

TOWSON UNIVERSITY PRINTING SERVICES

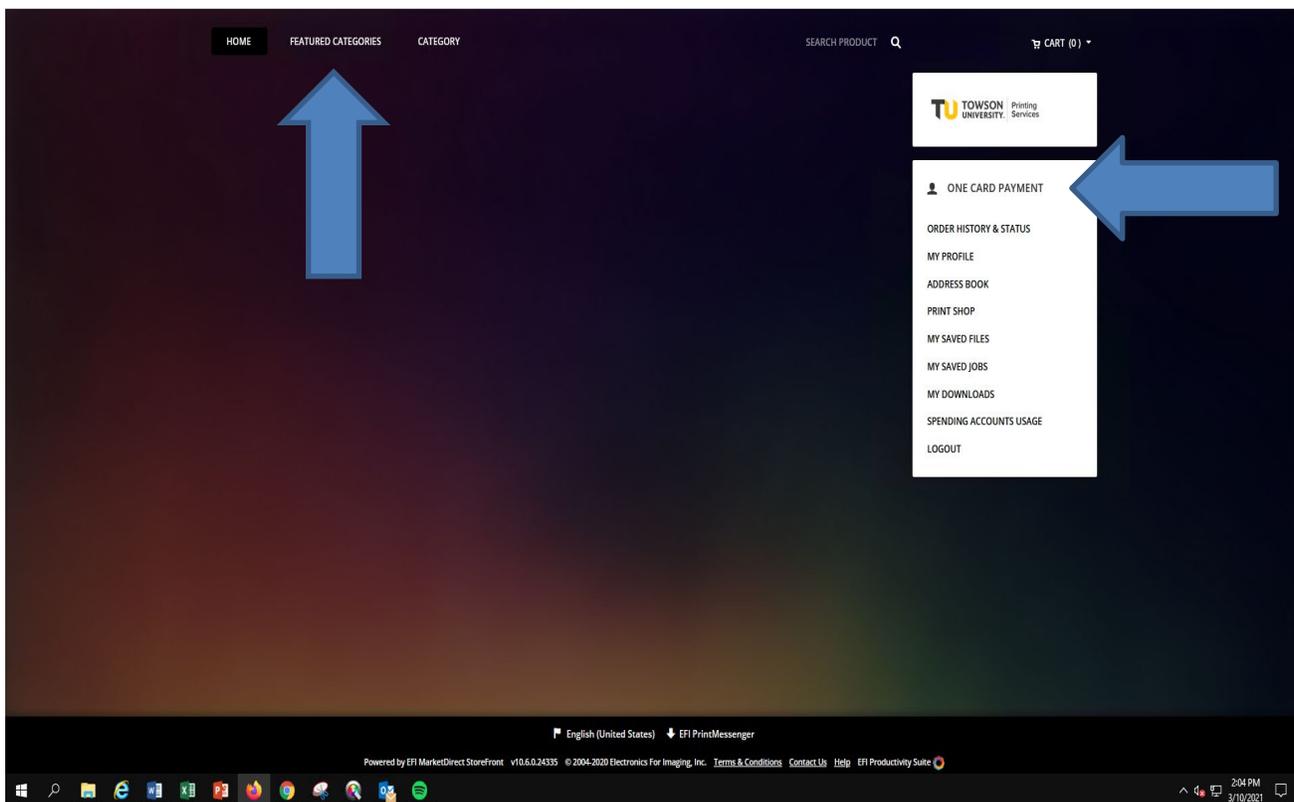
ON-LINE WORK REQUEST GUIDE FOR STANDARD COPIES & PRINTS

- Printing Services Web-to-Print on-line ordering system:
<http://printcenter1.towson.edu/DSF>

Add this web site to “favorites”. (Note that Google Chrome or Firefox is the preferred web browser)

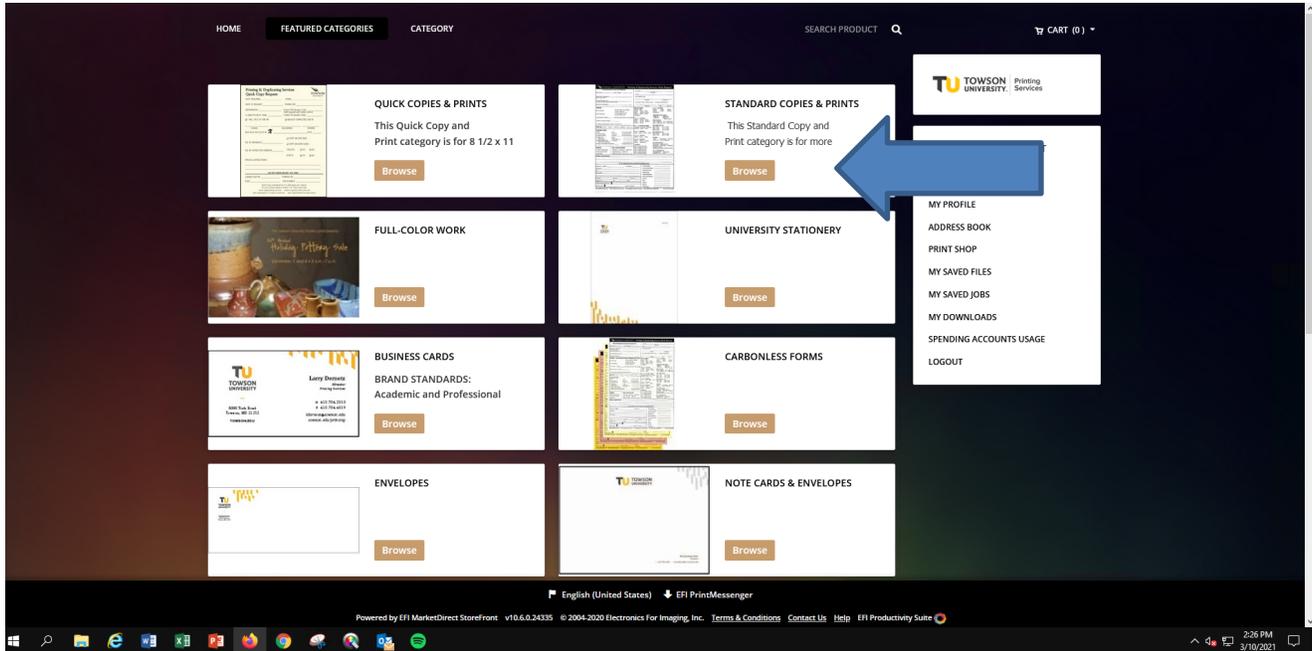
You will need to “Register” into the system. Select the “Register” link. There will be a few registering fields to fill out. Note that the user name and password are independent from the University’s system. When prompted to select the print shop nearest you – select “Main Print Center” unless most of your faculty and staff work is completed by our satellite center “Copies Plus”. Registering is a one-time event.

