

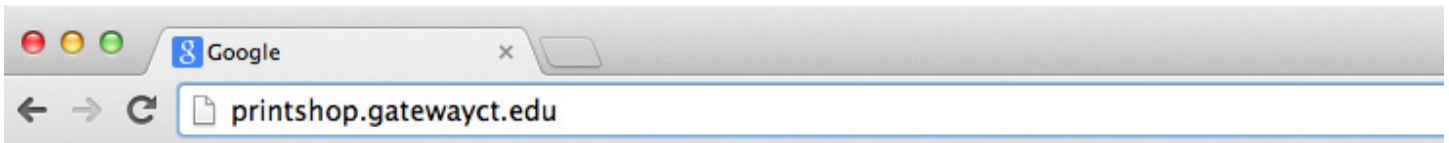


# Introducing Publication Service's new storefront: Gateway's Web2Press

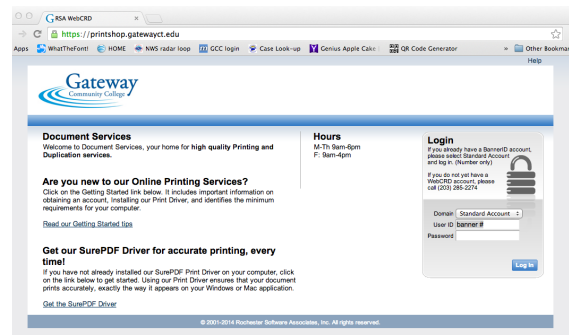
It's never been easier to order your print jobs online  
and pick up your orders in Room N009!

## SETTING UP YOUR ACCOUNT

- 1 Got to [printshop.gatewayct.edu](https://printshop.gatewayct.edu) (make sure there is no WWW).



- 2 As a new user, put in your banner ID (no @gwcc...).  
Use the same password as you use for computer login.



### Account Registration

Please enter your contact information. Fields with an \* are required.

<b>Address</b>		<b>Phone / Email</b>	
First name *	Self Populates	Email *	Self Populates (Faculty/Staff)
Middle name		Work #	please fill in
Last name *	Self Populates	Mobile #	
Job title		Fax #	
Location	Office location	Home #	
Company	GCC	URL	
Department	Department	<b>Account Codes</b>	
Street 1	20 Church Street	FUND/ORG/ACCT/PROG	
Street 2		Purchase Order #	
Street 3			
City	New Haven		
State	Connecticut		
Zip	06510		
Country	USA		

- 3 Fill in the following information  
\*Required fields.

(Location is your room number,  
Company is GCC , etc.

- 4 Scroll to the bottom.  
Click continue.

# TO ORDER PRINTING

Roles: Ordering Proxy Home My Profile Help Logout

Gateway Community College

Self Populates (Faculty/Staff)

Orders Manage Files Contacts Reports please fill in CART [0]

Self Populates

**PRINTING MADE EASY**

Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog.

**Upload A File** Office location  
Select a file from your desktop.  
pdf, gif, jpg, jpeg  
GCC  
Department  
20 Church Street  
Choose File No file chosen  
Multiple Files?  
New Haven  
Connecticut  
Go  
06510  
USA

**Search Catalog**  
Search catalog by description for items to order.  
Advanced Search  
Go

**My Files**  
Search your personal file cabinet for items to order.  
Advanced Search  
Go

**Special Orders**  
Order custom prints from a hardcopy, CD-ROM, etc.  
Go

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## Upload a File

## Search Catalog

## My Files

## Special Orders

- This is where you upload a file for printing.

As our library increases, pieces printed for your department and the Gateway community will become available to you.

This is where files you have uploaded are stored for 120 days - and can be easily re-ordered. Each re-order - resets the clock.

For walk-ins. If there is no electronic file and copies are made from hard copies.

- Once your file is selected click go. **Please note:** The preferred file format is a PDF. Please convert, save or export your Word, Powerpoint, etc. documents to high resolution PDFs (for Power Point files, indicate how many slides per page etc).

