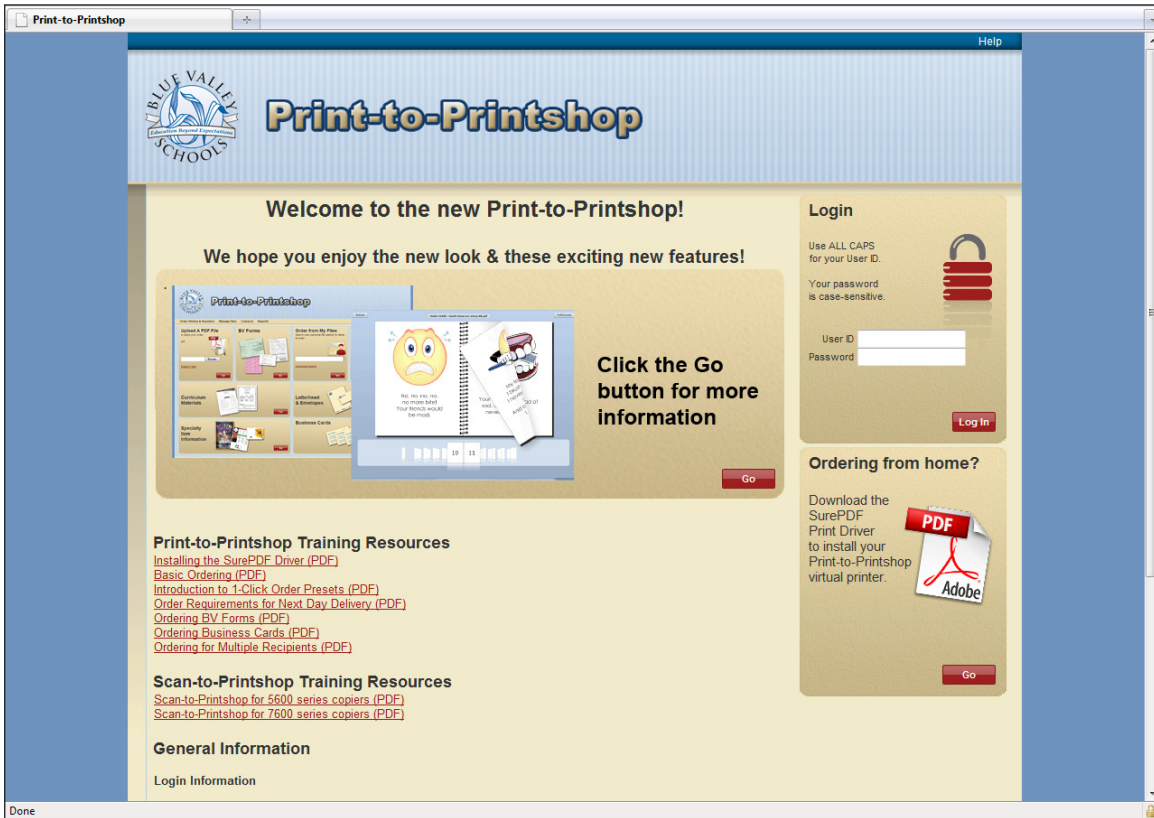


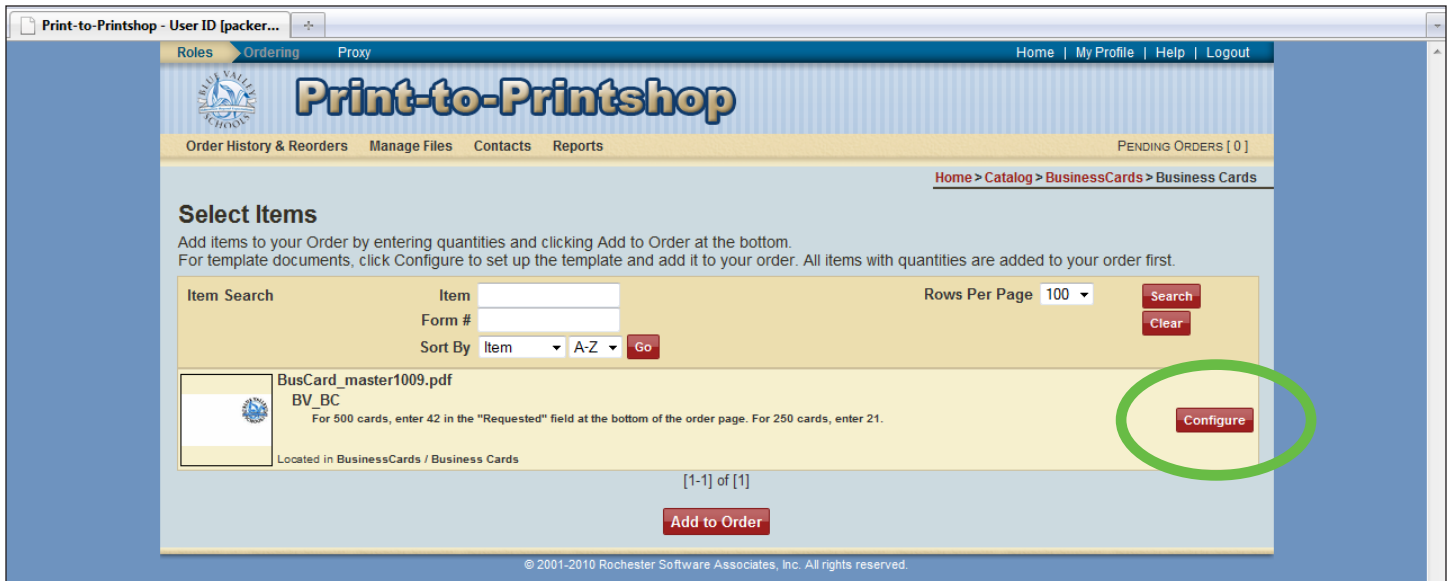
Print-to-Printshop • Ordering Business Cards



