District Print Shop & Poster Instructions And Helpful Tips

ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

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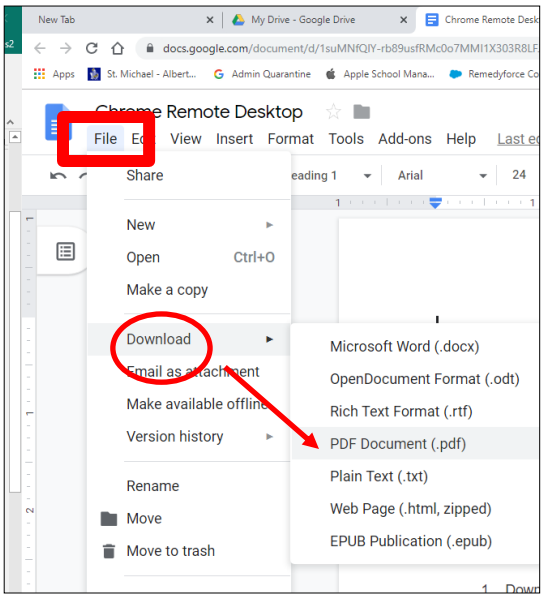
EXCELLENCE IS OUR TRADITION

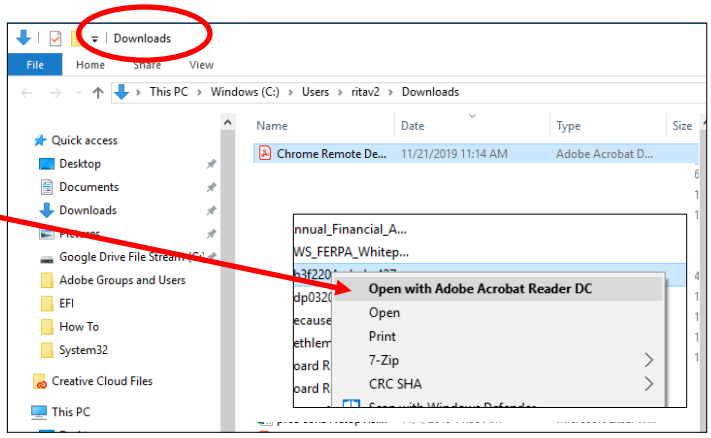
Printing Google Docs

When printing Google Docs to the DW Print Shop, you will first need to download the doc as a PDF.



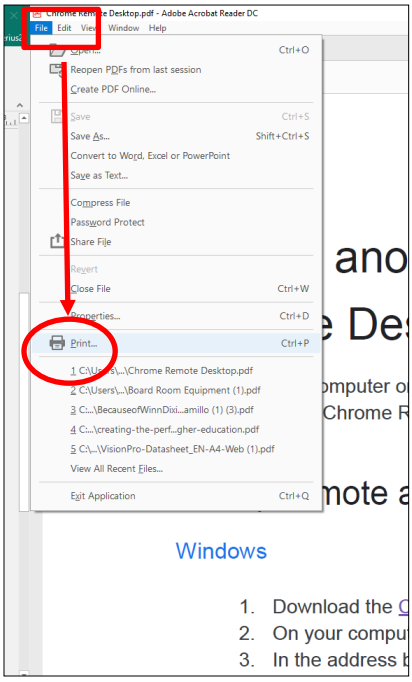
1. Open the Google Doc
2. Click on ***File***
3. Scroll down to and click on ***Download***
4. Scroll down to and click on ***PDF Document (pdf)***
5. This document will now appear in your ***Downloads*** folder
6. From the ***Downloads*** folder, double click on the PDF document to open it.

NOTE: If the document opens up as a PDF in a browser window, you will need to right click on the PDF in your downloads folder and choose to open it with Adobe Acrobat Reader so you can have the "File" option on the tool bar.

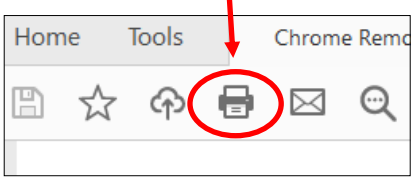


DO NOT USE THE SMALL PRINTER ICON TO SEND IT TO PRINT - THIS DOES NOT CONVERT ALL TEXT PROPERLY!

7. From the PDF ***File*** menu, scroll down and click on Print

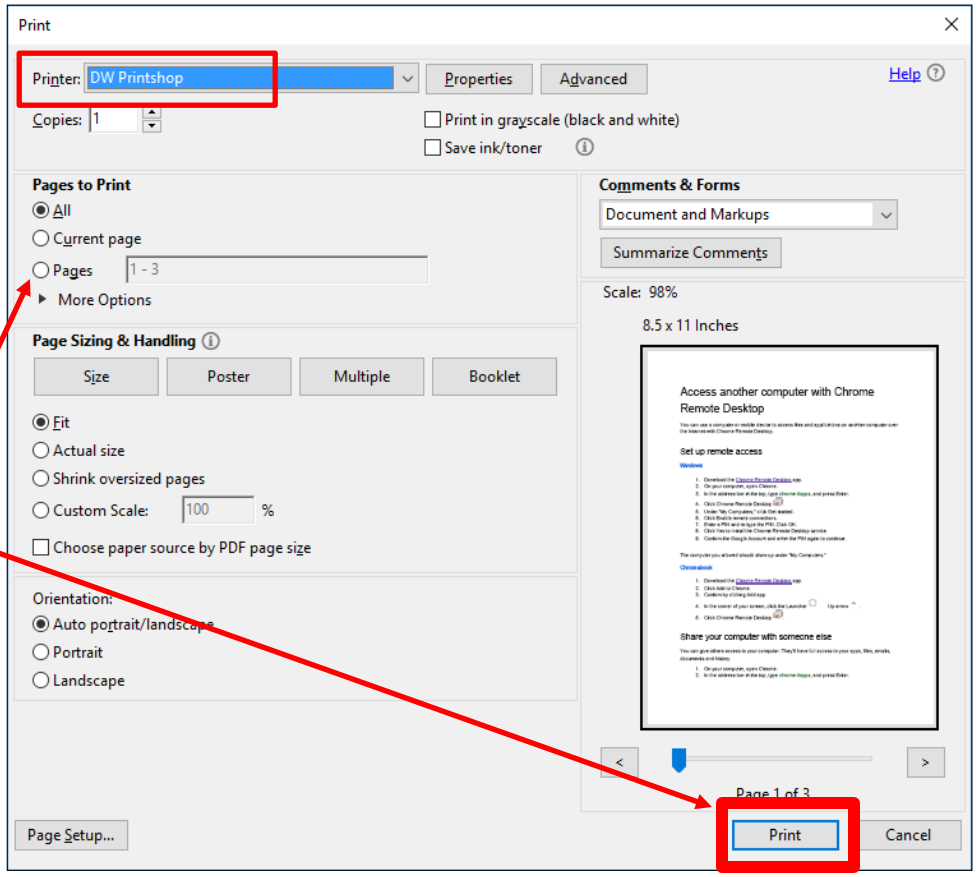


DO NOT USE THE PRINTER ICON

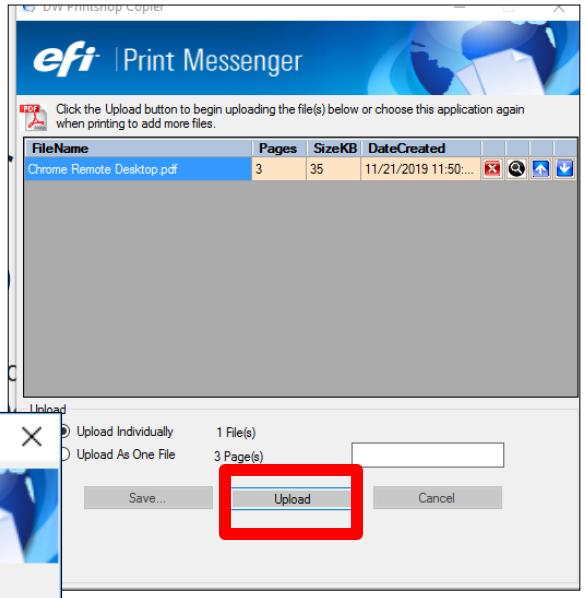


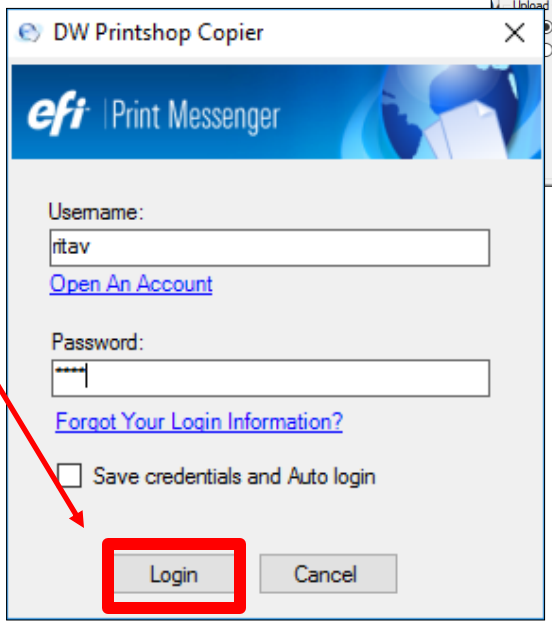
(Continued from page 3)

8. In the ***Print*** window, choose the ***DW Printshop*** as your printer. By choosing this, it will begin the uploading process to the ***DSF (Digital StoreFront)***
9. If you only need certain pages of the document, you can choose them here
10. When ready, click on ***Print***



11. You will now see the document in the ***EFI Print Messenger*** box
12. Click on ***Upload***
13. Log in with your network username and the password of ***stma***.
14. Do not save credentials if you are doing this from a shared computer.
15. Click ***Login***





