



# How to Order: Half Sheet Booklet

Step by step guide to placing an order



<http://pusd.myprintdesk.net/DSF>

## RECOMMENDATIONS

Page Count – 20-190 pages (no less than 20 pages)

Booklet Media Options - Variety of copy paper colors

### Supported File Types for Import

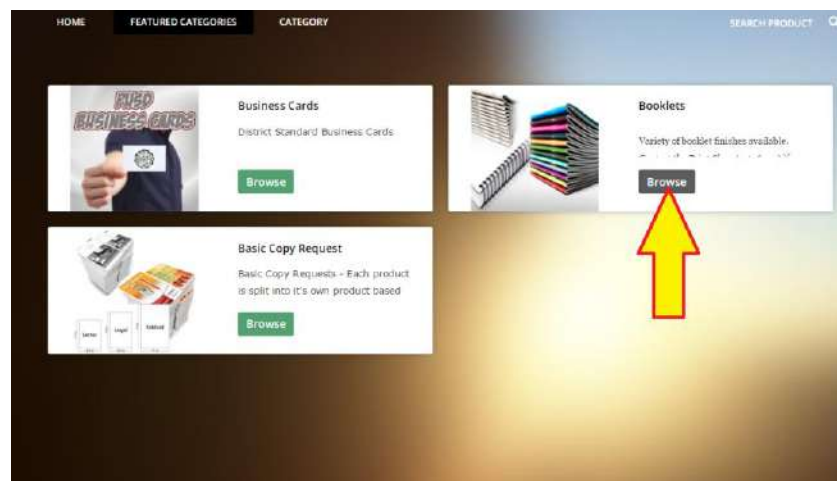
Extension	File Type
ai	Illustrator File
bmp	Bitmap
cpy	Adobe PDF
doc	Microsoft Word Document
docx	Microsoft Word Document
eps	Encapsulated PostScript
epub	Electronic Publication
gif	Graphics Interchange Format
jpeg	Joint Photographics Experts Group Format
jpg	Joint Photographics Experts Group Format
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

## How to Order: Half Sheet Booklet

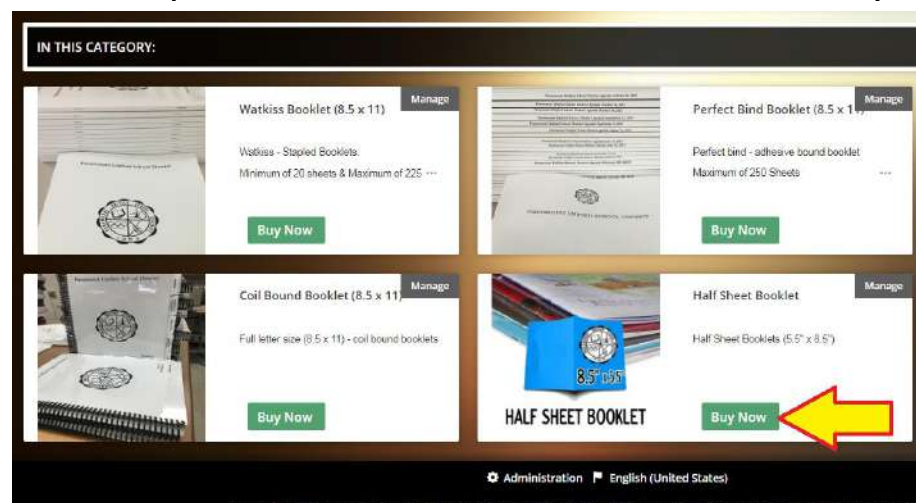
STEP 1 – Visit Print Shop Online website - <http://pusd.myprintdesk.net/dsf> and click on “Categories” or “Featured Categories” links at top of page, to find product categories.



STEP 2 – In the “Categories” page, click the “Browse” button to open the Booklets product category.

