



# How to Order: Half Sheet Booklet

Step by step guide to placing an order



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

## RECOMMENDATIONS

Page Count – 20-190 pages (no less than 20 pages)

Booklet Media Options - Variety of copy paper colors

### Supported File Types for Import

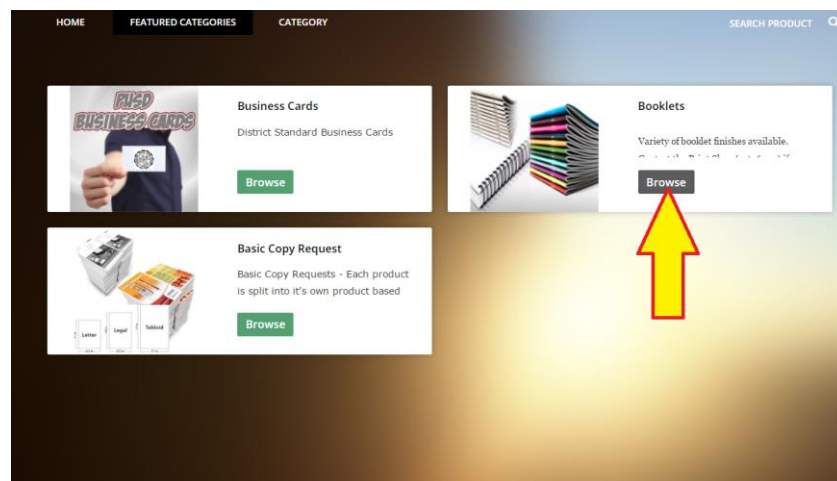
Extension	File Type
ai	Illustrator File
bmp	Bitmap
cpy	Adobe PDF
doc	Microsoft Word Document
docx	Microsoft Word Document
eps	Encapsulated PostScript
epub	Electronic Publication
gif	Graphics Interchange Format
jpeg	Joint Photographics Experts Group Format
jpg	Joint Photographics Experts Group Format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

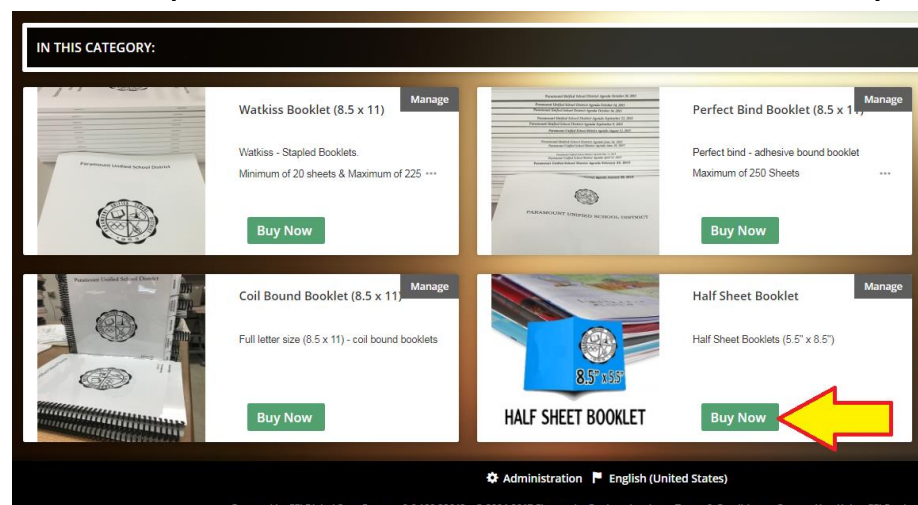
STEP 1 – Visit Print Shop Online website - <http://pusd.myprintdesk.net/dsf> and click on “Categories” or “Featured Categories” links at top of page, to find product categories.



