

Would it benefit you to be able to send your copy request to the GWC Copy Center via e-mail?

If your answer is **YES**, let's get started! **Turn to the next page** 

If you aren't sure, perhaps you may not be aware of some of the benefits...

First generation copies


- Your job will be sent directly from one of our computers to a digital copier (especially important for those jobs that contain photos or shading)

Convenient and Time Saving

- You can send your job to us from your home or office at your convenience
- It will save a trip to our center to drop off your job
- Your job will be ready when you arrive on campus — no more standing in line to copy your job yourself

Complete your Copy Request form on your computer with ease

- No more handwriting your request, or having to duplicate the same information over and over
- You can fill out the generic information (your name, copy card number, telephone number, etc.) once and then save it as a master for all future requests

Have you changed your answer to **YES**? Great...let's get started! Turn the page 

What do I need?

- Full version of Adobe Acrobat (ex: Adobe Acrobat 7.0 Professional)
- Shortcuts on your desktop to our two forms (optional)
Forms can be found via the GWC Bulletin page at:
<http://www.gwc.info/forms/index.html>
- Know the location and name of the document you want to print and how many pages it is

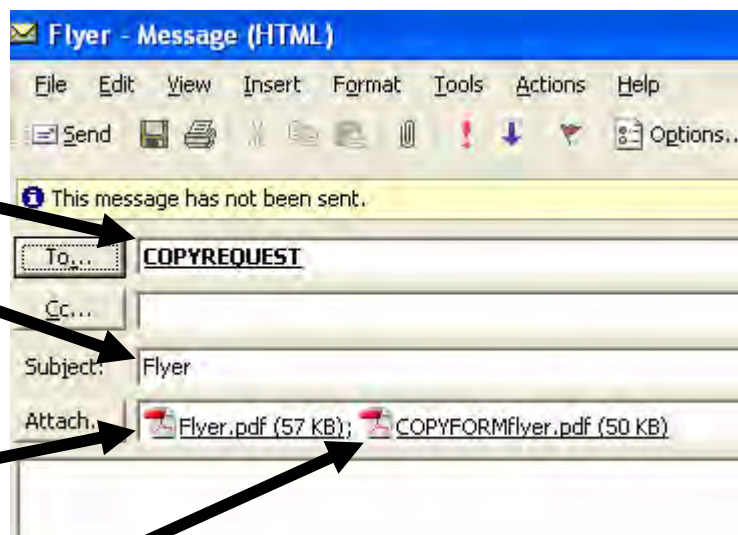
What should my e-mail look like?

Address your job to:
COPYREQUEST

Type in a Subject
(this can be
anything you want—we
suggest that your subject
reflect something about the
job)

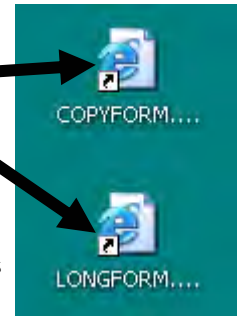
Attach your job
(It must be a pdf)

Attach your completed request
form



I don't know how to do it, can you show me a way?