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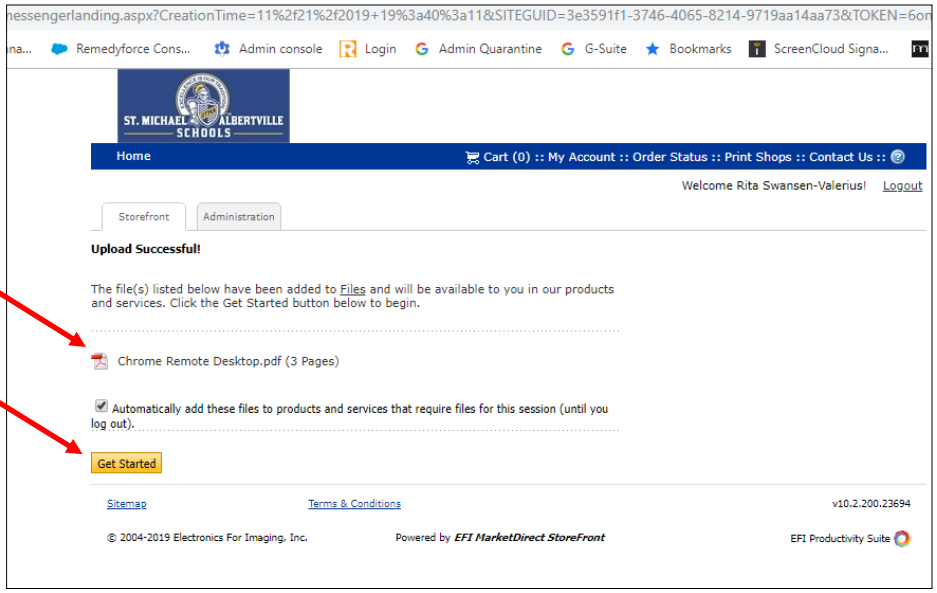
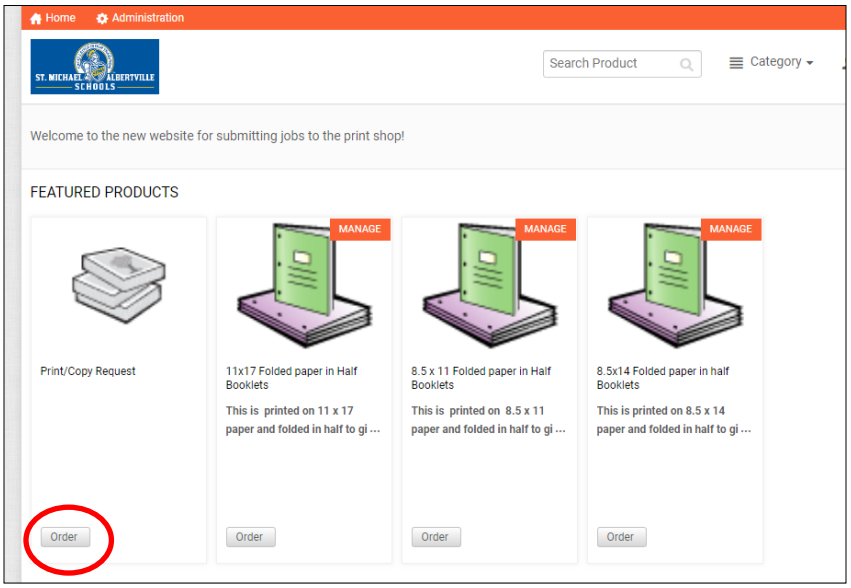
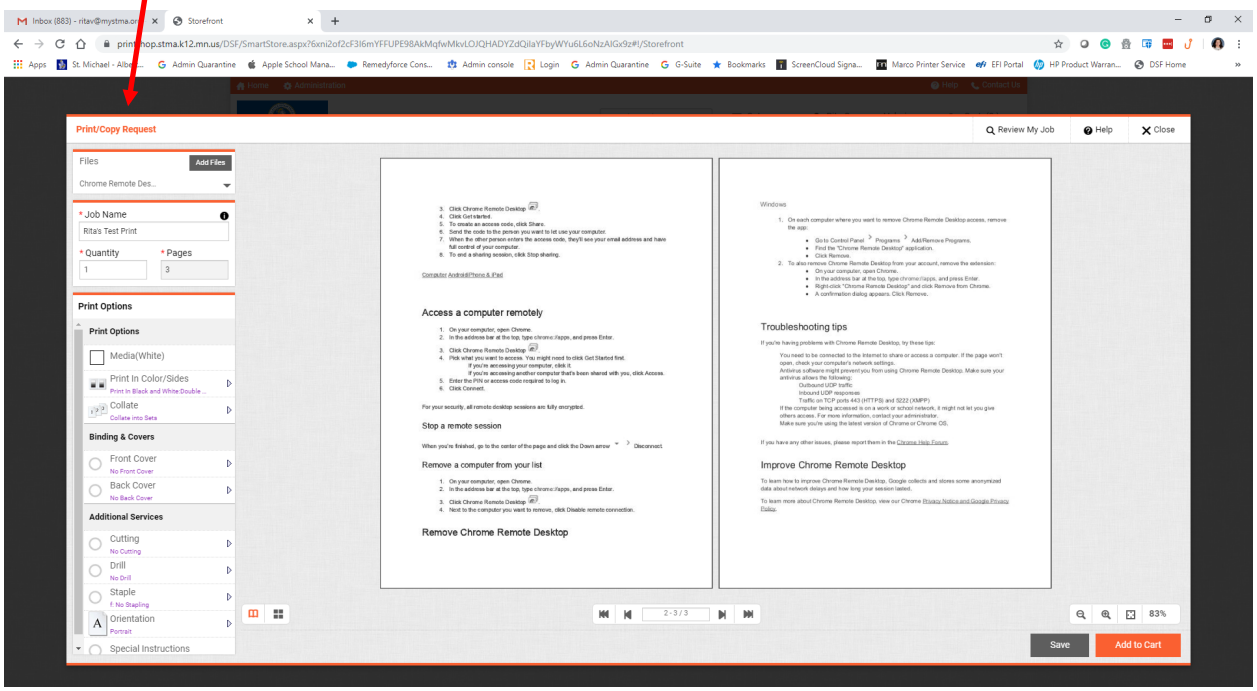
16. Once you have logged in, DSF will open and you will see the document you uploaded.
17. Click on ***Get Started***

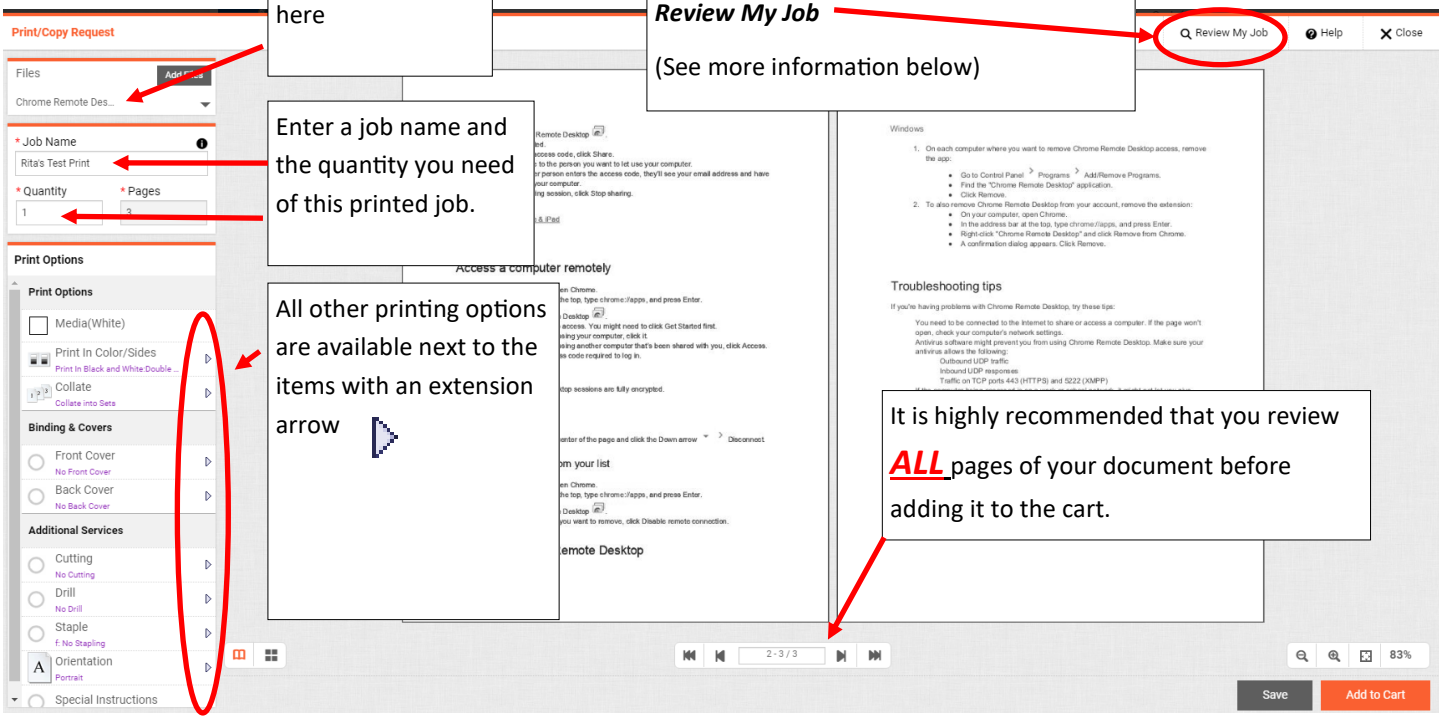


18. In DSF, you have an option to print booklets or regular layout option. Depending on the option you want, click ***Order***
19. After you click ***Order***, you will have the ***Print/Copy Request*** page. This is the page that you will request all the settings of the print job. More detail on the following page.

