



Welcome to Document Production Center's latest ordering process called Digital Store Front! Digital Store Front is designed to make the ordering process easier for both you the customer and us, **your in house print service provider**. You will be able to upload your files to be printed as well as place all ordering instructions at one convenient time.

Please read through this entire *Digital Store Front Account Setup and Print Ordering Instructions* prior to placing an order with us using Digital Store Front. If after reading the entire directions and you still need help, we will be glad to walk you through any questions over the phone. If you do not have time to read the entire set of directions prior to using Digital Store Front, please use our previous method of ordering using the [DPC Online Order Form](#)



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Create an Account

To checkout, you must create an account.
Already have an account? [Login here](#)

Contact Information

* Indicates Required Field.

* First Name:
Middle Name:
* Last Name:
.....
* Address 1:
Address 2:
* City:
* State / Province / Region:
* Zip / Postal Code:
Country:
.....
Phone Number 1:
Phone Number 2:
Fax Number:
.....
Title:
Company:
Department:
Cost Center Account Number:
* E-Mail Address:

Please fill out as much information as possible including all required fields

UCONN should be the default company

Account Information

* User Name:
.....
* Password:
* Re-enter Password:
.....
* Security Question:
* Security Answer:

Terms and Conditions

ACCESS TERMS AND CONDITIONS
PLEASE READ THE ACCESS TERMS AND CONDITIONS ("AGREEMENT") CAREFULLY. ANY PERSON (INDIVIDUAL AND/OR ENTITY) WHO WISHES TO USE THE APPLICATION AND/OR HAVE ACCESS THERETO (AS THOSE TERMS ARE DEFINED BELOW) MUST AGREE TO THIS AGREEMENT. THIS AGREEMENT IS A LEGAL AGREEMENT BETWEEN YOU AND ELECTRONICS

I accept the terms in the license agreement.

You will need to accept the terms prior to continuing

Selected Print Shop

Choose the print shop nearest to you. Use the pulldown menus below to increase or narrow the results.

Show: 10 1-1 of 1 < Prev 1 Next >

Name	Address	City	State	Zip / Postal Code
DPC Print Shop	3 North Hillside Road	Storrs	CT	06269

DPC Print Shop is the only choice for your print jobs

Choose Complete Registration

2

Complete Registration

Create an Account - Confirmation

Confirmation

Thank you, your account for online copy submission has been successfully created.

An e-mail confirmation has been sent to the e-mail address you provided.

Choose Get Started

3

Get Started



Featured Products

B
Black & White

[Black Printing](#)

Begin

C
color

[Color Printing](#)

Begin

P
Poster Printing

[Poster Printing](#)

Begin

CB
Mixed color & black

[Mixed Black and Color Printing](#)

Begin

Selected Print Shop

DPC Print Shop
3 North Hillside Road
Unit 6065
Storrs CT 06269
Tel: 860-486-2022

Hours Of Operation

Mon-Fri
8:00 AM-5:00 PM

Current Print Shop Time
4/8/2009 10:09:10 AM

EFI PrintMessenger

Install Driven

[Windows](#)
[Mac](#)

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Choose Desired Print Category by clicking Begin under the appropriate Category

Posters are considered larger than 12x18

Mixed color & black usually means books that have both color and black printing

Progress 1 Add Files 2 Print Options 3 Review

Job Name	Quantity	Unit Price	Subtotal
<input type="text"/>	<input type="text"/>	-	-

[Update Price](#)

Please specify paper color.

Upload File | Offline Material

Select File: [Browse...](#)

Add to My Saved Files for future use.
 Convert to PDF (recommended)
[Supported File Types](#)

[Upload File](#)

My Saved Files

[Delete](#) [Preview](#) [Add File](#)

File(s) Added to This Job

No files have been added to this job.

To add files, browse and upload a document or add files from My Saved Files.

[Save My Job](#) [Cancel](#) [Close](#)

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This is where your **Progress** begins for uploading and selecting specific **Print Options**.

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Choose the **UPLOAD** tab to electronically submit job file or **OFFLINE MATERIAL** tab to drop off your saved job files on Disk in person.

