

The Reprographics E-Copy Process

The Reprographics Online E-Copy Process is used to submit print jobs to the RUSD Reprographics department.

FTP Site Submission – For Print Job Files

FTP Print Job Submissions

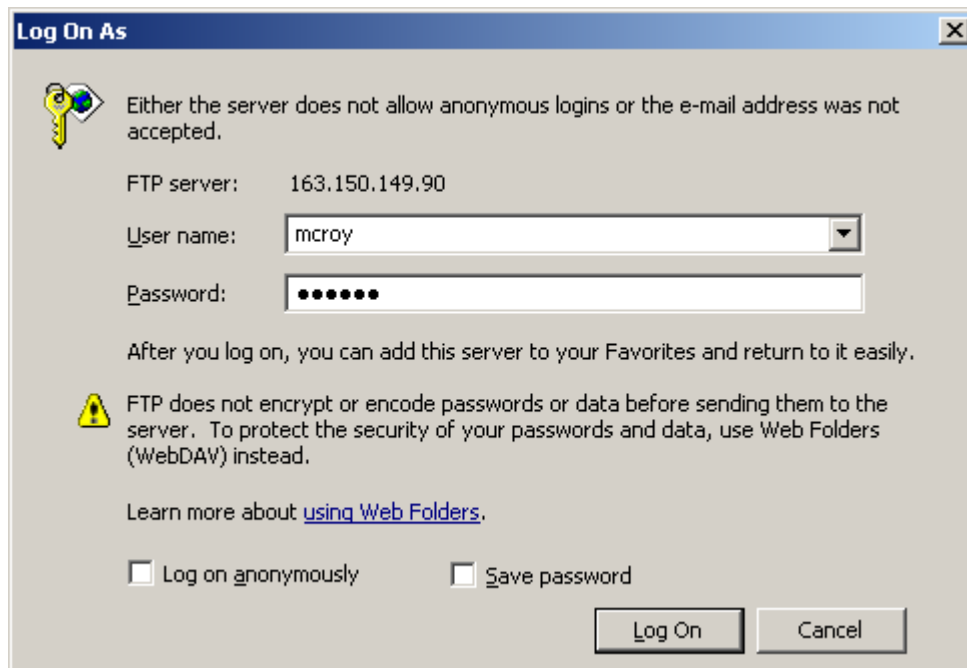
The print job submission application to use for submitted print job files is an FTP (File Transport Protocol) site, which is used much like any open file folder. You are able to copy and paste files from anywhere on your computer hard drive into the ftp site browser window. Using the Copy Order Submission Form requires that **Adobe Acrobat 6 or 7 Standard Edition** be installed on your machine. Note: This application is not compatible with Macintosh browsers. A special FTP client is required.

The FTP site is accessed through any Internet Browser (Internet Explorer is preferred). The site address is typed into the browser address window just like any Internet web site.

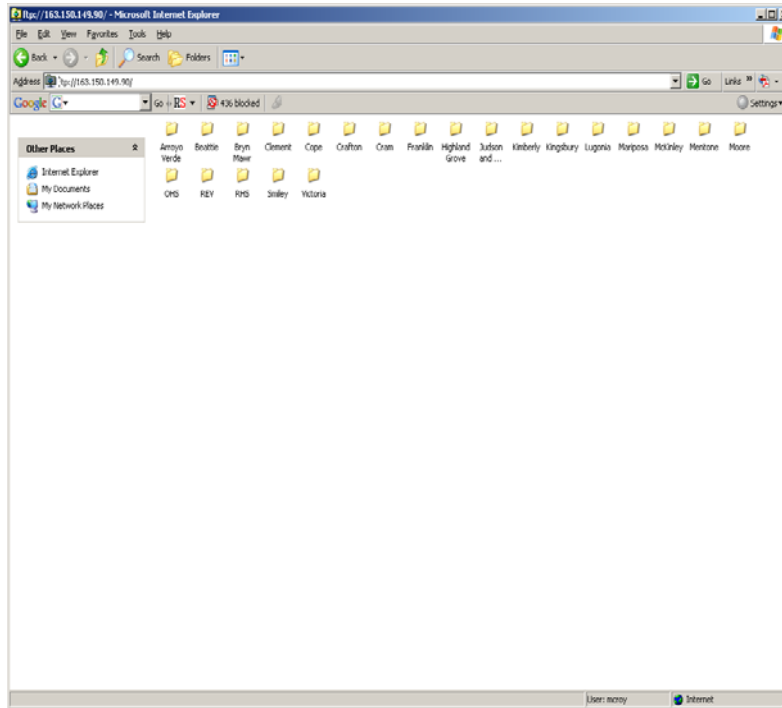
The format of the address to be typed into the browser window is the following:

