



Printing Services Welcomes You!

ABOUT PRINTING SERVICES

- Printing Services has a full time graphic designer on our team who can assist you with design and layout for your project.
- We provide black and color copies for tests, study guides, charts, syllabi, handouts and anything else you may need.
- We also offer many paper colors and finishes.
- In addition to printing, we offer laminating, folding, cutting, drill/punch, spiral book binding, shrink wrapping and more.
- To make your event, group or club stand out, we offer large format banners of various sizes and re-usable banner stands as well as low cost posters. They are available up to 44" depending on the media (gloss or matte paper, vinyl, or canvas) both laminated or non-laminated, with various backings including foam core.
- We provide of all business cards, letterhead and stationery envelopes for CSN.
- We offer copies at a lower cost than your desktop printers or copiers.
- When you order online your job comes to us immediately upon approval.
- Printing Services delivers to all campuses via the Mail Services courier. We are located on the North Las Vegas campus if you choose to utilize curbside pick up.
- ***Due to Covid-19 concerns, please contact Printing Services to arrange a pick-up time. We are offering Curbside Service which will be located at the Northeast corner of the N Building at the automotive gate.***

GETTING STARTED

1. Go to **csn.edu/csn-printing-services**.
2. Click on the "Printing Services" option.
3. Click on the "CSN" box after "Click here for all CSN printing needs."

You will arrive at the main print order site as shown below. It is helpful to bookmark it for future orders.

The screenshot shows a web browser window with the address bar displaying "nationsprint.com/clients/printing-services/". The page features the CSN College of Southern Nevada logo at the top center. To the right of the logo, a link "My Profile | Logout bob.smith@csn.edu" is circled in red, with a red arrow pointing to it from the text "Click on 'My Profile' to set up your account." Below the logo, a "Catalog:" section on the left includes a search bar and a list of categories: Digital Print, Banners and Posters, Store Items, Paper Stock, Custom Books, Order Copy Paper Here, Updated Catalog Here, Mail Services, and Stationery. The main content area displays four product categories, each with a "1 Copies" input field and an "Add" button: "Copies - Black" (with a "Black Copies" thumbnail), "Copies - Color" (with a "Color Copies" thumbnail), "Copies - Black and Color" (with a combined "Black Copies" and "Color Copies" thumbnail), and "Special Request Quotes Form" (with a "Custom Copies" thumbnail). A "Cancel Order" button is located at the bottom right of the page.

MANAGING YOUR PROFILE

Your profile gives us your contact and billing information. Most of this content should autofill. You can update your contact information or change the billing account when needed by clicking "Edit Profile." Your password is your login password.



My Profile | Logout bob.smith@csn.edu

Start Shopping for User Shown Below

My Orders

My Information

Edit Profile

First Name: Bob
Last Name: Smith
Email Address: bob.smith@csn.edu
Password: *****
Department: Department - PG000000
Phone: 702.651.0000
Title: Your Title
Campus: Your Campus
User Type: user

Be sure to select the account number used for billing. If you are unsure, check with your AA.

Edit Profile

PLEASE NOTE: SELECTING THE DEPARTMENT AUTOMATICALLY SELECTS THE CORRESPONDING ACCOUNT NUMBER.

When finished, click on "Start Shopping."

READY TO ORDER

The “Digital Print” page is used for standard print jobs such as tests, syllabi, flyers, brochures, etc.

The screenshot shows the CSN Printing Services Market website. At the top, there's a navigation bar with the CSN logo and the text "COLLEGE OF SOUTHERN NEVADA". Below the logo, there's a user profile link: "My Profile | Logout bob.smith@csn.edu". The main content area is titled "Catalog:" and features a search bar. A red box highlights the "Digital Print" category in the left sidebar, with a red arrow pointing to it. The sidebar also lists other categories: Banners and Posters, Store Items, Paper Stock, Custom Books, Order Copy Paper Here, Updated Catalog Here, Mail Services, and Stationery. The main area displays several printing options, each with a thumbnail image and an "Add" button. The options are: "Copies - Black" (with a thumbnail labeled "Black Copies"), "Copies - Color" (with a thumbnail labeled "Color Copies"), "Copies - Black and Color" (with a thumbnail showing both black and color copies), and "Special Request Quotes Form" (with a thumbnail labeled "Custom Copies"). A red box highlights the "Copies - Black and Color" option, with a red arrow pointing to it. A text box on the right says: "Use this option if your document has some pages in color and some in just black ink. It can cut the cost of your job!". At the bottom right, there is a "Cancel Order" button.

