

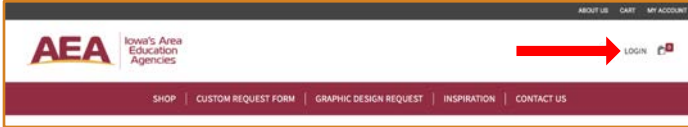


NEW USERS

For a username & password contact Randy at rdarst@centralriversaea.org or Arianna at athomas@centralriversaea.org

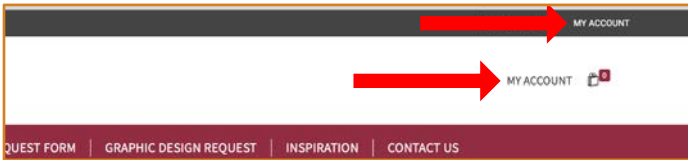
HOW TO LOGIN

- Go to www.aeacreativeservices.org in a web browser (i.e. Firefox, Chrome, Safari, Edge).
- Click “Login” on the front page
- Enter your username and password, click “Login”. (Users can also sign in with AEA Login)

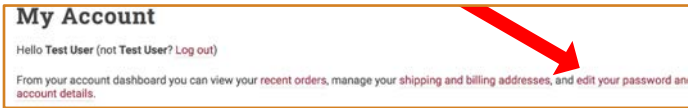


CHANGING PASSWORD

- After logging in, click on one of the “My Account” links at the top of the page.



- Click “edit my password”.



- Enter your current password, new password, confirm your new password and click “Save changes”.



LOST PASSWORD

- Click “Login” at the top of the page.
- Click “Lost your password?”
- Enter your email address or username then click “Reset password”.
- A password reset email will be sent to the email address on file for your account. This may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset.

EMAIL NOTIFICATIONS

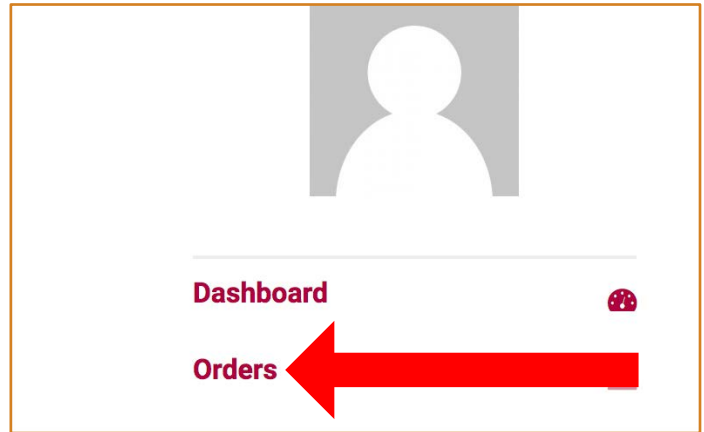
- Check your spam folder for email notifications.
- Add phendricks@centralriversaea.org to your whitelist or bypass list so that the system notification emails are not sent to your spam folder.

REORDERING PREVIOUS ITEMS

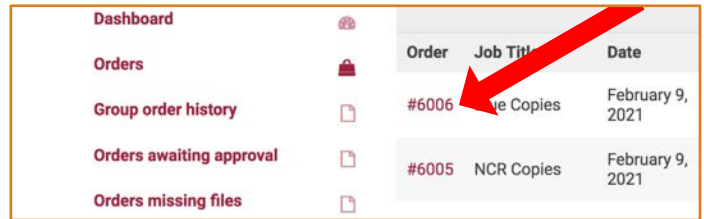
- Click on “My Account”



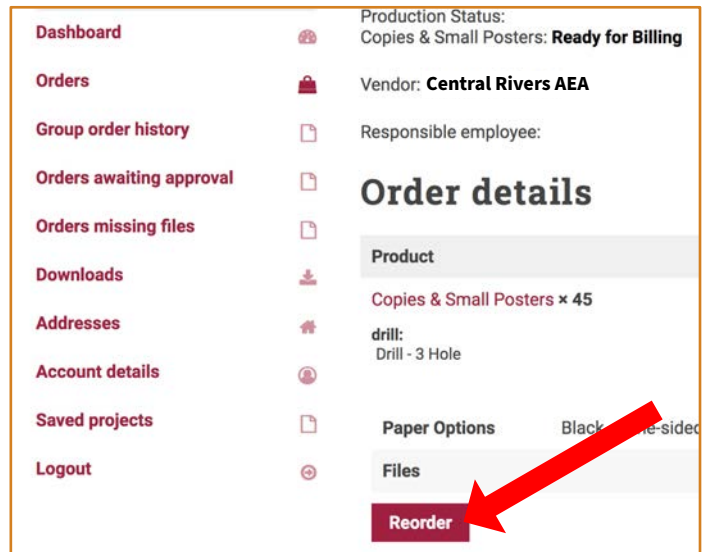
- Click on “Orders”