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

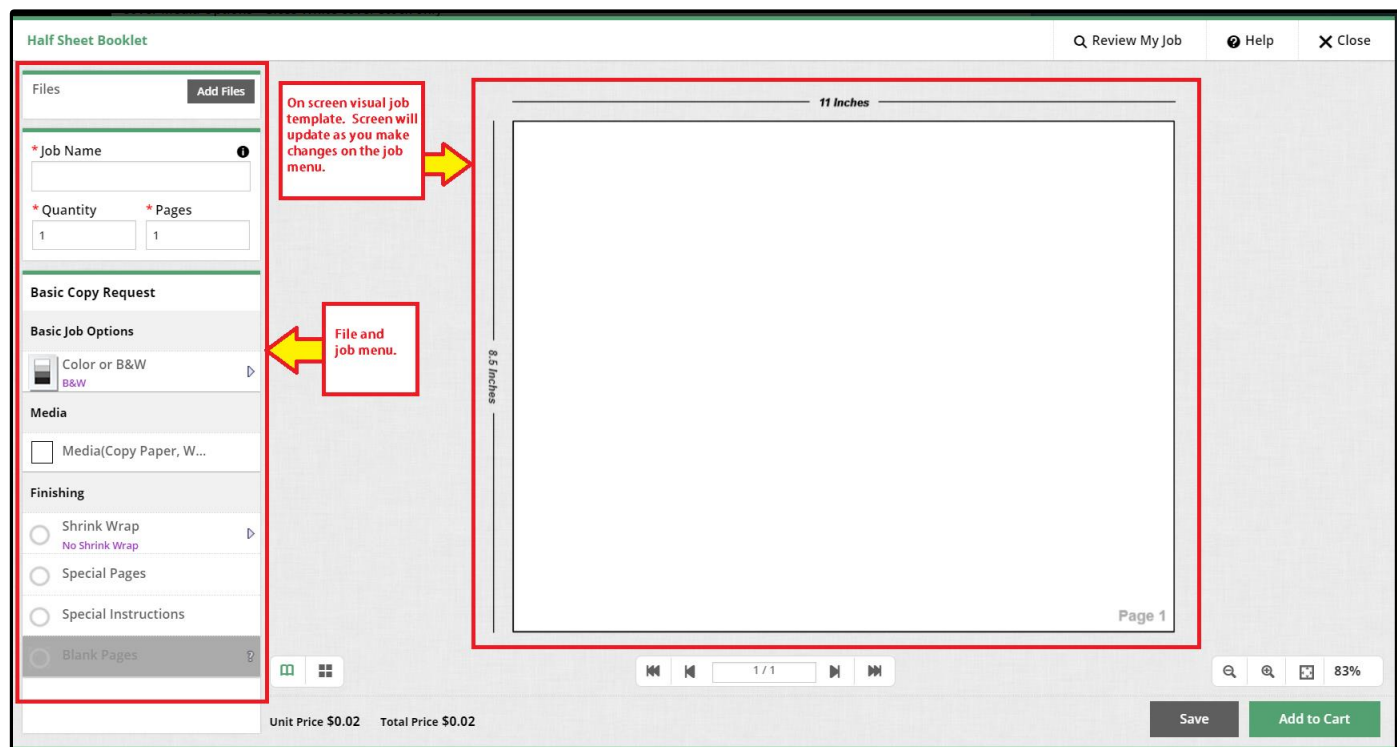


STEP 3 – In the Booklets product page, click the “Buy Now” button selection under the Half Sheet Booklet to open the Visual Product Builder to create your job.

