

DISTRICT PRINT CENTER

*Dedicated to Helping You with all of
Your Printing and Duplicating Needs*

Digital Storefront Ordering System

**712 West 5th Avenue
Naperville, Illinois 60563**

630/420-6411 ❖ Fax: 630/527-6063

Use the following link to access our Digital Storefront.

<http://ncusd203.myprintdesk.net/DSF/ASP9/storefront.aspx>

(SAVE THIS IN YOUR FAVORITES!)

Step 1

The screenshot shows a Mozilla Firefox browser window displaying the District Print Center storefront. The browser's address bar shows the URL: <http://ncusd203.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF2kdzlnrQdwqIDwEkJMwJ5iJhim2XcV4Cazhtdc>. The website header features logos for Indian Prairie 204 School District and Naperville Community Unit School District 203, with the text "DISTRICT PRINT CENTER" and "Two great school districts, one great District Print Center". A navigation bar includes "Home" and "Cart (0) :: Help".

The main content area is divided into three columns. The left column contains three boxes: "EFI PrintMessenger" with links for "Windows" and "Mac"; a "Search" box with a dropdown menu set to "All" and a "Go" button; and a "Cart (0 Items)" box stating "Your Cart is Empty.". The middle column features a heading "The Print Center site has made some changes!" followed by a paragraph: "To make Print Center service easier and more efficient, ongoing improvements are being made to this website. New featured categories, with some new products, have been added. From the left side area labeled 'Home' you can order products that are not included in the 'Featured Categories' area. We appreciate any feedback on this website, and thank you for ordering through the Print Center storefront." The right column contains a "Login" form with fields for "User Name:" (containing "bdoyle") and "Password:" (masked with dots), a "Remember User Name" checkbox, and a "Login" button. Below the login form are links for "Register" and "Forgot your password?".

At the bottom of the page, the copyright notice reads "Copyright © 2009-2010 Electronics For Imaging, Inc." and the footer states "Powered by **EFI Digital StoreFront**".

This screen is the first you will come to after entering in the web address. You need to log in and enter your password if you are already registered.

If you are not yet registered, click Register. You will then follow the prompts and fill in the required fields. When you are finished, your account will be reviewed by the District Print Center and within **24 hours** you will be able to place orders.

Step 2

The screenshot shows a Mozilla Firefox browser window displaying the District Print Center storefront. The browser's address bar shows the URL: <http://ncusd203.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF2kdzlnrQdwqllDwEkJMw35j/him2XcV4Cazhgtdc>. The website header features logos for Indian Prairie 204 School District and Naperville Community Unit School District 203, with the text "DISTRICT PRINT CENTER" and "Two great school districts, one great District Print Center". A navigation bar includes "Home", "Cart (0)", "My Account", "Order Status", "Print Shops", and "Help". Below the navigation bar, there are tabs for "Storefront" and "Administration".

The main content area is divided into several sections:

- EFI PrintMessenger:** Includes links for "Install Driver" with "Windows" and "Mac" options, and a link to "Installers".
- Search:** A search box with a dropdown menu set to "All" and a "Go" button.
- Home:** A list of links: "Black Ink Copies", "Business Cards", "Carbonless Forms", and "Color Copies".
- The Print Center site has made some changes!** A central announcement text: "To make Print Center service easier and more efficient, ongoing improvements are being made to this website. New featured categories, with some new products, have been added. From the left side area labeled 'Home' you can order products that are not included in the 'Featured Categories' area. We appreciate any feedback on this website, and thank you for ordering through the Print Center storefront."
- Featured Categories:** A section titled "Featured Categories" with a sub-section for "Black Ink Copies". It includes an icon of a stack of paper and text: "Use this category when needing black ink copies only. Copies can be made on white copy paper and card stock, or 8 color paper options are also available in copy paper and card stock." Below this is an "Important!" notice: "If you need bright color papers, please use the 'Specialty'".
- Selected Print Shop:** Information for "DISTRICT PRINT CENTER" at "710 West 5th Avenue, Naperville, IL 60563, United States, Tel: 630-420-6411".
- Hours Of Operation:** "Sun Closed", "Mon-Fri 7:00 AM-3:30 PM", "Sat Closed".
- Current Print Shop Time:** "12/2/2010 7:37:13 AM".

