



How to Order: Watkiss Booklet

Step by step guide to placing an order



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

RECOMMENDATIONS

Page Count – 20-240 pages (no less than 20 pages)

Cover Color Options - B/W or Color

Cover Print Options - Front/Back and/or Inside/Outside

Cover Media Options – Variety of card stock colors

Booklet Media Options – White letter paper only

Tabs - No

Mixed Media Option - No

Mixed Color Printing Mode – No

Supported File Types for Import

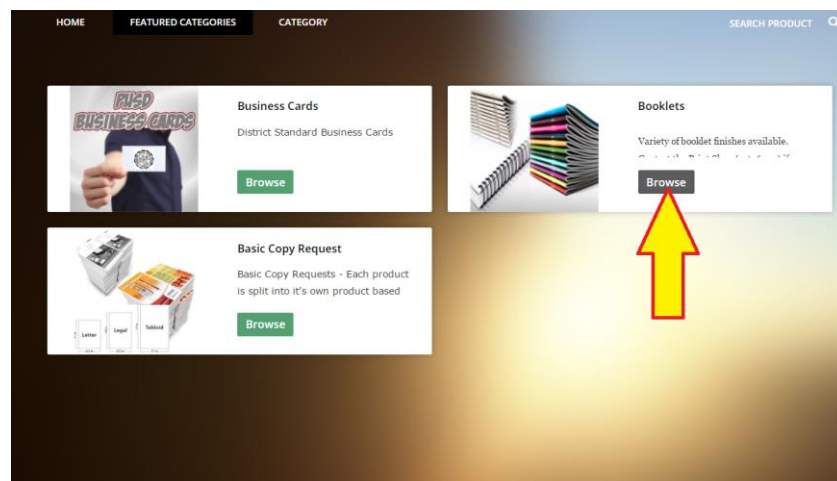
Extension	File Type
ai	Illustrator File
bmp	Bitmap
cpy	Adobe PDF
doc	Microsoft Word Document
docx	Microsoft Word Document
eps	Encapsulated PostScript
epub	Electronic Publication
gif	Graphics Interchange Format
jpeg	Joint Photographics Experts Group Format
jpg	Joint Photographics Experts Group Format
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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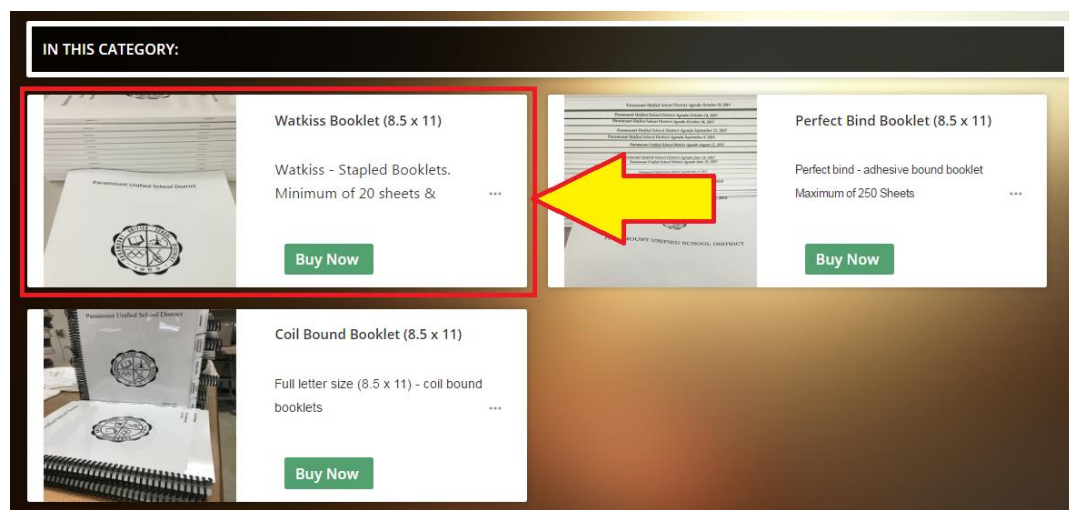
STEP 1 – Visit Print Shop Online website - <http://pusd.myprintdesk.net/dsf> and click on “Categories” or “Featured Categories” links at top of page, to find product categories.



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

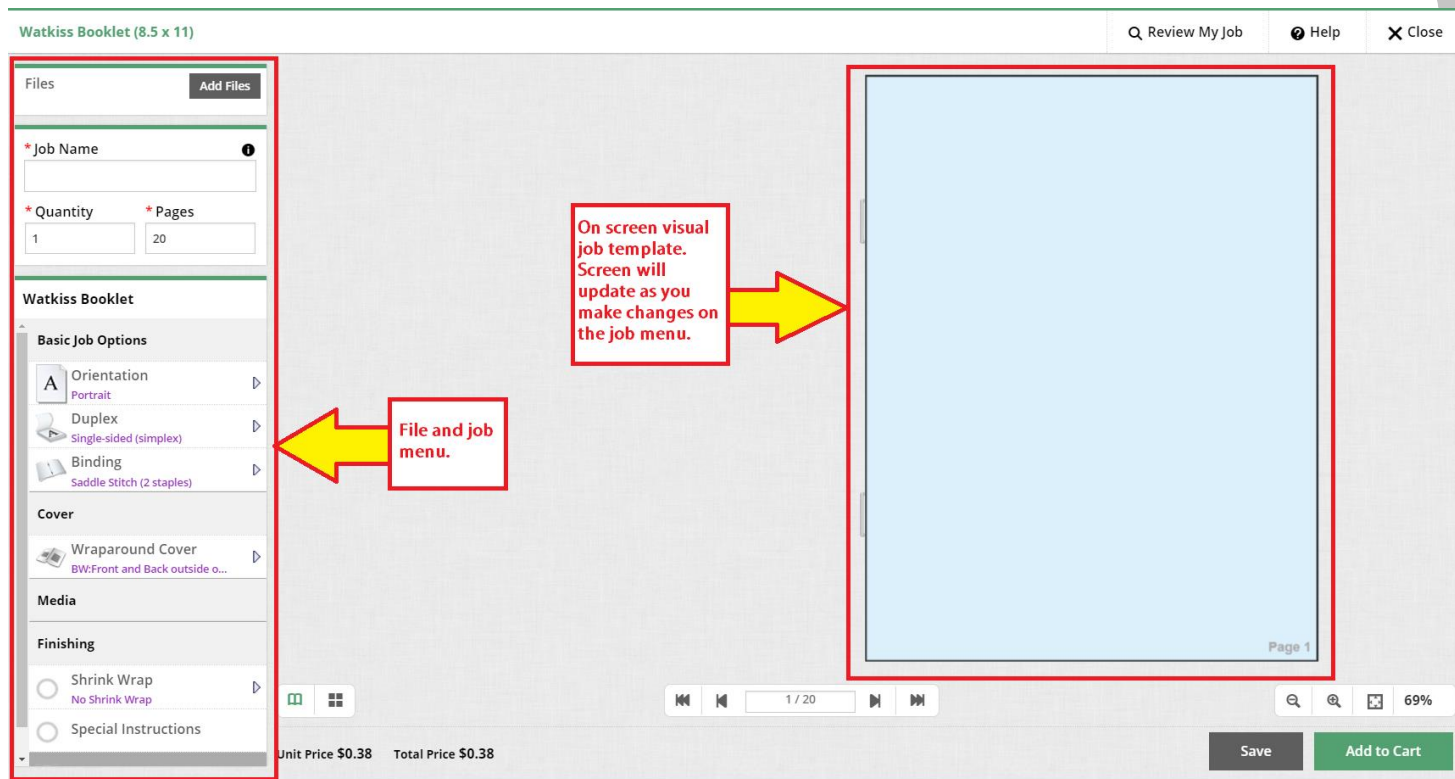


STEP 3 – In the Booklets product page, click the “Buy Now” button selection under the Perfect Bind Booklet to open the Visual Product Builder to create your job.

