



How to Order: Basic Copy Request Letter Size (8.5" x 11")

Step by step guide to placing an order



<http://pusd.myprintdesk.net/DSF>

RECOMMENDATIONS

1) This product would be used when placing an order for any item that is NOT a booklet, business card, or poster. This includes jobs like standard staple set copies, forms, flash cards/post cards, etc.

2) SUPPORTED FILE TYPES FOR IMPORT

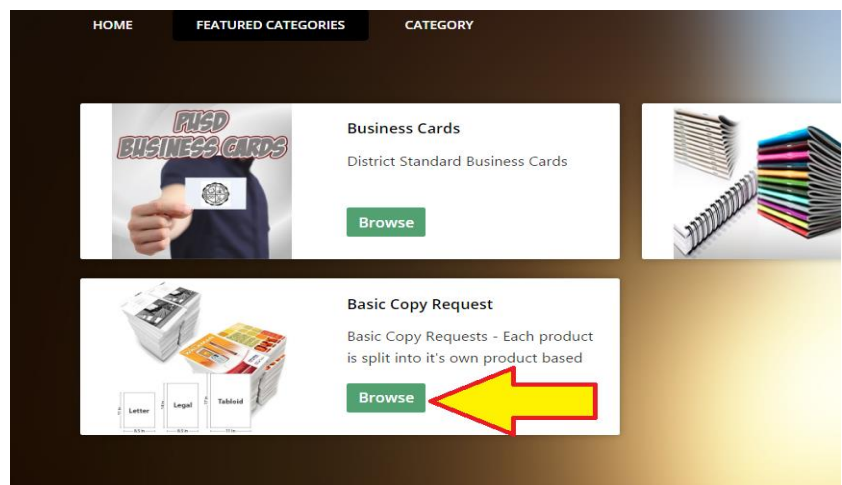
Extension	File Type
ai	Illustrator File
bmp	Bitmap
cpy	Adobe PDF
doc	Microsoft Word Document
docx	Microsoft Word Document
eps	Encapsulated PostScript
epub	Electronic Publication
gif	Graphics Interchange Format
jpeg	Joint Photographics Experts Group Format
jpg	Joint Photographics Experts Group Format
mobi	Mobipocket file format
odp	PowerPoint Presentation
ods	Excel Spreadsheet
odt	Microsoft Word Document
pdf	Adobe PDF
png	PNG
ppt	PowerPoint Presentation
pptx	PowerPoint Presentation
pub	Microsoft Publisher Document
pub	Microsoft Publisher Document
tif	TIFF
tiff	TIFF
xls	Excel Spreadsheet
xlsx	Excel Spreadsheet
zip	PKZIP

How to Order: Basic Copy Request - Letter (8.5" x 11")

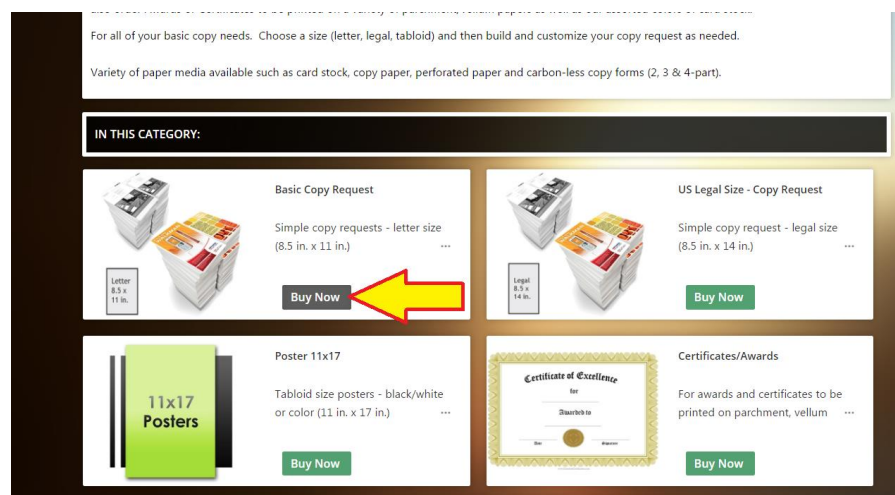
STEP 1 – Visit Print Shop Online website - <http://pusd.myprintdesk.net/dsf> and click on “Categories” or “Featured Categories” links at top of page, to find product categories.



STEP 2 – In the “Categories” page, click the “Browse” button to open the Basic Copy Request product category.