- Once registered, if you log in successfully you will see your account name on the right-hand side menu.
- To get started, from the top bar menu, select “Featured Categories”.

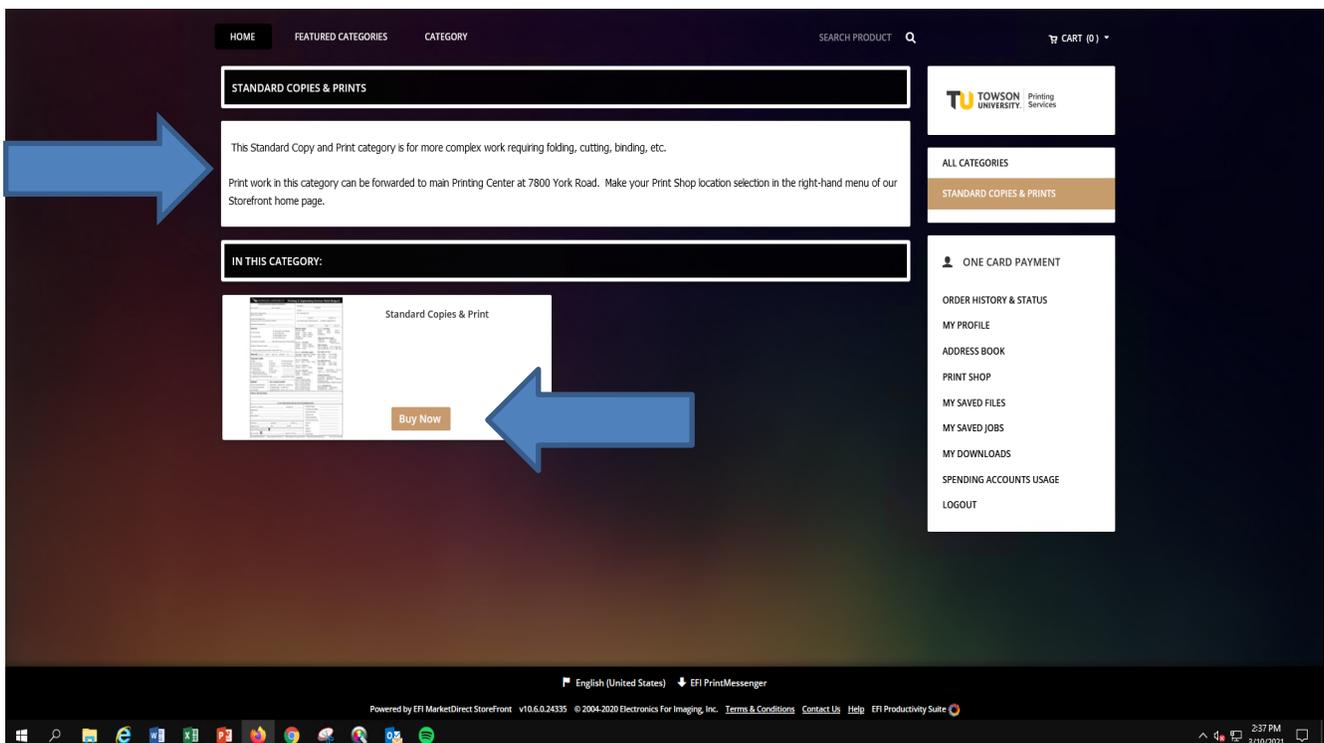


JOB SUBMISSION EXAMPLE

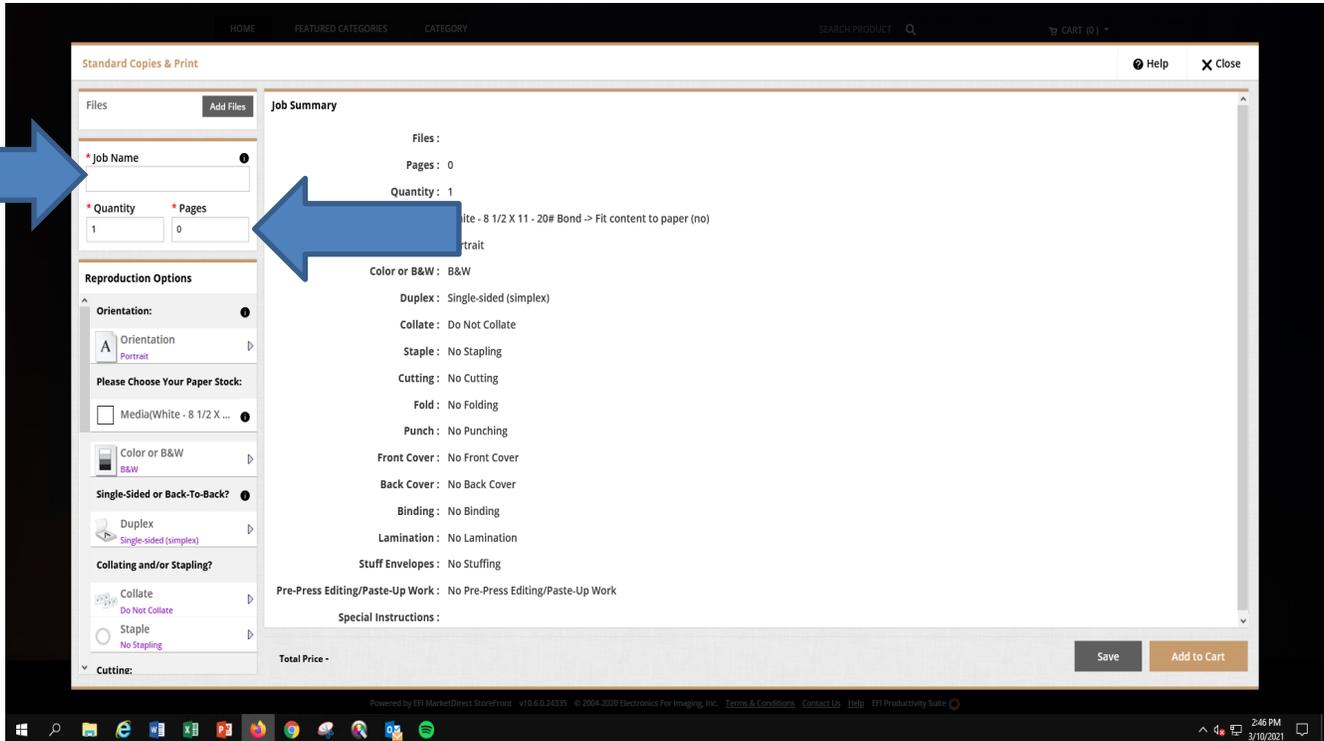
- From the menu, you may select the type of job you will be submitting. Most jobs will fall under the “Quick Copies & Print” categories for basic jobs; or “Standard Copies & Prints” for slightly more detailed jobs. Select the “Full-Color Work” browse button if your job requires any full-color printing.
- To proceed with our example, select the browse button for “Standard Copies & Prints” from the menu.