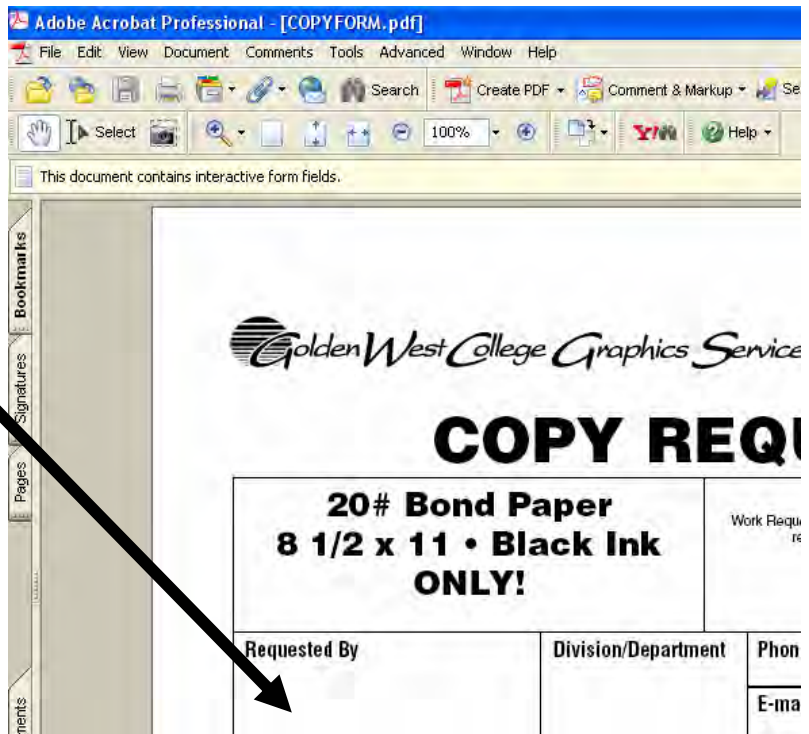
Left double click one of the shortcut form icons on your desktop or open the form directly from the 'forms center' on the GWC Bulletin Page (under the Graphics Services heading)



(The "Copyform" is for jobs that are to be copied on 20# bond paper and the "Longform" is for jobs using other paper (cardstock, astrobrights, etc.), or that need additional service—lamination, graphic design, etc.)

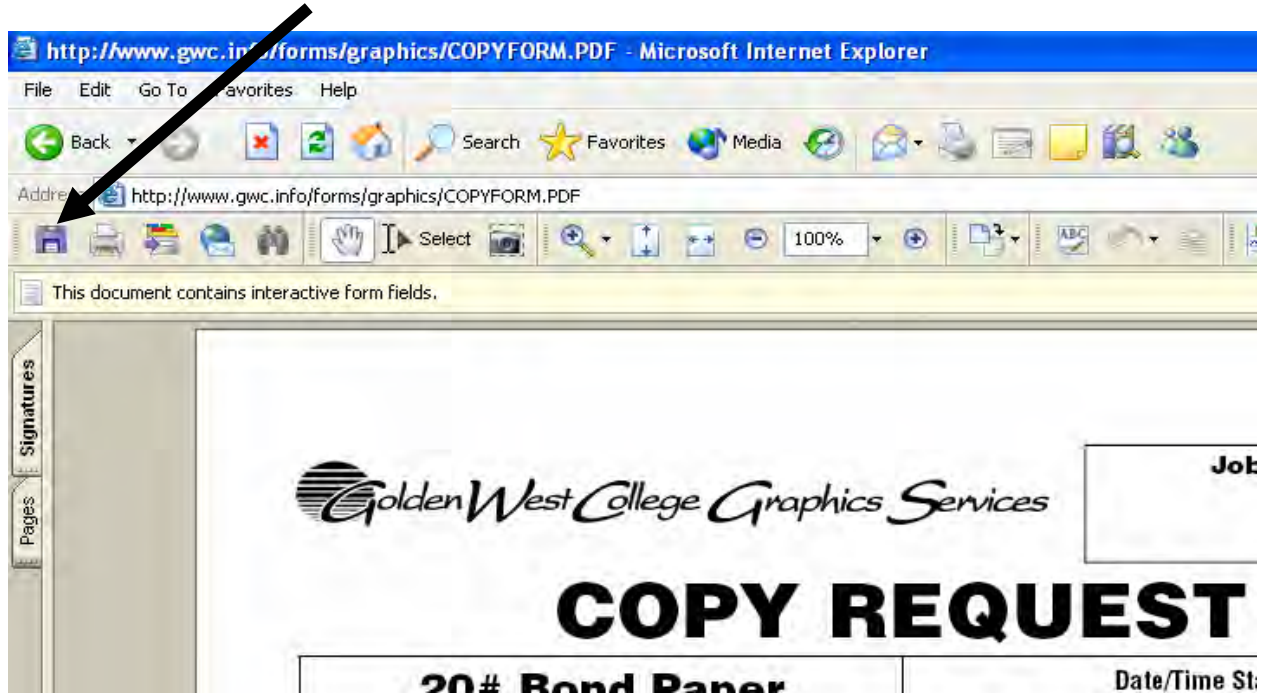
Left click inside the 'Requested By' field to begin filling out the form

