



Online Ordering System Tip Sheet

1. **Effective July 1, 2011 all Copy Center orders need to be placed through the online ordering system at <http://copies.isd623.org>.** This new system will save paper and staff time, increase billing accuracy, and enhance our ability to manage costs and track orders.
2. **Only PDF documents can be uploaded into the online ordering system.** Once you upload a document, you never have to do it again unless you change it. Your order will also be stored giving you quick access to reorder when you need more. Please refer to the pdf help sheets for instructions on creating and editing pdf documents.
3. It is important that your pdf include every page needed for your finished project. The Copy Center will be printing the entire document that is uploaded and cannot pick only part of the document. This feature allows you to control what you get back. See pdf help sheets for more info.
4. When placing your order, use the [→Request for Copies←](#) template unless your project will be half folded and double stapled in the middle to make a small or large booklet.
5. When submitting a job that will require spiral/tape binding, be sure that all of the pages are included in the book. For example, if your document needs to have 30 pages total, the pdf you upload needs to have 30 pages. Please be sure to choose the coverstock needed for the front/back covers, if applicable.
6. To try to keep budget costs down, we are encouraging all staff to **use the double staple option** as opposed to spiral/tape binding. The savings are significant and utilizing this option has a faster turnaround time because there is no extra labor involved.
7. Once your order is complete, **you will receive a confirmation email** letting you know your order is finished. If you do not wish to receive these emails, let us know.
8. **If you need to cancel or change your order, please call** 651-604-3561 and have the **job and order number** available.
9. For jobs that require cutting, please indicate **the number of copies AFTER cut.**
10. **Laminating and Die Cutting Orders should be submitted using the Hard Copy Orders** menu option. Complete the online order form and print a Summary Page to attach to your materials before sending it to the Copy Center.
11. **Standard turnaround times still apply**, when orders are submitted by 4pm. Please only one classroom set after 3pm. If you need an exception to these turnaround times, please call the Copy Center and we will do our best to accommodate your request.

B/W copies on white paper	1 day
B/W copies on color, 3-hole drill, and coverstock paper	2 days
Full color copies	2 days
Bindery, laminating, booklets, cutting, posters, other special projects	4 days

Need Help?

Call the Copy Center at 651-604-3561

Email Ryan Taylor at ryan.taylor@isd623.org

Submit a Tech Request



Quality Teaching & Learning for All...Equity in All We Do

Loffler Digital Transport (LDT)

Web-Based Copy Services

<http://copies.isd623.org>

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1. Scan document to email using the Canon copier, or print to a pdf on your computer.
 2. Find login page at <http://copies.isd623.org> or click on the Copy Center Orders link at www.isd623.org/staff.
 3. Login using your district username and password.
 4. Select the copy code - SUBMIT
 5. ORDERS – REQUEST FOR COPIES
 6. Attach pdf file – UPLOAD and ORDER
 7. Select REQUEST FOR COPIES
 8. Select your job details – NEXT
 9. Review pricing - ADD TO ORDER
 10. PROCEED TO CHECKOUT
 11. Enter delivery info – NEXT
 12. SUBMIT FOR PROCESSING

For help using the online ordering system, call the Copy Center at 651-604-3561.

Loffler Digital Transport (LDT) is a Web-based digital job submission tool to allow submission of user documents and specifying all job ticket options for completion in the Copy Center. Roseville Schools will gather data for automatic extensive reporting with system billing interface and site reports.

From this portal, you will be able to submit jobs directly from your workstation to the Copy Center for proofing, printing, finishing, and distribution.

Login

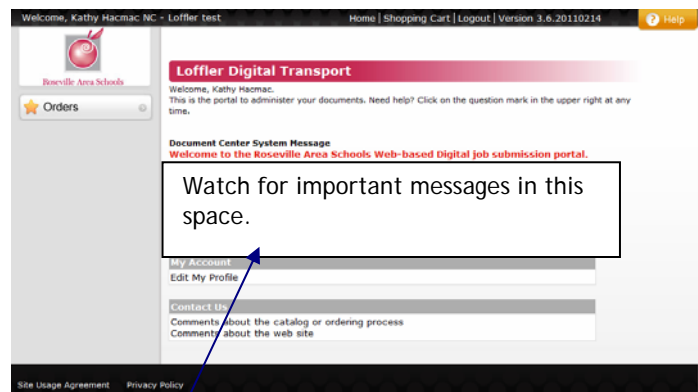
Log in to LDT using your Roseville District username and password.

When prompted, select your Copy Code from the options offered.

Home

This is your default "Home" screen. From here you can

- Submit and order printing of your own documents
- Review your prior printing history
- Reorder printed items without re-submitting your own document
- Check status of your current print orders
- Update your profile.



Home Screen

Whenever returning to the LDT Home screen, be sure to check the System Message for any important notes.

My Account

My Profile

Edit My Profile is available in the middle of the HOME screen by selecting "Edit my profile". This option allows you, the user, to change personal information including your first and last name and email. This selection also allows you to *delete* address(es) if they are no longer applicable. Do not change your password; the LDT is connected directly to the Roseville network database and provides password validation for Roseville employees.

To access *My Profile*, position your cursor over *Edit My Profile* and click.

Order History

Order History, on the drop down menu under *Orders* on the Menu Bar, provides a history of all items you have ordered. To access *Order History*, position your cursor over *Orders* on the Menu Bar. Select *Order History* from the drop down listing. This is where you will find documents you have submitted for print.

Copy Center personnel constantly monitor the print requests and strive to complete jobs as quickly and efficiently as possible. If your submitted job fits into the existing schedule, it may be started within minutes of receipt in the Copy Center. We cannot guarantee that a submitted job can be completely cancelled.

For each order, you will see the order number, the date and time the order was submitted, job cost information, status, and action.



Existing Orders					
Order	Submitted	Total (Estimate)	Total (Final)	Status	Action
667	2009-10-28 07:50	\$1.75	\$0.00	Submitted To Copycenter	view

Order History

The *status* can be

- ✓ 'Submitted To Copycenter' - indicates the print job has been sent to Print Services. The Print Services operator is able to release this job to the printer when appropriate.

- ✓ 'Complete' - indicates all printing and finishing options have been completed for this order, inherently meaning this order should be able to be picked up or shipped.
- ✓ 'Pre Order' - indicates the order is a single print job whose document(s) is(are) not yet active. The document will be printed by a Print Services operator when the active date for the document has been met.

The *action* will be listed as "View". You may view any order in your order history to re-order if you wish. When you view the order summary, LDT will show you previous order information including delivery method, delivery location, stated delivery and required date, and the accounting unit. Special notes will also be displayed. At the bottom of the display, information about the print job will display including cost and additional charges related to off line finishing or delivery.

You may Re-Order any or all of these documents by selecting the RE-ORDER button or you may return to the Order History listing by selecting the BACK button.

If you select to RE-ORDER this document, you will be taken to the *Shopping Basket* to edit the quantity or other job ticket settings for each item or to add the Copy Center notes if needed.

Quick Steps to Re-Order

- Access Order History
- Select item - VIEW
- Add to Shopping Basket - RE-ORDER
- To change quantity or other ticket options, select EDIT
- Submit - PROCEED TO CHECKOUT

New Orders

All orders to the Copy Center are submitted from *Orders* on the Menu Bar.

Personal Document Upload

To submit an order for a digital item, you will select a file to upload from your workstation or a network location. Select *Orders/Request for Copies*.

The first screen provides space to *Add a New Document* as well as displaying previously uploaded documents, *Existing Documents*, which are also available for ordering.

Add a New Document

To add a new document to your Digital Document listing, use the Upload file option to browse for the document.

Request for Copies

Here you can create new documents and also edit or delete existing documents.

Add a New Document

Upload file: Local Path:

Status	Name	Date	Action
Print Ready	LDT Operator-Admin Manual - ver 3 - pass 7 2010-03-30 1	2011-02-23 22:28	view order delete

Upload New Document

After selecting Browse, search for the document in your filing structure. Highlight the document and select OPEN. The path will appear in the space to the right of Local Path. Select UPLOAD to begin the upload process. Note that documents must be in the PDF format.

Upon completion of the upload the document will appear in the *Existing Documents* listing. The Status will be *Print Ready* and you can View, Order, or Delete the document from your listing.

Existing Documents

Once the document has successfully uploaded, or if the document has been previously uploaded and is in the listing, you can simply click ORDER. In the Job Ticket, enter the number of copies desired, change any options as desired, and select NEXT. Review the information and select ADD TO ORDER to add this print request to your Shopping Basket.

You may also open the original document by clicking on the document NAME, VIEW the PDF version of the document, or DELETE a document in the Existing Documents listing. Note: Deleting a document permanently removes the associated files from the LDT server and removes the document information from your listing.

Hard Copy Order

Hard copy jobs are entered into LDT to provide a printable job ticket and to alert the Copy Center operator that a hard copy job will be received.

