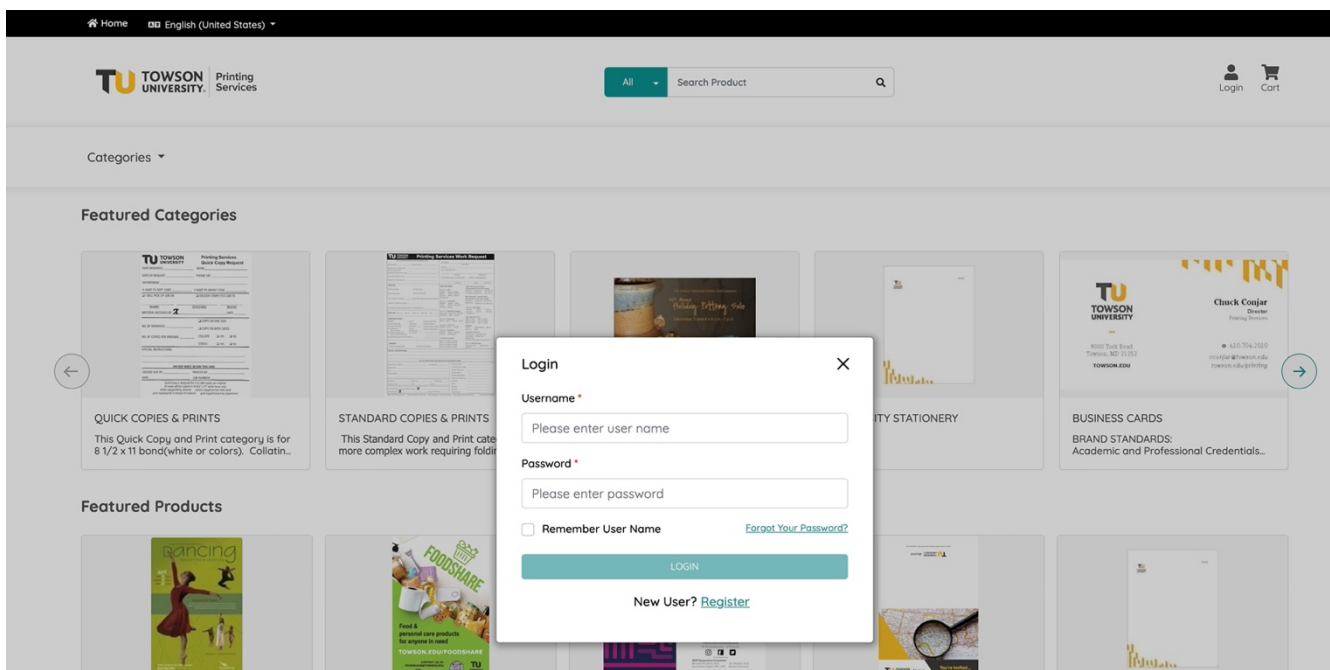


TOWSON UNIVERSITY PRINTING SERVICES

ON-LINE WORK REQUEST GUIDE

- Printing Services Web-to-Print on-line ordering system:
<https://printcenter.towson.edu/DSF/>
Add this web site to “favorites”. (Note that Google Chrome or Firefox is the preferred web browser)

If you have used the Storefront in the past, you should be able to login. Select the “Login” link on the top right. If you have not registered, select the “Register” link. There will be a few registering fields to fill out. Note that the user name and password are independent from the University’s system. When prompted to select the print shop nearest you – select “Main Print Center” unless most of your faculty and staff work is completed by our satellite center “Copies Plus”. Registering is a one-time event.



- Once registered, if you log in successfully you will see your account name on the right-hand side menu.
- To get started, use one of the three methods to view the list of products: 1) Click Categories on the left near the top to see all products. 2) Use the circled arrows to scroll through the list of categories. 3) Use the Search bar at the top if you know the name of the product you would like to order.

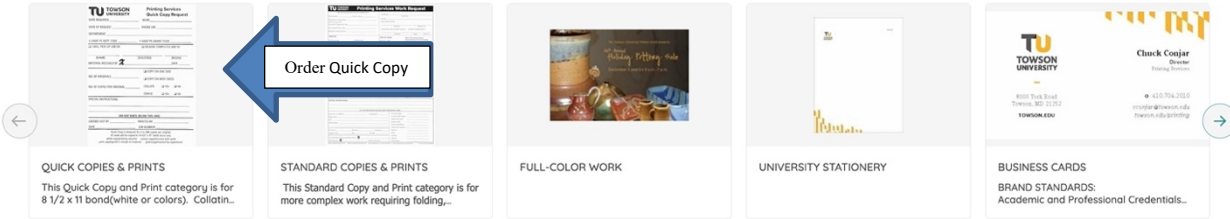
The screenshot displays the TOWSON UNIVERSITY Printing Services website. At the top, there is a navigation bar with 'Home', 'Administration', and 'English (United States)'. Below this is the university logo and a search bar labeled 'Search Product' with a magnifying glass icon. To the right of the search bar are links for 'Mj Account' and 'Cart'. A blue arrow labeled '3' points to the search bar. Below the navigation bar is a 'Categories' dropdown menu, with a blue arrow labeled '1' pointing to it. The main content area is divided into two sections: 'Featured Categories' and 'Featured Products'. The 'Featured Categories' section contains five cards: 'QUICK COPIES & PRINTS', 'STANDARD COPIES & PRINTS', 'FULL-COLOR WORK', 'UNIVERSITY STATIONERY', and 'BUSINESS CARDS'. A blue arrow labeled '2' points to the 'BUSINESS CARDS' card. The 'Featured Products' section contains ten cards, each with a product image, a title, a description, and a 'Buy Now' button. The products include posters, post cards, invitations, and letterhead.

JOB SUBMISSION EXAMPLE

- From the menu, you may select the type of job you will be submitting. Most jobs will fall under the “Quick Copies & Print” categories for basic jobs; or “Standard Copies & Prints” for slightly more detailed jobs. Select the “Full-Color Work” browse button if your job requires any full-color printing.
- To proceed with our example, select the browse button for “Quick Copies & Prints” from the menu.

