Paramount
Unified School District
PRINT SHOP

How to Order: Half Sheet Booklet

Step by step guide to placing an order

efi Digital StoreFront®
eCommerce Web-to-Print Software

http://pusd.myprintdesk.net/DSF

Revised August 2017

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

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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.
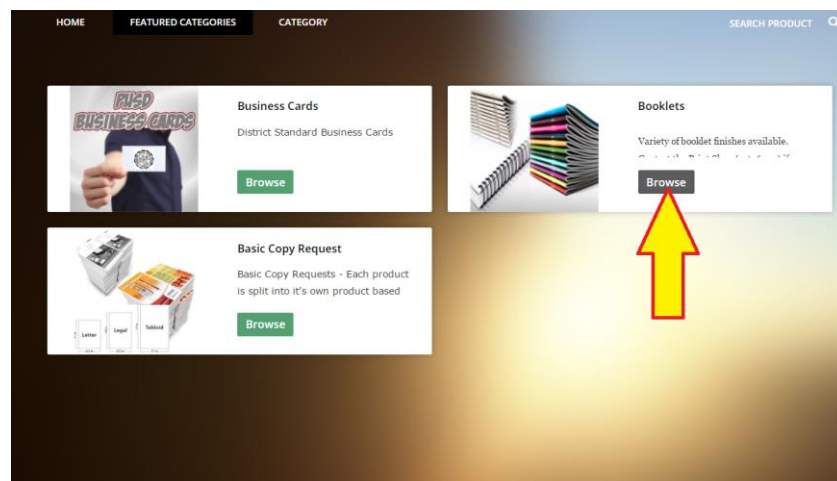
STEP 3 – In the Booklets product page, click the "*Buy Now*" button selection under the