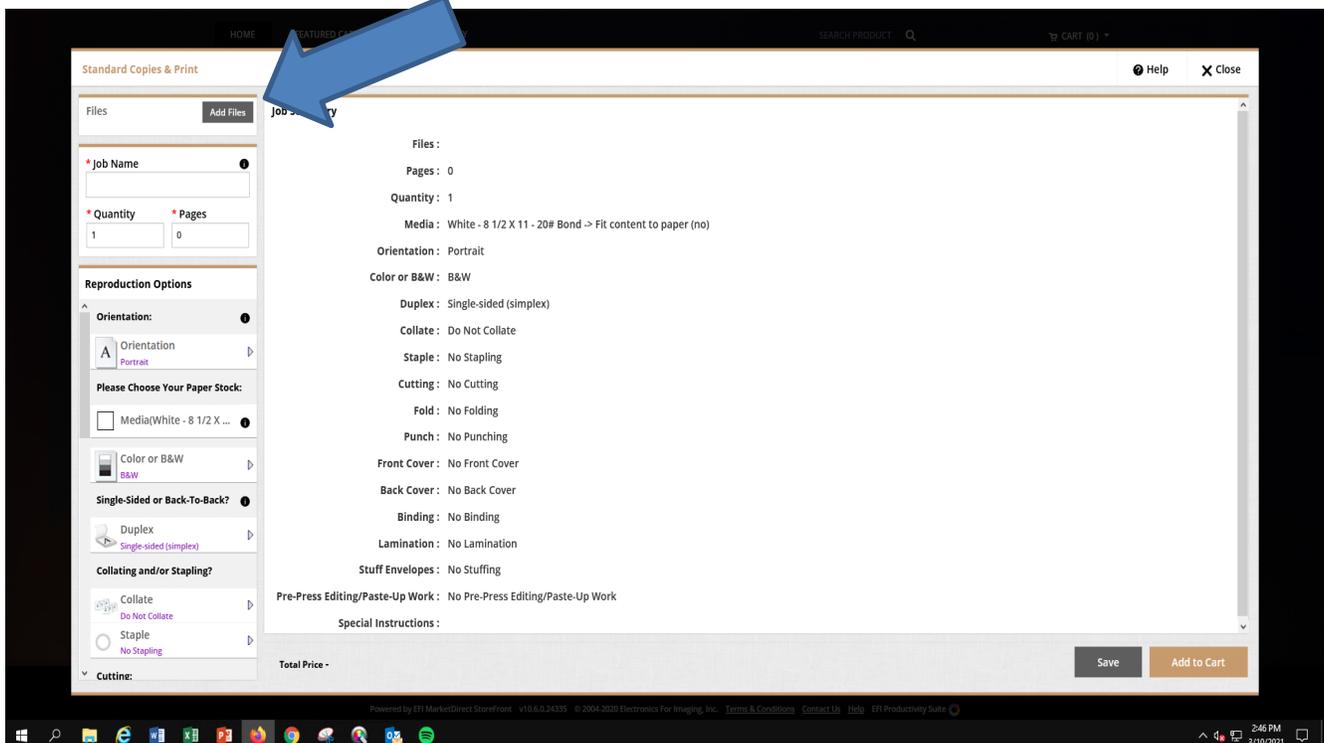
- Read the helpful hints on the page.
- Select the “Buy Now” button.



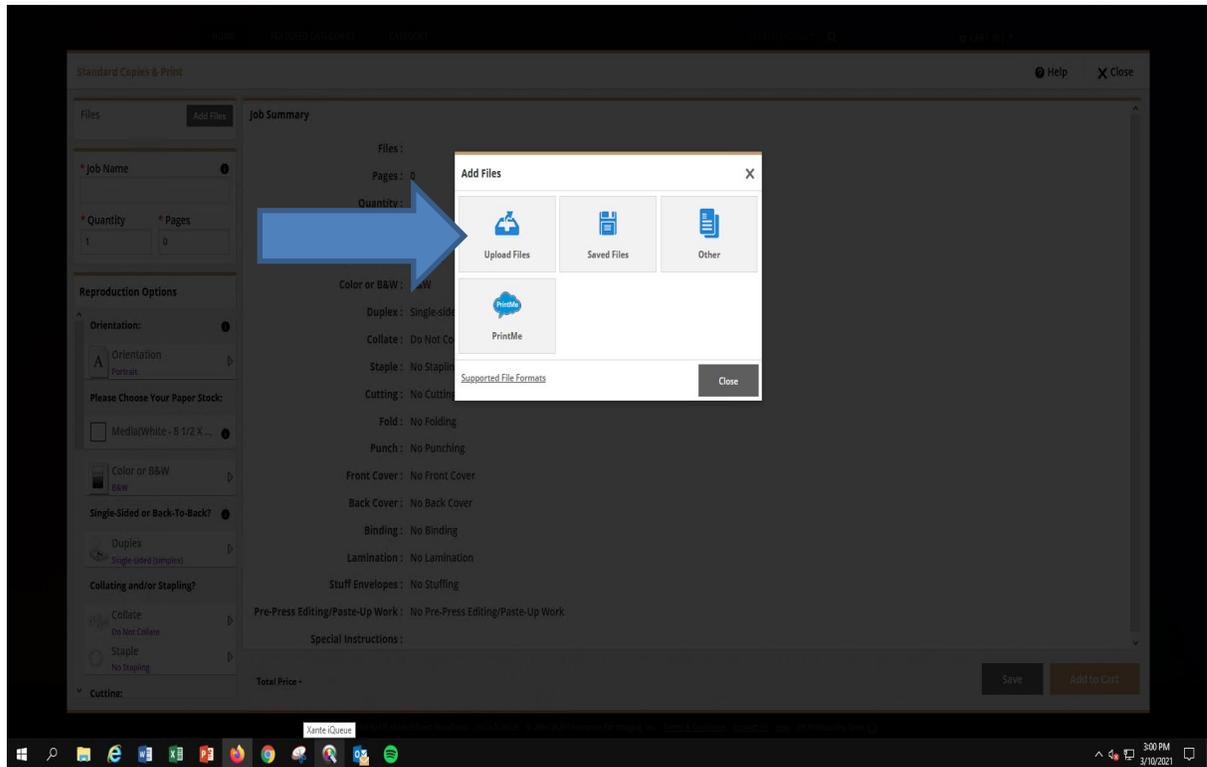
- This will bring you to the Order Page.
- Under “**Job Name**” give your work a title to identify it.
- Under “**Quantity**” select how many completed copies you want.
- For “**Pages**” change it from “0” to the number of pages in your document. If your document is back-to-back, then that is considered 2 pages.



