



How to Order a Poster (11" x 17")

Step by step guide to ordering a tabloid sized poster.



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

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.

2) SUPPORTED FILE TYPES FOR IMPORT

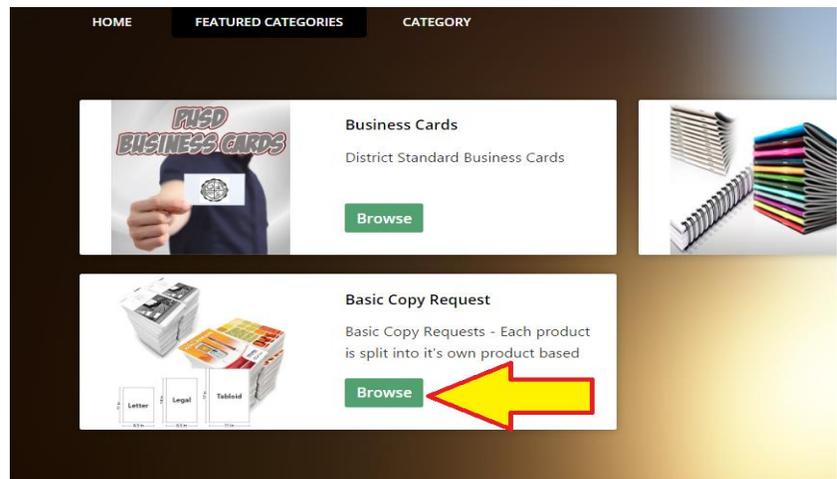
Extension	File Type
ai	Illustrator File
bmp	Bitmap
cpy	Adobe PDF
doc	Microsoft Word Document
docx	Microsoft Word Document
eps	Encapsulated PostScript
epub	Electronic Publication
gif	Graphics Interchange Format
jpeg	Joint Photographics Experts Group Format
jpg	Joint Photographics Experts Group Format
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

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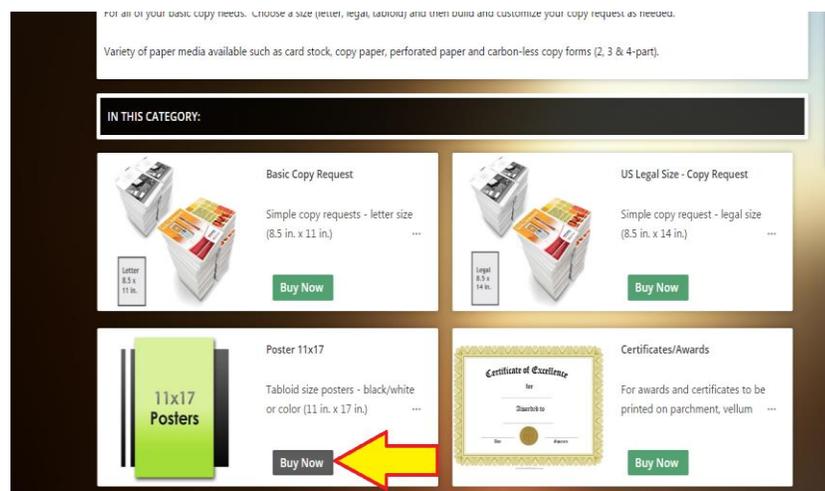
STEP 1 – Visit Print Shop Online website - <http://pusd.myprintdesk.net/dsf> and click on “Categories” or “Featured Categories” links at top of page, to find product categories.



