Digital Storefront User Guide
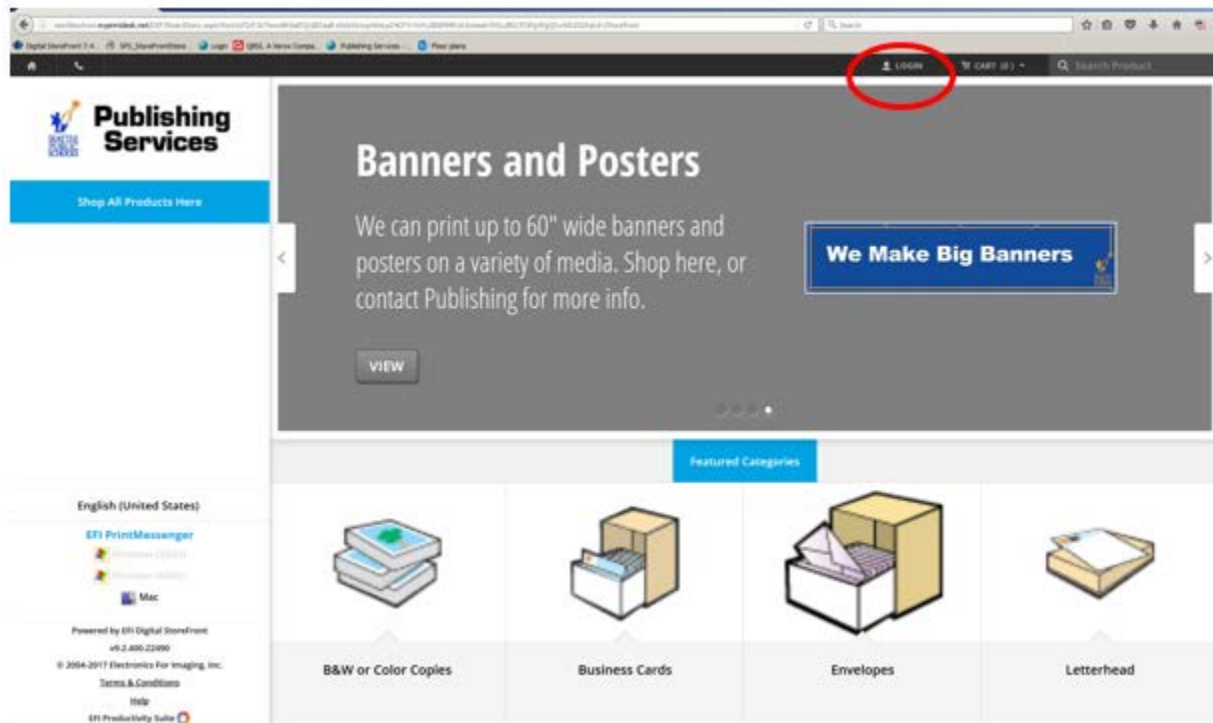
Go to: Publishing online ordering site – DSF (http://seattleschool.myprintdesk.net)

You'll see our storefront home page. The Login button is in the upper right.

Your Login:

User ID is your Seattle Schools log in (usually first and middle initial and last name)

If you self-register, you can create your own password.

 If a login was created for you, you will receive a temporary password via email. You'll be asked to change the temporary password after you log in the first time. You need at least 7 characters, including a capital letter and a number.

If you have trouble logging in, please call Melinda Morrow at 252-0147 or Publishing Services at 252-0080.