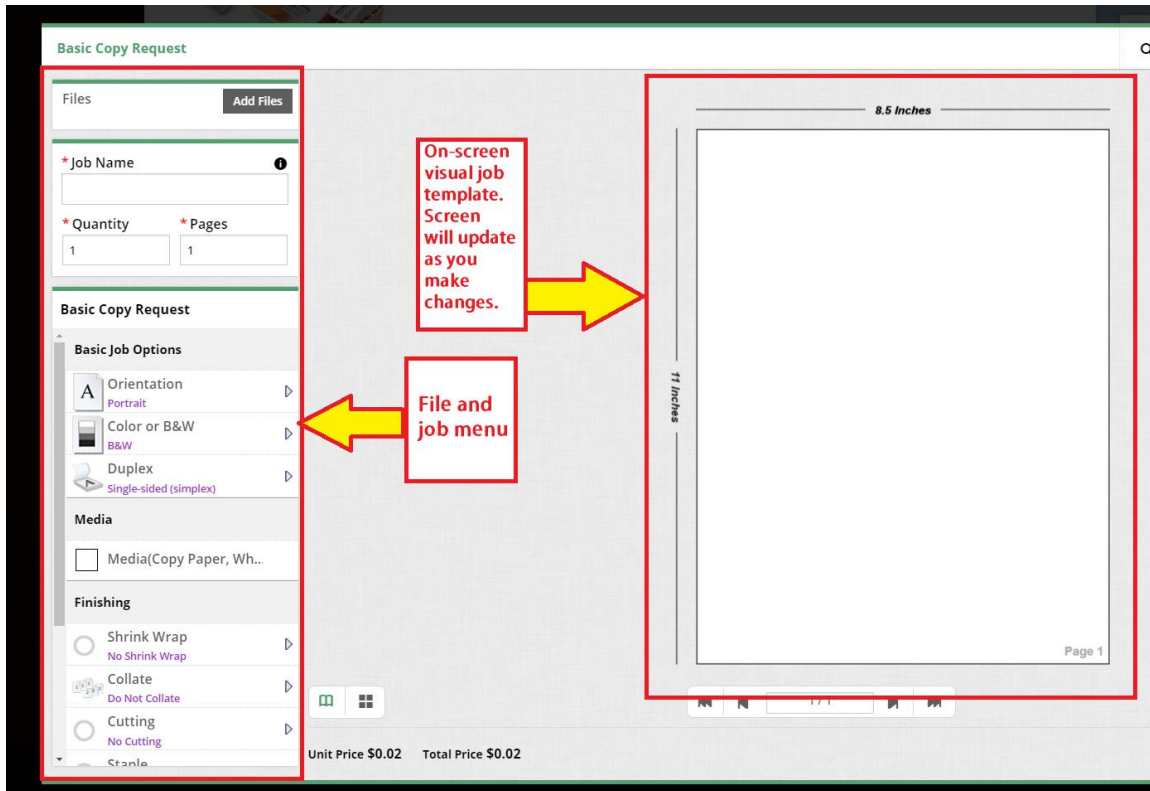


STEP 3 – In the Basic Copy Request product page, click the “Buy Now” button to open the Visual Product Builder to create your job.

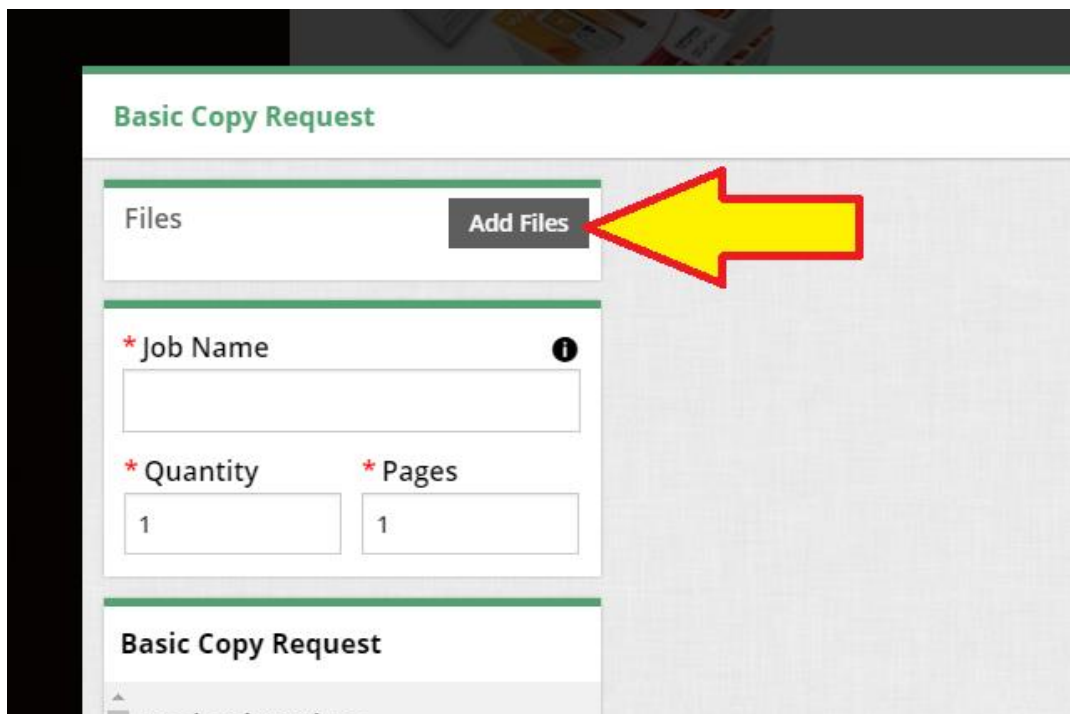


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STEP 4 – Once the Visual Product Builder screen is visible, you will see the blank job template on the right side of the screen and the file management & job menu on the left side of the screen.

