

HOW TO SUBMIT PDF DOCS

This is the preferred method of submission. Organize your PDFs before going to Print WebDesk. If your PDFs are saved on your Google Drive, you must first download them to your computer before you can attach them to your order. Do not use the WEB Doc option to submit PDFs. You must submit a **separate order for 1 page docs** (1 sided 1 sheet), a **separate order for 2 page docs** (2 sided 1 sheet or 1 sided 2 sheets) and a **separate order for 3+ page docs**.

If submitting more than one document per order, please submit ONLY docs that will SHARE the same print specs (i.e. number of copies, 1 sided or 2 sided, stapled, 3 hole punch and paper color). If any specs are different submit a separate order for each type of document (ex. one doc is 1 sided on white and another is 2 sided on pink).

Using Google Chrome, go to the Print WebDesk site.

Log into Print WebDesk.

Step 1



ORDERING PAPER AND FORMS FROM THE STORE?

Please submit a SEPARATE order for paper (chargeable) and a SEPARATE order for district forms (non-chargeable). Please use code 00-001-001-001-139802 when ordering district forms. If you do not have this code assigned to your profile, use one of your listed codes and contact the Print Shop. We will assign the code to your profile to use for future orders and we will then update your current order with the code. Also please note that only the site's office staff can place store orders.

Step 2

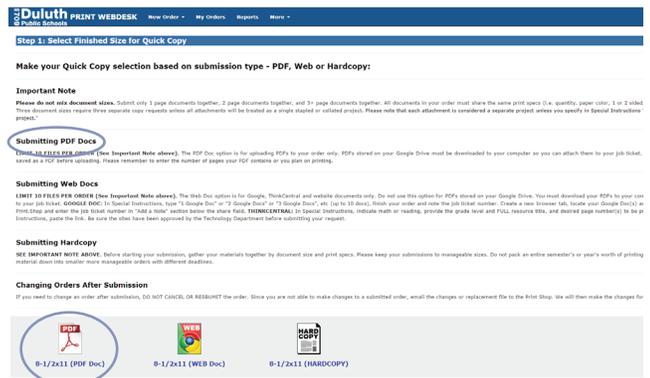
Select "New Order"

Select "Quick Copy"

Review instructions on submitting PDF Docs.

Select PDF option: 8-1/2x11 (PDF Docs)

Step 3



Step 2: Quick Copy Information

Job Type: Quick Copy - 8-1/2x11 (PDF Doc)

Contact: Site User

Phone: 218-336-8734

Site: Z-SCHOOL TEST SITE

Job Name: Weather Patterns (Lesson 1)

of Copies: 200

Main Paper: Format: 1 Sided

Ink Color: Black

Stock Style: Bond

Stock Weight: 20#

Paper Color: White

Cover Stock: Include Front Cover, Include Back Cover

<< Back Continue >>

Give Submission a meaningful "Job Name"

Enter "# of Copies" needed

Select "1 Sided" or "2 Sided"

Optional - Select "Paper Color" - Default is white

Optional - Select "Cover Stock" by checking either "Include Front Cover" or "Include Back Cover" or both if you are printing 2 or more STAPLED or COLLATED pages and would like to have the first page/last page a different color than the rest of the your pages.

Click "Continue" to move to the next step.

*IMPORTANT NOTE: Please do not mix document sizes. Send only 1 page documents together, 2 page documents together, and 3+ page documents together. Three (i.e. quantity, 1 or 2 sided, paper color, etc.). Any deviations will require separate submissions.

Step 3: Select Cover and Back Stocks

Front Cover

Format 1 Sided 2 Sided No Print

Ink Color Black

Stock Style **Bond** What is this?

Stock Weight **20#** What is this?

Paper Color Blue Buff
 Cherry Gold
 Gray Green
 Ivory Pink
 Purple Salmon
 Yellow

Back Cover

Format 1 Sided 2 Sided No Print

Stock Style **Bond** What is this?

Stock Weight **20#** What is this?

Paper Color Blue Buff
 Cherry Gold
 Gray Green
 Ivory Pink
 Purple Salmon
 Yellow

Back Continue

If selected, continue otherwise skip to Step 6

- FRONT COVER:** Select 1-Sided, 2-Sided or No Print. Then select your paper color from the list of available stocks.
- BACK COVER:** Select 1-Sided, 2-Sided or No Print. Then select your paper color from the list of available stocks.
- Click "Continue" to move to the next step.