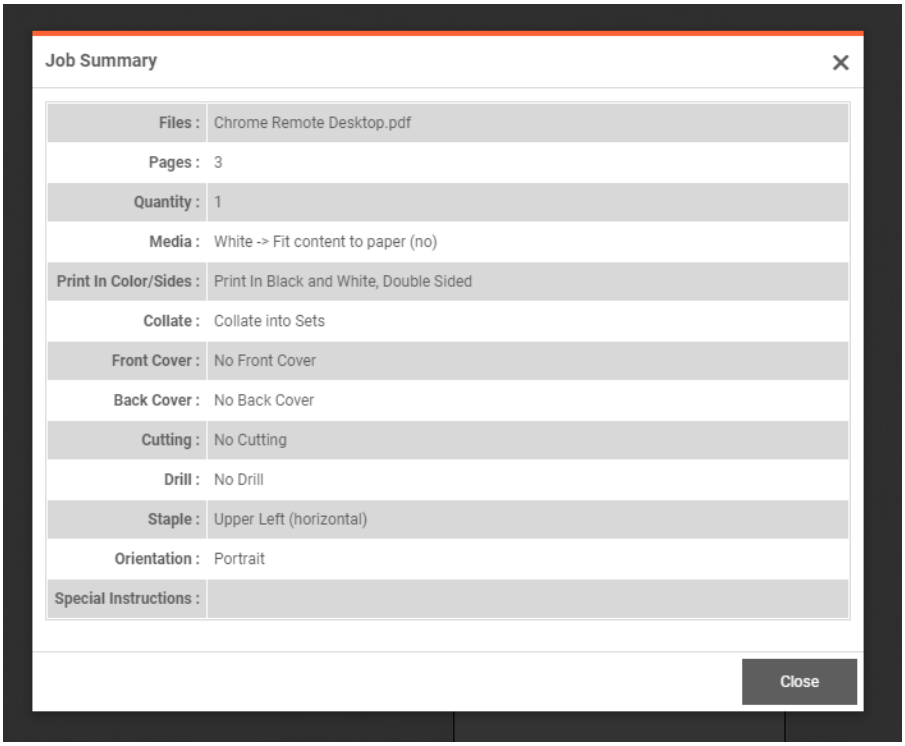


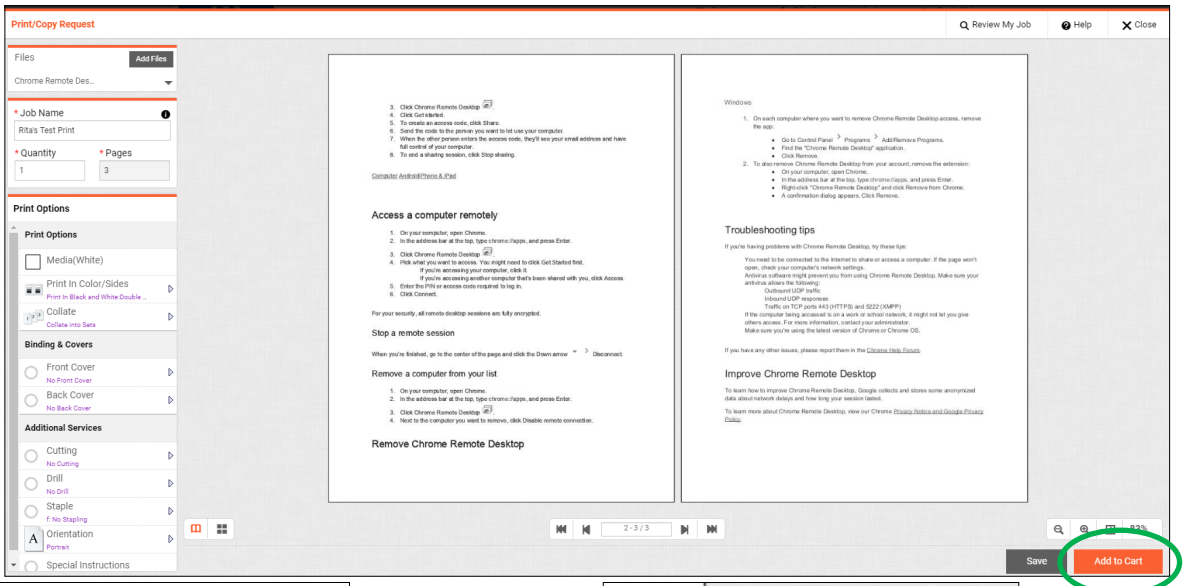


Print/Copy Request



When you click on ***Review My Job***, a ***Job Summary*** window will open and you can review all the settings you have applied before having to move forward.



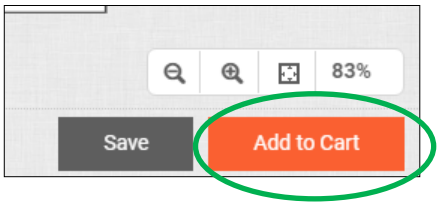


(Continued from page 6)

Once you have reviewed all of your settings and reviewed the entire document to make sure everything looks as it should. Now you can proceed.

1. Click on ***Add to Cart***
2. Click on ***I Agree***
3. You will need to choose a date before you can proceed to checkout then click ***Save***.
4. Click on ***PROCEED TO CHECKOUT***
5. On this page, verify your name, phone extension and email. If you have any special delivery instructions for the print shop operator, list them in this box then click ***Save*** then click ***PROCEED TO PAYMENT***
6. Now enter your phone extension and click ***PLACE MY ORDER***
7. After placing **your** order, you will see a confirmation page with an order number.

1.



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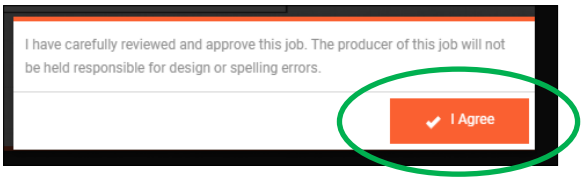

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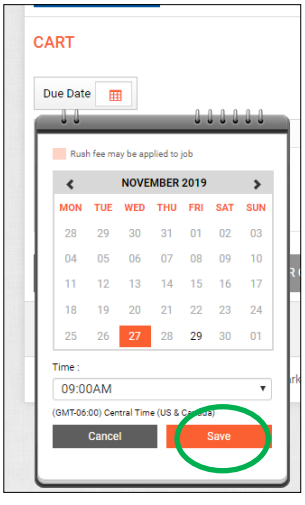
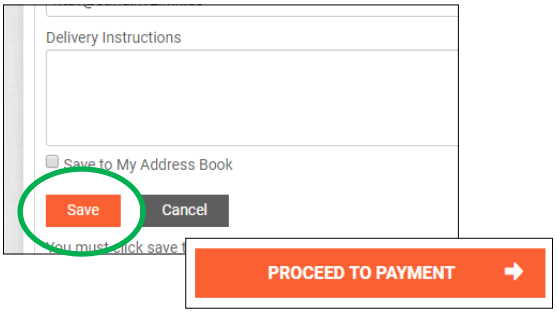


4.

5.



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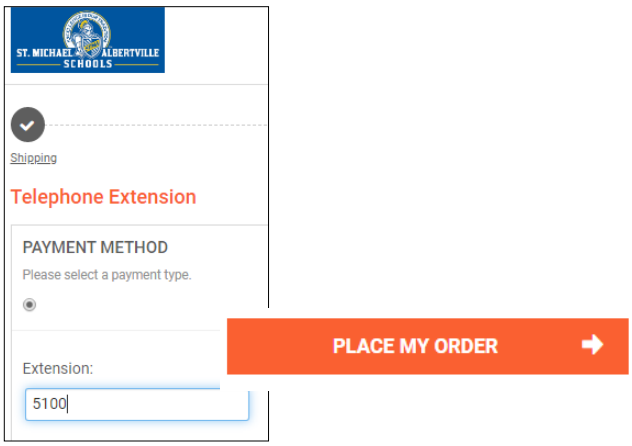

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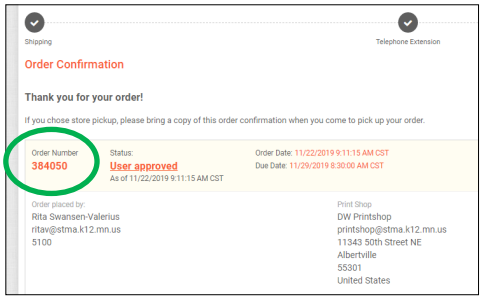
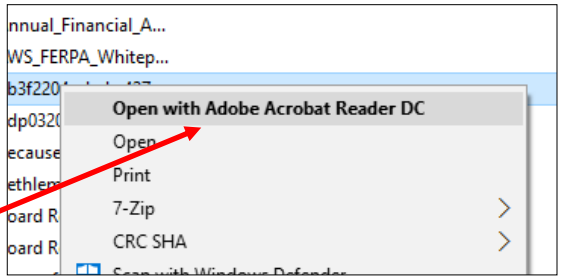


Printing Teacher Pay Teacher Documents

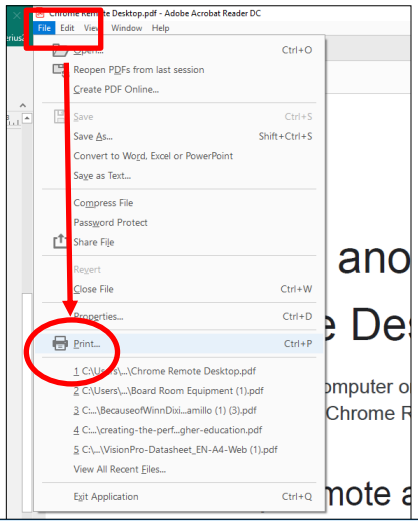
When you purchase documents from *Teacher Pay Teacher*, download them and save them to your Network folder location.

These documents are created in many different ways and some have security settings applied to them by the creator which at times can affect how they will print and at times will not allow you to print certain pages.

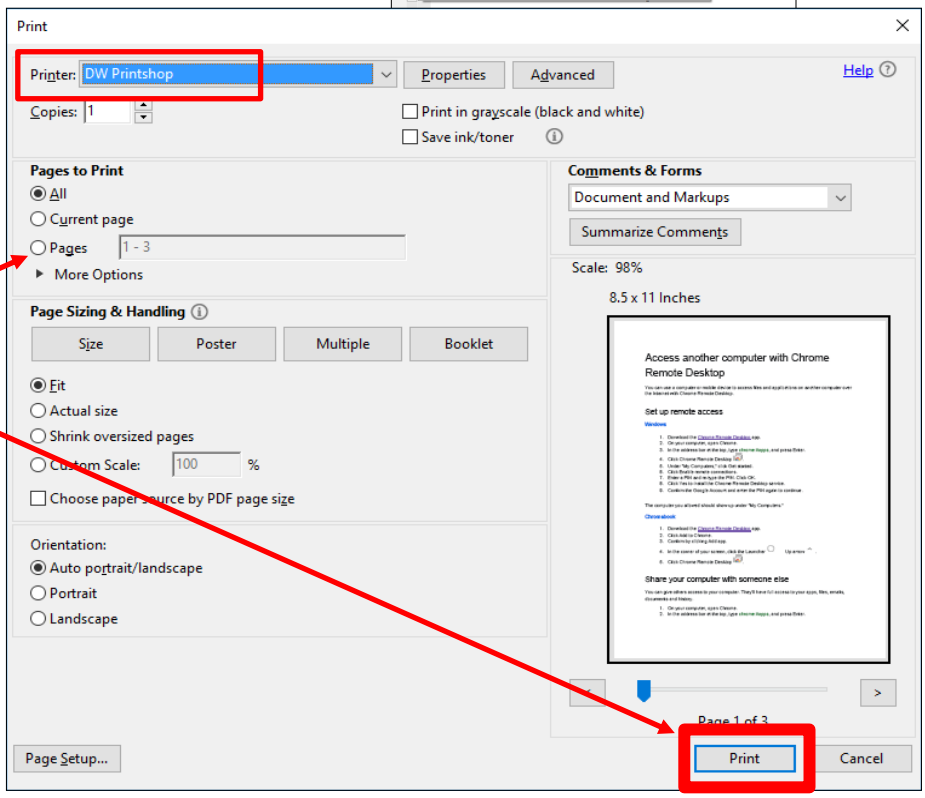
Locate the *Teacher Pay Teacher* document you want to print and **right click** on it to open it with Adobe Acrobat Reader.