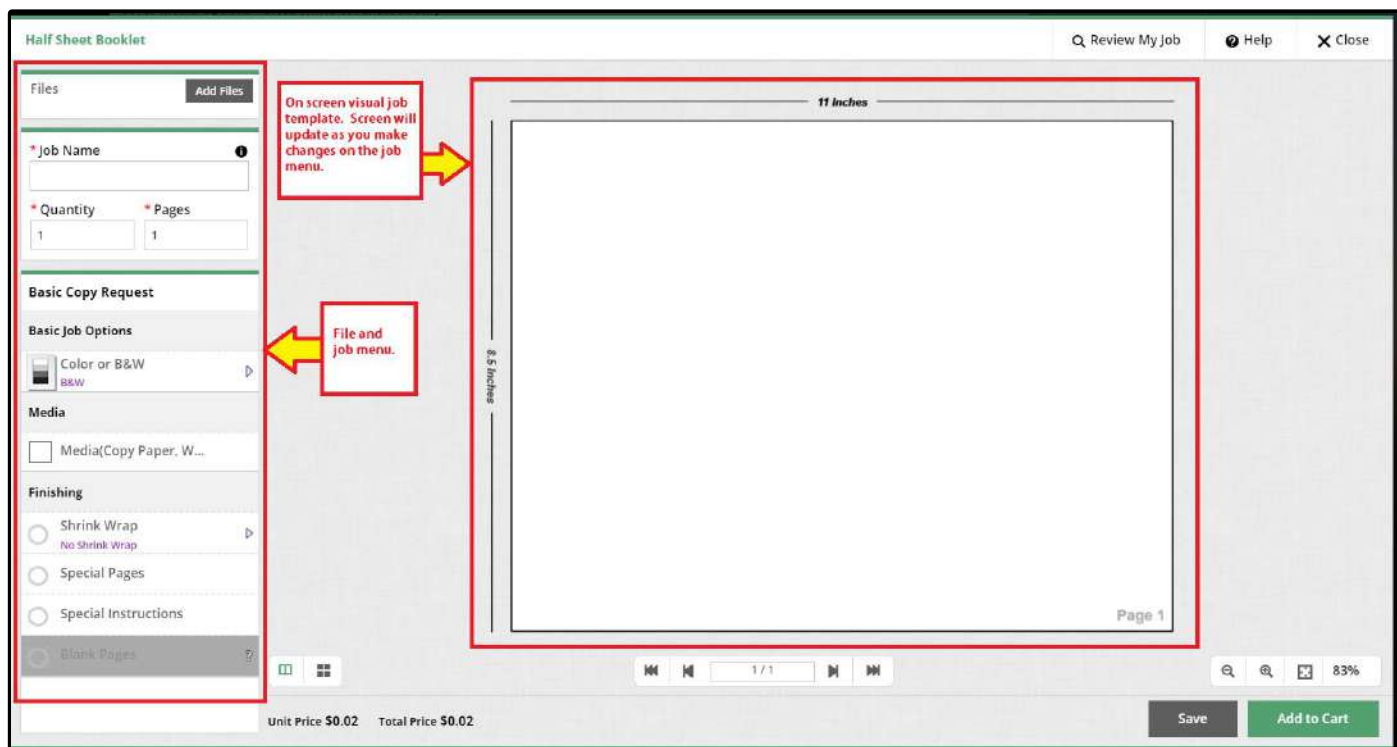


STEP 3 – In the Booklets product page, click the “Buy Now” button selection under the Half Sheet Booklet to open the Visual Product Builder to create your job.