Press the 'Tab' button on Your keyboard to move from field to field, filling the form out as you go



After you have filled out the form

Left click on the 'save as' icon below (it looks like a little disk)

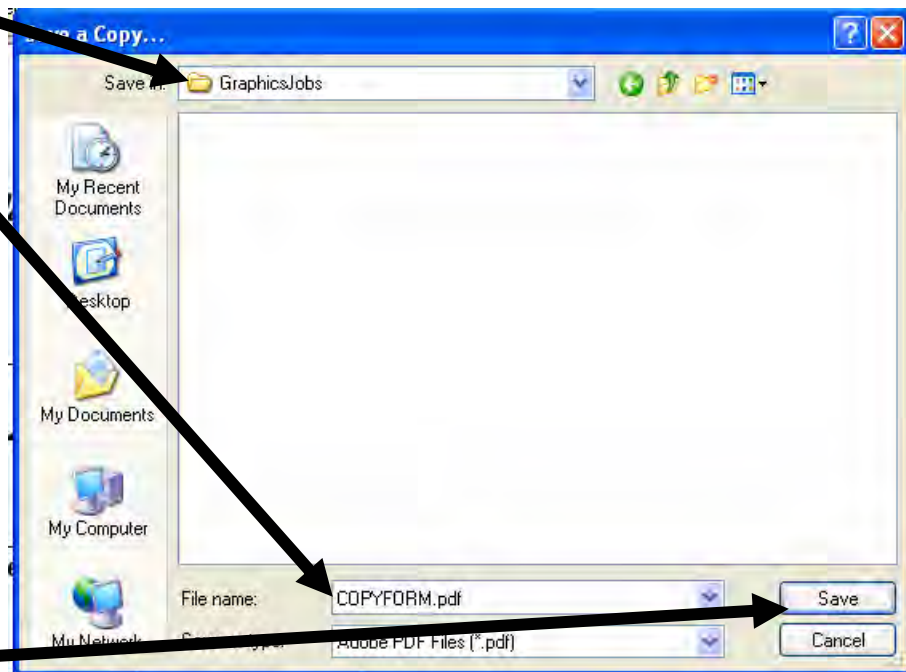


Locate the folder you want to save your form in

Left click on the file name and add something after the M in COPYFORM that would identify your job. As an example COPYFORMflyer.pdf