Select *Orders/Hardcopy Order*. Select a template. Enter a job name and indicate the number of pages and the copies desired. Complete the job ticket as for a digital job. Print the Summary Page and include with the pages sent for copying or scanning.

NOTE: Be sure to complete submission of the job(s) in the Shopping Basket to complete the job submission.

Job Ticket

The LDT Job Ticket provides options for printing, finishing, and offline activities. The exact offerings listed change for each client and are determined by the production equipment in the Copy Center, the finishing options of that equipment, and offline equipment or services available in the Copy Center. Pull-down options, such as PAPER TYPE, are also determined by the Copy Center.

If you do not find an option or a pull-down selection you require for completion of your job, enter your requirements in the SPECIAL NOTES section - or simply enter a note for Copy Center operators to call you for additional requirements.

If you are unsure of a term, such as PLEX, select VIEW LEGEND to view a graphical depiction of the options.

For those options where SPECIFY is available, select SPECIFY and indicate additional information regarding that option in the SPECIAL NOTE section.

When all selections in the Job Ticket are complete, select NEXT to view final Order Details. Select ADD TO ORDER to place order in the Shopping Basket.

Quick Steps to Order – Upload digital file

- Access Orders - Digital Document Order
- Upload file if necessary
- Find item in listing - ORDER
- Enter quantity and change ticket options, if desired
- Review order - NEXT
- Order - ADD TO ORDER
- Submit - PROCEED TO CHECKOUT

Shopping Basket

The LDT Shopping Basket collects all items ordered for final review, edit, and submission to the Copy Center. It also provides options for an easy shortcut upload another personal document (ADD DIGITAL DOCUMENT), review previous orders and VIEW them to add them to the Shopping Basket by selecting the ORDER HISTORY button, or, when you have reviewed the Shopping Basket and are satisfied with your requests, select PROCEED TO CHECKOUT.

Order Shipping

Order Shipping options provide the ability to add - or select - delivery address information including a phone number, select pickup or delivery of your order, and also provides the Copy Center with vital information related to requested delivery date and required meeting or class date.

New delivery information is entered in the areas at the top of the form. Once information is entered and the order completed by selecting the NEXT button, any new delivery address will be saved as an Existing Address.

To use an existing address, find the desired delivery address in the Existing Addresses listing and select use this. All information for the yellow-shaded areas will be filled in from the stored data.

To change existing delivery address information, select use this and change the information. After selecting NEXT, the new address will appear in the listing.

Users have the option of picking up their order at the Copy Center or having the documents delivered to their site.

The Date Submitted is the date the Copy Center will receive your document. The Date Needed should reflect the latest date these materials can be *received* should there be a delay in production of items in the Copy Center. It is *the user's* responsibility to ensure that the Date Submitted and the Date Needed meet their requirements.

If the Date Submitted is later than the Date Needed, you will receive a warning. Please modify your dates to resolve this conflict. You **must call** the Copy Center if you need exceptions to these dates.

Once complete, select NEXT to continue.

Order Summary

The Order Summary provides a final opportunity to view delivery information and to ensure correct copy code. It also provides estimated costs for production based on your items.

NOTE: If you need a new or different copy code, submit a request to _____.

If desired, you may enter a special note for the Copy Center at this time.

Select SUBMIT FOR PRODUCTION if your order and shipping information is correct. Select BACK if you wish to change your order or shipping information.

After submitting your order, you will see the Order History screen. Your order status will indicate "Submitted To Copycenter" for the order just submitted.

When the job is complete, the Copy Center will mark it complete and the status will show "Complete".

Quick Steps to Shopping Basket

- Access Shopping Basket from Menu Bar
- Review order and PROCEED TO CHECKOUT
- Select or enter delivery information
- Select DELIVERY METHOD
- Verify dates
- NEXT
- Review order - SUBMIT FOR PROCESSING

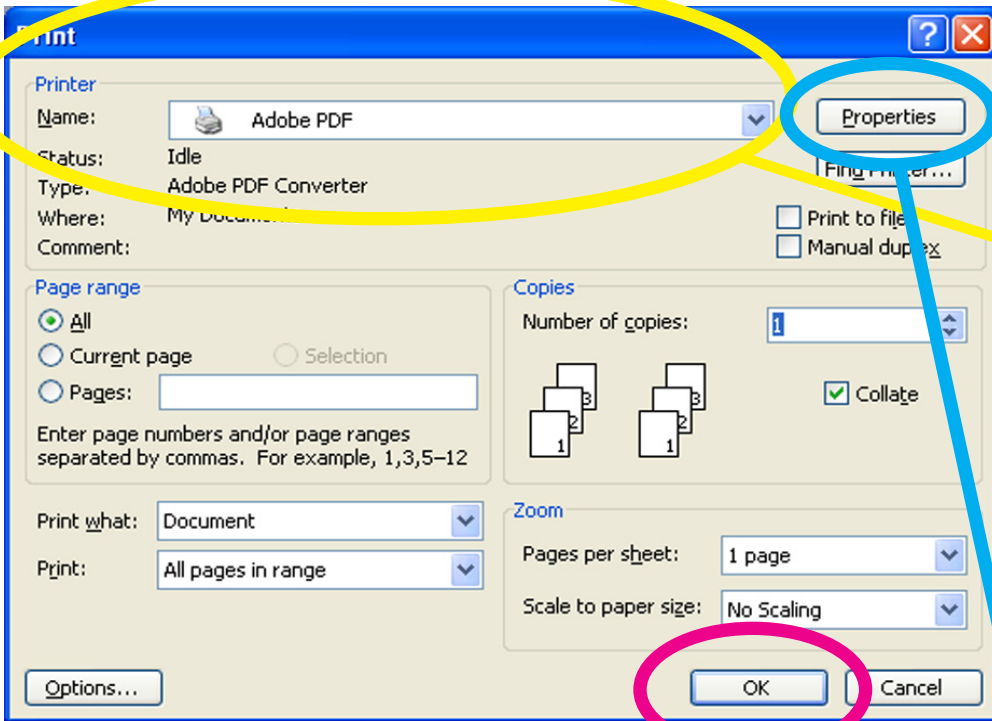
Scanning hardcopy orders to your email

1. Select **SEND** tab at top of screen
2. Press **ADDRESS BOOK** button
3. Select **NAME**
4. Press **OK**
5. **INSERT SHEETS** face up in the feeder
6. Press the green **START** button
7. Select **COPY** tab at top of screen when finished.

If your job is too large to fit in the feeder please follow these steps

1. Select **SEND** tab at top of screen
2. Press **ADDRESS BOOK** button
3. Select **NAME**
4. Press **OK**
5. Press **SCAN SETTINGS** on the right side of screen
6. Select **OPTION**
7. Select **SPECIAL FEATURES**
8. Select **JOB BUILD**
9. Press **OK**
10. Insert a portion of the job face up in the feeder
11. When that portion is finished, insert more and press green start button. Continue this step until the entire job has been scanned
12. Press the **DONE** button
13. Select **COPY** tab at top of screen when finished

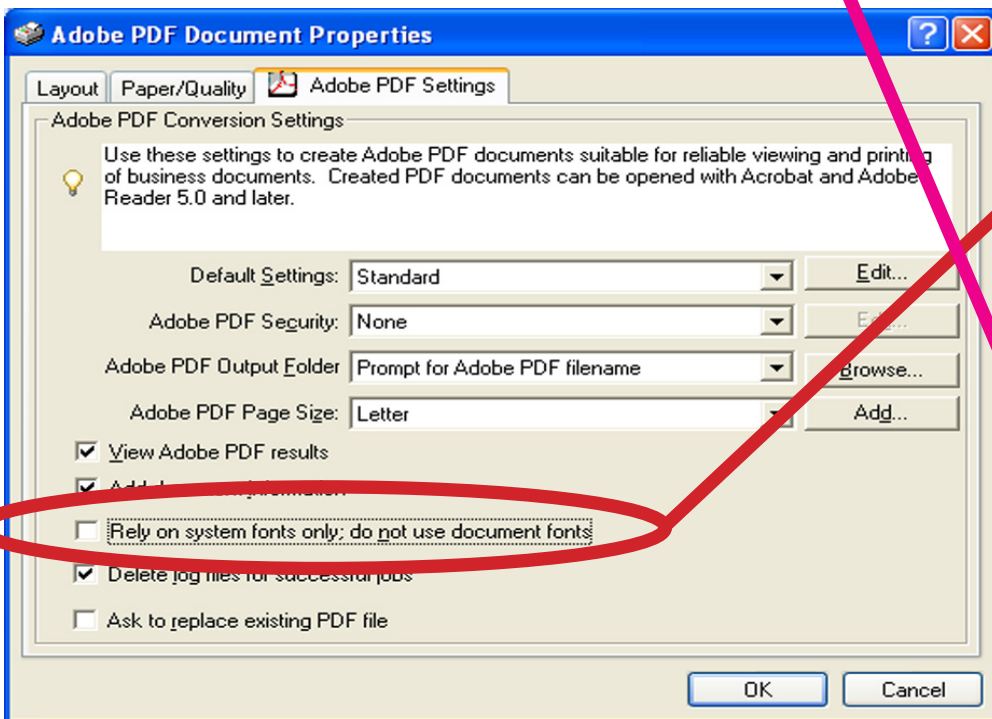
How to create a PDF from your PC



With the document open that you want to save as a pdf, go under the "file" tab and select Print.