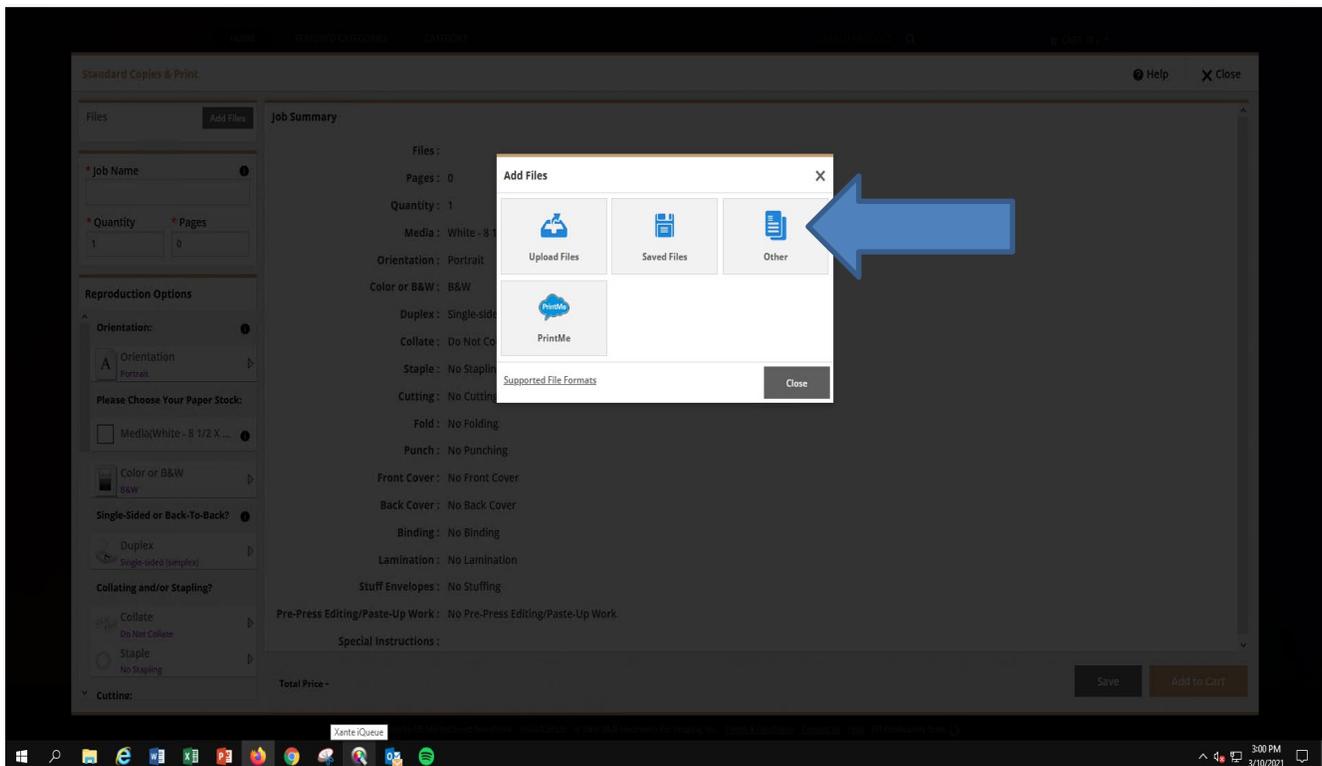
- Select “**Add Files**”.



- Select the **“Upload Files”** button if you are uploading an electronic file to us from your hard drive. Uploading a file from your hard drive is the preferred method and will expedite your order.