- Click on the order number you wish to reorder



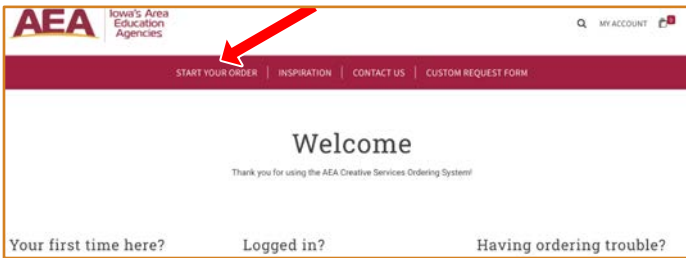
- Scroll down and click “Reorder”



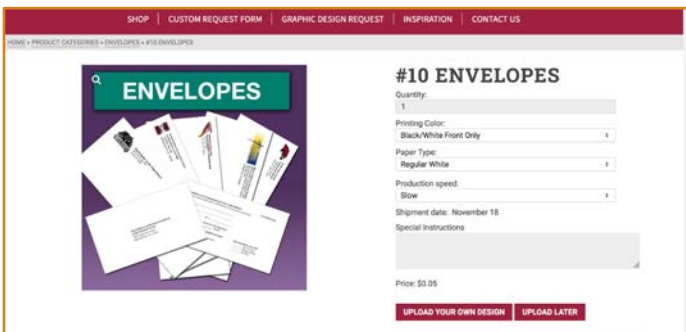
- This will add the item to your cart. You may modify the order (quantity, etc.) or keep it as it was previously ordered.
- Follow the normal checkout process.

PLACING AN ORDER

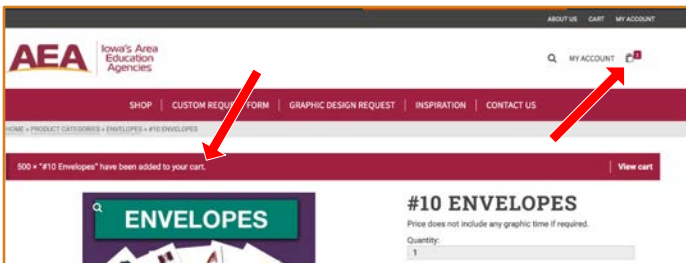
- Click on “Start Your Order” or on the item you wish to order.



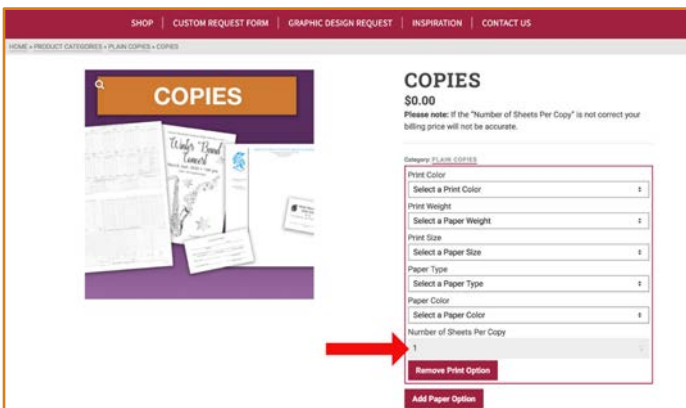
- Choose your print options (Quantity, Paper Type, etc.) Either click “Upload Your Own Design”, “Upload Later”, or “Add to Cart”
 - “Upload Your Own Design” requires uploading a file before it is added to cart
 - “Upload Later” will allow uploading after order submitted



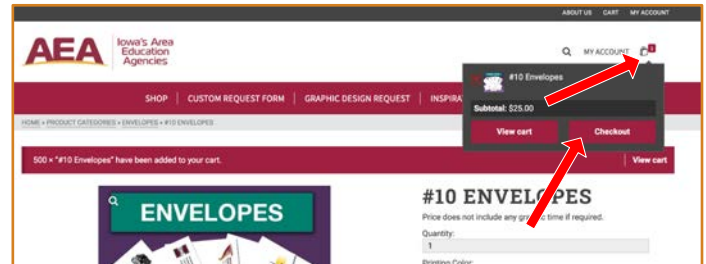
- Clicking “Upload Your Own Design”, “Upload Later”, or “Add to Cart” will add the item to your cart. The number of items in your cart will increase and you will get a confirmation message on the screen.