Job Name	Quantity
<input type="text" value="ENG. BROCHURE SP 09"/>	<input type="text" value="50"/>

Please specify paper color.

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Type in a Job Name and Quantity

Upload File | **Offline Material**

Offline Material

Type:

File Name:

Page(s):

Delivery instructions for hardcopy file(s):

[Add](#)

My Saved Files

[Delete](#) [Preview](#) [Add File](#)

[Save My Job](#)

Browse for a file to upload to us

Be sure to have **CONVERT TO PDF** checked (if you have a Microsoft Publisher .eps or .JPG file, uncheck **CONVERT TO PDF**)

If you think you may use this file again, check the **ADD TO MY SAVED FILES** box.

Click **Save My Job**

Job Name	Quantity
<input type="text" value="ENG. BROCHURE SP 09"/>	<input type="text" value="50"/>

Please specify paper color.

Upload File | **Offline Material**

Select File: [Browse...](#)

Add to My Saved Files for future use.
 Convert to PDF (recommended)
[Supported File Types](#)

[Upload File](#)

My Saved Files

[Delete](#) [Preview](#) [Add File](#)

[Save My Job](#)

Progress

1

Add Files

2

Print Options

3

Review

Job Name

2006 PROGRAM

Quantity

50

[Update Price](#)

Unit Price

\$0.65

Subtotal

\$32.50

Please specify paper color.

Upload File

Offline Material

Select File

Browse...

 Convert to PDF (recommended)[Supported File Types](#)

Upload File

My Saved Files

You must be logged in to access your saved files.

[Login Now](#)[Register](#)**File(s) Added to This Job**

To reorder or remove a file, click on the document's icon and then click on Move Up, Move Down or Remove icon. Click on a file name to preview that document. Click Next when you are done configuring your files.

NOTE: Files will be printed in the order shown below.

	2006Program.pdf	
	13 Pages	
	Saved Date: Apr 08 , 2009	
	Saved Time: 10:48 AM EDT	
	Uploaded via WebPage	

Cancel

Next

7

After Uploading You will notice your file in the FILE(S) ADDED TO THIS JOB field.

Your file has been converted to a PDF format. To proof your file click on the file name. (you will be asked later to preview the file in a smaller window, but if it looks good now, than you can approve the later preview)

Click Next

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This is where you select specific **Print Options**.

Add special instructions at the bottom if needed or choose next/previous to continue or modify your job.

You will be asked to **Review** your **Print Options** as well as approve a **Preview** of your job prior to final submission of your job.


(once you approve your job, the Document Production Center is not responsible for any typos, or errors in your job's formatting and design layout.)

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Be sure to Chose Paper/Media as well as paper color such as:
20# COLOR: WHITE
COVER STOCK COLOR: 80 SAGE
TEXT STOCK COLOR: 70 TALC
HOTS STOCK COLOR: 60 HOTS RED

Progress 1 Add Files 2 Print Options 3 Review

Job Item	Quantity	Unit Price	Subtotal
2006 Program	50	\$0.10	-

Paper/Media: 

Scale to Fit: Scale my files to fit paper (when needed)

20# color:

Print Front Cover:

Print Back Cover:

COVER STOCK COLOR:

TEXT STOCK COLOR:

HOTS STOCK COLOR:

Mylar Covers (Clear):

Collate (sets):

Staple:

Fold:

Scoring / Perforating:

Cut Type:

Bind Type:

Drill:

Hand Fold-Collate-Stuff:

Numbering:

Shrink Wrap:

Padding:

Tabbing:

Lamination Side:

Label: Pricing for Labeling will be calculated at: 0.00 job completion.:

Special Pages [Add Special Page\(s\)](#)
Special pages are when one or more pages will be treated differently than the rest of your job. For example, you may wish to have your entire job printed in Black and White except for pages 2-9, which should be printed in color.