Step 5

Step 4: Finishing

Binding None Change

None Staple 1 Top Staple 2 Side

Cutting None Change

None Horizontal 2 up 4 up (Quartered)
 Other Vertical 2 up

Hole Punches None Change

None 3 Side

Collating No Collating Collate

Special Instructions

Back Continue

- Optional** - Select "Binding" if stapling project.
- Optional** - Select "Cutting" if printing quarter or half sheets.
- Optional** - Select "Hole Punches" if you desire 3 hole punching.
- Under "Collating", select either "No Collating" or "Collate" for your project.
- Optional** - Enter any directions or communications with us in "Special Instructions".
- Select "Continue" to proceed to next step.

Step 6

- Select "Yes" to attach your PDF(s).
Please remember to attach only 1 page docs together, 2 page doc together and 3+ page docs together.

Step 7

Step 5: Attach Files

Attach a File?

Back Yes No - Skip Attaching a File

Step 5: Attach Files

Attach a File

PDF is the only file format now accepted. If you have a Microsoft Office file (Word/Publisher/Excel/Power Point) have a graphic/photo file (jpg, gif, tiff, etc), create a new Publisher document at the desired print size, select Inse center, Save the Publisher document and then save a PDF copy. Review file before uploading. If you have any quest LIMIT OF 10 FILES PER ORDER.

Please note that each attachment is considered a separate project unless you specify in Special Instructions "Treat at Hide File Type Guidelines

Click Browse to Select a File One Page Doc.pdf

Select Attachment Type

of Originals

Special Instructions

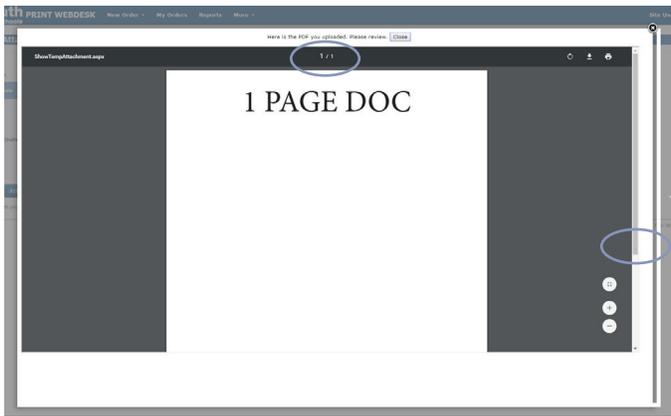
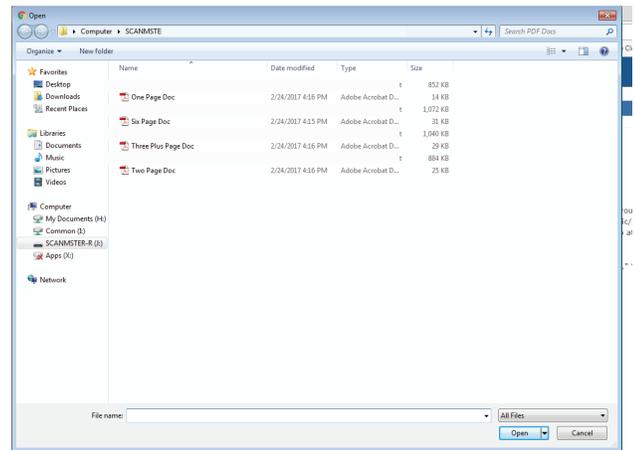
Back Attach File

- Select "Browse" to attach your PDF to your order. LIMIT 10 FILES PER ORDER
- Optional** - If you need to print certain page(s) in the PDF, please use "Special Instructions" to indicate which page(s).

Step 8

- ☑ Locate your PDF(s) remembering to attach only one page docs together, two page docs together and three plus page docs together. If your PDFs are saved on your Google Drive, you must first download them to your computer before you can attach them to your order.