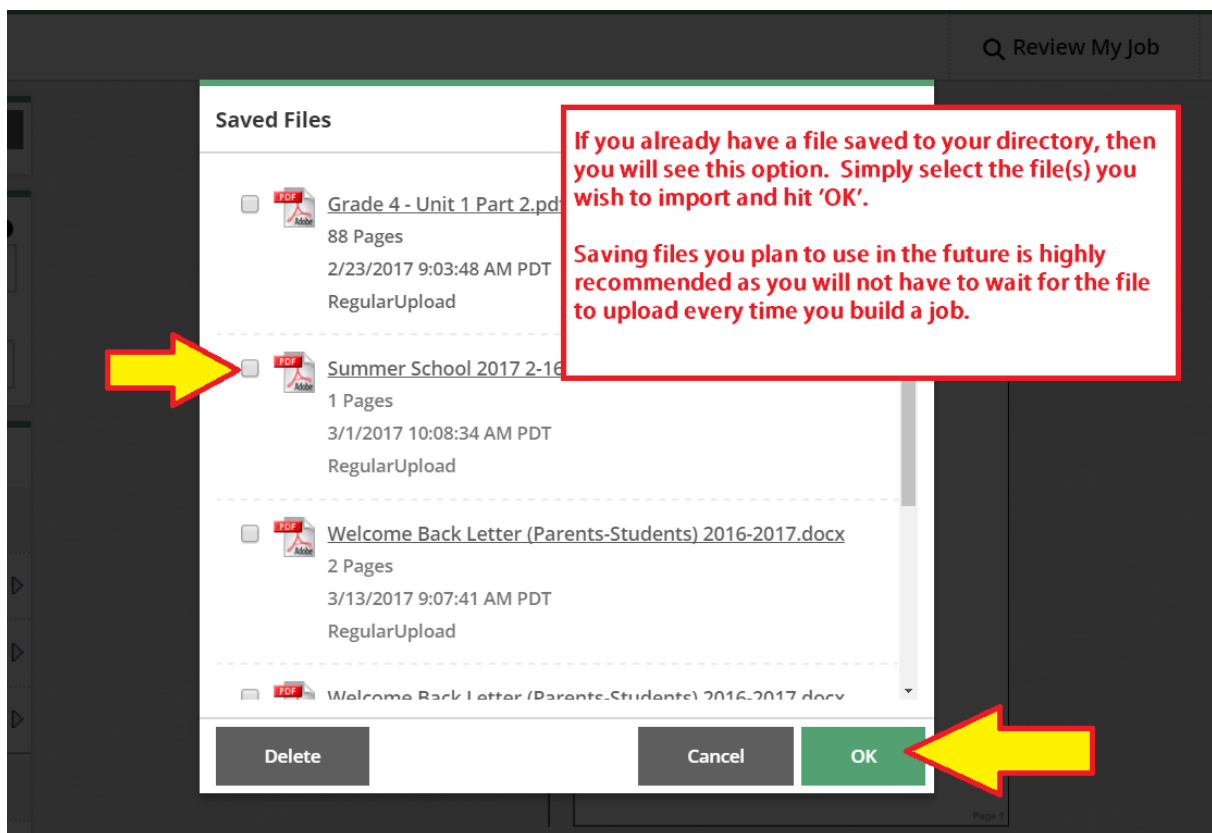
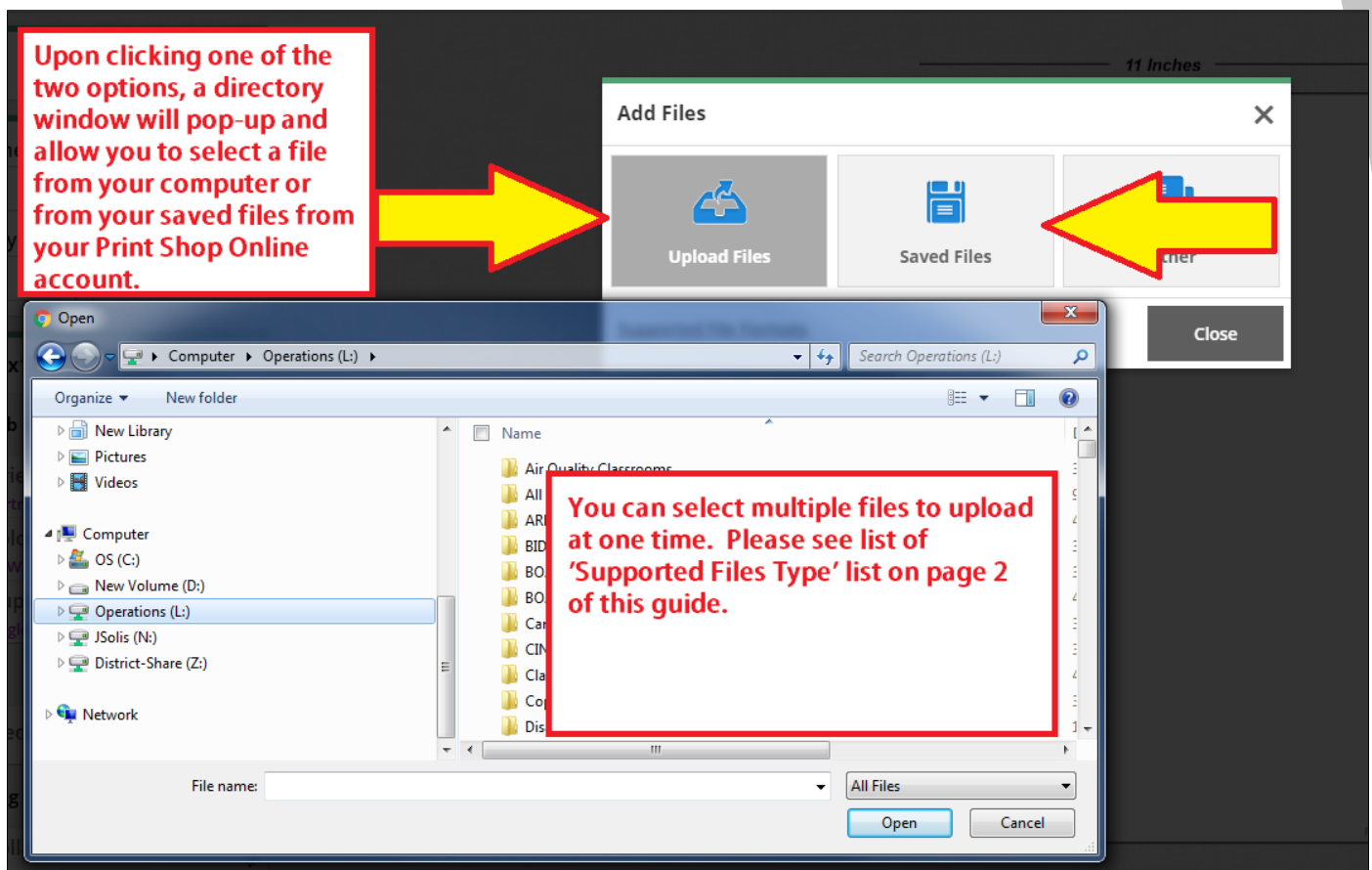


