



How to Order a Business Card

Step by step guide to ordering business cards online.



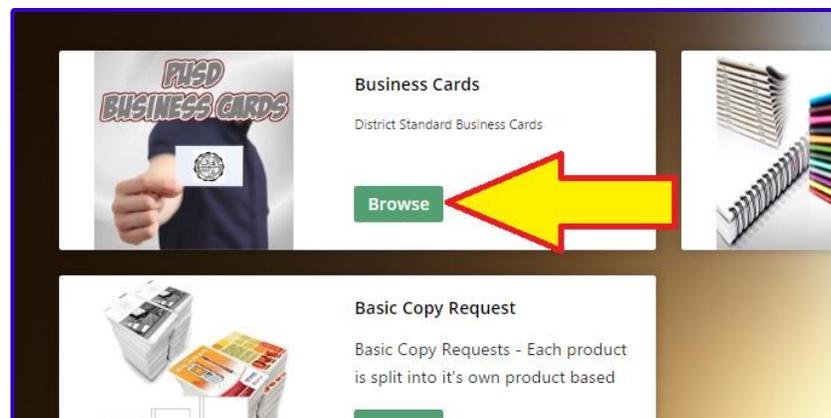
<http://pusd.myprintdesk.net/DSF>

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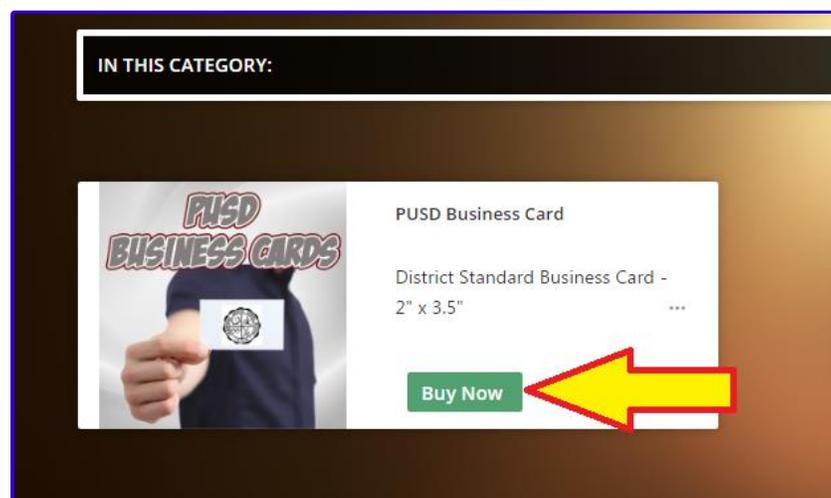
STEP 1 – Visit Print Shop Online website - <http://pusd.myprintdesk.net/dsf> and click on “Categories” or “Featured Categories” links at top of page, to find product categories.



STEP 2 – In the “Categories” page, click the “Browse” button to open the Business Card product category.



STEP 3 – In the Business Card 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 District template on the screen and the job menu on the left side.

Job menu and form fields

PARAMOUNT UNIFIED SCHOOL DISTRICT
Great things are happening in Paramount Schools.

John Doe
Position/Title

Abraham Lincoln School 15324 California Avenue
Paramount, CA 90723

Tel: (562) XXX-XXXX
Fax: (562) XXX-XXXX

Email: name@paramount.k12.ca.us

STEP 5 – On the left side of the Visual Product Builder, simply work your way down from top to bottom and fill in the fields.

Replace your name and position title in the fields below. Template will auto populate with personalized entries on the left side.

Be careful to only replace corresponding text and do not delete the PUSD domain

Replace only the "xx" values with the corresponding telephone/fax numbers for your department/school - DO NOT ERASE HYPHEN