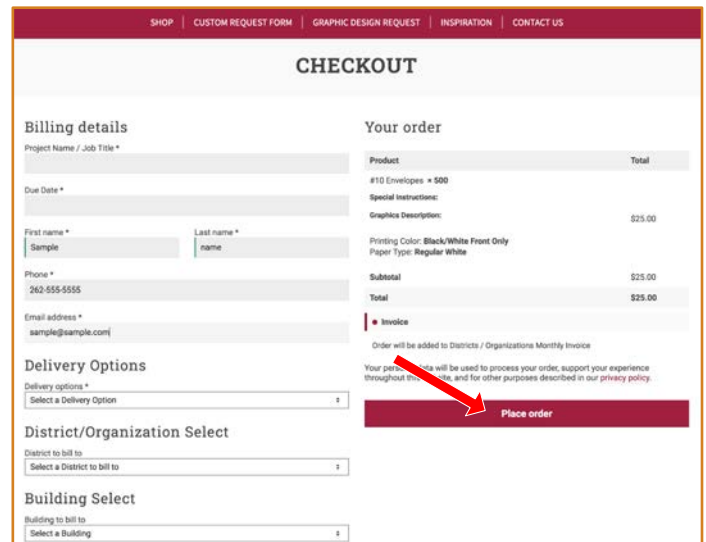
- Note: If a multi-page PDF is uploaded for a customer product, the number of pages is NOT automatically updated. If the “**Number of Sheets Per Copy**” is not accurate, the price will not be accurate. The **Quantity (Number of Copies)** is listed in a separate field.



- Please also note that the cost for some services like **lamination and labor (cutting, binding, stapling)** may need to be calculated after the order is submitted. Please contact the CRAEA print center if you need an estimate for these services before placing the order.
- Once user has selected all of their items to be added to their cart, they can checkout (checkout requires a user to be logged into continue).



- User must select a delivery option, it will show them an error if they have not.
- If a Users district/organization requires a PO it will show an error message saying they must enter a PO number.
- User must select a payment option available
- Users must agree to the terms and conditions of the site.
- Finally click “Place order”.
- Email confirmation will be sent to the customer that the order has been received.



NUMBER OF ORIGINALS vs QUANTITY OF COPIES



BASIC PRINTING

Order copies of handouts, worksheets, tests and other classroom materials. Copies can be printed in black on a variety of paper colors or printed in full color on white paper. They can be collated in sets of 123, 123, 123 or left uncollated (grouped) in sets of 111, 222, 333. A variety of finishing options are also available.

Please note: If the "Number of Originals" is not correct, your billing price will not be accurate. An original is one printed side of a sheet of paper. If you have a front and back copy it is two originals.

Price does not include any graphic time if required.

If you are having any of your copies laminated and need them trimmed, please be sure to contact your local AEA for pricing.

Category: BASIC PRINTING

Print Color (required)	Black - One-sided
Paper Weight (required)	Light Weight
Print Size (required)	8.5X11
Paper Type (required)	Pastel
Paper Color (required)	20# Pastel Blue
Number of Originals (required)	7
Page Range (if not printing entire file)	
<input type="checkbox"/> Laminate Page(s)	
<input type="checkbox"/> Staple Subgroup	
<input type="checkbox"/> Remove Paper Option	
<input type="checkbox"/> Paper Option	
<input type="radio"/> (123, 123, 123)	<input type="radio"/> Group (111, 222, 333)
<input type="checkbox"/> Perforate	
<input type="checkbox"/> Cutting	
<input type="checkbox"/> Drilling	

Number of Originals (7)

- "Number of Originals" is the page length of the document, i.e. a PDF with 7 pages.
- If not printing the entire file, select Page Range here, i.e. a Page Range of 1 to 2 would change the Number of Originals to 2.



Quantity (3)

- "Quantity" is the number of sets needed.



Quantity (Number of Copies): 3

PLACING AN ORDER FOR LAMINATION OF YOUR SUPPLIED MATERIALS

LAMINATION ONLY

- Click on “Start Your order” at the top of the page.
- Click on “Lamination Only”

START YOUR ORDER | PAPER GUIDE | INSPIRATION | CONTACT US

Carbonless (1) | CATALOG ITEMS (147) | CENTRAL RIVERS AEA PRODUCTS (1) | CERTIFICATES (1)

ENVELOPES (41) | FINISHING ONLY (1) | FOLDED CARDS (1) | GRAPHIC DESIGN (1)

LABELS (1) | LAMINATION (1) | LETTERHEAD (1) | MAGNETS (1)

NOTEPADS | POSTCARDS | POSTERS | SCHOOL BUSINESS

- Select “Lamination” on the next page.