STEP 5 – Upload your original file(s) by clicking the “Add Files” button.



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STEP 6 – Locate the file you wish to import to begin building your print job.



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STEP 7 – Select the file and it will take you to the upload screen. (Unless you are using a previously uploaded file, stored in your 'My Saved Files' directory.

The screenshot shows the 'Upload Files' interface. It has two rows for file uploads. The first row is for 'Use of Facilities' (310.00 KB) and the second is for 'Use of School Facilities' (96.50 KB). Each row has a 'Save To My Files' checkbox and a 'No of Page(s)' field. A red box with arrows points to the 'Save To My Files' checkboxes, containing the text: 'Click this button if you wish to save file(s) for future use.' and 'Please note, each file will be converted into PDF format upon upload.' A large yellow arrow points to the 'Upload' button at the bottom right.

STEP 8 – Once the file is uploaded, it will load onto the screen within the Visual Product Builder.

The screenshot shows the 'Basic Copy Request' Visual Product Builder. It has a left sidebar with sections: 'Files' (with 'Add Files' button), 'Job Name' (with 'Sample Job' text), 'Quantity' (1) and 'Pages' (2), 'Basic Job Options' (Orientation: Portrait, Color or B&W: B&W, Duplex, Single-sided (simplex)), 'Media' (Media/Copy Paper, Wh...), and 'Finishing' (Shrink Wrap: No Shrink Wrap, Collate: Do Not Collate, Cutline). A red box points to the 'Files' section with the text: 'File menu - To add or remove files, as well as other basic file options.' A blue box points to the 'Job Name' section with the text: 'Each request must have a "Job Name" and quantity requested.' An orange box points to the 'Basic Job Options' section with the text: 'Job menu - Choose job specifications.' A purple box points to the 'Finishing' section with the text: 'Screen viewing options - toggle between "Spread" view (current) or "Thumbnail" view.' A red box points to the 'Unit Price \$0.04' and 'Total Price \$0.04' fields with the text: 'Price quote updates - live and update as you make changes to the job specifications.' A blue box points to the 'Save' button with the text: 'If needed, you can always SAVE a job & come back to it at a later time.' The main area shows 'USE OF SCHOOL FACILITIES GUIDELINES' and a 'Save' button at the bottom right.

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STEP 9 – Build the job and if you approve of the final digital proof in the Visual Product Builder on the screen, you can proceed to place the order in the Shopping Cart.

Basic Copy Request

Files **Add Files**

Use of Facilities Chec...
Use of School Faciliti...

*Job Name **1**
Sample Job

*Quantity **150** *Pages **2**

Basic Copy Request

Finishing

- ☐ Shrink Wrap
No Shrink Wrap
- ☐ Collate
Do Not Collate
- ☐ Cutting
No Cutting
- ☐ Staple
Upper Left Corner
- ☐ Drill
No Drill
- ☐ Special Pages
- ☐ Special Instructions
- ☐ Blank Pages

Unit Price \$0.04 Total Price \$5.76

**PARAMOUNT UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES
FACILITY USE APPLICATION
CHECKLIST**

- ☐ 1. Insert the name of the school site, the date(s) and hours you are requesting.
- ☐ 2. Check off which portion(s) of the facility you are requesting.
- ☐ 3. Fill in what the purpose or nature of the meeting is, whether money will be collected, how the proceeds will be used, and list the equipment and/or furniture requested. If a special setup is required, attach a diagram.
- ☐ 4. Fill out the name of the organization, the address, the name of the contact person, title, phone number and e-mail address. Read the "Statement of Information." SIGN the form.
- ☐ 5. Request a Certificate of Insurance from your insurance carrier in the amount of \$1,000,000 general liability **which names Paramount Unified School District as an additional insured.** The certificate must be properly endorsed. ATTACH A COPY OF THE CERTIFICATE WITH YOUR REQUEST.
- ☐ 6. SUBMIT the Application, along with the Certificate of Insurance, to Paramount Unified School District, Business Services, 15110 California Avenue, Paramount, California 90723 for approval.
- ☐ 7. The Business Office will contact the site administrator for availability and approval of the site.
- ☐ 8. You may be contacted by the Business Office regarding the Application and you will be notified what the fee will be to use the facility. The fee must be paid in advance of using the facility.

