

INSTRUCTIONS for DIGITAL PRINT SHOP

The screenshot shows the Digital Print Shop website in a Windows Internet Explorer browser window. The browser's address bar displays the URL: <http://dsf.vvsd.org/DSF/storefront.aspx?AHISaEkBkgsodwXW9ajtGrZ3p/Zy+Qh/PFnc7HmApe2BugZfx3cikSM0MBVXQ>. The website features a blue header with the "Digital Print Shop" logo and a navigation bar with "Home" and "Login :: Help" links. On the left side, there is a login form with fields for "User Name:" and "Password:", a "Remember User Name" checkbox, and a "Login" button. Below the login form are links for "Register" and "Forgot your password?". A search box is also present with a dropdown menu set to "All" and a "Go" button. The main content area is titled "Print Shop Services" and contains eight service tiles arranged in a 2x4 grid. Each tile includes an icon, a service name, a description, a turnaround time, and a "Begin" button. The services are: QUICK COPY (No Charge), LARGE FORMAT (WILL Incur Charge), CARBONLESS FORMS (WILL Incur Charge), INDEX (WILL Incur Charge), COLOR COPIES (.13 per copy), MISC. CHARGEABLE PRINTING (Will incur charge), BOOKLET (May Incur Charge), and CONSTRUCTION PAPER (WILL Incur Charge). The bottom of the browser window shows the Windows taskbar with several open applications: Start, Inbox - Microsoft..., FileMaker Pro - [PS...], Storefront - Win..., PRINT SHOP, and Microsoft PowerPol... The system tray shows the time as 10:36 AM and the date as 10/10/07.

You can access Digital Print Shop from the link on the districts' internet or any computer that has internet access at <http://dsf.vvsd.org/dsf/>. Add this site to your "FAVORITES" for easy access.

Register

First time Users need to register. Click the “REGISTER” Button (just below Login. **REGISTER ONLY ONCE.** You will create a user name (use your VVSD login) and password.

Storefront - Windows Internet Explorer

http://ddl.vvsd.org/DSF/storefront.aspx?ANISaEkBkgodwXW9aItGrZ3p/Zy+Ch/PFnc7HmApe2BugZfx3ckSIW0MBVXX

File Edit View Favorites Tools Help

Storefront

Home Login :: Help

Digital Print Shop

Print Shop Services

Login
User Name:
Password:
 Remember User Name
Login

[Register](#)
[Forgot your password?](#)

Search
All
Go

Cart (0 Items)
Your Cart is Empty.

Catalog
[CONTRACTS](#)

QUICK COPY (No Charge)
Quick Copy Material
Do not combine Chargeable Services with Quick Copy on the same order.
Begin

LARGE FORMAT (WILL Incur Charge)
Allow 5-10 Business Day Turnaround
Begin

CARBONLESS FORMS (WILL Incur Charge)
Allow 5-10 Business Day Turnaround
Begin

INDEX (WILL Incur Charge)
Allow 5-10 Business Day Turnaround
Begin

COLOR COPIES (.13 per copy)
Allow 5-10 Business Day Turnaround

MISC. CHARGEABLE PRINTING (Will incur charge)
Allow 5-10 Business Day Turnaround

BOOKLET (May Incur Charge)
Allow 5-10 Business Day Turnaround

CONSTRUCTION PAPER (WILL Incur Charge)
Allow 5-10 Business Day Turnaround

Start | Index - Microsoft ... | FileMaker Pro - LPS... | Storefront - Win... | PRINT SHOP | Microsoft POWERPOL... | Internet | 100% | 10:38 AM

Profile

Create an Account - Windows Internet Explorer

http://dsf.vvvsd.org/DSF/Register.aspx

File Edit View Favorites Tools Help

Create an Account

Step 1 of 2 Create an Account

Contact Information

Nickname:

First Name:

Middle Name:

Last Name:

Address 1:

Address 2:

City:

State/Province/Region:

Zip/Postal Code:

Country:

Phone Number 1:

Phone Number 2:

Fax Number:

Title:

Building:

Department:

Done

Start

Create an Accou...

Microsoft PowerPol...

Inbox - Microsoft ...

Internet

100%

9:07 AM

- Enter your profile information
- Agree to terms and click register.

Home Page

Storefront - Windows Internet Explorer

http://dsf.vvvsd.org/DSF/storefront.aspx

File Edit View Favorites Tools Help

Storefront

Digital Print Shop

Home [Cart \(1\)](#) [My Account](#) [Order Status](#) [Print Shops](#) [Help](#)

Welcome Colleen Fox! [Logout](#)

Storefront Administration

Search

All

Go

Cart (1 Item)

test

Qty: 1

Go To Cart !