1. From the PDF ***File*** menu, scroll down and click on Print



2. In the ***Print*** window, choose the ***DW Printshop*** as your printer. By choosing this, it will begin the uploading process to the ***DSF (Digital StoreFront)***
3. If you only need certain pages of the document, you can choose them here
4. When ready, click on ***Print***



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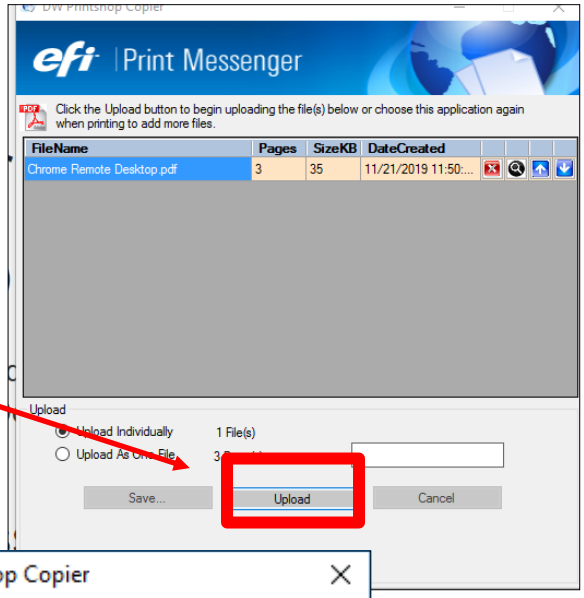
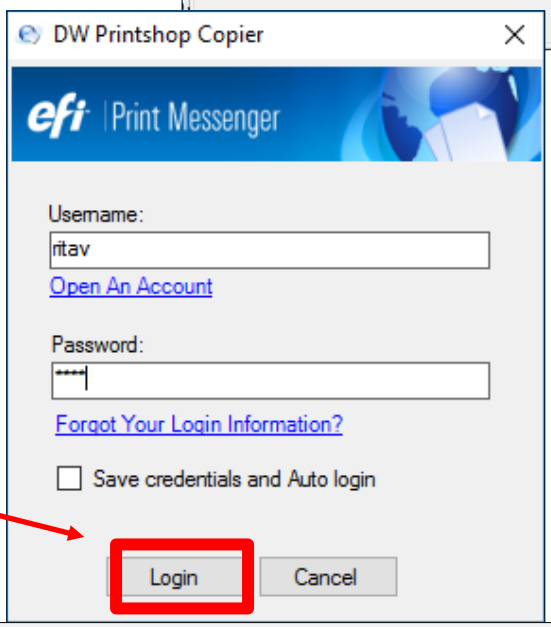
Printing Teacher Pay Teacher Documents

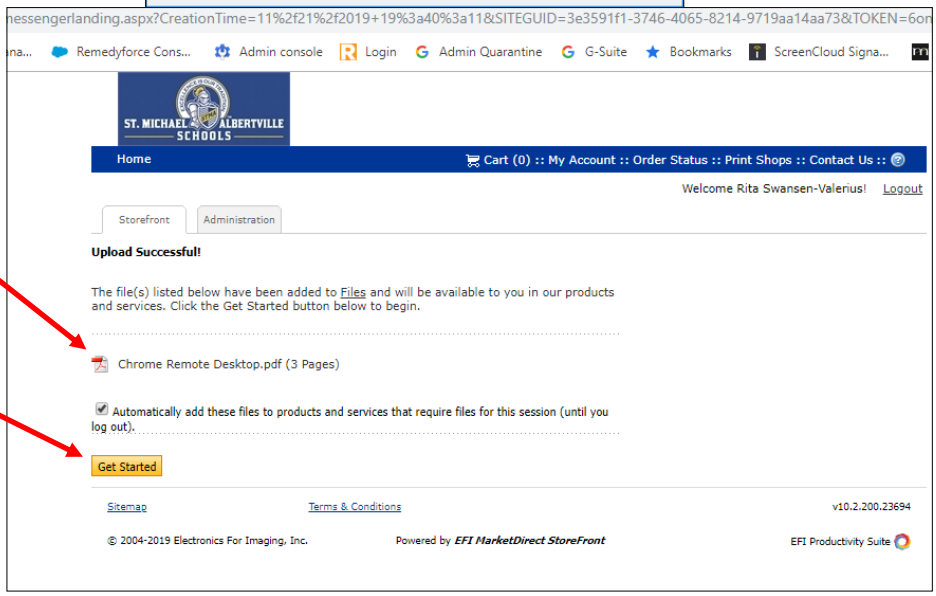
5. You will now see the document in the ***EFI Print Messenger*** box
6. Click on ***Upload***



7. Log in with your network username and the password of ***stma***.
8. Do not save credentials if you are doing this from a shared computer.
9. Click ***Login***

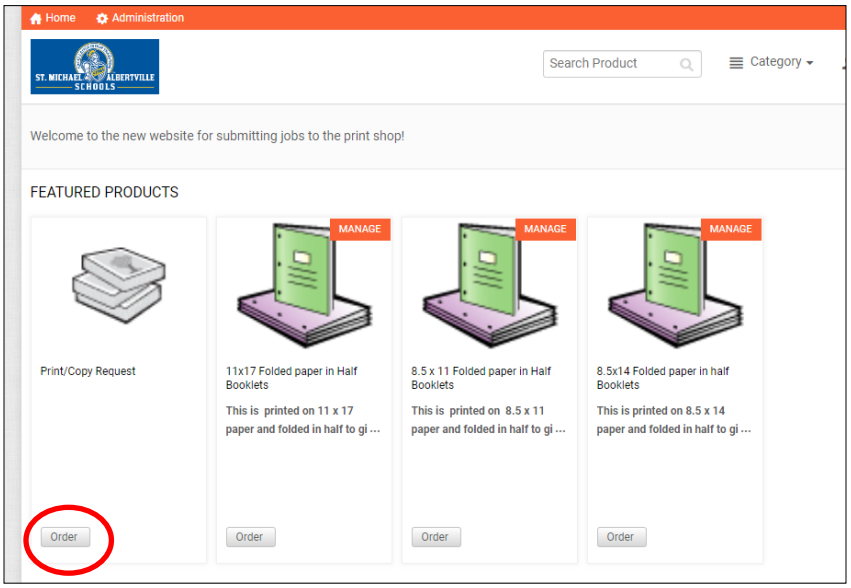


10. Once you have logged in, DSF will open and you will see the document you uploaded.
11. Click on ***Get Started***

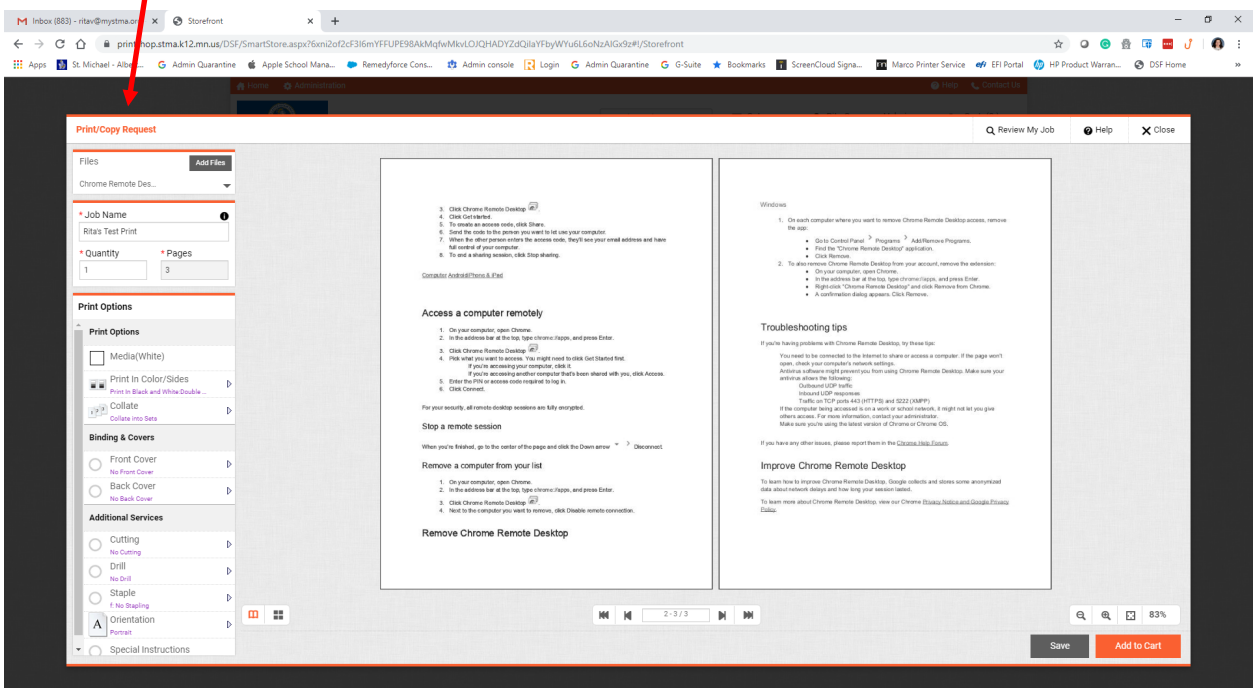


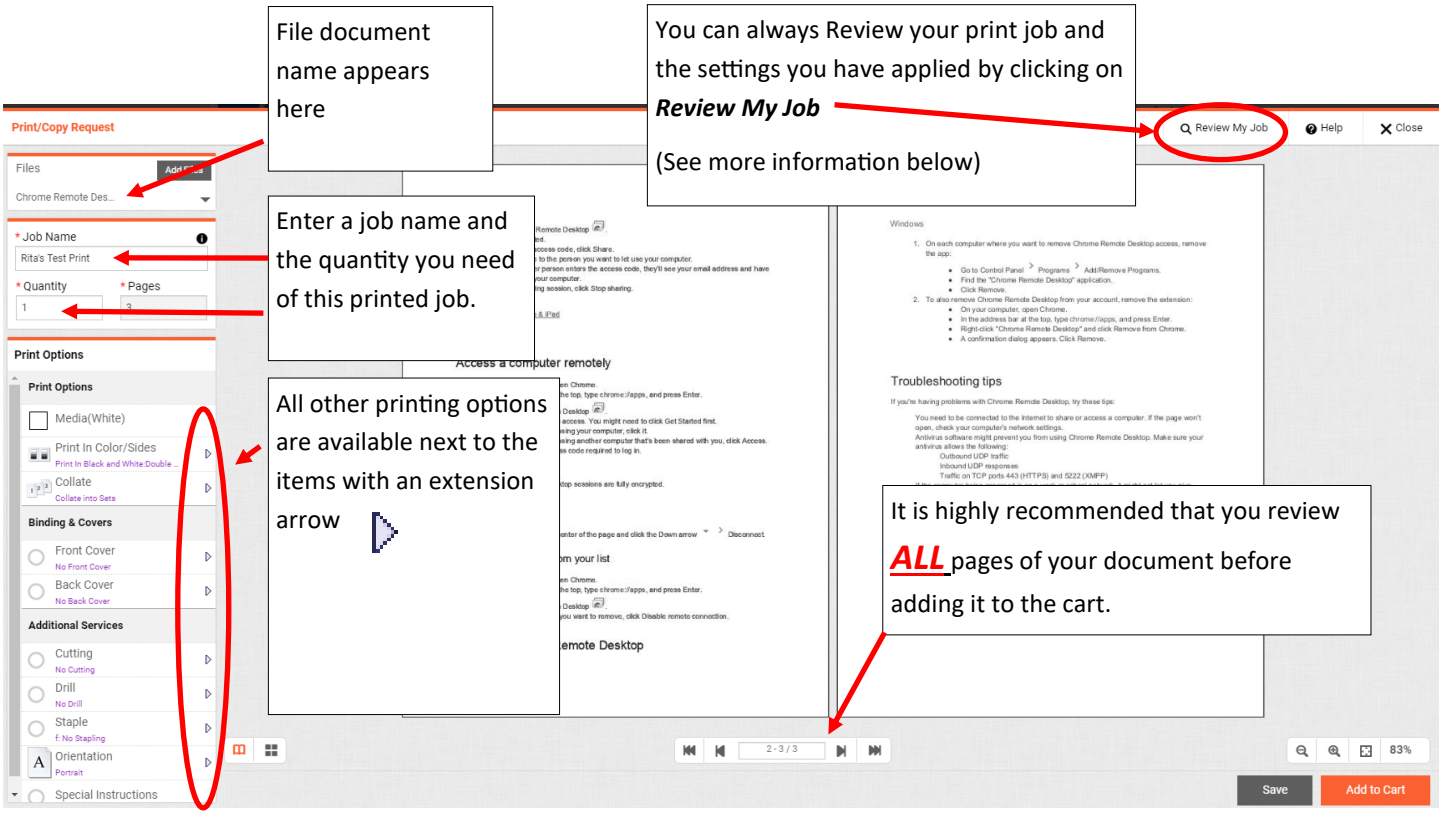
(Continued from page 9)

