

*The Quick and Dirty*  
**DSF Web Print**  
*Reference guide*



The screenshot shows the DSF Web Print interface. At the top left is the Santa Monica College logo. The main header reads 'Reprographics DSF Web Print' with the Xerox logo on the right. A central image depicts a computer monitor connected to a large Xerox printer. A red arrow points from the computer to the printer, and another red arrow points from the printer to a document titled 'Syllabi Handouts Exams'. To the right of the printer image is a 'Hours' section: 'Hours M-Th 7:30AM-10PM Fri 7:30AM-5PM'. Further right is a 'Login' section with a padlock icon, instructions for existing and new users, and a login form with fields for 'Domain' (set to 'Standard Account'), 'User ID', and 'Password', and a 'Log In' button. Below the login form is a 'Disclaimer: Re Job/ File Storage' and a 'Notice' regarding digital document requests and US Copyright Laws.

**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

*Everything you need to know in only a few easy to read pages*

## How to reach Reprographics

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

Richard Yancey      x 4147  
Cecil Godbold      x 4146  
Miguel Ozaeta      x 4820  
Rigo Contreras      x 8206  
Warren Cancilla      x 4827

## Table of Contents:

Page	Subject
------	---------

- |    |  |
|----|--|
| 1. | <i>Creating a File to Send to DSF – General Info</i>           |
| 2. | <i>Opening &amp; Bookmarking the Digital Storefront</i>        |
| 3. | <i>First Time Users (One-Time Only)</i>                        |
| 4. | <i>Getting the Xerox PDF Converter</i>                         |
| 5. | <i>Converting to PDF and Sending to DSF -- The SurePDF Way</i> |
| 6. | Reprographics Home Page (filling your cart)                    |
| 7. | Completing your Cart – Checking Out                            |
| 8. | Trouble Shooting   |



1 Carved Stone outside a Buddhist Temple – Osaka, Japan

## Creating a File to Send to DSF – General Info

*Digital Storefront (DSF) will accept only PDF files – And, we recommend you use Xerox's SurePDF converter (See page 4). Don't send us Word/photoshop/Test Bank/Pages/etc.*

- You can always send jobs that were previously converted to PDF, but for new files, SurePDF will ensure that there are no font or image issues. Also note that **not** all PDFs are the same. We will work with you if you have an older computer/software, etc. Feel free to do an initial test run to see how images, symbols, and non-standard text looks.
- To have the SurePDF driver installed on your office computer, E-mail a request to Telecom. To install at home, follow the instructions on page 4.
- Adobe Acrobat will convert any software's file into a PDF (Photoshop, the Microsoft suites, Pagemaker, Illustrator, publisher's Test Banks, Pages, etc.) and read any PDF that you open. It is already on your SMC office computer, but if you need to load Acrobat at home, it's easy. Just go to <http://get.adobe.com/reader/>
- At the moment that you are converting to PDF, there will be no need to type in quantities, staple settings (portait/landscape), simplex/duplex commands, or any other parameters.
- ***Digital Storefront does not accept odd sized jobs.** Any JPG's, Gif's, png's, etc. can be inserted into an MS Word file before being converted to PDF, so that they are placed on a standard 8.5" x 11" page rather than sent as (for instance) a 1" x 3" Document, which we do not have the capability of printing.*
- *SurePDF does not save a PDF onto your computer. It converts with superior images, takes you directly to your DSF webpage so you can complete your submission, and leaves your computer free of unnecessary PDFs.*

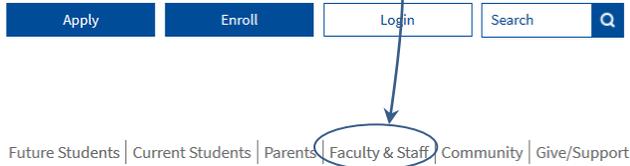


2 Osaka - Bicycle Parking Lot

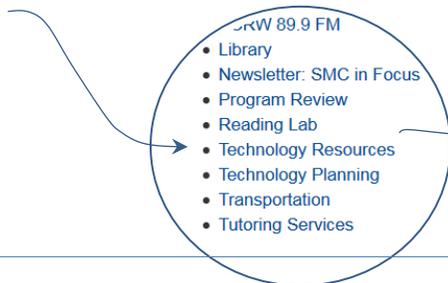
# Opening & Bookmarking Digital Storefront's Home Page

Start at the Santa Monica College Home Page.