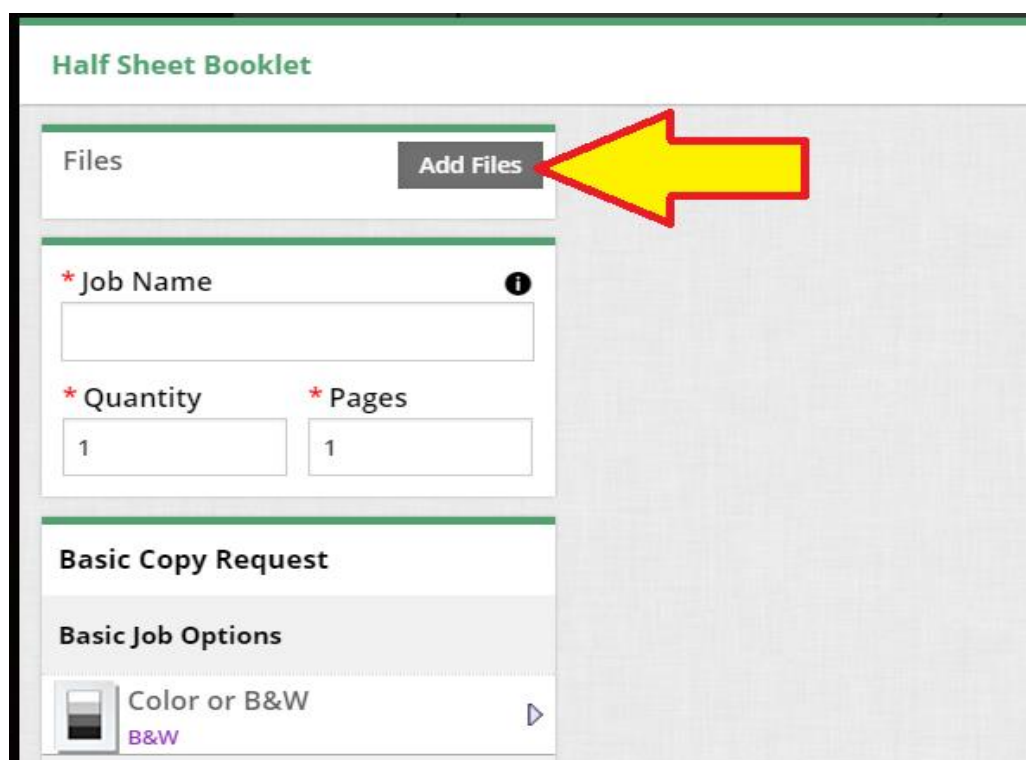


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STEP 4 – Once the Visual Product Builder screen is visible, you will see the blank job template on the right side of the screen and the file management & job menu on the left side of the screen.

