



April/May, 2008

University of Dayton

design • printing • high speed digital copying • mailing

University of Dayton Printing & Design
and Mailing Services

College Park Center
300 College Park
Dayton, OH 45469-2913
Phone: (937) 229-4168
FAX: (937) 229-3700

Visit us on the Web at
www.printing.udayton.edu

Hours of operation:
Monday–Friday: 8 a.m. to 4:30 p.m.

Visitor parking available

Services:

Design:

- Full spectrum of design and typographical services (MacIntosh or PC platforms)
- Large format signs
- Lamination

Printing:

- One-, two-, three- and full-color printing
- Multi-part carbonless forms
- Book binding services
- Shrink wrapping
- Perforating, numbering and padding

Mailing:

- First Class, Nonprofit and Presorted Standard processing
- Automated addressing
- Labeling
- Sorting
- Inserting
- Tabbings
- Personalized letters

Let your emails do the walking

[Convenient + Spacious + Secure = Positive] sums up the typical customer reaction to **UD Printing & Design's** move to the **College Park Center** in July 2006.

Why? Because our location is **convenient** due to a *visitor parking area* that customers can use to drop off projects on their way to and from the office. Because our work area is more **spacious**. And because paper and other supplies are delivered to a loading dock away from pedestrian traffic, creating a more **secure** campus for students and other walkers. In general, the reaction to our move has been **positive**.

Even so, customers sometimes miss having us closer. One way we have found to improve our accessibility is to make better use of **email**. For example, orders can be placed from our **Web site** and tracked by email. Copy can also be **proofed** and **edited** as a Portable Document File (**pdf**) via email. Once a project is printed and folded or bound, it can be **delivered** directly to the location of your choice.

In most cases, **customers no longer need to visit our office in person** unless they have a complex project to discuss with a manager, designer or mailing services staff.

To place an order via our Web site – Go to www.printing.udayton.edu Click the **University of Dayton Printing Work Order Worksheet** link. Use this form whenever you submit an order to Printing, Design, Mailing Services or the Campus Copy Center. Once you have completed the worksheet, forward it to us with your artwork as an email attachment, a faxed copy, or hand deliver it if you prefer.

To track an order via email – Contact the **designer who worked with you** or Doug.Stone@notes.udayton.edu. Make sure to include in your email the job number you received when the order was placed.

Viewing and editing a pdf – The designer will send you an email with a **pdf proof** of your project attached. You can save the attachment to your hard drive, then open and print it.

To edit the pdf, Acrobat Professional 8.0 is required. To learn how to mark up a pdf for editing, go to the tutorial at http://help.adobe.com/en_US/Acrobat/8.0/Professional/ Under the Index, click on “Review and Comment.”

Continued on next page

udp&d 500 FREE June Sale

Place an order for a minimum of 500
LETTERHEAD or ENVELOPES at regular list price
and get an extra 500 FREE!

Offer valid June 1–June 30, 2008.

Order by mail, online through our Web site (official UDP&D order form),
in person at the Campus Copy Center in the lobby of KU,
or at UD Printing & Design (ground floor of the College Park Center).

INK and **TONER** Newsletters published by University of Dayton Printing & Design.
(937) 229-4168 www.printing.udayton.edu

Campus Copy Center

Kennedy Union

300 College Park

Dayton, Ohio 45469-0612

Phone: (937) 229-4126

FAX: (937) 229-4197

Visit us on the Web at
www.printing.udayton.edu

Hours of operation:

1st and 2nd terms (and when school is in session):

Monday–Thursday: 8 a.m. – 7 p.m.

Friday: 8 a.m. – 4:30 p.m.

Summer (and when school is **not** in session):

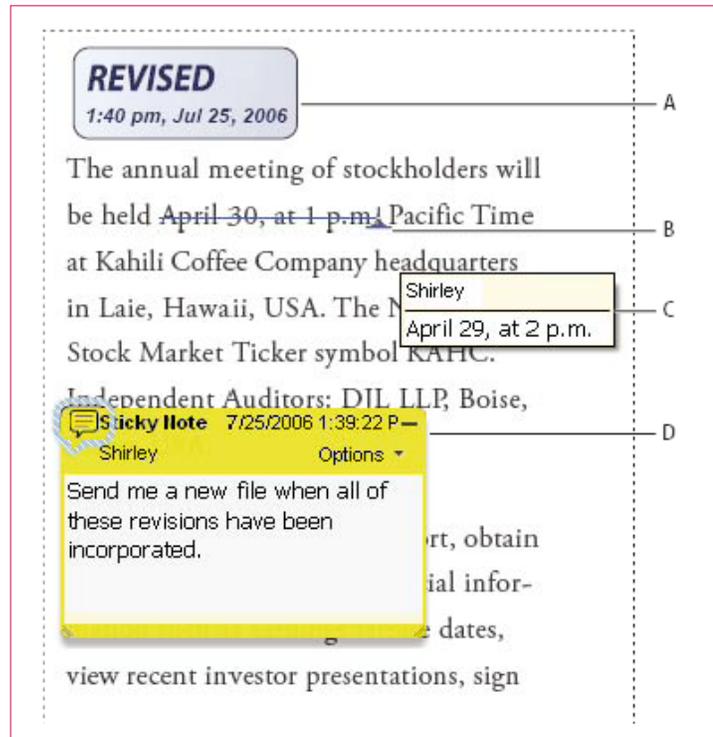
Monday–Friday: 8 a.m. – 4:30 p.m.

Services:

- High-speed/high-volume copying
- Self service copying (black and white and full color) with digitally-connected output
- PC or MAC
- Scanning to file (in Word or pdf)
- Bindery services: stapling, GBC (plastic comb), plastic coil, tape binding, three-hole punching
- Folding
- Lamination
- Paper and envelope sales
- Wedding invitations and specialty cards with matching envelopes

Continued from “Let your emails do the walking” on page 1

After indicating your edits on the pdf using “**Sticky Notes**” and “**Comments**,” email the marked up file back to the designer. Your revised pdf might look something like this, only larger:



REPRINTED FROM THE HELP.ADOBE WEB SITE

Once the designer has incorporated your edits into the revised document, you will receive a second pdf proof for review.

Repeat this process until the document has been finalized to your satisfaction. Don't forget to send the designer an email with your **approval to print** and negotiate a **deadline for delivery**.

Finally, give yourself a pat on the back for the time you've saved by **“letting your emails do the walking”!**

Notice from UD Mailing Services

— Highlights of the upcoming USPS price adjustment

Average increases by class/product:

- First-Class Mail® 2.889%
- Standard Mail® 2.875%
- Periodicals 2.710%
- Package Services 2.876%
- Extra Services 2.848%
- Single-Piece First-Class Mail® 1 oz. letter rate increases from 41 to 42 cents (2.4%)

These new rates are effective May 12, 2008.