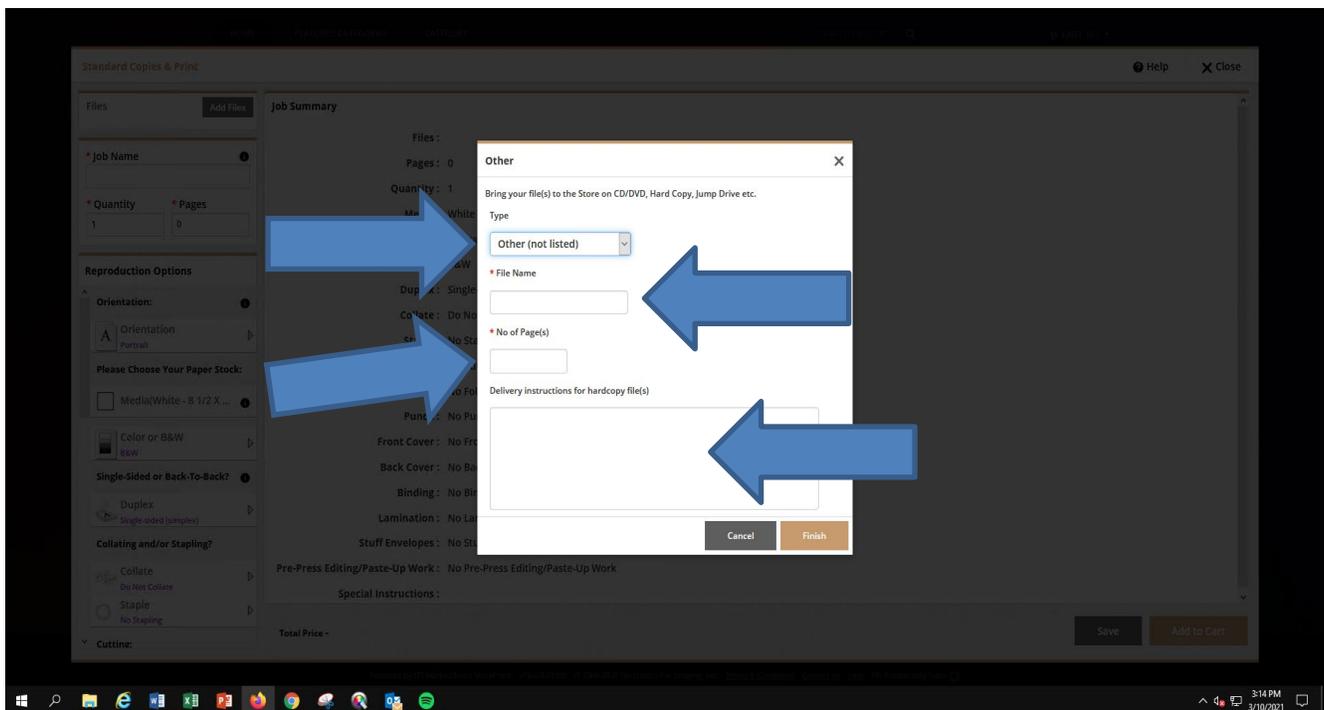


- Select the **“Other”** tab if you are sending us hardcopy to print/scan from.
- Also select the **“Other”** tab if your job is being designed by Creative Services or Art Services.

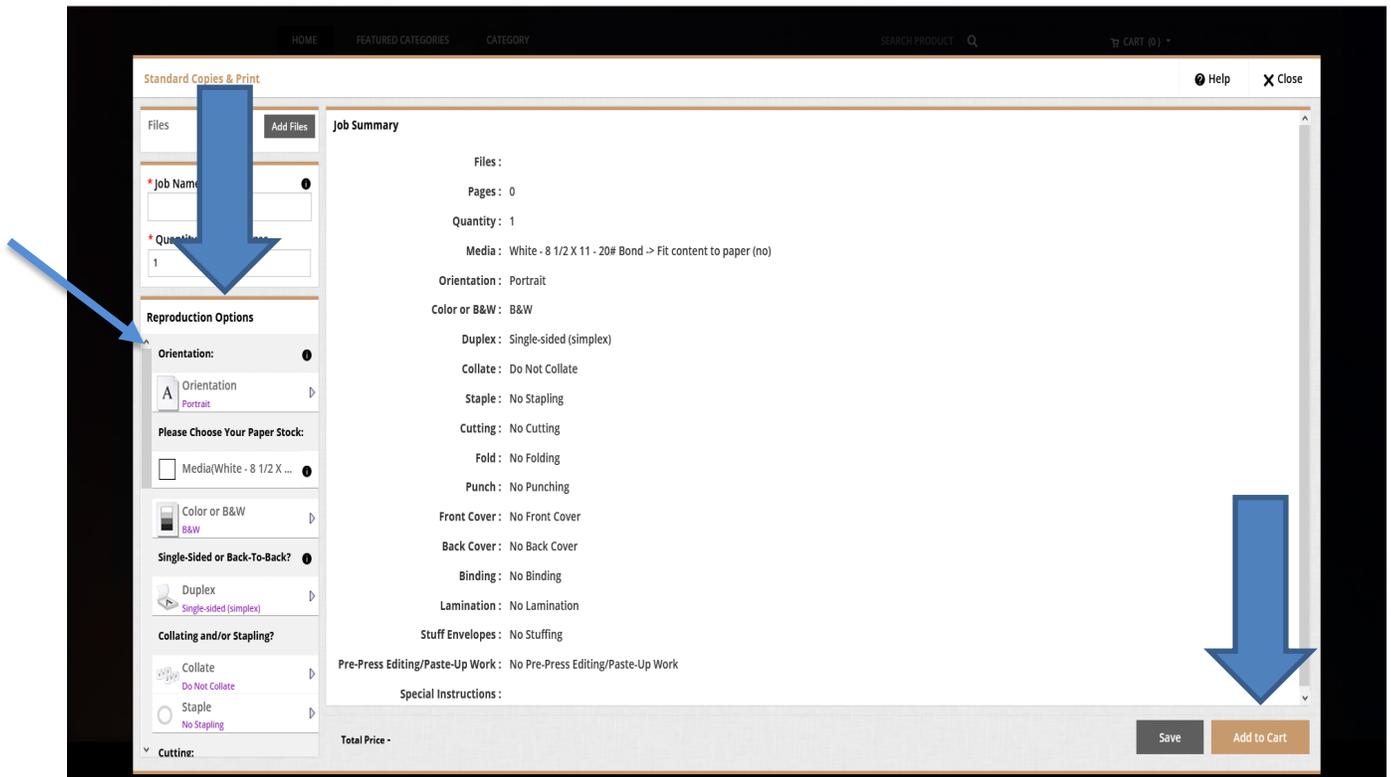


- If you are sending hardcopy to us:
 - Under “**Type**” select “**Other (not listed)**” from the drop-down menu.
 - Give it a “**File Name**”,a title to identify your work by.
 - Under “**No of Page(s)**”, put how many original pages are in your document. (a back-to-back document is considered to be “2 pages”).
 - Select the “**Finish**” button.

