

# Digital Storefront

Welcome to Digital Storefront. This new product is being introduced by the UC Copy Center and will allow users to send all of their print jobs electronically as well as being automatically priced at the time of submittal. It will no longer be necessary to write out your requests on the triplicate forms, you will be completing the ticket online as you process your request. This system will also allow the Copy Center to have all jobs in an electronic queue so they can more efficiently schedule their time and the use of their equipment.

Please plan ahead. This system requires a minimum of 48 hours advance notice so the Copy Center can give the proper attention to each printing job that comes in.

Before you begin, please see “First Time User” instructions attached.

Go to log in screen either through “Send to Copy Center” or <http://printcenter.utica.edu/DSF>

## Login

### To Place an Order:

Go to the “Print Services” tab. Select one of the options available. We will go through each option.

### Copies:

This is for basic duplications for single or double sided printing, color or B&W, collation and stapling.

Note for any icon you should select: **Learn More** to get a more detailed description of that icon.

Click “Begin”



## Print Services

The screenshot shows a web interface for 'PRINT SERVICES COPIES>'. In the top right corner, there is a 'Quantity:' label followed by an orange input field. On the left side, there is a sidebar with a 'File(s)' icon and a list of options: Paper, Color, Cutting, Duplex, Folding, Punching, Stapling, and Notes. Below this list is a 'My Selections:' section with a list of selected options: 0 files selected, US Letter, White, US Letter, Bond (20 pound)/ 75 gsm, and B&W. The main content area has three tabs: 'Upload Digital' (selected), 'Offline Material', and 'Saved Files(2)'. Below the tabs is a blue shaded box titled 'Files Upload'. Inside this box, there is a text area with the instruction: 'Click the Browse button to select a file from your computer and then click the Upload button to begin uploading it.' Below this is a label 'Attach File:' followed by a text input field and a 'Browse...' button. There are two checkboxes: 'Save this file to use again later' and 'Leave in original format (only transfer file)'. At the bottom of the box, there is a note: '\*All files will expire after 90 days' and an 'Upload' button.

In the upper right corner of the page is “Quantity” in an orange block. Enter the quantity of sets that you want here.

In the center of the page in the blue shaded box you need to upload your file for your copies. Use the “Browse” button to find the file you want on your computer and once you locate it, click “upload”. If this is a file you will use more than once you can check the box “Save this box to use again later”. The other checkbox “Leave in original format (only transfer file)” **Do not check this box.**

**NOTE: IF you do not use the “send to copy center” print option which converts your file to .pdf, then files to be uploaded must be saved in .pdf format. Microsoft 2007 has pdf conversion capability. If you do not have this option for Microsoft 2007, please call the help desk at x3115.** Digital Storefront does not recognize Microsoft 2007 unless it is in .pdf format.

Note: “Offline Material” This is not recommended. If for some reason you cannot upload the file, please call the Copy Center for assistance.

Now you have your file uploaded, go to the left hand side menu. You need to go through each one and make your selection. You've done "file" so click on "paper". This will bring up the available papers for you to choose from. US letter White is the default paper. You can scroll down through all the choices or you can narrow your search with the drop down boxes under the word "view". You can narrow your choices by color, size or weight.

As you are making your selections they will appear on the summary in the left margin under "My Selections".

Now go to the next item which is "Color". Black and White (B&W) is defaulted but you can select the color copier if you would like.

Cutting: You can have your copies cut. No cutting is the default.

Duplex: In order to save paper for our recycling efforts we have defaulted duplex copies, ie the pages will be printed on both sides of the paper. If for some reason you need pages only on one side of the paper then click "Single Sided".

Folding: No folding is defaulted. If you need the paper folded, click on the appropriate fold.

Punching: No punching is defaulted. You can also select three hole punching of your pages.

Stapling: No stapling is defaulted. The other staple options are shown for your selection.

Notes: Please use this for any special instructions to the copy center.

Now click on the View Summary tab at the bottom of the page to continue.

This gives you the cost of your print job. You must give your job a title to continue.

If you approve this job, check mark the box "Final Approval".

Click "Add to Cart" to continue.

You can now choose "customer pickup" or "campus mail". You can also add your own instructions at this point for the copy center.

At this point you can "Checkout" or continue to add another print job.

You can choose a due date with the calendar. You cannot choose a due date less than 48hours from your submittal. This gives the Copy Center time to properly process your job. Click "Continue". If for some reason you need the product sooner than 48 hours, please put your request in "Notes" and the Copy Center will try to accommodate you to the best of their ability. Please keep in mind that the Copy Center can be much more efficient when they can schedule their work through this system.

Now you need to enter your copy center code. Your code is 6 digits long. You might be used to 2 or three digits, however the official code begins with 100\_ \_ \_ . If you use code 23 for example, you need to enter 100023. You will only be allowed to use the codes you have been assigned. If your code does not work for some reason, please call the copy center at X3145.

The next screen is the review and summary of your order. If it is what you want, then click "Place your order".

The last screen is your order number. Please refer to it if you have any questions regarding this order.

### Brochure:

The "learn more" tab says: Order products which typically include a single printed page front and back which may require folding. Need separate files for front and back.

