

Copy Center Direct

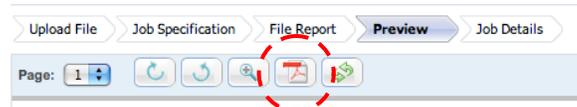
Instructions for Uploading Files

Start by logging onto www.elcamino.edu/administration/facstaff/facstaff.asp. Select the **Copy Center Direct** link. Log in using your current El Camino College username and password. *Please disable any pop-up blockers in order for the Copy Center Direct window to appear correctly.* There is also a link available on the Portal under 'ECC Links.'

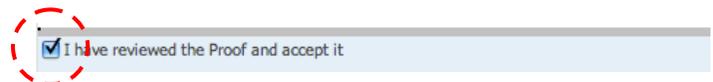
You will need an electronic version of the file you want copied. The preferred file type to be uploaded is a PDF, but we also accept Microsoft Word, Excel, and Power Point files, as well as JPEG, GIF, tiff, PSD and EPS files.

Instructions for submitting your order through Copy Center Direct:

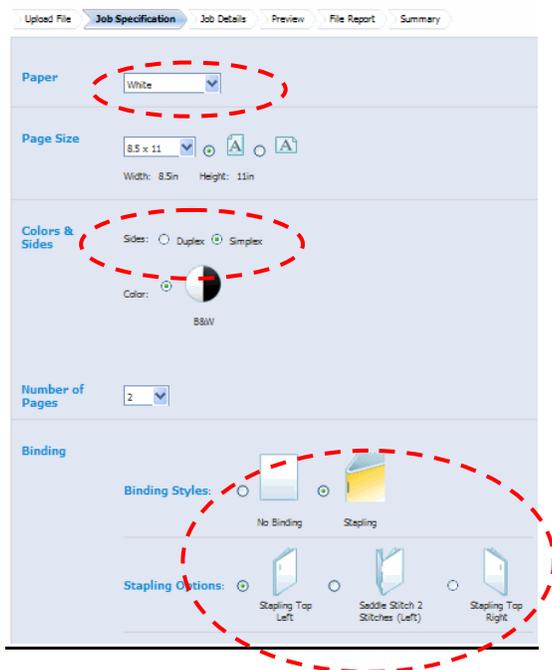
1. First window, What Would You Like To Do?: Select "Print Document From Your Computer" and begin the ordering process.
2. Choose Job Type: Select "Test & Handouts" for black & white copies on white paper or "Flyers, Brights, Specialty" for copies on colored paper. Please note, there is an additional charge for Bright paper stock, pastel colors are free of charge.
3. First tab, Upload File: Select **BROWSE** to find and choose your file.
 - a. Choose your file by clicking 'open.'
 - b. Select **CONTINUE** in the lower right hand corner.
4. Job Specification tab: select details about your order such as paper choice (default is plain white paper), including but not limited to three-hole punch; single- (simplex) or double-sided (duplex); and the Binding Style, such as "Stapled". Select **CONTINUE** (lower right hand corner).
5. Job Details tab: provides a Job # for reference and tracking purposes and a date the job was created. You may include notes to the Copy Center. Click **CONTINUE**.
6. Preview tab: **Click on the red PDF symbol** located on the tool bar to open your proof.
 - a. **Close** the PDF window when you are done reviewing your file.
 - b. After closing the pdf, **click** the box in the bottom left corner of the screen "I have reviewed the Proof and accept it." Then select **CONTINUE**.



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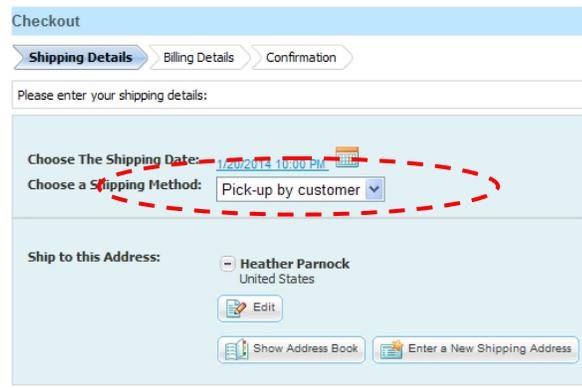
7. File Report tab: If the system detects an inconsistency with your file compared to the type of order you are placing, it will identify the problem and ask you to review the file. For example: uploading a color document but requesting a black & white copy.
 - a. If your job appears correct, you may **check** the "I want the Print Provider to resolve these problems" box, and the Copy Center Direct system will solve any issues. Select **CONTINUE** in the lower right hand corner.
 - b. Or you may **click "review the problems"** and bypass any minor issues, by scrolling to the bottom left corner of the screen and checking the box indicating you have reviewed the proof and accept it. Select **CONTINUE** in the lower right hand corner.



8. Summary window: This shows your uploaded job(s). You must enter the # of COPIES desired here.



- Add to Cart and Order** will allow you to complete the ordering process. (Select **Add to Cart** if you wish to return to the beginning and add more files.)
 - Double check that the Quantity is correct.
 - Click **"Get Quote."** *Note: black & white printing for classroom material is free of charge, unless specialty paper, binding or finishing is requested.*
 - Once you receive your quote, click **Proceed to Checkout.**
9. Shipping Details tab: select pick up or campus mail as your shipping method.



- Shipping Method** drop down menu: automatically defaults to "pick up by customer." You may leave this as your selection or choose "campus mail." *The only shipping methods available are "pick up by customer" or "campus mail."*

- On your first visit to Copy Center Direct, select the **EDIT** button, located below your "ship to this address" information. Please fill in your contact info, especially the **Extended Address** field, where you must enter your department location. *Be sure to scroll down to the bottom of the screen, and select OK when you are finished.*

- Then select **CONTINUE** (lower right hand corner).

10. Billing Details tab: brings you near the end of the ordering process. This page allows you to review the entire order and make minor changes if necessary. There is also a place to add a purchase order number if your request requires a chargeback.

- In the lower left corner please review and accept the **Terms and Conditions.**
- Then click **Place Your Order.**

Your order is now complete! We recommend printing the final window for your records.

There is an option to continue shopping which takes you back to the beginning of the ordering process, and you can upload more jobs; or you may **log out** by clicking the fourth button in the upper right corner of the window.

You may receive an emailed confirmation that your job has been successfully uploaded – *please note, this does not mean that your job is being processed.*

Please contact the Copy Center with any questions or concerns.

Sidney Smith

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 Public Relations & Marketing Department
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COPY CENTER HOURS

Monday-Thursday 7:30 a.m. – 6:30 p.m. and Fridays 7:30 a.m. – 4:30 p.m.

Closed Fridays during summer sessions