



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 request new user login information.

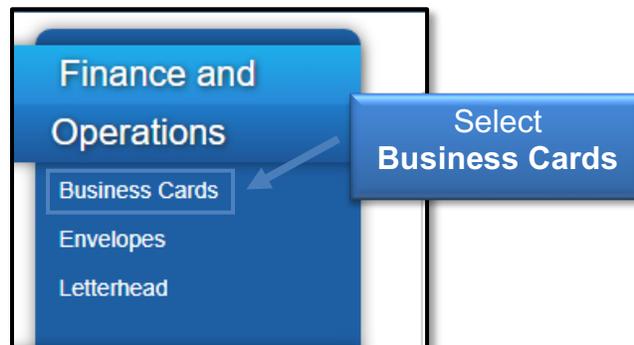
How to Place an Order from your Catalog

Business Cards

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

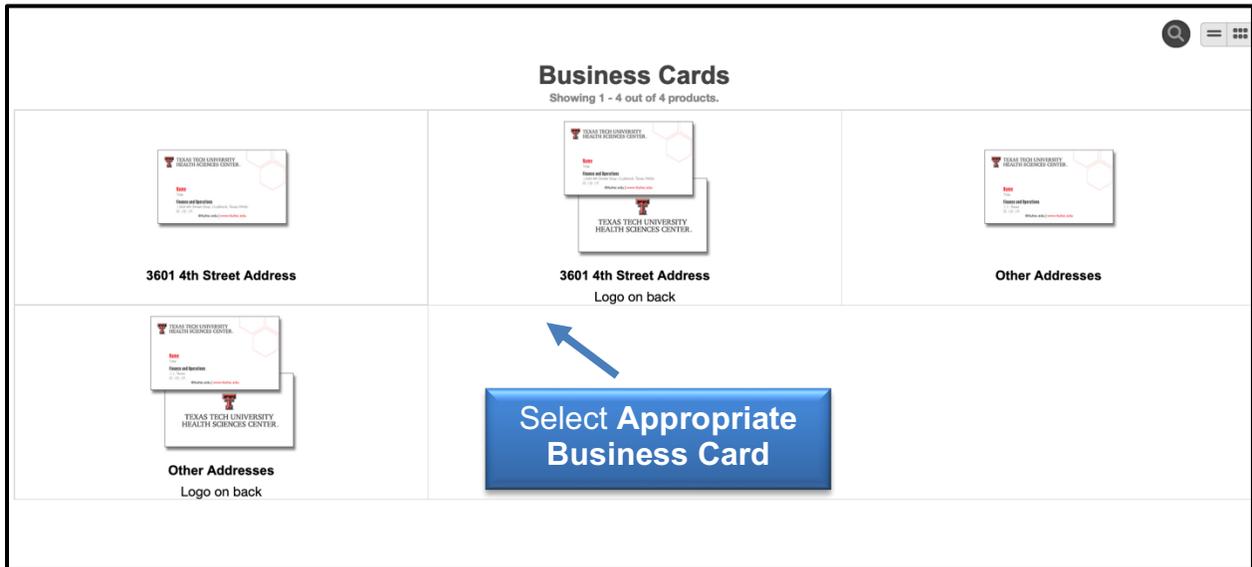


Select **Business Cards** from the appropriate header.



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.