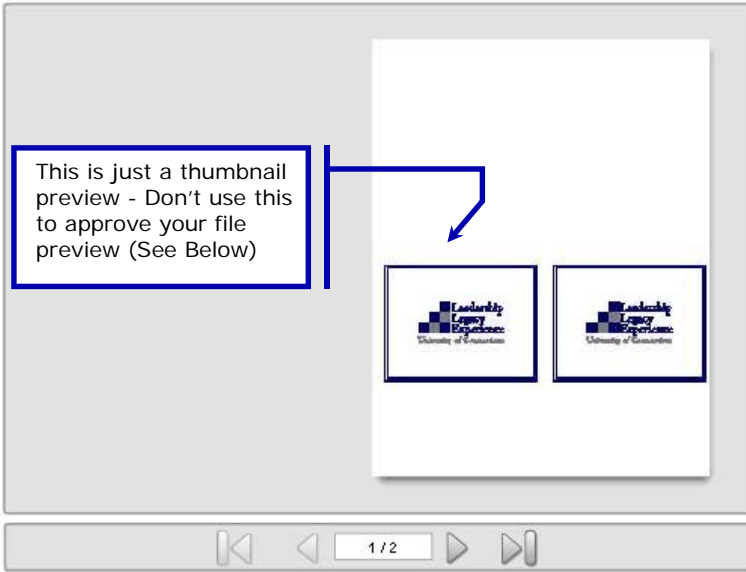
Special Instructions:



Progress **1** [Add Files](#) **2** [Print Options](#) **3** [Review](#)

Job Name	Quantity	Unit Price	Subtotal
<input type="text"/>	<input type="text"/>	Update Price \$0.10	-

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Review

File(s) [Edit](#)
 File Name [LLE Invitations.pdf](#)
 Page(s) 2
 Upload Method [Upload Digital](#)

Print Options [Edit](#)
 Paper/Media 8.5 x 11 (1-sided) 20#
 Bond (white or color)
 Bond (20 pound)/ 75 gsm
 White
 Scale to Fit - No
 20# color * white
 Print Front Cover * No Front Cover
 Print Back Cover * No Back Cover
 COVER STOCK none
 COLOR * none
 TEXT STOCK none
 COLOR * none
 HOTS STOCK none
 COLOR * none
 Mylar Covers (Clear) * none
 Collate (sets) * none
 Staple * No Stapling
 Fold * No Folding
 Scoring / Perforating * No Scoring / Perforating
 Cutting * No Cutting
 Binding * No Binding
 Drill * No Drill
 Hand Fold-Collate -Stuff * No Hand Fold-Collate-
 Stuff
 Numbering * No Numbering
 Shrink Wrap * No Shrink Wrap
 Padding * No Padding
 Tabbing * No Tabbing
 Lamination * No Lamination
 Labeling * none - 0.00
 Special Instructions *

* Not Shown In Preview

Review your final Print Options and you can review your uploaded file by selecting the File Name or if you selected "DO NOT CONVERT TO PDF" earlier, than click on "EDIT" next to the file name. At that point you will be sent to the upload file page and you can click on the file name

Be sure to check I Approve before continuing. You will not be allowed to continue until the box is checked

I Approve (REQUIRED)
 I've carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.



Shopping Cart

Choose Due Date

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Continue Shopping

Checkout »

Requested Ship Date and Time

Print Shop: DPC Print Shop

3 North Hillside Road
Unit 6065
Storrs, CT 06269
United States
Tel:860-486-2022

Product	Quantity	Item Price	Item Total
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Program [Remove](#)
Item Name: Black Printing

[Update Price](#) \$0.05

\$12.50

Subtotal: \$12.50
Shipping: \$0.00
Taxes: \$0.00
Total: \$12.50

Choose Pick up or Delivery

12

Recipient

[Add Another Recipient](#)

Method:

DPC Print Shop
3 North Hillside Road
Unit 6065
Storrs, CT 06269
United States

Hours Of Operation
Mon-Fri 8:00 AM-5:00 PM

Choose Checkout

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[Clear Cart](#)

[Continue Shopping](#)

[Checkout »](#)



Checkout

1. Payment 2. Review

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Payment

Payment Method:

FRS Account Code

Type your FRS Account Code
Please include 4 digit subcode
(ex.) 123456-3141 (11 Digit max.)
Or type CASH or CHECK if
personal job

FRS Account Code:

Choose Next and then review your order and Choose Place My Order

[Cancel](#)

[Next >](#)