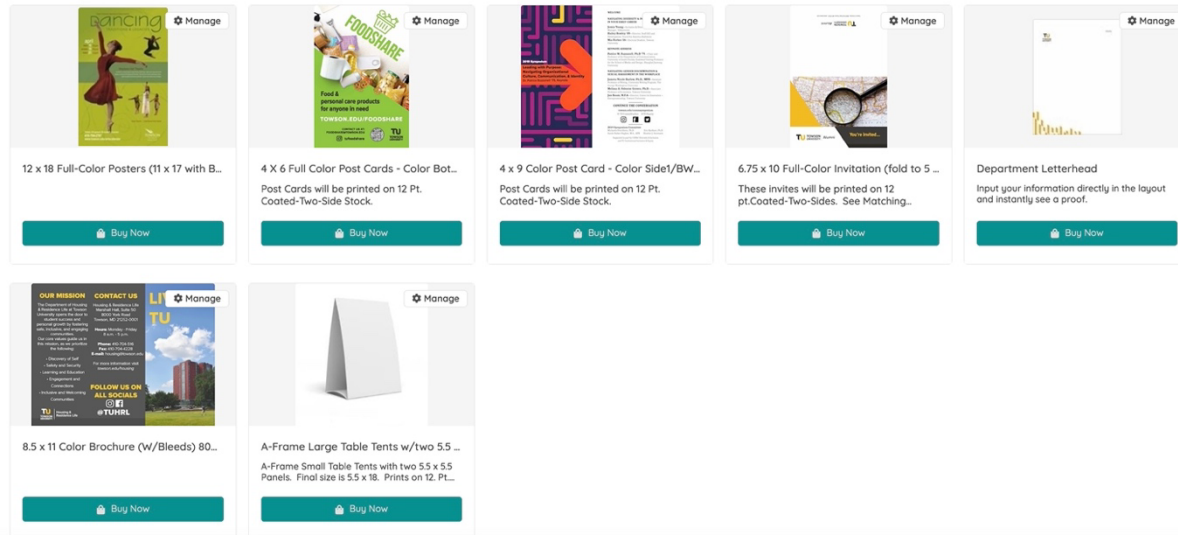
Categories

Featured Categories



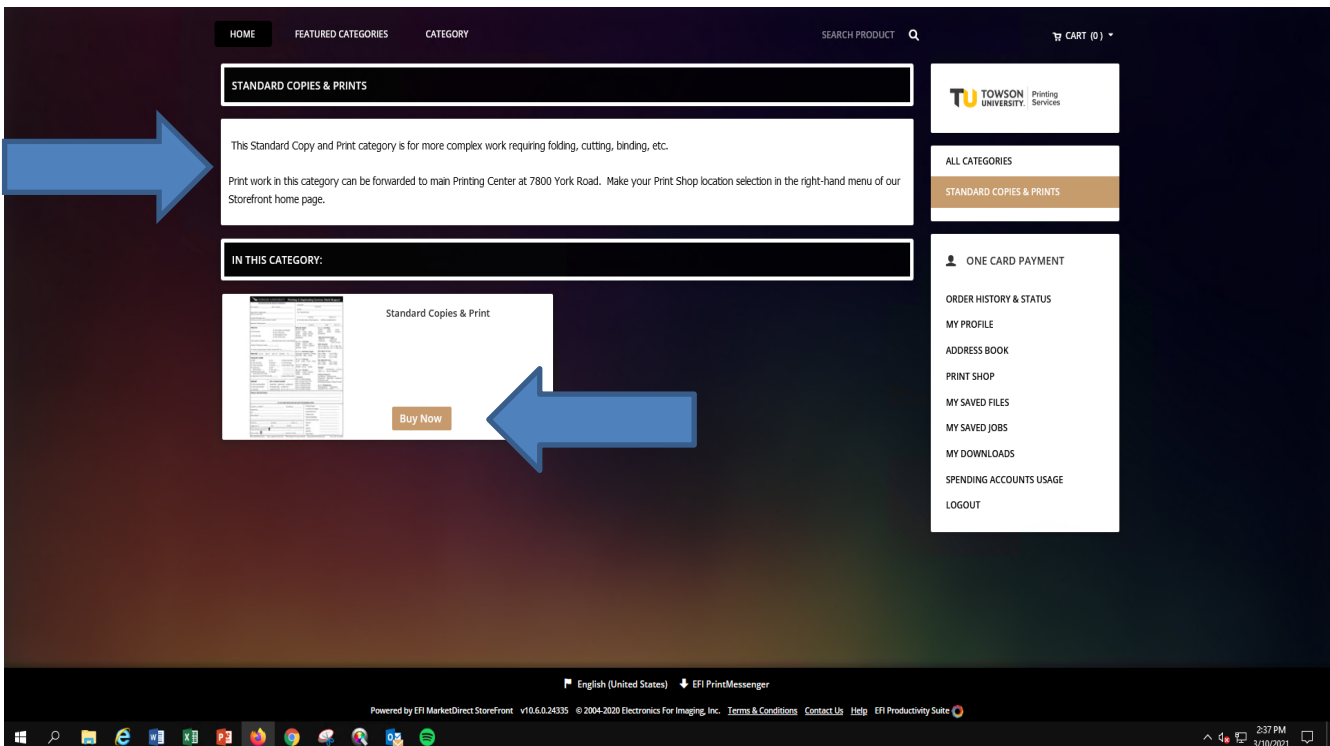
A carousel of featured categories. A blue arrow points to the 'QUICK COPIES & PRINTS' category, with a text box above it that says 'Order Quick Copy'. The categories shown are: QUICK COPIES & PRINTS, STANDARD COPIES & PRINTS, FULL-COLOR WORK, UNIVERSITY STATIONERY, and BUSINESS CARDS.

Featured Products



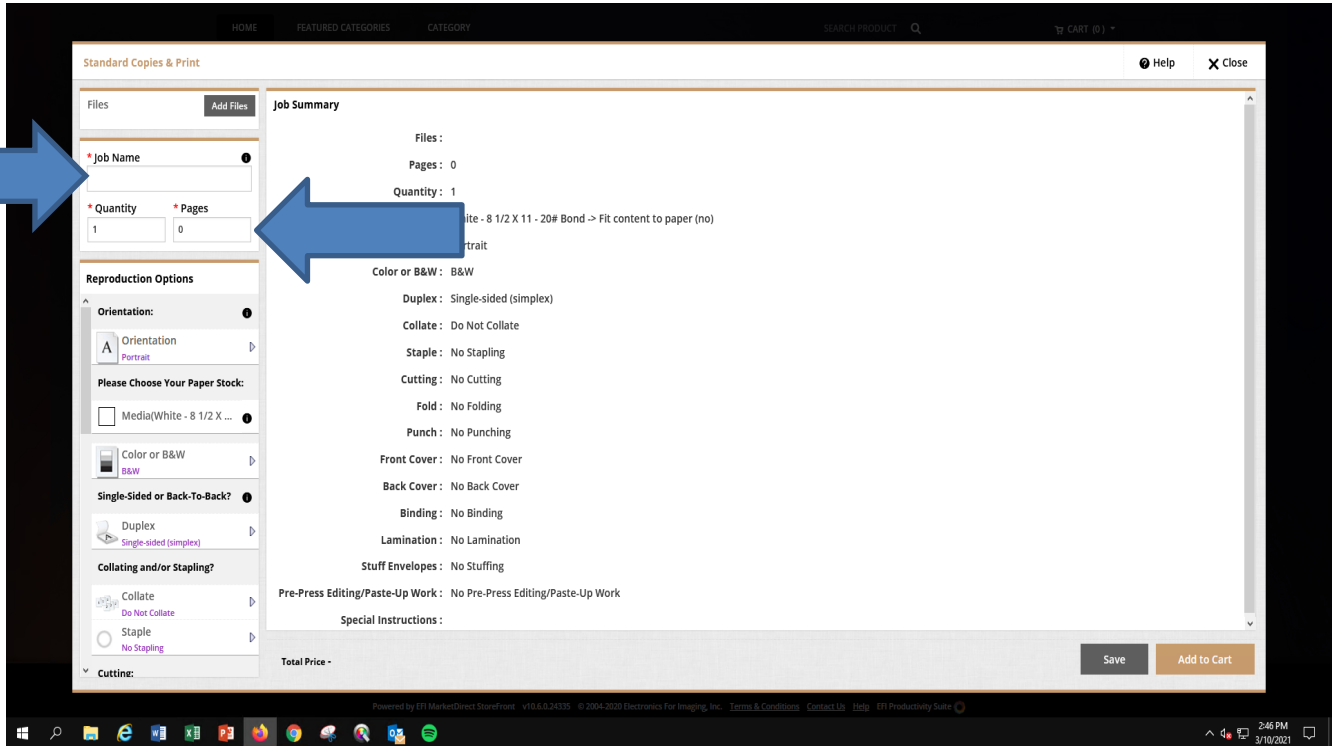
A grid of featured products, each with a 'Buy Now' button and a 'Manage' icon. The products include: 12 x 18 Full-Color Posters, 4 X 6 Full Color Post Cards, 4 x 9 Color Post Card, 6.75 x 10 Full-Color Invitation, Department Letterhead, 8.5 x 11 Color Brochure, and A-Frame Large Table Tents.