- 1) On the SMC Banner at the top of the page, click **Faculty & Staff**.



- 2) In the third column ("More Resources"), choose the fourth item from the bottom, "Technology Resources."

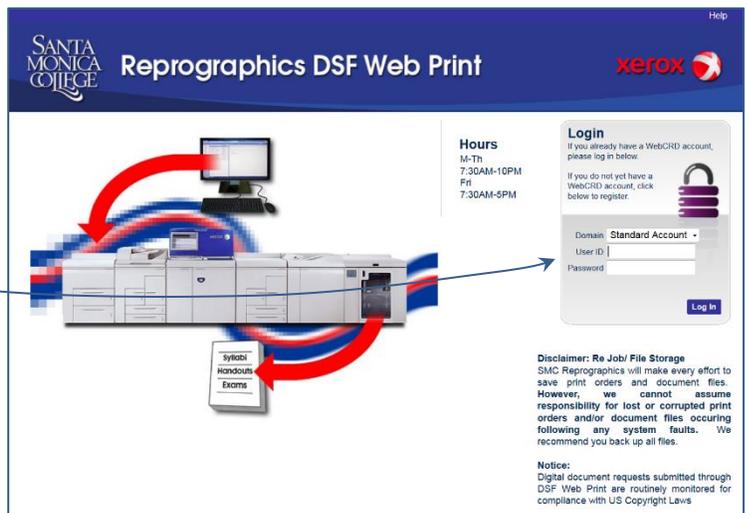


- 3) On the Technology Resources page, choose the Seventh item from the top, "DSF Web Print".



- 4) Now you are at the Reprographics Digital Storefront Web Print Page. Bookmark this page, then Sign-in with your SMC e-mail Name ("lastname\_firstname") and your SMC e-mail password.

Bookmark this page:  
<https://webprint.smc.ed>



## First Time Users (One-Time only)

The first time you log-in to DSF, you will see this screen. No need to Panic. Choose “Create New Account,” if it is not already checked. After that, Re-enter your password, then click “Continue.”

You will never see this screen again.

The screenshot shows the login page for 'Reprographics DSF Web Print' by Xerox. At the top, it says 'Account not found for: FRENCH, AARON'. Below this, there are two main options: 'I am signing in for the first time.' and 'I need to transfer an existing account.' The first option includes a 'Re-enter password:' field. The second option includes a 'Previous User ID:' field and a 'Comments:' text area. At the bottom right, there are 'Cancel' and 'Continue' buttons. Blue arrows from the text above point to the 'Continue' button and the 'Re-enter password:' field.

On This first visit into Digital Storefront, explore the following areas to make submitting documents easier.

This is your home page. At the top right-hand corner, you will see four buttons

1. “**Home**” Takes you to this page
2. “**My Profile**” Your Information
3. “**Help**” Info about whichever page you are on.
4. “**Logout**” One click and you’re gone.

The screenshot shows the home page of the 'Reprographics DSF Web Print' system. It features a navigation bar with 'Home', 'My Profile', 'Help', and 'Logout'. The main content area is titled 'PRINTING MADE EASY' and includes sections for 'Upload A File', 'My Files', and 'Special Orders'. Each section has a 'Go' button. The 'Upload A File' section has a file upload icon and a 'Browse...' button. The 'My Files' section has a search bar and an 'Advanced Search' button. The 'Special Orders' section has a 'Go' button.

## My Account

### A. Contact Info

The “My Profile” screen will allow you to update your contact information to help us reach you by phone or e-mail if your job has issues. It is easy to use and should take only a few minutes to adjust.

### B. E-mail options

Even though you do not want the system to send you a slew of E-mails every time you submit a job, you can adjust when it does. We have defaulted only one e-mail, for “Order Shipped” (when we’re done). You can choose from a variety of notification options.

The screenshot shows the 'Email Options' configuration screen. It has a title bar 'Email Options' and a list of options with checkboxes and descriptions:

- Order Shipped**  
Receive an email when your order has been shipped.
- Order Shipped To Billing**  
Send an email to the designated Bill-to individual from your order when shipped.
- Order Receipt**  
Receive an email when your order has been submitted.
- Order Shipped To Recipients**  
Send an email to the recipients of your order when shipped.
- Item Expiration**  
Receive an email when your documents expire.