**PLEASE UPLOAD ONLY 1 FILE PER JOB TICKET.**

**Provide an Order Name**

Order name

*Please enter a meaningful name to help the print center identify the order, and to help with future reordering.*

3 Once you're in the cart, you can choose your paper, refine your print options and select your binding.

1-click options (more to come as we grow)

Input quantity (if page is half size divide quantity by 2)

**Output and Plex**  
Click to choose color, double-sided output.

**Paper**  
Click to choose paper stock.

**Additional**  
Click to choose a binding, staple, front and back covers, tabs, special services etc.

### Output and Plex

Output from black and white or color printer. Print 1- or 2-sided.

### Paper

Select from available paper by size.

Name	Paper Color	Paper Size
<input type="checkbox"/> 8-1/2 x 11 White 20# Text	white	USLETTER
<input type="checkbox"/> 8-1/2 x 11 White 24# Text	white	USLETTER
<input type="checkbox"/> 8-1/2 x 11 White 28# Text	white	USLETTER
<input type="checkbox"/> 8-1/2 x 11 White 32# Text	white	USLETTER
<input type="checkbox"/> 8-1/2 x 11 White 65# Cover	white	USLETTER
<input type="checkbox"/> 8-1/2 x 11 White 80# Cover	white	USLETTER
<input type="checkbox"/> 8-1/2 x 11 White 100# Cover	white	USLETTER
<input type="checkbox"/> 8-1/2 x 11 White 80# Text C2S Gloss	white	USLETTER
<input type="checkbox"/> 8-1/2 x 11 White 100# Text C2S Gloss	white	USLETTER
<input type="checkbox"/> buff 8-1/2 x 11 20# Text	buff	USLETTER
<input checked="" type="checkbox"/> cherry 8-1/2 x 11 20# Text	Cherry	USLETTER
<input type="checkbox"/> Golden Rod 8-1/2 x 11 20# Text	goldenrod	USLETTER
<input type="checkbox"/> Gray 8-1/2 x 11 20# Text	Gray	USLETTER
<input type="checkbox"/> Ivory 8-1/2 x 11 20# Text	Ivory	USLETTER
<input type="checkbox"/> Pink 8-1/2 x 11 20# Text	pink	USLETTER
<input type="checkbox"/> Purple 8-1/2 x 11 20# Text	Purple	USLETTER

### Additional

Folding options: inline and off line

Binding choices

Other: Cutting, mounting or design

**TIP: Use Instruction boxes for explaining what you need.**

## 4 Shipping

- Normal turn-around: 2 days
- Rush: 4 hours and pricing will increase
- Extended: no rush / 1 week

Pick up your print job in Room N009 unless otherwise requested. You will be notified of any date changes made by Publication Services.

### Shipping Information

[Add Address](#)

Service Level:  *Note: Service Level selection may impact your order cost.*

**Amie Fanning**  
Publication Services  
20 Church Street  
New Haven, Connecticut 06510  
United States

Select a Shipping Method:

Delivery Estimate:  
**Friday, August 29, 2014**

[Enter shipping instructions for this recipient](#)

Ordered Items	Quantity
1 <a href="#">spec.pdf</a>	1

### Billing Information

**Amie Fanning**  
Publication Services  
20 Church Street  
New Haven, Connecticut 06510  
United States

Turn-Around-Time discount applied

Order Estimate: [Click for breakdown](#) **\$0.05**  
*Click the price to view the cost details*

Select Billing Codes for Payment

FUND	ORG	ACCT	PROG	
FUND/ORG/ACCT/PROG	IA2000	<input type="text"/>	<input type="text"/>	<input type="text"/>

Purchase Order #

Total Split Percentage 100%

[Add Split](#) Click the 'Add Split' button to add more Account Codes for split billing.

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

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## 5 Billing

Under billing information you must fill in your fund, your organization (ORG) your account (ACCT), and your program (PROG) just like you would do on a purchase order. If you do not have this information please contact Kim Diaz or your administrator.

You can split billing information if it's more than one account/grant, etc. but the percentage has to equal 100%. If your print order is for personal use, put that info into the purchase order field to explain usage or valid purchase order number.

Click "place order" to complete your order.

### Please note:

- **Anything over \$1,000 requires authorization from a Dean/Department.**
- Within the college community there are currently no charges against your department.
- If you are an outside vendor, please supply your tax exemption or sales tax will be charged.