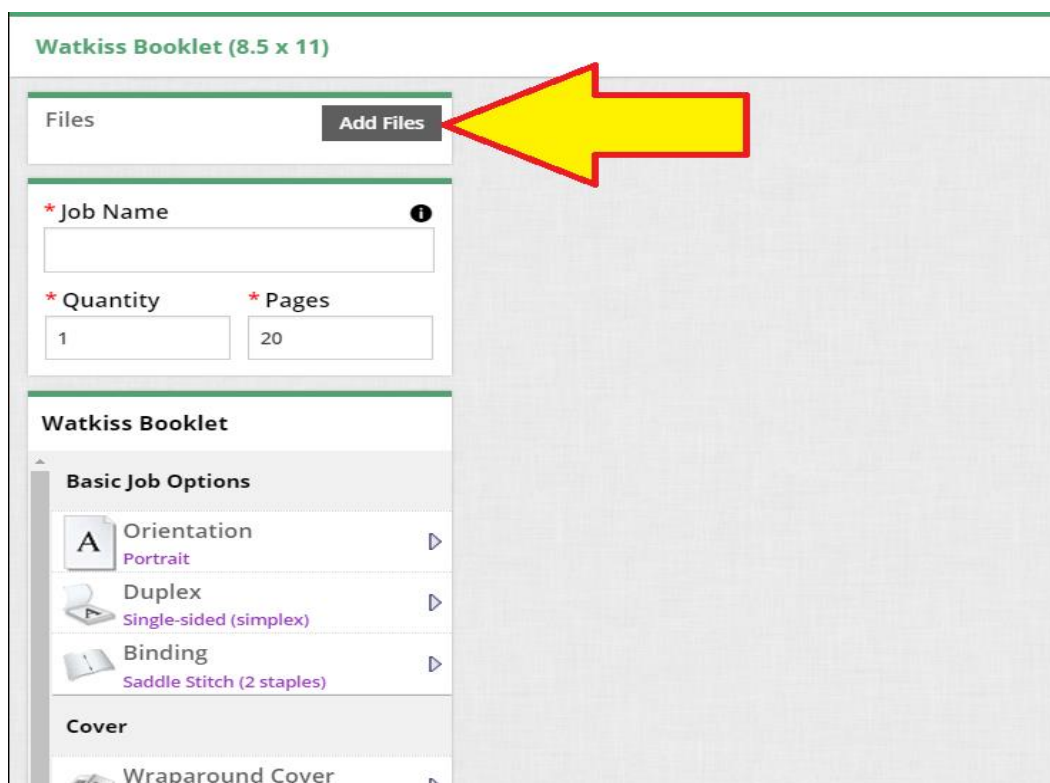


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STEP 4 – Once the Visual Product Builder screen is visible, you will see the blank job template on the right side of the screen and the file management & job menu on the left side of the screen.

