

- 1) CCIU Print Shop - Creating A Log in Account
 - a) Go to <https://escprintshop.cciu.org/DSF>
 - b) Click on Register

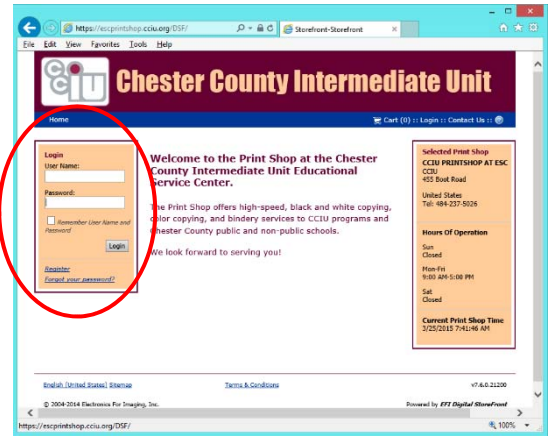
Login

User Name:

Password:

Remember User Name and Password

[Register](#)
[Forgot your password?](#)



Create an Account

To checkout, you must create an account. Already have an account? [Login here](#)

- c) Create Account – All * fields are required

- i) Enter "School District"
- ii) In Department/Building, Enter WCASD and your school. For Ex. WCASD-Spellman
- iii) Do NOT enter a Cost Center

Contact Information

* Indicates Required Field.

* First Name:

Middle Name:

* Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

Country:

* Phone Number 1:

Phone Number 2:

* Enter "CCIU" or "School District" in this field:

* Department/Building Name:

Cost Center:

* Email:

iv) After all the information has been completed, click the Continue button

The screenshot shows a registration form with the following fields:

- Account Information**
- * User Name: [text input]
- * Password: [text input]
- * Re-enter Password: [text input]
- * Security Question: [dropdown menu with "What high school did you graduate from?" selected]
- * Security Answer: [text input]
- * Enter the code shown below: [text input]
- Image showing a CAPTCHA code: 3 F D E Y
- Terms and Conditions**
- Text area containing terms and conditions.
- I accept the terms in the license agreement.
- Buttons: Cancel, Continue

A red arrow originates from the text "click the Continue button" and points to the "Continue" button.

d) On the next screen, click on the Register Button

The screenshot shows the website interface for Chester County Intermediate Unit. The header includes the CCIU logo and the text "Chester County Intermediate Unit". Below the header, there is a "Selected Print Shop" section with a table of results:

Name	Address	City	State	Zip/Postal Code
CCIU PRINTSHOP AT ESC	455 Boot Road	Downingtown	PA	19335