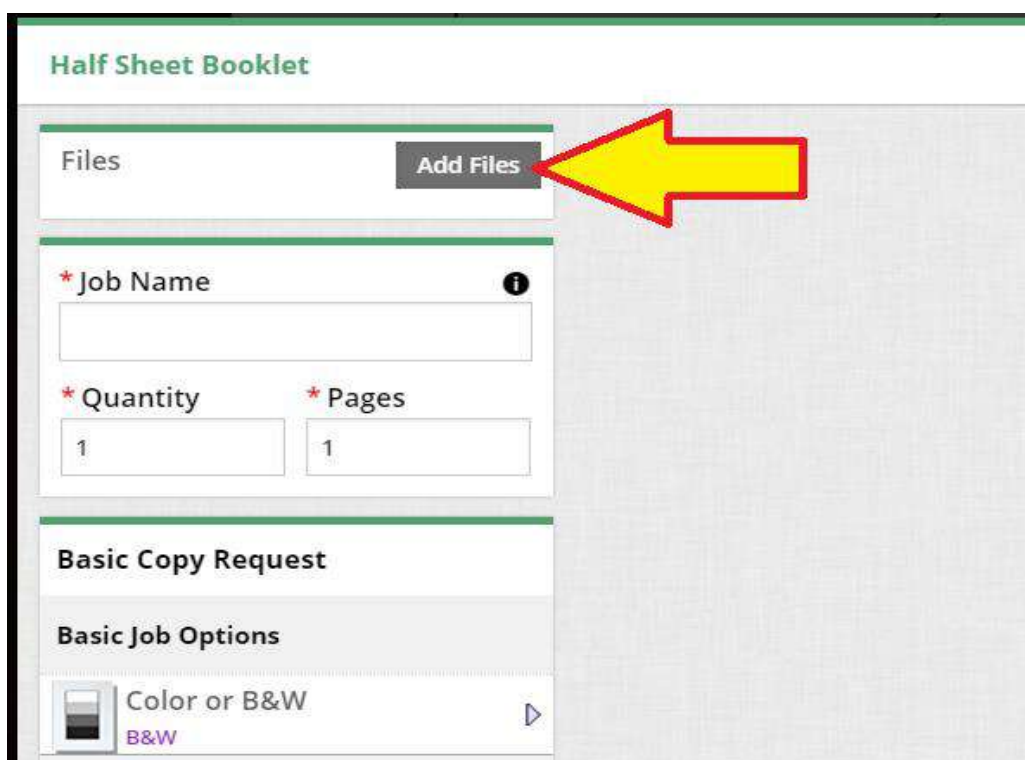


## How to Order: Half Sheet Booklet

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.



# How to Order: Half Sheet Booklet

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.

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

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

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.

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.

## Special Note

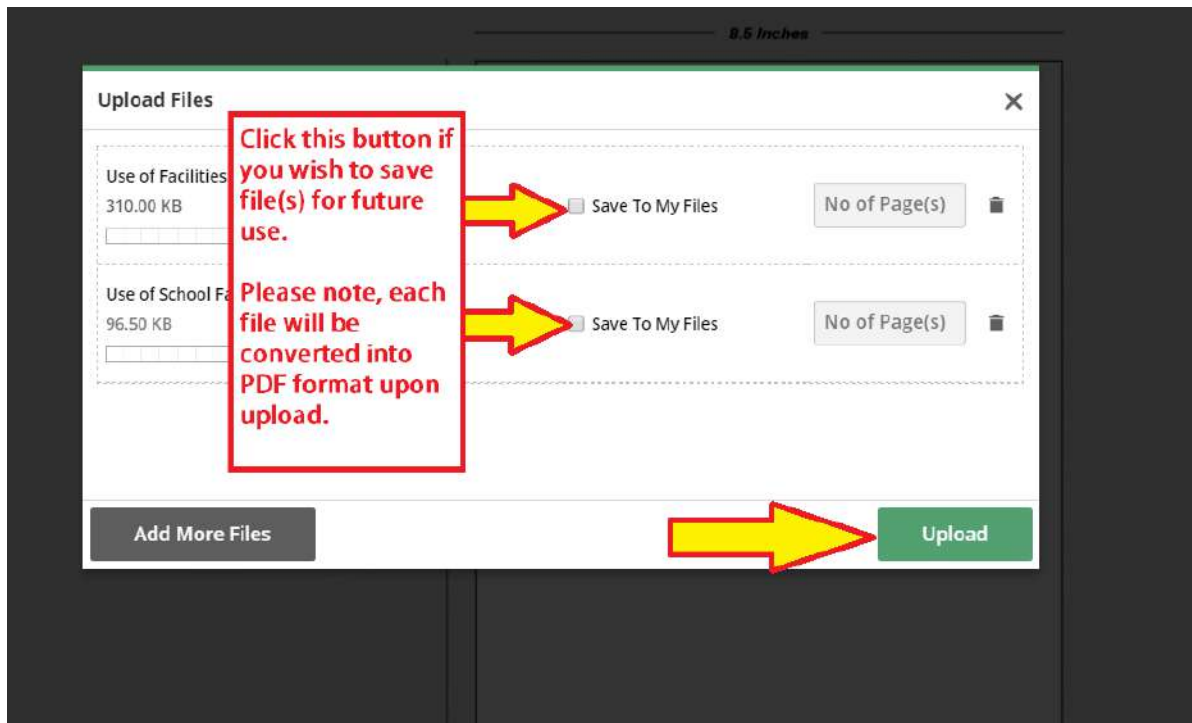
Due to the settings in the Digital Storefront software, this product will not allow you to actually view the finished product on the screen.