Make sure that the file name has the extension .pdf

Left click the save button



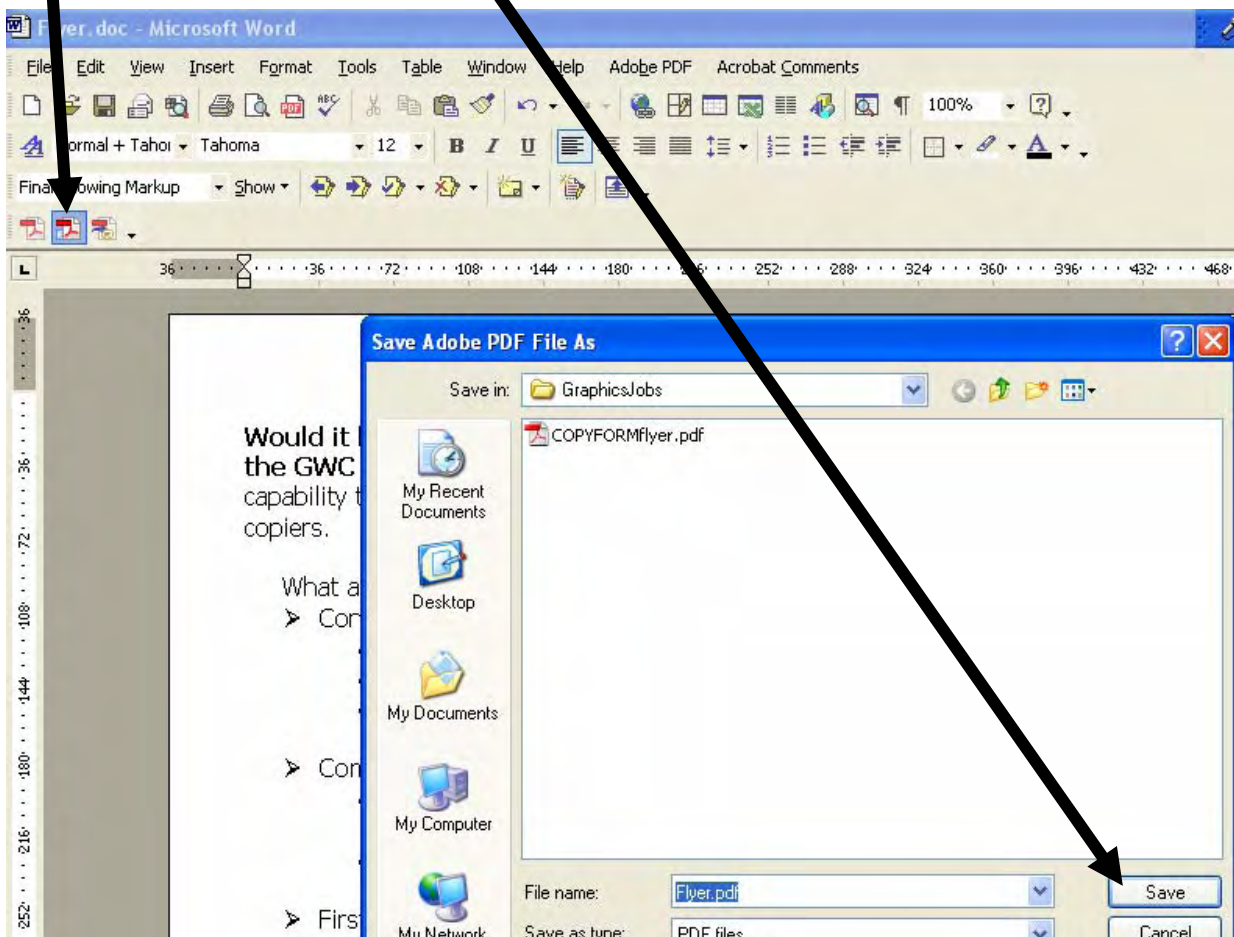
Left click on the red X to close the file



Open the document you want to send to graphics for reproduction

Left click on the second Adobe icon (convert to Adobe pdf and e-mail)