Shopping

Select Product

The home screen shows some featured categories and products in the center of the screen, and a link for product categories on the left side of the screen. To see the full list, hover your mouse over "Shop All Products Here". Click on the category name or icon that you'd like to order.
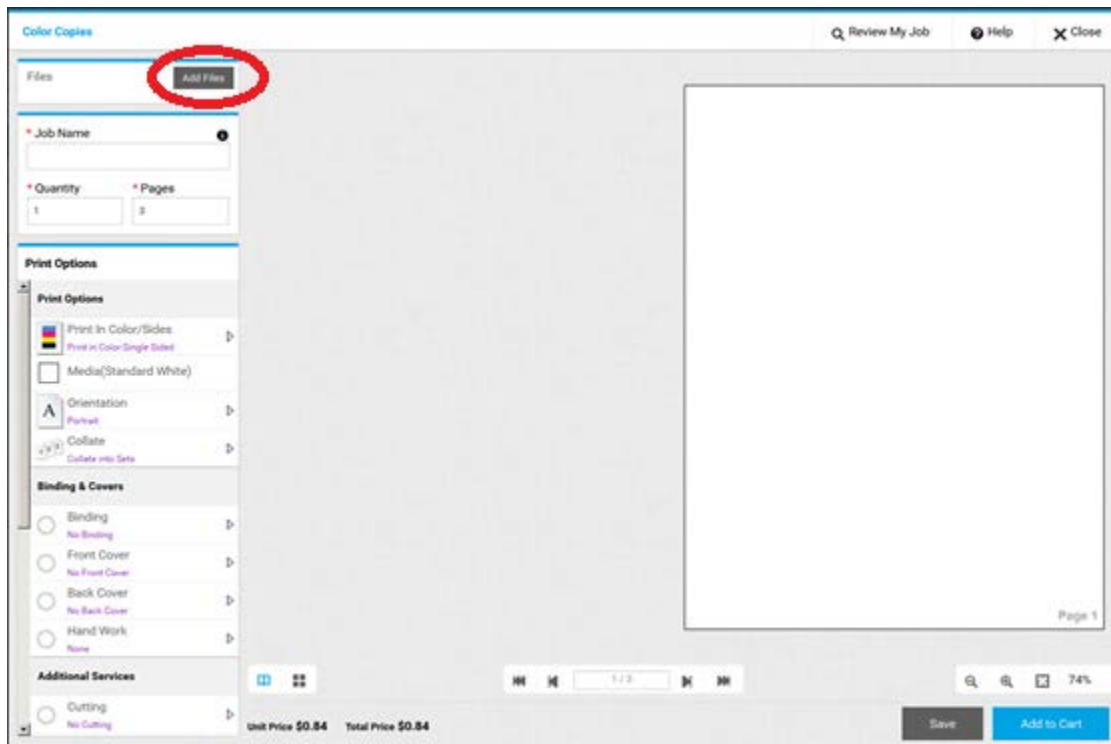
We'll use "B&W or Color Copies" for this example.

Choose B&W or Color, and click the BUY NOW button.

Add files

You'll see a menu on the left and a preview of your job in the main part of the screen. Begin by clicking the "Add Files" button in the upper left to upload your files.

Choose the correct option in the Add Files window. Use "Upload Files" for any type of file saved on your computer. "Saved Files" are files you've previously uploaded to our system. Use "Other" if you need to send us a thumb drive or hard copy to work with.
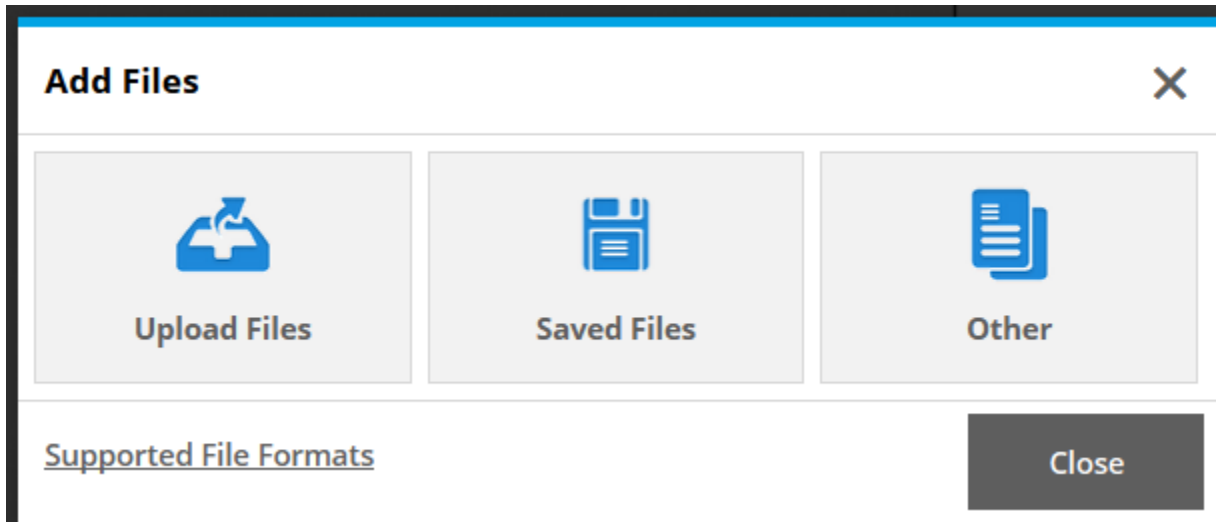