HOME » PRODUCT CATEGORIES » LAMINATION » LAMINATION ONLY

LAMINATION ONLY

\$0.00

Use this product when you are sending in items that will require lamination only. Please be sure to write your name, district, building and order number on each item that you are sending in. Small items should be put in an envelope or bag and marked with your name, district, building and order number. Lamination costs will be added to the order after the lamination process is completed. When you receive your order confirmation please print and securely attach it to items that will be laminated.

Item Name (specify what this item can be called)

Book Cover Lamination

Special Instructions

20 Book Covers to be laminated - Return to Carver

ADD TO CART

- Item Name should describe the materials.
- Add Special Instructions if needed.
- Once you ADD TO CART you'll need to checkout as described on Page 2. Then **you must print out your Order Confirmation Email and clip it to the materials** you are sending in to the Print Center.


COMMON PRINT SETTINGS

LARGE AND SMALL POSTERS

- Click on “Start Your Order” at the top of the page.
- Select “Posters” on the next page.
- Select “Large Posters” .
- Common sizes include 18" x 24", 24" x 36", 36" x 48".

START YOUR ORDER | INSPIRATION | CONTACT US | CUSTOM REQUEST FORM

HOME » PRODUCT CATEGORIES » POSTERS » LARGE POSTERS



LARGE POSTERS

We print posters for classrooms, cafeterias, gyms, auditoriums and hallways. We can also print student artwork, sports prints, photo backdrops and more. Popular poster sizes are 16x20, 18x24 and 24x36. For poster sizes 13x19 or smaller, please see [Small Posters](#). Price does not include any graphic time if required.

Total Number of Posters:

Width (in):

Length (in):

Color:

Paper Type:


Lamination:

Select “Small Posters” for 8.5x 11, 11x 17, 12x 18 or 13x19.

Lamination of all small posters except 13x19 are trimmed out and priced per sheet. 13x19 is laminated on roll-fed laminator.

START YOUR ORDER | PAPER GUIDE | INSPIRATION | CONTACT US

HOME » PRODUCT CATEGORIES » POSTERS » SMALL POSTERS



SMALL POSTERS

We print posters for your classroom and hallways, scanned artwork from students, sports prints, photo backdrops and more.

Price does not include any graphic time if required.

For poster sizes larger than 13x19, please see [Large Posters](#).

Note: If single file contains multiple posters please indicate in special instructions the number of each poster you want.

Total Number of Posters Needed:

Size:

Color:

Paper Type:

COMMON PRINT SETTINGS

PAPER GUIDE



PAPER WEIGHT

DESCRIPTION

20# bond (lightweight)	Most often found in your everyday copy machine.
24# bond/60# text (lightweight/medium weight)	Generally multipurpose paper used in the office printer. Also can be used for business letterhead or stationary weight.
28# bond/70# text (lightweight/medium weight)	Perfect weight for brochures and presentations. Also can be used for business letterhead or stationary weight. Excellent for 2-sided printing with minimal show through.
80# text (medium weight)	Perfect weight for brochures and presentations. Excellent for 2-sided printing with minimal show through, while being slightly heavier than the 28# bond/70# text.
90# index (cover weight)	A durable cardstock with a smooth, hard surface for medium applications.
65# cover (cover weight)	A sturdy stock with a superb “soft feel” fast drying surface. Great for book covers.
110# index (cover weight)	Both 90 and 110lb index are the common weights for tabs, dividers and manila folders. Can be used as an alternative to 65# cover.
80# cover (cover weight)	A heavy cardstock used for folded cards, postcards and small posters. Available in white only.
100# cover (cover weight)	A noticeably heavier cardstock often used for flat cards or invitations.
Waterproof/Tear Resistant (cover weight)	A synthetic stock that resists being torn. It can be wiped down with most disinfectants. (Please test the ink to see if it smears first.) Can NOT be laminated.

QUESTIONS

If you have any questions or need help placing an order feel free to contact the Print Shop:



Randy Darst
Print Facilitator
rdarst@centralriversaea.org
(319)-268-7755



Arianna Thomas
Creative Services Assistant
athomas@centralriversaea.org
(319)-268-7601