Go to the Printer dropdown menu and select "Adobe PDF"

Please go through and select all other options needed for this document.



Click on the "Properties" box in the upper right corner and uncheck the box "Rely on system fonts only; do not use document fonts."

When you have unchecked this option, click "OK."

When this window closes, click "OK" on the Print Menu and your document will be saved as a pdf.

Need Help?

Call the Copy Center at 651-604-3561
Email Ryan Taylor at ryan.taylor@isd623.org
Submit a Tech Request

Making a PDF

A PDF is a portable document format that is viewable by anyone with a computer using .pdf reader programs such as "Adobe Acrobat Reader" or "Preview." Mac OS X allows most word processing documents (files in many other programs) to be turned into .pdf documents.

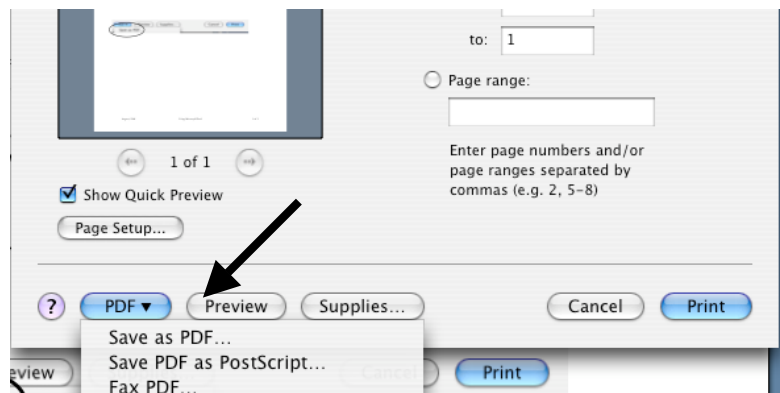
You need to create a PDF if you want to post a document on your SchoolCenter web site. Most computer users have access to a free PDF reader. Acrobat Reader is available for free from [Adobe](http://www.adobe.com/products/acrobat/readstep2.html) (<http://www.adobe.com/products/acrobat/readstep2.html>). However, not all computers will have the program you used to create your documents.

To Create a PDF:

Open the document.

Go to the File menu → Print. (Trust us, this works! You are not really going to Print, you're going to Save As PDF.)

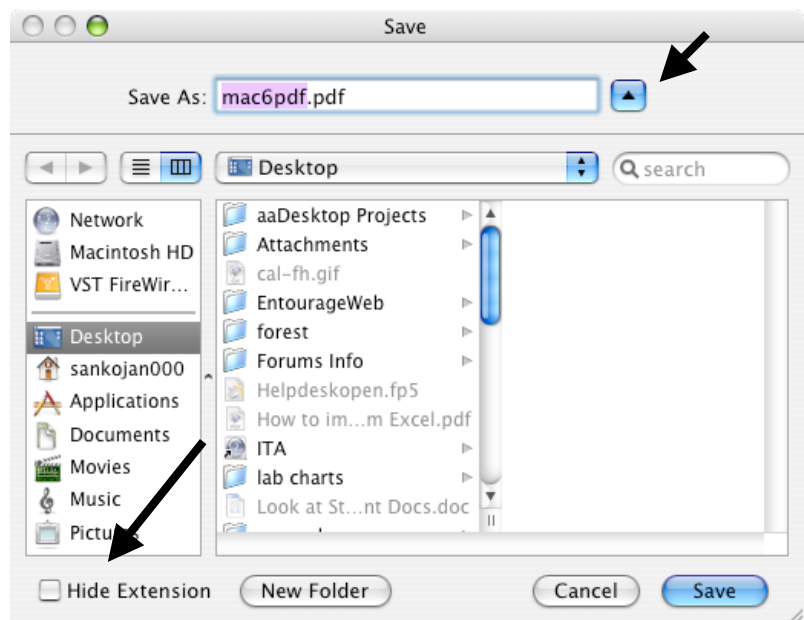
When the Print window opens, select "Save as PDF" from the PDF drop-down menu in the lower left corner of the window.



If your window does not look like the one to the right, click on the arrow to the right of the Document Name box.

Uncheck the Hide Extension box so you will see the .pdf (extension) at the end of your Document Name.

Name your the document and save it to your Documents or Desktop folder.



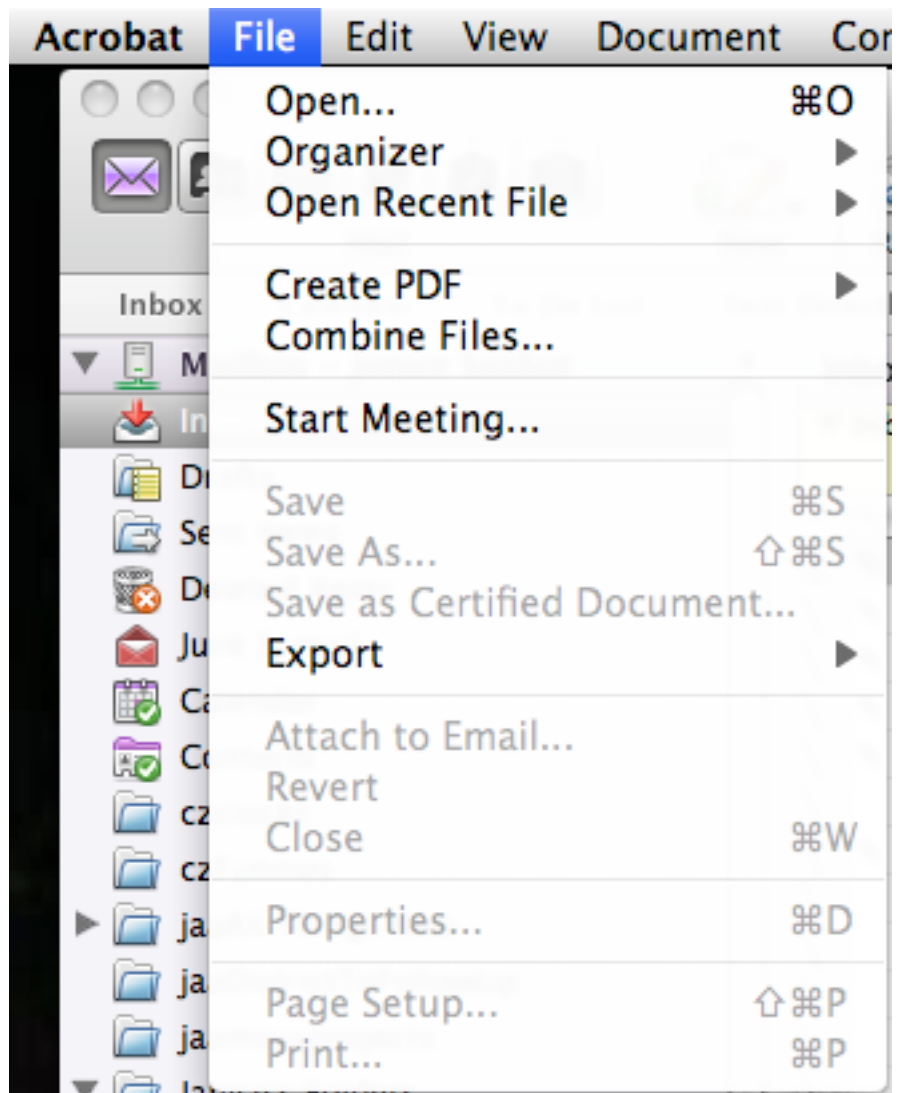
Acrobat Professional: Editing Text

NOTE: Always open the Acrobat Professional application first.

Go to the **File** menu and choose **Open...**

Choose the PDF to be edited.