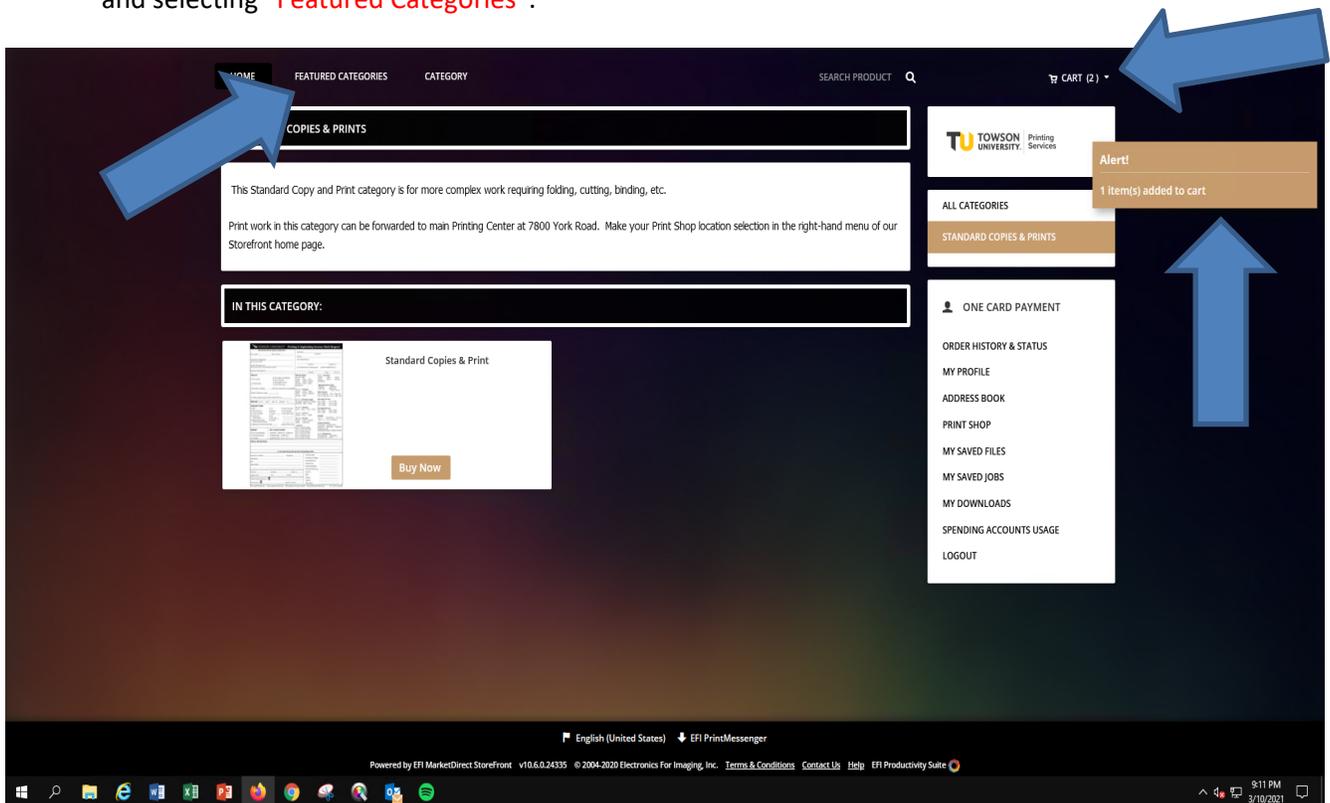
- If your file is being designed by Creative Services or Art Services:
 - Under “**Type**” select “**Other (not listed)**” from the drop-down menu.
 - For “**File Name**”, put the EXACT title of the file that Creative Services or Art Services designed for you so that we can retrieve it from our Shared Folder. NOTE: DO NOT UPLOAD TO US THE PDF FILE THAT CREATIVE SERVICES OR ART SERVICES MAY HAVE SENT TO YOU FOR PROOFING PURPOSES. THE DESIGNER WILL AUTOMATICALLY SEND US YOUR HIGH-RESOLUTION NATIVE INDESIGN FILE.
 - Under “**No of Page(s)**”, place how many original pages are in your document. (a back-to-back document is considered to be “2 pages”).
 - In the “**Delivery Instruction**” box, you can let us know whether Creative Services or Art Services will be sending us the file.
 - Select the “**Finish**” button.



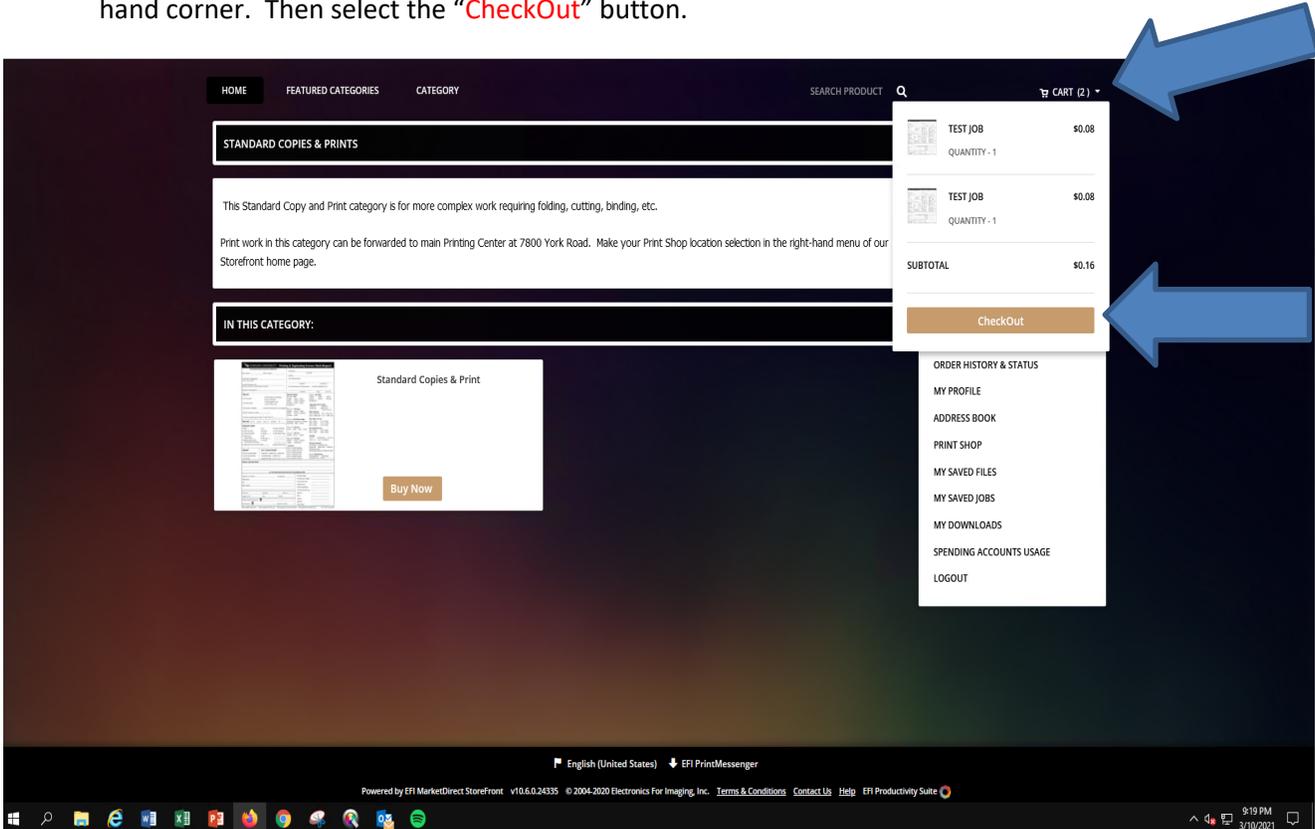
- Now you can let us know the specifications of your job by choosing the type of paper stock, finishing requirements, etc. by selecting the **“Reproduction Options”**. Note that this feature is on a left-hand scroll bar. Scroll down to see the others options.
- Review the job Summary and select **“Add to Cart”** from the bottom, right-hand corner of the screen.