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.

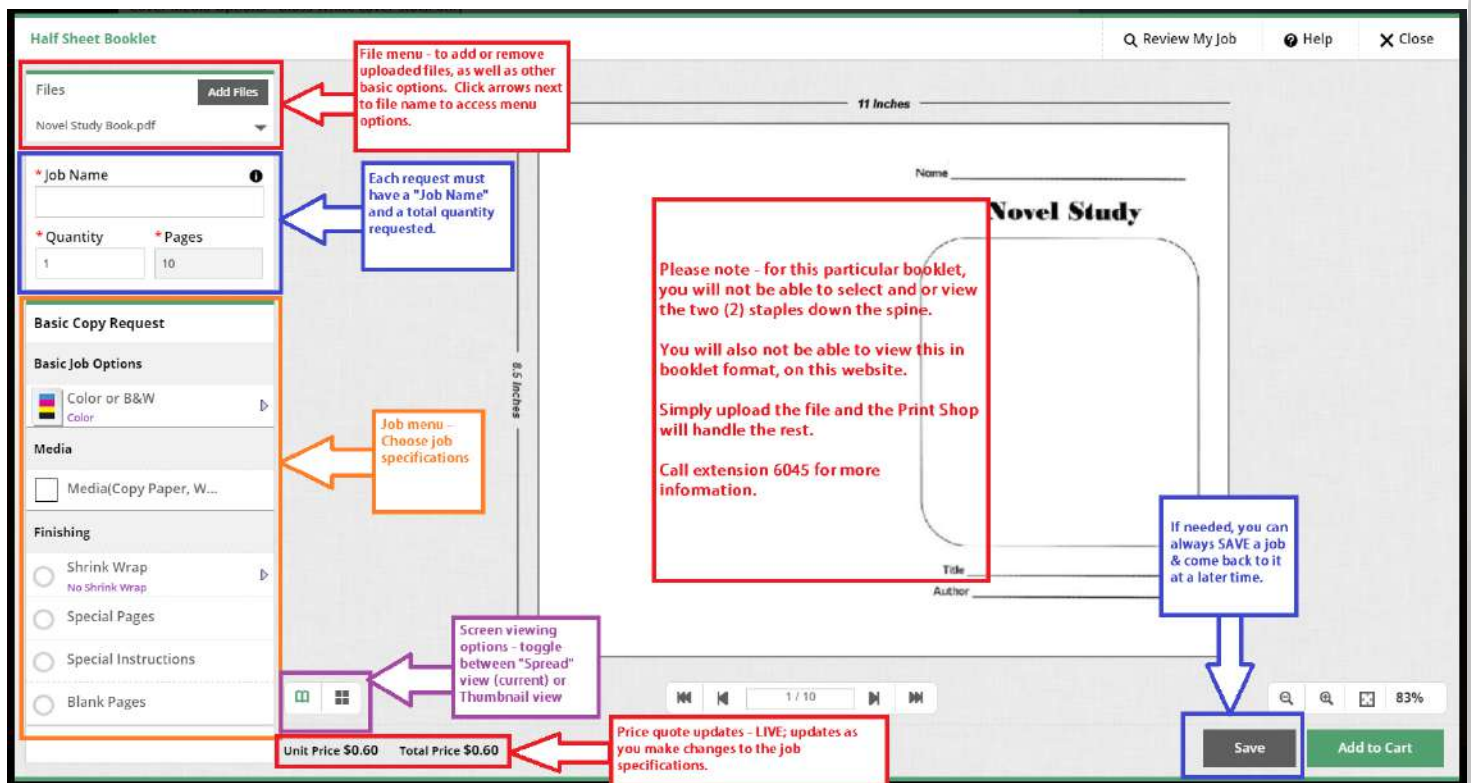
Contact the Print Shop (extension 6045) if you have any questions or concerns.