- Read the helpful hints on the page and click “Customize” to provide information specific to your order.
- Select the “Buy Now” button.

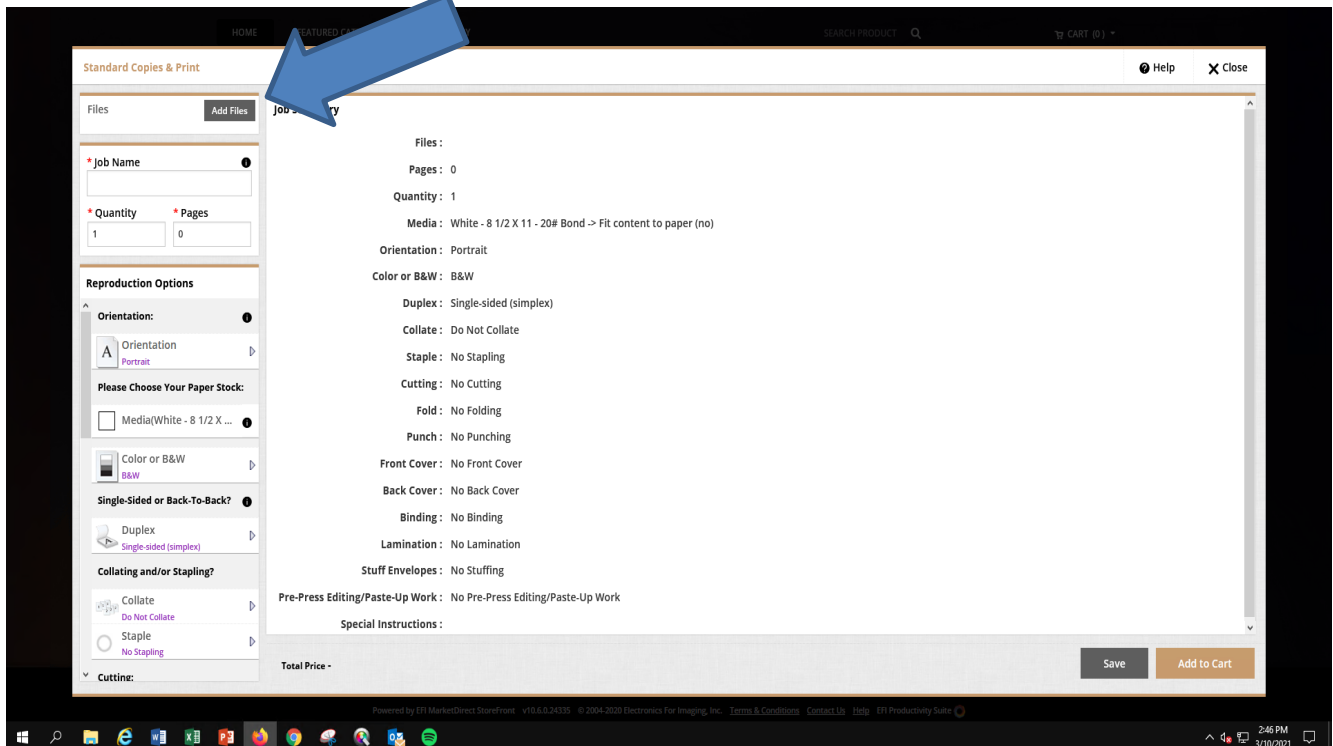


A screenshot of the 'STANDARD COPIES & PRINTS' category page. A blue arrow points to the category description: 'This Standard Copy and Print category is for more complex work requiring folding, cutting, binding, etc. Print work in this category can be forwarded to main Printing Center at 7800 York Road. Make your Print Shop location selection in the right-hand menu of our Storefront home page.' Another blue arrow points to the 'Buy Now' button in the 'Standard Copies & Print' product preview. The right sidebar contains navigation links like 'ONE CARD PAYMENT', 'ORDER HISTORY & STATUS', 'MY PROFILE', etc. The footer shows 'Powered by EFI MarketDirect Storefront' and the date '3/10/2021'.

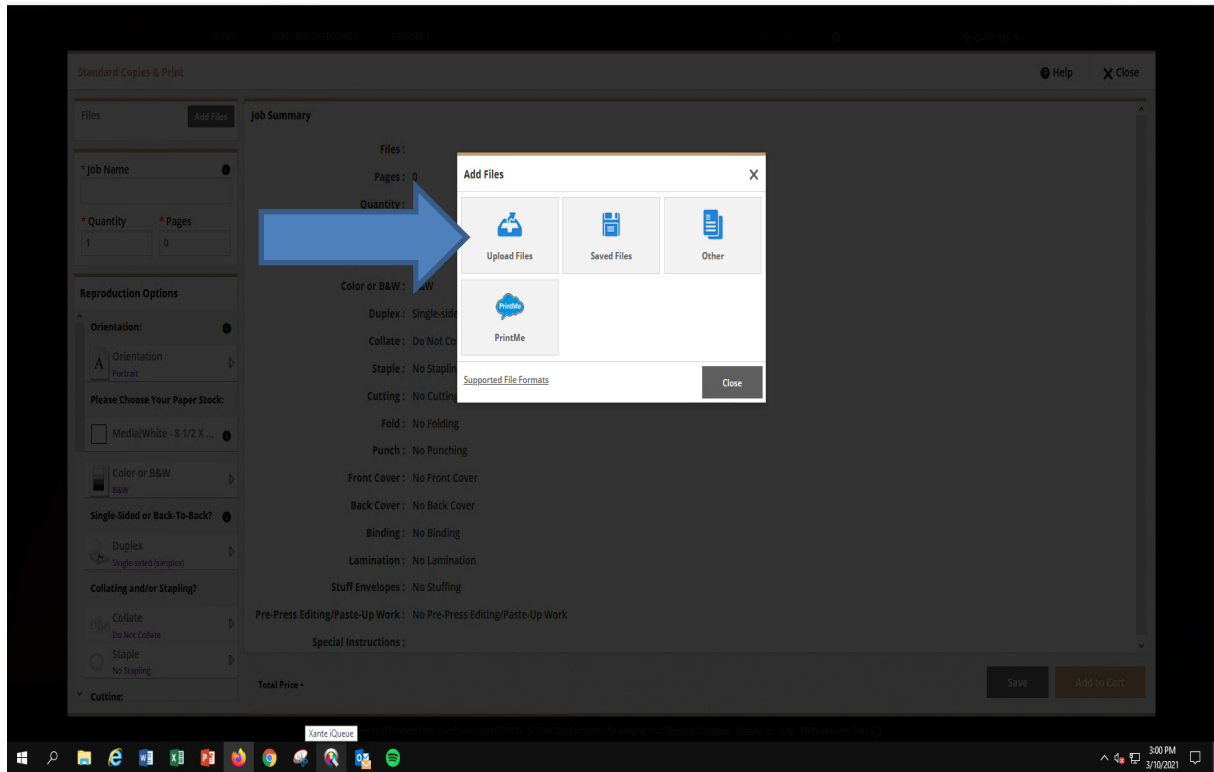
- This will bring you to the Order Page.
- Under “**Job Name**” give your work a title to identify it.
- Under “**Quantity**” select how many completed copies you want.
- For “**Pages**” change it from “0” to the number of pages in your document. If your document is back-to-back, then that is considered 2 pages.