### C. Printing Defaults

At the bottom of the profile screen, you will find your default print settings: **Double-sided, portrait stapling**. The “Cart” section of this tutorial includes information for changing settings for specific jobs. As you go over that information, you might decide to re-set a default (i.e., you might want 3-hole punch as a default). If so, come back to this screen and make the change here because changes in the “Cart” will affect only that job.

The screenshot shows the 'Print Options' configuration screen. It has a title bar 'Print Options' and a list of tabs: 'Options', 'Summary', 'Print', 'Binding', 'Folding/Punching', 'Covers', and 'Other'. The 'Summary' tab is selected, showing the following settings:

Print: **B/W, Duplex, White 8.5x11**  
Binding: **Staple / Single Portrait**

## Getting the Xerox PDF Converter

This is the best (and easiest) way to send your jobs to Digital Storefront.

1. It saves you the trouble of converting your file to a PDF.
2. It takes you directly into your DSF Shopping Cart.
3. It keeps your computer from being inundated with dozens of PDF files that you don't need to keep.

To have SurePDF installed on your office computer,  
Send a request to [Telecom@smc.edu](mailto:Telecom@smc.edu)

Make sure you include your computer name, it will be marked on your computer's CPU ("Compname") near the on/off button.

To install at home:

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

- 1) On the next screen, select Windows or Mac for the correct driver. Click on it and follow the instructions to download the SurePDF Driver.
- 2) If your computer says that it cannot download because the publisher is unknown, give the security protocol permission to download it. The software is made by a third party company trusted by Xerox.
- 3) Please give us a call at 310-434-4828 for further troubleshooting techniques.

**SANTA MONICA COLLEGE** Reprographics DSF Web Print **xerox**

**Hours**  
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**Login**  
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If you do not yet have a WebCRD account, click below to register.

Domain: Standard Account  
Use 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](#)

**SANTA MONICA COLLEGE** Reprographics DSF Web Print **xerox** Help

**Download the SurePDF Print Driver**

**What is SurePDF?**  
SurePDF converts your document, with your fonts, to reliable print-ready PDF from any application on your computer. The finished PDF is then automatically sent to the Production Print Center for output.

**Select a Version**

**SurePDF 5.0 for Windows**  
Windows 10, Windows 8.1, Windows 8, Windows 7

**SurePDF 5.0 for MacOS X**  
Mac OS 10.10 (Yosemite), Mac OS 10.11 (El Capitan), Mac OS 10.7 (Lion), Mac OS 10.8 (Mountain Lion), Mac OS 10.9 (Mavericks)

**Get SurePDF:** Download the SurePDF version appropriate for your computer and save the file. Double-click the file to start the installation.

[Download SurePDF](#)

[Return to Login Page](#)

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

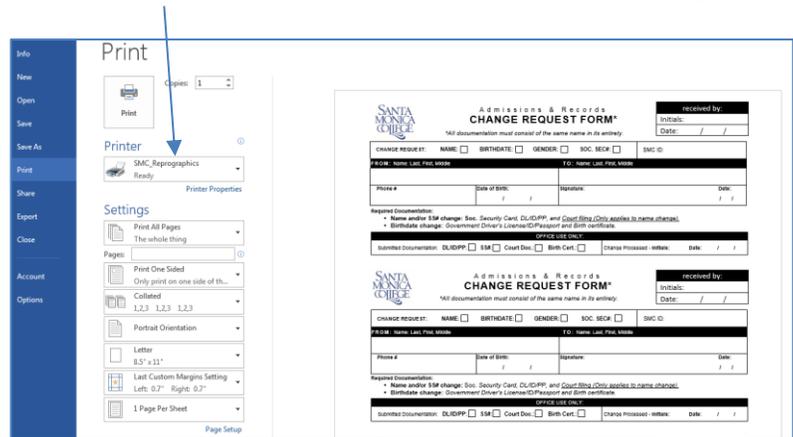
The Sure PDF Driver will work from any software, but for demonstration sake, we will use Microsoft Word.