Half Sheet Booklet to open the Visual Product Builder to create your job.
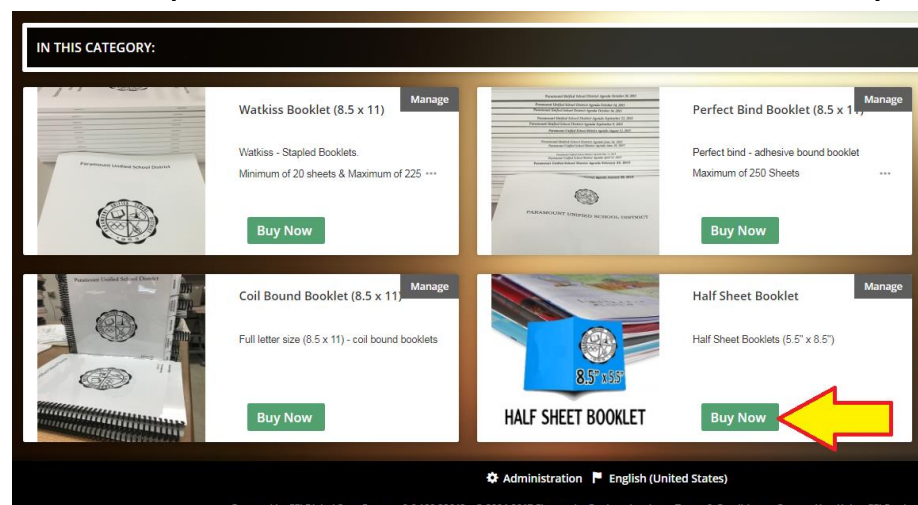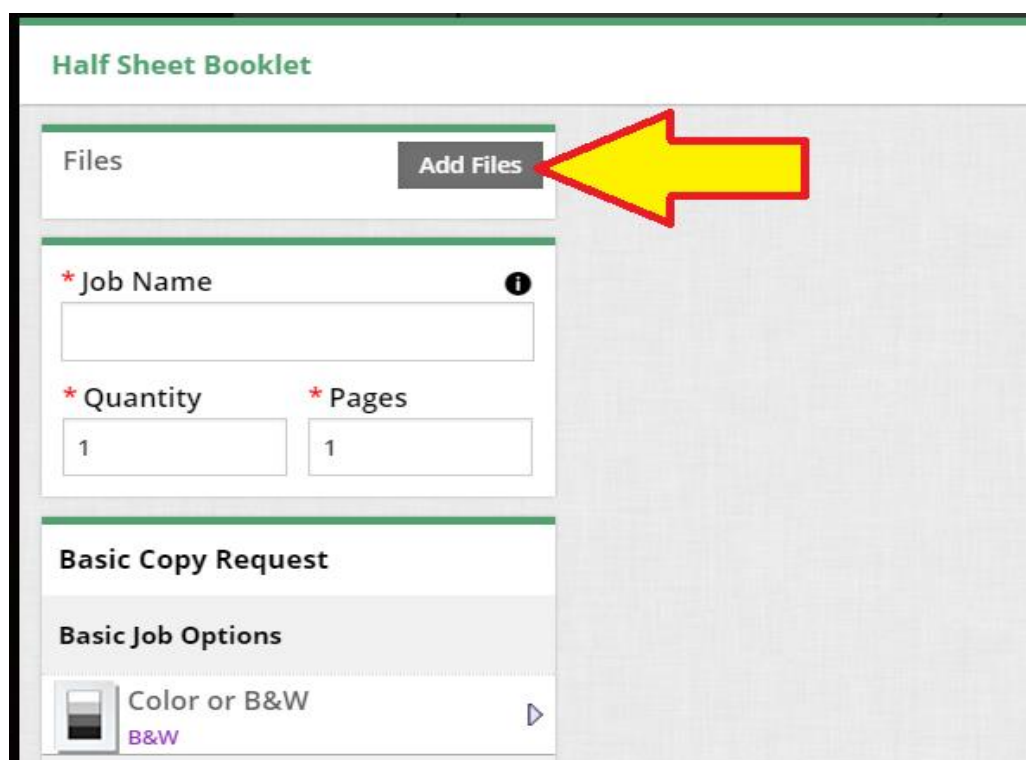
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STEP 4 – Once the Visual Product Builder screen is