1 / 2

66%

Save **Add to Cart**

Once all selections have been made and you are content with the finished product (proof) on your screen, hit the 'Add to Cart' button.

This will place the job in your shopping cart and you have successfully built the product.

Please remember, you still have to go to your cart and complete the checkout process to place the order.

Please note, you will also be prompted to approve a disclaimer that does not hold the Print Shop liable for any spelling or design errors.

**PARAMOUNT UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES
FACILITY USE APPLICATION
CHECKLIST**

- ☐ 1. Insert the name of the school site, the date(s) and hours you are requesting.
- ☐ 2. Check off which portion(s) of the facility you are requesting.
- ☐ 3. Fill in what the purpose or nature of the meeting is, whether money will be collected, how the proceeds will be used, and list the equipment and/or furniture requested. If a special setup is required, attach a diagram.
- ☐ 4. Fill out the name of the organization, the address, the name of the contact person, title, phone number and e-mail address. Read the "Statement of Information." SIGN the form.
- ☐ 5. Request a Certificate of Insurance from your insurance carrier in the amount of \$1,000,000 general liability **which names Paramount Unified School District as an additional insured.** The certificate must be properly endorsed. ATTACH A COPY OF THE CERTIFICATE WITH YOUR REQUEST.
- ☐ 6. SUBMIT the Application, along with the Certificate of Insurance, to Paramount Unified School District, Business Services, 15110 California Avenue, Paramount, California 90723 for approval.
- ☐ 7. The Business Office will contact the site administrator for availability and approval of the site.
- ☐ 8. You may be contacted by the Business Office regarding the Application and you will be notified what the fee will be to use the facility. The fee must be paid in advance of using the facility.

1 / 2

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

I Agree

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Inserting Blank Pages

The screenshot displays the 'Basic Copy Request' interface. On the left, a sidebar contains a 'Files' section with an 'Add Files' button and a dropdown menu showing 'Grade 4 - Unit 1 Part ...'. Below this is a 'Job Name' field with 'Sample Job' entered. Further down are 'Quantity' (1) and 'Pages' (20) fields. The 'Basic Copy Request' section includes options for 'Color', 'Duplex' (Double-sided (duplex)), and 'Media' (Media(Copy Paper, Wh...)). The 'Finishing' section lists options like 'SH', 'No', 'Co', 'Do', 'Cu', 'No', 'St', 'No', 'Drill', 'No Drill', 'Special Pages', 'Special Instructions', and 'Blank Pages'. A red box highlights the 'Blank Pages' option. A yellow arrow points from this box to a text box that reads: 'You can also hit the Blank Pages button on the job menu. This will open an extra window for adding blank pages.' On the right, a grid of 14 page thumbnails is shown, numbered 1 through 14. A red box highlights a context menu that appears when right-clicking on a page, with options: 'Insert Blank Before', 'Insert Blank After', 'Move to 'n' Page', 'Remove Page', 'Color or B&W', and 'Change Media of this page'. A yellow arrow points from a text box below to this menu, which reads: 'A mouse right-click on a page within the Visual Product Builder screen will pull up the menu with special features.' At the bottom, the 'Unit Price \$1.20' and 'Total Price \$1.20' are displayed.

Basic Copy Request

Files **Add Files**

Grade 4 - Unit 1 Part ...

* Job Name **i**
Sample Job

* Quantity * Pages
1 20

Basic Copy Request

Color

Duplex
Double-sided (duplex)

Media

Media(Copy Paper, Wh...

Finishing

SH
No
Co
Do
Cu
No
St
No
Drill
No Drill
Special Pages
Special Instructions
Blank Pages

You can also hit the Blank Pages button on the job menu. This will open an extra window for adding blank pages.

Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
Color or B&W
Change Media of this page

A mouse right-click on a page within the Visual Product Builder screen will pull up the menu with special features.

Unit Price \$1.20 Total Price \$1.20

How to Order: Basic Copy Request - Letter (8.5" x 11")

Inserting Blank Pages (continued)

If you opt for adding 'Blank Pages' by selecting the button in the *Finishing Section* of the 'Job Menu', a pop-up window will allow you to add multiple blank pages within your print job.

The screenshot shows a 'Blank Pages (5)' pop-up window. The window contains a list of 5 blank pages to be inserted. Each row has a 'Blank' label, an 'Insertion Page Number' dropdown menu, and a text input field with '0'. A red box highlights the first row. At the bottom, there is a dropdown menu showing '5', an 'Add' button, and 'Accept' and 'Cancel' buttons.

Blank	Insertion Page Number
1	Insert Before Page number ▼ 0
2	Insert Before Page number ▼ 0
3	Insert Before Page number ▼ 0
4	Insert Before Page number ▼ 0
5	Insert Before Page number ▼ 0