Catalog

- » BUSINESS CARDS
- » CURRICULUM
- » DISTRICT FORMS
- » ELEMENTARY

Print Shop Services

 QUICK COPY (No Charge) Quick Copy Material Manage Begin	 LARGE FORMAT (WILL Incur Charge) Posters... Manage Begin	 CARBONLESS FORMS (WILL Incur Charge) Manage Begin

Our catalog is here

Click on the Service needed

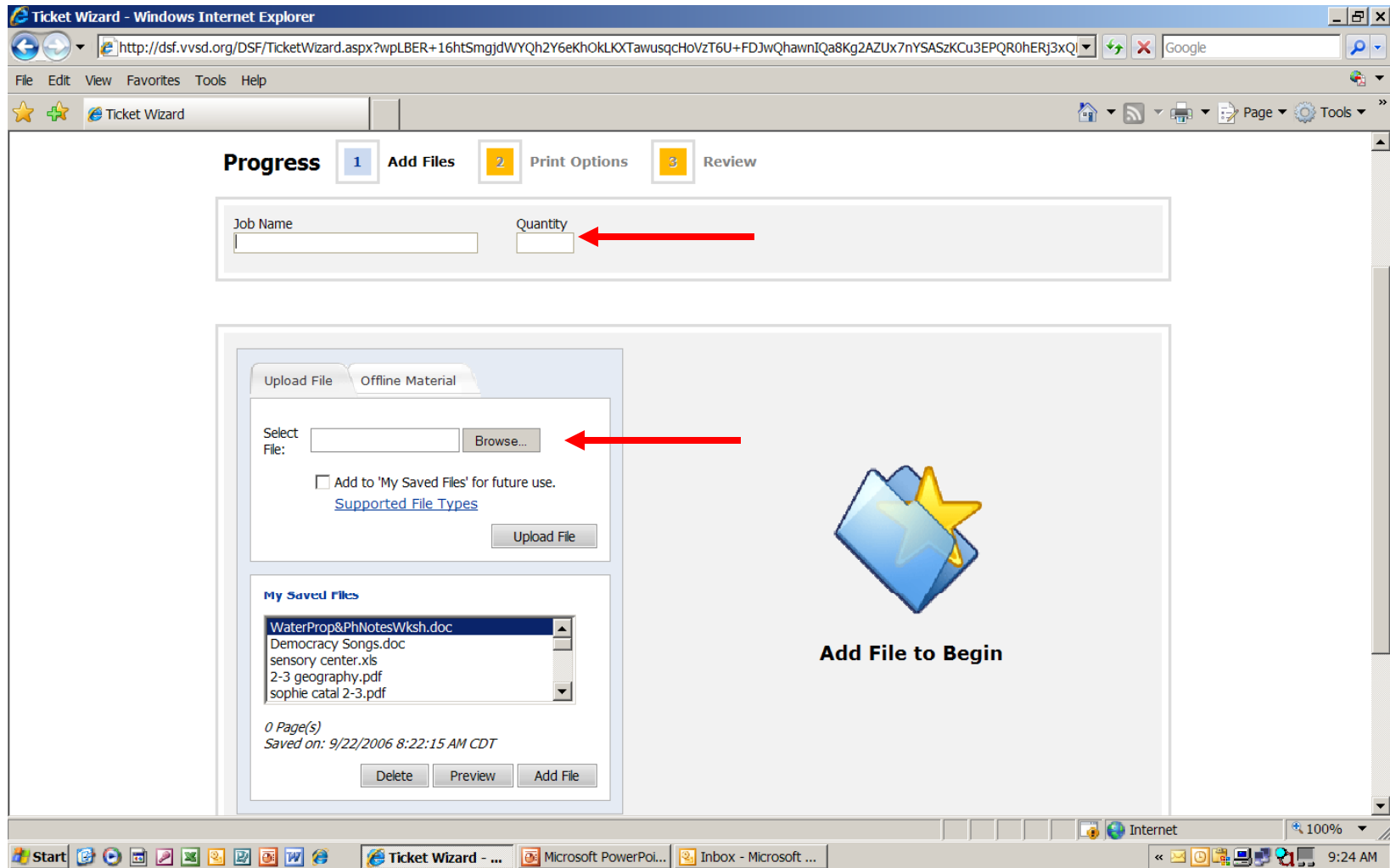
Example:
To make copies on regular paper click "Quick Copy"
(As you scroll down you will see other services).

