

How to combine file and/or build a book

1. Start on your ordering Home page.
2. Use the Combine files for project (you use this to combine any files for any type of print job). It could be a stapled packet, book or uncollated worksheets.

The screenshot shows the Grants Pass School District Print Shop website. The header is blue with navigation links: Roles, Ordering, Proxy, Home, My Account, Help, Logout. A central message says "Please email any changes to submitted orders to the Printshop@grantspass.k12.or.us". The main title "PRINT SHOP" is prominently displayed, along with "Hours of Operation" (7:15 - 3:45 Normal School Days, 7:00 - 12:00 Christmas, Spring & Summer Breaks). A circular logo for Grants Pass School District is in the top right. Below the header, there are navigation tabs: Orders, Books, Manage Files, APPROVALS [1], and CART [0].

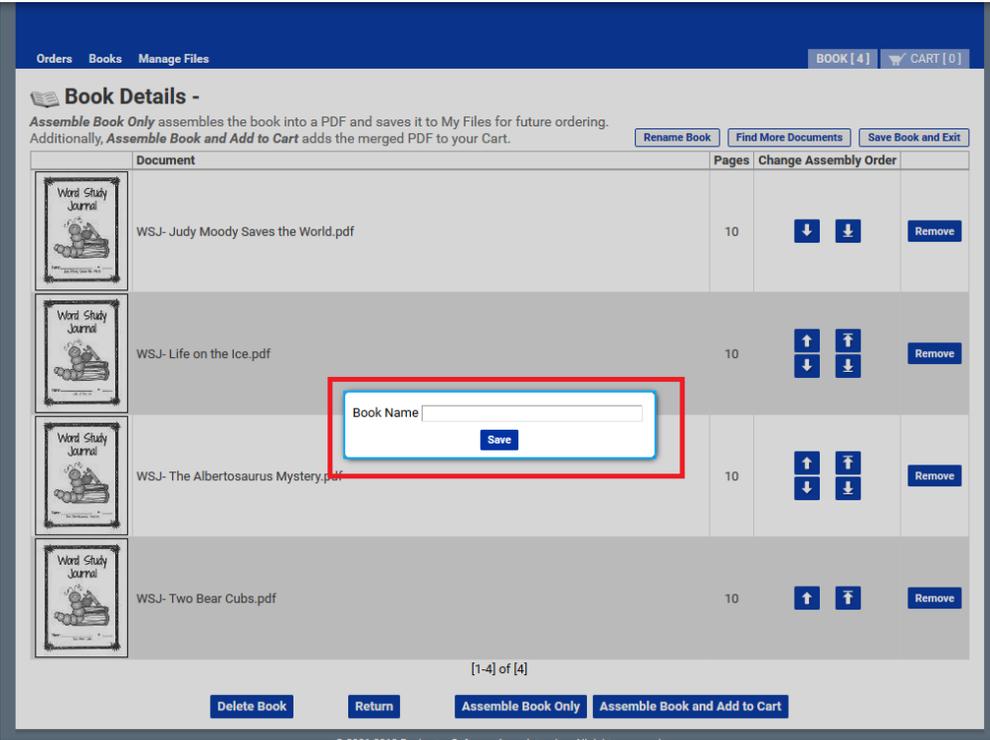
The main content area is divided into several sections:

- Search for Items:** Includes a search bar with "Entire Catalog" selected, a "Search Text" input field, and a "Search" button.
- User Tools:** A list of links: Getting Started, Download SurePDF Driver, View Order History, Manage Uploaded Files, Reorder Uploaded Files, and Manage Account.
- Upload a File:** Features a cloud icon with an upward arrow and the text "Drag files here or [click to browse](#)".
- Order Catalog Items:** Shows a bookshelf image, an "Advanced Search" input field, and a "Go" button.
- Reorder Uploaded Files:** Shows a person writing at a desk, an "Advanced Search" input field, and a "Go" button.
- Order Hardcopies/Special Item:** Shows a desk with a printer and a "Go" button.
- Combine files for project:** This section is highlighted with a red border. It features a cloud icon with a document icon and an upward arrow, and the text "Drag files here or [click to browse](#)".

3. You can drag and drop all of your files onto the icon or you can use the click to browse to select all of your files. You can use shift click or Control click to select more than one file at once.

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4. Name your Book or document



5. Save

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6. **Organize your pages – add/delete/put in order. You can also find more documents if you need to. You can add files from Catalog as well as your Uploaded Files.** If you want multiples of the same thing, you can click on add to book as many times you need to.

Roles Ordering Proxy Home My Account Help Logout

Orders Books Manage Files BOOK [4] CART [0]

Book Details - Book

Assemble Book Only assembles the book into a PDF and saves it to My Files for future ordering. Additionally, Assemble Book and Add to Cart adds the merged PDF to your Cart.

Rename Book Find More Documents Save Book and Exit

Document	Pages	Change Assembly Order	
 WSJ- Judy Moody Saves the World.pdf	10	↓ ↓	Remove
 WSJ- Life on the Ice.pdf	10	↑ ↑ ↓ ↓	Remove
 WSJ- The Albertosaurus Mystery.pdf	10	↑ ↑ ↓ ↓	Remove
 WSJ- Two Bear Cubs.pdf	10	↑ ↑	Remove

[1-4] of [4]

Delete Book Return Assemble Book Only Assemble Book and Add to Cart

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7. When your done with your files. Click Assemble Book and Add to cart

Book Details - Workpages

Assemble Book Only assembles the book into a PDF and saves it to My Files for future ordering. Additionally, *Assemble Book and Add to Cart* adds the merged PDF to your Cart.

[Find More Documents](#) [Save Book and Exit](#)

Document	Pages	Change Assembly Order	
 EW-1 - LTR-PRT-SS - 6p 10p 2 - 3 sets of lines.pdf	1	 	Remove
 EW-2 - LTR-PRT-SS - Notebook paper 2p0 wide ruled .pdf	2	   	Remove
 EW-2a - LTR-PRT-SS - Notebook paper 2p0 wide ruled - 3-up.pdf	1	   	Remove
 EW-3 - LTR-PRT-DS - lines 2p large margins.pdf	2	   	Remove
 EW-3a - LTR-PRT-DS - lines 2p large margins 2-up.pdf	2	 	Remove

[1-5] of [5]

[Delete Book](#) [Return](#) [Assemble Book Only](#) [Assemble Book and Add to Cart](#)

8. This will take you to your Cart.

9. Find your “book/document” job you named.

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- 10. Set up the job however you want it to print in the Preview/Change Options. Double check your settings and submit your job as normal.**

Item 1



Workpages 2017-09-22 (1).pdf ✎
8 Pages
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options Print **B/W, 1-Sided, 8.5x11 White Bond, Scale Down Only**

 [Preview / Change Options](#)

[Enter special instructions for this item.](#) Provide a sample of the document before processing my order