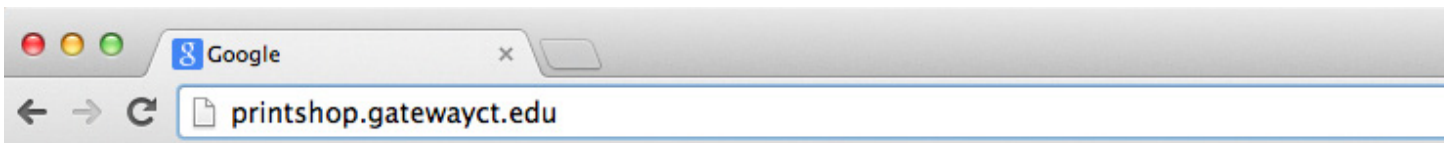# Gateway
Community College

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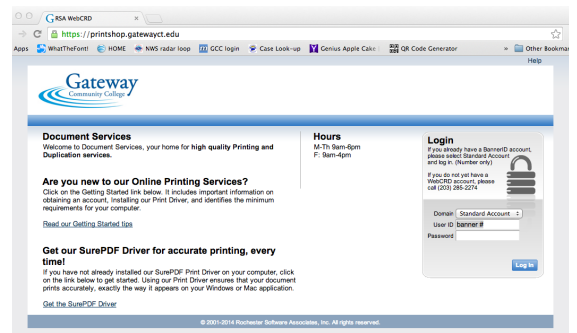
Gateway's Web2Press

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 (**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.

3 Fill in the following information
*Required fields.

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

4 Scroll to the bottom.
Click continue.

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

Address

First name*	Self Populates
Middle name	
Last name*	Self Populates
Job title	
Location	Office location
Company	GCC
Department	Department
Street 1	20 Church Street
Street 2	
Street 3	
City	New Haven
State	Connecticut
Zip	06510
Country	USA

Phone / Email

Email*	Self Populates (Faculty/Staff)
Work #	please fill in
Mobile #	
Fax #	
Home #	
URL	

Account Codes

FUND/ORG/ACCT/PROG	
Purchase Order #	

TO ORDER PRINTING

Upload a File	Search Catalog	My Files	Special Orders
1 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.

2 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.

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)

Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID **305**

Order name Todays Special listing ✎

Order Estimate: Click for breakdown **$0.05**

Item 1

[Replace File] [Continue Shopping]

spec.pdf ✎
1 Page
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Price **$0.05**

Quantity [1]

Select from these 1-Click Print Options:

↩

Refine Your Print Options:

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.

Basic Options

Output	B/W
Print ?	One Sided
Instructions	

[Cancel] [Save]

Paper

Select from available paper by size.

Select a Paperstock

Current Paper: 8-1/2 x 11 White 20# text

Use the filter options below to view the available paper choices.

Paper Color [Any ▾]   Paper Size [USLETTER ▾]   [Reset Filters]
The paper size has been preselected for you.

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

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

[Cancel]

Additional

Binding choices

Additional Options

Binding | Folding | Covers | Other | Insertions | Exceptions

Staple
Single Landscape   Single Portrait

Comb Binding
Black

Booklet
Booklet

None

Folding options: inline and off line

Additional Options

Binding | Folding | Covers | Other | Insertions | Exceptions

[Instructions] [List View]

Single Fold
Single Fold

Letter Fold
Letter Fold

Z-Fold
Z-Fold

Double Parallel Fold
Double Parallel Fold

Other: Cutting, mounting or design

Additional Options

Binding | Folding | Covers | Other | Insertions | Exceptions

☐ Cutting
☐ 24x36 Foam Board Mounting   In Units of [ ]
☐ Pre-press Design work requested In Units of [ ]

Instructions

[Cancel] [Save]

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 upyour 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 | Extended Delivery ⇕ | 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:
| Select ⇕ |

Delivery Estimate:
Friday, August 29, 2014

Enter shipping instructions for this recipient

Ordered Items	Quantity
1 spec.pdf	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				100 %

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**

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.