Left click on the save button

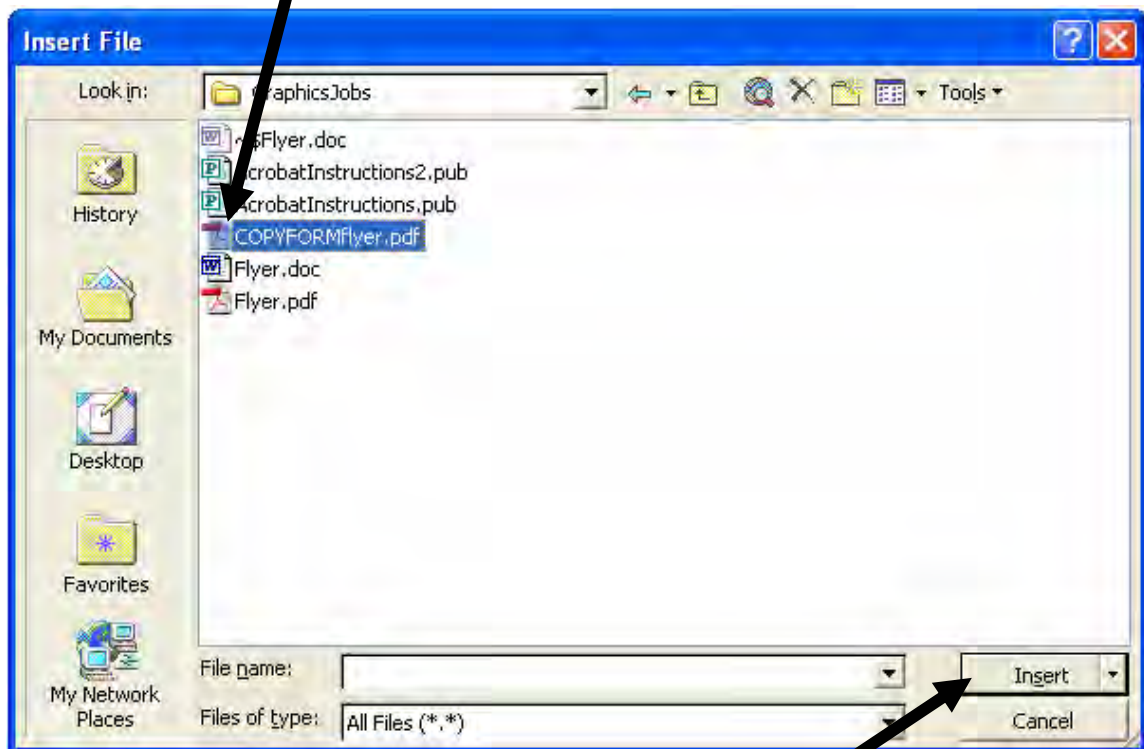


Left click in the 'To' field and type COPYREQUEST



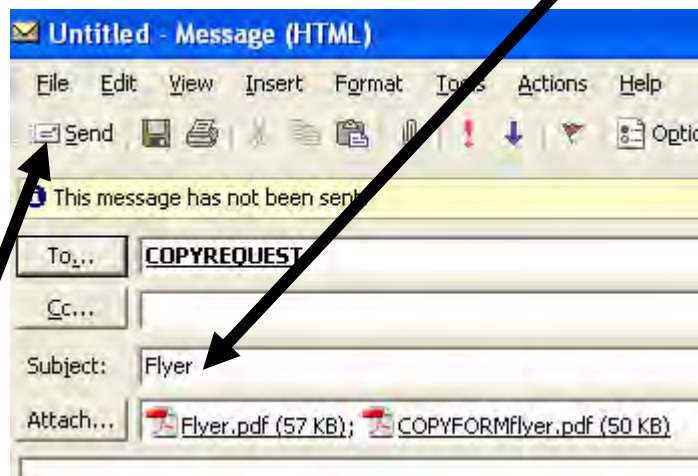
Left click the paperclip to attach your copy request form

Locate the folder containing your new copy form and left click on the form icon



Left click the Insert button to attach your copy form to the e-mail

Left click in the subject field and type something that identifies your specific job



Note: You can left click in the body of the e-mail and type something if you wish, but it is not necessary

Left click the Send icon

YOU'VE DONE IT!!!

It will get easier each time you send one. There are many ways to do it, perhaps you'll discover a different way that works best for you!

When one of the Graphics Staff receives your e-mail, they will send you a reply.

Please make sure that you read the reply—we may need to clarify something regarding your job.

If we have not replied to your e-mail within one business hour, call us at extension 55085 to check.

Please help us to serve you better by:

- Making sure both of your attachments are pdf
- Only sending one job (to print) and one copy request form per e-mail
- If sending more than one e-mail, subjects need to be different to eliminate confusion

If you need help, you can call me at 55093 or send me an e-mail: sjazwiecki@gwc.cccd.edu