How to Place Orders in NowPRINT

UCLA Document & Bulk Mail Services
NowPRINT 4-Step Process

Upload Your Document and Select Your Print Specifications
Log in using your UCLA, OASIS, or QDB user name and password

If you don’t have a UCLA Log-on, go to https://logon.ucla.edu/ to obtain one
Select to begin a New order for print.
Enter an “Order Name” of your choice in order to begin.

Step 1 allows you to identify what documents you want to order.

Select a Print Center. Document Center at 555 Westwood Plaza is the default.
Step 1 allows you to identify what documents you want to order.

Select “Document Upload” to upload a document you want to have printed.
Select "Browse" to locate a file on your computer and add it to your order.

You may upload more than one file at a time. (Uploading multiple files or very large files will take longer to process.)

### Supported applications and file types include:

<table>
<thead>
<tr>
<th>File Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td>Adobe Acrobat PDF</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>Adobe Illustrator</td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
<td>Adobe PageMaker</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>Adobe Photoshop</td>
</tr>
<tr>
<td></td>
<td>Adobe InDesign</td>
</tr>
<tr>
<td></td>
<td>Corel WordPerfect</td>
</tr>
<tr>
<td></td>
<td>Rich Text Format</td>
</tr>
<tr>
<td></td>
<td>EPS, TIFF, GIF, JPG, PNG</td>
</tr>
<tr>
<td></td>
<td>Zip Files</td>
</tr>
</tbody>
</table>

### Upload times:

<table>
<thead>
<tr>
<th>File Size</th>
<th>Connection</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1MB</td>
<td>28.8 MB</td>
<td>5 min</td>
</tr>
<tr>
<td>1MB</td>
<td>36.6 MB</td>
<td>2.5 min</td>
</tr>
<tr>
<td>1MB</td>
<td>Cable/DSL/1</td>
<td>50-60 sec</td>
</tr>
</tbody>
</table>

Click the "Browse" buttons to select up to six files.
Find a file on your computer and select, "Open."
You may now repeat the process to add additional files. When you are done selecting files, Select “Upload.”
Select “Preview” to review your document and ensure it uploaded correctly.
Step 2 allows you to tell the print shop how you want your document(s) printed.

If you will be merging multiple documents, please do not select papers or # of copies until after you have clicked the "Merge Selected Documents" button.

If you would like different paper stock for part of a single document, you will need to break it out into separate documents and upload.

Below is a summary of the current print options for each file. You can configure each file by clicking "Print Options". You can proof the file, including binding and tab settings, by clicking "Preview".

If you uploaded more than one document, you can “Change Settings” for each document.

Select “Change Settings” to select your paper, format, binding and covers.
Choose Print, Binding and Finishing

Enter the number of copies of this document you want to order.

Make your selections from the drop down lists and be sure to select “Save.”
NowPRINT allows for documents to be "pre-configured." This means the specifications for print, binding and finishing are already set. If you select "Change Settings" the items will appear in grey that are pre-set and cannot be changed.

Select "Add Tabs or Separators" to insert tabs or slip sheets between the pages of this document.
You can preview your selected binding option and each page of your document.

Go to the page where you want to add a tab or slip sheet and select “Insert” to insert tabs or slip sheets. Tab options will be available based on your selection of single or double-sided printing.

You may also set the paper color for each page by selecting “paper” listed under each page.
Tab Wizard

Select the Tab Type from the drop down menu. If you select Printed Tabs, 5-Bank, you may type in tab labels in Line 1 and Line 2.

Select “Insert” to finish inserting your tab or slip sheet and proceed.

You can build your tab file on your desktop. Select “template” to download the tab template and save it to your desktop. Create your tab file and then “Browse” and “Upload.”
Continue adding tabs or slip sheets or select “Exit Preview” to proceed.

Review your tab. You may click on the image to enlarge. You may also select “Edit” or “Delete.”
Select “Next Step.”

If you will be merging multiple documents, please do not select papers or # of copies until after you have clicked the "Merge Selected Documents" button.

Also, if you would like different paper stock for part of a single document, you will need to break it out into separate documents and upload.