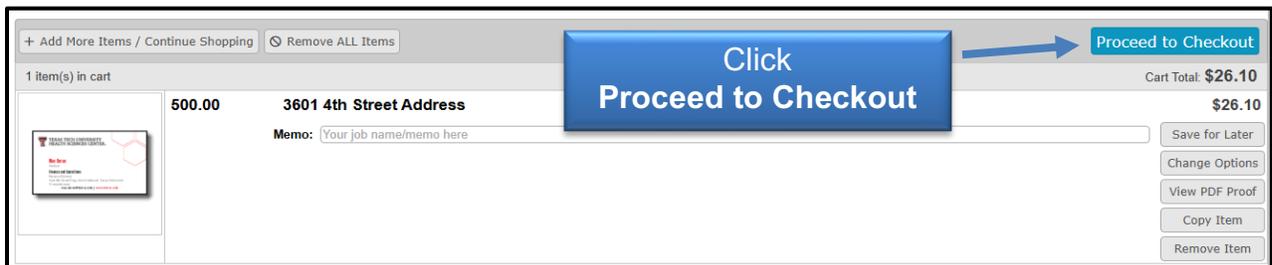


PressWise User Guide

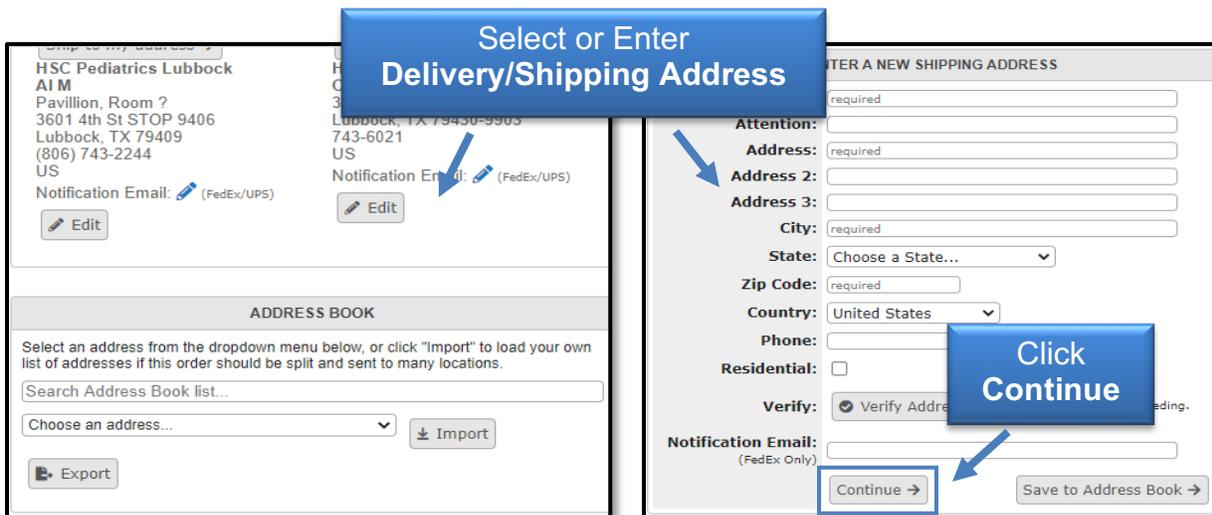
Select the **quantity** you would like to order and click **Add to Cart** in the upper left area of the page.



Then, select **Proceed to Checkout**.



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



PressWise User Guide

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

The screenshot shows the 'Choose your Production Turnaround Time' and 'Choose your Delivery Method' sections. The 'Turnaround Option' table lists various options with their respective production times and estimated costs. The 'Delivery Method' table lists 'Customer Pickup', 'Delivery', and 'Lone Star Overnight' with their estimated costs. An 'ORDER SUMMARY' box on the right shows the 'Continue' button and a breakdown of costs including 'Items Ordered', 'Item(s) Subtotal', 'Estimated Tax', 'Turnaround Fee', 'Shipping & Handling', and 'Grand Total'.

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

DESIRED METHOD	EST. COST
<input type="radio"/> Customer Pickup	\$0
<input checked="" type="radio"/> Delivery	\$0
<input type="radio"/> Lone Star Overnight	\$0

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**.

The screenshot shows the 'PAYMENT METHOD' section with a form to enter the 'FOP (EX: H 123456 123456 12)' and 'PROJECT NAME'. A 'Continue' button is visible on the right. An 'ORDER SUMMARY' box on the right shows the 'Continue' button and a breakdown of costs including 'Items Ordered', 'Item(s) Subtotal', 'Estimated Tax', 'Turnaround Fee', 'Shipping & Handling', and 'Grand Total'.

PAYMENT METHOD	
Enter the information below to complete the payment options for your order.	
FOP (EX: H 123456 123456 12)	PROJECT NAME
<input type="text" value="required"/>	<input type="text"/>

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.

The screenshot shows the 'Catalog > Envelopes' page. A sidebar on the left lists 'Finance and Operations', 'Business Cards', 'Envelopes', 'Letterhead', and 'Blank Templates'. The main area displays 'Envelopes' with 'Showing 1 - 4 out of 4 products.' Three envelope templates are shown: '3601 4th Street Address Red & Black', '3601 4th Street Address Black', and 'Other Addresses Red & Black'. A 'Select an Envelope' button is overlaid on the right.

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

PressWise User Guide

Fill out the form for the envelope. Fields marked with a red asterisk are required. Click **Update Image** to view the updated personalized design. Once the envelope looks the way you want, click **Proceed to Order**.

Catalog > 3601 4th Street Ad...

Personalize Your Design

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Finance and Operations

PDF Proof

Enter Information

Click Proceed to Order

Proceed to Order

* Department Name: required

Program:

Building and/or Room (Optional):

* STOP - Enter 4 digit number: required

FOP (Enter as Chart, space, fund, space, orgn, space, prg-): H 123456 123456 12

RSR:

Approve your proof, select the quantity, and add the envelopes to your cart. Then 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 **Proceed to Order**. Approve your **proof** and 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.

Finishing Parameters – A list of all 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).

PressWise User Guide

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 allow 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.