So, please note that you need the front in one file and the back in another file. You will be uploading two files for a two sided brochure.

Begin

Enter the quantity of brochures you need in the upper right orange block "Quantity".

If you look at the top tabs, there are two "Front" and "Back". The front tab is now open. So when you are uploading your file here, it is only for the front of your brochure. You will do the back after the front is completed. Go to browse, find your file and upload.

Again, click "Save to use this file again" before you upload if you want to save this file.

Go through the selections on the left menu: Paper, Color, Folding and Notes choosing the option you want for each.

Now go to the "Back" tab to upload the text etc. that will printed on the other side of the brochure. Add any notes you need to. There is no selection for paper, color or folding because you already selected those on the "Front" tab.

Follow the steps as above under "Copies" to review and place your order.

### Bulk Paper:

The "learn more" tab says: Must order by units of reams. Please note, there are 10 reams per standard case of letter and legal size paper, there are 5 reams in a case of 11x17 paper. For colored paper requests, please put in "Notes" what color you want.

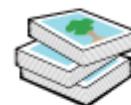


#### Brochure

Brochure

[Learn More](#)

Begin



#### Bulk Paper

Paper in bulk  
(ream) quantities

[Learn More](#)

Begin

Begin

Enter quantity of **Reams** of paper that you want.

Click on the type of paper that you want. You must put in "Notes" the color paper that you want if other than white. For a full list of colors available, go to Copies and click on "Paper".

Follow the steps to review and place your order. Please note that if you select "campus mail" for the Pickup Location, the Copy Center will deliver the paper to your office.

## Pads

Create glued pads with cardboard backing.

Begin

Enter quantity of the total number of pads you want in the orange block at the upper right side of the page.

File. Upload file. This should be only a single page file.

Select paper then color or B&W copies.

Cutting. You can have one, two, three or four sheets from each single page by selecting, no cutting, cut in half, thirds or quarters. There will be a full image on each sheet no matter which option you choose.

Padding. You can choose either pads in sheets of 10 or 50.

Notes. Add any notes here.

Follow the steps to review and place your order.

## Book

The "learn more" tab says: Made up of two parts, front /back cover and content. Upload files for front and back cover on first tab. If the back cover is blank please let us know in "notes".

You must have two separate files to upload to create your book.

Quantity. Enter the quantity of the total number of books that you want printed in the upper right orange block.

At the top, please note you are at the "Front/Back Cover" tab. All your selections here only pertain to the front and back covers.



### Pads

Create glued pads  
with cardboard  
backing  
[Learn More](#)

Begin



### Book

Content with  
front/back covers  
[Learn More](#)

Begin

Binding. At the top of the page above the top tabs there is an icon for a book that has a drop down box that is defaulted to “Heat Binding”. If you want plastic comb or saddle stitch binding select from the drop down box.

File. Upload your file for the cover. It should be a single page file only.

Paper. Select the paper you want. For example you might want “Index Blue” for the heavier stock paper in Blue.

Notes. Add any additional notes to the Copy Center here. \*If your back cover is blank please put it in notes

Content. Click on the middle tab on top to make selections for the book content.

File. Upload the file which contains the multi-page content.

Paper. Select the paper you want for the content.

Tabs. It is defaulted to “none” but if you need tabs just click on the number of tabs you need in the drop down box on the right under “how many do you need”. In the next drop down box “choose a style” you can select 5 across or 9 across. It defaults to 5 across so if you are not sure, just leave it as the default.

Label and description. This is very important to identify each tab and what it should say and where in the book it should be placed. Identify all tabs here. For example I need three tabs. In this description area I would write: “Insert tab 1 before page 2 and label tab FISCAL YEAR 07, insert tab 2 before page 15 and label tab FISCAL YEAR 06, insert tab 3 before page 28 and label tab FISCAL YEAR 05 etc.

Color. Select black & white or color printing.

Duplex. Select single sided or double sided printing. Duplex is defaulted.

Notes. Add notes as needed.

Follow the steps to review and complete your order.

## Booklet

The “Learn More” tab says: Order products which include multiple page documents. The booklet typically is printed with two side-by-side page images on each side of a sheet of paper. The printed sheets can then be stacked and folded along a central lateral fold between the side-by-side page images in the style of a folio or newspaper.



**Booklet**

Saddle-stitched  
booklet

[Learn More](#)

[Begin](#)

Begin

Quantity. Enter quantity of completed booklets you want in the upper right orange block.

File. Upload the file for the booklet.

Paper. Select the paper you want

Color. Select B&W or color printing.

Notes. Add any additional notes as necessary.

Follow the steps to review and complete your order.

## Binder

The “Learn More” tab says: Order products which will be inserted into a binder, the product can include a cover and a spine for insert into the binder cover.

Begin

Quantity. Enter quantity of completed sets you want in the upper right orange block.

File. There are two tabs, one for the cover and spine and one for the content. Upload file under the appropriate tab.

Cover:

Paper. Select the paper

Color. Select B&W or color printing.

Notes. Add any additional notes as necessary.

Content: Follow same steps as “Cover”.

Follow the steps to review and complete your order.