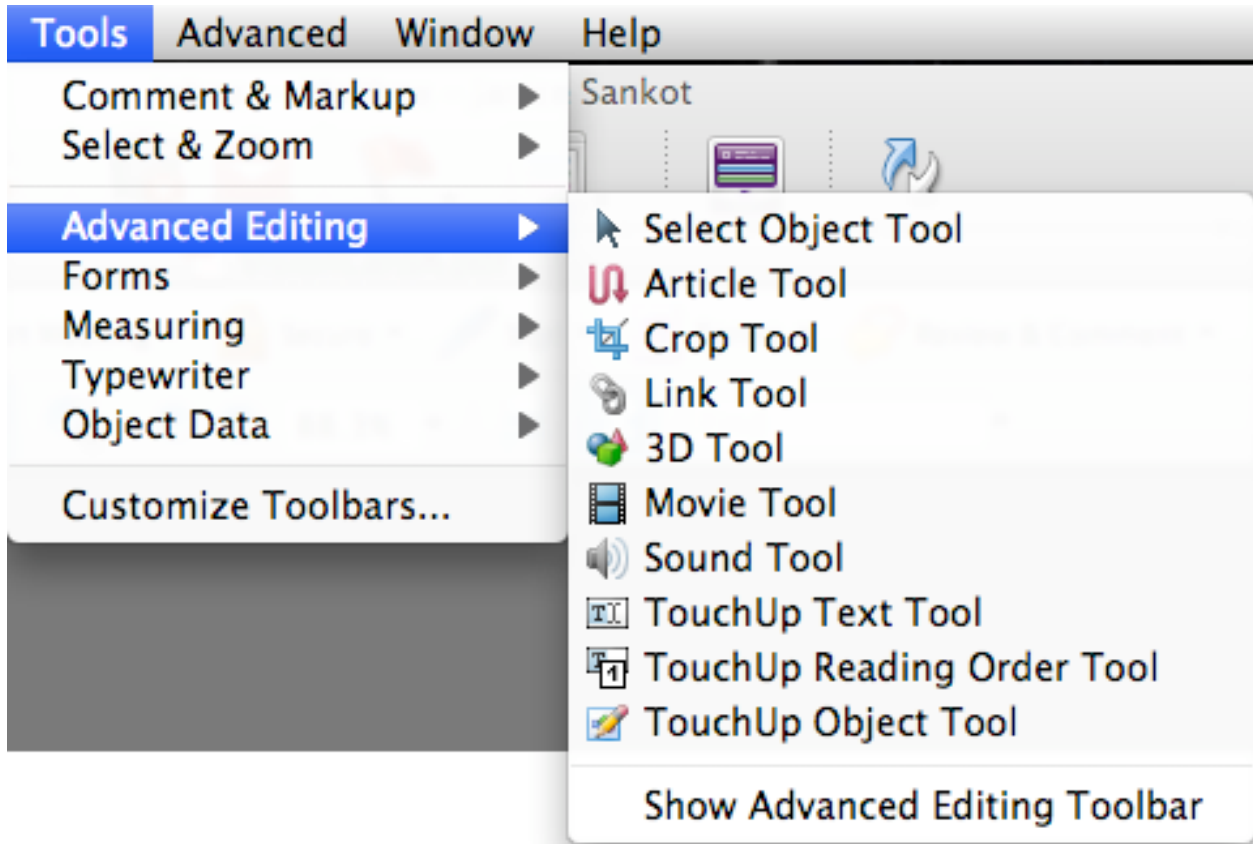
From the **File** menu choose **Save As...** and give the PDF a slightly different title to protect the original PDF.



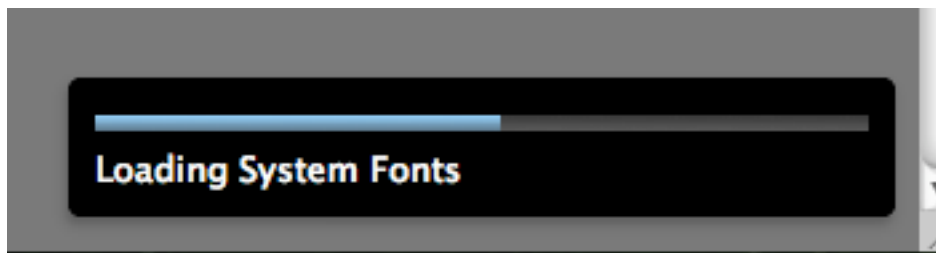
Make sure the view is set to 100%.



Choose Tools menu → Advanced Editing → TouchUp Text Tool



Be patient while the fonts are loading:



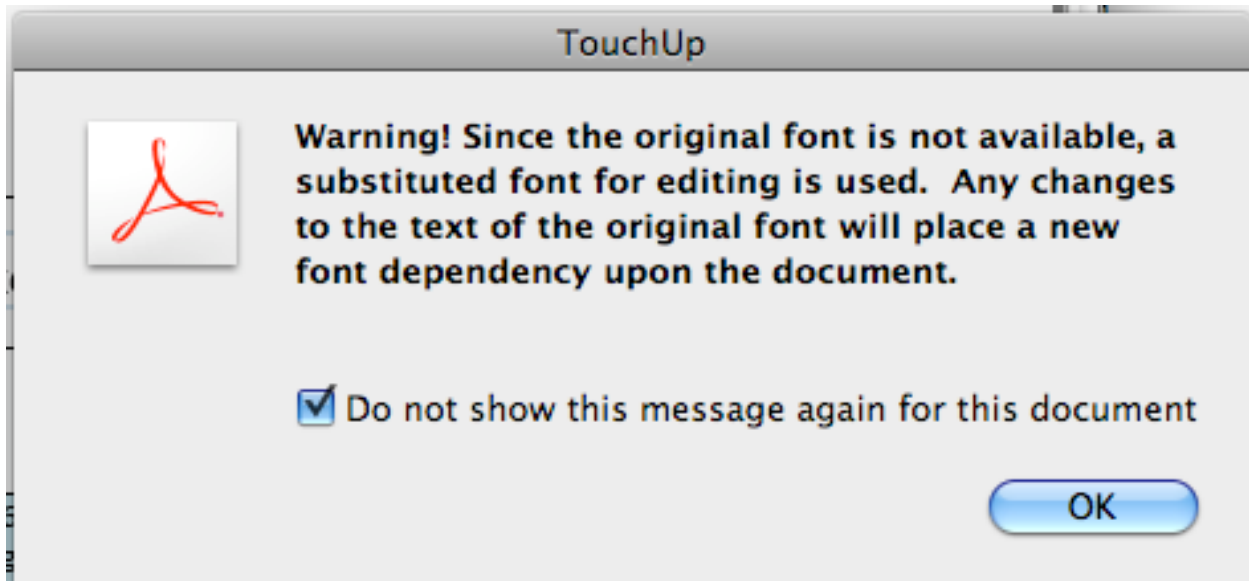
Click on the text to be changed. (EX: add "2011" to end of line.)



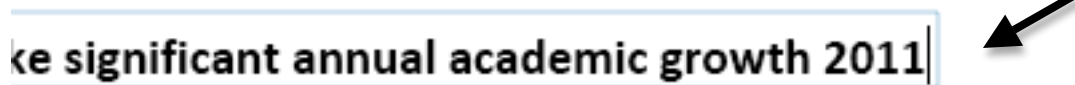
VisionCard A1: Engaging, supporting and challenging each student to make significant annual academic growth

Measures	WT	Level 01	Level 02	Level 03	Level 04	Level 05	Scor	Tre
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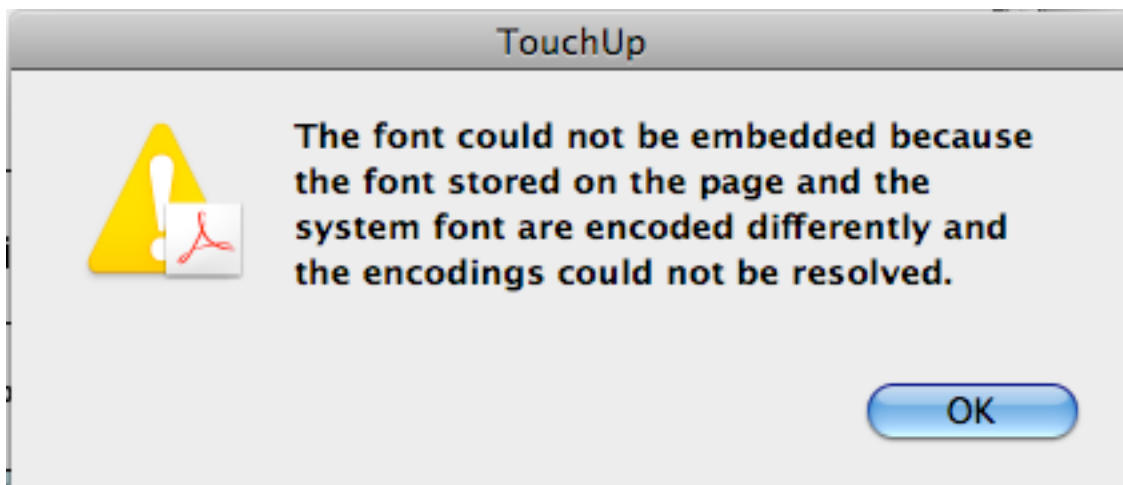
If a window appears warning you about original fonts, click the **OK** button.



Place your cursor in the place where you want to edit the text. In the example below "2011" was added to the end of the sentence. Make the changes and then click somewhere else on the page.



If a warning about embedded fonts appears, click the OK button.