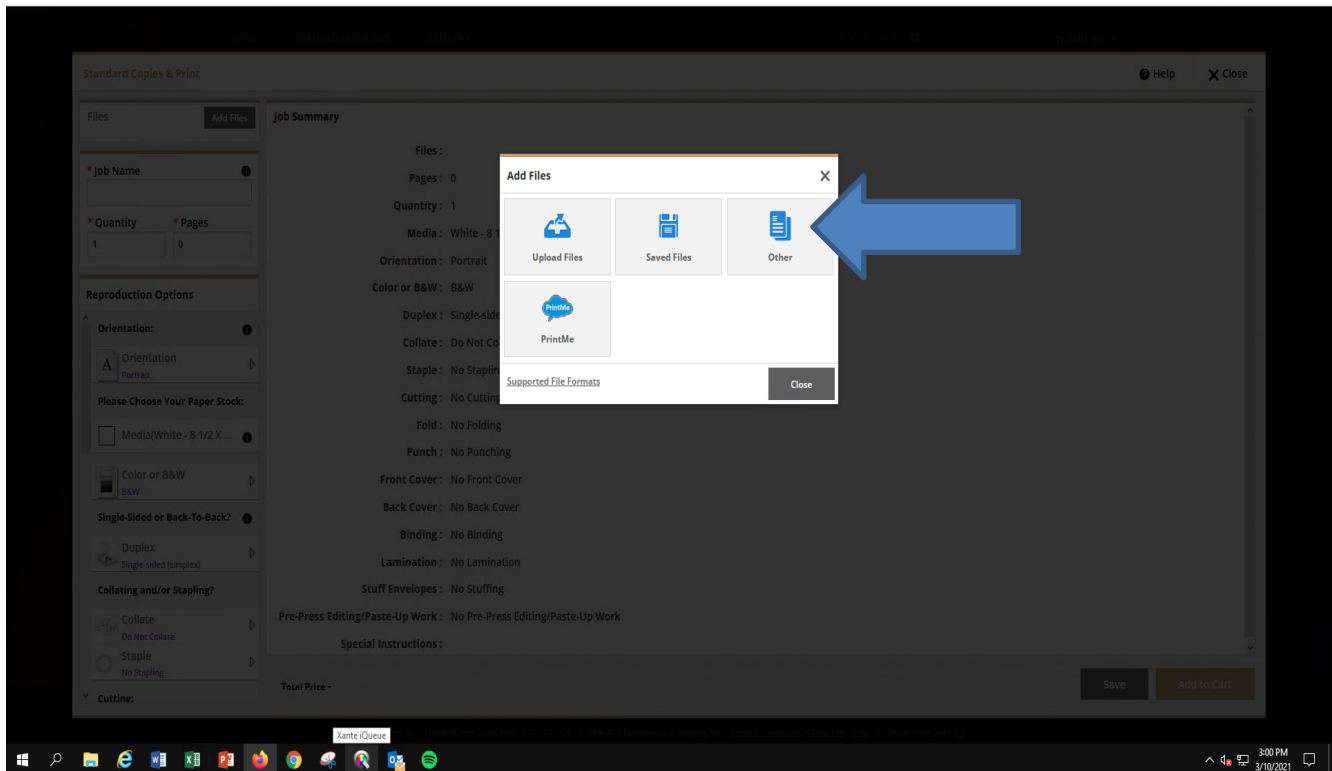
- Select “**Add Files**”.



- Select the **“Upload Files”** button if you are uploading an electronic file to us from your hard drive. Uploading a file from your hard drive is the preferred method and will expedite your order.

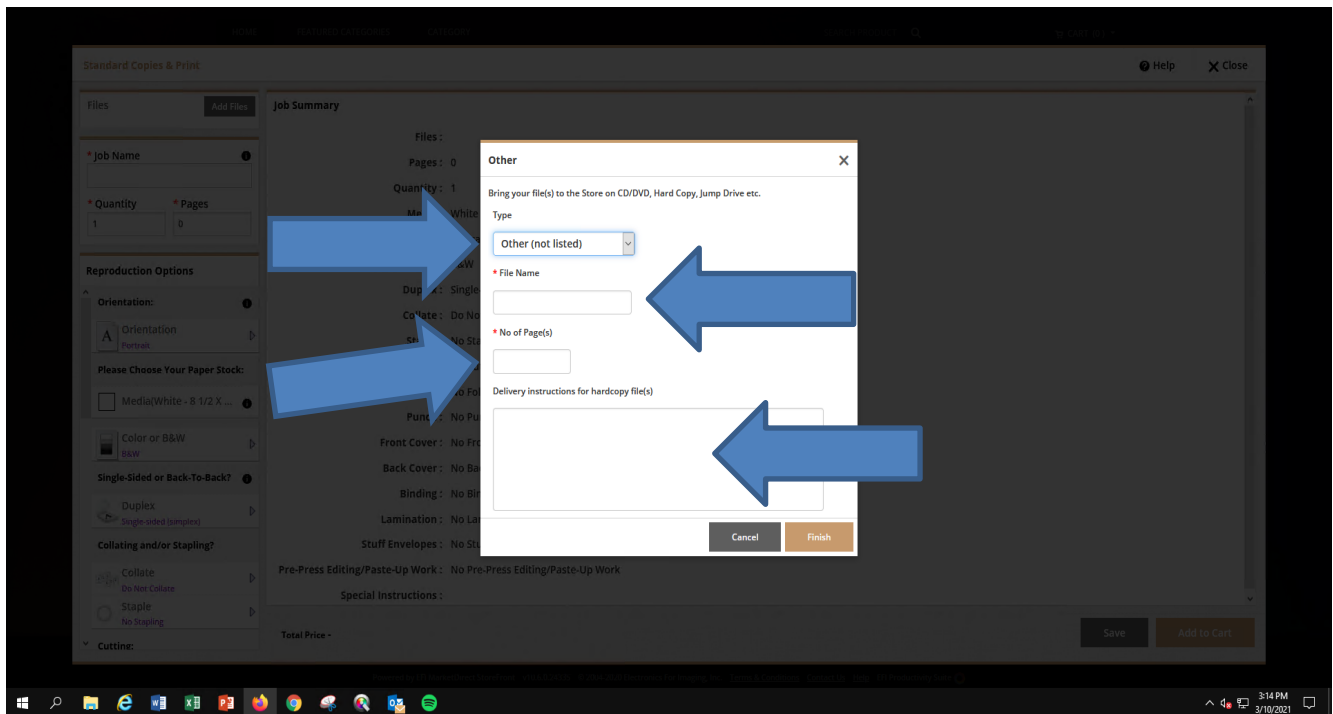


- Select the **“Other”** tab if you are sending us hardcopy to print/scan from.
- Also select the **“Other”** tab if your job is being designed by Design + Graphic Services (formerly Art Services) or Creative Services.