Done

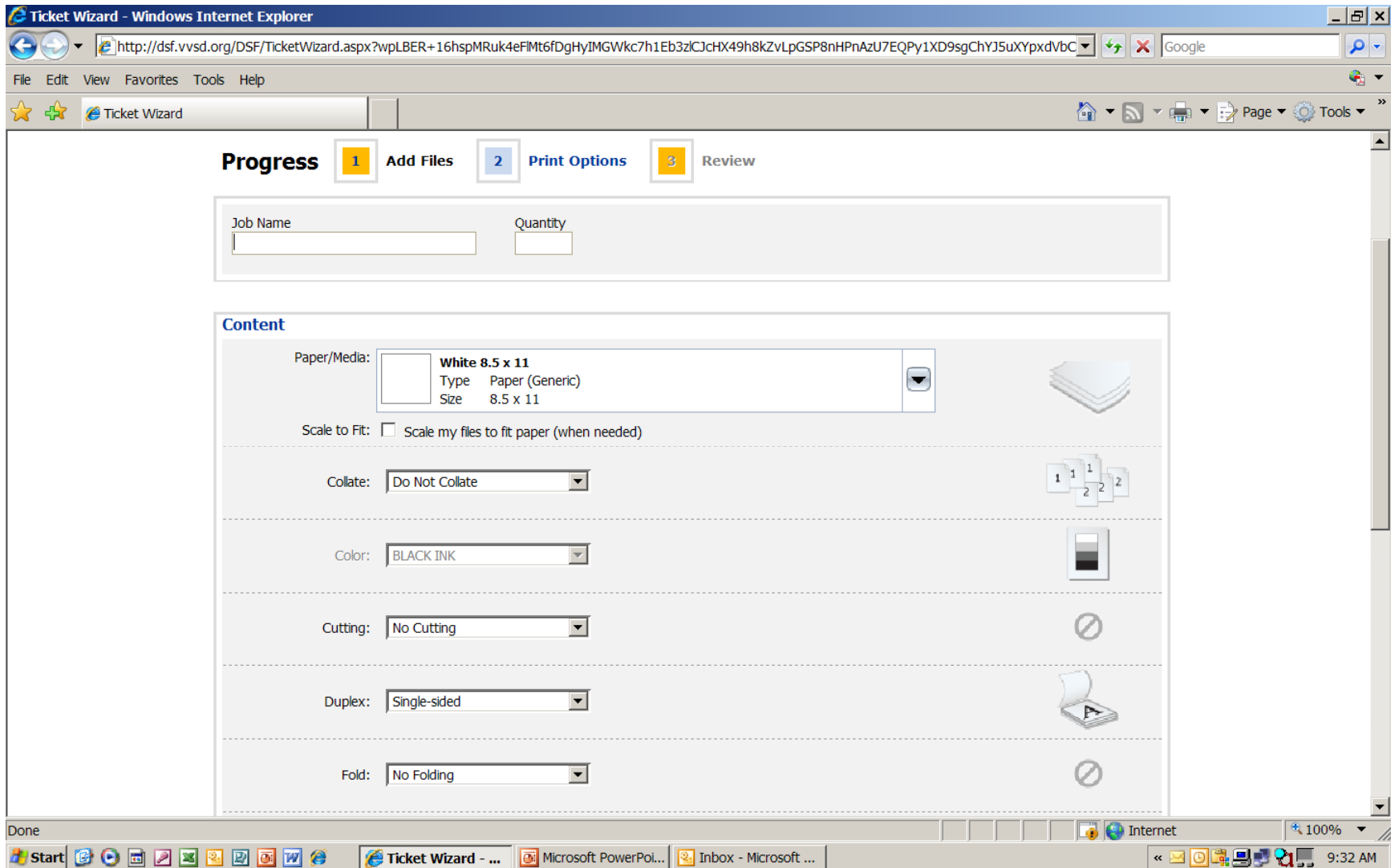
Start Storefront - Win... Microsoft PowerPoi... Inbox - Microsoft ...