12. In DSF, you have an option to print booklets or regular layout option. Depending on the option you want, click ***Order***

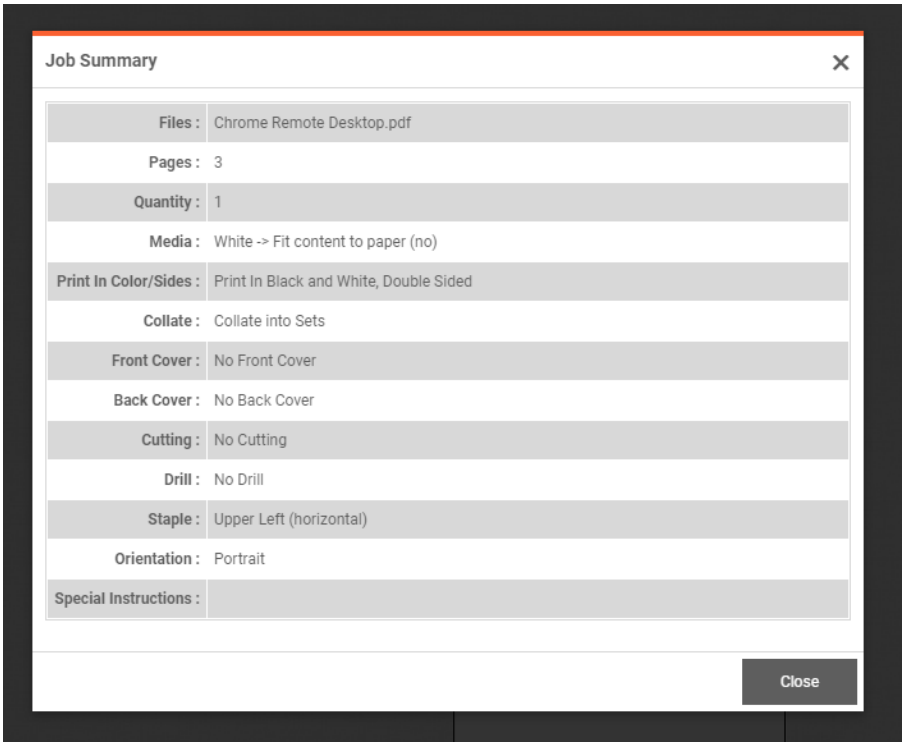


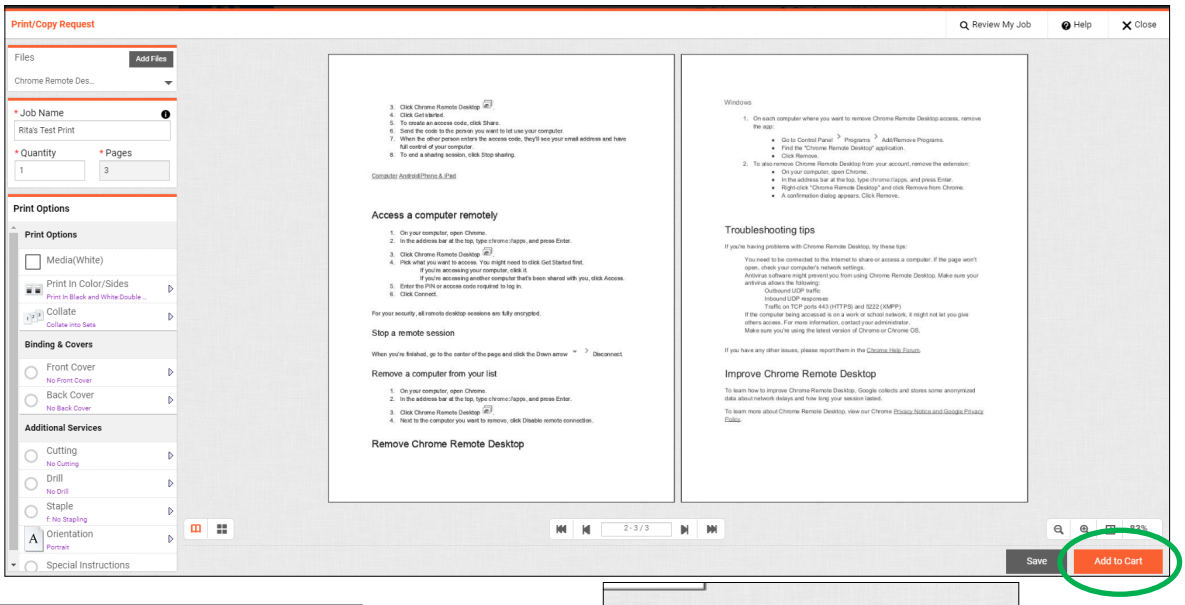
13. After you click ***Order***, you will have the ***Print/Copy Request*** page. This is the page that you will request all the settings of the print job. More detail on the following page.





When you click on ***Review My Job***, a ***Job Summary*** window will open and you can review all the settings you have applied before having to move forward.





Once you have reviewed all of your settings and reviewed the entire document to make sure everything looks as it should. Now you can proceed.

1.Click on ***Add to Cart***

2.Click on ***I Agree***

3.You will need to choose a date before you can proceed to checkout then click ***Save***.

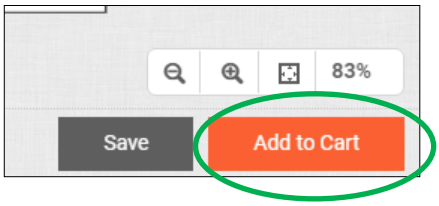
4.Click on ***PROCEED TO CHECKOUT***

5.On this page, verify your name, phone extension and email. If you have any special delivery instructions for the print shop operator, list them in this box then click ***Save*** then click ***PROCEED TO PAYMENT***

6.Now enter your phone extension and click ***PLACE MY ORDER***

7.After placing **your** order, you will see a confirmation page with an order number.

1.



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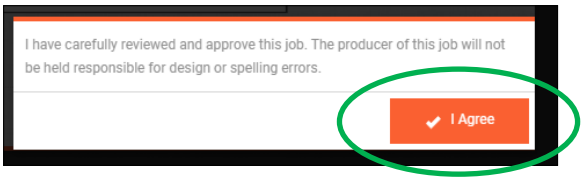

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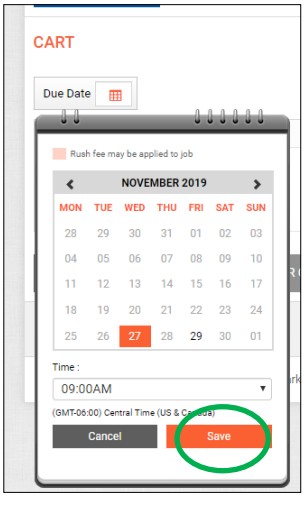
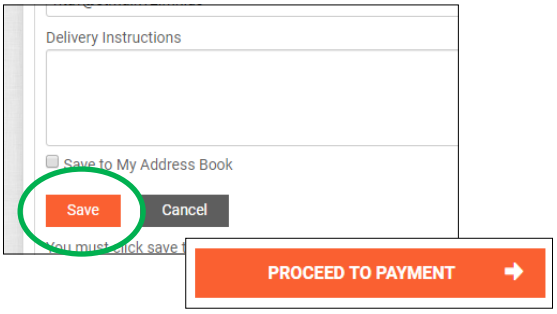


4.

5.



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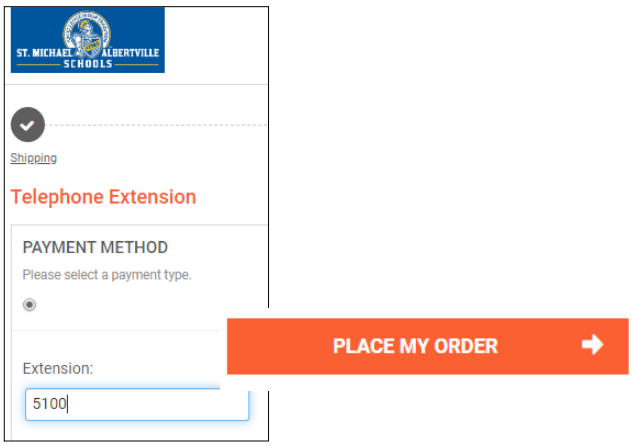
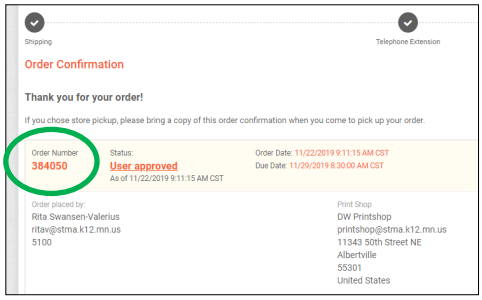
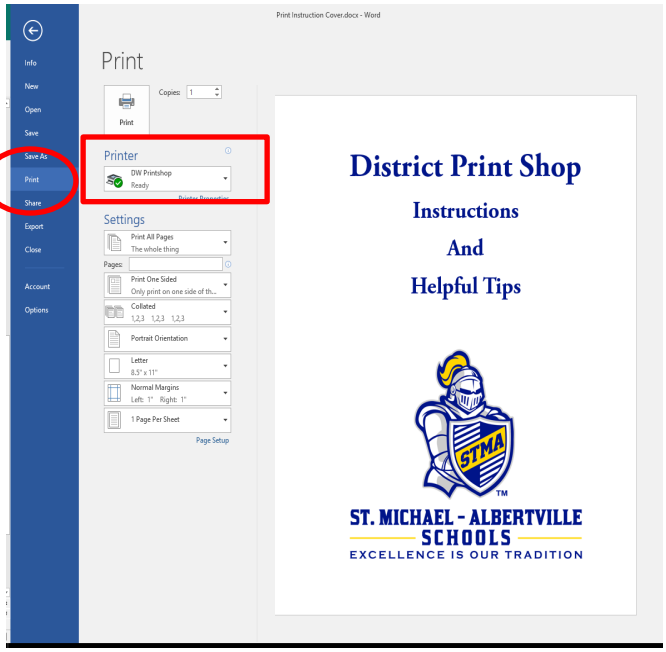


7.