visible, you will see the blank job template on the right side of the screen and the file management & job menu on the left side of the screen.
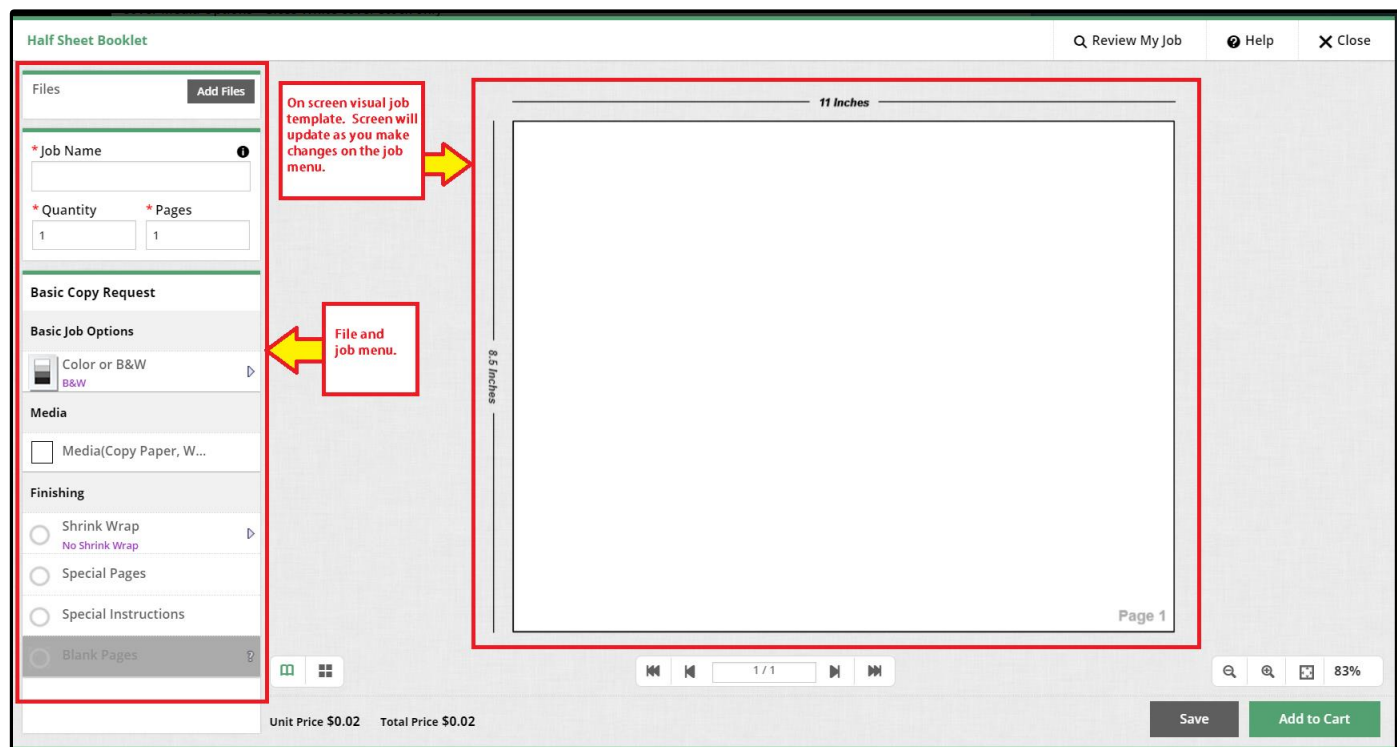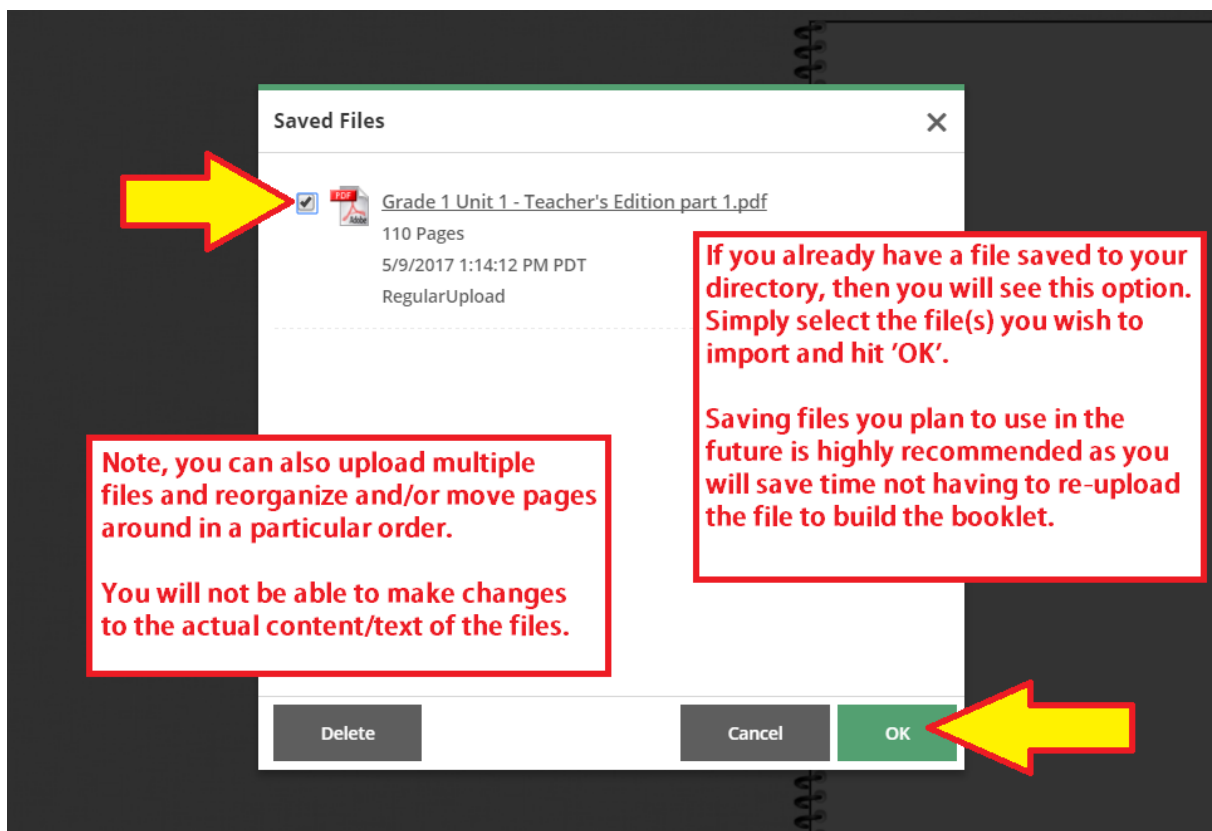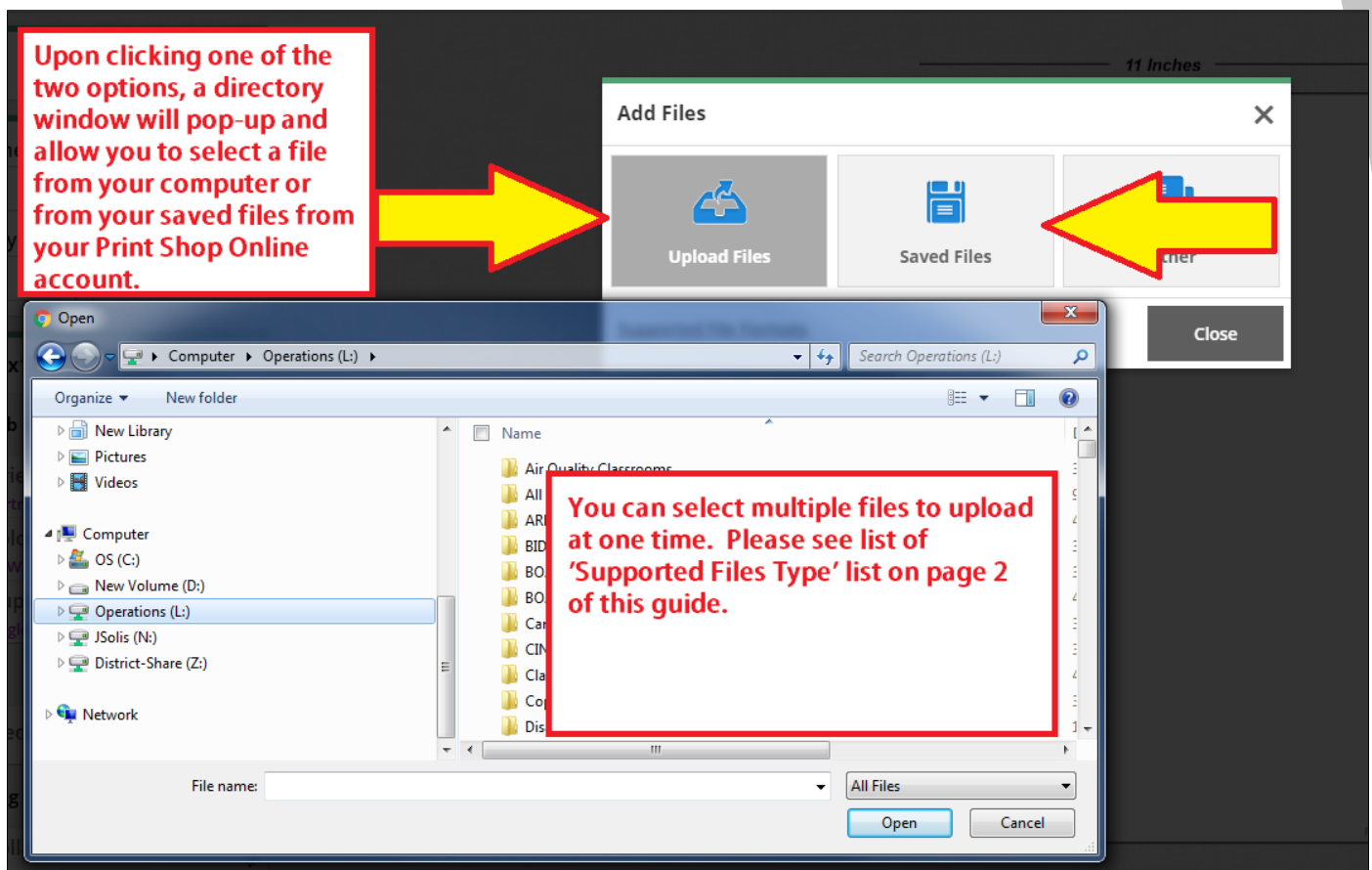