CSN Printing Services Market

nationsprint.com/clients/printing-services/

hide Menu Logout

CSN COLLEGE OF SOUTHERN NEVADA

My Profile | Logout bob.smith@csn.edu

Catalog:

(search) Search

Digital Print

Banners and Posters

Store Items

Paper Stock

Custom Books

Order Copy Paper Here

Updated Catalog Here

Mail Services

Stationery

You have no items in your basket

1 Copies Add

Copies - Black

1 Copies Add

Copies - Color

1 Copies Add

Copies - Black and Color

1 Copies Add

Special Request Quotes Form

Cancel Order

Use this option if your document has some pages in color and some in just black ink. It can cut the cost of your job!

Clicking on one of these selections will give you more printing options.

The “Stationery” drop down will let you order letterhead, envelopes and business cards.

Once you enter the quantity you need for any of the above options, click “Add” and it will take you to the next page.

READY TO ORDER

Use the corresponding dropdown menus to fill out your order.

My Profile | Logout bob.smith@csn.edu

Imprint Information

Copies - Black -



Quantity: Copies

Size: Letter

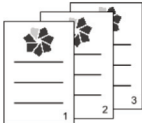
Pages in Document:

Ink:

Paper:

Paper Color:

Collating:



Staple:

Folding:

Cutting:

Drill:

Laminate:

Quote: \$0.02

Cancel Continue ►

Cancel Order

If your job is a "half-sheet", cut your quantity in half and keep the 8.5 x 11 option. **Be sure to choose 2-up in the cutting dropdown menu below.**

The "Pages in document" number should be the same as the file you are uploading.

If your job is two sided and the ink option will only give you "One Sided," first be sure your "Pages in Document" is at least "2". If this is correct, click to the side then try again. It should give you the "Two Sided" option.

Your cost will update here as you enter your order.

When you are finished, click "Continue."

UPLOADING YOUR FILE

On the next page you will see an arrow to upload you file. Once you click on it you will see the pop up "File Upload." Click on the arrow and follow the browser to select your file. You will **NOT** be able to drag and drop the file.

File Upload

Please be patient - large files may take several minutes to upload. If your connection drops, simply close this window and try again.



Upload File...

Document Proof Page

and Proof

upload only these types of files: csv, doc, eps, jpeg, jpg, orig, pdf, png, ppt, pptx, tdv, xls, zip. [Back](#)



8.5" x 11"

page

single sided

check

Description

proof your document in the preview window to the right.

Job description here

Special Instructions (optional)

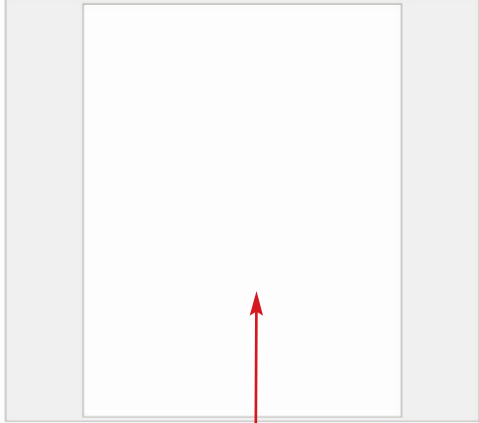
Please Note: Regarding "Special Instructions" for multiple files on one job ticket. Only the special instructions from the FINAL JOB will appear on the job ticket. Any instructions for all attached files should be included in the "Special Instructions" box for the last file uploaded.

Characters: 0 of 250 max



My Profile | Logout bob.smith@csn.edu

Copies - Black -





Cancel

Continue Shopping

Checkout ▶

Cancel Order

Name you job and add any helpful information in the box on the bottom left.

When uploaded, your job will appear in the window for proofing.

LANDSCAPE PRINTING

When uploaded, your job will automatically appear in the window as portrait. If your job is landscape it will be reduced with extra space at the top and bottom to fit the portrait option. You can use the arrows to turn it so that it will appear as you want it printed.

This screenshot shows the 'Document Proof Page' for a user named bob.smith@csn.edu. On the left, there's an 'Upload and Proof' section with a file upload area containing 'Landscape Test'. Below this are buttons for 'Crop', 'Remove File', and 'Scale to Fit'. A rotation section shows four icons for 0°, 90°, 180°, and 270°, with a red arrow pointing to the 90° icon. Below the rotation icons is a 'Job Description' field with a placeholder 'Enter job description here'. At the bottom left, there's a 'Special Instructions (optional)' section with a 'Please Note' regarding multiple files. On the right, a large preview window titled 'Copies - Black -' shows the 'Landscape Test' document. At the bottom right of the preview window are three buttons: 'Cancel', 'Continue Shopping', and 'Checkout'. A red arrow points from the 'Continue Shopping' button to the text block on the right.

This screenshot shows the proof confirmation page. At the top, it says 'Provide confirmation of this proof.' followed by a checkbox 'I am responsible for all costs applicable for this order and approve the exact layout shown on the document proof page.' Below this are two buttons: 'Back' and 'Accept Proof'. A red arrow points from the 'Accept Proof' button to the text block on the right. Below the confirmation section is a large preview window showing the 'Landscape Test' document.