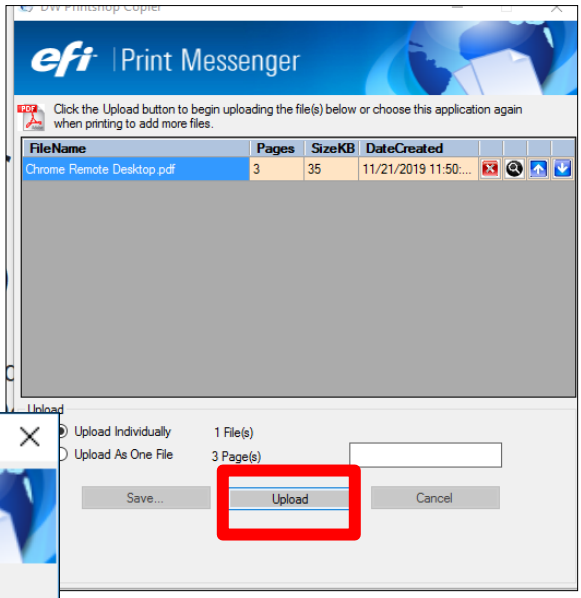


Printing Word and Power Point Files

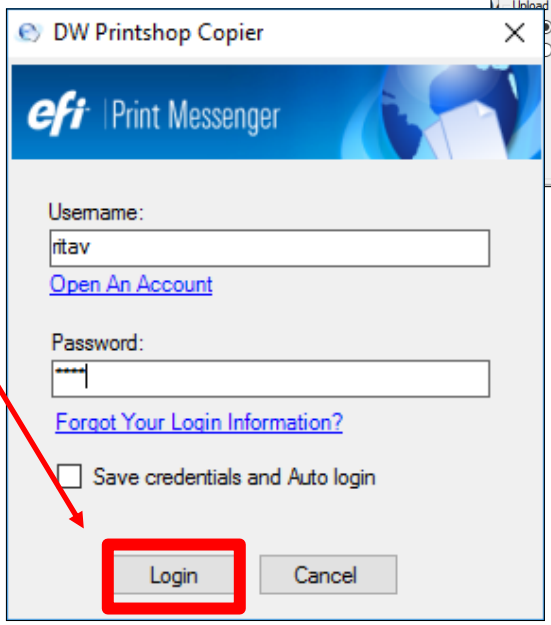
When printing a Word Document or Powerpoint, you will simply choose the DW Printshop option as a printer. When this file uploads to the DW Printshop it will automatically convert over to a PDF in Digital Storefront.



1. Open your file and select ***File/Print***
2. Choose the ***DW Printshop*** option and click ***Print***



3. You will now see the document in the ***EFI Print Messenger*** box
4. Click on ***Upload***
5. Log in with your network username and the password of ***stma***.
6. Do not save credentials if you are doing this from a shared computer.
7. Click ***Login***



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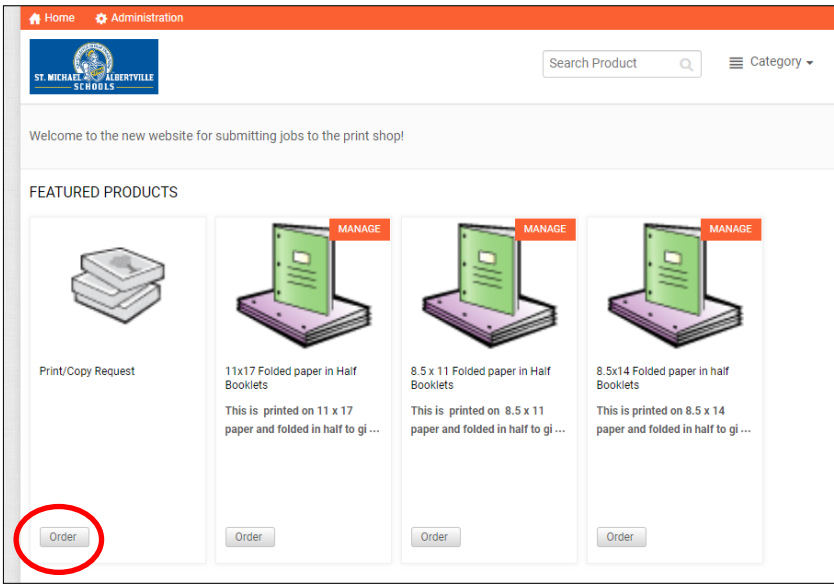
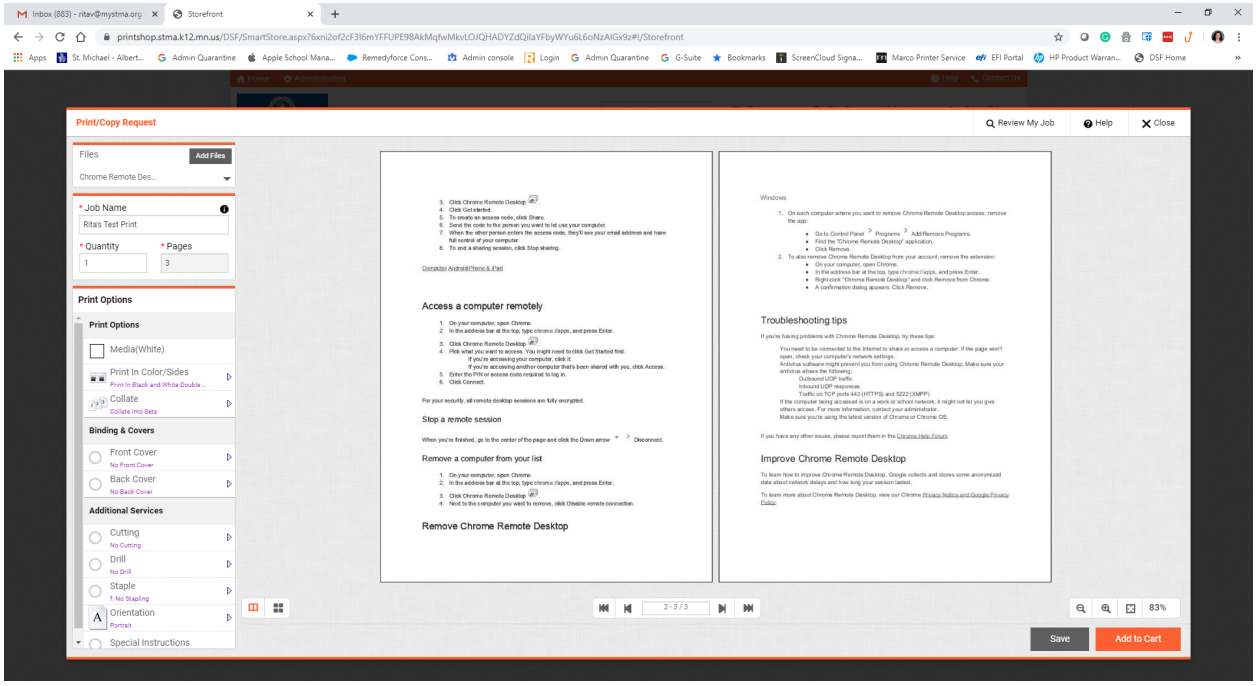
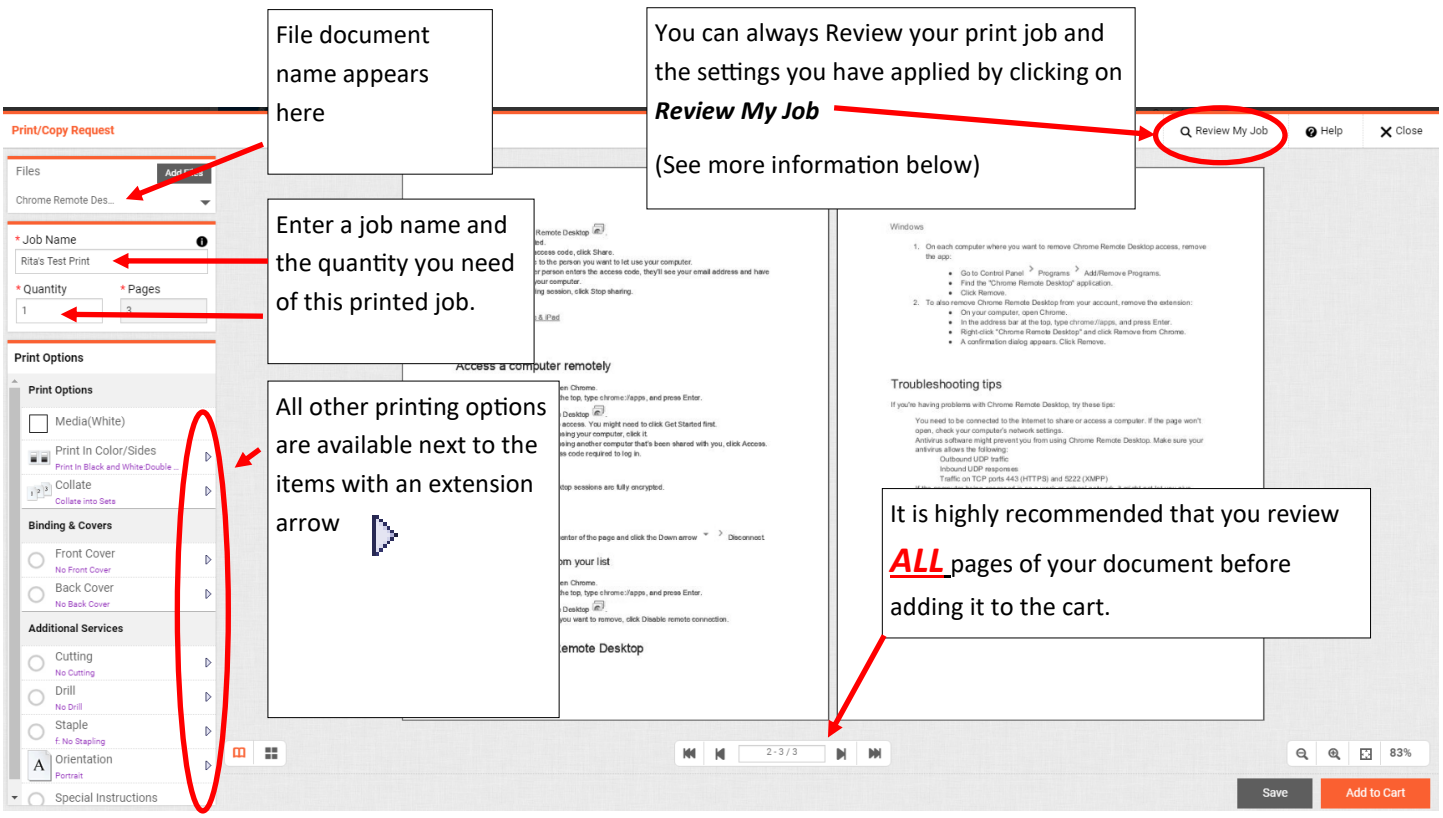
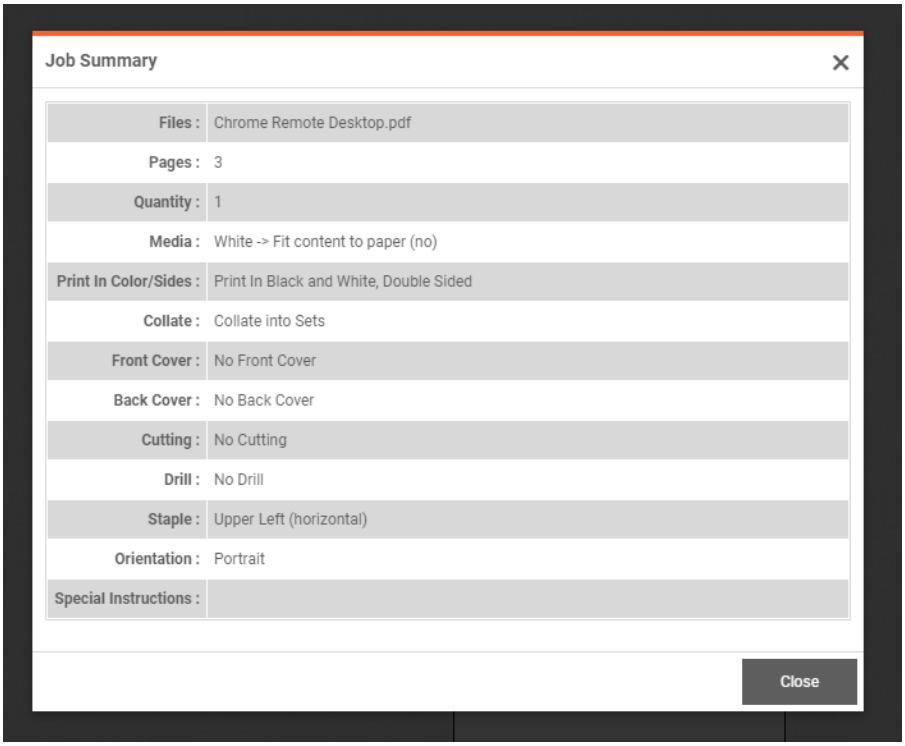