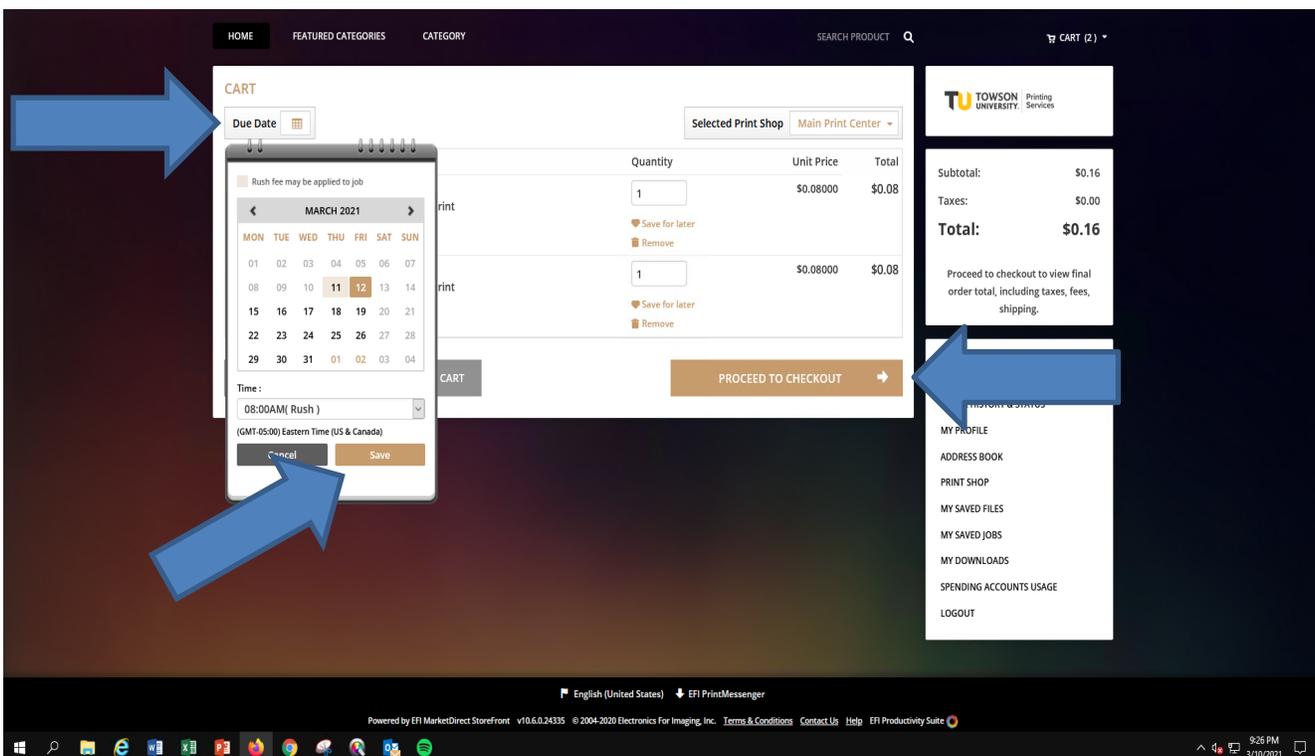
- In the upper right-hand corner, you will see that your print job has been added to your cart.
- You can continue shopping if you have more jobs to print by selecting the bar menu at the top again and selecting **“Featured Categories”**.



- When you are finished placing your orders, place your cursor over the “Cart” button in the upper right-hand corner. Then select the “CheckOut” button.



- Select the “Due Date” button.
- Select a due date and select the “Save” button.
- Then “Proceed To Checkout”.



- Your delivery information will have already been populated when you registered. If you would prefer to pick up your job, you can change the drop-down from “Courier” to “Customer Pick-Up”.

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment:
Courier

ADDRESS
[Add from Address Book](#)

* First Name:
One

* Last Name:
Card Payment

* Room #:
001

Department Name:
Printing Services

* Building:
7800 York Road

Country:
United States

* State/Province/Region:
MD - Maryland

Zip/Postal Code:
21252

Products

Test Job
Item Name: Standard Copies & Print
Qty Unit Price Total
1 \$0.08000 \$0.08

Test Job
Item Name: Standard Copies & Print
Qty Unit Price Total
1 \$0.08000 \$0.08

Subtotal: \$0.16
Fee: \$0.00
Taxes: \$0.00
Total: \$0.16

ONE CARD PAYMENT

ORDER HISTORY & STATUS
MY PROFILE
ADDRESS BOOK
PRINT SHOP
MY SAVED FILES
MY SAVED JOBS

- If you scroll down, you will see the box where you can place special delivery instructions.
- If everything looks good on your order, select the “Proceed to Payment” button.

