

Requesting a 5.5 x 8.5 page size booklet in CopyNet with the cover printed in color ink and the inside pages printed in black ink.

Create your pages in 5.5 x 8.5 size.

Create the cover separately from the inside pages.

Upload the cover of your booklet to CopyNet and then choose the appropriate Cover setting: 28# paper or glossy paper.

Confidential Order

Add File
Browse

Up

Color cover front,back and color inside.pdf

Order Quantity: 1

Confidential Order

Add File
Browse

Up

Color cover front,back and color inside.pdf

Collated: Collated (Packet)

Cover: 5.5 x 8.5 Booklet 28# paper, color ink

Staples/Coils/Tabs No Bindery

Paper Color

Orientation: Portrait (Vertical)

Collated: Collated (Packet)

Cover: 5.5 x 8.5 Booklet glossy paper, color ink

Staples/Coils/Tabs No Bindery

Upload the inside pages of your booklet to CopyNet.

Please choose Black & White on the B/W or Color drop down menu.

Job Name: booklet test

Department: Your department name

FOAP: enter your FOAP for the color charges

Date Needed: 4/28/2017

Time Needed: 5:00 PM

Order Quantity: 1

Confidential Order

Add File
Browse

Color cover front,back and color inside.pdf

black and white inside pages . 4.pdf

B/W or Color: Black & White

1-Sided or 2-Sided: 2-Sided

Paper Size: Booklet 5.5 x 8.5

Paper Color: White

Paper Weight: Booklet 5.5 x 8.5, 28# paper

Paper Type: Booklet 5.5 x 8.5, 28# White paper (black in...)

Paper Color

Orientation: Portrait (Vertical)

Collated: Collated (Packet)

Cover: 5.5 x 8.5 Booklet glossy paper, color ink

1-Sided or 2-Sided: Choose 2-sided

Paper Size: choose Booklet 5.5 x 8.5

Paper Color: your choice

Paper Weight: Booklet 5.5 x 8.5

Paper Type: Booklet 5.5 x 8.5 (color choice will show here)

Proceed as usual to finish submitting your print request.