Before:

VisionCard A1: Engaging, supporting and challenging each student to make significant annual academic growth

Measures	WT	Level 01	Level 02	Level 03	Level 04	Level 05	Score	Tre
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After:

VisionCard A1: Engaging, supporting and challenging each student to make significant annual academic growth 2011

Save the new PDF.

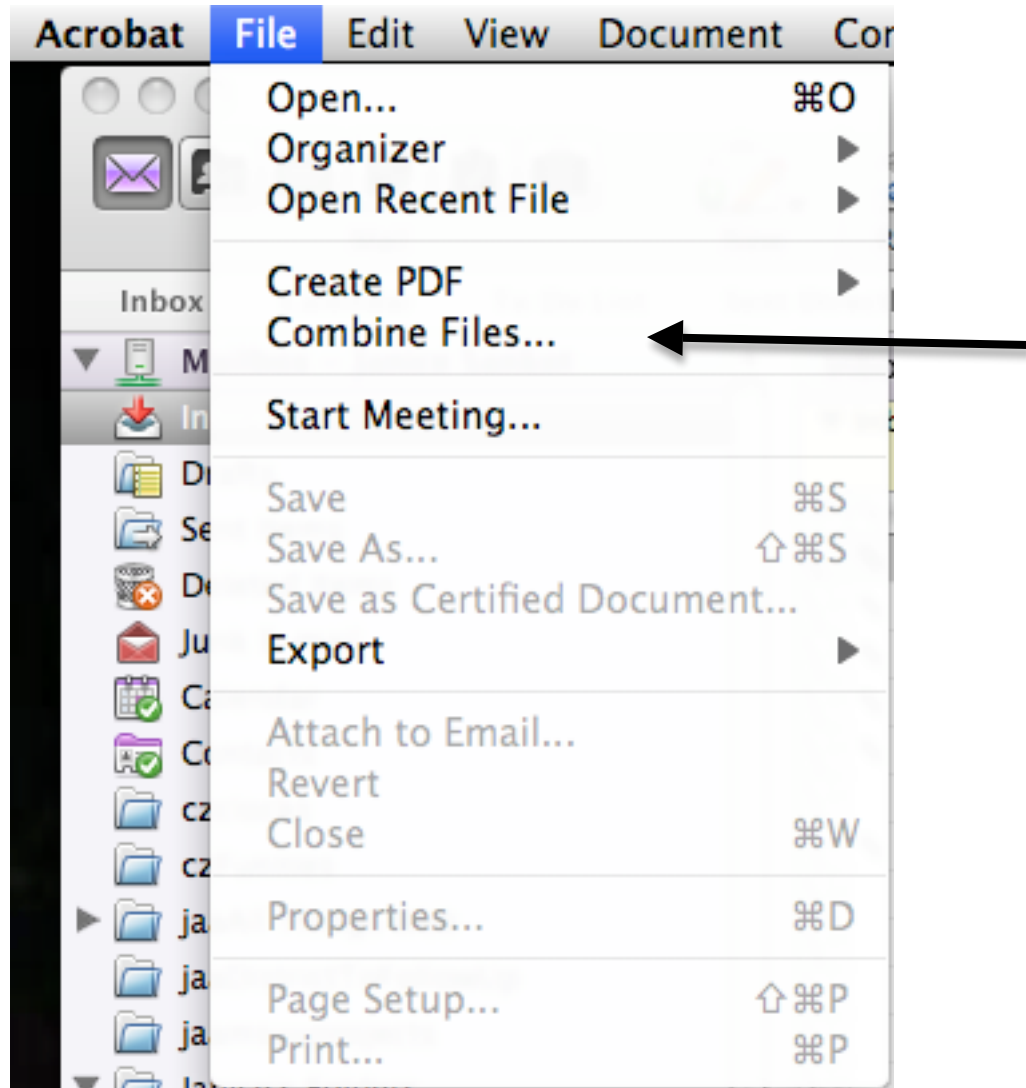
Close the new PDF.

Open the PDF again to make sure the changes were saved.

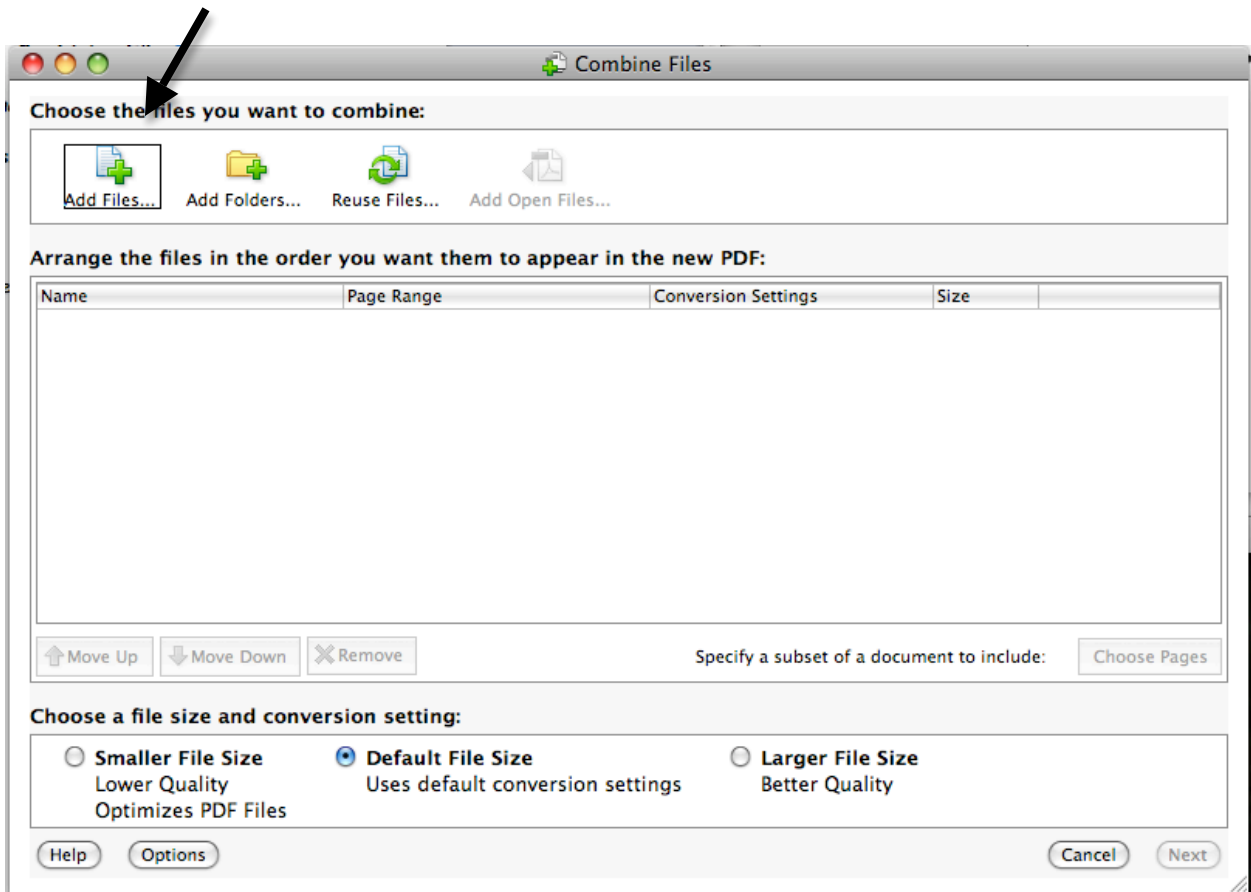
Acrobat Professional: Combining Files

NOTE: Always open the Acrobat Professional application first.

Go to the **File** menu and choose **Combine Files...**

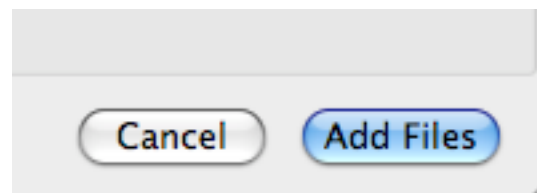
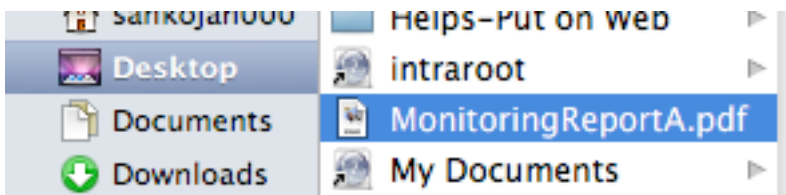


Click on the **Add Files...** button.

