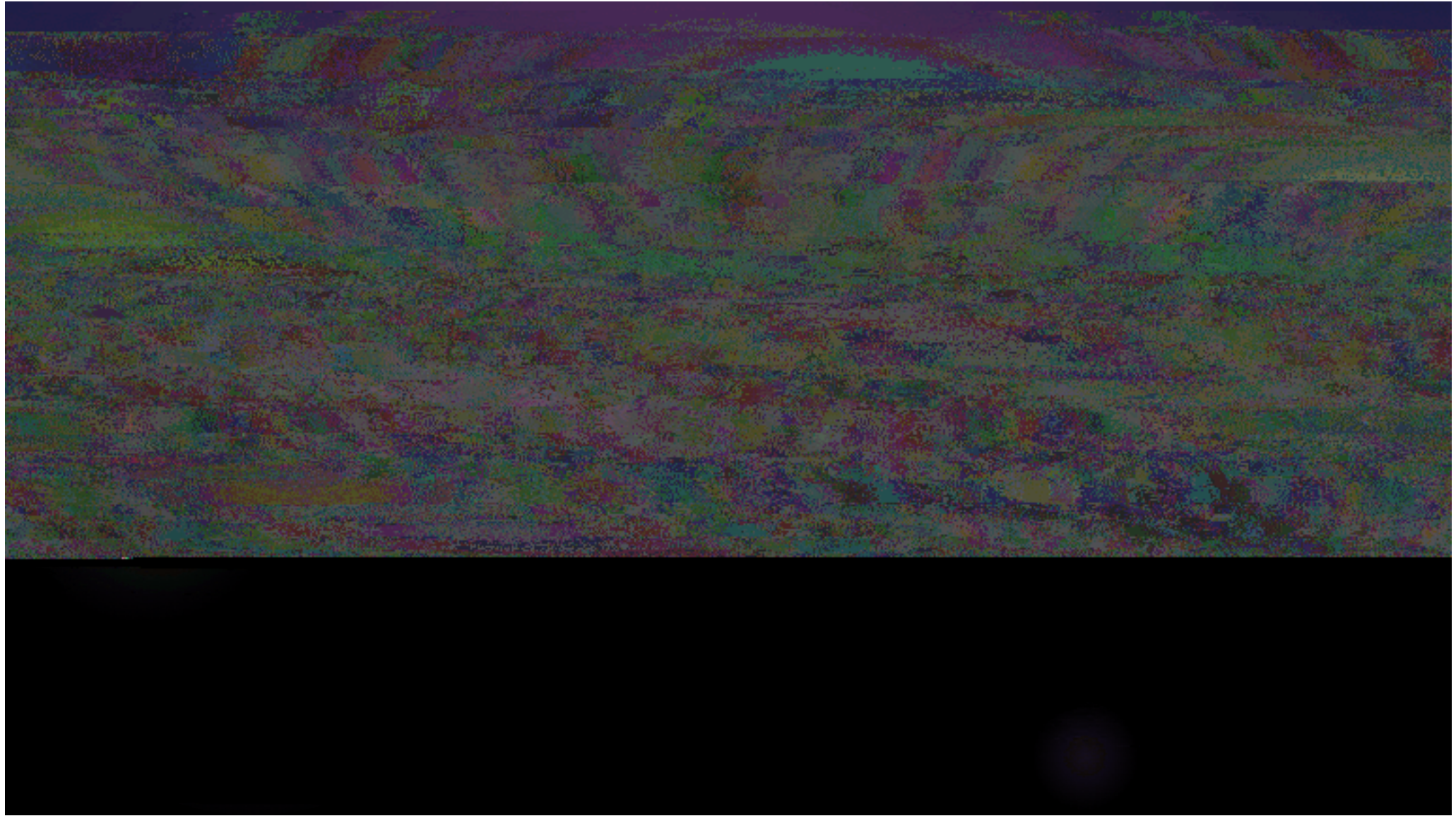