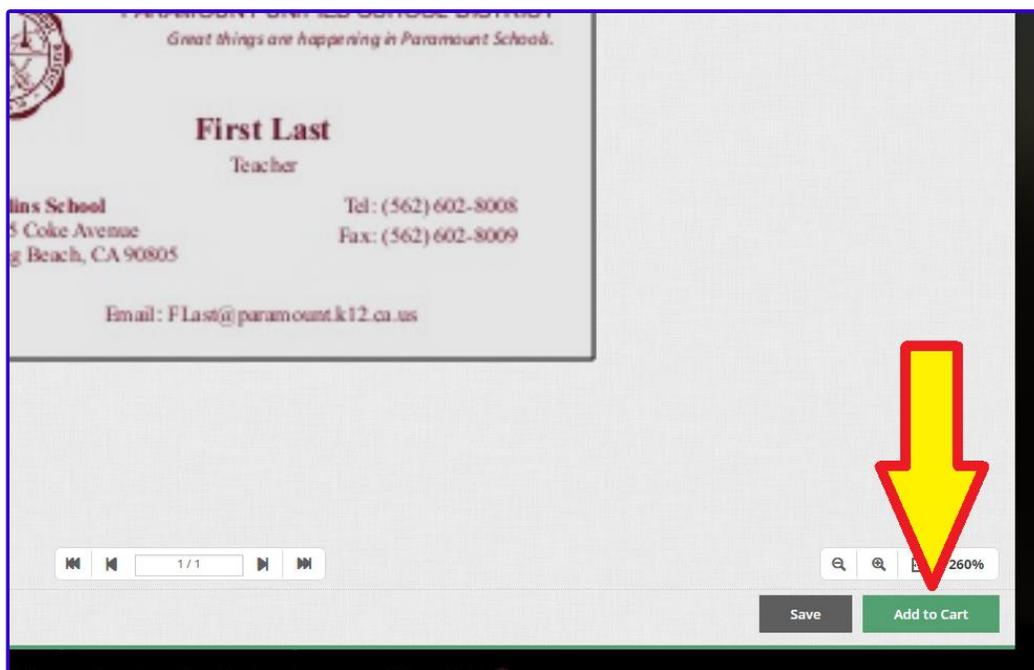
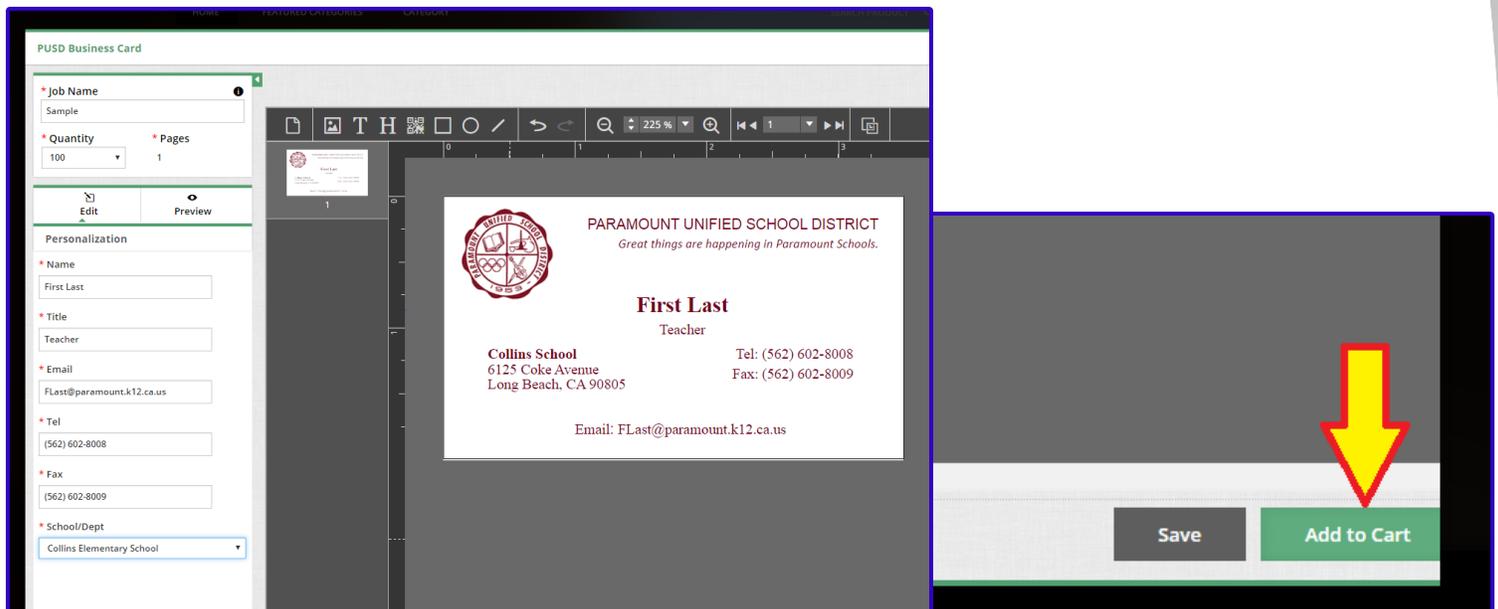
Select school/department from drop down

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STEP 6 – Once you fill out the form fields and the information on the screen is correct, hit the “Add to Cart” button on the bottom right corner of the screen.

This will take to you an additional review screen, to allow you to verify that all entries are free of spelling errors and/or other possible mistakes.

If the final preview is correct, hit the “Add to Cart” button on bottom right corner of the screen and the product will be added to your shopping cart.



Support

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

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