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

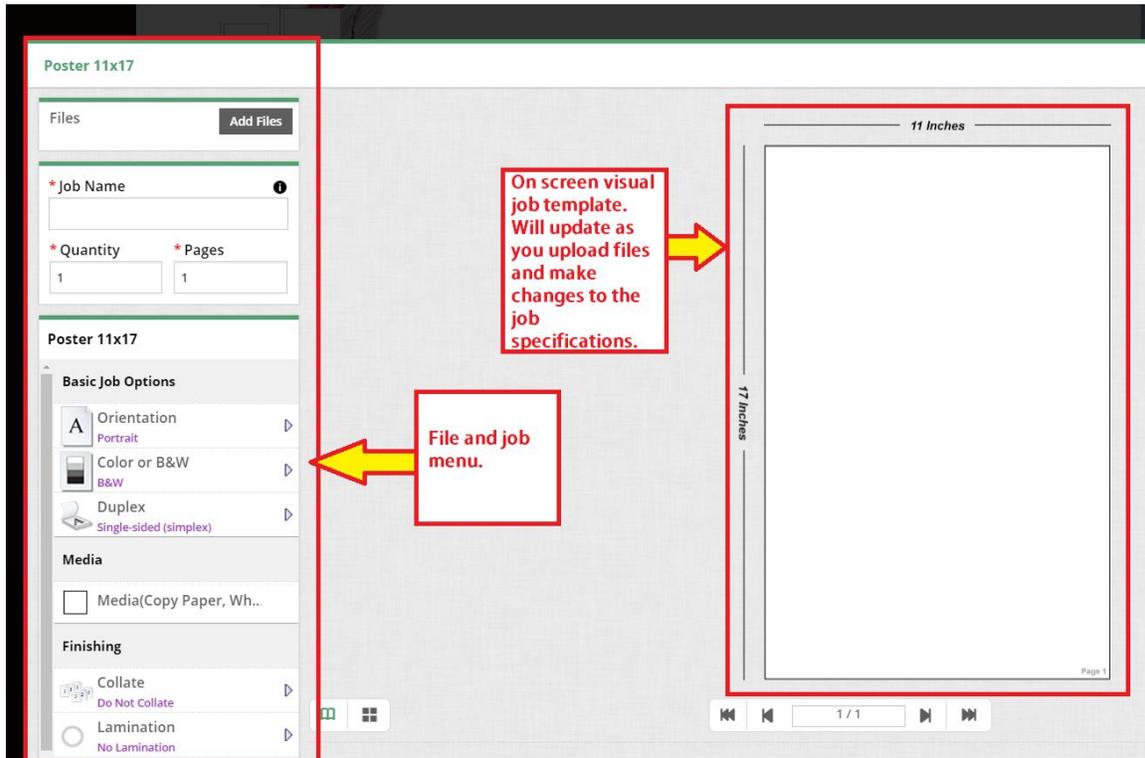


STEP 3 – In the Basic Copy Request product page, click the “Buy Now” button to open the Visual Product Builder to create your job.

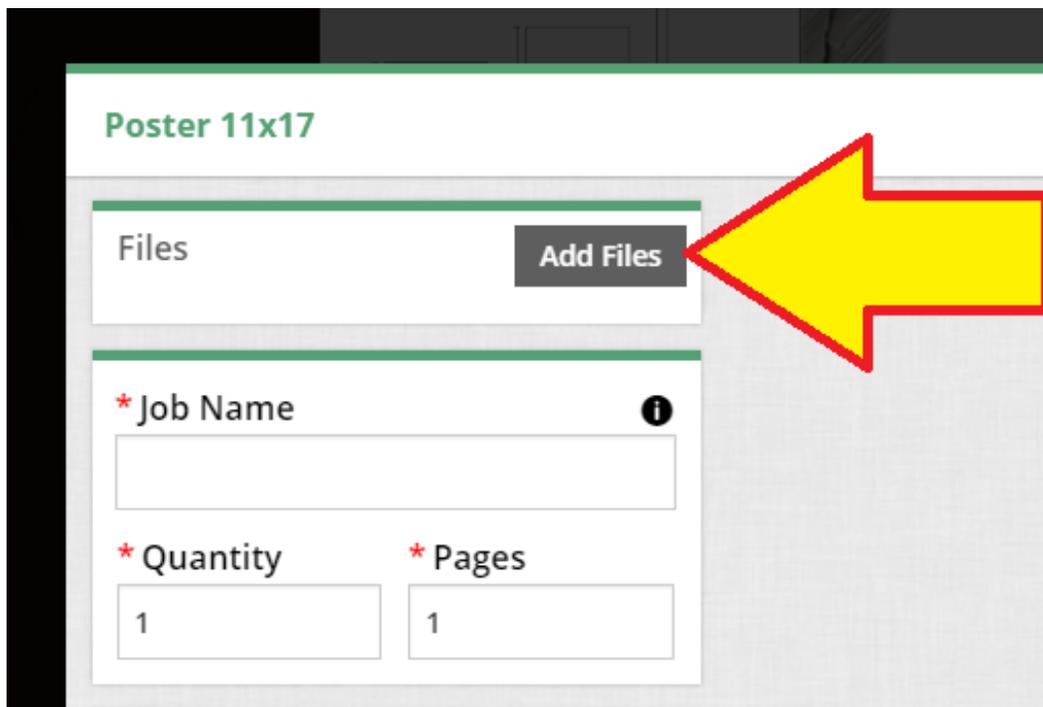


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STEP 4 – Once the Visual Product Builder screen is visible, you will see the blank job template on the right side of the screen and the file management & job menu on the left side of the screen.