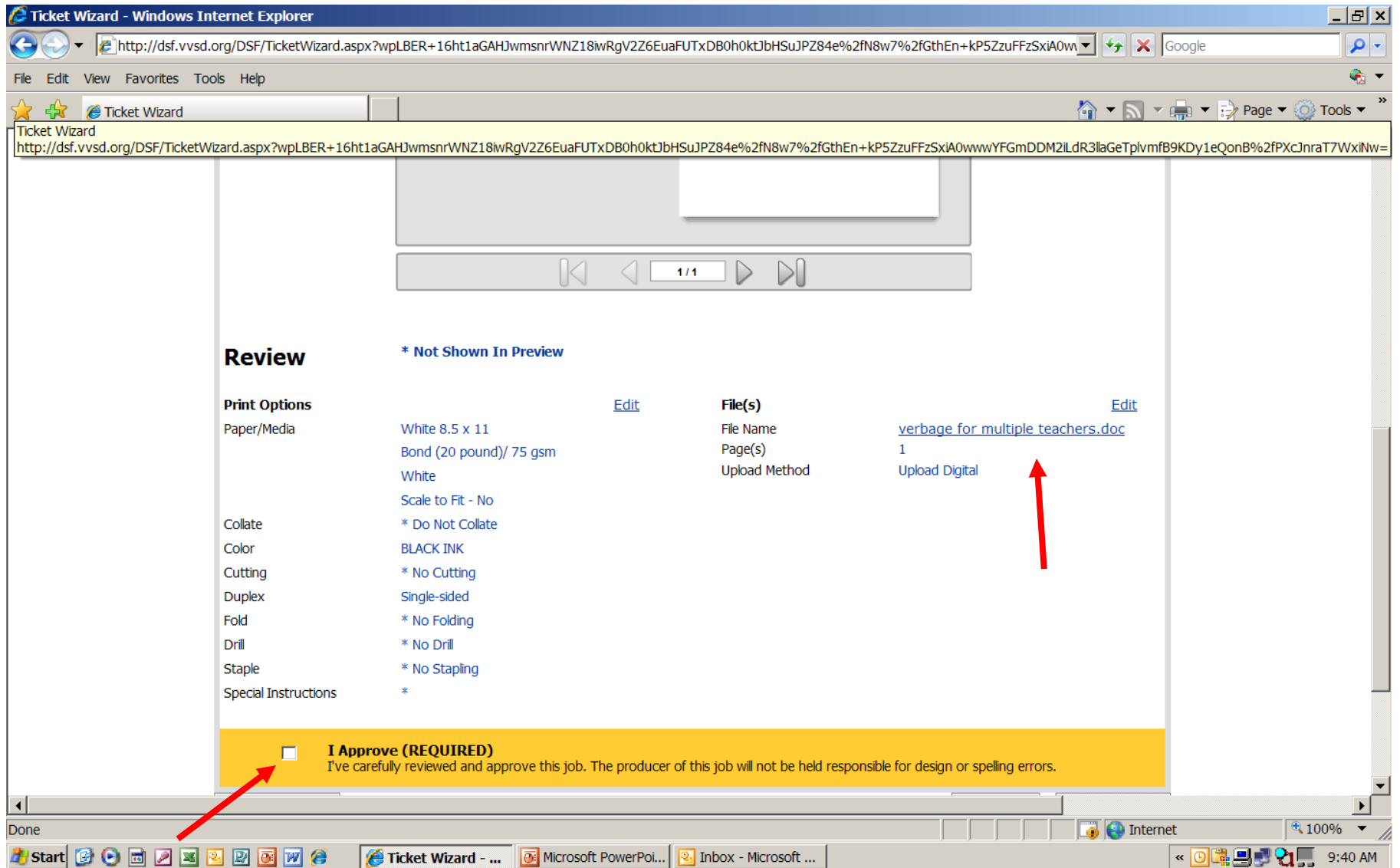
Internet 100% 9:11 AM

Click “Browse” to find the file you wish to upload. A dialog box will appear allowing you to search for your file, after you have found it click open. Then click “Upload” (depending on how large the file is, it may take a few moments). Once your file is uploaded, and you have given your job a name and quantity, click “next”.



Select the "Print Options. Add any notes at the bottom in "Special Instructions" then click next.





You should preview you file (if your preview is not clear you can click on the file to look at it) and review all of the instructions you have selected for this job. You have to mark that you approved everything you have selected. Then click add to cart.



Digital Print Shop



Home [Cart \(1\)](#) :: [My Account](#) :: [Order Status](#) :: [Print Shops](#) :: [Help](#)

Welcome Colleen Fox! [Logout](#)

[Storefront](#) [Administration](#)

Shopping Cart

[Continue Shopping](#) [Checkout »](#)

Requested Ship Date and Time



Print Shop: Printshop

Printshop
150 N Independence Blvd.
Romeoville, IL 60446
United States
Tel:815-886-7842

Products

Quantity

[test](#) [Remove](#)

Item Name: QUICK COPY (No Charge)

1

[Update](#)
[Quantity](#)

Recipients

Recipient #1

Colleen Fox
Printshop
United States

Hours Of Operation

Sun	Closed
Mon-Fri	6:00 AM-4:00 PM
Sat	Closed

Method:

Inter-school mail

[Clear Cart](#)

[Continue Shopping](#) [Checkout »](#)

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Powered by **EFI Digital Storefront**

Enter a ship date.
Choose to
"Checkout"
or
"Continue Shopping"