Below is a summary of the current print options for each file. You can configure each file by clicking “Print Options”. You can proof the file, including binding and tab settings, by clicking “Preview”.

<table>
<thead>
<tr>
<th>102339-Handbook.pdf</th>
<th>Number of Copies: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 Letter-sized pages</td>
<td></td>
</tr>
<tr>
<td>Date: 2/23/2009 2:02:51 PM</td>
<td></td>
</tr>
<tr>
<td>Format: Black &amp; White-Single Sided</td>
<td></td>
</tr>
<tr>
<td>Paper Type: 20lb Standard (White)</td>
<td></td>
</tr>
</tbody>
</table>
Choose Recipients and Delivery Options

Step 3 allows you to determine Who your order is delivered to and How it will be delivered.

Select a recipient and specify delivery information. You may select multiple recipients with different delivery for each.

1) The system will automatically fill in your information.
2) If you do not want the order to come to you, select “Remove.” You may add a “New Recipient” or choose one from the “Address Book.”
3) You may also upload a CSV file of recipients.
Select Requested Delivery or Requested Pickup form the drop down. Enter the Date and Time you prefer your order to be completed.

After selecting Delivery date and time, go to Next Step.
To review the details of your order, click “View Receipt Details.” You may print this page or review it in your Order History on your User Homescreen.

In Step 4 you may review your “Estimated” final costs, request a proof, enter your department charge code and place your order.

To request a proof, please select the check box and enter the Date and Time for proof delivery. Please note standard turn around for a proof is 24 hours.
Enter your Recharge ID here to place your order.

The Project Code and Requisition Number fields are for your records only and are not required for placing your order.

Enter your Recharge ID here to Request a quote. You must enter a valid Recharge ID before you will be able to place your order or request a quote.

Place Order!
**Example of the Receipt Details.**

Original Document Altered

This order contains a single job.

### Item Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impression: Black &amp; White</td>
<td>35</td>
<td>$0.07</td>
<td>$2.38</td>
</tr>
<tr>
<td>Paper: 20lb Standard</td>
<td>35</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tabs: Printed Tabs, 5 Bank</td>
<td>1</td>
<td>$1.30</td>
<td>$1.30</td>
</tr>
<tr>
<td>Shipping and Delivery: Free Delivery(Joe Bruin)</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total: $3.68

*Note: This order may be subject to additional taxes or shipping and handling fees.*

### Billing

- **Name:** Joe Bruin
- **Address:** UCLA 405 Hilgard
- **Phone:** 825-1234
- **Fax:**
- **Payment:** RECHARGE ID
- **Requisition Number:** 123456
- **Project Code:** 123456
- **RECHARGE ID:** 0000

### Production and Fulfillment

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>102339-Handbook.pdf</td>
<td>1</td>
</tr>
</tbody>
</table>

- **Impression:** Single Sided
- **Black & White - All Pages**
- **Paper:** 20lb Standard (White) - All Pages
- **Binding:** None
- **Pages:** 35
- **Page Size:** Letter
- **Final Size:** Letter (612 x 792)
- **Tabs:** Printed Tabs, 5 Bank
- **Type:** After Page 1
Order Confirmation  Order Number: 204206

Thank you for using our service! Your order has been received. Your Order ID is: 204206. Please print this page, or choose the View / Print Detailed Receipt.

<table>
<thead>
<tr>
<th>Send Date</th>
<th>Recipient(s)</th>
<th>Requested Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/23/2009 3:42 PM</td>
<td>Joe Bruin</td>
<td>2/24/2009 5:00 PM (PST)</td>
</tr>
</tbody>
</table>

The system confirms your order and you will also receive a confirmation email. You may Logout or go “Back to Home” to start another order.
Select here to manage your account profile including shipping information, password, etc. You may also review your order history of all orders you have placed.

Your 5 most recent orders are shown here on your User Homescreen. You may review the “Status” of your order, view “Details” of the order or select to “Re-Print” your order.
For assistance, please contact:
UCLA Document & Bulk Mail Services
(310) 825-0374
dbs@mddds.ucla.edu