United States

* State/Province/Region:
MD - Maryland

Zip/Postal Code:
21252

* Phone Number 1:
410-704-2010

Company:
One Card

* Email:
tuprintservices@gmail.com

Delivery Instructions

Save to My Address Book

Save Cancel

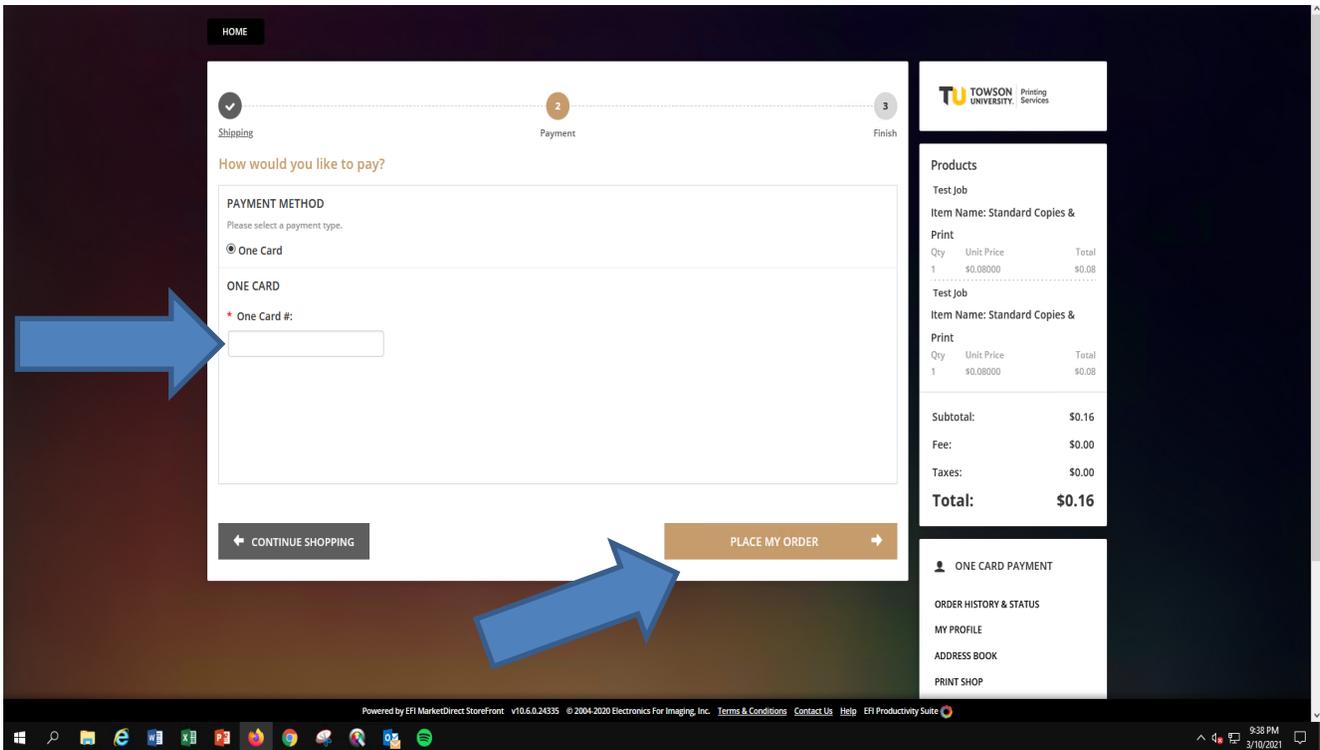
You must click save to proceed with checkout.

Add Another Recipient

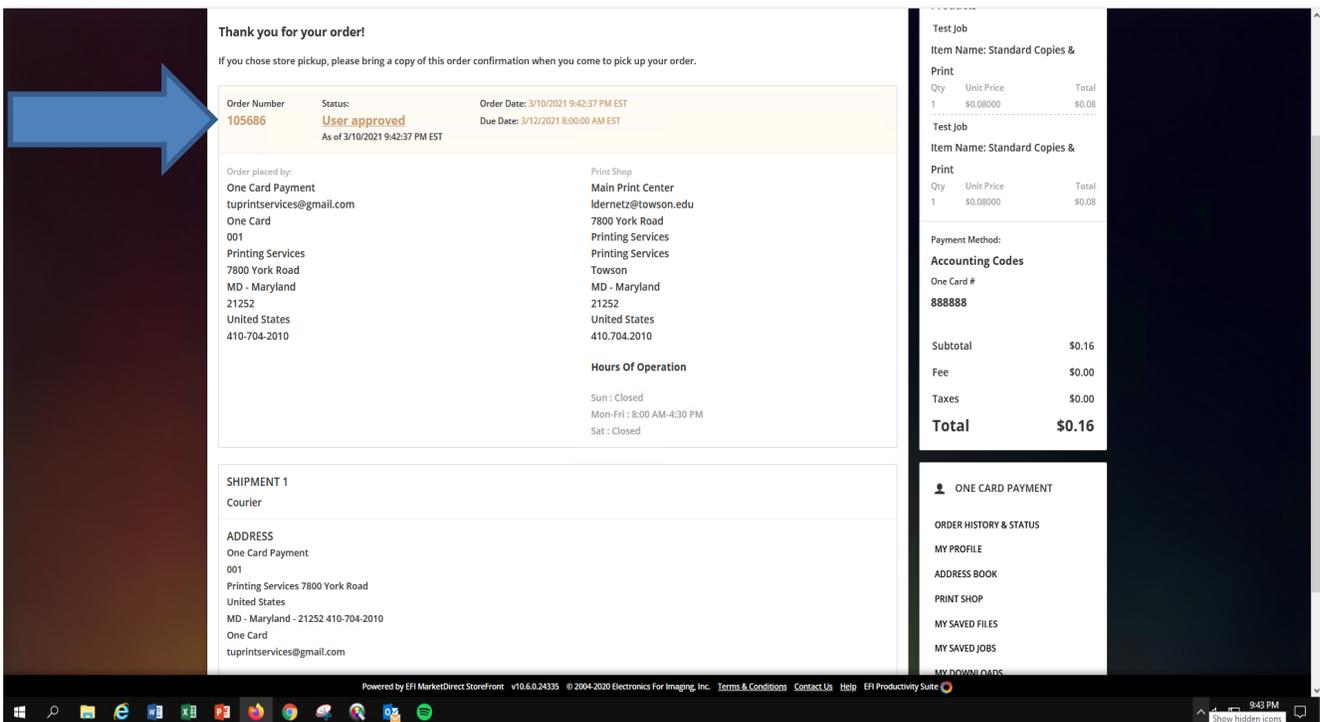
CONTINUE SHOPPING PROCEED TO PAYMENT

ORDER HISTORY & STATUS
MY PROFILE
ADDRESS BOOK
PRINT SHOP
MY SAVED FILES
MY SAVED JOBS
MY DOWNLOADS
SPENDING ACCOUNTS USAGE
LOGOUT

- Put in your **5-Digit Department Code** or **7- Digit Grant Code** that this will be billed to in the box.
- Select **“Place My Order”**.



- You will be forwarded to your **Confirmation Page** with an assigned **Order Number**. You will also receive an automated email confirming your order.



- **IMPORTANT!!!:** If you have a print rush job, place the order on-line and send a follow-up email to cconjar@towson.edu and carbon cpenny@towson.edu Note in your email that you require a faster turn-around time than normal.

FEEL FREE TO CONTACT PRINTING SERVICES AT 410-704-2010 WITH ANY QUESTIONS.