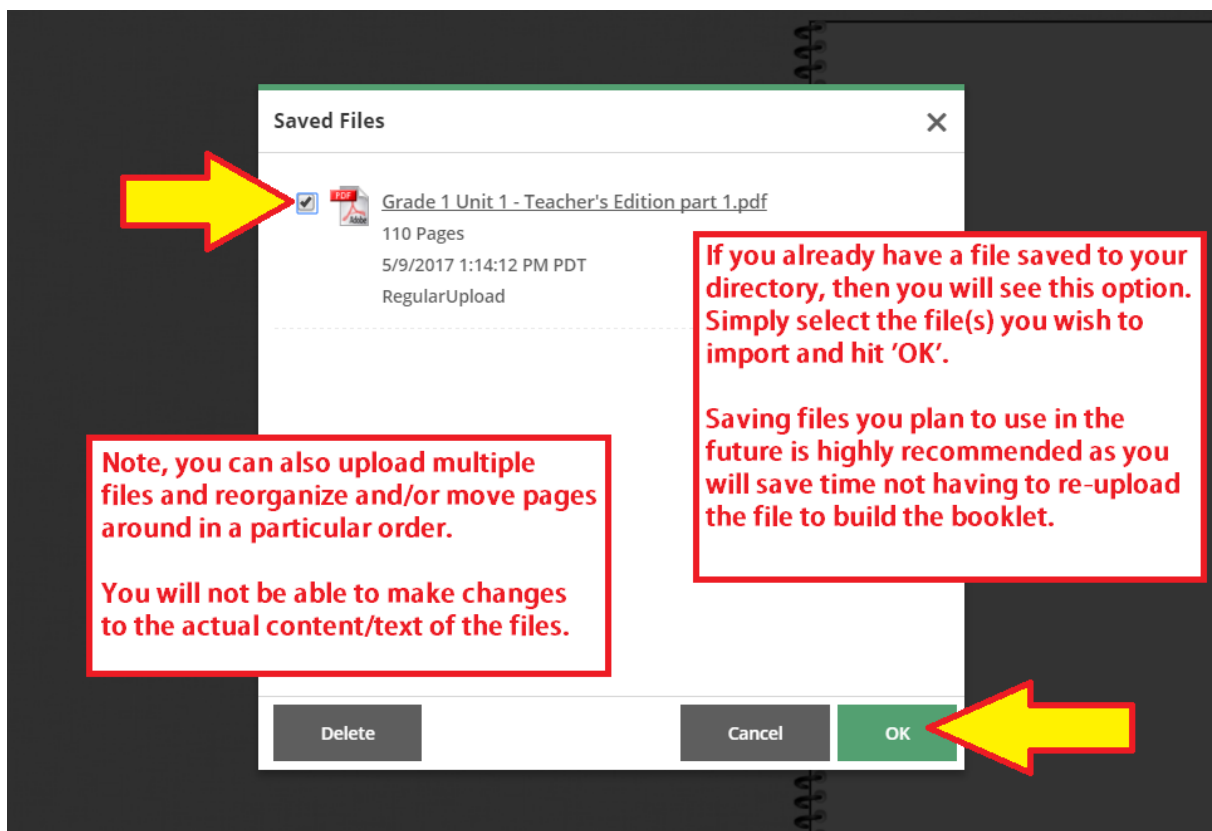
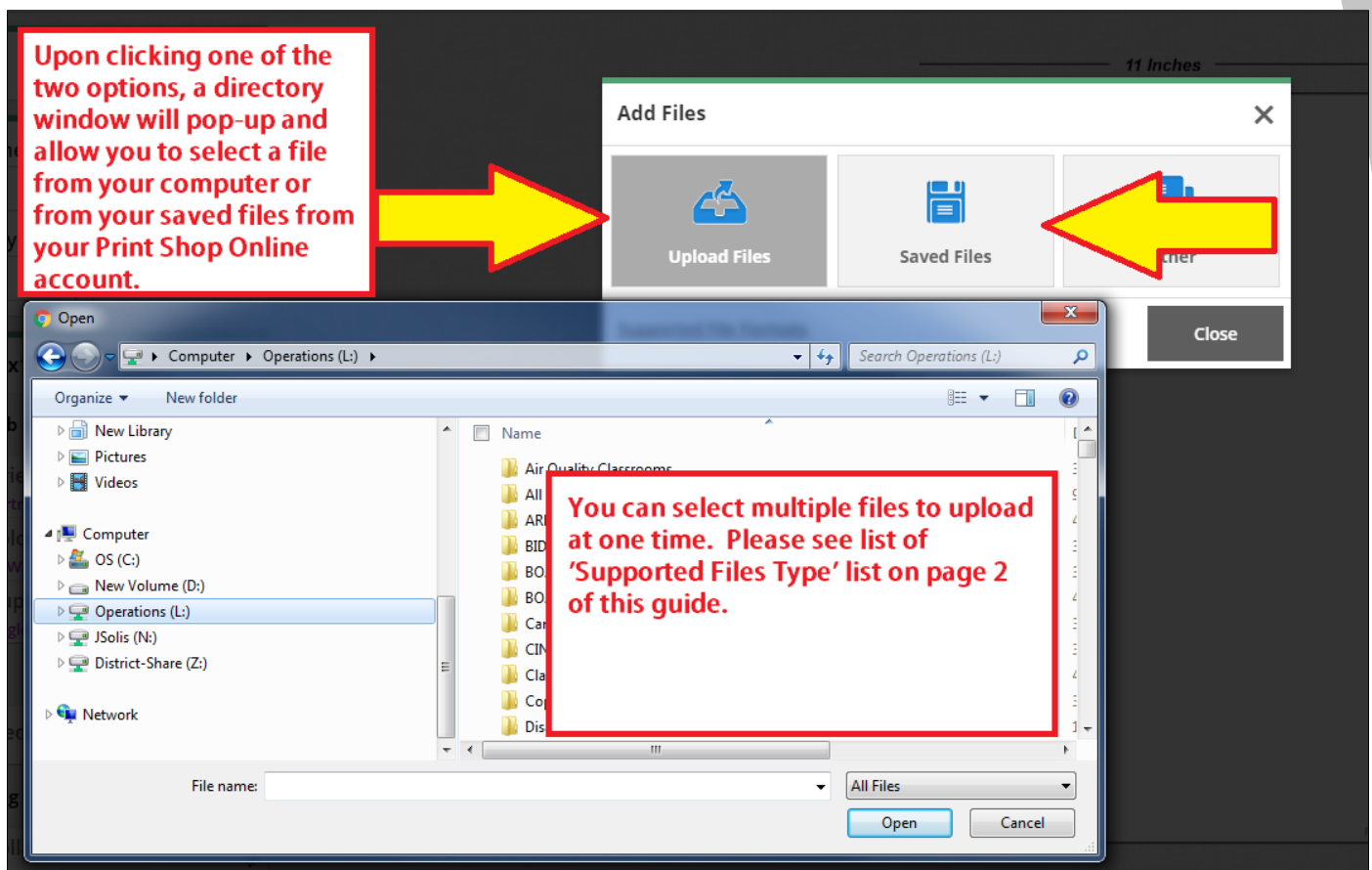


STEP 5 – Upload your original file(s) by clicking the “Add Files” button.



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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 'Upload Files' dialog box shows two file entries: 'Use of Facilities' (310.00 KB) and 'Use of School Fa' (96.50 KB). Each entry 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 yellow arrow points to the 'Upload' button at the bottom right.

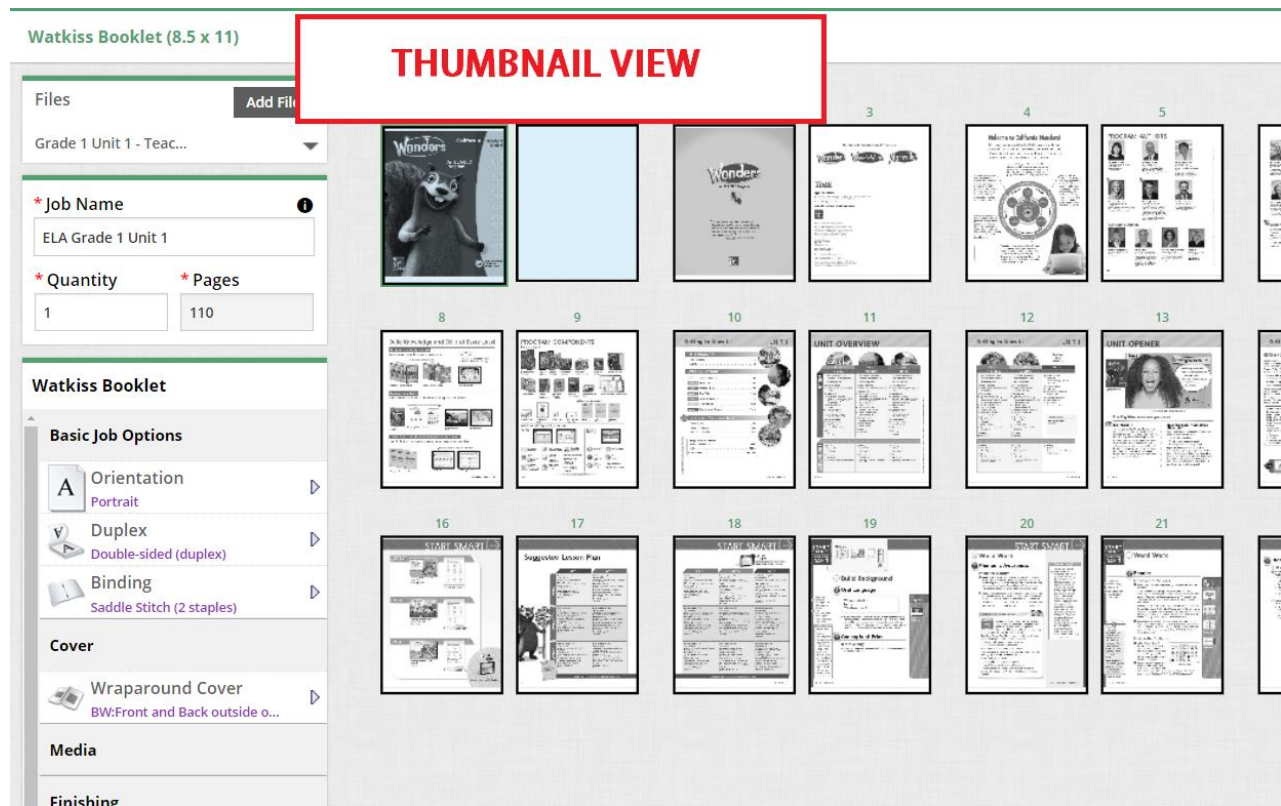
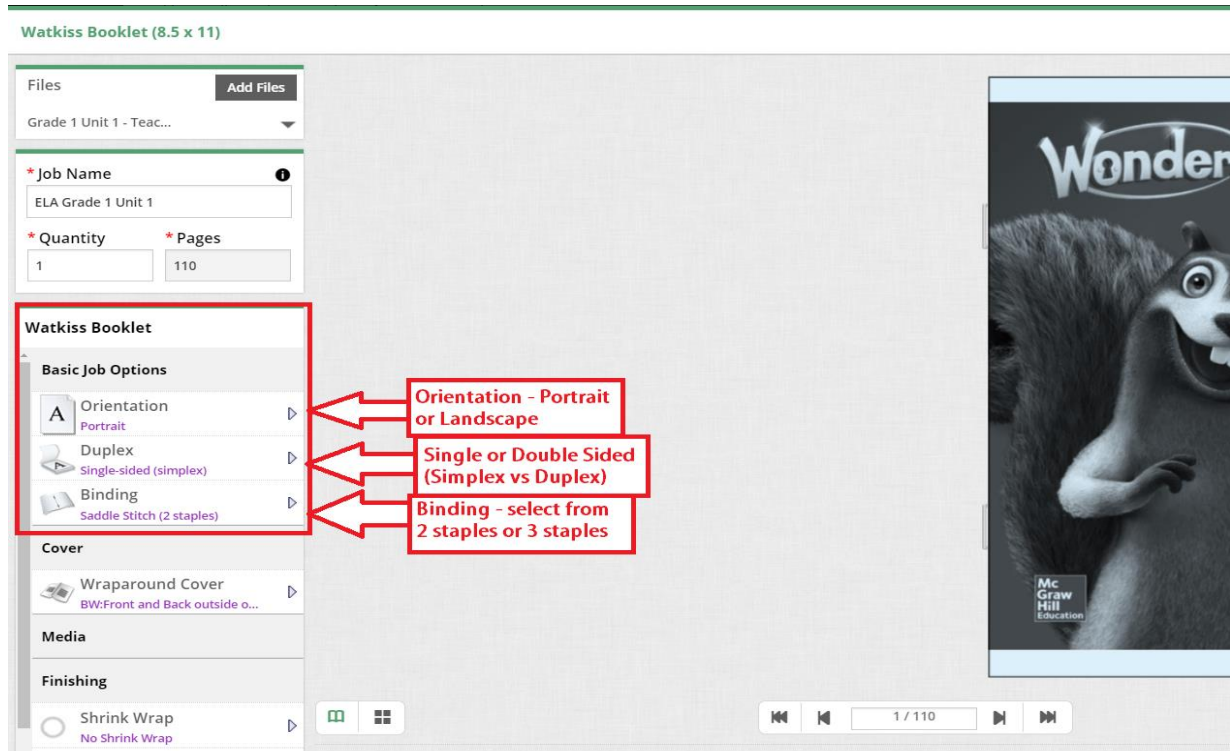
STEP 8 – Once the file(s) is uploaded, it will load onto the screen within the Visual Product Builder.