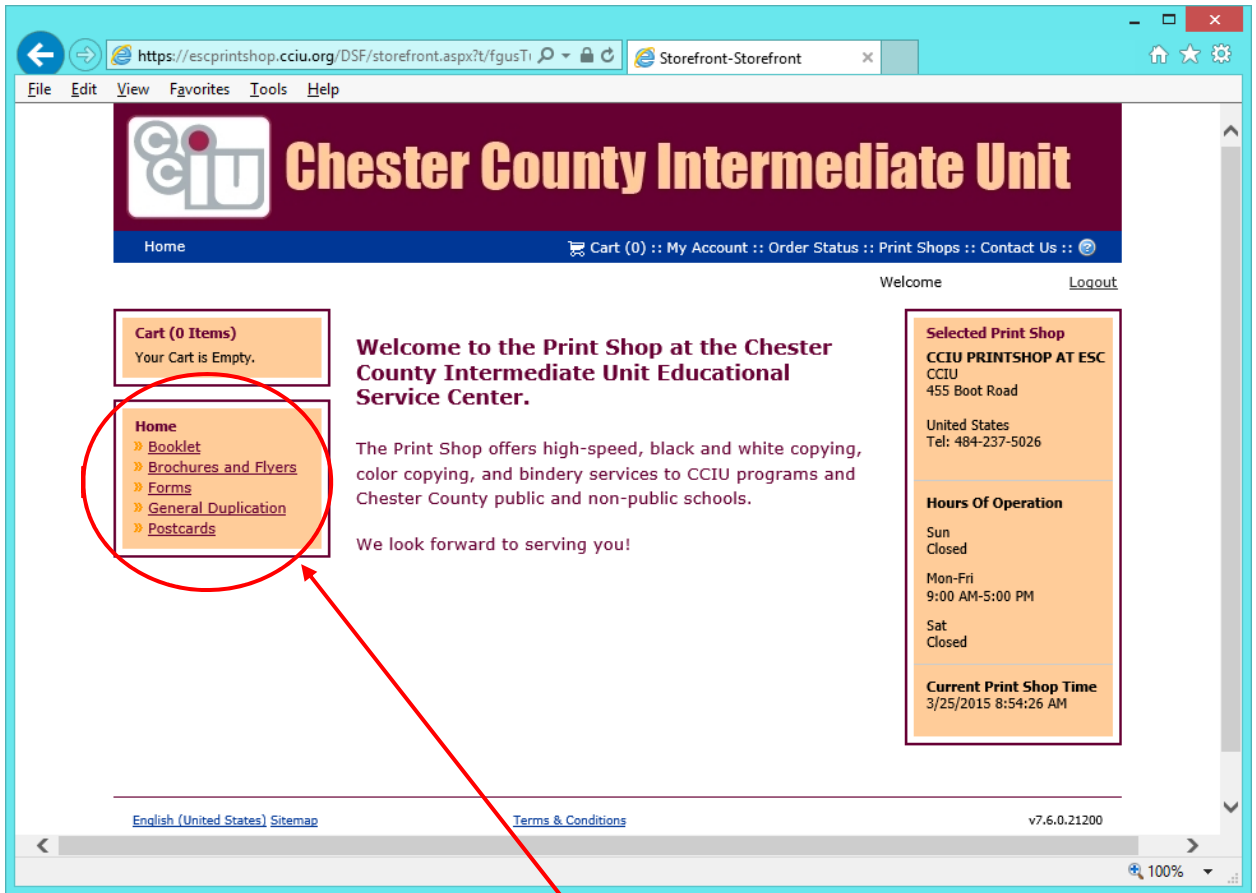
Below the table is a "Register" button. A red arrow points from the text "click on the Register Button" to this button.

Footer information includes: English (United States) Sitemap, Terms & Conditions, v7.6.0.21200, © 2004-2014 Electronics For Imaging, Inc., and Powered by EFI Digital StoreFront.

- i) You will receive an email from ESCPrintShop@cciu.org with subject Welcome to the ESC Print Shop!
- ii) After the CCIU has verified your information, you will be notified and will then be able to log into the print shop
 - (1) NOTE, please leave a day for the CCIU to finish your registration process
- iii) CCIU Contact
 - (1) For questions on general printing, please contact Roger at RogerS@cciu.org or 484-237-5026
 - (2) For questions on pricing or concerns, please contact Tonia at ToniaF@cciu.org or 484-237-5355
 - (3) To request a quote on a cost of a job prior to submitting an order, please email Ashley Walters at AshleyW@cciu.org.
 - (a) Provide all the particulars of the job in your email

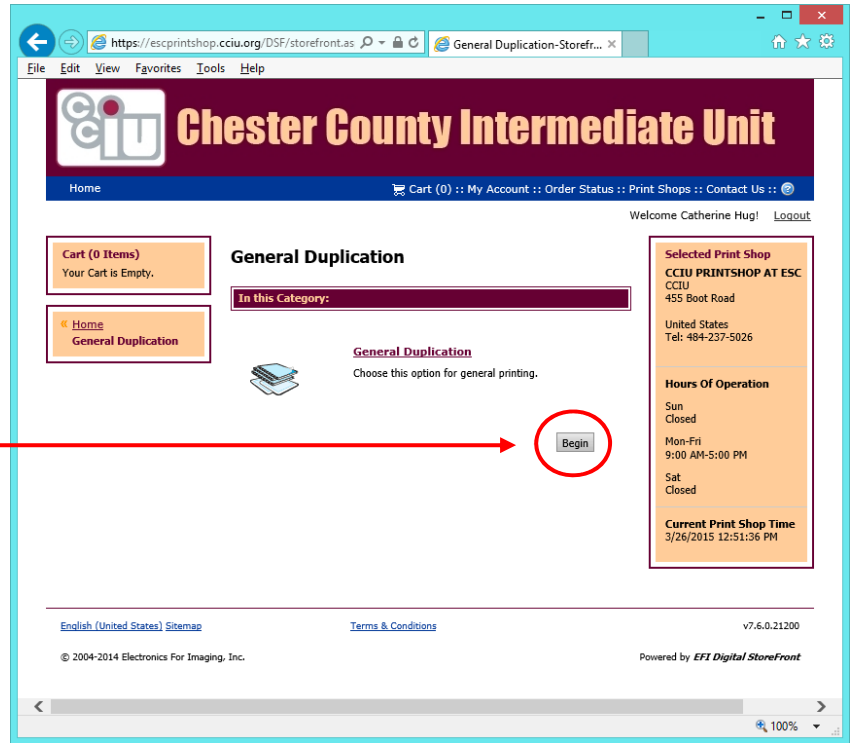
2) Ordering General Duplication print jobs:

- a) Go to <https://escprintshop.cciu.org/DSF> and login



- i) From the Home Screen, select the type of print job. Please make sure if you are requesting a booklet with saddle stitch binding that booklet is selected from this list. See 2).
 - (1) If you want a booklet with combs or tape, select general duplication

- b) After you select General Duplication on the Next Screen, select Begin

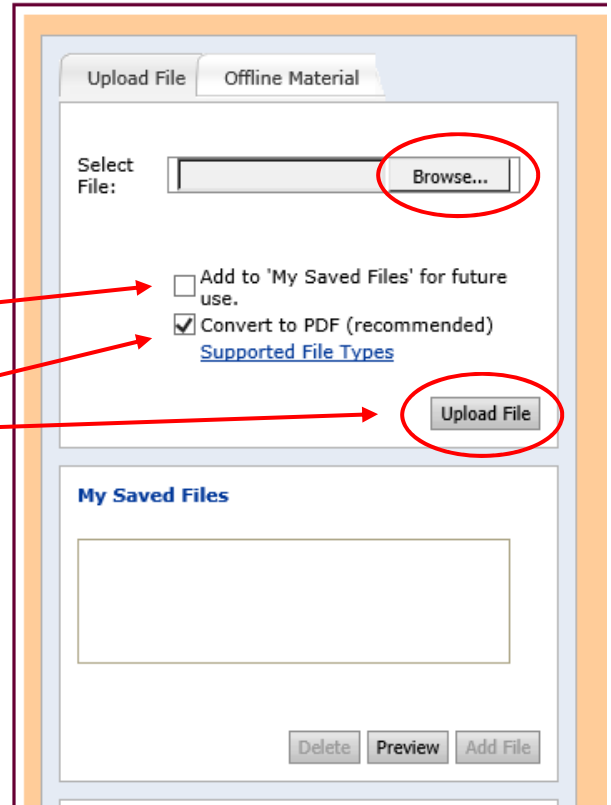


- c) On the following screen
 - i) name your job and enter the quantity

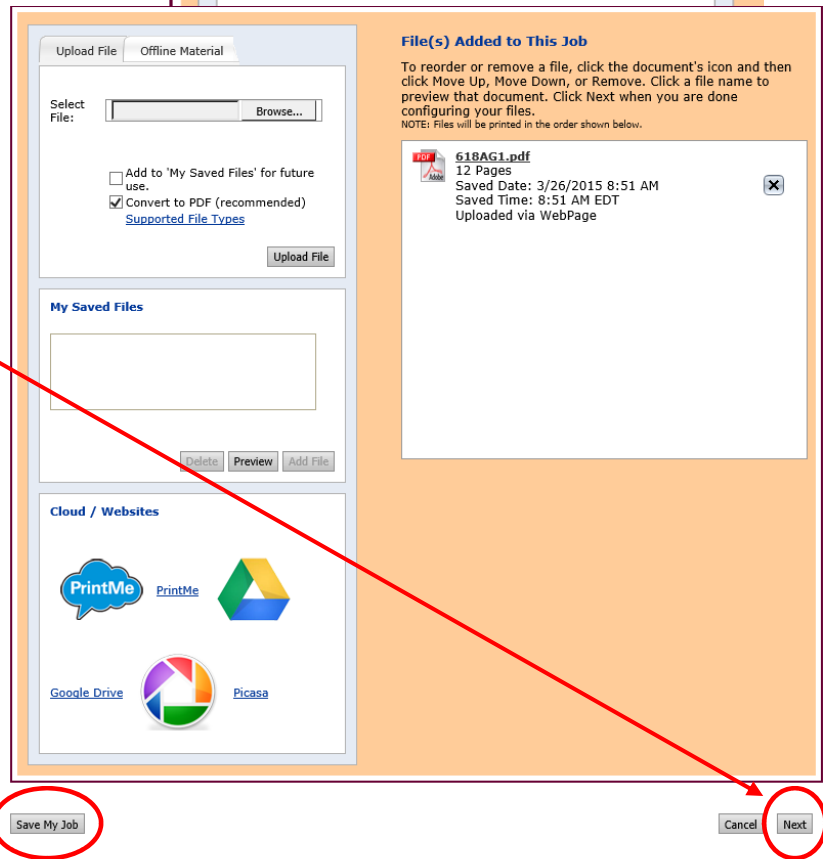
Progress 1 **Add Files** 2 **Print Options** 3 **Review**