STEP 5 – Upload your original file(s) by clicking the "*Add Files*" button.

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

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.

Add Files

Upload Files   Saved Files

Close

Open

Computer ▸ Operations (L:) ▸

Search Operations (L:)

Organize ▾   New folder

- New Library
- Pictures
- Videos

- Computer
  - OS (C:)
  - New Volume (D:)
  - Operations (L:)
  - JSolis (N:)
  - District-Share (Z:)

- Network

Name

Air Quality Classrooms
All
AR
BID
BO
BO
Car
CIN
Cla
Co
Dis

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

File name: All Files

Open   Cancel

Saved Files   ✕

☑ 📄 Grade 1 Unit 1 - Teacher's Edition part 1.pdf
110 Pages
5/9/2017 1:14:12 PM PDT
RegularUpload

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 save time not having to re-upload the file to build the booklet.

Note, you can also upload multiple files and reorganize and/or move pages around in a particular order.

You will not be able to make changes to the actual content/text of the files.

Delete   Cancel   OK

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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.

Upload Files

Click this button if you wish to save file(s) for future use.

Please note, each file will be converted into PDF format upon upload.

Use of Facilities 310.00 KB — ☐ Save To My Files — No of Page(s)

Use of School Fa... 96.50 KB — ☐ Save To My Files — No of Page(s)

Add More Files — **Upload**

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

Half Sheet Booklet — Review My Job — Help — Close

File menu - to add or remove uploaded files, as well as other basic options. Click arrows next to file name to access menu options.

Files — Add Files
Novel Study Book.pdf

Each request must have a "Job Name" and a total quantity requested.

*Job Name
*Quantity — 1 — *Pages — 10

Basic Copy Request
Basic Job Options
Color or B&W — Color

Job menu – Choose job specifications

Media
Media(Copy Paper, W...

Finishing
Shrink Wrap — No Shrink Wrap
Special Pages
Special Instructions
Blank Pages

Screen viewing options - toggle between "Spread" view (current) or Thumbnail view

11 Inches

Name _____

Novel Study

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.

Title _____
Author _____

If needed, you can always SAVE a job & come back to it at a later time.

1 / 10 — 83%

Unit Price $0.60 — Total Price $0.60

Price quote updates - LIVE; updates as you make changes to the job specifications.

Save — Add to Cart

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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.