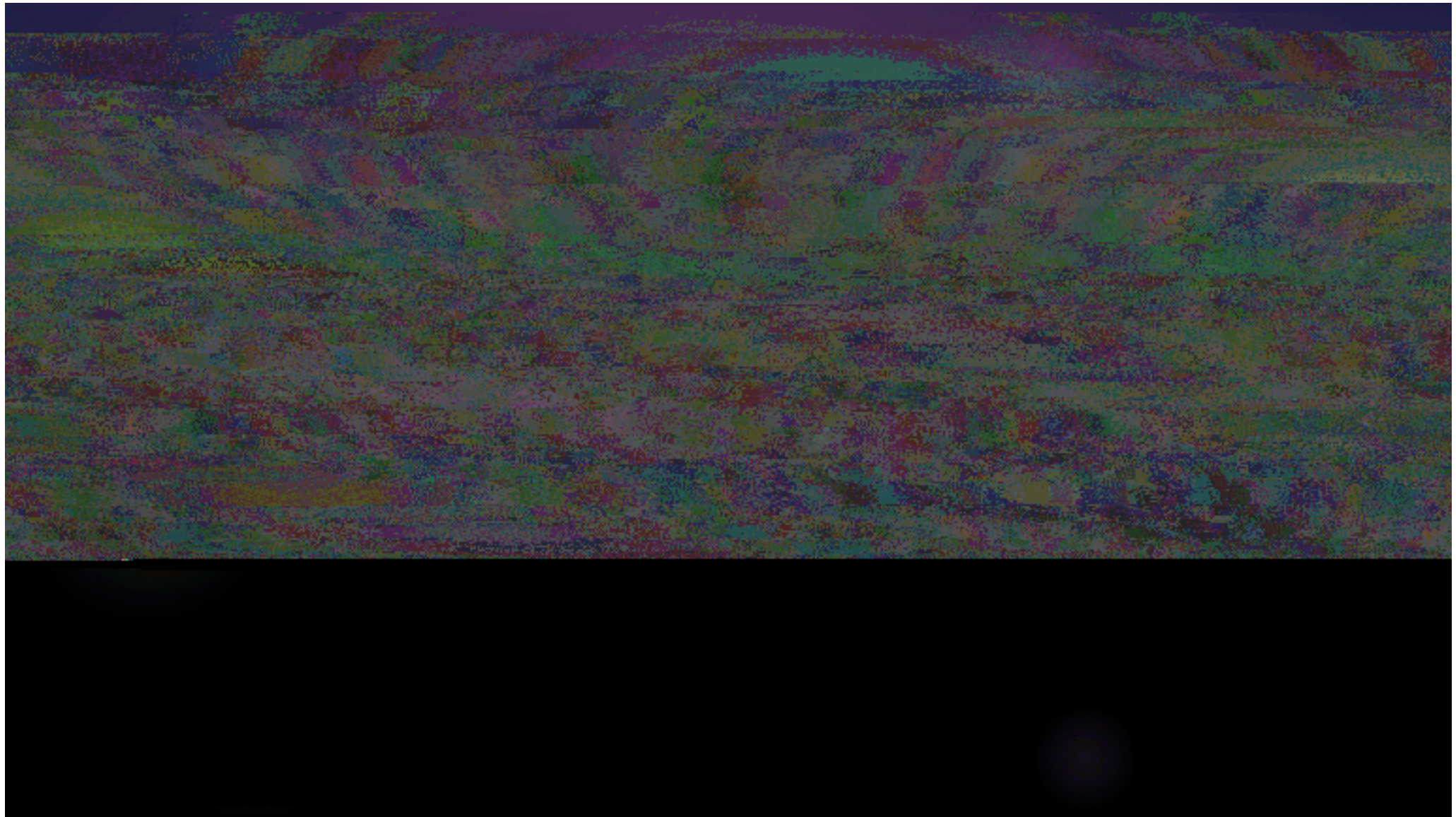