Job Name	Quantity
<input type="text"/>	<input type="text"/>
NOTE: Quantity & no. of pages are required for pricing	

- ii) You must Upload File – Offline Material tab cannot be selected.
- iii) Click Browse
- iv) Navigate to file location, select the file and click Open button
- v) If you would like to use this file for future use, click Add to My Saved Files
- vi) If file is NOT a PDF then click Convert to PDF
- vii) Click Upload File



- viii) After the file(s) are uploaded, you can
 - (1) Click Next Button or
 - (2) Click Save My Job



d) The Next Screen will take you to:

Print Options

Call to Discuss: Call me to discuss my job BEFORE it is produced.

Color or B&W: **B&W**

Paper/Media: **White, 8.5 x 11**
Type: Paper (Generic)
Size: 8.5 x 11

Scale to Fit: Scale my files to fit paper (when needed)

Duplex: **Single-sided (simplex)**

Collate: **Collate into Sets**

Drill: **No Drill**

Tabs: **No Tabs**

Front Cover: **No Front Cover**




Back Cover: **No Back Cover**

Padding: **No Padding**

Request Proof: I want to review a single copy of my job BEFORE it is printed. (May impact turnaround time.)




- (1) Select Color or Black and White
- (2) Select paper size and paper color
- (3) Select Duplex

Duplex: **Single-sided (simplex)**

-  Double-sided (duplex)
-  Double-sided Flipped (tumble duplex)
-  Single-sided (simplex)

- (4) Select if you want job collated
- (5) Select Drill

Drill: **No Drill**

-  No Drill
-  2 Holes across top
-  3 Holes on left side

The screenshot shows a software interface for adding tabs. At the top, there is a dropdown menu labeled 'Tabs:' with 'Insert Tabs' selected. To the right of this menu is a button labeled 'Add New Tab', which is circled in red. Below this, there is a section for 'Paper/Media:' with a dropdown menu showing '5-Bank Tabs', 'Type: Tab Stock', and 'Size: 9 x 11'. At the bottom of the interface, there is a 'Tab #1:' input field, a dropdown menu labeled 'Insert Tab Before Page', and a 'Remove' button. A red arrow originates from the 'Add New Tab' button and points downwards towards the instructions.

- (6) Under tabs, select Insert Tabs
 - (a) In Tab #1: type text that should be printed on first tab
 - (b) Select
 - (i) Insert Tab Before Page or
 - 1. Enter page number
 - (ii) Insert Tab After Page or
 - 1. Enter page number
 - (iii) Insert Tab After File or
 - 1. Select File
 - (iv) Insert Tab Before File
 - 1. Select File
 - (c) To add a second tab, click Add New Tab

The screenshot shows the 'Request Proof' section of the software interface. It contains three dropdown menus: 'Front Cover:' set to 'No Front Cover', 'Back Cover:' set to 'No Back Cover', and 'Padding:' set to 'No Padding'. Below these is a checkbox labeled 'Request Proof:' which is currently unchecked. The text next to the checkbox reads: 'I want to review a single copy of my job BEFORE it is printed.(May impact turnaround time.)'