The Visual Product Builder interface for 'Watkiss Booklet (8.5 x 11)' includes a left sidebar with sections: Files, Job Name, Quantity, Pages, Basic Job Options, Cover, Media, and Finishing. The main area displays a preview of the booklet cover featuring a cartoon squirrel. Annotations include: a red box pointing to the 'Files' section with text 'File menu - to add or remove uploaded files, as well as other basic options. Click arrows next to file name to access menu options.'; a blue box pointing to the 'Job Name' and 'Quantity' fields with text 'Each request must have a 'Job Name' and a total quantity requested.'; an orange box pointing to the 'Basic Job Options' section with text 'Job menu - Choose job specifications.'; a green box pointing to the 'Spread' and 'Thumbnail' view toggles with text 'Screen viewing options - toggle between "Spread" view (current) or "Thumbnail" view.'; a purple box pointing to the 'Unit Price \$2.11' and 'Total Price \$2.11' with text 'Price quote updates - LIVE; updates as you make changes to the job specifications.'; and a red box pointing to the 'Save' button with text 'If needed, you can always SAVE a job & come back to it at a later time. It will allow you to pick up where you left off.'

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STEP 9 – Basic Job Options

You will be able to choose the Job Orientation, Single or Double sided printing, and Binding Finish options. Color print mode is set to default Black & White printing, as Watkiss Booklets do not allow for color content.



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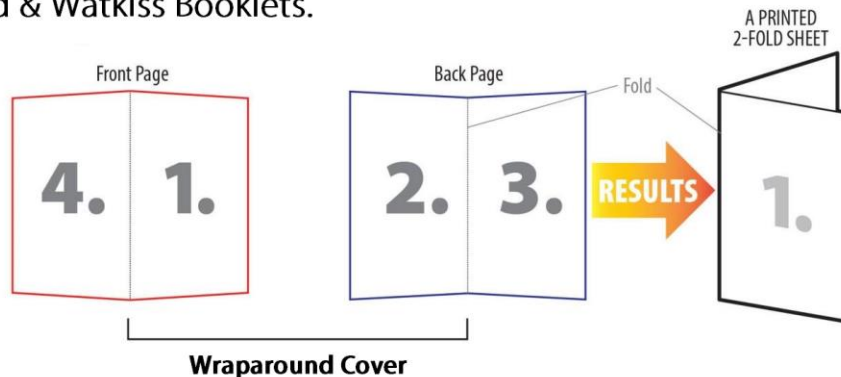
STEP 10 – Cover

For the Watkiss booklet, you will have to select print options for a wraparound cover. Please see diagram below for further information.

Imposition

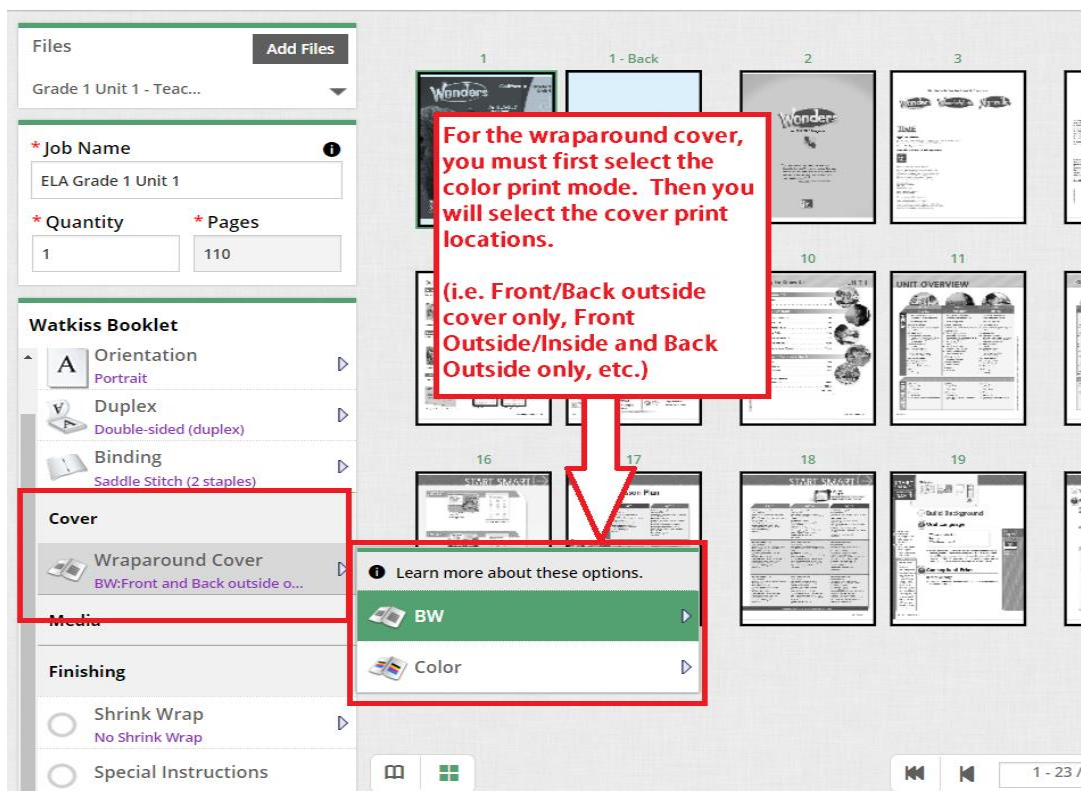
A VISUAL LESSON IN SETTING UP FILES FOR PRINTING