1. In your word document, bring up your print function ([Control +P] or click on “File” and choose ”Print”)
2. After loading the SurePDF driver, you will find an extra printer in your printer selections.
3. Choose the new printer, which is called **SMC\_Reprographics** on PCs and **SMCReprographics** on Apple products.

At this point you are only creating a PDF, there is no need to type in

- a quantity
- staple placement (Portrait or Landscape)
- simplex/duplex command (single or double sided).
- or any other parameters.

Also, **The PDF will not be stored on your computer.** This way, you send only from the latest active file from your originating software (Word/Excel/Photoshop/a browser/etc.).



This saves you from having a folder full of outdated PDFs (and 2 or 3 versions of each title).

4. When you click the print-send button, the SurePDF creator will open a webpage with the DSF Login Screen.
5. Sign-in with your SMC email login: Lastname\_firstname (do not type @smc.edu)
6. The next window will ask where you want to add the document. Always choose “My Cart.”
7. If you have more jobs to send, Choose “Continue Shopping” and send another job through SurePDF.
8. When you have added all of the documents you intend to send, choose “Checkout.”

Once you are in your cart, you will be able to preview your job to make sure that it converted properly.

If your file is already a PDF, there is another way of sending a job:

## Reprographics Home Page (the other way to fill your cart)

This is the home page and it is used to

- Upload files.
- Organize your files and folders
- Resend previously sent files

**First-Time Users:** If you receive an “Account not found” screen instead of this one, see the top of Page 3 (First-Time Users”).



The “Upload a File” box gives you a choice:

- a) submit only one file
- b) save time and energy by sending multiple files

### Submitting only one Document

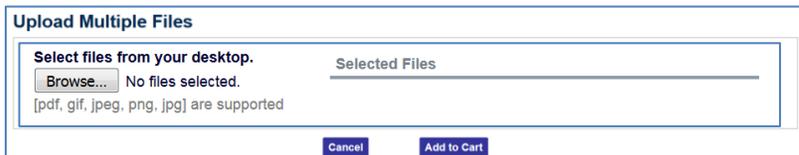
Click on the “**browse**” button to find The PDF file to submit. Save it on your desktop to locate it easily, then delete it after submission.

### Sending multiple files

Click on the “**Multiple Files**” button to submit more than one file.

Click “**Browse**” to begin Uploading files. You can use Click+Shift or Click+Control to load more than one file at time. So, choose whichever files you need and they will list under the Selected Files bar.

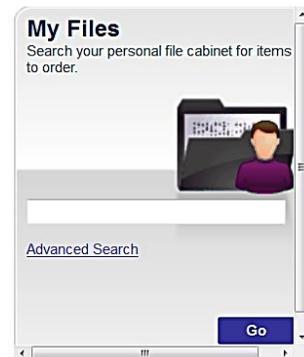
When ready, click “Upload” to send the files to your cart.



The “My Files” box will

1. Allow you to resend files that were previously uploaded.
2. Allow you to organize your files into folders.

Play around with this; it is quite useful. Later versions of this instructional will have more details.



# Completing your Cart – Checking Out

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

There are four sections to be aware of.

- A. Choose Instructional or Non-instructional.
- B. Once you have set your defaults in My Profile (Portrait Staple, 3-hole punch, etc.), your jobs specs will almost always be the way you want them. If you want to send a job with different specifications, your cart is where you may change the parameters for that one job. i.e., you can change to landscape stitching or choose a color cover sheet.



## 1. Replace file -

**Trashcans** show up only when there is more than one job in your cart. If there's a trashcan, you can delete a job. But, you can also...

**Replace file** If you submitted the wrong file, click on this and browse for the right file.

## 2. **Quantity** -

(Under Replace File) You know what to do here.



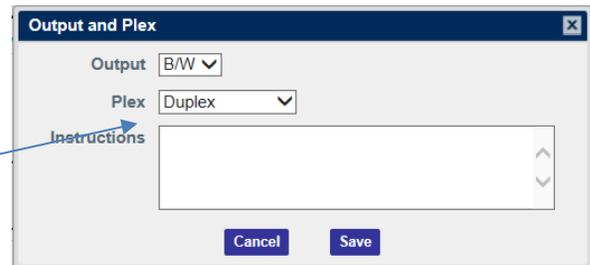
## 3. **Output and Plex** -

Your jobs default to Duplex, and our policy is to run most materials back-to-back, in order to save resources.