The browser's status bar at the bottom shows "Done".

This next screen is where you choose what you want to order. Scroll down and click on the appropriate choice.

For example: Black Ink Copies

Step 3

The screenshot shows a Mozilla Firefox browser window with the address bar displaying <http://ncusd203.myprintdesk.net/DSF/storefront.aspx?6xni2of2cF2kdzlnrQdwqIIDwEkJMw35i/him2XcV4Cazhgtdc>. The page content is as follows:

- Left Sidebar:**
 - Mac Installers
 - Search: All (dropdown), [input field], Go
 - Home Black Ink Copies
 - Cart (0 Items) Your Cart is Empty.
- Main Content:**
 - paper options are also available in copy paper and card stock.
 - Important!** If you need bright color papers, please use the "Specialty Copies" category. The Specialty Copies category necessitates a longer turnaround time, since the Print Center no longer stocks these items - they must be special ordered.
 - In this Category:** [Empty box]
 - Black Ink Copies (Electronic File Submission)**
Use when supplying an electronic file, for a faster turnaround time.
[Begin button]
 - Black Ink Copies (Hard Copy Submission)**
Use when supplying hard copy(ies). There is a 3- to 4-day turnaround time for hard copy orders.
Important: When supplying 2-sided originals, count each side of the sheet as an original. For example, four 2-sided originals would count as 8 originals that you are supplying to the Print Center.
[Begin button]
- Right Sidebar:**
 - Naperville, IL 60563
United States
Tel: 630-420-6411
 - Hours Of Operation**
Sun Closed
Mon-Fri 7:00 AM-3:30 PM
Sat Closed
 - Current Print Shop Time**
12/2/2010 7:41:03 AM

Here, choose what type of Black Ink copies you want.

Click Begin.

Step 4

Ticket Wizard - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://ncusd203.myprintdesk.net/DSF/TicketWizard.aspx?WmvrIWF7nN+STFTx1sf0tS9W8J5cpD5fblWggvPoIMB+WBvbm8FnmB25wCjk+Hj91zShIuISqzereC

Most Visited Getting Started Latest Headlines Customize Links

Ticket Wizard

Log in as buyer | Welcome Brian Doyle! Logout

Storefront Administration

Progress 1 Add Files 2 Print Options 3 Review

Job Name: Computist Quiz Quantity: 125

Upload File Hardcopy

Select File: Browse...

Add to 'My Saved Files' for future use. [Supported File Types](#) Upload File

My Saved Files

Delete Preview Add File

Your File has been added successfully and is ready to use.
File(s) Added to This Job

To reorder or remove a file, click on the document's icon and then click on Move Up, Move Down or Remove icon. Click on a file name to preview that document. Click Next when you are done configuring your files.
NOTE: Files will be printed in the order shown below.

Computist quiz.pdf
4 Pages
Saved Date: 12/2/2010 7:53 AM
Saved Time: 7:53 AM CST
Uploaded via WebPage

Save My Job Cancel Next

Done

Next, enter a descriptive name of what we're copying and enter the quantity. Quantity is the finished number of pieces you are requesting. **For example 5 class sets of 25 should be entered as 125 and NOT 25.**

Also at this screen, you have the option to attach an electronic file. Follow the steps to do so. The system will automatically make a PDF of the file and attach it to your order. We will also receive your native file.

Note: If you are sending a project that is hard copy, click the hardcopy tab and enter the name of your project. You will need to enter the number of sheets you are supplying us. If you are giving us 2 sided originals that each side counts as an original. **For example 4 two sided documents would counts as 8 originals.**

Click Next.

Step 5

Done

This screen is where you enter all of your information pertaining to the job. Work down the list of items to the end.

*Note when you choose different project types in step 3 you will get different questions based upon the type of project.