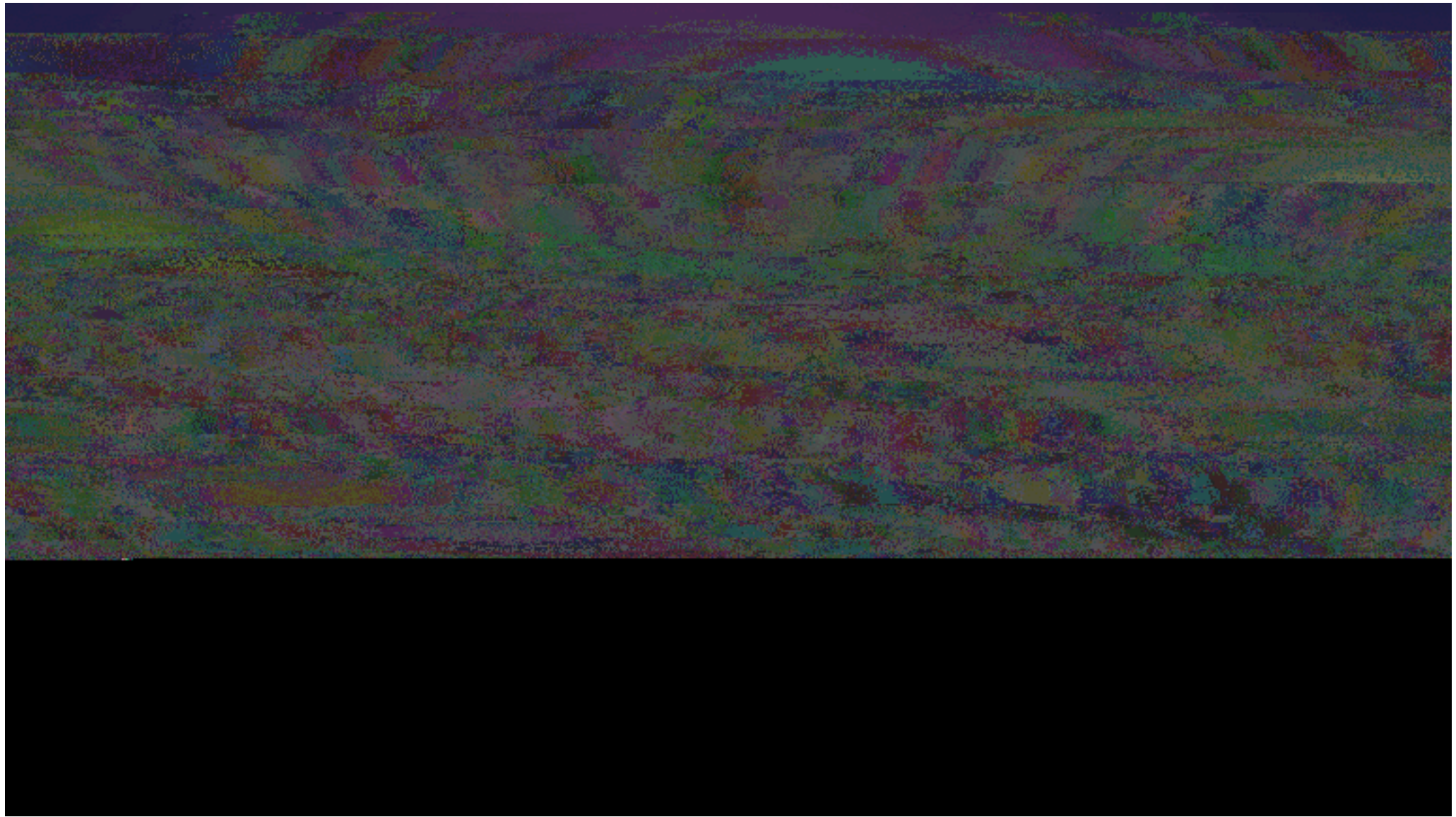
Royal Printing


TIPS AND TRICKS



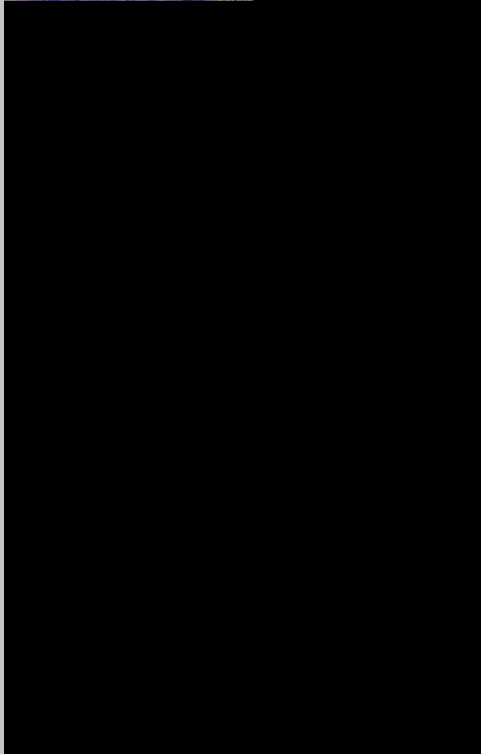