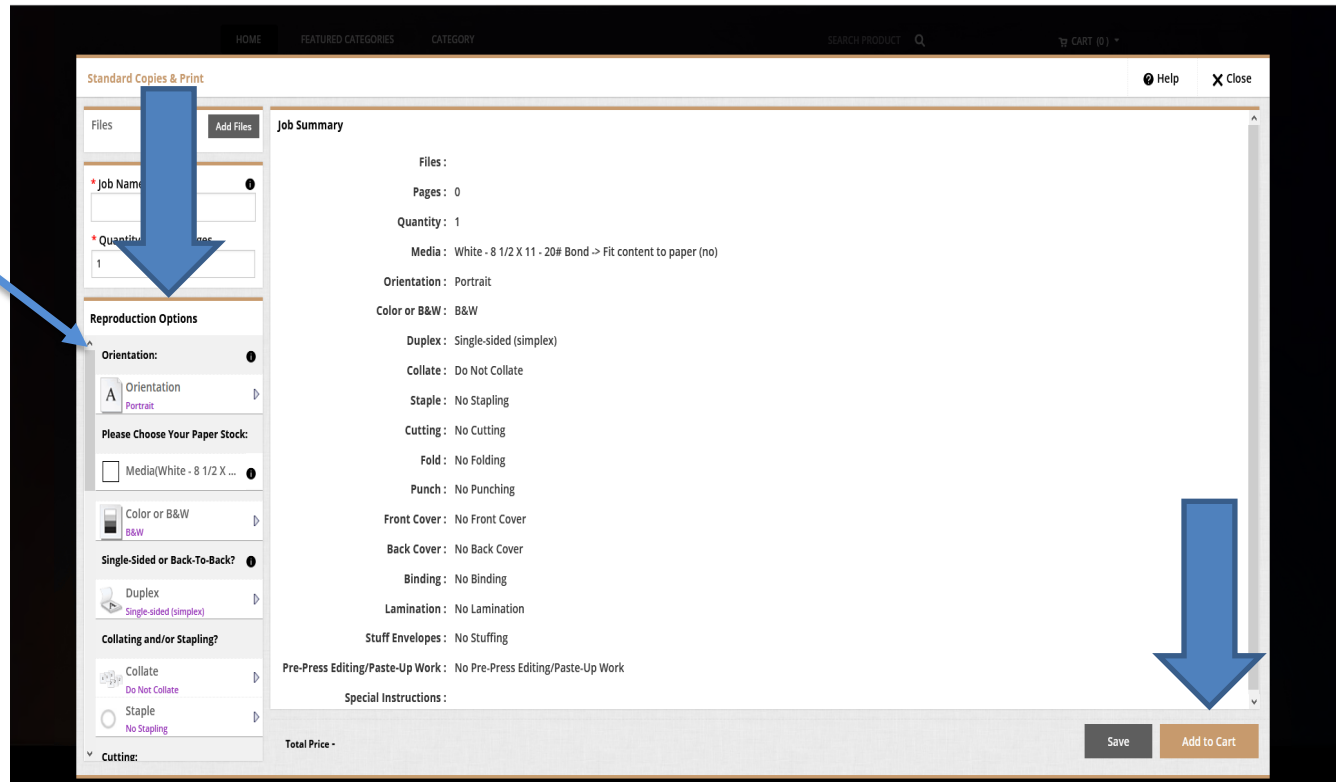


- If you are sending hardcopy to us:
 - Under “Type” select “Other (not listed)” from the drop-down menu.
 - Give it a “File Name”,a title to identify your work by.
 - Under “No of Page(s)”, put how many original pages are in your document. (a back-to-back document is considered to be “2 pages”).
 - Select the “Finish” button.

- If your file is being designed by Design + Graphic Services or Creative Services:
 - Under “Type” select “Other (not listed)” from the drop-down menu.
 - For “File Name”, put the EXACT title of the file that Creative Services or Art Services designed for you so that we can retrieve it from our Shared Folder. NOTE: YOU DO NOT NEED TO UPLOAD TO US THE PDF FILE THAT DESIGN + GRAPHIC SERVICES OR CREATIVE SERVICES MAY HAVE SENT TO YOU FOR PROOFING PURPOSES. THE DESIGNERS WILL AUTOMATICALLY SEND US YOUR HIGH-RESOLUTION NATIVE ART FILES AS SOON AS YOU APPROVE THE PROOF AND AUTHORIZE THEM TO DO SO.
 - Under “No of Page(s)”, place how many original pages are in your document. (a back-to-back document is considered to be “2 pages”).
 - In the “Delivery Instruction” box, you can let us know whether Design + Graphic Services or Creative Services will be sending us the file in addition to the delivery/pickup instructions.
 - Select the “Finish” button.



- Now you can let us know the specifications of your job by choosing the type of paper stock, finishing requirements, etc. by selecting the “**Reproduction Options**”. Note that this feature is on a left-hand scroll bar. Scroll down to see the others options.
- Review the job Summary and select “**Add to Cart**” from the bottom, right-hand corner of the screen.



- In the upper right-hand corner, you will see that your print job has been added to your cart.
- You can continue shopping if you have more jobs to print by selecting the bar menu at the top again and selecting “**Categories**”.