(Continued on next page)

Step 5 Continued

The screenshot shows the 'Ticket Wizard' interface in Mozilla Firefox. The browser's address bar displays the URL: <http://ncusd203.myprintdesk.net/DSF/TicketWizard.aspx?WmvrIWF7nN+STFTx1sf0tS9W8J5cpD5fblWggvPoIMB+WBvbm8Fnnb25wCjk+JJ91zShIuI5qizereC>. The interface is divided into several sections:

- Finishing Options:** A series of dropdown menus and checkboxes for configuring the print job's finishing options. Each option is accompanied by a small icon representing the selected setting.
 - Collate:** Collate into Sets (with page icons 1, 2, 3)
 - Staple:** Upper Left Corner (with a staple icon)
 - Drill:** 3 Holes on left side (with a hole punch icon)
 - Slip Sheet:** No Slip Sheet (with a crossed-out circle icon)
 - Fold:** No Folding (with a crossed-out circle icon)
 - Cut Type:** No Cutting (with a crossed-out circle icon)
- Special Pages:** A section with a title 'Special Pages' and a button 'Add Special Page(s)'. Below the title, it explains that special pages are treated differently and provides an example. A status message 'Special Pages Not Available' is displayed.
- Special Instructions:** A large text area labeled 'Special Instructions:' for entering specific instructions.
- Navigation:** At the bottom, there are buttons for 'Save My Job', 'Previous', and 'Next'.

This is the rest of the screen as you scroll down. Continue to make your finishing selections as needed.

Click next.

Step 6

Transferring data from ncusd203.myprintdesk.net...

This is the review section. Look at the screen above and on the following page.

Step 6 Continued

The screenshot shows a web browser window titled "Ticket Wizard - Mozilla Firefox". The address bar contains the URL: <http://ncusd203.myprintdesk.net/DSF/TicketWizard.aspx?WmvrIWF7nN+STFTx1sf0tS9W8J5cpD5fblWggvPoIMB+WBBytm8Fnnb25wCjk+Hj91zShIuI5qizereC>. The main content area is a review screen for a document titled "Computist quiz.pdf".

Review

File(s) [Edit](#)

File Name [Computist quiz.pdf](#)

Page(s) 4

Upload Method Upload Digital

Print Options [Edit](#)

Front Cover * No Front Cover

Back Cover * No Back Cover

Color or B&W B&W

Duplex Double-sided (duplex)

Orientation Portrait

Paper/Media Letter/11" Paper (Generic) White

Bond (20 pound)/ 75 gsm

White

Scale to Fit - No

Collate * Collate into Sets

Staple Upper Left Corner

Drill 3 Holes on left side

Slip Sheet * No Slip Sheet

Fold * No Folding

Cutting * No Cutting

Special Instructions *

* Not Shown In Preview

I Approve (REQUIRED)
I've carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

Buttons: Save My Job, Previous, Add to Cart

Transferring data from ncusd203.myprintdesk.net...

This entire area gives you a screen view of your order and all of the information that you've entered for the order. Once you've reviewed and are satisfied check the "I Approve" box. If you do not check this box your order will not be placed.

If there is a mistake with your order, prior to checking the approval box, click previous to go back to the previous screen and make your corrections.

If your order is ready to release then
Click Add to Cart.

Step 7

Shopping Cart - Mozilla Firefox
http://ncusd203.myprintdesk.net/DSF/ShoppingCart.aspx

Two great school districts, one great District Print Center

Home | Cart (1) :: My Account :: Order Status :: Print Shops :: Help

Log in as buyer | Welcome Brian Doyle! | Logout

Storefront Administration

Shopping Cart

Continue Shopping Checkout >

Requested Ship Date and Time
12/6/2010 12:00 PM

Print Shop: DISTRICT PRINT CENTER
DISTRICT PRINT CENTER
DISTRICT PRINT CENTER
710 West 5th Avenue
Naperville, IL 60563
United States
Tel:630-420-6411

Products	Quantity
Computist Quiz Remove Item Name: Black Ink Copies (Electronic File Submission)	125 Update Quantity

Recipient #1
Please enter recipient information below.

Address Book

Method: DELIVERY

Delivery Instructions:

First Name: Brian
Last Name: Doyle
School/Building: Print Center
Telephone: 630-420-6411
E-Mail Address: bdoyle@naperville203.org

Address: PRINT CENTER
710 W. 5th Ave.
City: Naperville
State: IL
Zip/Postal Code: 60563

Save to My Address Book

Save

Clear Cart

Continue Shopping Checkout >

This shows what you have in your shopping cart. If you have special delivery instructions please put the information in the box. You now can check out or continue shopping. If you have multiple items you are ordering click Continue Shopping. Click the appropriate option.