ftp://163.150.149.90

After entering this address in the browser address window, press Enter on the keyboard and you will be asked to enter your FTP account username and password. Type these credentials into the window as shown below:



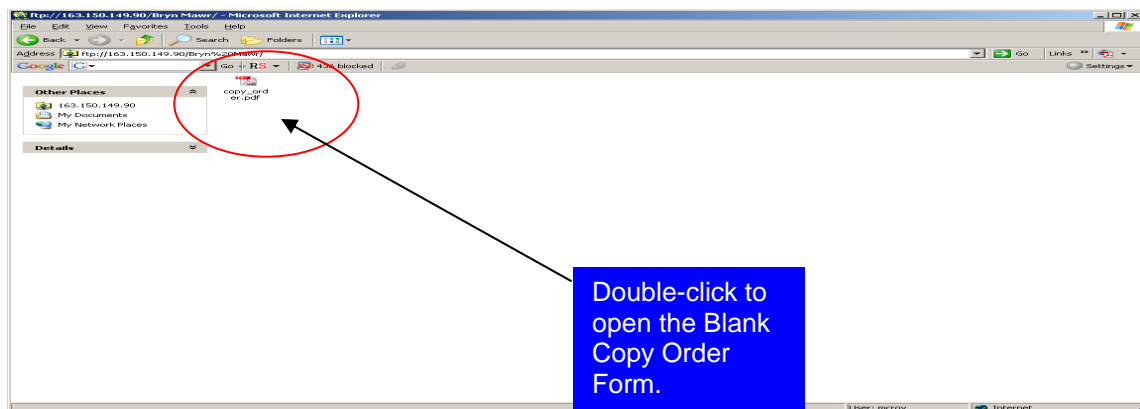
After you log into the site, you will see folders for each site in the browser window as shown below:



The next step is to double click on your site folder with the mouse to open your site folder. When your site folder opens, you will see files that have been submitted for your school. These will be job files, and an E-Copy Copy Order form for each job.

1. Submission of Copy Order Form.

A **Copy Order Form** containing the specific order details for your job will be filled out and submitted. A blank Copy Order form is located in the site folder in the ftp browser window. Double click on the **Blank Copy Order Form** folder to open it (**copy_order.pdf**). You can double click this file to open it in your Adobe Acrobat 7 editor. If you don't have a copy of this file, you may save the file to your computer for use as a template.



This is the **copy_order.pdf** form (see below) as it will appear in your Adobe Acrobat browser window. The Adobe Acrobat 7 program allows you to add information to the various fields by clicking in each field with the mouse, then typing in the required information. You may also tab between fields in the form. The program also allows you to save your changes with a new file name, which can then be submitted with the print job in the FTP browser window. **Page 2 of the form will be used for print jobs that require approval by the appropriate program director. These are typically Title 1/Categorical program materials.**

Page 1 of copy_order.pdf form

COPY ORDER
 REPROGRAPHIC SERVICES DEPARTMENT
 REDLANDS UNIFIED SCHOOL DISTRICT

SCHOOL/DEPT: Mentone

FORM NAME: mentone job#3365

REQUESTOR: Jim O'Neill

DATE NEEDED: 11/22/2004 AM PM

NUMBER OF ORIGINALS: 2
(Items with printing on both sides equals 2 originals)

HOW MANY COPIES PER ORIGINAL?: 200

COLOR & TYPE OF PAPER: White Paper - Smooth 8.5x11

COVERS (Check box if you want covers)
 Front Only Front & back

Color & Type of Cover Paper: Blue Paper - Textured

Send to School/Dept: YES Will Pick Up: NO

NOTES: Would like the paper to be scented with Lilac Powder.