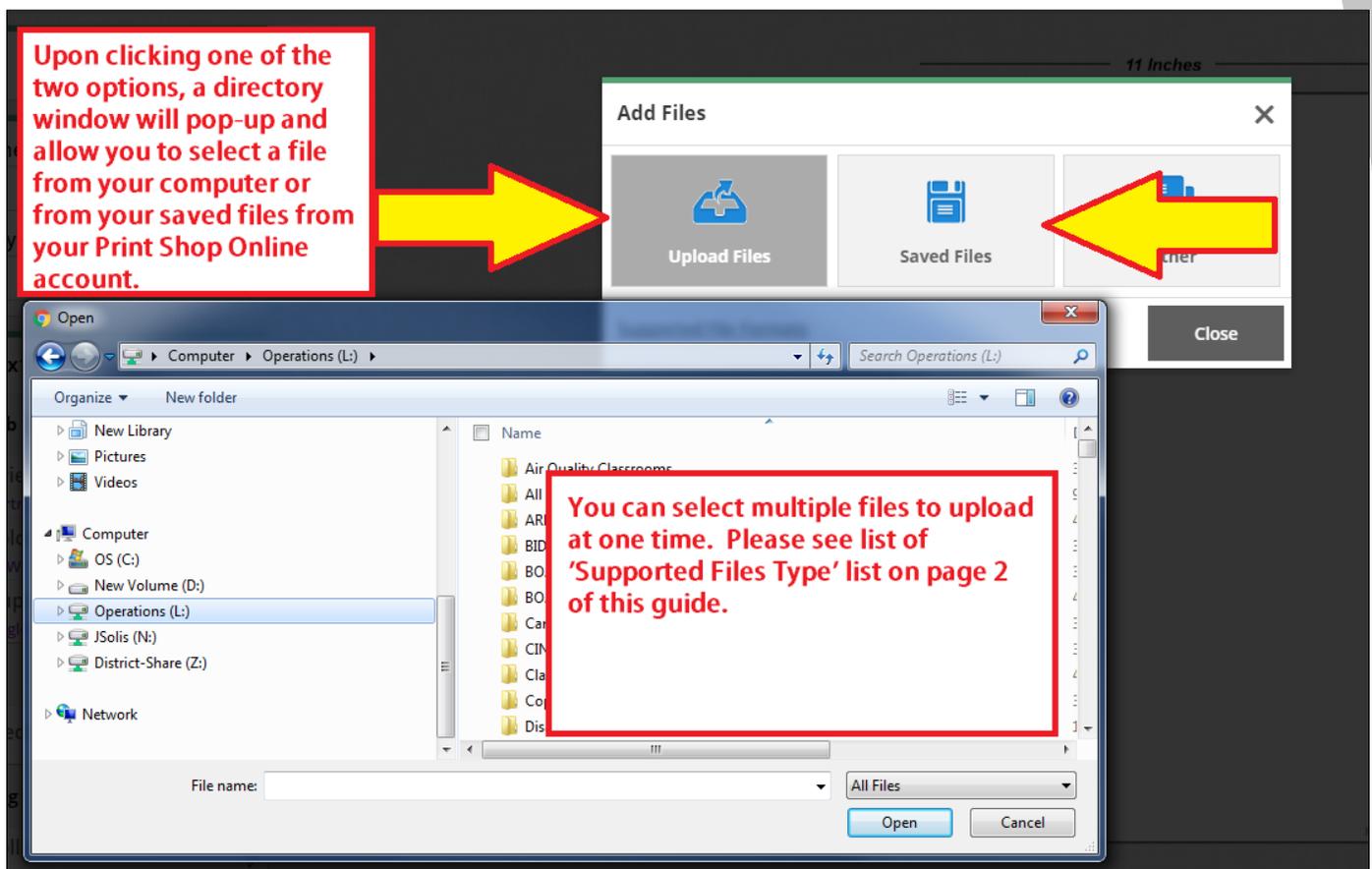
STEP 5 – Upload your original file by clicking the “Add Files” button.