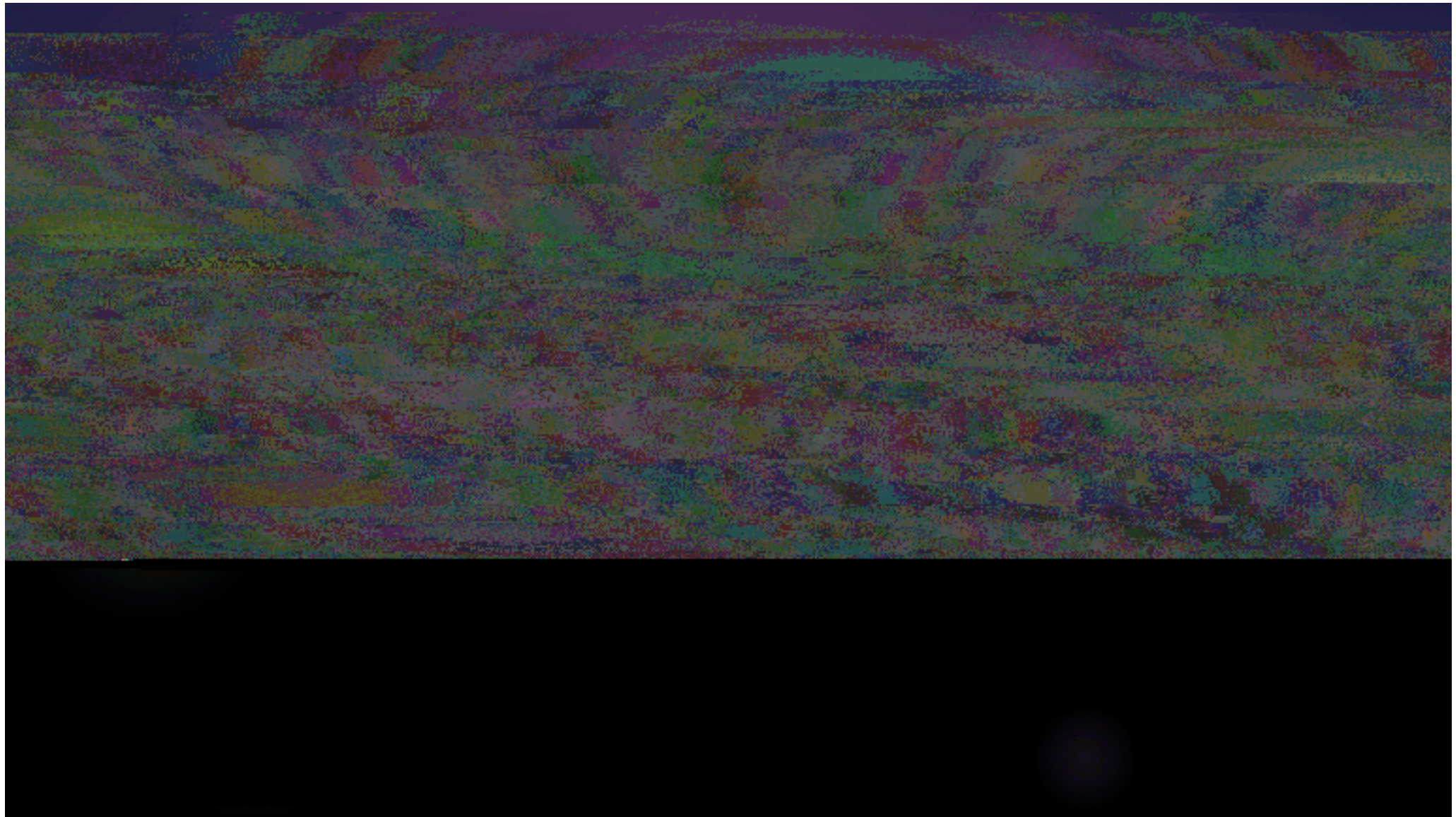


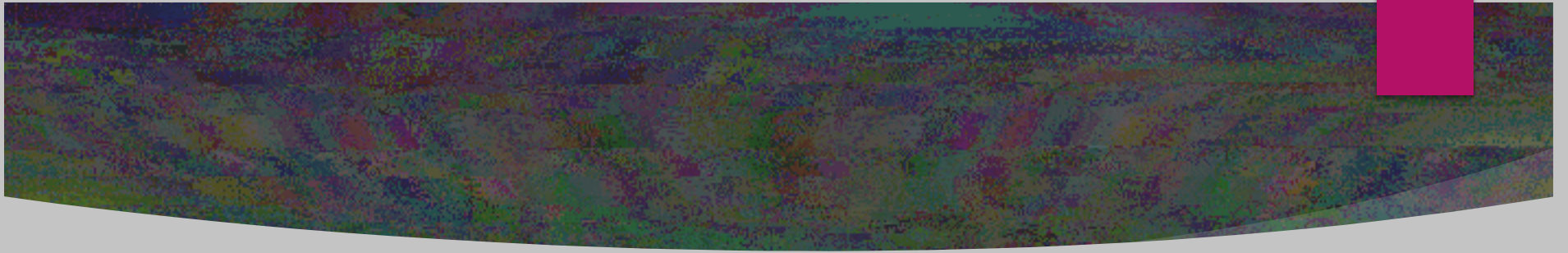





Placing Your Order:
Think of it Like Ordering a Sandwich!