1. Log in to the Print-to-Printshop site at <https://printshop.bluevalleyk12.org>



2. From the Home screen, click the Business Cards 'Go' button.



3. Click the 'Configure' button to begin your order.

The screenshot shows the 'Order Your Business Cards' page. The page is divided into two main sections: 'Template Instructions' and 'Form Fields'. The 'Template Instructions' section includes the text: 'Please check with your Budget Administrator for authorization to order Business Cards.' and 'For 500 cards, enter 42 in the "Requested" field at the bottom of the order page. For 250 cards, enter 21.' The 'Form Fields' section is titled 'Current Mode: Interactive' and includes a 'Switch to CSV Mode' button. The form fields are: Name (PAUL ACKERMAN), Title (Printing Services Coordinator), Title2, Phone 1 (913.239.4028 office), Phone 2 or Fax (913.239.4580 fax), Fax or email address (packerman@bluevalleyk12.org), Email address (printshop.bluevalleyk12.org), School/Department name (ey School District Service Center), Street Address (7500 West 149th Terrace), City, State, Zip (Overland Park, KS 66223), and Requested (42). A 'Preview' section on the right shows a business card with the Blue Valley Schools logo and a 'Click for full-size proof' button. At the bottom of the form, there are 'From Contacts' and 'Update Preview' buttons. At the bottom of the page, there are 'Cancel', 'Save for Later', and 'Add to Order' buttons.

4. Enter your information for the card layout in the form fields.

Order Your Business Cards

Template Instructions

Please check with your Budget Administrator for authorization to order Business Cards.

For 500 cards, enter 42 in the "Requested" field at the bottom of the order page. For 250 cards, enter 21.

Form Fields

Current Mode: **Interactive** Switch to Classic Mode

Name: PAUL ACKERMAN
Enter your name in ALL CAPS

Title: Printing Services Coordinator
Enter your title

Title2:
Enter a second title line if necessary

Phone 1: 913.239.4028 office
Enter your office phone #

Phone 2 or Fax: 913.239.4580 fax
Enter a second phone # or fax #

Fax or email address: packerman@bluevalleyk12.org
Enter your fax # or an email address

Email address: printshop.bluevalleyk12.org
Enter your email address

School/Department name: Blue Valley School District Servic
Enter the name of your School or Dept.

Street Address: 7500 West 149th Terrace
Enter the street address of your school/building

City,State,Zip: Overland Park, KS 66223
Enter the city, state, & ZIP code

Requested: 42


From Contacts Update Preview

[Click for full-size proof](#)

PAUL ACKERMAN
Printing Services Coordinator

913.239.4028 office
913.239.4580 fax
packerman@bluevalleyk12.org
printshop.bluevalleyk12.org

Blue Valley School District Service Center
7500 West 149th Terrace
Overland Park, KS 66223



Cancel Save for Later Add to Order

5. Clicking on the 'Update Preview' button will display an on-screen proof of your card. If you need to make any changes, edit the information in the fields to the left and click 'Update Preview' again to refresh the on-screen proof.

Title2:
Enter a second title line if necessary

Phone 1: 913.239.4028 office
Enter your office phone #

Phone 2 or Fax: 913.239.4580 fax
Enter a second phone # or fax #

Fax or email address: packerman@bluevalleyk12.org
Enter your fax # or an email address

Email address: printshop.bluevalleyk12.org
Enter your email address

School/Department name: Blue Valley School District Servic
Enter the name of your School or Dept.

Street Address: 7500 West 149th Terrace
Enter the street address of your school/building

City,State,Zip: Overland Park, KS 66223
Enter the city, state, & ZIP code

Requested: 42

From Contacts Update Preview

Overland Park, KS 66223

Cancel Save for Later Add to Order

6. In the 'Requested' field, enter the number '42' if you want 500 cards, or the number '21' if you want 250 cards.
Printing Services prints the cards 12-up on a sheet to minimize costs.

Phone 1 Enter a second title time if necessary
Enter your office phone #
 Phone 2 or Fax
Enter a second phone # or fax #
 Fax or email address
Enter your fax # or an email address
 Email address
Enter your email address
 School/Department name
Enter the name of your School or Dept.
 Street Address
Enter the street address of your school/building
 City,State,Zip
Enter the city, state, & ZIP code
 Requested

7. Now that you have entered your requested quantity and proofed the layout of your card, click the 'Add to Order' button.

Print-to-Printshop - User ID [packer...
 Roles > Ordering Proxy Home | My Profile | Help | Logout
Print-to-Printshop
Order Cart
 Select printing options, quantity per recipient and billing information. Click [Place Order](#) to submit your order.
 Order name
Printing Options
 Item BusCard_master100 (Card Merge) Pages 1
 Form # BV_EC
 Ordered from default folder
 Options Summary Print
 Print: Pages: 1, Digital Color, 1 sided, BV_BusinessCardStock
 Other Notes
 Proof Options
Shipping Information Add another Recipient
 Paul Ackerman Qty Due Date Time End of Day
 Delivery Options Deliver to My School/Dept. Location SERVICE CENTER
Billing Information Change to
 Bill to Paul Ackerman
 Click Quick Key
 Materials Quick Key

 © 2001-2010 Rochester Software Associates, Inc. All rights reserved.

8. You'll recognize the next screen as the standard order submission form. To complete your order, adjust your due date, order name, delivery options, etc., then scroll down to the bottom of the screen and click 'Place Order'. An order confirmation screen will appear, providing the order number and a printable receipt.