This example shows "Upload Files." Navigate to the file you want, select it, and click "Open."
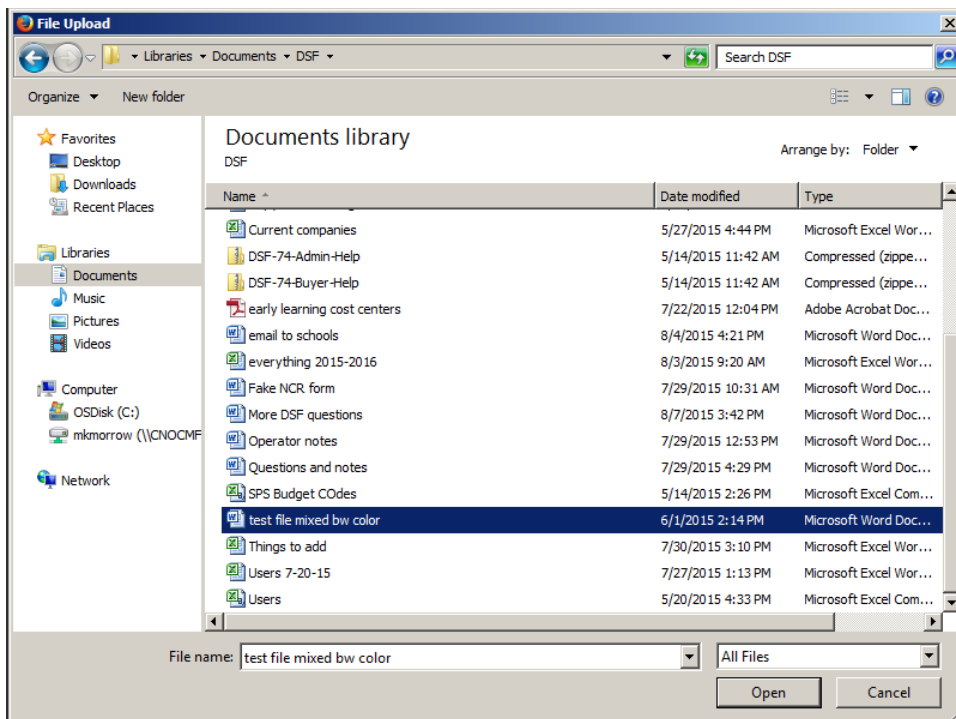
By default, the system will convert your file to PDF (if it's not already). You can also choose to "Save To My Files" if this is a file you are going to need to reprint periodically. Click "Add More Files" if you want to upload more than one file. Click "Upload" when you have all files listed.
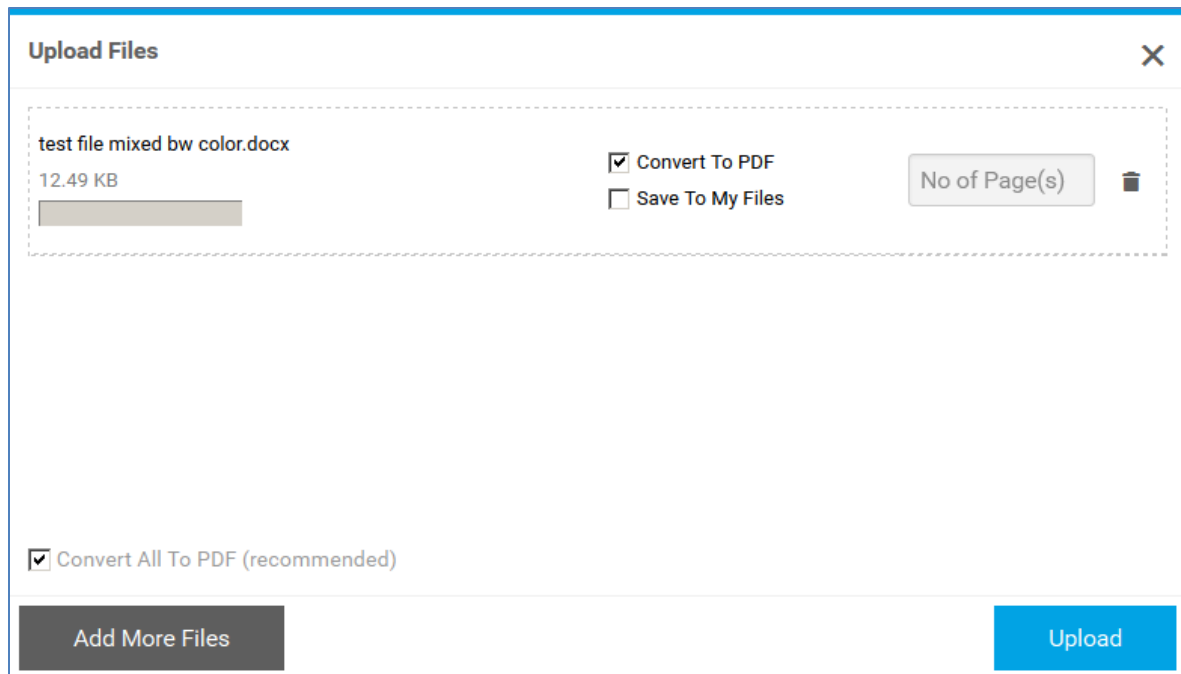
When the upload is finished, you'll see the number of pages, and the "Upload" button will have changed to "Done".
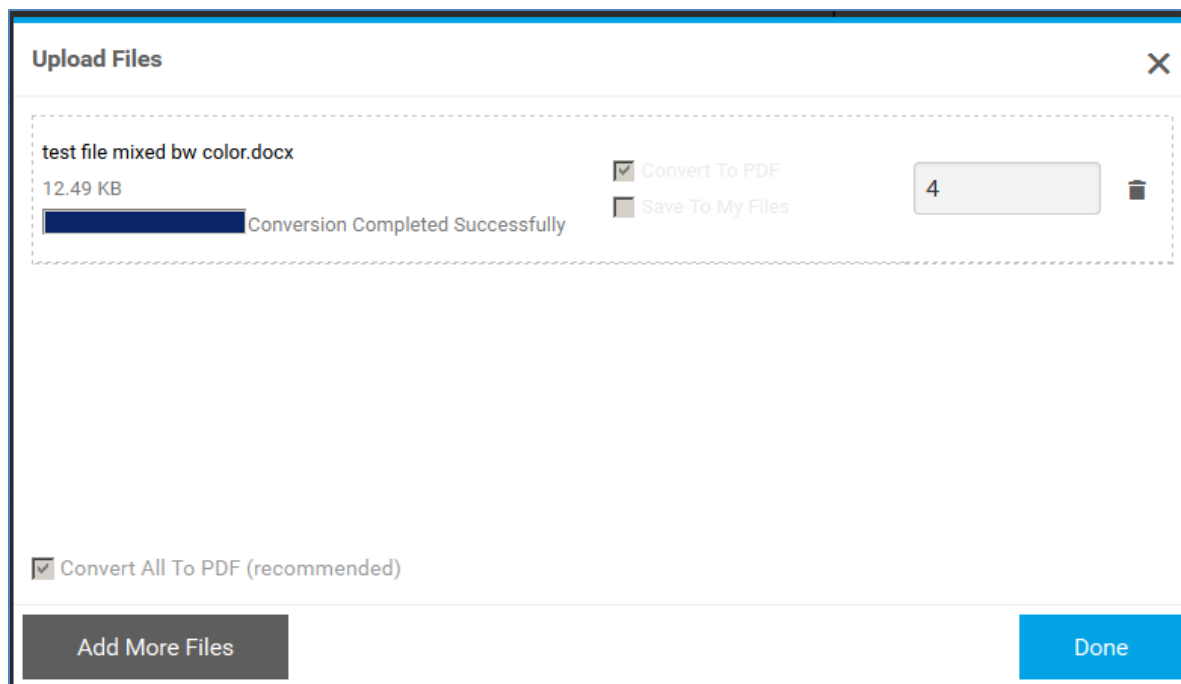
Job Options