Date Rec'd: _____ Date Mailed: 9/22/2004

ENTER YOUR ACCOUNT NUMBER HERE

FU	RES	P/YR	GOAL	FNCTN	OBJ	LOC	MGMT
					5720		5588

RETAIN GOLDENROD COPY. SEND ALL OTHER COPIES WITH YOUR JOB

AUTHORIZED SIGNATURE: Jim O'Neill

NOTE: Your signature indicates that this order is in compliance with all copyright laws.

INSTRUCTIONS FOR JOB. Check appropriate items.

Print single sided Punch & Spiral Bind
 Print back to Back Cut
 Print tumble style Pad
 Collate Fold
 Staple, How? _____ Tape Bind
 Three hole punch

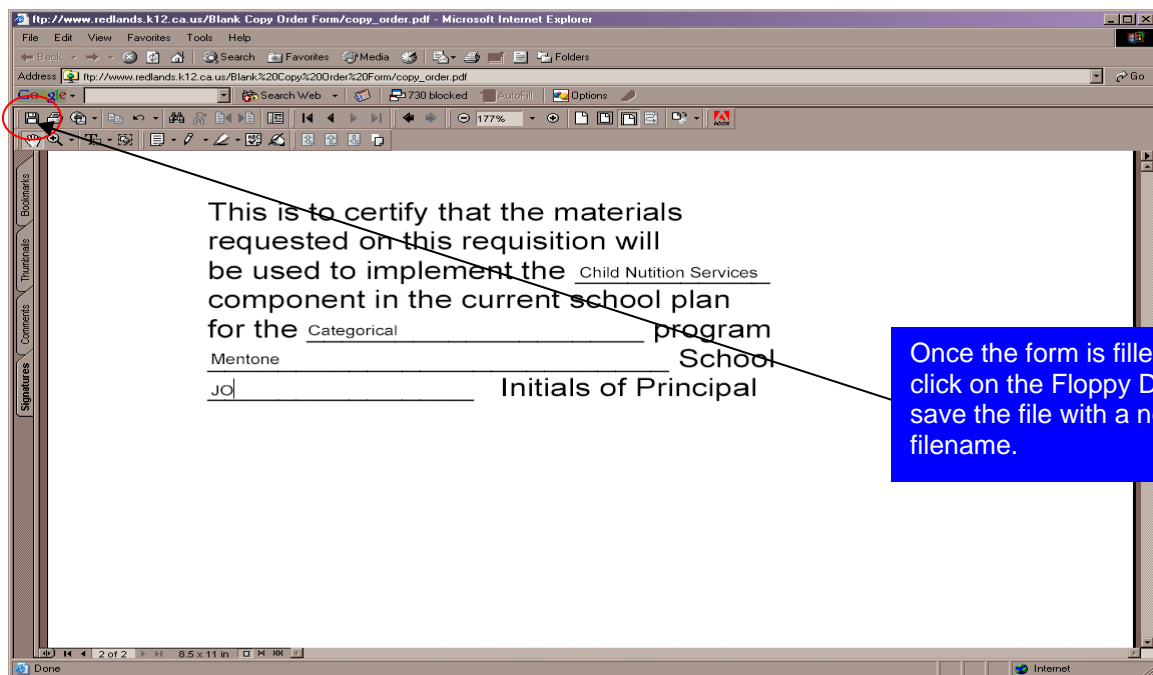
Department use ONLY

No. of Masters/Plates _____ x _____ = _____
 Total Copies _____ x _____ = _____
 Paper _____ x _____ = _____
 Other Charges _____ = _____
 _____ = _____
 _____ = _____
TOTAL COSTS = _____