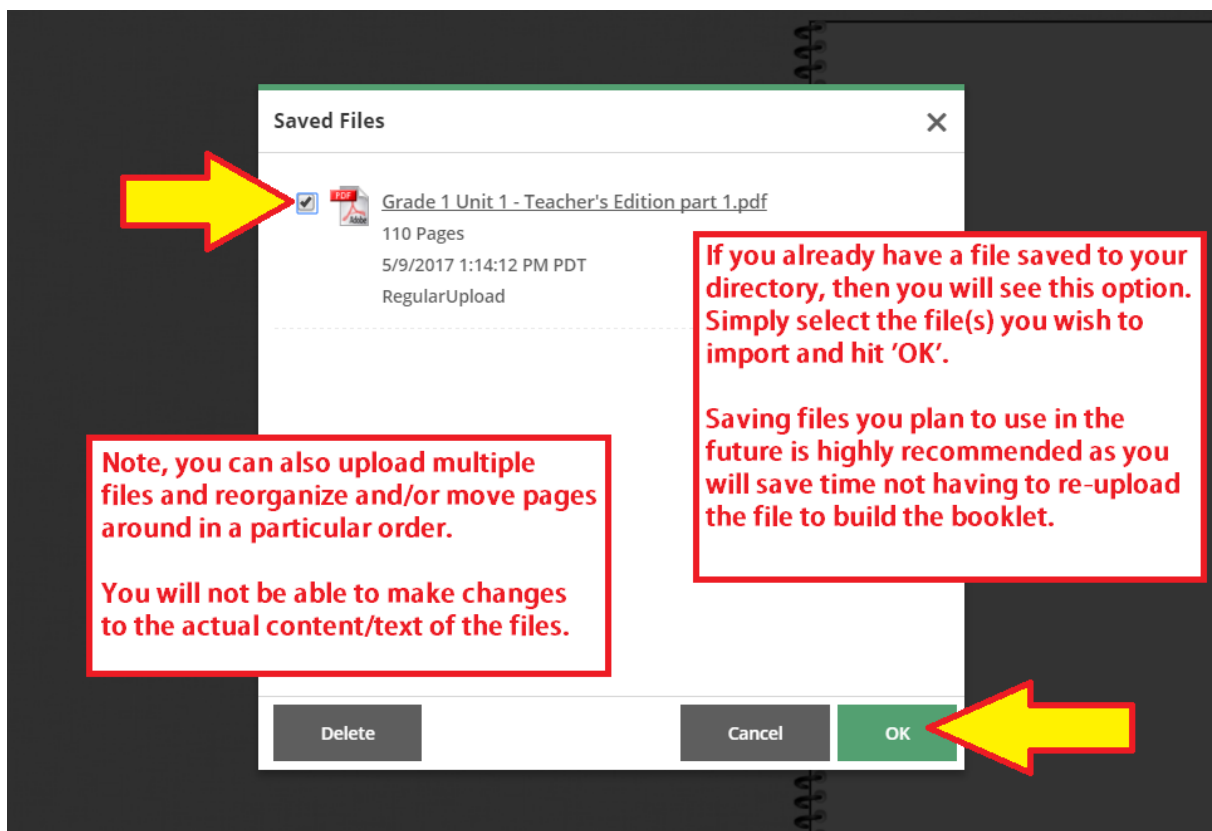
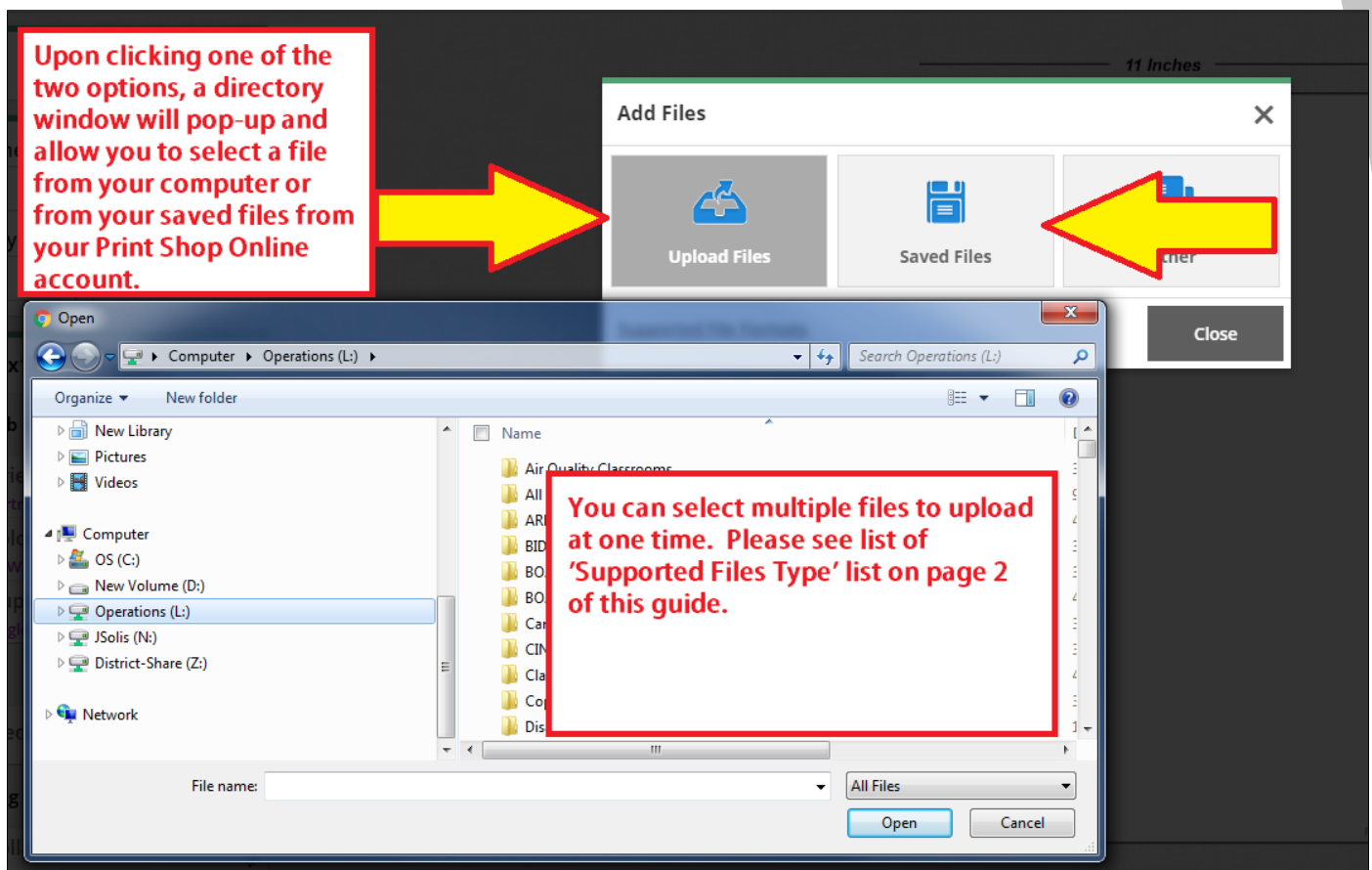