For Perfect Bind & Watkiss Booklets.



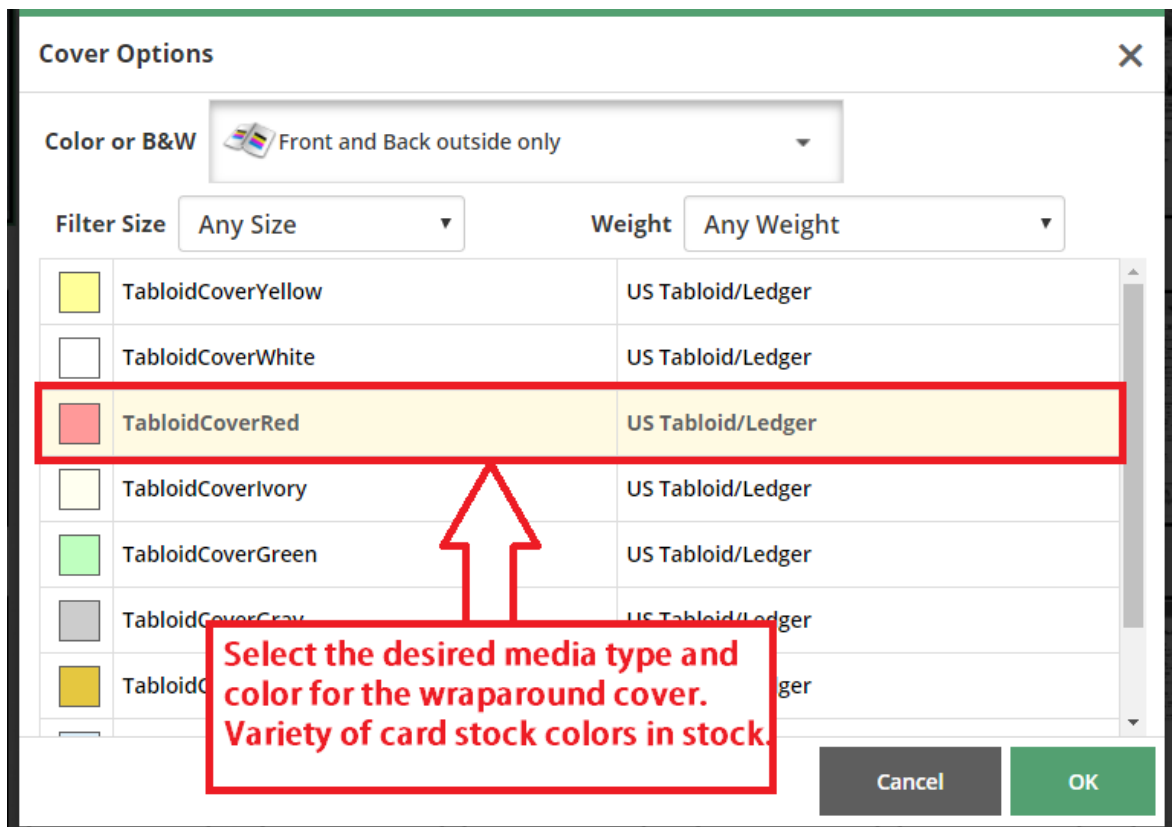
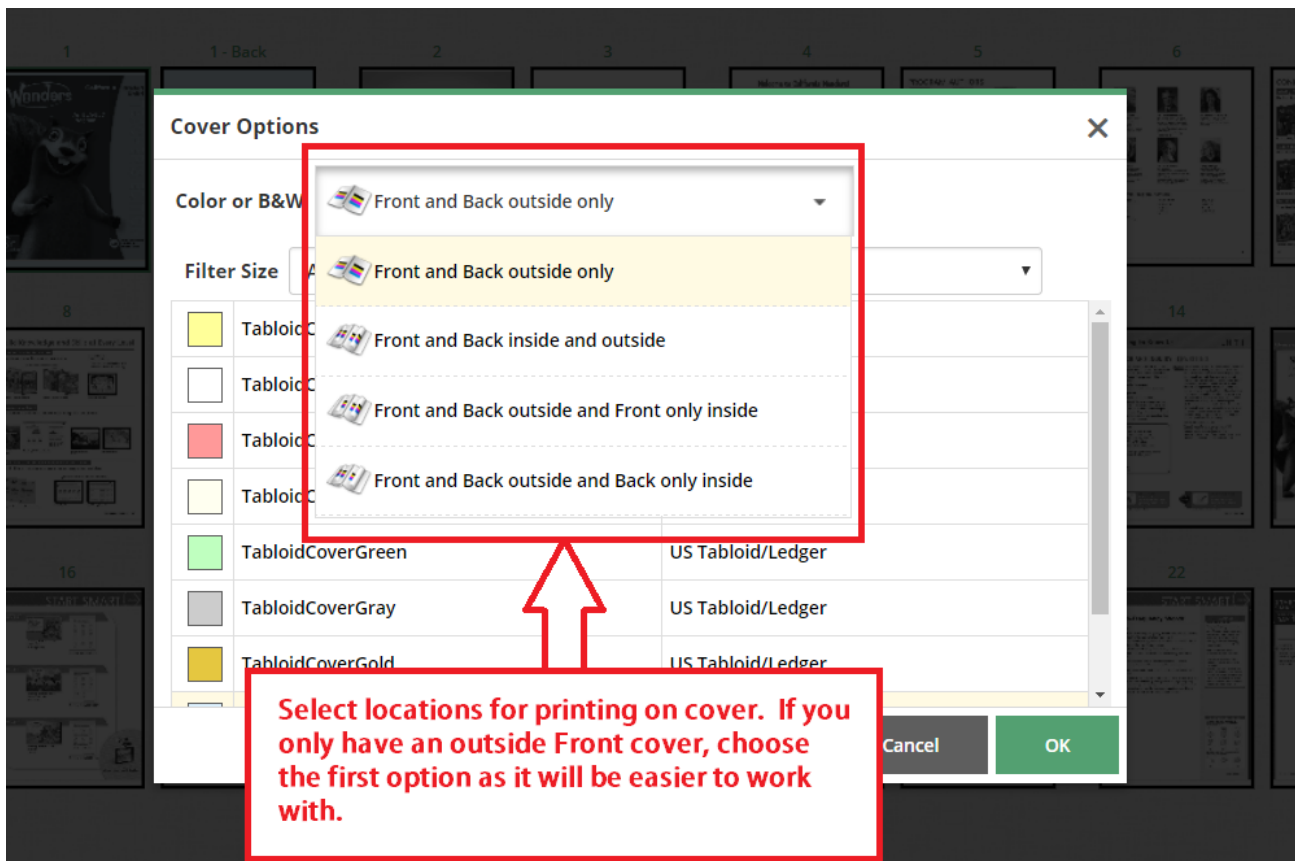
1. Front Outside
2. Front Inside
3. Back Inside
4. Back Outside

