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# **DOCUMENT CONTROL – INTERNAL DOCUMENT PRINTING**

## **TEC-P503**

WENATCHEE SCHOOL DISTRICT

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### **1.0 SCOPE:**

- 1.1 This process outlines the required steps to follow in order to get forms posted to the WSD web site, and also how to access the forms online. This process will enable the most recent, updated version of each form to easily be downloaded to the employee's computer as a PDF file format. The form can then be printed to the employee's local printer. These forms are not intended to be printed in large quantities, but rather to be printed as needed.

**The online version of  
this procedure is  
official;  
therefore, all printed  
versions are unofficial.**

### **2.0 RESPONSIBILITY:**

- 2.1 Web Design/Electronic Document Control Specialist

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Operational Technology

### **4.0 DEFINITIONS:**

- 4.1 WD/EDCS -Web Design/Electronic Document Control Specialist
- 4.2 PDF - Portable Document Format

### **5.0 PROCEDURE:**

- 5.1 Document Form Submission to WD/EDCS
  - 5.1.1 Electronic mail (preferred).
  - 5.1.2 Media: Brought in on electronic format via cd-rom, flash memory (disc on key).
  - 5.1.3 Paper copy (least preferred)
  - 5.1.4 Supported file types: Microsoft word, Excel, PowerPoint, Publisher and Adobe Acrobat, Photoshop, Illustrator, Pagemaker/InDesign or any file format that is exportable to PDF will be accepted.
  - 5.1.5 If assistance is required in document design or modification, contact with the WD/EDCS should be made in advance in order to allow the document to be finalized in a timely manner.
- 5.2 Accessing Forms on the WSD Web site.
  - 5.2.1 The electronic forms will be available from a link that will be located on the home page of the WSD website, <http://home.wsd.wednet.edu>. The forms will be organized and grouped by department/building.
- 5.3 Form Printing
  - 5.3.1 Forms that are posted online will be saved in PDF format unless the building/department requests otherwise. Once the link to the file has been selected for download by clicking on the file link, it will open by default in Adobe Reader or Apple Preview for pdf format, or by the host program the file is created in (Word, Excel, PowerPoint, etc.). The file can then be printed from a local print resource. It is advisable

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to have the latest Adobe Reader application installed. Users are responsible for keeping their licensed software legal and current.

5.4 Form Updates

5.4.1 Building/department forms are updated by providing the WD/EDCS an updated electronic version of the form in any of the ways stated in 5.1.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 N/A

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
13-JUL-07	A	Original Release

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