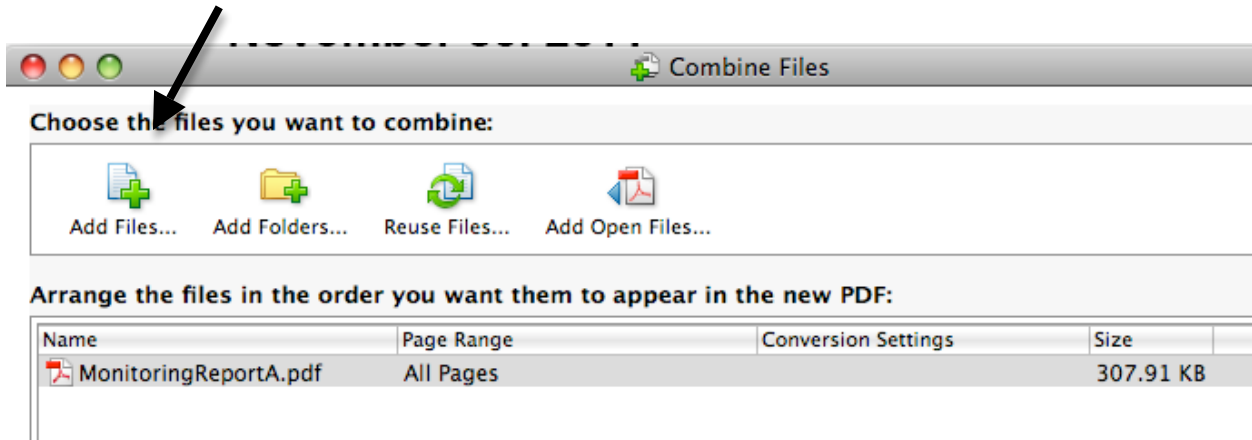


Add the first PDF: In this example it is `MonitoringReportA.pdf`.

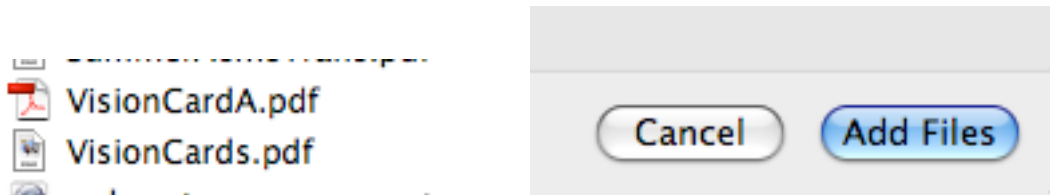
Click on the title and then click on the **Add Files...** button.



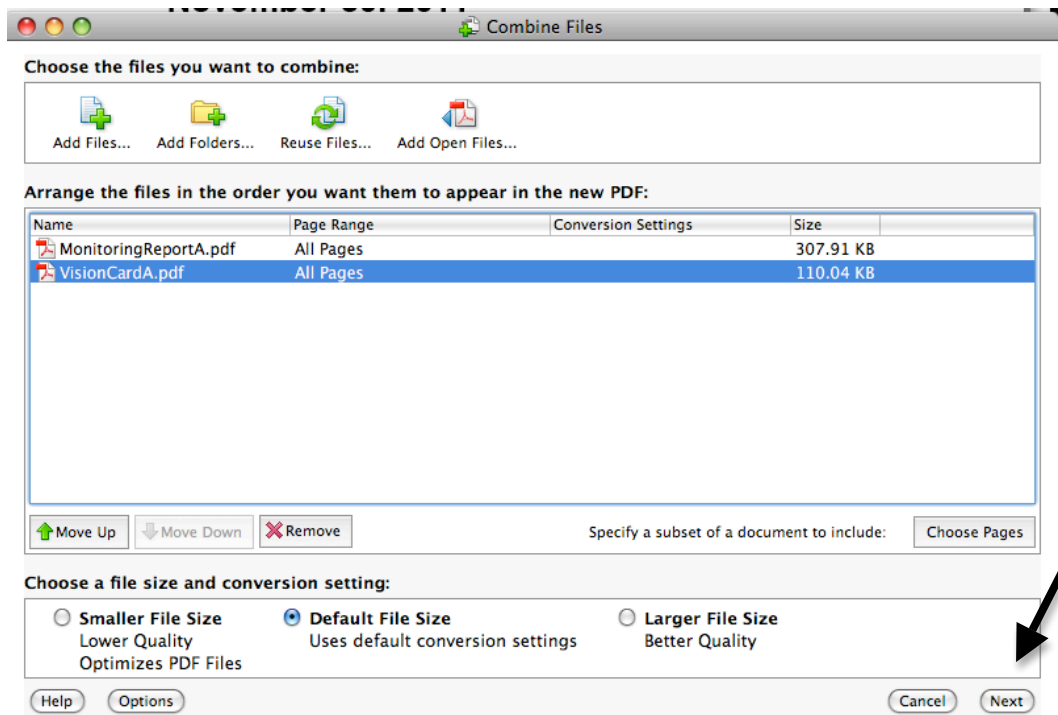
Click on the **Add Files...** button again . . .



. . . to **add the second PDF: VisionCardA.pdf.**

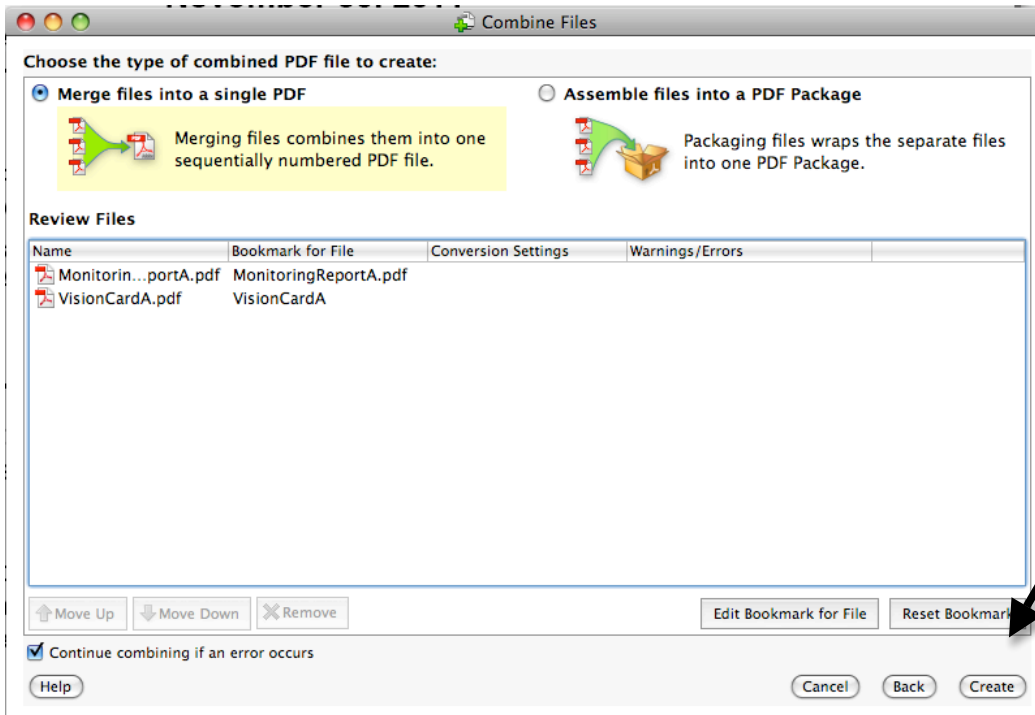


To arrange the files in a different order, click on one of the files and click on the **Move Up** or **Move Down** buttons.

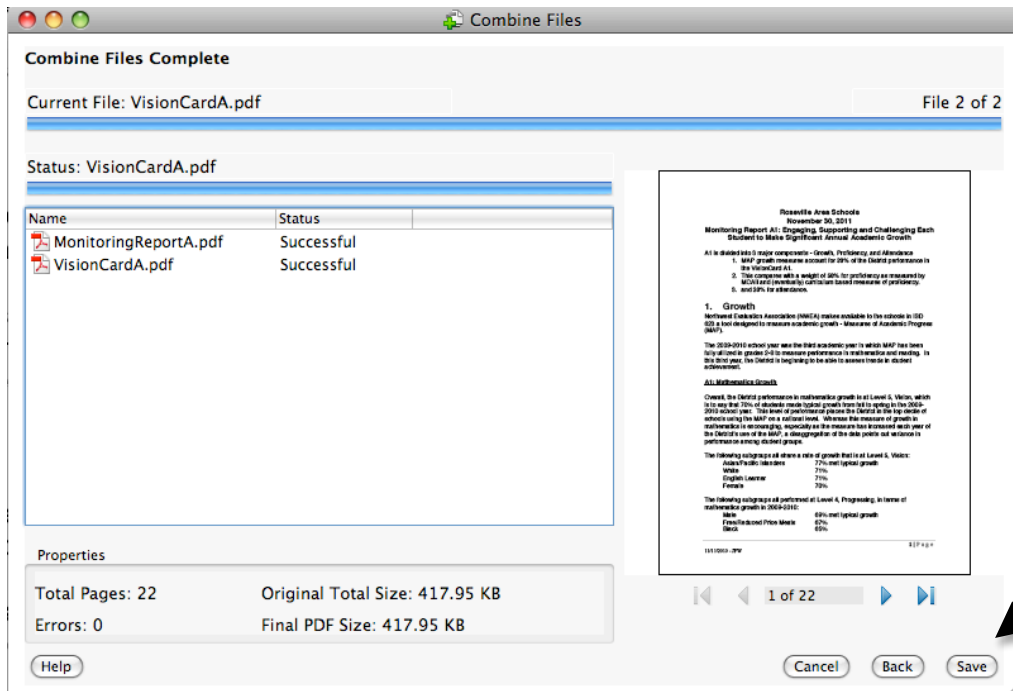


Click on the **Next** button to continue.