About Business Card, Letterhead and Envelope Templates

Reordering Jobs

Go to your Job History Page and locate the job.
Click on the Cart (not the job within the cart)

Job 5609546

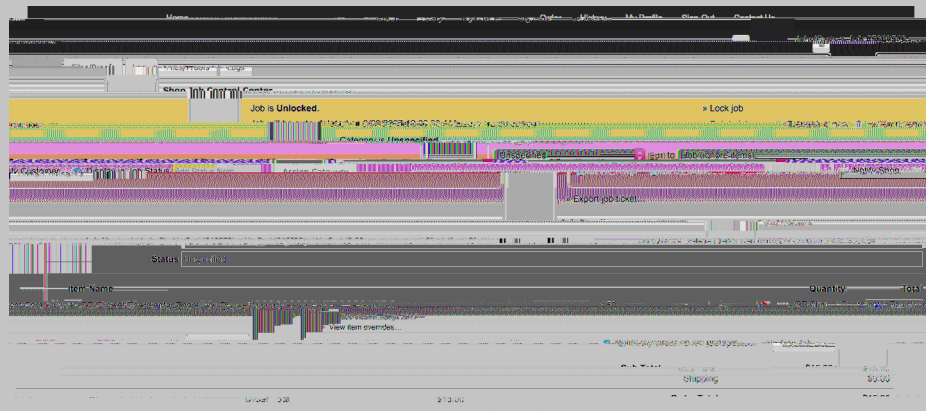
Valarie Clark's Cart (616272) - Sep 20 2017 3:23PM
[Hide Items...](#)

Valarie Clark
University of Scranton
9/20/2017 3:23 PM

Unspecified

Reordering a Job

Then click on the "Reorder" button next to the job. This will take you to the page with the job information. Update the job name and any information. Attach the file – whether the same file as before or an updated file. (Please note: the files from the original job do not automatically attach when reordering a job.)





What Paper Should I Use?

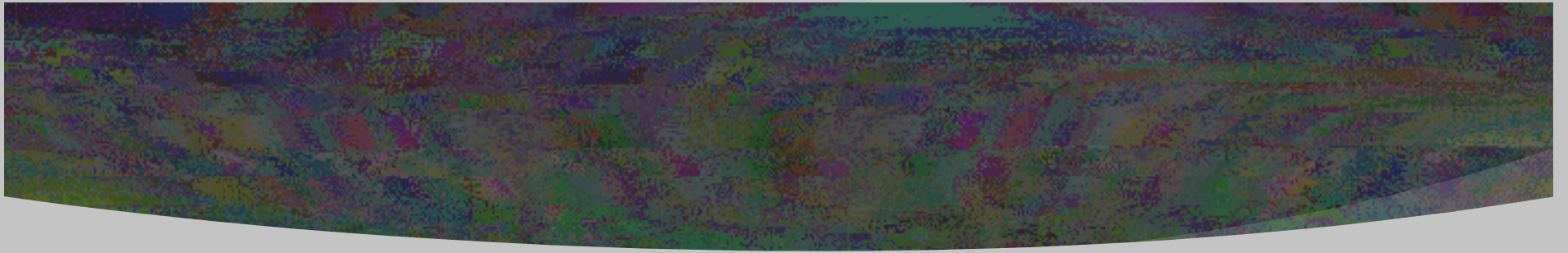
Text weight is the paper used in text pages of a publication. There are various thicknesses of text weight to choose from, and they are lighter-weight papers and are ideal for handouts, flyers, course materials, etc.

Cover weight is the paper used on covers of printed publications. There are various thicknesses to choose from and they are ideal for posters, invitations, covers of brochures and postcards, to name a few.

Text or Cover – or both? – Please don't choose both Text and Cover weight paper options unless your job uses both types of papers.

Paper swatch books have been made available to departments. We also have swatch books available at the Copy Center for your review.

If you still aren't sure, please call or email printing@scranton.edu to discuss options and recommendations.





Turnaround Time Guidelines

Thank You!