Tip: When creating booklets, the site will assume the first two (2) pages of the uploaded file are the front cover and the last two (2) pages of your file to be the back cover. If all you have is the front outside cover, you may need to add blank pages as place holders for a blank cover.



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STEP 10 – Cover (continued)



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STEP 11 – Media

The Watkiss Booklet will only allow for Black & White printing on White copy paper only. No other media can be used in the Watkiss Booklet.

Watkiss Booklet (8.5 x 11)

Files

Add Files

Grade 1 Unit 1 - Teac...

*Job Name

ELA Grade 1 Unit 1

*Quantity

1

*Pages

110

Watkiss Booklet

Orientation

Portrait

Duplex

Double-sided (duplex)

Binding

Saddle Stitch (2 staples)

Cover

Wraparound Cover

Color:Front and Back outside...

Media

Finishing

Shrink Wrap

No Shrink Wrap

Special Instructions

Blank Pages

1

1 - Back

2

3

4

5

8

9

10

11

12

13

16

17

18

19

20

21

Users are unable to select media type as white copy paper is the only option and has been set as a default.

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STEP 12 – Finishing

In this section you will find options to specify finishing options such as shrink wrapping. Also, you will find the Special Instructions and Blank Pages options as well.

The screenshot displays the 'Watkiss Booklet' ordering interface. On the left, a sidebar contains sections for 'Orientation' (Portrait), 'Duplex' (Double-sided (duplex)), 'Binding' (Saddle Stitch (2 staples)), 'Cover' (Wraparound Cover, Color: Front and Back outside ...), and 'Media'. The 'Finishing' section is highlighted with a red box and contains three radio button options: 'Shrink Wrap' (selected), 'Special Instructions', and 'Blank Pages'. Three red arrows point from text boxes to these options. The first arrow points to 'Shrink Wrap' with the text 'Shrink wrap each or into sets.' The second arrow points to 'Special Instructions' with the text 'Place special notes or comments for shop.' The third arrow points to 'Blank Pages' with the text 'Option to add blank pages throughout the job.' The main area of the interface shows a grid of 21 thumbnail images of booklet pages, numbered 8 through 21. At the bottom right, there is a navigation bar with a page indicator showing '1 - 23 / 110'.

Job Name
ELA Grade 1 Unit 1

Quantity 1 **Pages** 110

Watkiss Booklet

- Orientation**
Portrait
- Duplex**
Double-sided (duplex)
- Binding**
Saddle Stitch (2 staples)
- Cover**
Wraparound Cover
Color: Front and Back outside ...
- Media**
Finishing
 - ☒ Shrink Wrap
No Shrink Wrap
 - ☐ Special Instructions
 - ☐ Blank Pages

Shrink wrap each or into sets.

Place special notes or comments for shop.

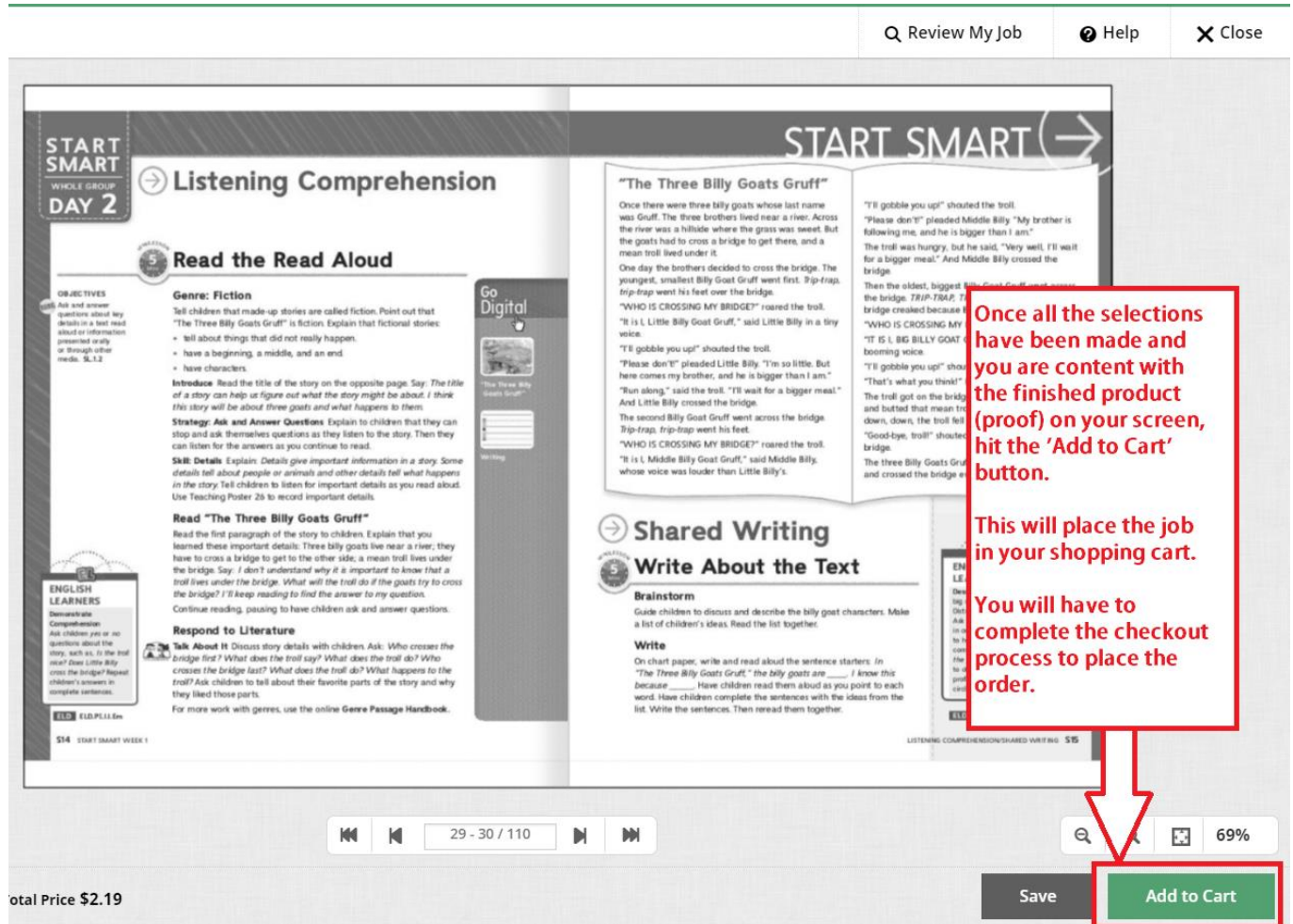
Option to add blank pages throughout the job.