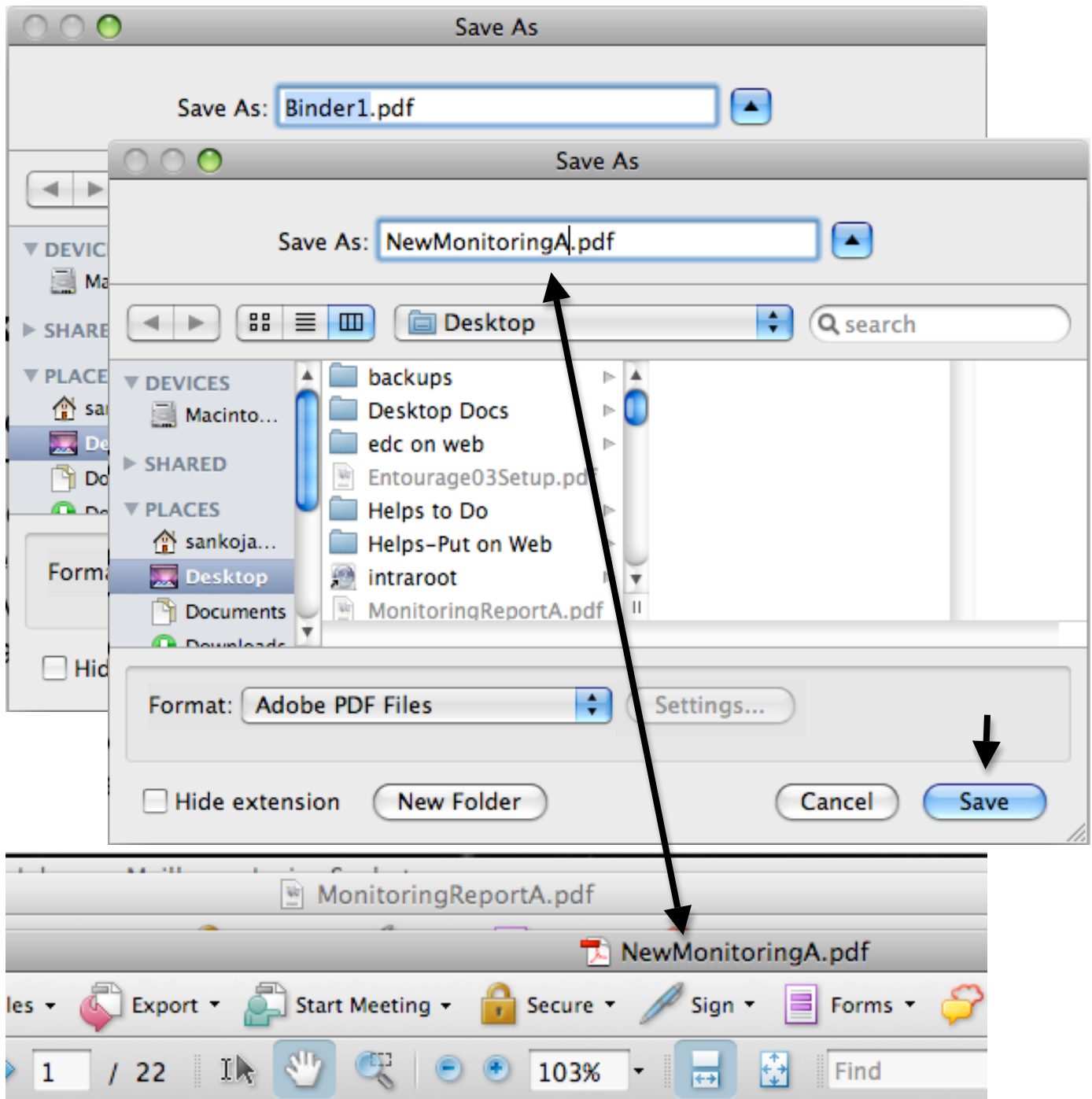
Choose the **Merge files into a single PDF** option.
Click on the **Create** button.



Click on the **Save** button.



Delete the "Binder 1" title and give the new PDF a new name.
Click on the **Save** button.



Close the new PDF.
Open the PDF again to make sure the changes were saved.

jms 04-18-11

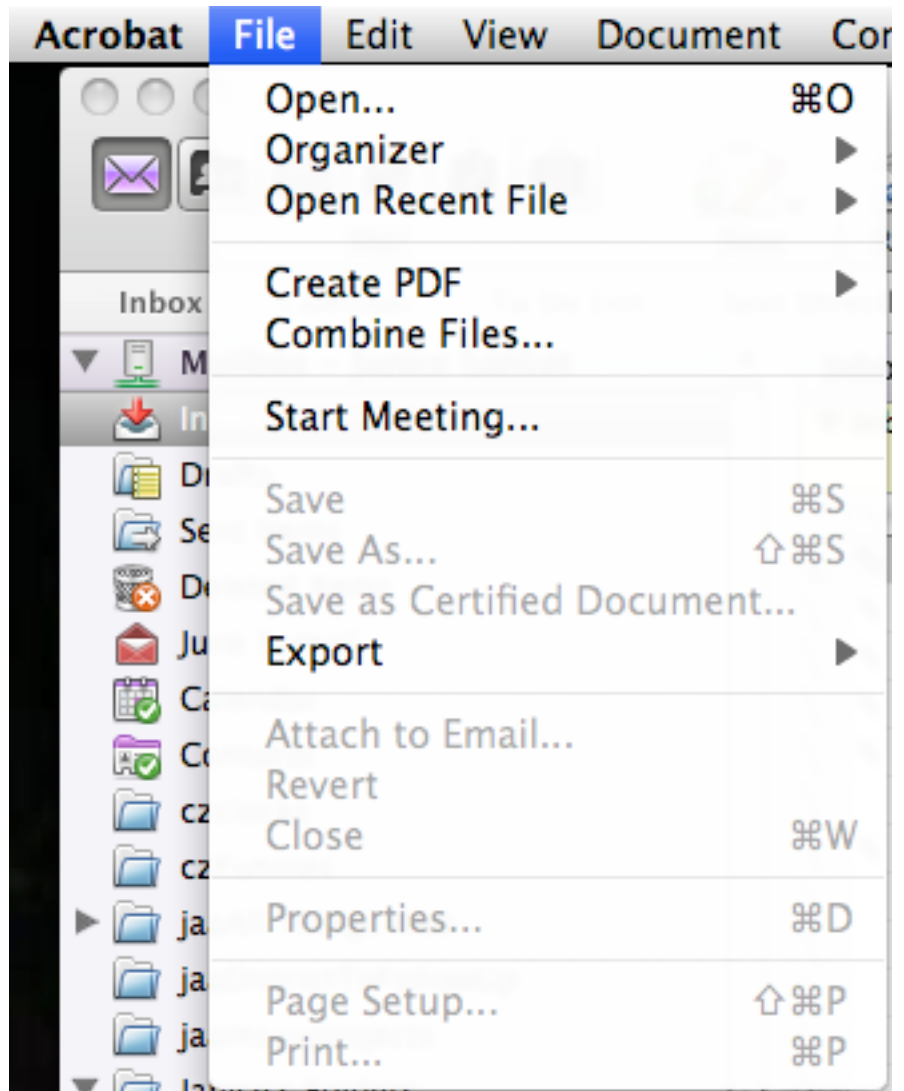
Acrobat Professional: Deleting Pages

NOTE: Always open the Acrobat Professional application first.

Go to the **File** menu and choose **Open...**

Choose the PDF to be edited.

From the **File** menu choose **Save As...** and give the PDF a slightly different title to protect the original PDF.



There are 9 pages in the following example.