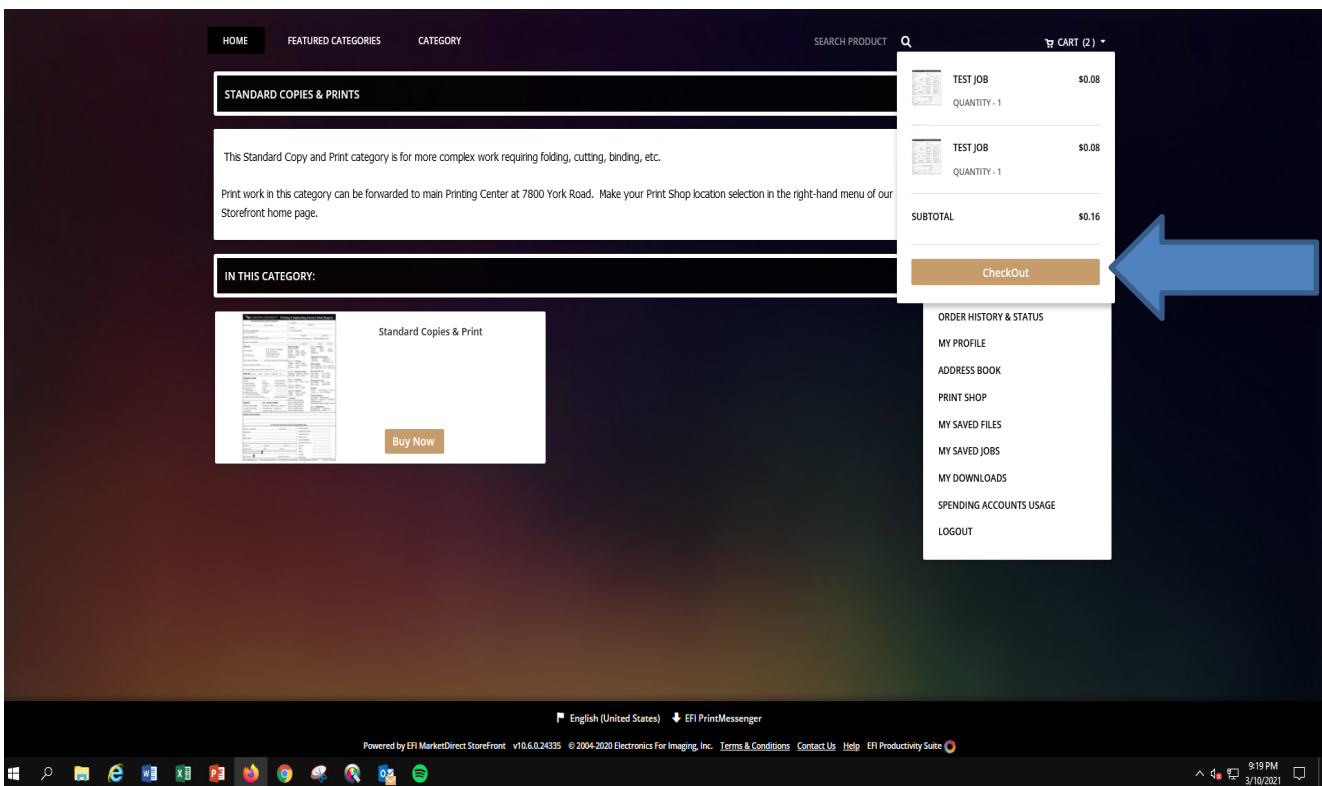
The screenshot displays the TOWSON UNIVERSITY Printing Services website. At the top, there is a navigation bar with links for Home, Administration, and English (United States). The main header includes the university logo, a search bar with the text "All Search Product", and user account options for "Mj Account" and "Cart".

Below the header, there is a "Categories" dropdown menu. The main content area is divided into two sections:

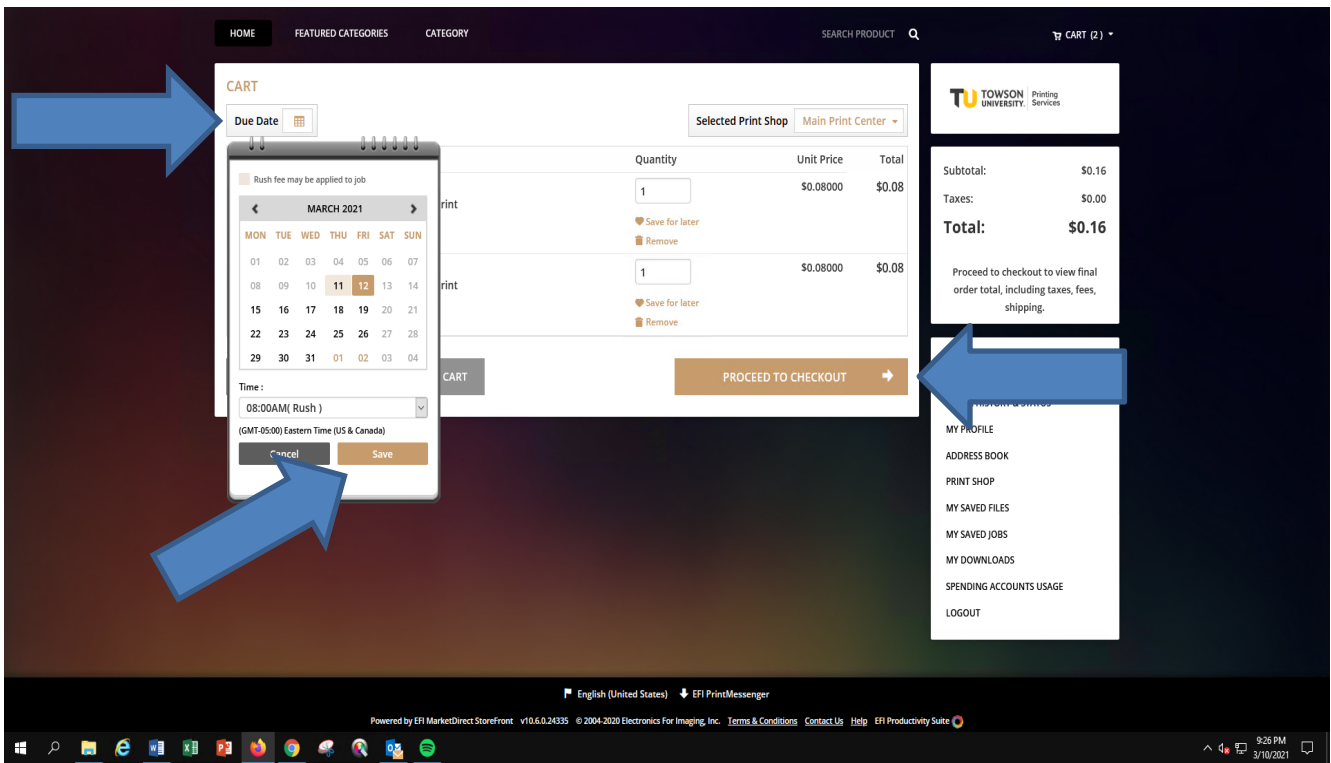
- Featured Categories:** This section contains five product categories, each with a representative image and a brief description:
 - QUICK COPIES & PRINTS:** This Quick Copy and Print category is for 8 1/2 x 11 bond(white or colors). Collatin...
 - STANDARD COPIES & PRINTS:** This Standard Copy and Print category is for more complex work requiring folding...
 - FULL-COLOR WORK:**
 - UNIVERSITY STATIONERY:**
 - BUSINESS CARDS BRAND STANDARDS:** Academic and Professional Credentials...
- Featured Products:** This section displays individual product listings, each with a thumbnail image, a title, a description, and a "Buy Now" button:
 - 12 x 18 Full-Color Posters (11 x 17 with B...
 - 4 X 6 Full Color Post Cards - Color Bot...
Post Cards will be printed on 12 Pt. Coated-Two-Side Stock.
 - 4 x 9 Color Post Card - Color Side1/BW...
Post Cards will be printed on 12 Pt. Coated-Two-Side Stock.
 - 6.75 x 10 Full-Color Invitation (fold to 5 ...
These invites will be printed on 12 pt.Coated-Two-Sides. See Matching...
 - Department Letterhead
Input your information directly in the layout and instantly see a proof.
 - 8.5 x 11 Color Brochure (w/Bleeds) 80...
 - A-Frame Large Table Tents w/two 5.5 ...
A-Frame Small Table Tents with two 5.5 x 5.5 Panels. Final size is 5.5 x 18. Prints on 12. Pt...