You can choose to "Continue Shopping" and add more items to your order or if you are finished, click "Checkout" and approve your proof by clicking the box followed by the "Accept Proof" button.

BILLING

Please make sure all of your billing information is correct.

[My Profile](#) |  (1) | [Logout bob.smith@csn.edu](#)

Please Select Quantities for your Items:

Item	Qty	Remove	Edit
Copies - Black - Test	1 Copies	☐	edit

[Add More Products](#) [Update](#)

Requestor Information:

Your First Name:

Your Last Name:

Your E-mail Address:

Shipping Information:

Please check your shipping information to ensure proper delivery.

Shipping Method:

Need By Date:

Ship To:

Attn:

Sort Code:

Street 1:

Street 2:

City, State:

Zip:

Note: When choosing "Hold for Pickup" as a shipping method, please use sort code **NLVN145**

[Billing Info ▶](#) [Cancel Order](#)

Enter the date you need your job.

During high volume times (the month before start of the semester) it is helpful to submit jobs at least a week before needed when possible.

BILLING

If you need to change the account you can do so by clicking on "My Profile."

The screenshot shows a web interface for a billing system. At the top right, there is a navigation bar with the text "My Profile | (1) | Logout bob.smith@csn.edu". Below this, the main heading is "Billing:". A message states: "Following is a summary of your order. Please verify that the items and quantities are correct." Below this message is a table with three columns: "Item", "Quantity", and "Price". The table contains one row: "Copies - Black - Test", "1 Copies", and "\$0.02". To the right of the table, there is a section labeled "Total Price:" with a value of "\$0.02". Below the table, there is a button labeled "Update Total". Below the "Update Total" button, there is a section labeled "Billing Information:" with two input fields: "Account Code" (containing "PG00000") and "NSC Only:". At the bottom of the form, there are two buttons: "Back" and "Send Order". A "Cancel Order" button is located at the bottom right of the page. Two red arrows are overlaid on the image: one points from the text "My Profile" in the navigation bar to the "My Profile" link, and the other points from the text "Update Total" to the "Update Total" button.

Item	Quantity	Price
Copies - Black - Test	1 Copies	\$0.02

Update Total Total Price: \$0.02

Billing Information:

Account Code: PG00000

NSC Only:

Back Send Order

Cancel Order

- When you click "Send Order" it will go to the account approver in your department (director, dean, etc.) unless you are set up as the approver. Once approved, it will come directly to Printing Services.
- Printing Services delivers to all campuses via the Mail Services courier. We are located on the North Las Vegas campus if you choose to utilize curbside pick up.
- ***Due to Covid-19 concerns, please contact Printing Services to arrange a pick-up time. We are offering Curbside Service which will be located at the Northeast corner of the N Building at the automotive gate.***

SPECIAL REQUESTS

If you have a complicated job or one that you are unsure how to order you can choose the "Special Request Quote" option.

The screenshot shows the CSN Printing Services Market website interface. At the top, there's a browser address bar with the URL 'nationsprint.com/clients/printing-services/'. Below the browser bar, there's a navigation menu with 'hide' and 'Menu Logout' buttons. The main header features the CSN College of Southern Nevada logo and a 'My Profile' link. A 'Catalog:' section on the left includes a search bar and a list of categories: Digital Print, Banners and Posters, Store Items, Paper Stock, Custom Books, Order Copy Paper Here, Updated Catalog Here, Mail Services, and Stationery. Below the categories, it says 'You have no items in your basket'. The main content area displays four product options, each with a quantity selector (set to 1), an 'Add' button, and a thumbnail image. The options are: 'Copies - Black' (Black Copies thumbnail), 'Copies - Color' (Color Copies thumbnail), 'Copies - Black and Color' (Black Copies + Color Copies thumbnails), and 'Special Request Quotes Form' (Custom Copies thumbnail). The 'Special Request Quotes Form' option is highlighted with a red rectangular box. At the bottom right, there is a 'Cancel Order' button.

- Once you enter the quantity and click add, skip the next page and click "Request Quote" at the bottom of the page.
- Make sure your "User Information" is correct and enter an approximate due date. Uploading a file is not required but helps.
- Please put as much information as possible about your job in the "Job Description" box. (Size, quantity, paper, binding, ink color, folding, laminating, etc.)
- Click "Checkout" and follow through. We will immediately receive an email with your request and you should receive a quote by email within 24 hours.
- If you are satisfied with the price, be sure to **click the link** within that email to put your job through. It will then go through the approver process just like a standard order.

CONTACT INFORMATION

If you need assistance, please contact
Printing Services at 702-651-4355

or email:

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