

The Quick and Dirty

DSF Web Print

Reference guide



Hours
M-Th 7:30AM-10PM
Fri 7:30AM-5PM

Login
If you already have a WebCRD account, please log in below.
If you do not yet have a WebCRD account, click below to register.

Domain: **Standard Account** ▾
User ID:
Password:
Log In

Disclaimer: Re Job/ File Storage
SMC Reprographics will make every effort to save print orders and document files. However, we cannot assume responsibility for lost or corrupted print orders and/or document files occurring following any system faults. We recommend you back up all files.

Notice:
Digital document requests submitted through DSF Web Print are routinely monitored for compliance with US Copyright Laws

Get our SurePDF Driver for accurate printing, everytime!
If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application.
[Get the SurePDF Driver](#)

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Everything you need to know in only 4 pages

How to reach Reprographics

Reprographics can be reached at 310-434-4828 / reprographics@smc.edu

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Cecil Godbold	X 4146
Rigo Contreras	x 8206
Warren Cancilla	x 4827



DSF Start-up Settings

Four Steps that will make your DSF experience flow smoothly

A) Getting the proper PDF Converter

(Mac users also read Trouble Shooting item #4)

Go to the DSF log-in page. In the Bottom, left-hand corner, click on “Get the SurePDF Driver”.

- 1) Telecom has already installed SurePDF on your office computer.
- 2) On any other computer, follow the instructions to download the SurePDF Driver.

Get our SurePDF Driver for accurate printing, everytime!
If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application.

Get the SurePDF Driver

B) My Profile

Now, sign in to DSF and click the “My Profile” button located in the upper right hand corner of the dark blue Reprographics banner.

The “My Profile” screen will allow you to change your contact information to help us reach you by phone or e-mail if your job has issues.

Please update this information.

My Profile

Email Options | Print Options | My Workgroups

Or select from this contact list Personal

My Contact Information Modify

Address: Rigoberto Contreras, Location, CompanyName, Street1, Street2, Street3, City, New York Zip, United States

Phone / Email: Email, Text (Email Format), Phone (Work #), Phone2 (Mobile #), FAX (Fax #), Phone3 (Home #)

User ID: CONTRERAS_RIGOBERTO

C) E-mail options

You do not want the system to send you a slew of E-mails every time you submit a job. So, eliminate the check marks on all these options except “order Acknowledge” or “Order Shipped”.

Email Options

- Proof Available**
Receive an email when a document proof is available for viewing.
- Order Acknowledge**
Receive an email when your order has been acknowledged by the Print Center.
- Order Cost Changed**
Allow the Print Center to email you if your order cost changes.
- Order Shipped**
Receive an email when your order has been shipped.
- Order Shipped To Recipients**
Send an email to the recipients of your order when shipped.
- Order Shipped To Billing**
Send an email to the designated Bill-to individual from your order when shipped.

D) Setting your Printing defaults

At the bottom of the profile screen, you can choose your default settings.

The only setting you need worry about is in the “Binding” tab: Choose “*portrait staple*”. This way, when you send more than one page, DSF will automatically staple your job in the upper left hand corner.

Note: If you send only one page, you will get a green error message that says DSF cannot Staple your job (just click through it, you don’t need it stapled).

The only time you will need to change from portrait stapling, is if you send a landscape job (one that is wider rather than it is taller). This change will be realized in your shopping cart. Just click on the “Binding” tab for the particular job you need altered.

Printing Options

Retain Short

Options Summary Print Binding Folding/Punching Covers Other

Instructions List View

Booklet

Plastic Coil

Staple: Dual Landscape, Dual Portrait, Single Landscape, Single Portrait (selected)

Collation: Uncollated (111, 222, 333)

