

Instructions For Using Electronic Submission of Jobs

****Please Note: Any materials designed through the Graphic Design and Publications department should still be done there for best results.**

Anyone considering designing their own full color brochure or promotional piece should first contact Graphic Design at 3317 for assistance.

To access and use the electronic form follow these steps:

1) Create the document on your computer. Larger items like posters should be created in their finished size (11x17, 8.5x11, etc.). All documents should be saved in .pdf format for best results.

2) Go to www.oneonta.edu/academics/irc and click on the link for the print shop job request ticket.

3) Fill out all of the required fields by typing or clicking the proper button.

***Note: Make sure you put the e-mail of the person who approves your print requests in the "approver" field. This may be your department head, supervisor, or secretary.*

4) Click the "Choose File" button to browse your computer to find the document you wish to attach. Attach the file and you will be returned to the form.

5) Review your request for accuracy.

6) Click the "submit" button to send the request to your approver. They will receive it and, if approved, forward it to the print shop mailbox.

7) You will get a message screen that will allow you to print a copy of your request for your records.

Instructions For Those Who Approve Duplication Requests

1) You will receive an e-mail generated by the online form in your mailbox

2) Review the request and follow the instructions in the e-mail to forward the approved request to Printshop@oneonta.edu

3) Save the e-mail in a folder on your computer so you have a record of the request.