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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.
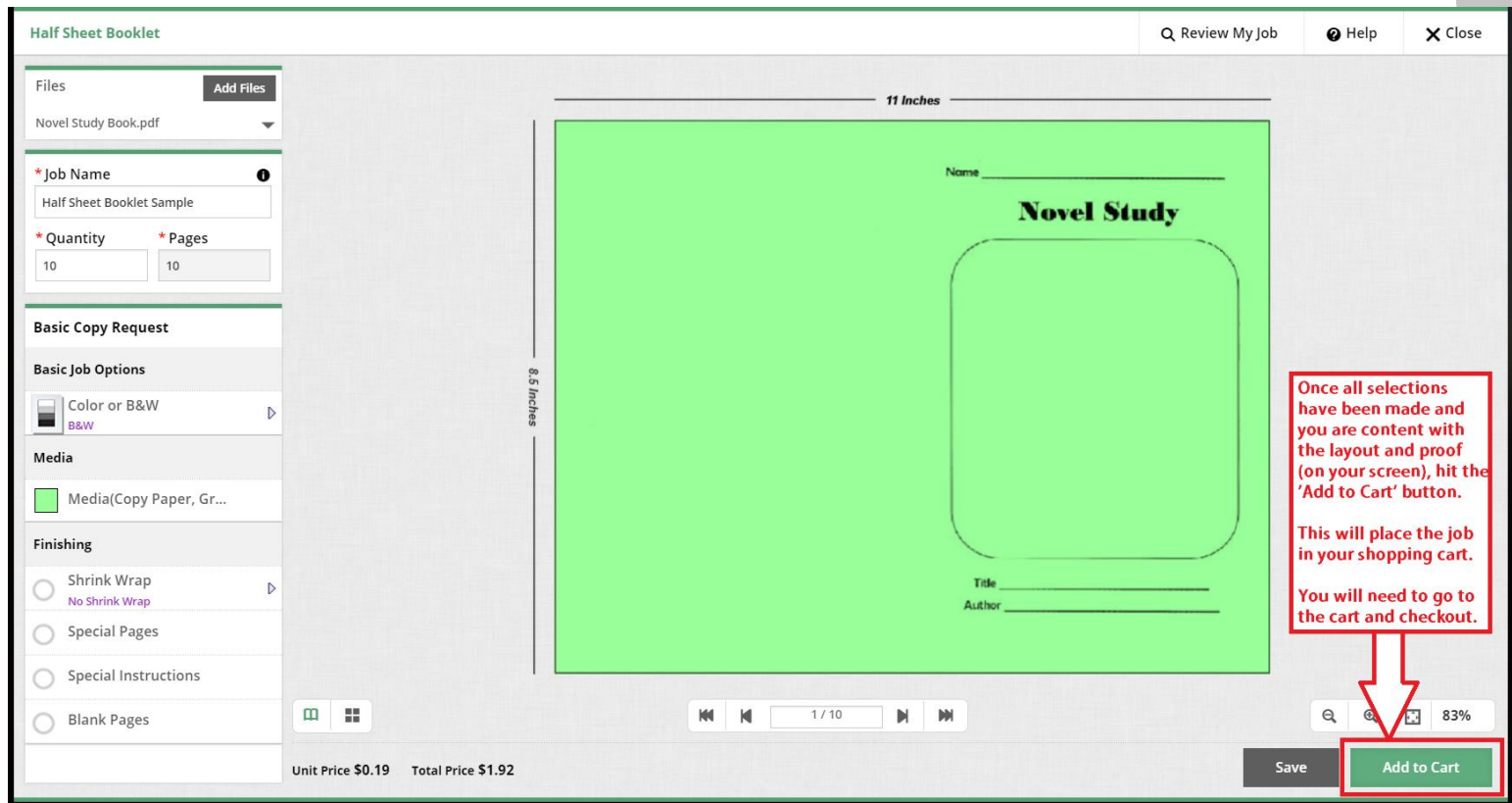
Please note, you will also be prompted to approve a disclaimer that does not hold the Print Shop liable for any spelling or design errors.

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Inserting Blank Pages

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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.

Support

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

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