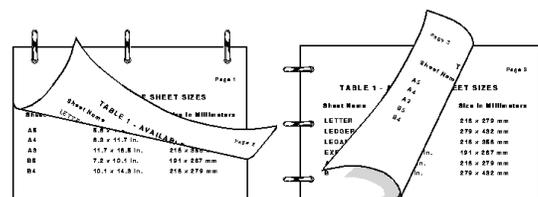
All multiple-choice tests are run as duplex. We will run essay and math style tests single-sided to allow room for writing out answers.

If you need to, you can change to simplex here.

Click on "Save" when you are finished.



Unfortunately, landscape jobs (jobs that are wider than they are tall) are set to print out like a calendar where the pages open upward, instead of opening left to right. To fix that, change from "Duplex" to "Duplex Tumble."

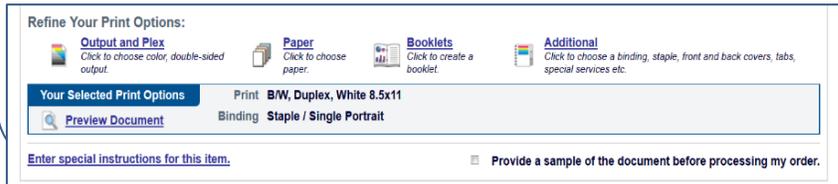


Duplex

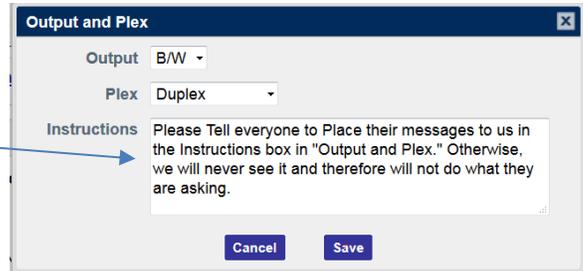
Duplex - Tumble

**The Special Instructions Box –**

This function **doesn't work**, so don't use it. But, when you do need to send us a message about a job in your cart, click on **Output and Plex**. There is a working "Instructions" box in that pop-up window and your notes will be printed out on your receipt, so that we can read and address it.



Just Type them here:



Your instructions will show here and on the receipt.



**4. Paper -**

Here, you can choose different sizes of paper. Color is for use only as the front page of tests.

**5. Booklets –**

If you feel you need this, call us.

**6. Additional Options**

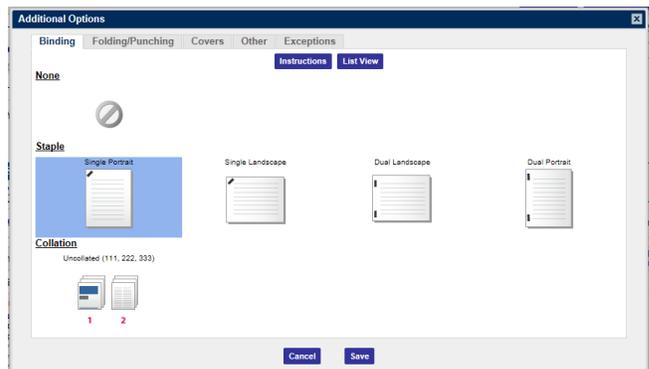
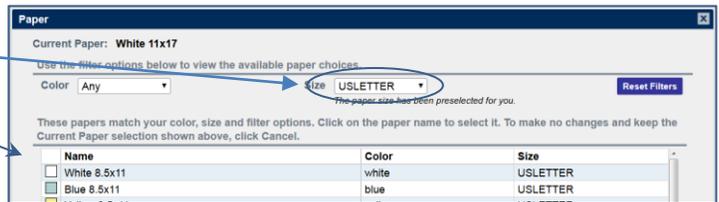
**Binding, Folding/Punching, Covers**

**Binding** – All jobs are defaulted to Portrait stapling (for jobs that are taller than they are wide, like a portrait painting). Adjust the stapling in your cart for the occasional landscape job. When you do so, the Preview Window will also adjust to read as landscape (See next page).