## How to Order: Half Sheet Booklet

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.



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



# How to Order: Half Sheet Booklet

## 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.

The screenshot shows a web interface for ordering a Half Sheet Booklet. The interface is divided into a sidebar on the left and a main preview area on the right. The sidebar contains the following sections:

- Files:** Shows the uploaded file "Novel Study Book.pdf" and an "Add Files" button.
- \* Job Name:** A text input field containing "Half Sheet Booklet Sample".
- \* Quantity:** A numeric input field set to "1".
- \* Pages:** A numeric input field set to "10".
- Basic Copy Request:** A section containing:
  - Basic Job Options:** A dropdown menu currently showing "Color or B&W". A red callout box points to this dropdown with the text "Color or B/W Printing".
  - Media:** A checkbox labeled "Media(Copy Paper, W...". A red callout box points to this checkbox with the text "Select media (paper) type from selections."
  - Finishing:** A section with radio buttons for "Shrink Wrap" (selected), "No Shrink Wrap", "Special Pages", "Special Instructions", and "Blank Pages". A red callout box points to the "Shrink Wrap" option with the text "Print shop has options to shrink up products for delivery/distribution."

The main preview area shows a landscape-oriented booklet template. At the top, it says "11 Inches". The template includes a "Name" field, the title "Novel Study", a large rounded rectangular area for an image, and "Title" and "Author" fields at the bottom. The page number "1 / 10" is visible at the bottom of the preview. The interface also includes a search bar, "Review My Job", "Help", and "Close" buttons at the top right, and "Save" and "Add to Cart" buttons at the bottom right. The unit price is \$0.19 and the total price is \$0.19.



# How to Order: Half Sheet Booklet

## 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.

Half Sheet Booklet

Review My Job Help Close

Files Add Files

Novel Study Book.pdf

\*Job Name Half Sheet Booklet Sample

\*Quantity 10 \*Pages 10

Basic Copy Request

Basic Job Options

Color or B&W B&W

Media Media(Copy Paper, Gr...

Finishing

Shrink Wrap No Shrink Wrap

Special Pages

Special Instructions

Blank Pages

11 Inches

8.5 Inches

Name

**Novel Study**

Title

Author

1 / 10

83%

Unit Price \$0.19 Total Price \$1.92

Save Add to Cart

Once all selections have been made and you are content with the layout and proof (on your screen), hit the 'Add to Cart' button. This will place the job in your shopping cart. You will need to go to the cart and checkout.

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.

