Review & Approve Next

Approve your **proof** and click **Next**. Follow the same checkout procedures outlined in the business cards section.

## 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 outlined in the business cards section.

## PressWise 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 at least 8.625 x11.125 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.

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**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.

**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.