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

Upon clicking one of the two options, a directory window will pop-up and allow you to select a file from your computer or from your saved files from your Print Shop Online account.



You can select multiple files to upload at one time. Please see list of 'Supported Files Type' list on page 2 of this guide.

Review My Job

Saved Files

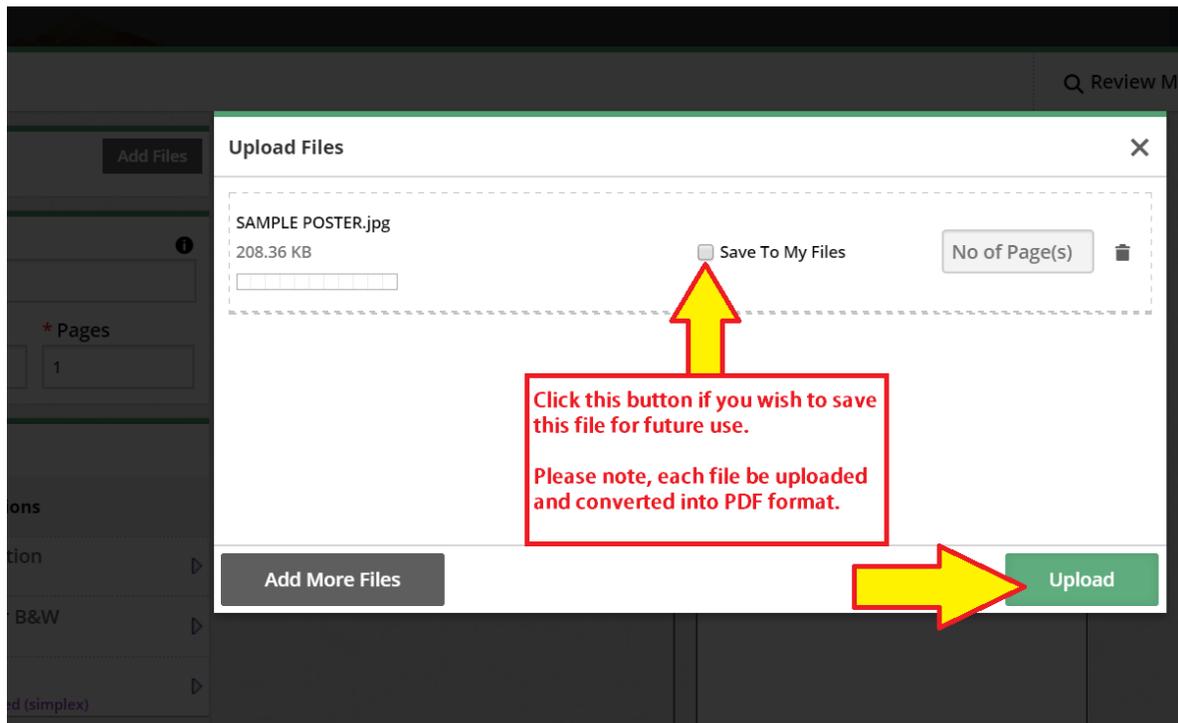
- Grade 4 - Unit 1 Part 2.pdf
88 Pages
2/23/2017 9:03:48 AM PDT
RegularUpload
- Summer School 2017 2-16.pdf
1 Pages
3/1/2017 10:08:34 AM PDT
RegularUpload
- Welcome Back Letter (Parents-Students) 2016-2017.docx
2 Pages
3/13/2017 9:07:41 AM PDT
RegularUpload
- Welcome Back Letter (Parents-Students) 2016-2017.docx