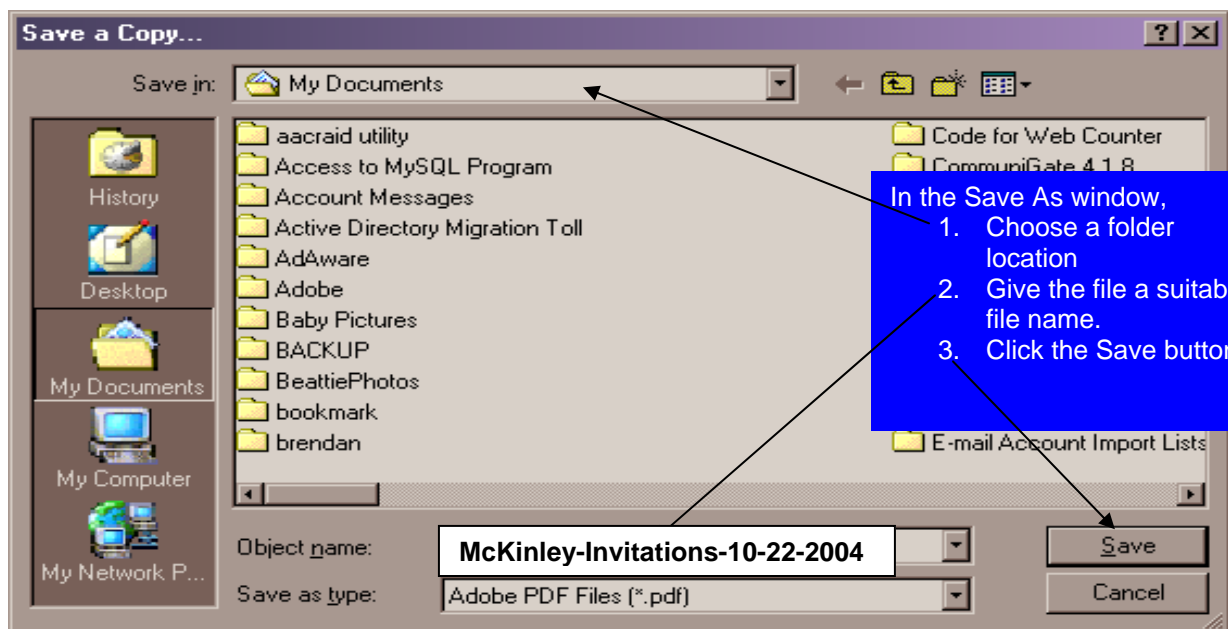
REV 4/5/01 STOCK #144910

Fill out the form by clicking in each editable area with your mouse and type in the required information. You can tab between fields.