None

Save

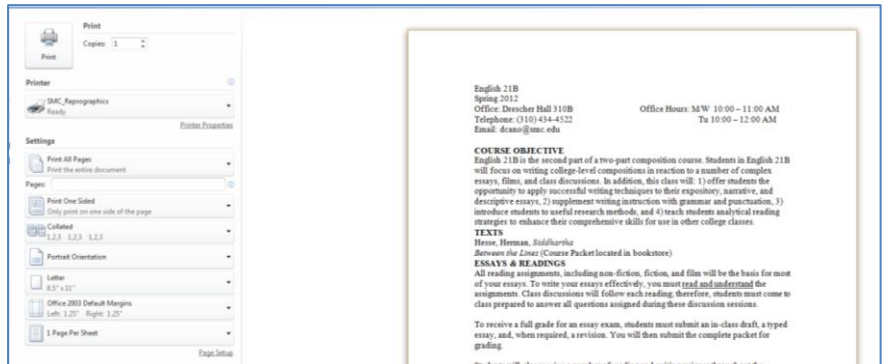
Converting to PDF and Sending to DSF -- The SurePDF Way

The Sure PDF Driver should work from any software, but for demonstration sake, we will use Microsoft Word.

1. In your word document, bring up your print function ([Control +P] or click on “File”/”Print”)
2. After loading the SurePDF driver, you will have an extra printer in your printer selections.
3. Choose the new printer, which is called **SMC_Reprographics**.

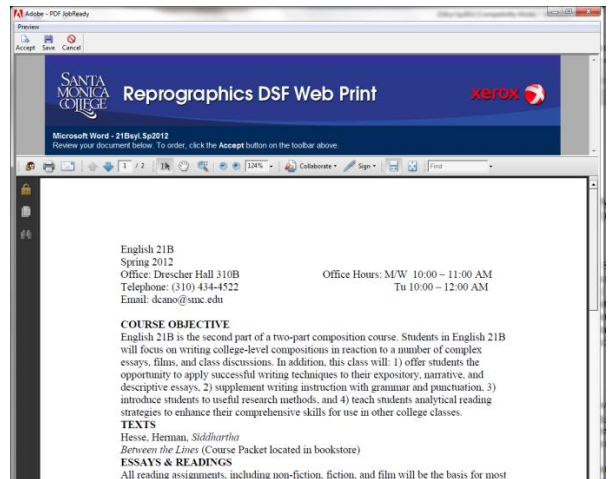
There is no need to type in a quantity, stitching placement, simplex/duplex command, or any other parameters as the system is only creating a PDF to send to Reprographics.

The PDF will not be stored on your computer. This way, you send only from the latest (and active) word document instead of storing a bunch of vaguely titled PDFs on your computer.



When you click the print-send button, the SurePDF creator will take a few moments. Eventually, you will see this screen:

4. You can review your whole document here. Check for errors in the text, text boxes, specialized text, and inserted images. Scroll all the way down and back up again. If there are no errors in your document, click the upper-left hand button called “ACCEPT”.



Once you accept this image, SurePDF will take you to the DSF log-in screen.

5. **Sign in and choose “Continue Shopping” so that you can place more documents in the cart rather than sending the contents of the cart and returning later to repeat the Completion process over and over for every job sent.**
6. Go into your next document and repeat the printing process, again sending to the printer called “SMC Reprographics”.
7. When you have added all of the documents you intend to send, choose “Checkout” instead of “Continue Shopping”.

Now turn the page and continue on to the the final step of sending your job, “Completing Your Cart”

Completing your Cart – Checking Out

Checking out is a two part process –

- 1) Setting your job specifications
- 2) Completing the Checkout portion of the screen.

This is how your checkout screen will look when you first arrive.

Note that there are 2 jobs here, the first one has a white background and the second has a light blue background: that's makes it easier reading for you.

- 1) Once you have set your defaults in My Profile (“Portrait Staple”), your jobs specs will almost always be the way you want them. Your only change will be if you need the stapling to be set for landscape or if you need a color cover sheet. For covers, see the note on “Choosing Exceptions”.

- 2) All you need to complete checkout is the following 5 items:

- A. Choose “Instructional” or “Non-instructional”
- B. Choose the pick-up date, time, site, & location.
- C. Choose your quantities
- D. Approve the cost (we aren’t charging you, but now you know what it costs).
- E. Choose Exam, Syllabi, etc.

When you are ready, Click on “Place Order” and wait for your receipt.

If you receive an orange message at the top of your Cart, you missed one of the items between A and E. Fix it and click “Place order” again.