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

I Agree

# How to Order: Half Sheet Booklet

## Inserting Blank Pages

**Half Sheet Booklet**

Files **Add Files**

Novel Study Book.pdf

\* Job Name **i**

Half Sheet Booklet Sample

\* Quantity **\*** Pages

10 10

**Basic Copy Request**

**Basic Job Options**

Color or B&W

Special Pages

Special Instructions

**Blank Pages**

Unit Price \$0.19 Total Price \$1.92

**You can also hit the Blank Pages button on the job menu. This will open an extra window for adding blank pages.**

**Insert Blank Before**

**Insert Blank After**

**Move to 'n' Page**

**Remove Page**

**Color or B&W**

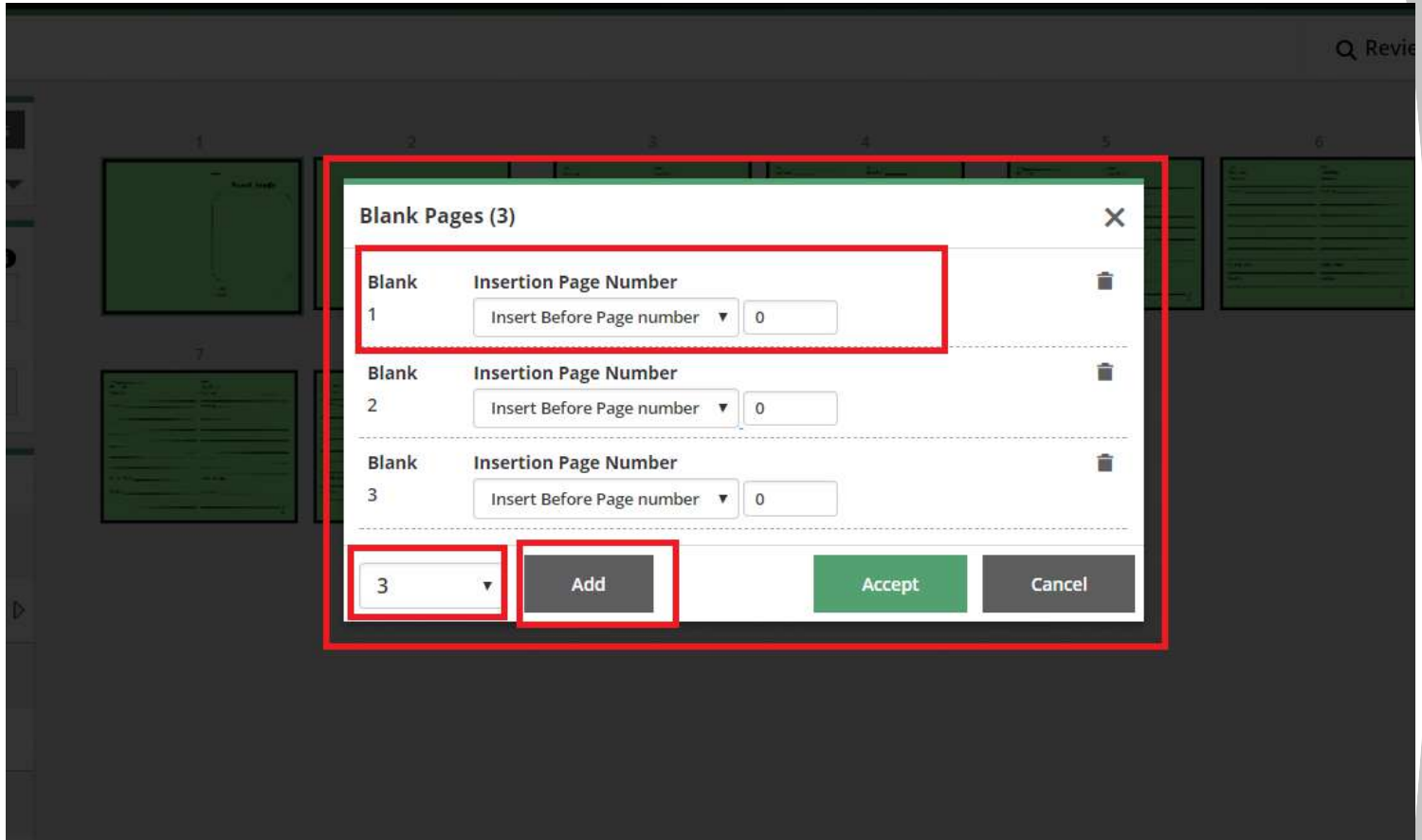
**Change Media of this page**

**A mouse right-click on a page within the Visual Product Builder screen will pull up the menu with special features.**

# How to Order: Half Sheet Booklet

## *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:

Julian Solis  
jsolis@paramount.k12.ca.us  
562-602-8088