

To Request Services:

- Access the form online:

1. Go to www.cliu.org.
2. Under Departments - Management Information Systems, select **Desktop Publishing/Word Processing**.
3. **For Non-SPS Staff:** Select the Desktop Publishing/Word Processing Services form under **Request Services**.
4. Download the form to your PC, complete, and submit it to the DTP Center.

OR

5. **For SPS Staff:** Select the Duplicating/Desktop Publishing/Word Processing Services form under **Request Services**.
6. Complete and submit form.

Outside Clients

Please contact Nathaniel Zink

- Email: zinkn@cliu.org
- 610-769-4111, ext. 1796
- Fax: 610-769-1290

An invoice will be created for outside projects. Payment must be received before the project can begin.

CLIU #21 Desktop Publishing Center

Nathaniel Zink
Information Systems Manager
610-769-4111, ext. 1796
zinkn@cliu.org

Aaron Merkel
Graphic Design Coordinator
610-769-4111, ext. 1646
merkela@cliu.org



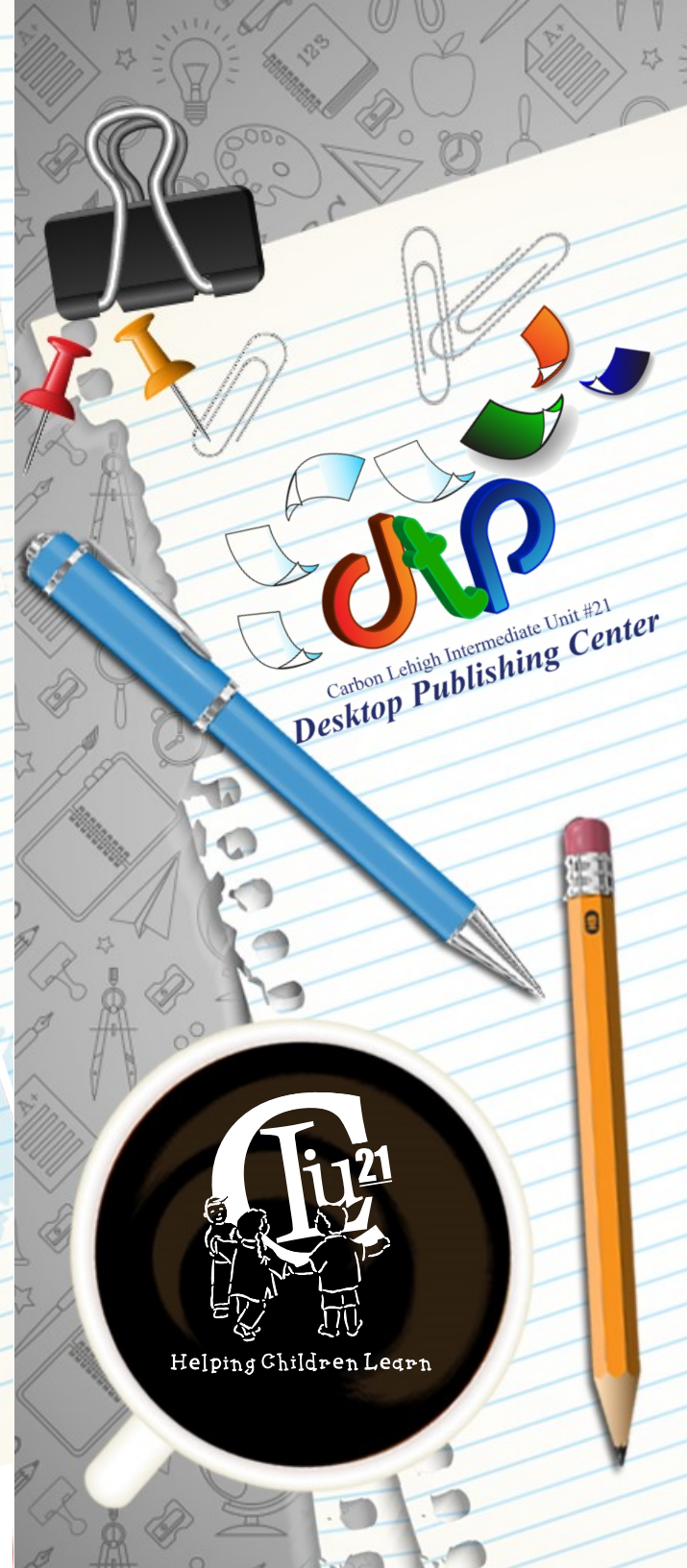
Helping Children Learn

Carbon Lehigh Intermediate Unit #21
4210 Independence Drive
Schnecksville, PA 18078
Tel: 610-769-4111
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www.cliu.org

Helping Children Learn

"CLIU is a service agency committed to Helping Children Learn."

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Carbon Lehigh Intermediate Unit #21

Desktop Publishing Center

The CLIU Desktop Publishing Center, located within the Carbon Lehigh Intermediate Unit #21 Central Office, provides Word Processing, Graphic Design, and Desktop Publishing services to CLIU staff and outside clients.

- We utilize Microsoft Office and Adobe Suite software.
- We have a variety of paper sizes available for printing.
- Turnaround times vary depending on the amount of work required. In most cases, plan on 1 to 2 days for dictations, 2 to 3 days for small design projects, and 2 weeks or more for larger design projects and handbooks/manuals, in addition to the time required for desired revisions.

- Microsoft Word
- Excel
- PowerPoint
- Publisher
- Visio
- Illustrator (AI, EPS)
- Photoshop (PSD)
- InDesign
- Adobe PDF
- JPEG, GIF, PNG, BMP, etc.

**Acceptable
Formats**

Word Processing

Dictation
Document Clean Up/Creation
Forms (Excel, Word, PDF)
Mail Merge
OCR (Image/PDF files converted to text)
Document Translation
Typing

Desktop Publishing/Graphic Design

Banners/Signs
Bookmarks
Brochures
Business Cards
Calendars
Certificates
Custom Graphics
Flyers
Flipbooks
Greeting Cards
Handbooks
Image Editing
Invitations/Reply Cards
Labels
Letterhead
Logos
Name Badges
Notepads/Tablets
Pamphlets
Placemats
Postcards
Posters
PowerPoint Presentations
Programs
Raffle Tickets
... and more