Blue arrows with numbers 1, 2, and 3 point to the "Categories" dropdown, the "Cart" button, and the search bar, respectively.

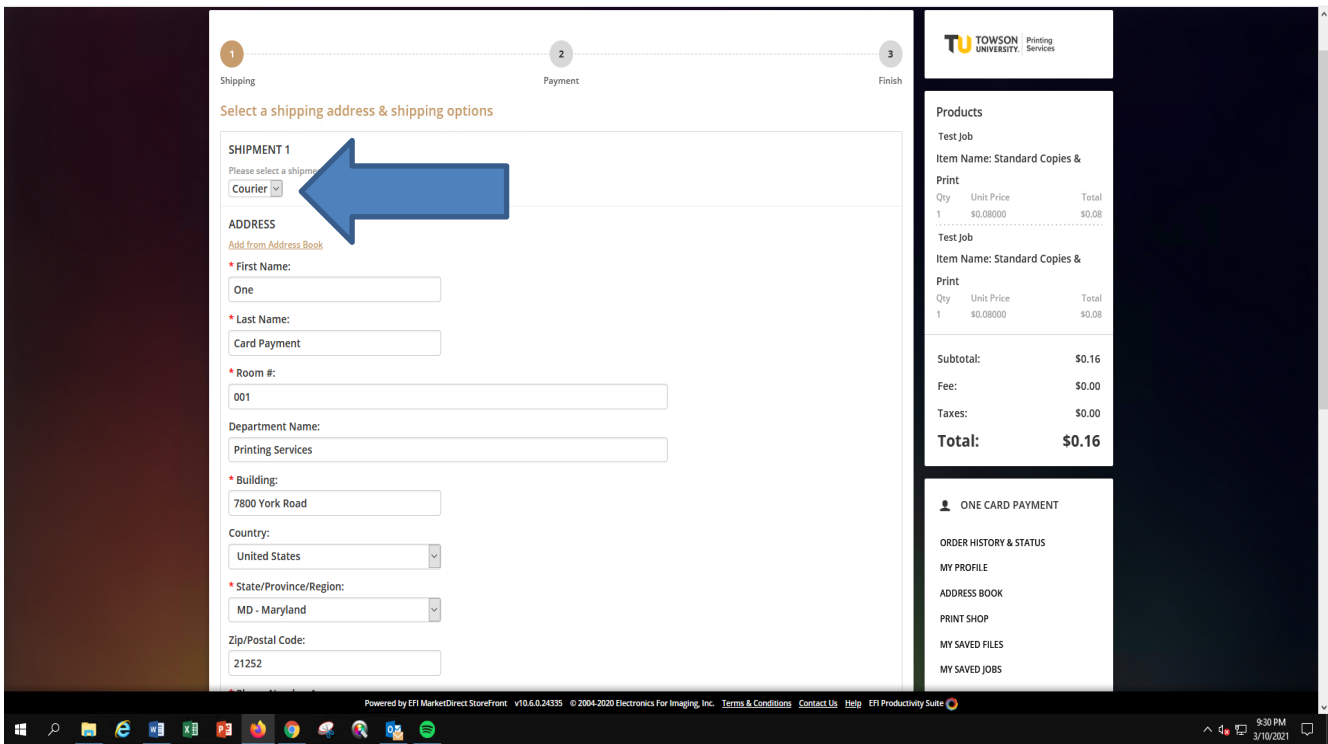
- When you are finished placing your orders, place your cursor over the **“Cart”** button in the upper right-hand corner. Then select the **“CheckOut”** button.



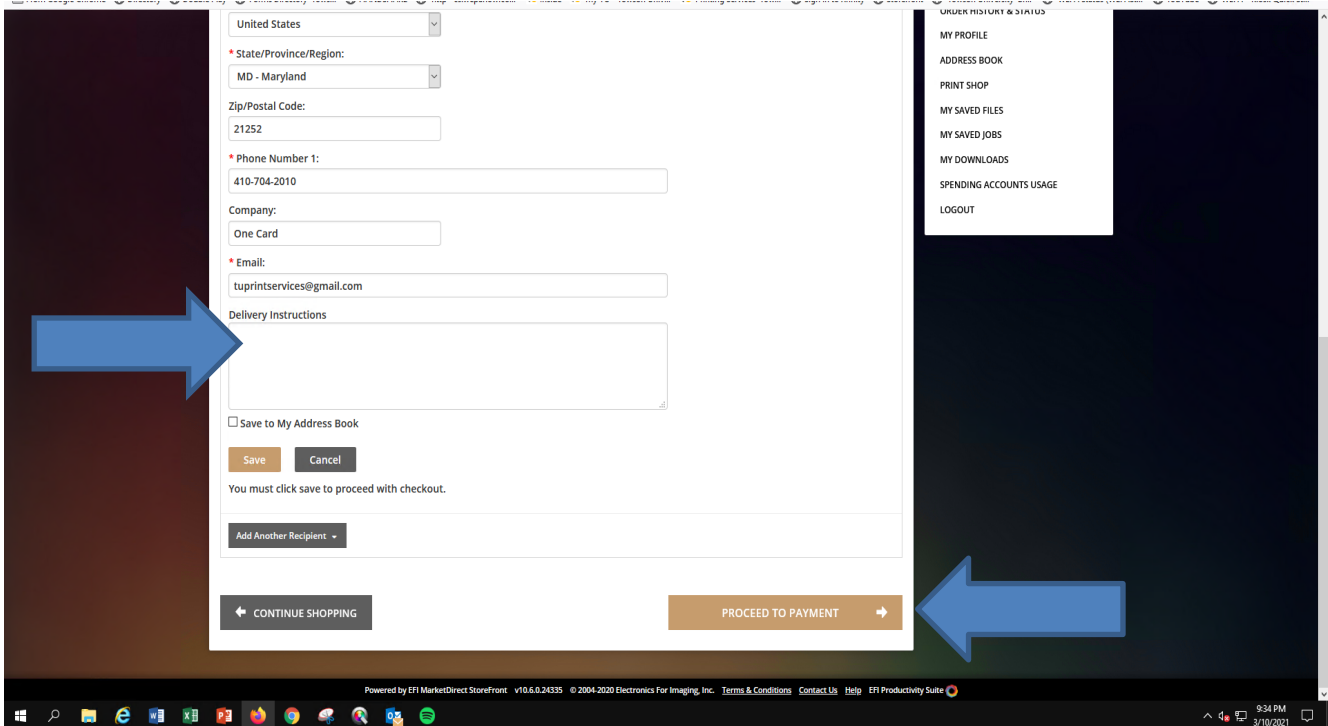
- Select the “Due Date” button.
- Select a due date and select the “Save” button.
- Then “Proceed To Checkout”.