Delete Cancel OK

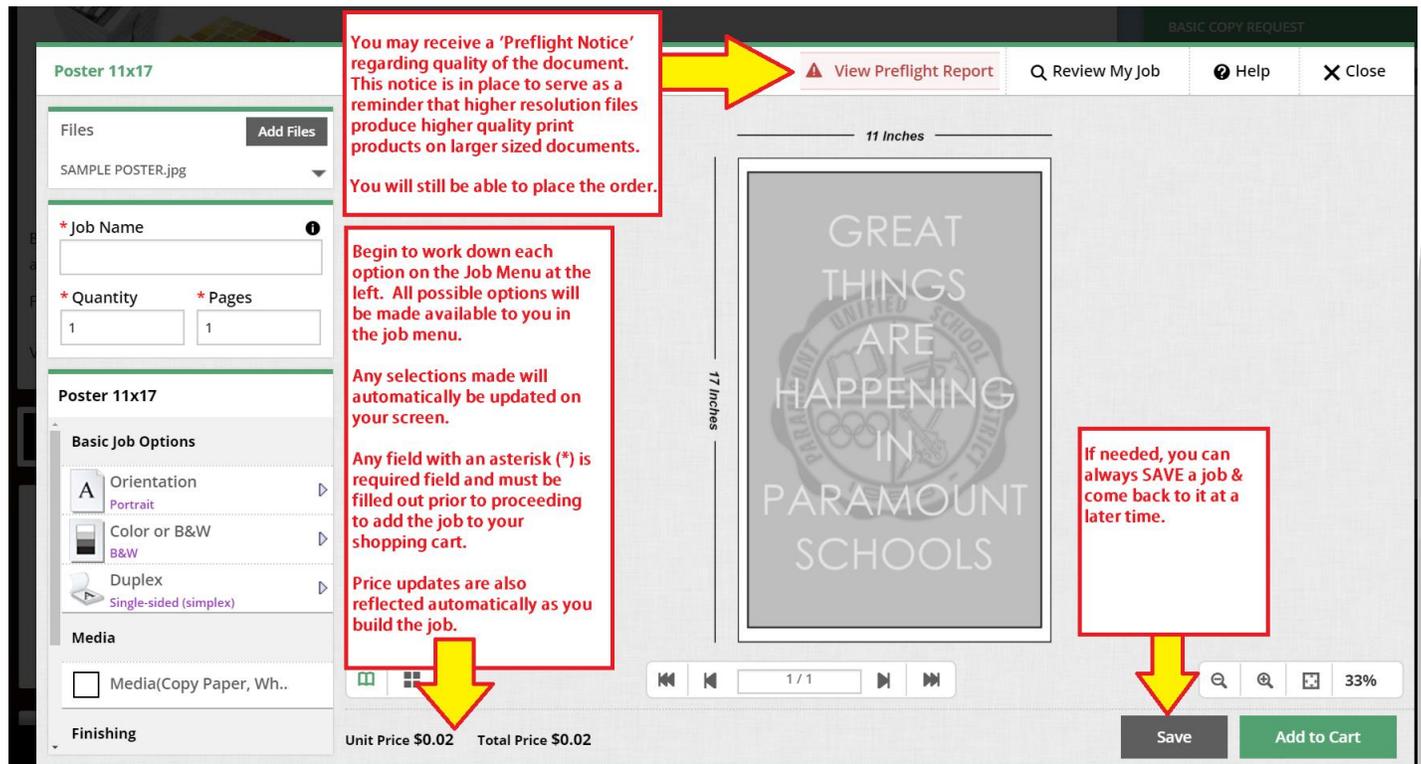
If you already have a file saved to your directory, then you will see this option. Simply select the file(s) you wish to import and hit 'OK'.
Saving files you plan to use in the future is highly recommended as you will not have to wait for the file to upload every time you build a job.

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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.)