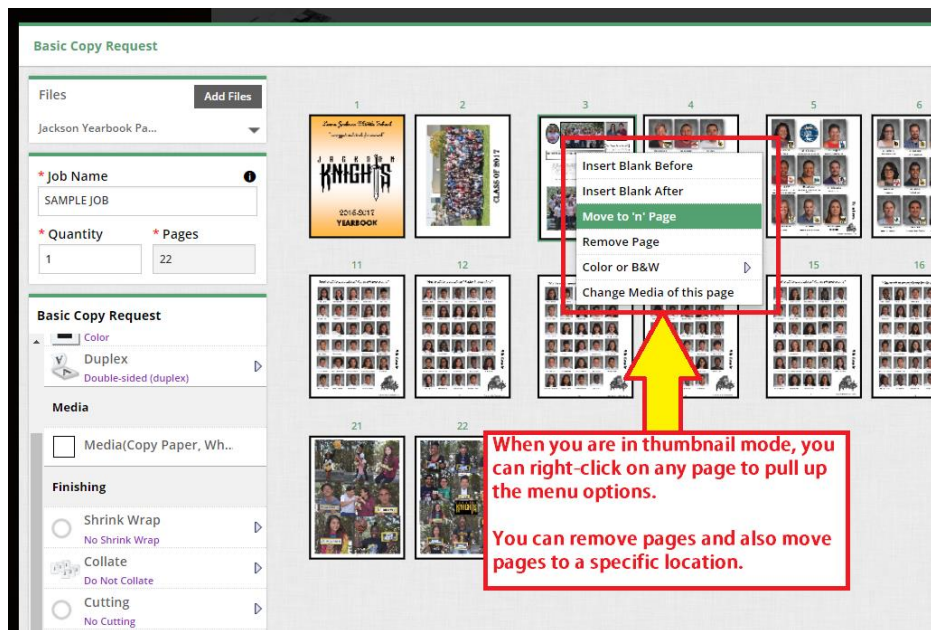
5 ▼ Add Accept Cancel

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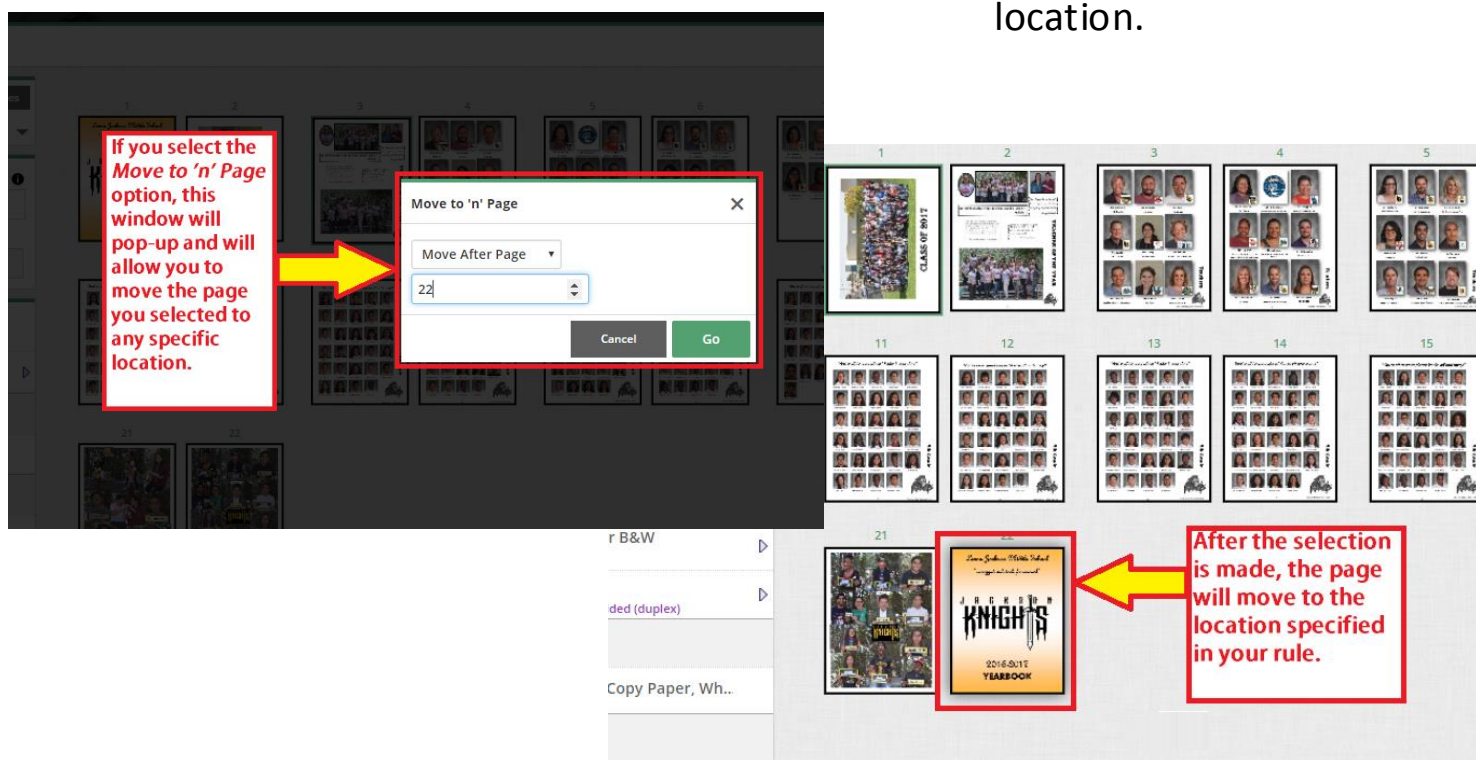
Arranging/Organizing Pages

Once a file is uploaded, you can also move pages and/or delete any unwanted pages within the document.

You can right-click on any page on the Visual Product Builder screen and it will pull up the extra options.



