



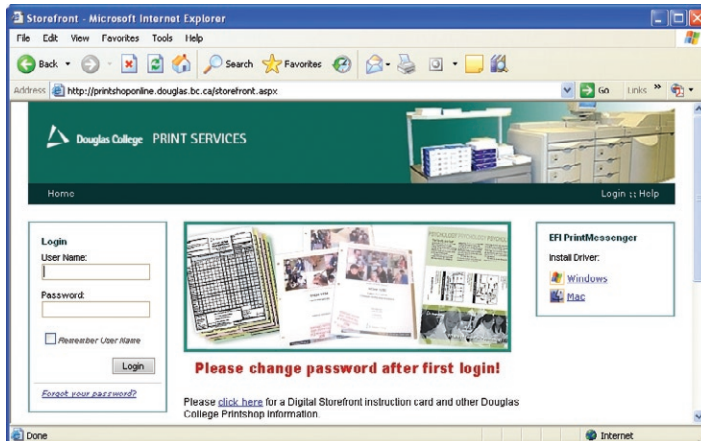
The **Douglas College Printshop** provides centralized print production services for faculty and staff at New Westminster and David Lam. You can submit documents for printing online, in person or by intercampus mail. The Printshop can produce most digital print jobs within 24 hours. Orders can be picked up at the Printshop, Room 1101 New West, weekdays from 8:30 am to 4:30 pm and delivery is available to David Lam campus field bases.

DIGITAL STOREFRONT

Ordering Online with Digital Storefront

The Printshop has recently upgraded its Digital Storefront (DSF) Web-to-Print system, which provides 24/7 access to submit, preview and track your printing requests through the College network and from off-campus locations via the Internet.

You can now access our Digital Storefront server at <http://printshoponline.douglas.bc.ca> and the Printshop website at <http://www.douglas.bc.ca/services/facilities/printshop.html>. The new electronic print workflow delivers fast, high quality digital printing services from online files, disks, USB flash drives and paper originals. PDF files are preferred, though most common file formats can be converted if necessary.



Your DSF username is the same as your Groupwise login, usually your last name plus first initial. Contact the Printshop for an initial password or to set up accounts for new employees (see contact information below). **Be sure to choose a secure password when you login!**

DSF uses an online shopping model in which products are added to a cart. You can navigate in DSF using the menus at the top and sides of the screen.

My Account

The “My Account” link (top menu) allows you to change your user profile and password and review the status of your orders. You may access your address book and saved files in this area, though these can also be changed as you order print services.

- To view your **profile** information, such as phone number and address, click on “Profile”. To change this information, click the “Edit” button at the bottom of the screen. When you are finished, click “Save”.
- To set a new **password**, click “Profile”, then “Password: Change”, enter your current and new passwords and click the “Save Changes” button.
- To change your **security question**, click “Profile” then “Security Question: Change”. Enter your new question, answer and current password. You will be asked this question in the event that you lose your password.
- To review the **status of your orders** or to reorder at a later date, click on “Order Status”. You will also receive an automatic email notification when your job has been printed and shipped or is available for pickup.

Storefront

The “Storefront” tab allows you to get information on available copying options and order printing. You will see one or more categories, such as “Basic Copies/Prints”, containing products such as brochures, NCR forms and pads. For basic copies such as class handouts, use the “Black-and-White Copies” product. To order copies, click on the product icon or the “Begin” button.

See the other side of this card for detailed instructions on placing an order.

Questions? The Printshop provides DSF support and one-on-one training. Contact Glenn Ellingson, Duplicating Supervisor, or Nevin Massing, Printing Services Technician, at 604.527.5010, email printshop@douglascollege.ca or visit the Printshop in Room 1101.

Placing an Order

Once you have selected a product, you will see a series of order screens with several options that depend on the product.

- 1. Enter a descriptive job name, quantity required and upload digital files from your disk to the DSF server.** Click “Browse”, find the file and click “Open”, then “Upload File”. If you wish to save the file for frequent ordering, select “Add to ‘My Saved Files’”. If you include multiple files in one job, they will be joined into a single document in the order shown by DSF. Files should preferably be in PDF format, but automatic conversion is available for several common file types, including Word and Excel. You may also select “Offline Material” to indicate that you will be submitting masters separately on paper or disk. Click “Next” when finished.

- 2. Select printing and finishing options.** Click on each option to see the default values and make changes as required. Be sure to select a copyright option to confirm that copyright is not applicable to your material or has already been cleared through the Bookstore. Request collation, one/two-sided, punching, stapling, etc. as desired. Enter other information under “Special Instructions”, then click “Next”.

- 3. Verify print options and check file conversion.** Click on the filename to see a preview and check that conversion was successful. When all information is completed and correct, click the “Add to Cart” button. You may add multiple items in this manner by clicking “Continue Shopping” before finalizing your order.
- 4. Select date needed and pickup/delivery.** Click the calendar icon to select the date you need the job, then click “Save”. Review items in your order, enter pickup/delivery information (No delivery for exams or small jobs on the New West campus please!), and click “Checkout”. Enter a payment method and click “Continue”.

- 5. Enter your account code if requested.** You may be asked to approve job costs and enter a payment method during the checkout process. Customers who do not currently pay for print services will not be asked to pay these costs.
- 6. Review your final order.** Click “Place My Order” to confirm. Your confirmation will include an order number. Your order has not been submitted until you receive a number. Please include the order number with any hard-copy originals and any inquiries regarding your order.