Give your job a name and adjust the quantity. (You can't adjust the number of pages if you have uploaded files.)

Files

Add Files

test file mixed bw colo... ▼

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* **Job Name** ℹ

Test Color document

* **Quantity**   * **Pages**

5   4

Select your desired print options.

Print Options

▮▮ **Print In Color/Sides** Print in Color:Double Sided	▷
▢ **Media(Pastel Orchid)**	
A **Orientation** Portrait	▷
1 2 3 **Collate** Collate into Sets	▷

In this example, my only choice for "Print in Color/Sides" is color printing, but I can select single or double-sided print.

When selecting media, you can filer by size and weight to narrow down to appropriate choices. If you choose a colored media, it will be shown in the preview.

Media

Filter Size US Letter ▾   **Weight** Bond (20 pound)/ 75 gsm ▾

☐	Pastel Ivory	US Letter
☐	Pastel Orchid	US Letter
☐	Recycled Paper	US Letter
■	Rocket Red	US Letter
☐	Special Customer Supplied	US Letter
☐	Standard White	US Letter
☐	US Letter, 3-Hole Punch	US Letter

☐ Fit content to paper - scale content up or down (use when file and page are different sizes)

Cancel   OK

Use the Binding & Covers choices to ask for comb binding, 3-ring binding, or particular covers. You can also specify hand work such as hand folding or inserting.

Binding & Covers

○ **Binding**
No Binding ▷

○ **Front Cover**
No Front Cover ▷

○ **Back Cover**
No Back Cover ▷

○ **Hand Work**
None ▷

The Additional Services area includes all other common choices, such as drill (hole punching or drilling for comb or coil binding), folding, stapling, tab insertion, and lamination.

Print Options

None ✔

Additional Services

○ Cutting ▷
No Cutting

○ Drill ▷
No Drill

○ Fold ▷
No Folding

○ Staple ▷
No Stapling

○ Tabs ▷
No Tabs

○ Shrink Wrap ▷
No Shrink Wrap

○ Lamination ▷
No Lamination

○ Special Pages

○ Special Instructions

○ Blank Pages

ⓘ Learn more about these options.

○ No Stapling
Not shown in preview

2 Staples Left Side

Upper Left Corner

📖 ▦

Unit Price $1.14   Total Price $5.70

Choices such as Staples will be shown in the preview.

Use Special Instructions to enter any requests you can't specify elsewhere.

Job Preview Area

In the preview, you can switch between page view and thumbnail view using the page view and thumbnail buttons at the lower left of the preview area:

You can page through the preview using the arrows underneath it.

You can zoom in or out using the menu on the lower right.

If you hover your mouse over the Unit Price, it will show a cost breakdown for the selected elements of your job.
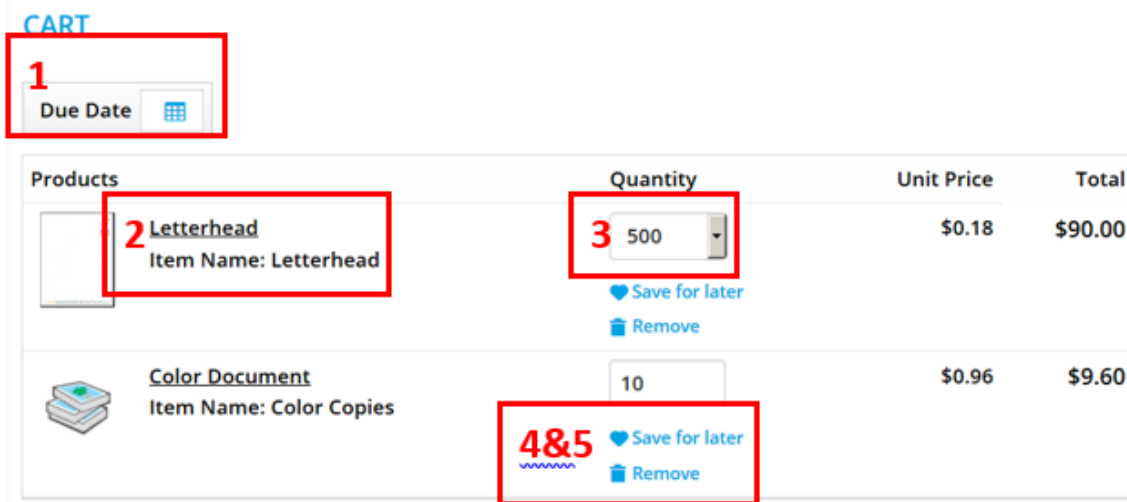
When you're satisfied, click Add to Cart. You'll be asked to approve the job.

