

Step by step guide to ordering a tabloid sized poster.



RECOMMENDATIONS

1) For optimal quality and presentation, we recommend your original file be sized to the 11" x 17" (Tabloid) size. This web submission system will however, fit any document to the 11" x 17" size, and will make it look as good possible.

Extension	File Type
ai	Illustrator File
bmp	Bitmap
сру	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

2) SUPPORTED FILE TYPES FOR IMPORT

STEP 1 – Visit Print Shop Online website - <u>http://pusd.myprintdesk.net/dsf</u> 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.

IN THIS CATEGORY:		
3	Basic Copy Request	US Legal Size - Copy Request
	Simple copy requests - letter size	Simple copy request - legal size (8.5 in x 14 in)
Letter		
11in.	Buy Now	Buy Now
	Poster 11x17	Certificates/Awards
	Tabloid size posters - black/white	Certificate of Cxcellence for For awards and certificates to be

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 by clicking the "Add Files" button.

Poster 11x17		
Files	Add Files	$\langle \square$
* Job Name	0	
* Quantity 1	* Pages	

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





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.

. Caller			
			Q Review M
Add Files	Upload Files		×
0	SAMPLE POSTER.jpg 208.36 KB	Save To My Files	No of Page(s)
* Pages			
		Click this button if you wish to save this file for future use.	
ons		Please note, each file be uploaded and converted into PDF format.	
tion D	Add More Files		Upload
B&W ₽			
⊳ ed (simplex)			

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

No allow	You may receive a 'Preflight Notice'			BAS	SIC COPY REQUEST	r.
Poster 11x17	regarding quality of the document. This notice is in place to serve as a	View Pre	eflight Report Q	Review My Job	🕑 Help	X Close
Files Add Files SAMPLE POSTER.jpg	reminder that higher resolution files produce higher quality print products on larger sized documents. You will still be able to place the order.	11 in	iches	-		
* Job Name * Quantity * Pages 1 1 Poster 11x17 Paric lob Ontions	Begin to work down each option on the Job Menu at the left. All possible options will be made available to you in the job menu. Any selections made will automatically be updated on your screen.	GR THIN AI HAPPE	EAT NGS RE ENING			
A Orientation Portrait	Any field with an asterisk (*) is required field and must be filled out prior to proceeding to add the job to your shopping cart.	PARAN		If needed, yo always SAVE come back to later time.	u can a job & • it at a	
Duplex Single-sided (simplex)	 Price updates are also reflected automatically as you build the job. 		5015			
Media						
Media(Copy Paper, Wh		M M 1/1 M	M		Q	33%
Finishing	Unit Price \$0.02 Total Price \$0.02			Save	Ado	l to Cart

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.

Poster 11x17			▲ View Preflight Report	Q Review My Job	🕜 Help	🗙 Close
Files Add File	25		11 Inches			
SAMPLE POSTER.jpg	•					
* Job Name	0					
SAMPLE POSTER						
* Quantity * Pages			THINGS		Once all selecti	ons have
10 1			ARE		been made and content with th	l you are ne finished
		- 17.	ADDENING		product on you the 'Add to Car	ır screen, hi t' button.
Poster 11x17		Inches	AFFENING		This will place t	the iob in
Duplex Single-sided (simplex)	₽	Ĩ	ELCON B. IS		your shopping	cart and yo
Media			ARAMOUN	T	product.	
					Please rememb	er, you still
					complete the o	rder proces
Finishing						
Collate Do Not Collate	D					Ļ
Lamination Laminate Both Sides:Trim to					Q Q	33%
O Special Instructions	Unit Price \$0.06 Total Price	\$0.60		Sa	ve Ad	d to Cart

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. Additionally, if you received a 'Preflight Report', you will also have to acknowledge that you wish to continue.



Support

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

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