1 - 23 / 110

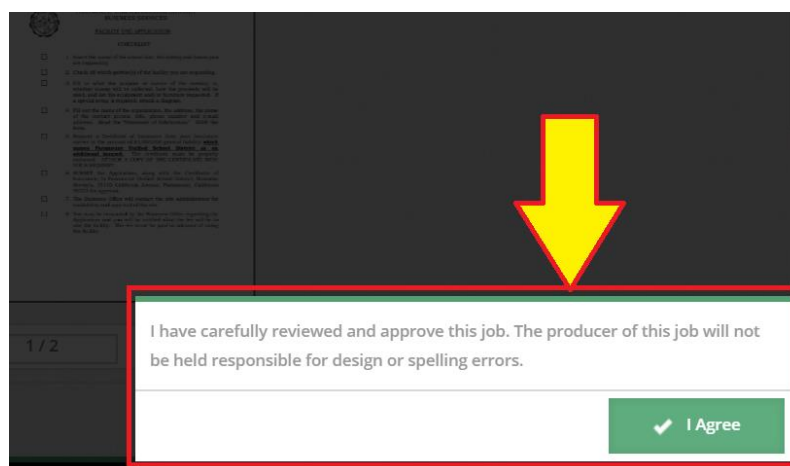
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STEP 13 – Placing Order

After you build your job and 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.



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Inserting Blank Pages

Watkiss Booklet (8.5 x 11)

Files **Add Files**

Grade 1 Unit 1 - Teac...

* Job Name **1**
ELA Grade 1 Unit 1

* Quantity * Pages
1 110

Watkiss Booklet

Orientation
Portrait

You can also hit the 'Blank Pages' button on the job menu.

This will open an extra window for adding blank pages.

Finishing

☐ Shrink
☒ No Shrink

☐ Special Instructions

☐ Blank Pages

Unit Price \$2.19 Total Price \$2.19

24 25 26 27 28 29

32 33

36 37

40 41

44 45

Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page

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

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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.

Blank Pages (5)

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	

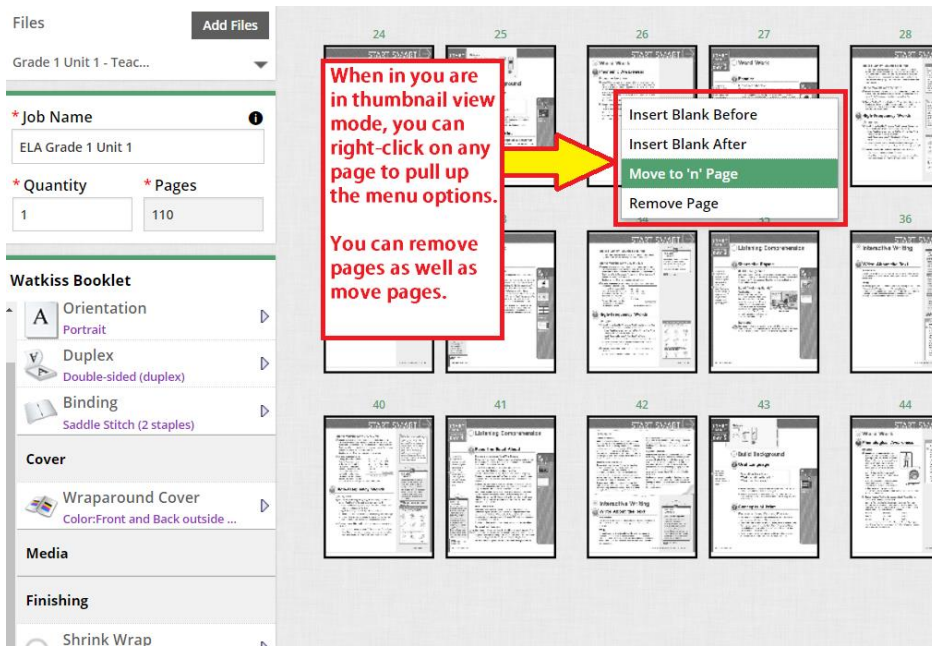
5 ▼ Add Accept Cancel

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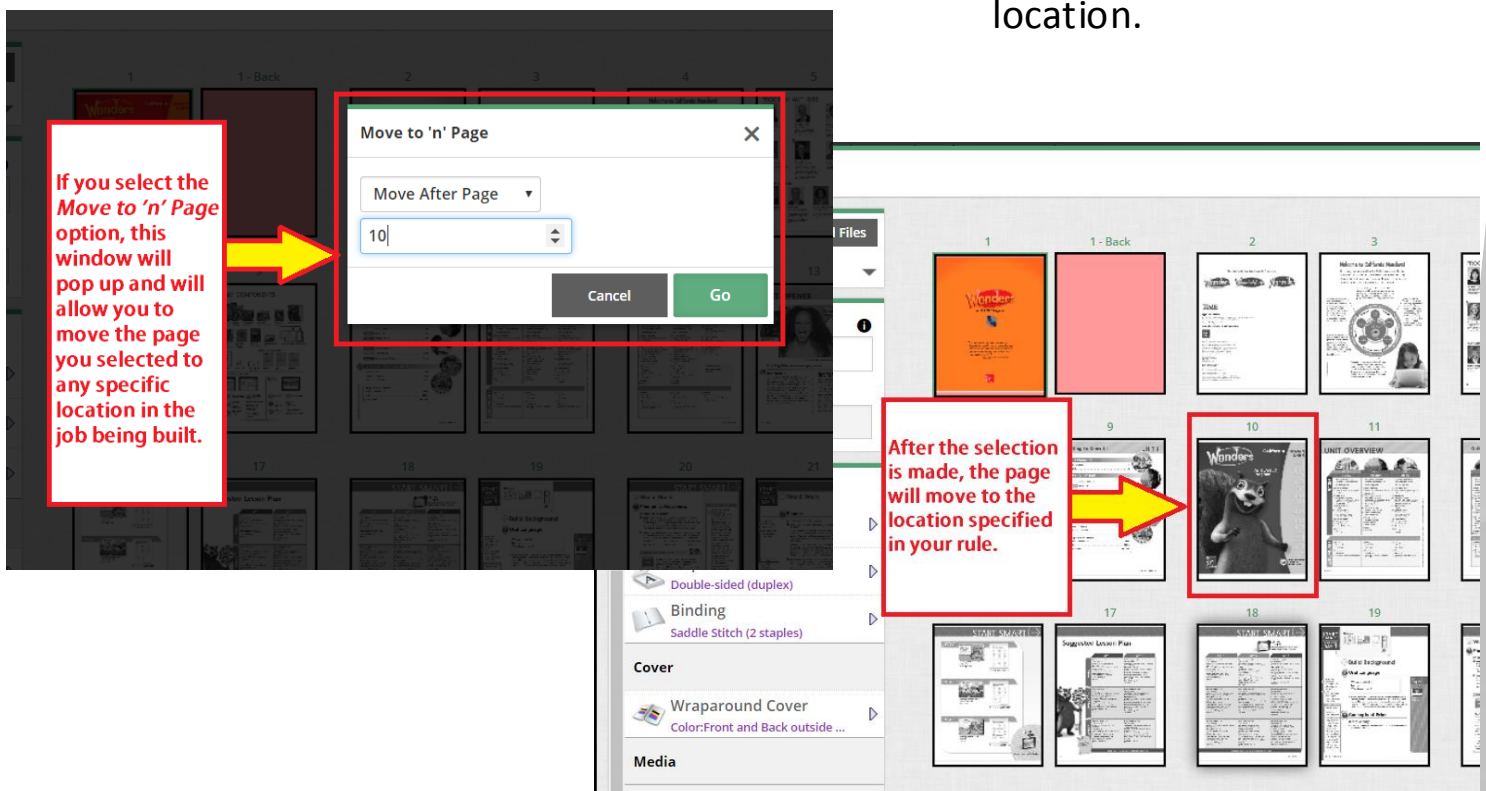
Arranging/Organizing Pages