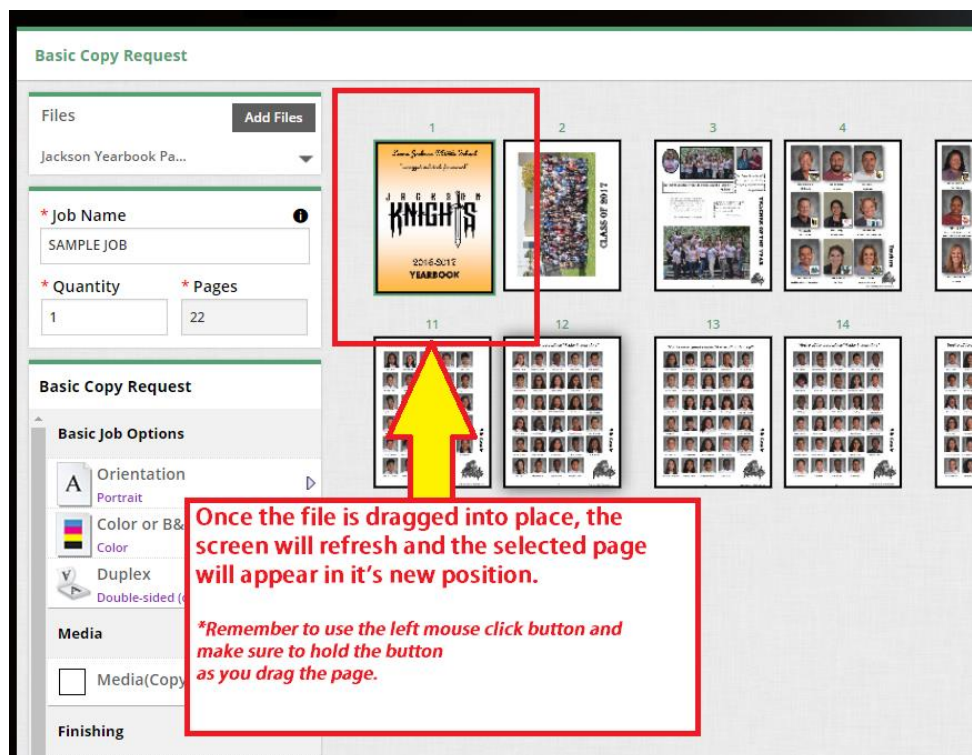
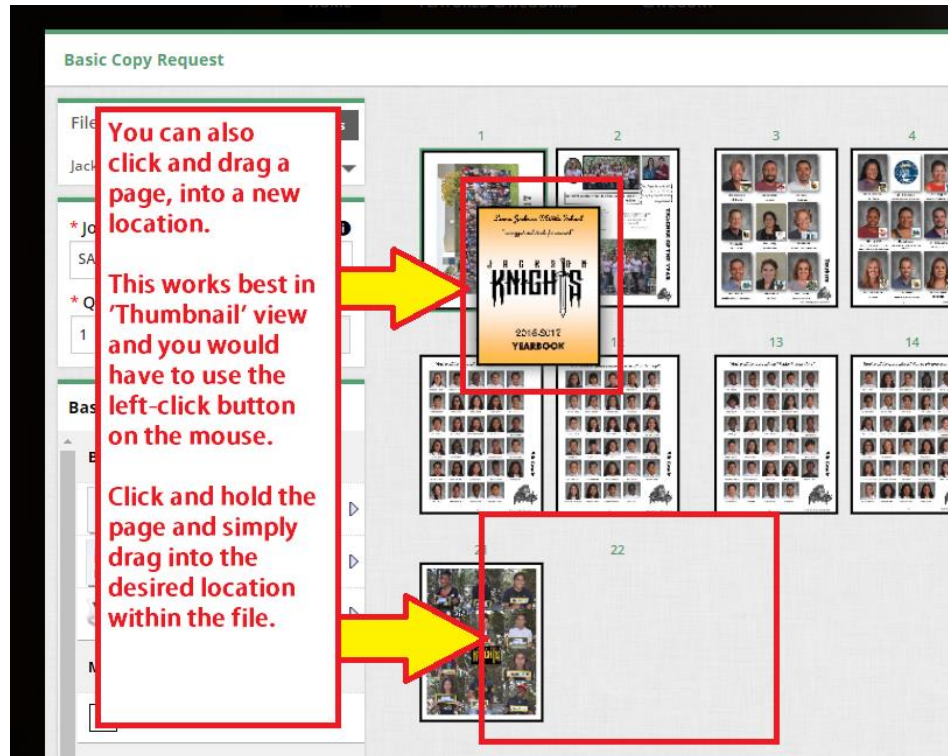
If you select this option by using the right-click button on your mouse, then a pop-up window will allow you to place the page in a specific location.



How to Order: Basic Copy Request - Letter (8.5" x 11")

Arranging/Organizing Pages (continued)

Pages can also be arranged by manually clicking and dragging a page to a new location.



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Mixed Impressions in Job (B/W & Color prints combined)

Users will also have the option of mixing color and B&W printing within the job. This is only available in the Basic Copy Request – Letter product and the Perfect Bind and Coil Bound booklets only.

Basic Copy Request

Files
Jackson Yearbook Pa...
Add Files

* Job Name
SAMPLE JOB

* Quantity
1

* Pages
22

Basic Copy Request

Basic Job Options

Orientation
Portrait

Color or B&W
Color

Duplex
Double-sided (duplex)

Media

Media(Copy Paper, Wh...

Finishing

Right click on Visual Product Builder screen and select 'Color or B&W' option.

