ON-LINE WORK REQUEST GUIDE FOR STANDARD COPIES & PRINTS

• Printing Service’s Web-to-Print on-line ordering system:  
  http://printcenter1.towson.edu/DSF

Add this web site to “favorites”

You will need to “Register” into the system. Select the blue “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 – always select “Main Print Center”.

• From the left hand 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 “Standard Copies & Prints” from the left hand menu.
• Under “In This Category” select “Standard Copies & Prints”.
• Select “Begin”.
• Under “Job Name” give your work a title to identify it by.

• Under “Quantity” select how many completed copies you want.
• Select the “Upload File” tab if you are uploading an electronic file to us. Select the “Offline Material” tab if you are sending us hardcopy to print/scan from. Also select the “Offline Material” tab if your job is being designed by Creative Services or Art Services. Note the title of the file they have designed so we can retrieve it from our Shared Folder.
• If uploading a file to us:
  o Select “Browse” and find your file on your hard drive.
  o Select “Upload File”

• If sending hardcopy to us:
  o Select “Type” from the drop-down menu.
  o Give it a “File Name”, …a title to identify your work by.
  o Under “Page(s)”, place how many original pages are in your document.(a back-to-back document is considered to be “2 pages”).
  o Select the “Add” button.

• Select “Next” from the bottom, right-hand corner of the screen.
- From this screen, you can build your job by selecting the type of stock, finishing requirements, etc.

- Select “Next” from the bottom, right-hand corner of the screen.
- Review and select “Add to Cart” from the bottom, right-hand corner of the screen.
- Select the calendar icon next to “Requested Ship Date and Time”.
- Select a due date and select the “Save” button.
- In the bottom right-hand corner, from the drop-down menu choose between Customer Pick-Up or Courier (we deliver to you).
- Select “Checkout”.
Put in your Department Code or Grant Code that this will be billed to.
Select “Next” from the bottom, right-hand corner of the screen.

You will be forwarded to your Confirmation Page with an assigned Order Number. You will also receive an automated email confirming your order. Print out your Confirmation Page for your records.

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 ldernetz@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. Our Fax Number is 410-704-4019.