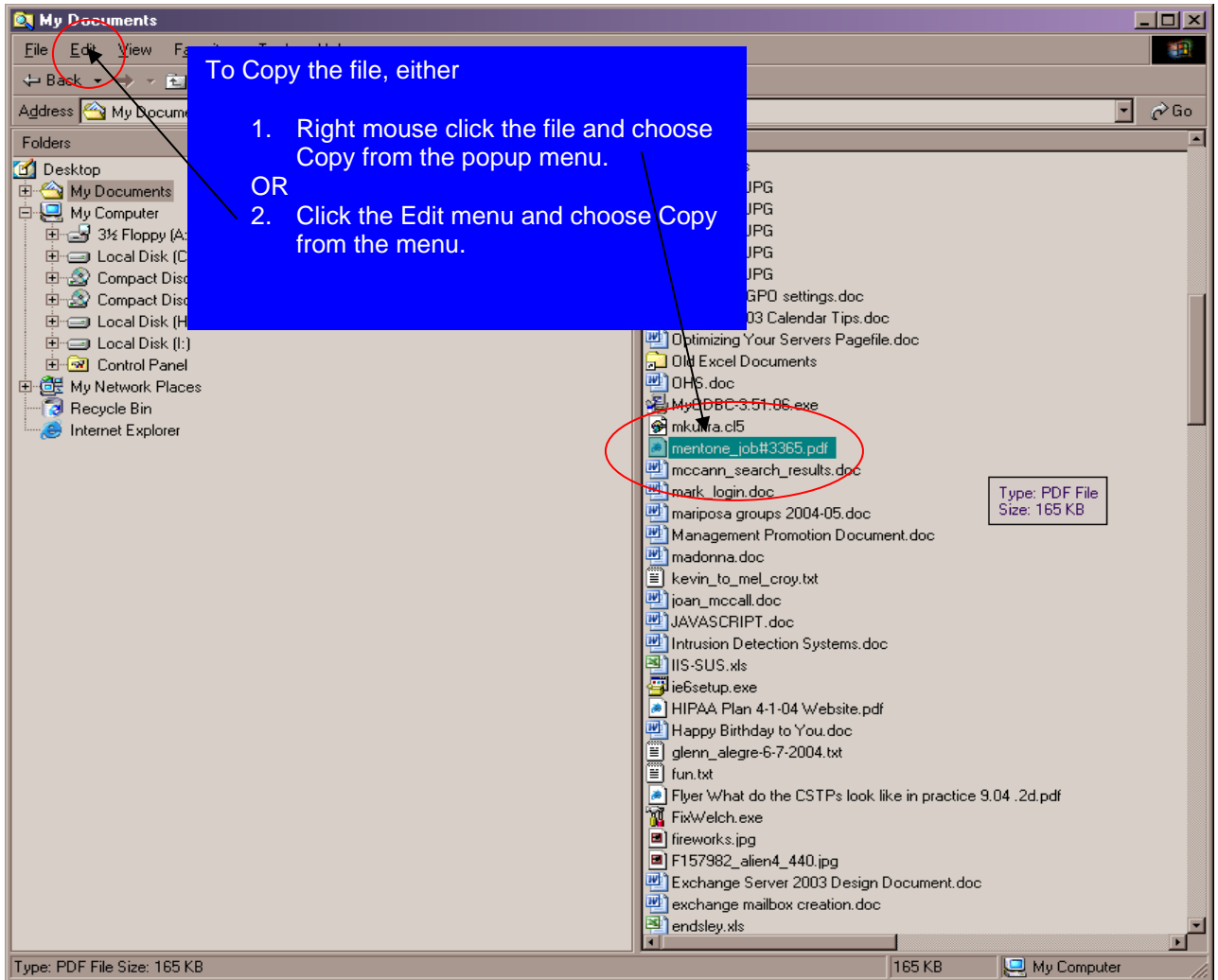
Page 2 of copy_order.pdf form



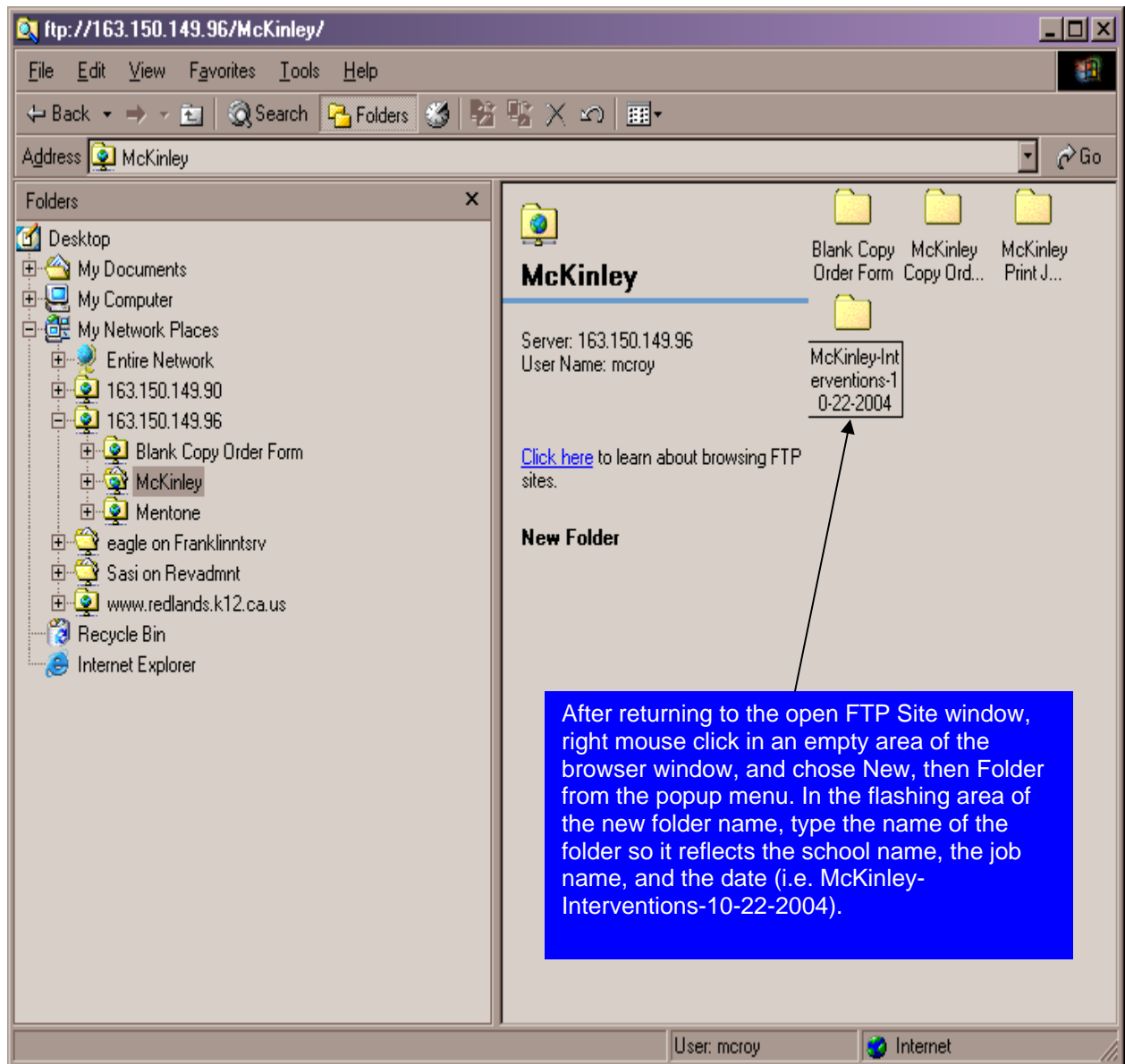
After the forms elements are completed, the form will need to be saved with a new name to a location on your local computer (My Documents folder is a good place). The file name should indicate the school name, the job name, and the date. (i.e. **McKinley-Invitations-10-22-2004**). To save the file, click the floppy disk icon on the Adobe Acrobat toolbar, then type in a filename and choose a location where the file can be saved.