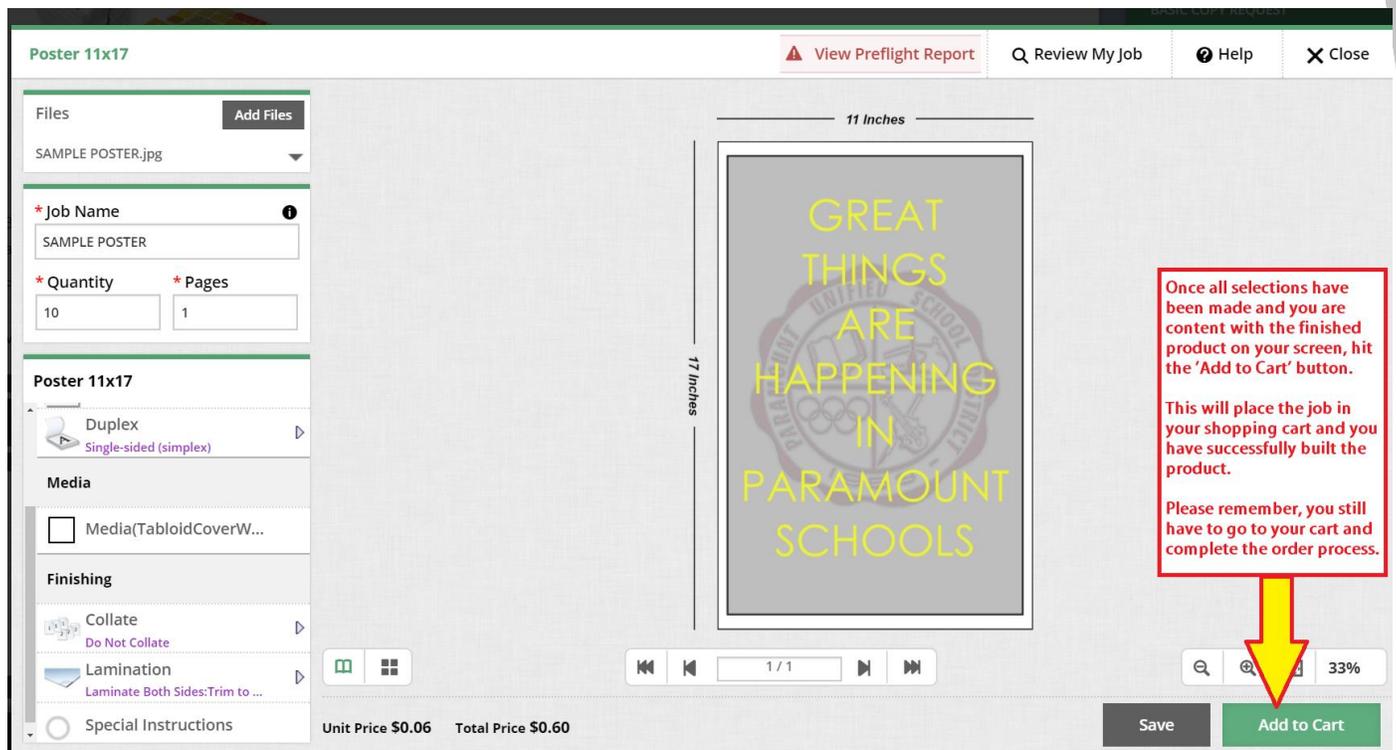


STEP 8 – Once the file is uploaded, it will load onto the screen within the Visual Product Builder.

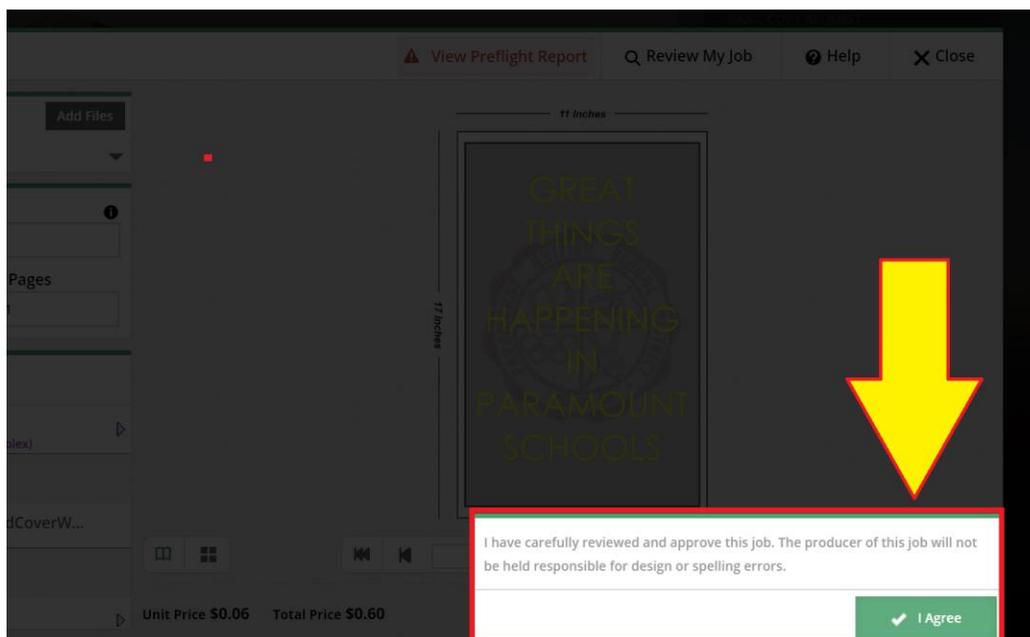


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STEP 9 – Build the job and if you approve of the final digital proof in the Visual Product Builder on the screen, you can proceed to place the order in the Shopping Cart.



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:

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