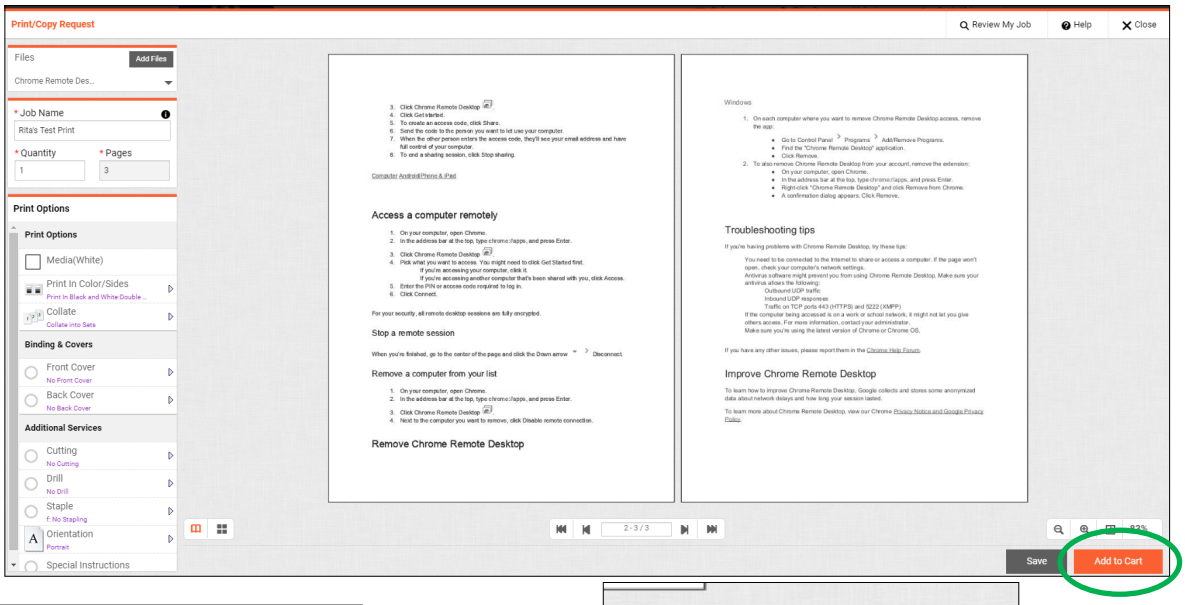
9. After you click ***Order***, you will have the ***Print/ Copy Request*** page. This is the page that you will request all the settings of the print job. More detail on the following page.





When you click on ***Review My Job***, a ***Job Summary*** window will open and you can review all the settings you have applied before having to move forward.





Once you have reviewed all of your settings and reviewed the entire document to make sure everything looks as it should. Now you can proceed.

1.Click on ***Add to Cart***

2.Click on ***I Agree***

3.You will need to choose a date before you can proceed to checkout then click ***Save***.

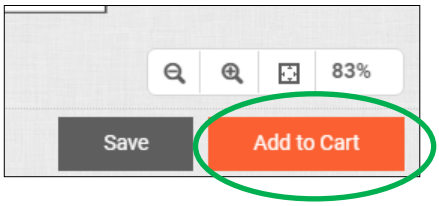
4.Click on ***PROCEED TO CHECKOUT***

5.On this page, verify your name, phone extension and email. If you have any special delivery instructions for the print shop operator, list them in this box then click ***Save*** then click ***PROCEED TO PAYMENT***

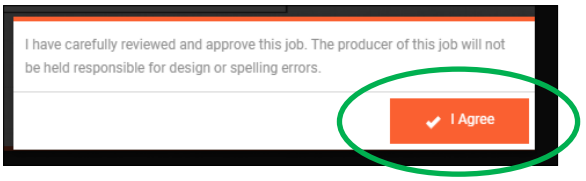
6.Now enter your phone extension and click ***PLACE MY ORDER***

7.After placing **your** order, you will see a confirmation page with an order number.

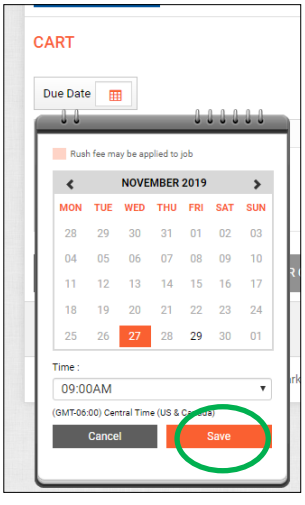
1.



2.

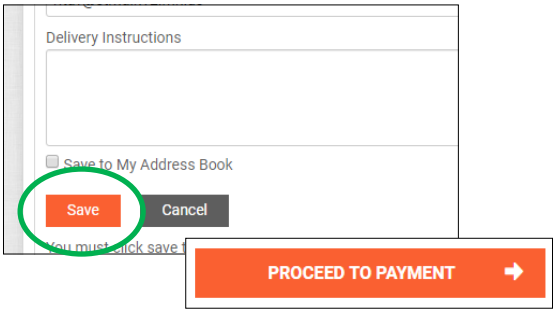


3.

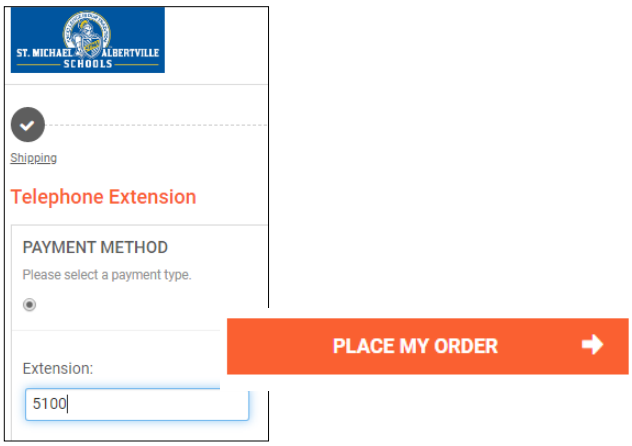


4.

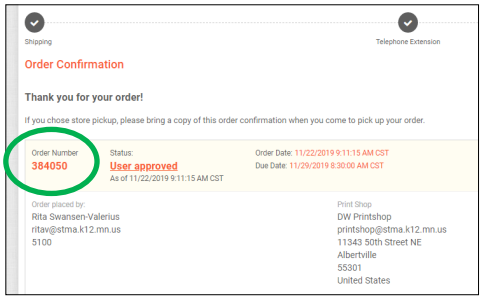
5.



6.



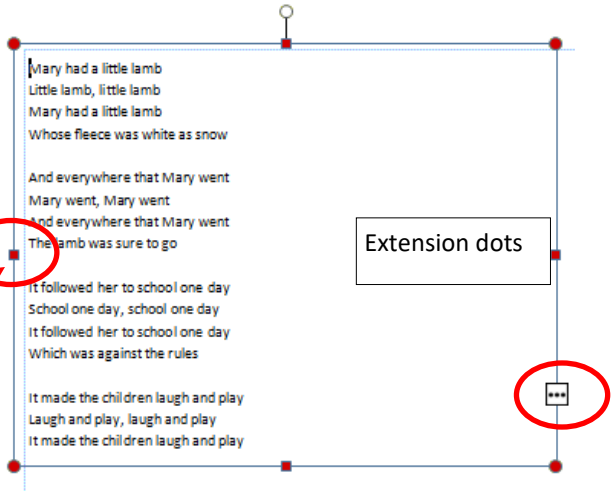
7.



Publisher Printing and Helpful Hints

When printing a Publisher document, you will simply choose the DW Printshop option as a printer. When this file uploads to the DW Printshop it will automatically convert over to a PDF in Digital Storefront.

NOTE: It is very important that you review your Publisher document in its entirety. Only you will know what could be missing or out of place. The print shop operators do not edit or preview documents.



Some helpful things to remember when previewing your Publisher document:

1. Make sure all text boxes are complete with all content.
2. If you see red handles and extension dots as shown here that means you have hidden content. You will either need to expand the size of your text box or link it and continue it into another text box elsewhere in the document.
3. This is common when you have added your text content then layered an image which will format the text accordingly.
4. Sometimes the hidden content can be dead spacing. If that is the case, simply place your cursor at the end and hold down your delete key to remove the dead spaces.
5. If you want to link and flow the hidden content into another text box, create a text box in another location and go back to the text box as shown above and click on the extension dots. Your pointer will now turn into a small measuring cup.