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.



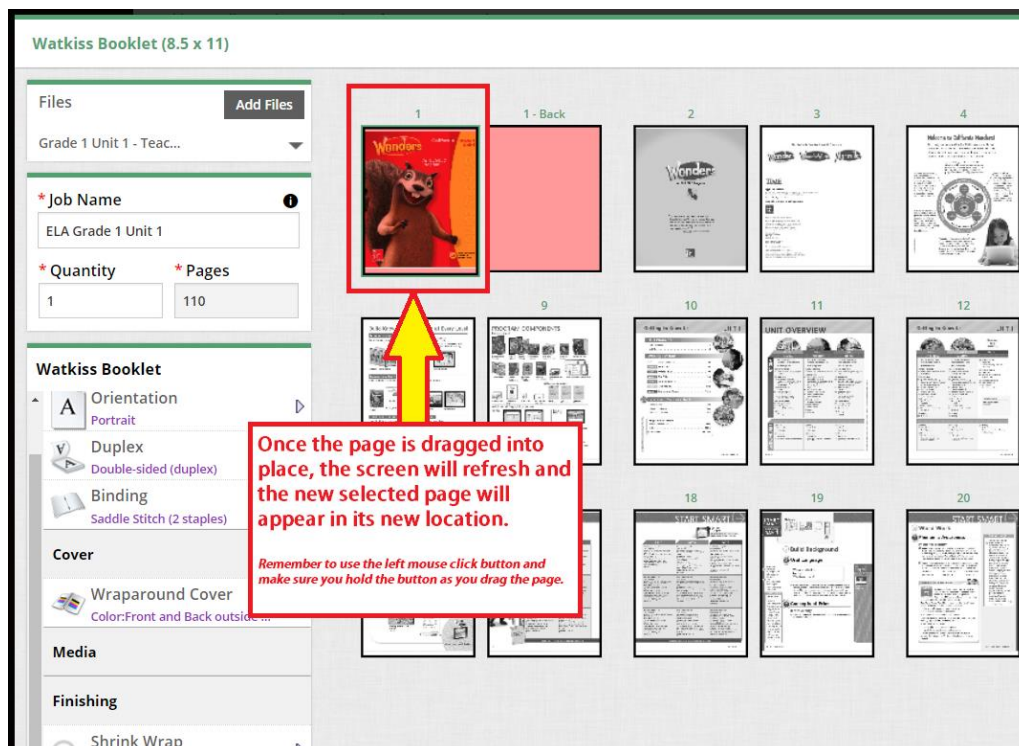
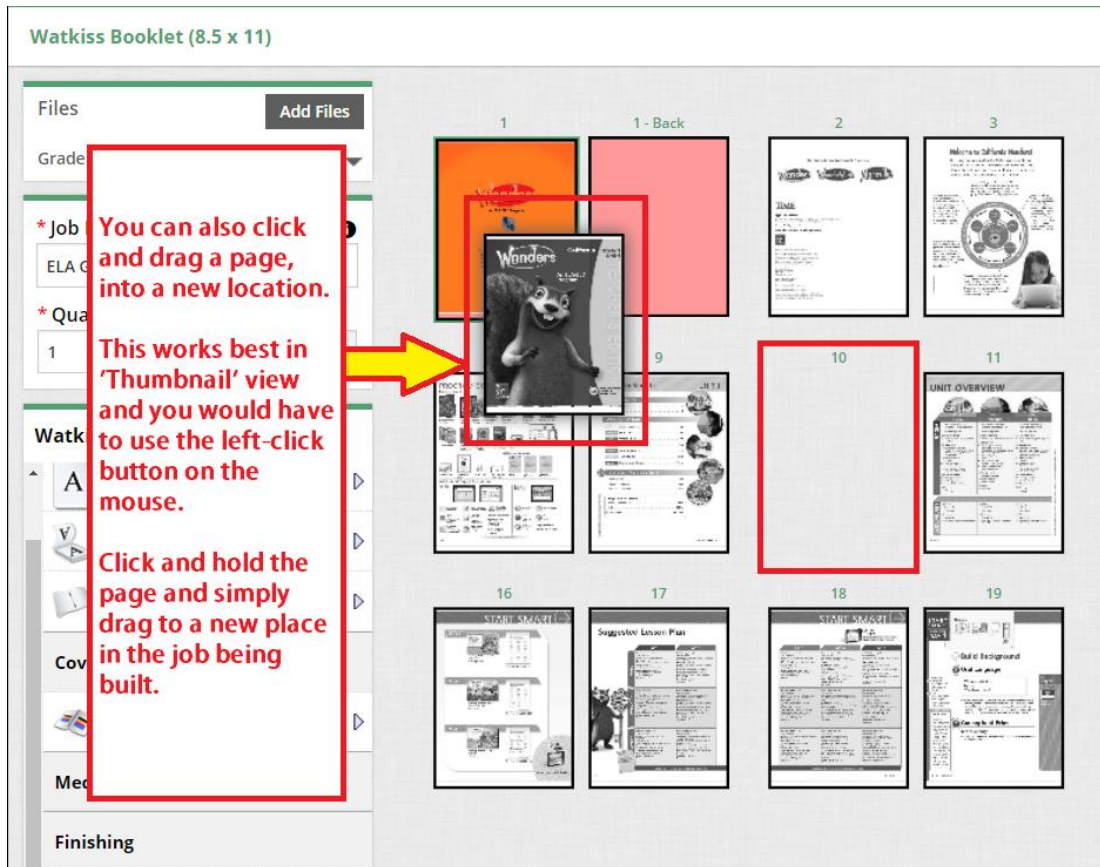
If you select this option by using the right-click button on your mouse, then a pop-up window will allow you to place the page in a specific location.



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Arranging/Organizing Pages (continued)

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



Support

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

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562-602-8088