STEP 5 – Upload your original file(s) by clicking the “Add Files” button.



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



## Special Note

Due to the settings in the Digital Storefront software, this product will not allow you to actually view the finished product on the screen.

Please make sure to upload the file, in it's correct page order. The print shop will ensure this booklet is made to correct specifications and bound as indicated.

Contact the Print Shop (extension 6045) if you have any questions or concerns.

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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' dialog box. It has a title bar with a close button (X). Inside, there are two sections for file uploads. The first section is for 'Use of Facilities' with a file size of 310.00 KB and a 'No of Page(s)' field. The second section is for 'Use of School Fa' with a file size of 96.50 KB and a 'No of Page(s)' field. Both sections have a 'Save To My Files' checkbox. A red box with a yellow arrow points to the 'Save To My Files' checkbox in the first section, containing the text: 'Click this button if you wish to save file(s) for future use.' Another red box with a yellow arrow points to the 'Save To My Files' checkbox in the second section, containing the text: 'Please note, each file will be converted into PDF format upon upload.' At the bottom, there is an 'Add More Files' button and an 'Upload' button. A large yellow arrow points to the 'Upload' button.

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

The screenshot shows the 'Half Sheet Booklet' Visual Product Builder interface. It has a top bar with 'Review My Job', 'Help', and 'Close' buttons. The main area displays a preview of the booklet with the title 'Novel Study'. On the left, there is a sidebar with various options. A red box with a yellow arrow points to the 'Files' section, containing the 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 with a yellow arrow points to the 'Job Name' and 'Quantity' fields, containing the text: 'Each request must have a "Job Name" and a total quantity requested.' An orange box with a yellow arrow points to the 'Basic Copy Request' section, containing the text: 'Job menu - Choose job specifications'. A purple box with a yellow arrow points to the 'Screen viewing options' section, containing the text: 'Screen viewing options - toggle between "Spread" view (current) or Thumbnail view'. A red box with a yellow arrow points to the 'Unit Price \$0.60' and 'Total Price \$0.60' fields, containing the text: 'Price quote updates - LIVE: updates as you make changes to the job specifications.' A red box with a yellow arrow points to the 'Save' button, containing the text: 'Please note - for this particular booklet, you will not be able to select and/or view the two (2) staples down the spine. You will also not be able to view this in booklet format, on this website. Simply upload the file and the Print Shop will handle the rest. Call extension 6045 for more information.' A blue box with a yellow arrow points to the 'Save' button, containing the text: 'If needed, you can always SAVE a job & come back to it at a later time.'



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### STEP 9 – Basic Job Options, Media & Finishing

You will be able to choose the Color Print Mode, Media Type (paper type), and finishing options like shrink wrapping.

Please note, this particular booklet is already setup to be landscape orientation and double-sided printing. Also, binding is defaulted to two (2) staples down the spine. You will not be able to visually build this product online. You are simply uploading the file and selecting color print mode and paper.

**Half Sheet Booklet** Review My Job Help Close

Files Add Files

Novel Study Book.pdf

\* Job Name ?  
Half Sheet Booklet Sample

\* Quantity \* Pages  
1 10

**Basic Copy Request**

**Basic Job Options**

☒ Color or B&W B&W

**Media**

☐ Media(Copy Paper, W...