Step 8

Checkout - Mozilla Firefox
http://ncusd203.myprintdesk.net/DSF/OrderCheckout.aspx

INDIAN PRAIRIE 204 SCHOOL DISTRICT
DISTRICT PRINT CENTER
Two great school districts, one great District Print Center
Naperville Community Unit School District 203

Home Cart (1) :: My Account :: Order Status :: Print Shops :: Help
Log in as buyer | Welcome Brian Doyle! Logout

Storefront Administration

Checkout 1. Payment 2. Review

Payment
Payment Method:
Your Order Will Be Billed To The Appropriate Account.
Thank You!
Click "NEXT" To Proceed With Your Order

Cancel Next >

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Done

This is the payment page. Your order will be billed to the appropriate account.

Click Next.

Step 9

Checkout - Mozilla Firefox
http://ncusd203.myprintdesk.net/DSF/OrderCheckout.aspx

INDIAN PRAIRIE 204 SCHOOL DISTRICT
DISTRICT PRINT CENTER
Two great school districts, one great District Print Center
Naperville Community Unit School District 203

Home Cart (1) :: My Account :: Order Status :: Print Shops :: Help
Log in as buyer | Welcome Brian Doyle! Logout

Storefront Administration

Checkout 1. Payment 2. Review Place My Order

Requested Ship Date and Time
12/6/2010 12:00:00 PM CST

Print Shop: DISTRICT PRINT CENTER
DISTRICT PRINT CENTER
DISTRICT PRINT CENTER
710 West 5th Avenue Tel: 630-420-6411
Naperville, IL 60563
United States

Products	Quantity
Computist Quiz	125

Payment
Your Order Will Be Billed To The Appropriate Account.

Recipients

Recipient #1 Edit	Method:	Products	Quantity
Brian Doyle Print Center PRINT CENTER 710 W. 5th Ave. Naperville, IL 60563 United States Tel: 630-420-6411	DELIVERY	Computist Quiz	125

Place My Order

Done

Review the final information and click Place My Order.

Step 10

Order/Quote Confirmation - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://ncusd203.myprintdesk.net/DSF/MyAccount/OrderSummary.aspx?Me/kuTV5B+nWJA8lxQPBB1ZNu9BnHpDCVzdyd7KLAE5sCldk3yCQhG5K3fonvzUMMK

Most Visited Getting Started Latest Headlines Customize Links

Order/Quote Confirmation

Log in as buyer | Welcome Brian Doyle! Logout

Storefront Administration

Thank you for your order! [Print this page](#) [Continue Shopping](#)

Order Confirmation

Order Number: 16591 **Order Status: User approved**

Requested Due Date: 12/6/2010 1:00:00 PM CST As of: 12/2/2010 9:23:50 AM CST

Submitted on: 12/2/2010 9:23:50 AM CST

Submitted by: Brian Doyle
Tel: 630-420-6411

Print Shop: DISTRICT PRINT CENTER
DISTRICT PRINT CENTER
DISTRICT PRINT CENTER
710 West 5th Avenue
Naperville, IL 60563
United States
Tel: 630-420-6411

Products	Quantity
Computist Quiz	125

Payment

Payment Method: Your Order Will Be Billed To The Appropriate Account.

Recipients

Recipient #1	Method:	Products	Quantity	Shipping Status
Brian Doyle Print Center PRINT CENTER 710 W. 5th Ave. Naperville, IL 60563 United States Tel: 630-420-6411 E-Mail: bdoyle@naperville203.org	DELIVERY	Computist Quiz	125	-