The screenshot shows the 'Reprographics DSF Web Print' checkout interface. It features a 'Cart' section with two items, 'Printing Options' for each, 'Shipping Information', and 'Billing Information'. Callouts A through E highlight specific elements: A points to the 'Choose Instructional or Non-Instructional' dropdown; B points to the 'Due Date', 'Time', and 'Pickup Site' fields; C points to the 'Quantity' input boxes; D points to the 'Approve' checkbox; and E points to the 'Exam, Syllabi, Handout, Non Instructional (Flyers, Forms etc.)' dropdown menu.

Getting a colored cover page i.e., for a test

DO NOT CHANGE THE COLOR OF THE PAPER STOCK IN THE “PRINT” TAB... LEAVE IT WHITE

Tests are the only jobs allowed to have color and that will be ONLY on the cover page.

1. To get a color cover, just click on the “Exceptions” tab
2. type a “1” in “From Page #”
3. Type a “2” in “To Page #”
4. Choose “Duplex” for the Plex
5. Pick a paper color (make sure it says “8.5x11”) and click “Save Exceptions”

The screenshot shows the 'Exceptions' tab in the printing options. It has a table with columns: 'Except #', 'From Page #', 'To Page #', 'Plex', and 'Paper stock'. The 'Plex' dropdown is set to 'Simplex' and the 'Paper stock' dropdown is set to 'None'. A 'Save Exception' button is visible at the bottom right.

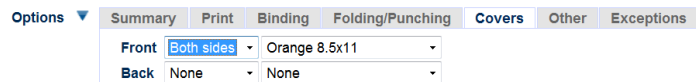
For single-sided jobs, leave the "Exceptions" Plex as "simplex" and also change the "Print" plex to "simplex"
For jobs that are just a single page, you may use the color choices in the "Print" Tab

Choosing Covers. *Only for "Non-instructional"*

DO NOT CHANGE THE COLOR OF THE PAPER STOCK IN THE "PRINT" TAB... LEAVE IT WHITE

Tests are the only jobs allowed a color cover sheet.

6. To get a front cover sheet, just click on the "Covers" tab.
7. Now, click on the white box next to "Front"
8. Choose "Both Sides" for double-sided jobs
Or Choose "Outside" for Single-sided jobs
9. Choose the paper color
10. Click on the "Summary" tab and it will show the updates.



For jobs that are just a single page, you may use the color choices in the "Print" Tab

Trouble Shooting

#1: While loading SurePDF you are asked to find a third-party Plug-in.

Problem: When loading SurePDF, Your computer is redirected to Adobe's website to find a third-party plug-in.

Example: You you will be redirected to Adobe's webpage and receive a message that says the system cannot find a necessary Plug-in.

Solution: Cancel the upload and restart it a few moments later. We are not sure where this glitch comes from, but SurePDF always loads without any problems when you re-attempt it.

#2: Fonts Do not Print Properly


Problem: When the job is sent to print at Reprographics, we get a message saying that there is a font type missing. You will not see the message, but we will E-mail you asking if you are using SurePDF.

Example: N/A

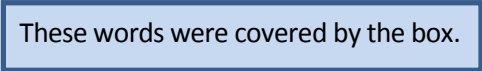
Solution: Use SurePDF to send your jobs to us. It makes sure that all fonts are readable. Sometimes, you have no control over that issue. For Instance, you may be using a previously created PDF and have no access to the original electronic file. In those cases, we will do our best to utilize the known work-arounds that we have. Don't worry, our success rate is high.

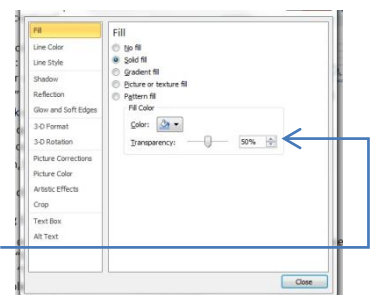
#3: Words disappear in boxes

Problem: Boxes with Colored backgrounds cover most of the words inside it.

Example: 

Solution: When you Create a box with a solid Background, pick a slightly darker background than you want, then make the color 50% transparent and it will look like this:





#4: PDF View screen does not work.

- 1) If you are using a Mac, you **HAVE to** download Adobe PDF Viewer. On the SurePDF Download page, Click Here and download the basic viewer.
- 2) If you are using a DOS compatible computer, Please give us a call at 310-434-4828 for further troubleshooting techniques.