Now that the copy order form has been filled out and saved, it can be selected in the **My Documents** folder window. To open the My Documents window, click on the My Documents folder shortcut on your Windows desktop. You can then right click the file and choose Copy from the contextual menu, or go to the Edit menu and choose Copy.

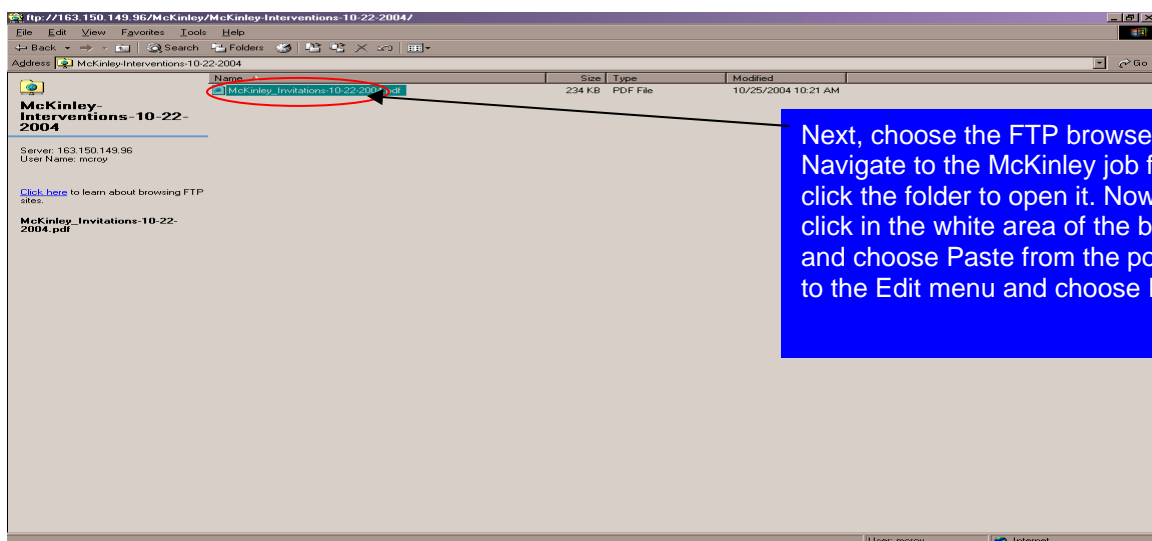
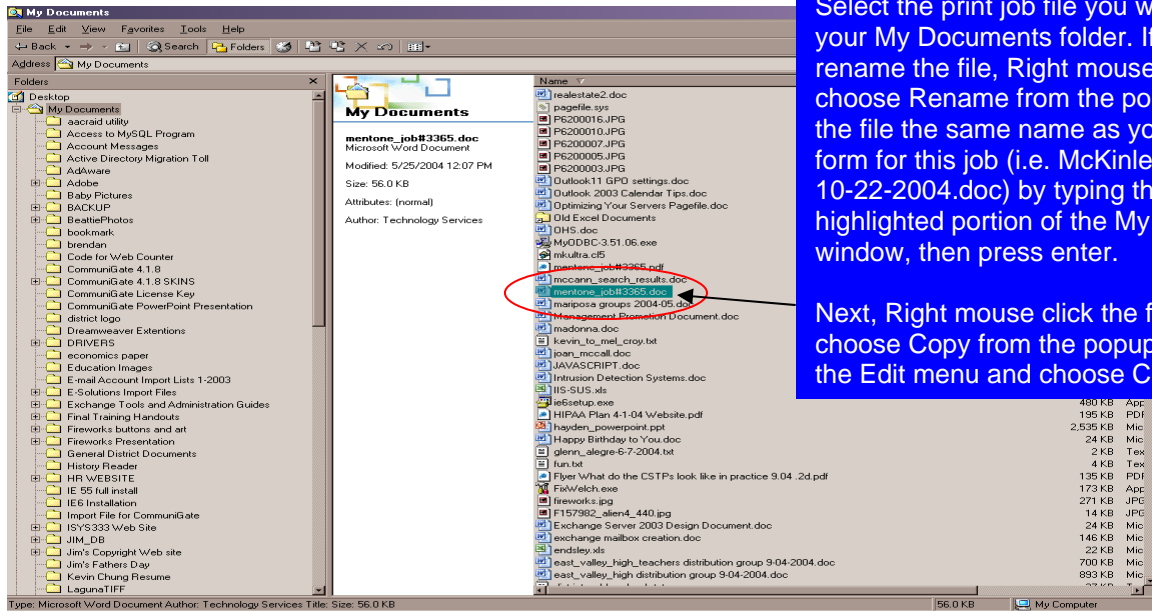


Now, while in the home FTP Site folder for your school, you will right mouse click in a blank area of the window, and choose **New**, then **Folder**, from the pop up menu. In the flashing area of the new folder name, type the name of the folder so it reflects the school name, the job name, and the date (i.e. **McKinley-Interventions-10-22-2004**). Now you can double-click the new folder to open it. After opening the new folder, choose Paste from the Edit menu to Paste your Copy Order form into the folder. Leave this window open as it will be used to paste the actual job file into the folder in the next step.



2. Submission of Print Job

Moving your print job file from the My Documents folder (on any other location on your computer) is performed in the same manner as submitting the copy order form. Select the file you wish to submit in the folder it resides in, rename the file to an appropriate print job name (i.e. **McKinley-Interventions-10-22-2004.doc**). The print job file will be submitted to new FTP site folder with the same name as the copy order form, with a suitable extension for the program it was created with (i.e. **McKinley-Interventions-10-22-2004.doc** for a Microsoft Word document). After the file is renamed, copy the file, and paste the file into the open FTP site window folder (i.e. **McKinley-Interventions-10-22-2004 folder**) in the FTP browser window.



Once the print job files have been submitted to the FTP site, the web browser window can be closed to end the session. Now you can send the e-mail notification to Reprographics to let them know a job has been placed on the FTP server.

E-mail Notification

After the copy order form and print job file have been submitted to the new FTP folder named after the print job, an e-mail message will need to be sent to the following e-mail address to the Reprographics department to notify them that a job has been submitted:

reprographics@redlands.k12.ca.us

The Subject of the message will contain the school name, job name, and the date (**McKinley-Invitations-10-22-2004**). Specific instructions and the job number should be typed into the body of the e-mail message.