Step 9



Step 10

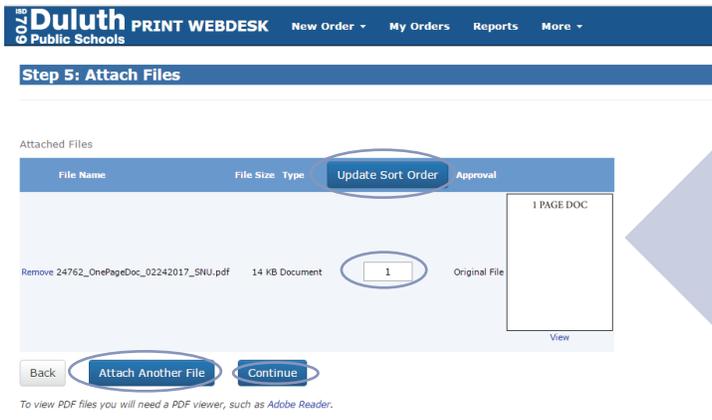
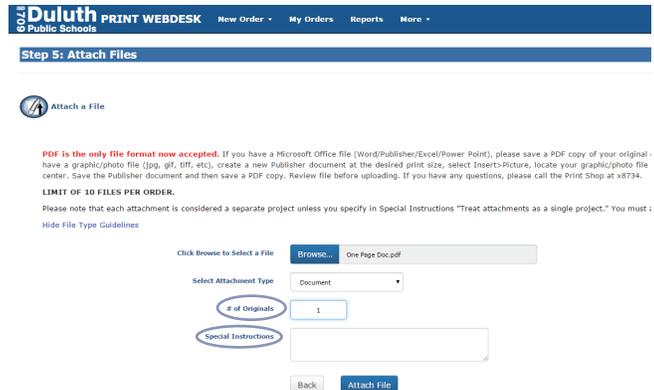
- ☑ Review your PDF file and make a note of how many pages are contained in your file. Do not count blank pages and pages you do not plan on printing.

SPECIAL NOTE FOR WONDERS

Please use Adobe Acrobat Reader on your desktop to determine page count and pages to be printed for Wonders resources. There have been some discrepancies when using the build-in pdf viewer.

- ☑ Enter the number of pages your PDF contains (or you plan on printing) in "# of Originals". If you have a 4 page PDF, you would enter 4. Do not count blank pages.
- ☑ If you plan on printing only certain pages, please enter the specific page number(s) in "Special Instructions" (example print only page 1 and page 4)

Step 11



Step 12

- ☑ Select "Attach Another File" if you wish you attach additional PDFs to the order that will share the same print specs. Repeat Steps 9-12 for each attachment.
- ☑ If the attachments are going to be a single stapled or collated project, be sure mark the sort order for each attachment and that you specified in Special Instructions "Treat attachments as a single project"
- ☑ When ready, click "Continue" to move on to the next step.

- ☑ Select "Billing" and from the pull down menu 00-000-000-000-000-139802. If you submit a chargeable project, you will need to obtain an actual chargeable 398 code from your site's office. You can enter the code in "Additional Billing Info" or email it us.
- ☑ **Optional** - Select "Suggested Due Date" only if you don't need your project by the default date and can allow more time for the project to be printed.
- ☑ Select "Finish" to complete your order. If your project is chargeable and you would like an estimate, select "Save as Quote". Be sure to obtain a chargeable 398 code from your site's office.
- ☑ **Optional** - If placing another order, select "New Order" then "Quick Copy"
- ☑ If done, select "Log Out"

Step 13

Duluth Public Schools PRINT WEBDESK [New Order](#) [My Orders](#) [Reports](#) [More](#)

Step 6: Billing and Delivery

Job Name: Weather Patterns (Lesson 1)
 Type: Quick Copy - 8-1/2x11 (PDF Doc)
 *If this is a chargeable submission and you would like an estimate, please click "Save as Quote."

Billing Print Code/Account Name
 00-000-000-000-000-139802 (CR)

Additional BILLING Info (ADD print codes not listed here)

Shipping Information

Suggested Due Date: 3/3/2017

Delivery:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	6	7	8	9	10	11
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Site:
 Attn:
 Mail Stop or Area:
 Shipping Address:
 Address2:
 City:
 State (Abbreviation): MN
 Postal Code:
 Country:

[Back](#) [Save As Quote](#) [Cancel Order](#) [Finish](#)

Order Process Complete

Your order has been submitted. Thank you!

If there is a change to your order, please DO NOT RESUBMIT YOUR REQUEST instead email the Print Shop with the change(s) and be sure to include the Order ID/Job Ticket Number.

Order # 24762

[View Order Summary](#)

[Print Job Ticket](#)

Job Name Weather Patterns (Lesson 1)

Current Status Pending Approval