6. Now go to your newly created text box, hover over it and you will now see the cup tipping over to "pour" the remaining content into the new text box.

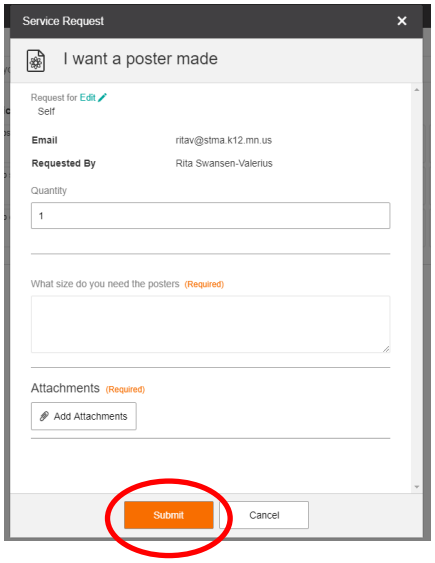
7. Follow the same steps on uploading your documents after selecting the print option of the DW Prinshop as shown on page 13

Posters - Large Format Printing

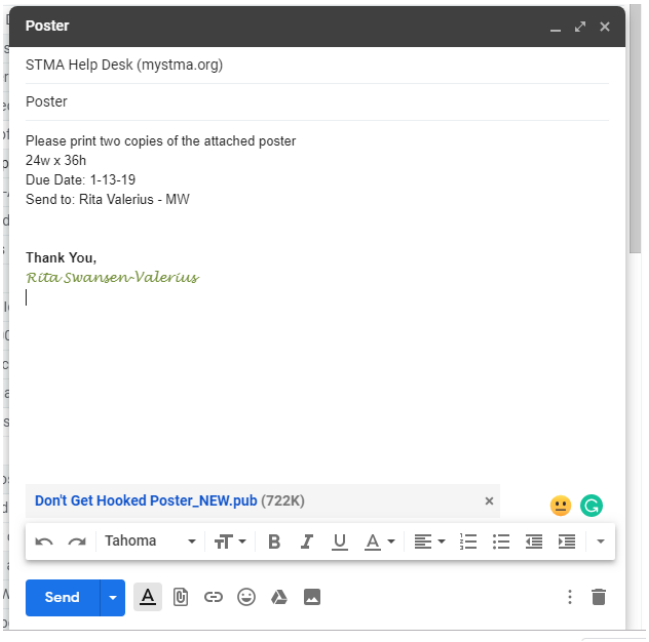
If you need something printed larger than 11x17, you will need to send that request to *helpdesk@mystma.org* with "***Poster***" in the subject line of the email. This will automatically create a Help Desk ticket for a poster request.

Check out the helpful hints on page 17 when working in Publisher!

Poster From PDF



1. The most convenient method to request a poster is to go directly to your HelpDesk Self Service ticketing and click on ***"I want a poster made"***
2. In the ***Service Request*** form you can fill out the needed information and click on ***Submit***. This will automatically create a Help Desk ticket for a poster request
3. You can also request a poster via email to the Help Desk by sending a PDF to be made into a poster. In the email, please include the following information:
   - Subject line of email: "**Poster**"
   - Quantity of each page
   - Size you would like the poster to be in inches (i.e. 24wx36h)
   - List a due date of when you will need your poster. Please allow one week for turn around time.
   - List the person and building location of where the poster should be sent



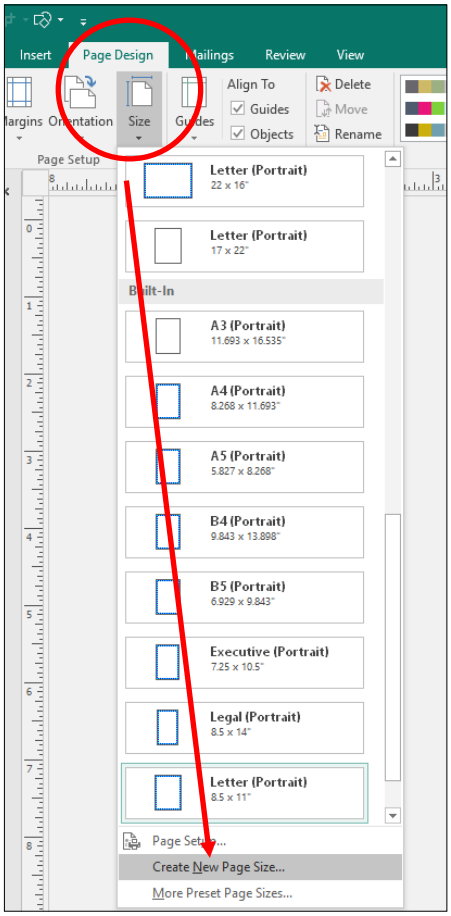
LAMINATING: We do not laminate the posters. This needs to be done within your building. Please check with your front office staff on this process and how large of a poster can be ran through the laminator.

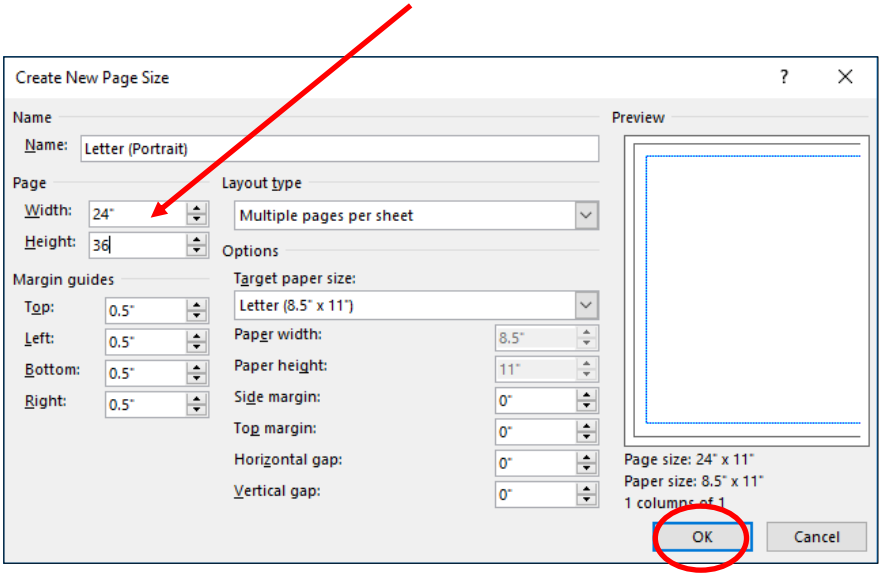
EDITING THE POSTER: We do not edit the posters. Please be sure your poster is as you need it printed. (check out helpful hints on page 17)

- ***DO NOT*** make the following requests in the email:
  - ◊ Print the same size as last time (We don't keep record of that)
  - ◊ Print "poster size" (posters come in many sizes)
  - ◊ Print to fit a display case (this could be many different sizes)

Creating a Poster from Publisher

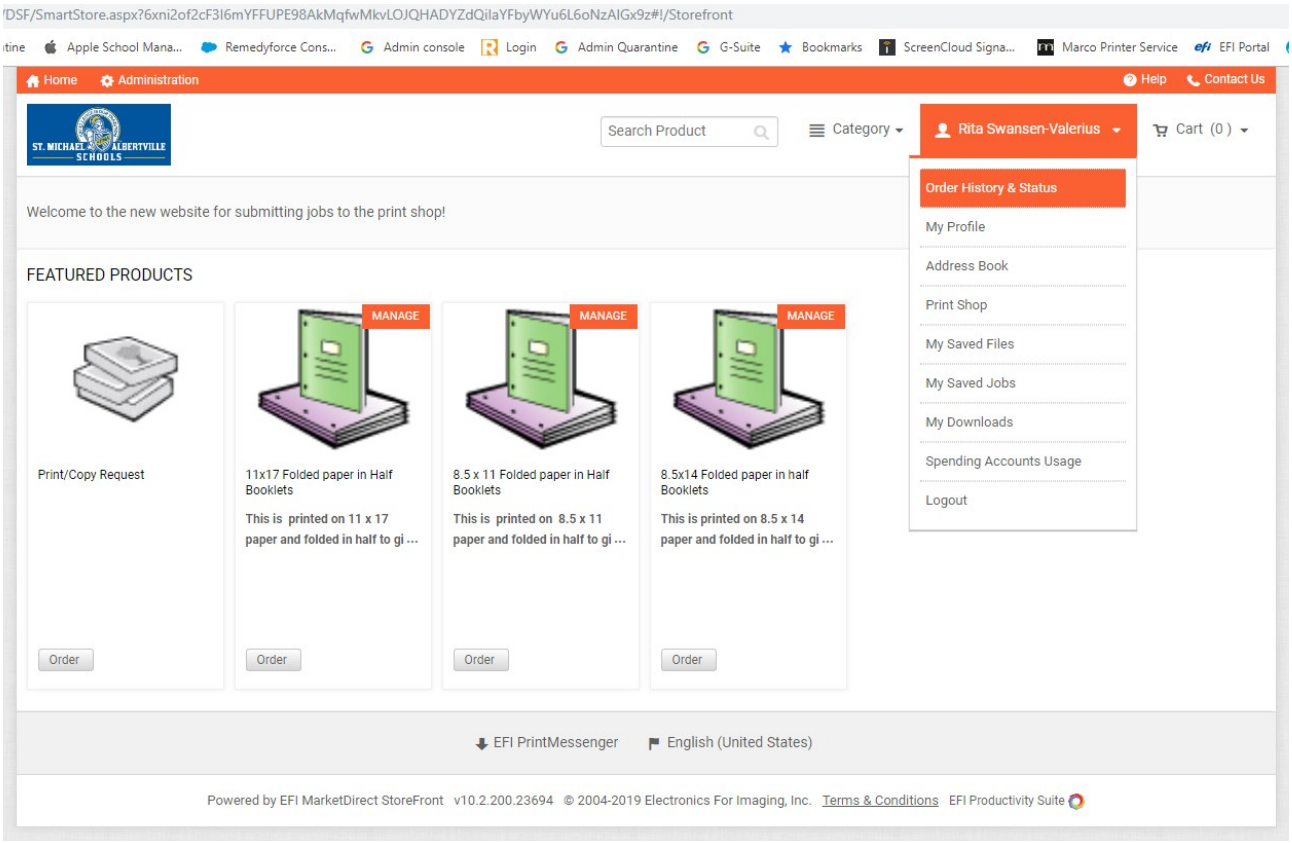
1. If you are creating a poster in Publisher, please start by creating the poster size page. You can do this by clicking on the ***Page Design*** tab then clicking on ***Size*** and then ***Create New Page Size***
2. So if you want your poster to be 24” wide x 36” in height, then you can make it that size right here, click ***okay***.
3. Now you can create the poster to the size you will have printed.





Checking Order History and Status in DSF

1. When logged into Digital Storefront, you can easily check your order history and status.
2. In the top right hand corner, click on the drop-down arrow next to your name .
3. Scroll down to ***Order History and Status***.



4. Now you will see your order history