

To submit a project:

CLIU #21 Non-SPS Staff

- Access the form online:
 1. Go to www.cliu.org.
 2. Under Departments - Management Information Systems, select Work Request Forms
 3. Log in and click on the **Desktop Publishing/Word Processing Services**.
 4. Download the form to your PC, complete, and submit it to the DTP Center.

CLIU #21 SPS Staff

- Access the form online:
 1. Go to www.cliu.org.
 2. Under Departments - Management Information Systems, select Work Request Forms - SPS Staff.
 3. Log in, click on **Duplicating/Desktop Publishing/Word Processing Services**, and complete the form.

Outside Clients

Please contact David Russell:

- Phone: 610-769-4111, ext. 1686
- Email: russelld@cliu.org
- 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

David Russell
Director of Management Information Systems
610-769-4111, ext. 1686
russelld@cliu.org

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



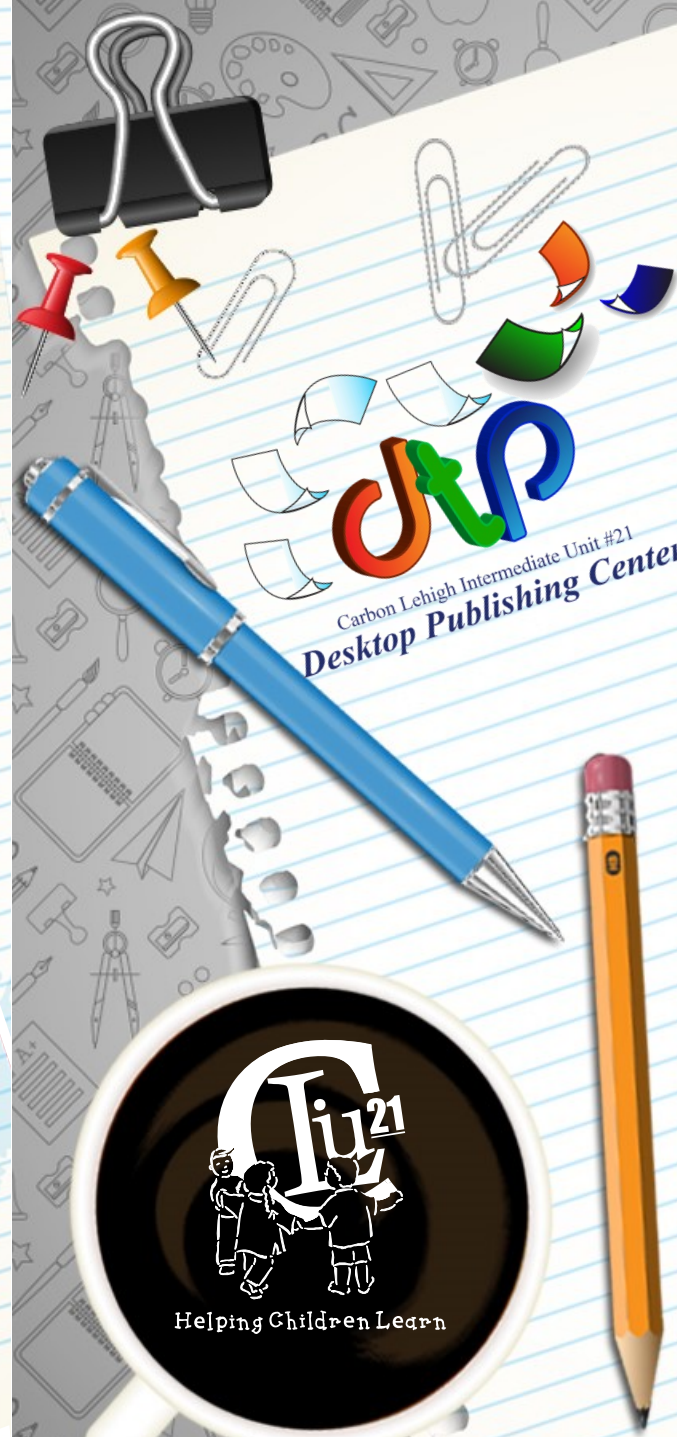
Helping Children Learn

Carbon Lehigh Intermediate Unit #21
4210 Independence Drive
Schnecksville, PA 18078
Tel: 610-769-4111
Fax: 610-769-1290
www.cliu.org

Helping Children Learn

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

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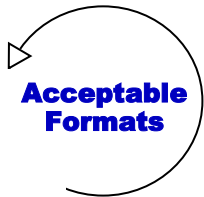




Carbon Lehigh Intermediate Unit #21
Desktop Publishing Center

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, 3 to 5 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.



Word Processing

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