Options will appear only when they are applicable: a 2-page document will not offer stapling or coil-binding.

Also, there is an "uncollated" feature, so you can send 5 originals, choosing "Simplex" in Output and "uncollated" here to get 1 separate stack of each original. Click on "Save" when you're done.

**Folding/Punching** – for your 3-hole punching needs.



**Covers** - To get a colored cover, choose the color you want and then on the “Print Side” drop-down menu, choose either “Outside” for a single-sided cover, or “Both Sides” when the 2<sup>nd</sup> page can be printed on the inside of the cover.

**Preview Document** – Allows you to make sure *page breaks* are where they should be, *images don't overlap* in the wrong way, and that you chose the right staple options. *Always do a quick review here.*

Despite the fact that the image is low resolution, it's still pretty darned cool.

Click and drag from the outside-bottom corner of any page to turn them. You can also click on the numbered pages below your image for faster movement. Or you can use the arrow keys.

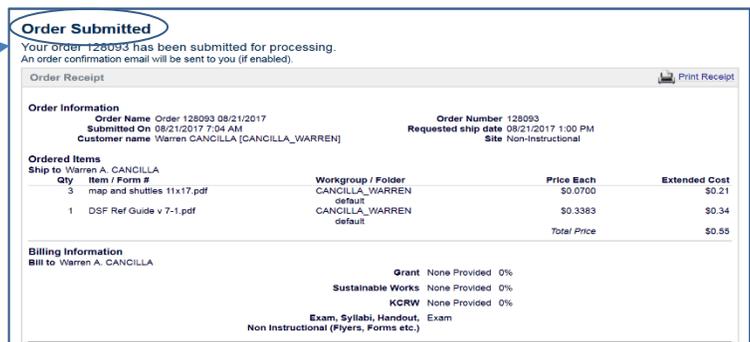
**C. Shipping Date** – When do you need the job printed out? DSF picks a date for you. If you want to change it, click on the little calendar to the right of the date and choose an appropriate date. Weekends will not be clickable because we aren't open then.

Your jobs and their requested quantities will be listed here.

If you sent a large number of jobs and realize that you need to change the quantity, you don't need to go all the way back up to do so. Click on the number here and change it.

**D.** In section D, identify what kind of jobs you are sending, Exam, Syllabi, Handout, or Non-Instructional. Just pick one designation for the whole batch. When the “Place Order” button returns to dark purple, click on it and then approve the price (we aren't charging you, but now you know the cost).

Make sure the follow-up window says “Order Submitted.”



If it does not say “Order Submitted,” check the top of your screen for a green or gold prompt that will tell you what still needs to be done to complete your send.

These are the two most common issues:

- 1) **Please Select An Order Site** – In the top right-hand corner, choose “Instructional” or “Non-Instructional”
- 2) **Specify Job Type in Billing Section** – At the bottom, choose Exam, Handout, etc.



## Trouble Shooting

### #1: Fonts Do not Print Properly

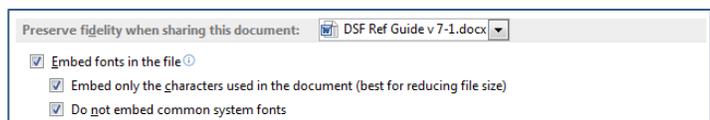
**Problem:** When the job is sent to print at Reprographics, we get a message saying that there is a font type missing. You will not see the message, but if it happens enough, we might mention it.

**Example:** N/A

**Solution:** To keep your file sizes small use this solution ONLY when specialized fonts are faulting.

You can ensure that all fonts used will travel with the job by accessing your “Word Options” menu. Microsoft likes to move it around with every version of MS Word. In the present version, just do the following:

1. On the Menu Bar, click on the “File” button and “Options” is at the bottom of the list. In the word options window, choose the 4th item down: “Save”.
2. The Embed Fonts option is at the bottom of the save window:
3. Choose all three options:
  - Embed Fonts in the File
  - Embed only the characters used in the document (Best to reduce file size).
  - Do Not embed common System Fonts
4. Hit “Okay” in the bottom right corner when done.



### #2: Words disappear in boxes

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

**Example:** OX.

**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:

These words were covered by the box.