You will then have the option to select between color printing or B&W printing for that specific page. Job will also price color impressions and monochrome impressions separately as well.

Basic Copy Request

Files
Jackson Yearbook Pa...
Add Files

* Job Name
SAMPLE JOB

* Quantity
1

* Pages
22

Basic Copy Request

Media(Copy Paper, Wh...

Finishing

Shrink Wrap
No Shrink Wrap

Collate
Do Not Collate

Cutting
No Cutting

Staple
No Stapling

Drill

Once selections are made, users can visually see the changes on the screen.

Pricing for B&W printing is \$0.02 per side & pricing for color printing is \$0.06 per side.

Mixed impressions will be priced accordingly.

How to Order: Basic Copy Request - Letter (8.5" x 11")

Mixed Impressions in Job (B/W & Color prints combined) (continued)

Users can also view mixed impressions in the 'Special Pages' button at the bottom of the job menu.

Once the user selects the 'Special Pages' button, a window will pop-up to allow the user to view all of the rules associated with the special pages.

Users can select, in rule format view, all of the different pages within the job that the user is requesting to be on different media than the entire job or if the user wishes to print that particular page in color or B&W versus the rest of the job.

Special Pages

Unit Price \$1.20 Total Price \$1.20

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Mixed Media in Job (Different paper types/colors within job)

Users can also select different media types for certain pages within the job. This option is only available for the following products: Basic Copy Request – Letter, Perfect Bind Booklet, and Coil Bound Booklet.

The screenshot displays the 'Basic Copy Request' interface. On the left, there are input fields for 'Files' (Jackson Yearbook Pa...), 'Job Name' (SAMPLE JOB), 'Quantity' (1), and 'Pages' (22). Below these are options for 'Media(Copy Paper, Wh...)' and 'Finishing' (Shrink Wrap, Collate, Cutting). The main area shows a grid of 22 page thumbnails. A red box highlights a context menu for page 15 with options: 'Insert Blank Before', 'Insert Blank After', 'Move to 'n' Page', 'Remove Page', 'Color or B&W', and 'Change Media of this page'. A red arrow points from this menu to a 'Media' selection window. This window lists various media options with color swatches and paper types. A red box highlights the 'Card Stock, Green' option, which is selected. A red arrow points from the 'Media' window back to the page grid. A red box with text explains the process: 'Once the 'Change Media of this Page' option is selected, a window will pop-up to allow users to select the specific media for the selected page. Only available colors and paper type will be available to you. Please note the print shop does not stock all colors or paper types.' The 'OK' button is highlighted in a red box.

Basic Copy Request

Files: Jackson Yearbook Pa... **Add Files**

*Job Name: SAMPLE JOB

*Quantity: 1 *Pages: 22

Basic Copy Request

☐ Media(Copy Paper, Wh...)

Finishing

☐ Shrink Wrap **No Shrink Wrap**

☐ Collate **Do Not Collate**

☐ Cutting **No Cutting**

Right click on the Visual Product Builder screen will give you specific job options. Select the 'Change Media of this Page' to change the media type for that specific page only.

Media

Filter Size: Any Size

<input type="checkbox"/>	Card Stock, Amethyst	US Letter
<input type="checkbox"/>	Card Stock, Blue	US Letter
<input type="checkbox"/>	Card Stock, Canary	US Letter
<input type="checkbox"/>	Card Stock, Gold	US Letter
<input type="checkbox"/>	Card Stock, Gray	US Letter
<input checked="" type="checkbox"/>	Card Stock, Green	US Letter
<input type="checkbox"/>	Card Stock, Ivory	US Letter

☒ Fit content to paper - scale content up or down (use when file and page are different sizes)

Cancel **OK**

Once the 'Change Media of this Page' option is selected, a window will pop-up to allow users to select the specific media for the selected page. Only available colors and paper type will be available to you. Please note the print shop does not stock all colors or paper types.

How to Order: Basic Copy Request - Letter (8.5" x 11")

Mixed Media in Job (Different paper types/colors within job) (continued)

Basic Copy Request

Files Add Files

Jackson Yearbook Pa...

* Job Name 1
SAMPLE JOB

* Quantity * Pages
1 22

Basic Copy Request

☐ Media(Copy Paper, Wh...

Finishing

☐ Shrink Wrap ▶
No Shrink Wrap

☐ Collate ▶
Do Not Collate

1 2 3 3 - Back 4

10 11 12 13 14

20

After the selection is made, you will see changes on the Visual Product Builder screen.

Please note, selections only affect the side of the page selected. If you wish to have both a front and back on this special media page selection, you will also need to grab the next page and select the same rule.

Basic Copy Request

Files Add Files

Jackson Yearbook Pa...

* Job Name 1
SAMPLE JOB

* Quantity * Pages
1 22

Basic Copy Request

☐ Media(Copy Paper, Wh...

Finishing

1 2 3 3 - Back 4 5

10 11 12 13 14

20 21 22 22 - Back

Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
Color or B&W ▶
Change Media of this page

Basic Copy Request

Files Add Files

Jackson Yearbook Pa...

* Job Name 1
SAMPLE JOB

* Quantity * Pages
1 22

Basic Copy Request

☐ Media(Copy Paper, Wh...

Finishing

1 2 3 4

11 12 13 14

21 22

Support

If you have any questions or need additional support, please contact:

Julian Solis
jsolis@paramount.k12.ca.us
562-602-8088