

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

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## 11.1 SUMMARY OF SERVICES

Print Services primary purpose is to provide services in the area of quick copying, printing and binding.

Service functions provided by Print Services are classified into several major categories:

- **Prepress Services** include reducing and enlarging originals/artwork; straighten and clean up customer's originals.
- **Quick Copying Services** include low and high volume black and white and color copies.
- **Printing Services** include one-color or multiple-color offset printing.
- **Bindery Services** include collating, padding, drilling, stapling, tape binding, folding and cutting.
- **Forms Management Services** including print on demand forms to eliminate the need for warehousing material that changes frequently.
- **Consultation Services** include assistance concerning each of the areas listed above.

All the products listed below may be printed or copied in a single color or multiple colors of ink. The most economical means of reproduction is black ink on white or colored paper. Print Services can reproduce on carbonless paper, card stock, as well as regular paper. Paper sizes range from 8 ½ x 11 to 11 x 17. Any material can be printed on the standard sizes of paper, and then trimmed to size.

### **Types of Products:**

Bookmarks  
Brochures  
Calendars  
Certificates  
Curriculum Guides

Covers  
Directories  
Flyers  
Forms  
Handbooks

Handouts  
Letterhead  
Newsletters  
Photography  
Posters  
Programs  
Worksheets  
Yearbooks

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## **11.2 GENERAL INFORMATION**

All requests for printing of materials should be submitted through TEAMS Copy Center.

TISD Print Services will review each print request and schedule them.

Outside printing is ordered at campus level.

All printing should conform to TISD policies, regulations, and copyright laws concerning materials that can be printed and distributed.

- No personal printing may be reproduced.
- TISD cannot reproduce material for resale.
- Copyright material must have written release.

Orders are accepted on a first come, first served basis. The Print Services Supervisor makes exceptions to this regulation.

Production time for all printing services depends on the size and complexity of the order.

Turn around time depends on the existing workload.

Print orders requiring layout may take longer than the normal five (5) working days.

When submitting multiple print orders, please stagger the date due. (i.e. if a teacher is submitting ten (10) different Print Requests, the date due should be one or two days apart for each request).

Each school or department should appoint a contact person for the Print Services staff to consult with concerning orders and /or billing.

Instructional and Administrative requests will take priority over work requested from outside organizations. All originators are responsible for any copyright infringements resulting from the printing and/or duplicating of any or all materials.

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### **11.3 SUGGESTIONS FOR COPY PREPARATIONS**

**Originals** – Copies will reproduce best if the originals are black ink on white paper.

**Ball Point Pen** – Black and red ink reproduce well. Blue and other light colors of ink are not recommended. In most cases the printing, copier, or camera equipment cannot reproduce other colors as clearly as black or red.

**Pencils** – Originals with pencil markings do not reproduce on most equipment. Pencils should not be used on any artwork.

**Tape** – If tape is used to layout materials, it should not be placed over typed copy or artwork.

**Margins** – A minimum of ½ inch margins should be kept on all four sides of the original. This is important for orders that will be reproduced on an offset press or high-speed copier. A margin is necessary to allow for bindery options. It is recommended that the margins be kept the same throughout your order for a professional look.

**Page Numbers** – For a professional look, page numbers should be in the same location on each page.

The center of the page is the best place to number pages since the number of overall pages will determine whether a page falls on the right or left side of a book. Print Services recommends all collated orders have page numbers. This insures the order will be collated accurately. If you prefer not to have page numbers, page numbering can be done with a non-reproducing pencil/pen or numbered on the back of each original.

**Pictures** – Black and white photographs and good-quality color pictures reproduce best. Newsprint pictures or photographs taken from previous printed material do not reproduce well.

**Please remember that your finished order can only be as good as the originals submitted for printing.**  
Originals are attached to the Copy Center order in TEAMS.

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#### **11.4 PTA / OUTSIDE ORGANIZATION PRINTING**

The primary purpose of the Print Services Department is to support the internal operation of the District; however, as a service to the PTA and other organizations, some of the basic services offered by Print Services will be available.

**Materials that are printed by TISD Print Services should:**

1. Be of the type that conveys information.
2. Be directly related to local PTA organizations
3. Be subject to a **ten (10) working day completion schedule**. (*See Note Below*)
4. Be taken directly to the TISD Print Services.
5. Have camera-ready art.
6. Conform to TISD policies and regulations.
  - No personal printing may be reproduced.
  - Copyright material must have written release.
7. Printing request must be filled out at the school office and a copy brought to Graphics with originals.

**Note: Directories requiring collation will be subject to a four (4) week completion schedule.**