**Finishing**

☒ Shrink Wrap No Shrink Wrap

☐ Special Pages

☐ Special Instructions

☐ Blank Pages

**Color or B/W Printing**

**Select media (paper) type from selections.**

**Print shop has options to shrink up products for delivery/distribution.**

**Special instructions field for additional comments or instructions for job.**

11 Inches

8.5 Inches

Name \_\_\_\_\_

**Novel Study**

Title \_\_\_\_\_

Author \_\_\_\_\_

1 / 10

83%

Unit Price \$0.19 Total Price \$0.19

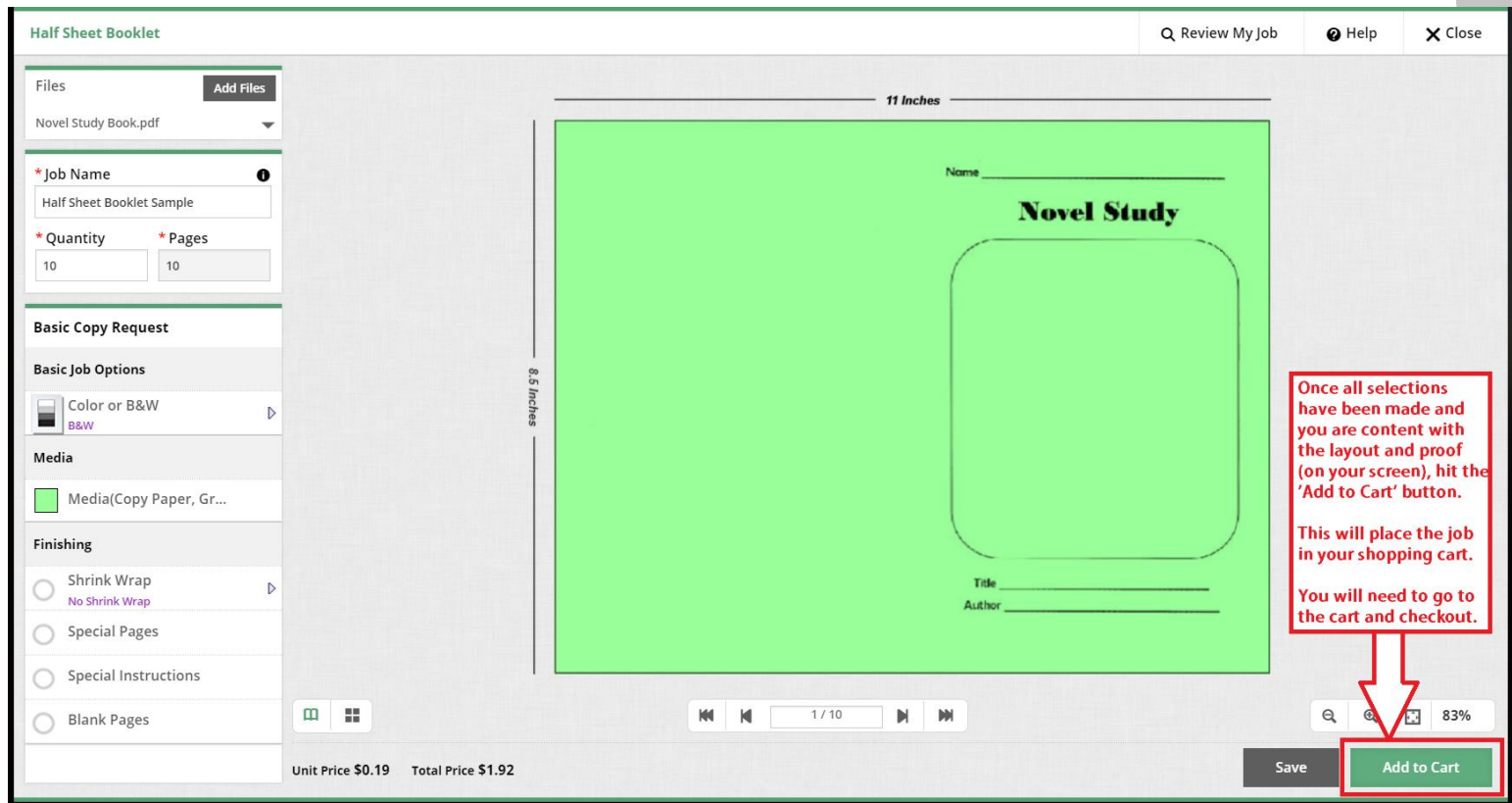
Save Add to Cart



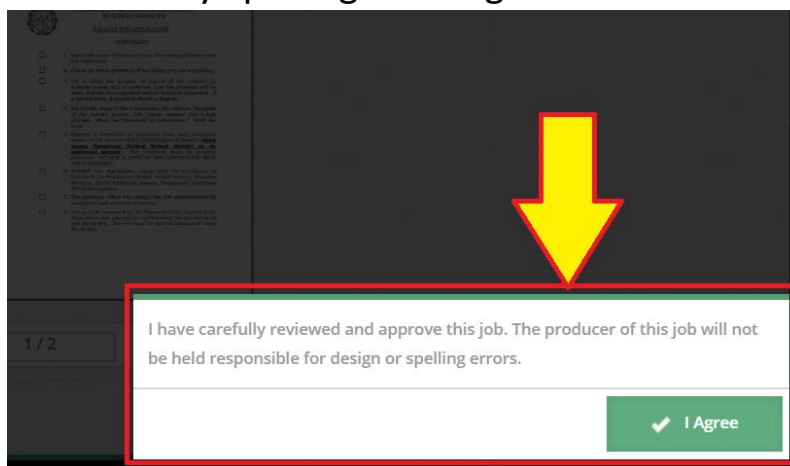
# How to Order: Half Sheet Booklet

## STEP 10 – 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.



# How to Order: Half Sheet Booklet

## Inserting Blank Pages

The screenshot shows the 'Half Sheet Booklet' ordering interface. On the left, there are sections for 'Files' (showing 'Novel Study Book.pdf'), 'Job Name' (set to 'Half Sheet Booklet Sample'), 'Quantity' (10), and 'Pages' (10). Below these is the 'Basic Copy Request' section, which includes 'Basic Job Options' with a 'Color or B&W' dropdown and a 'Blank Pages' radio button. A red box highlights the 'Blank Pages' option, with a yellow arrow pointing to it from a text box that says: 'You can also hit the Blank Pages button on the job menu. This will open an extra window for adding blank pages.' To the right of the form is a 'Visual Product Builder' area showing a grid of page thumbnails numbered 1 through 8. A red box highlights a context menu that appears when right-clicking on a page, with a yellow arrow pointing to it from a text box that says: 'A mouse right-click on a page within the Visual Product Builder screen will pull up