Checkout

When you've finished shopping, click the shopping cart icon in the upper right of the screen. You can also see what's in your cart by hovering your mouse over the Cart icon.
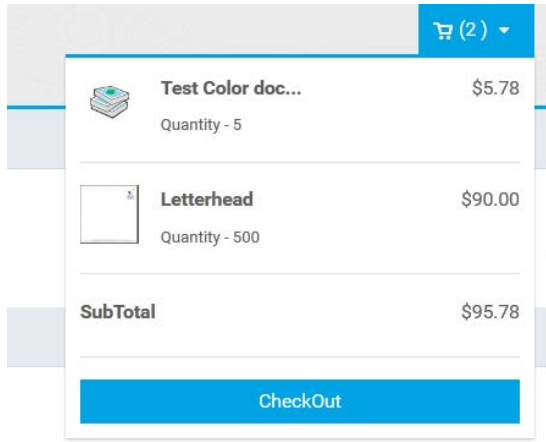
When you go to your shopping cart, you can:

1. Set a due date for the job
2. Click on any job name (underlined) to return to the job properties and edit your request
3. Change a quantity
4. Remove
5. Save for later (this saves the file and settings to your account without submitting it to the print shop)

Click "Proceed to Checkout" when you're ready.

Check this information, then proceed to payment. You should have a choice of SPS Budget Codes or Pay at Store. (Generally, only use Pay at Store if this is a personal job and you will be paying sales tax.)

Click on the drop-down for SPS Budget Code. It should list the main codes for your school or department. If none of them are correct for the order, choose "Other – Grant/Alt" from the list and type in the desired code in the Grant/Alt Budget Code field.

SPS BUDGET CODES

SPS Budget Code:

1000 12345678
1C11 1234578
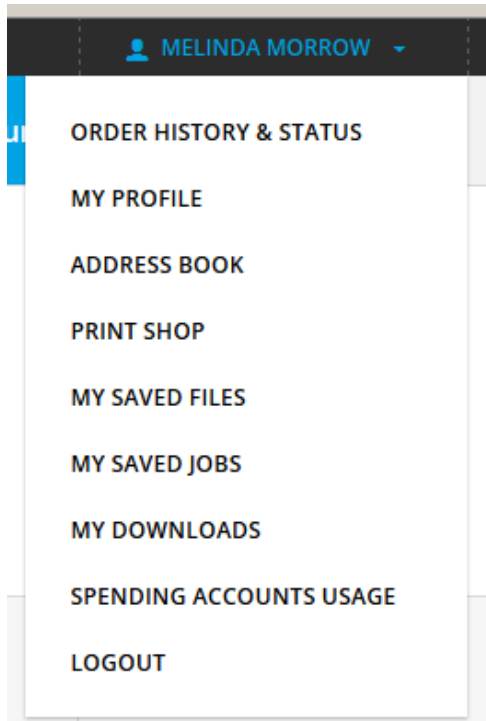Other - Grant/Alt

Click Place My Order.

You'll receive an email confirming your order.

Managing Your Account and Jobs

Order History and Status:

Log in to the system.

Click on or hover over your name at the top of the screen to see a menu of account management choices.

The first choice, Order History & Status, will show you a list of your orders and their statuses, and give you an option to re-order.

Clicking an Order # will take you to the order confirmation.

Clicking the job title will take you to a summary of the instructions for the job, including the files you uploaded.

Clicking "Re-Order" will place the items from that order into your cart.

My Profile

Use these features to edit your profile, including your contact information, department, and password.

To access it, log in. Click on your name in the upper right of the screen. Choose My Profile. Click on "Edit Profile" to edit contact information, or the individual edit links for Security Question and Password.

Edit Profile

Nickname	Melinda Morrow	
Name	Melinda Morrow	
User Name	mkmorrow	
Title	Publishing Services Analyst	
Email	mkmorrow@seattleschools.org	
Security Question		Edit
Your School or Dept.	Test Department	
Print Shop	Publishing Services Center	
Address	Melinda Morrow Test Department 2445 3rd Ave S Seattle, WA 98124 United States	
Phone Number 1	2062520147	
Password		Edit

Note: If you are editing your full profile, the field called "Company" should be your department or school. It has to be an exact match for how your department or school is named in the system. If you need to change this because you've changed positions, feel free to call Melinda Morrow at 206-252-0147 or Publishing Services at 206-252-0080 for assistance.

My Saved Files

This is where you can find and delete files you have previously saved to the system.

Clicking the file name will open it. Clicking Remove deletes it from the system.

Saved files are automatically deleted after one year.

My Saved Jobs

These are jobs (files + ordering information) that you have saved.

You can open or remove them.

Saved jobs are automatically deleted after one year.