Roseville Area Schools
Quality Teaching & Learning for All

VisionCards

April 2011

VisionCard Measures Application Color Scheme:		
Elementary Only	Middle School Only	High School Only
Middle and High Schools	All Schools	District-level

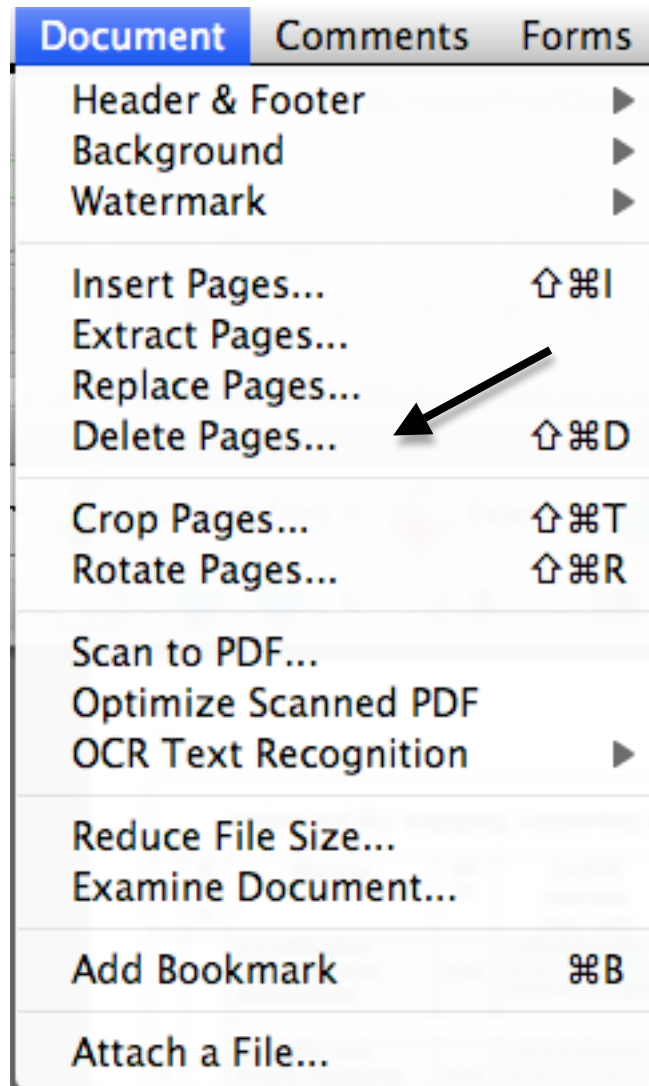
VisionCard A1 is the only card we want to keep. It is on pages 5 and 6 of 9 pages.

6

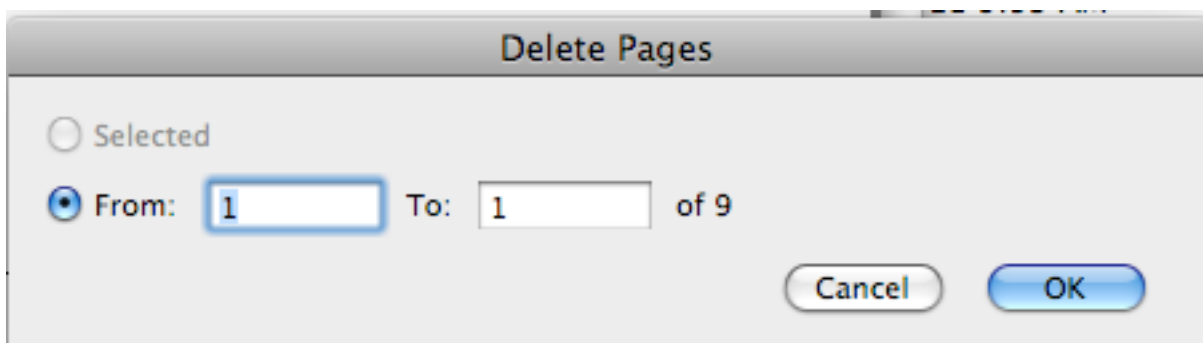
VisionCard A1: Engaging, supporting and challenging each student to make significant an

WT %	Measures	WT %	Level 01 Intervene (1.0 – 1.9)	Level 02 High Concern (2.0 – 2.9)	Level 03 Baseline (3.0 – 3.9)	Level 04 Progressing (4.0 – 4.9)
	A 1: NWEA MAP Growth –Math by Student Group	25 %	< 10% of all student groups meet typical growth in RIT targets	30-34% of all student groups meet typical growth in RIT targets	55-64% of all student groups meet typical growth in RIT targets	65-69% of all student groups meet typical growth in RIT targets

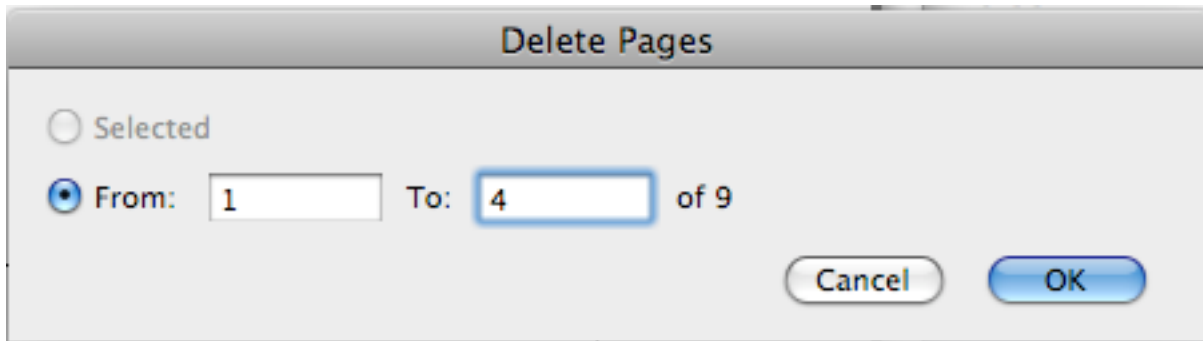
Choose Document menu→Delete Pages...



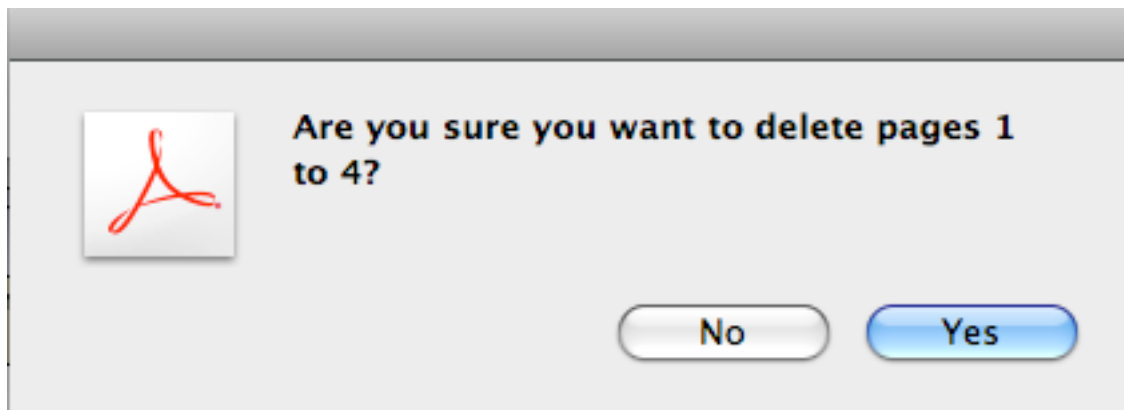
You can choose which pages to delete.



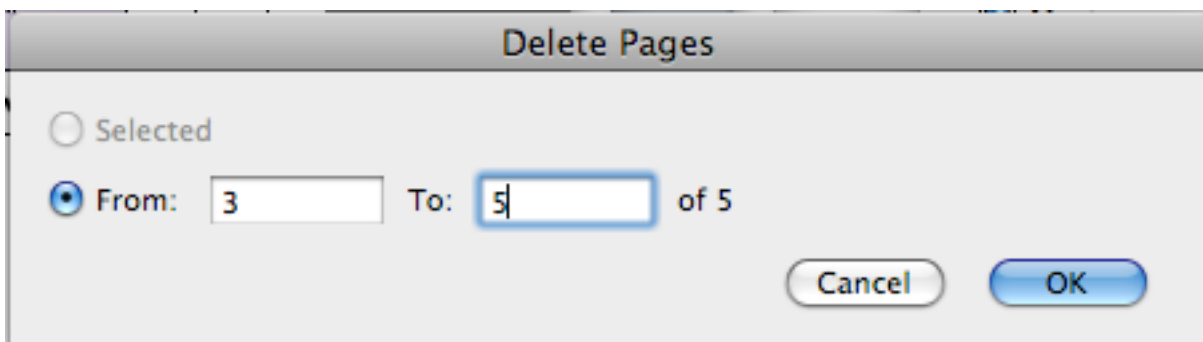
VisionCard A is on page 5. **Select 1 - 4 and click on the OK Button.**



Click on the **Yes** button.



To delete the pages at the end of the PDF, repeat the steps above choosing to delete pages 3-5. (VisionCard A is now on pages 1-2.)



Save the new PDF.

Close the new PDF.

Open the PDF again to make sure the changes were saved.

jms 04-18-11