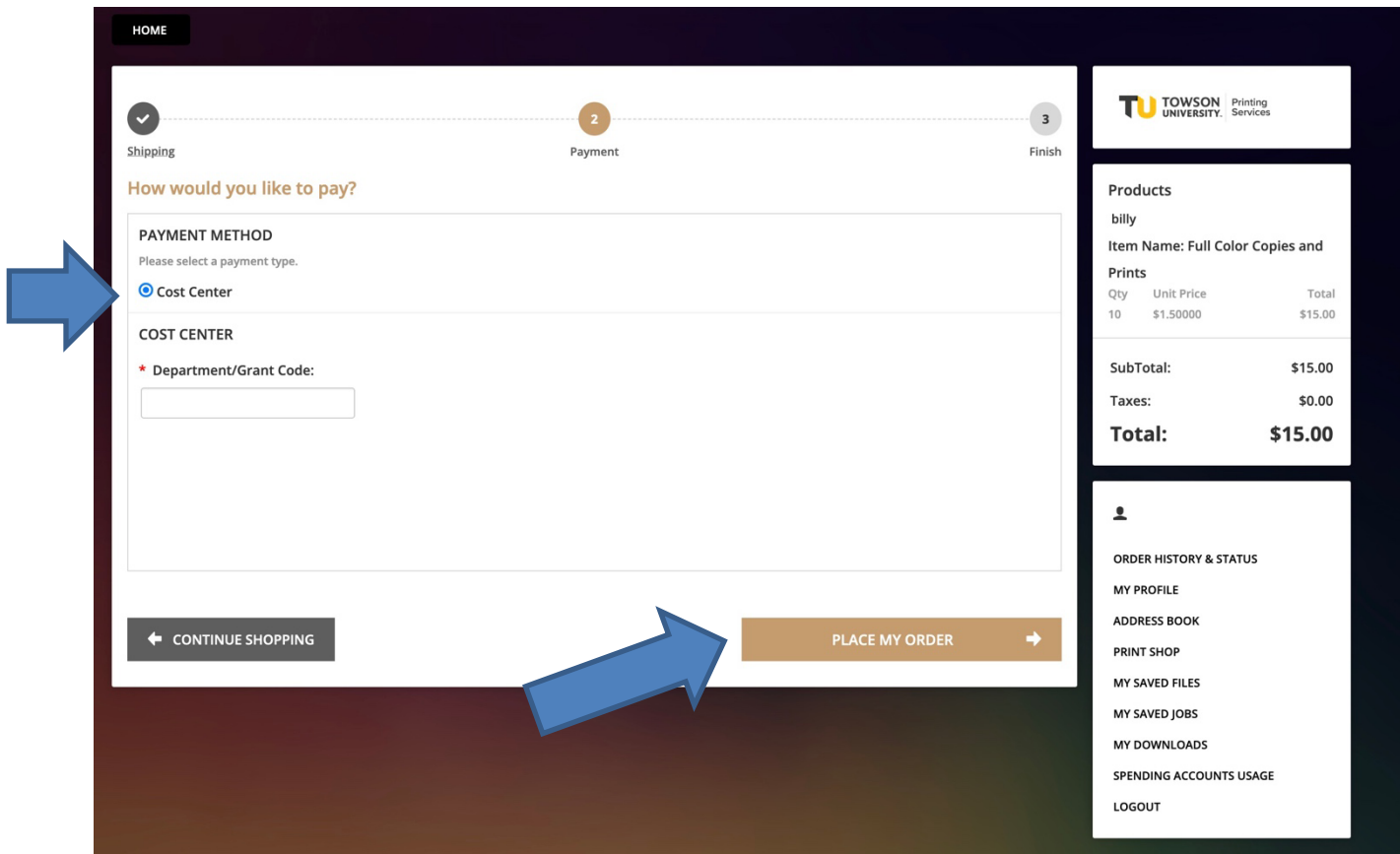
- Your delivery information will have already been populated when you registered. If you would prefer to pick up your job, you can change the drop-down from “Courier” to “Customer Pick-Up”.



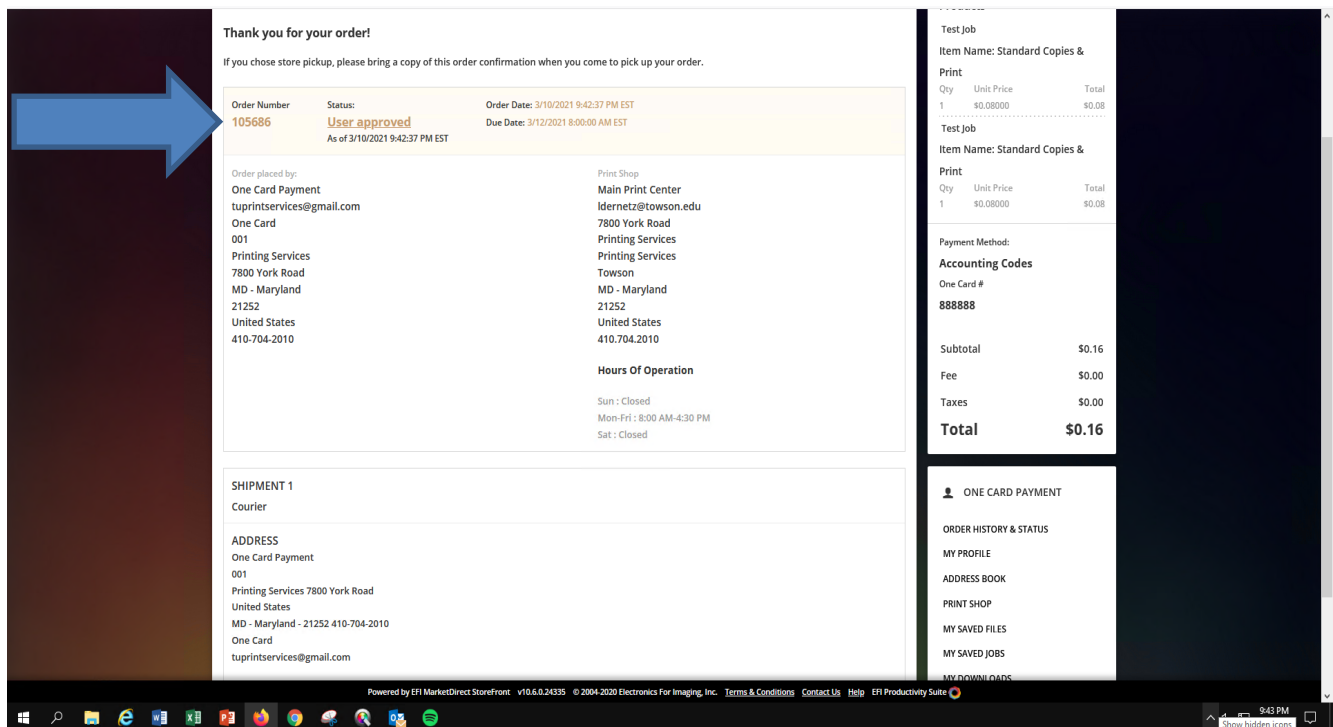
- If you scroll down, you will see the box where you can place special delivery instructions.
- If everything looks good on your order, select the **“Proceed to Payment”** button.



- Put in your 5-digit **Cost Center Code** that this will be billed to in the box.
- Select **“Place My Order”**.



- You will be forwarded to your **Confirmation Page** with an assigned **Order Number**. You will also receive an automated email confirming your order.



- **IMPORTANT!!!:** If you have a print rush job, place the order on-line and send a follow-up email to cconjar@towson.edu and carbon cpenny@towson.edu Note in your email that you require a faster turn-around time than normal.

FEEL FREE TO CONTACT PRINTING SERVICES AT 410-704-2010 WITH ANY QUESTIONS.