the menu with special features.' The context menu includes options: 'Insert Blank Before', 'Insert Blank After', 'Move to 'n' Page', 'Remove Page', 'Color or B&W', and 'Change Media of this page'. At the bottom of the interface, the 'Unit Price \$0.19' and 'Total Price \$1.92' are displayed.

**Half Sheet Booklet**

Files **Add Files**

Novel Study Book.pdf

\* Job Name **i**

Half Sheet Booklet Sample

\* Quantity **\*** Pages

10 10

**Basic Copy Request**

**Basic Job Options**

Color or B&W **>**

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

☐ Special Pages

☐ Special Instructions

☐ **Blank Pages**

Unit Price \$0.19 Total Price \$1.92

**Visual Product Builder**

1 2

7 8

**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.**

## How to Order: Half Sheet Booklet

### *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 software interface with a pop-up window titled "Blank Pages (3)". The window contains a table with three rows, each representing a blank page to be inserted. The first row is highlighted with a red box. The table has columns for "Blank" (1, 2, 3), "Insertion Page Number" (a dropdown menu set to "Insert Before Page number"), and a numeric input field (set to 0). Below the table, there is a dropdown menu showing "3" and an "Add" button, both highlighted with red boxes. To the right of the "Add" button are "Accept" and "Cancel" buttons. The background of the software interface shows a grid of page thumbnails numbered 1 through 6.

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

3 ▼ Add Accept Cancel

# **Support**

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

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