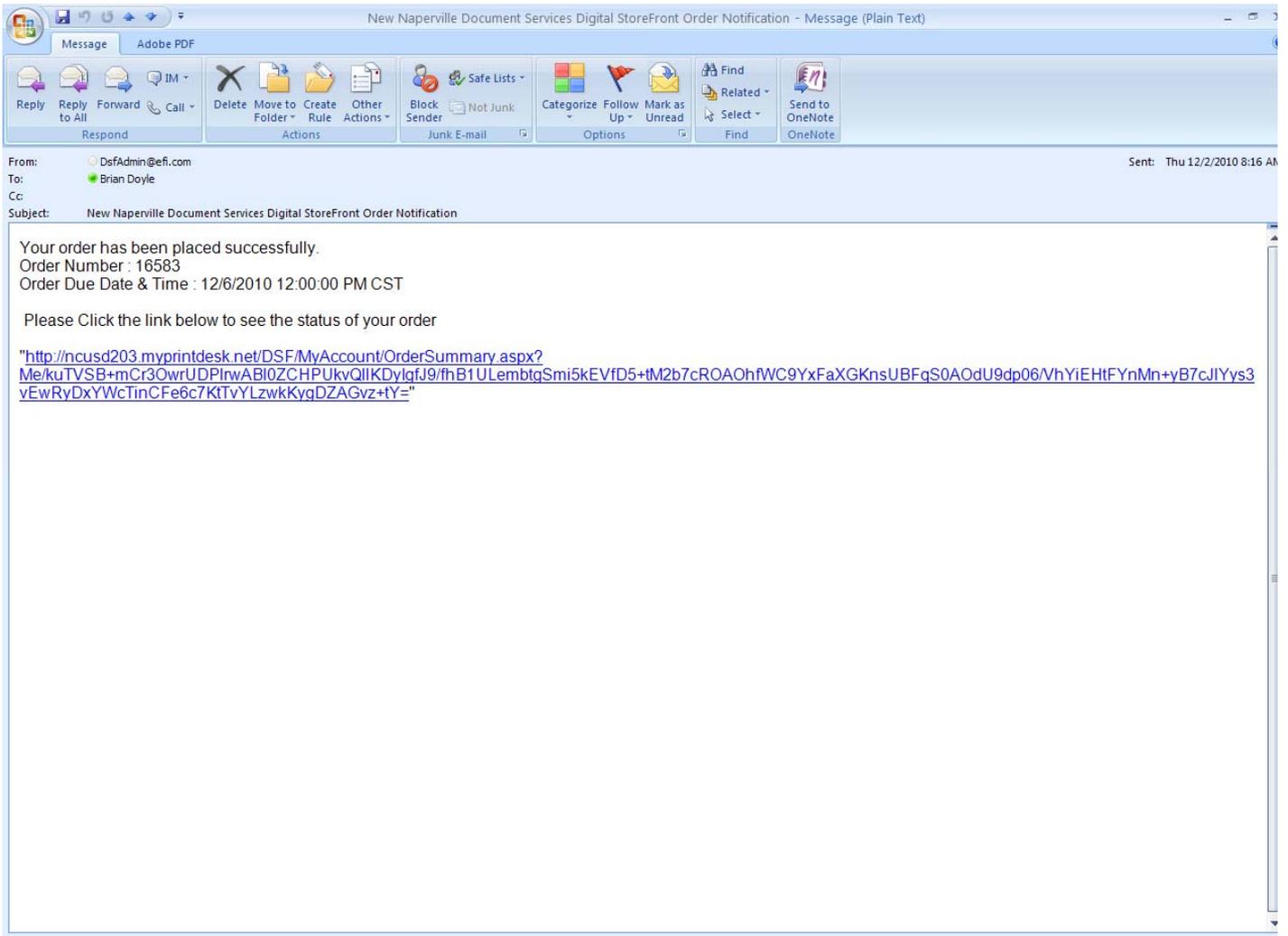
[Print this page](#) [Continue Shopping](#)

Done

Congratulations! You are now finished. Print this page for your records.

If you are sending hard copy print this page, attach it to your copy and send with your order.

E-Mail Confirmation



When you have completed your order, you will be notified with a confirmation of order receipt by email.

The District Print Center will receive an alert that you have placed an order.

When we accept it you will receive an e-mail that the order is in process.

Helpful information

To check on a job in progress, log into the site and click on your job to see the status.

The Digital Storefront Ordering System stores a history of your orders along with the electronic files.

- To reorder simply login, click the reorder button and revise any specifications (quantity, paper color, etc.), then submit the new order.
- If you need electronic files of any past jobs, they are archived in the system.

If you have any questions or suggestions please call

The District Print Center
630.420.6411