- (7) Select Front Cover color
- (8) Select Back Cover color
- (9) Padding
 - (a) Select number of sheets per pad
 - (i) 100/pad
 - (ii) 75/pad
 - (iii) 50/pad
 - (iv) 25/pad
- (10) Request Proof – check box if you want proof of job before it is printed

Finishing Options

Cut Type:

Fold:


Staple:


Bind Type:


Special Instructions:


(11)Select Cutting Option


No Cutting


 Cut in Half

 Cut in Quarters

 Cut to Full Bleed

 Cut to Image Edge

 Cut to Specific Margin

 Specific Width and Height

(12) Select Folding Option

- (a) Blueprint fold
- (b) C Fold
- (c) Double-Parallel
- (d) Gate Fold
- (e) Half Fold
- (f) Letter
- (g) Tri-Fold
- (h) Tri-Fold (Out)
- (i) Z Fold

(13) Select Stapling Option

- (a) 2 Staples Left Side
- (b) 1 Staple Bottom Left Corner
- (c) 1 Staple Upper Left Corner

(14) Select Binding Option

- (a) GBC
 - (i) Select Color
- (b) Tape Bind
 - (i) Select Color
- (c) Saddle Stitch should not be selected for General Duplication



Special Instructions:

Save My Job

Previous

Next

(15) Type any special instruction

(16) At any point, you may click Save My Job

(17) Once finished, click Next

618AG1.pdf

WEST CHESTER AREA SCHOOL DISTRICT

SPECIAL EDUCATION

1/12

Review

File(s) [618AG1.pdf](#) [Edit](#)

File Name [618AG1.pdf](#)

Page(s) 12

Upload Method Upload Digital

Print Options [Edit](#)

Call to Discuss * No

Color or B&W B&W

Paper/Media White, 8.5 x 11
Bond (20 pound)/ 75 gsm
White
Scale to Fit - No

Duplex Double-sided (duplex)

Collate * Collate into Sets

Drill 3 Holes on left side

Tabs No Tabs

Front Cover * No Front Cover

Back Cover * No Back Cover

Padding * No Padding

Request Proof * No

Cutting * No Cutting

Fold * No Folding

Staple Upper Left Corner

Binding * No Binding

Special Instructions *

*** Not Shown In Preview**

Save My Job Previous **Add to Cart**

(18) From this screen, you can preview the job and make modification to your print selections

(19) When finished click Add to Cart



e) Shopping Cart

Shopping Cart

[Continue Shopping](#) [Checkout](#)

Rush Hour delivery is available. Click calendar to choose

1. Select Due Date and Time

Due Date & Time [Calendar](#) **Print Shop: CCIU PRINTSHOP AT ESC**

Products	Quantity
Test Remove Save for later Item Name: Booklet	<input type="text" value="1"/> 2. Verify or Edit Quantity

Recipients [Add Another Recipient](#)

Recipient #1

Please enter recipient information below. [Address Book](#)

Method: **3. Method of Delivery=Courier**

Delivery Instructions:

First Name:

Last Name:

Enter "CCIU" or "School District" in this field:

Telephone:

E-Mail Address:

Address:

Country:

Save to My Address Book **4. Click Save when finished with Recipient #1**

You must click save to proceed with checkout.

[Cancel](#) [Save](#)

5. When finished click Checkout

[Clear Cart](#) [Continue Shopping](#) [Checkout](#)

- (1) Select Due Date and Time
- (2) Verify or Edit Quantity
- (3) Method of Delivery
 - (a) Select Courier to have CCIU Courier delivery job to Spellman and then Rory will delivery job to your building.
- (4) Enter Recipient #1 information being sure to include your WCASD building
 - (a) Once Recipient #1 information is entered, click Save
- (5) Select Checkout

f) Checking Out

Checkout 1. Payment 2. Review

Payment
Payment Method:
Other Account ▾

Other Account

For internal clients only, enter your 3-digit copier code: x

Cancel Next >

- i) For checkout, enter your phone number
 - (1) If the box for entering a three digit internal code appears, Enter 833
- ii) Click Next
- iii) On the Review Your Order screen, click Place My Order