



**WE'RE ALWAYS ON!!!**  
ON CAMPUS, ON LINE, ON BUDGET, ON TIME

# Digital StoreFront

## User Guide

FAIRLEIGH DICKINSON UNIVERSITY  
COPIES PLUS FLEET POWERED BY COLLEGIATE PRESS





# LOG IN PAGE

• GO TO: [copiesplus.fdu.edu](https://copiesplus.fdu.edu)

SHOP BY CATEGORY

View All

Digital Printing (Short Run)

Offset Printing (Long Run)

Order Stationary

Wide Format Printing

Other Services

Internal Services

CAMPUS PRINT CENTER

WINDOWS (32BIT)

WINDOWS (64BIT)

MAC

Welcome!

To the Copies Plus Online Print Center Powered by Collegiate Press. Any questions please call 2454

View



FEATURED CATEGORIES



BROWSE



BROWSE



BROWSE



BROWSE

BOOKLETS / CATALOGS

Various binding styles

BROCHURES

Folded single sheet brochures in a variety of sizes

FLYERS

Single sheets of various sizes and paper stock

POSTERS

Up to 13"x19"



BROWSE



BROWSE



BROWSE



BROWSE

DIGITAL COPIES

Printing of multiple page documents (including stapled packets)

POSTCARDS

Cards printed on heavy cardstock in a variety of sizes

CARBONLESS FORMS

2, 3, 4 or 5 part forms in various sizes with color or B&W printing

NOTEPADS



BROWSE



BROWSE



BROWSE

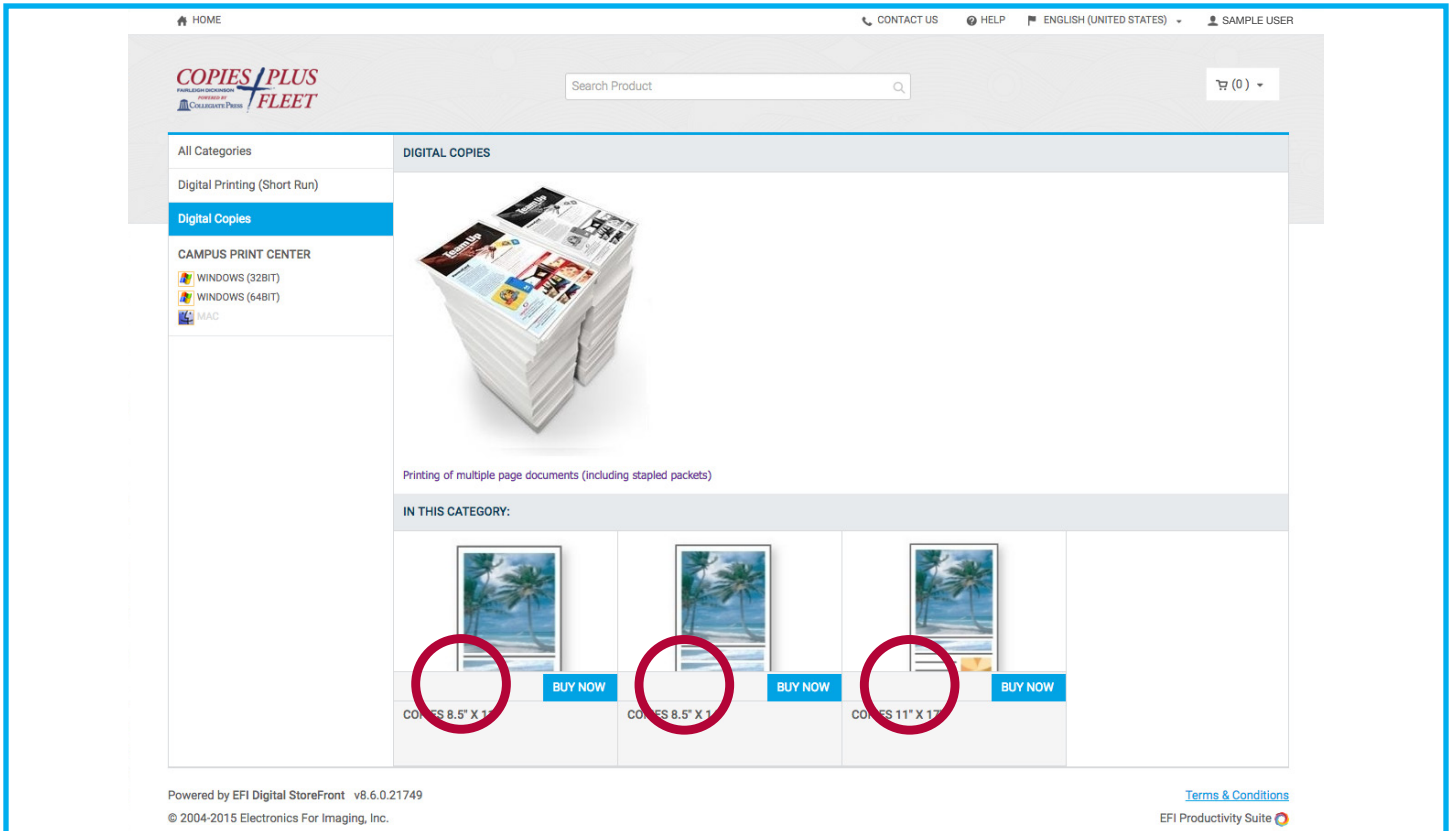
CUSTOM BUSINESS CARDS

CERTIFICATES

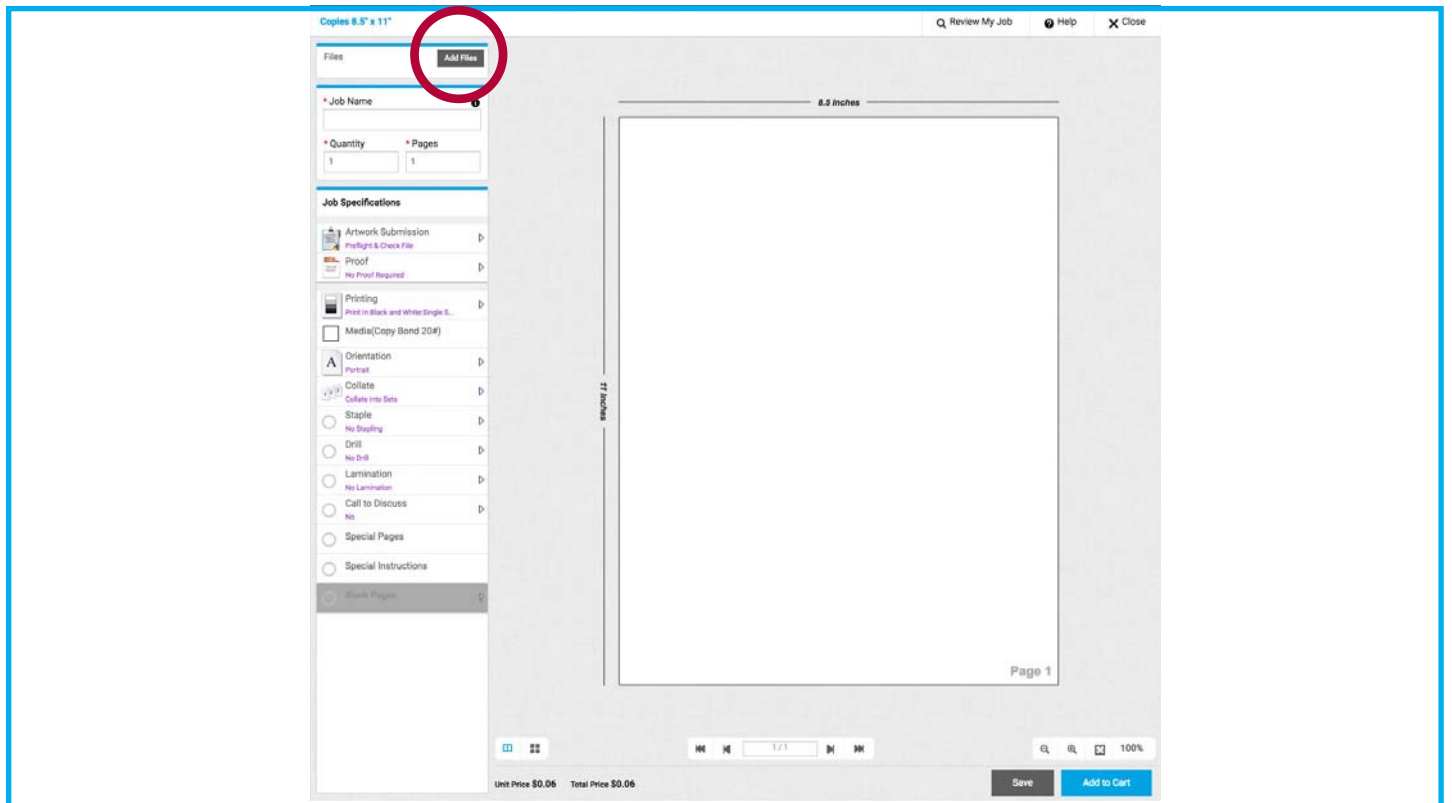
TENT CARDS

HOME PAGE

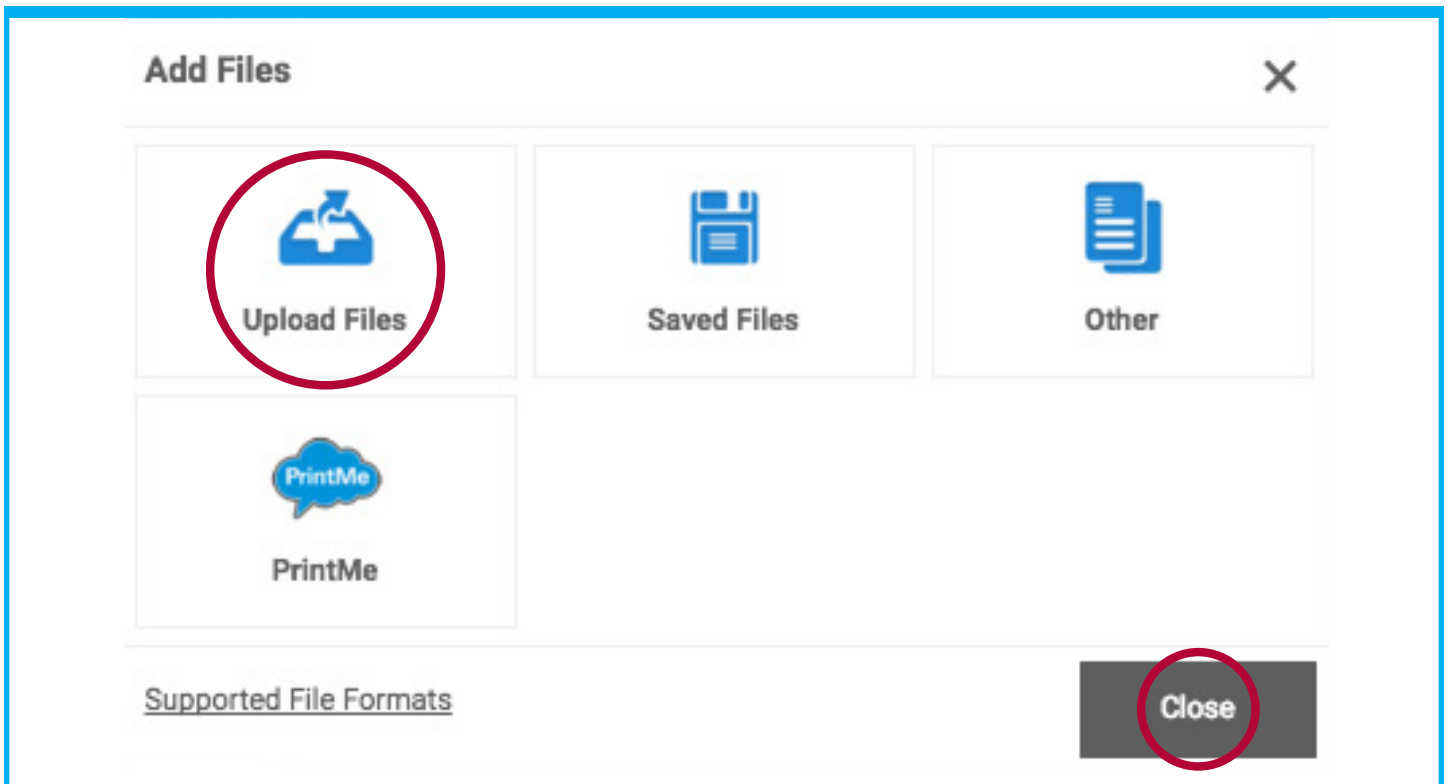
Select the product category from which you would like to order, and click Browse.



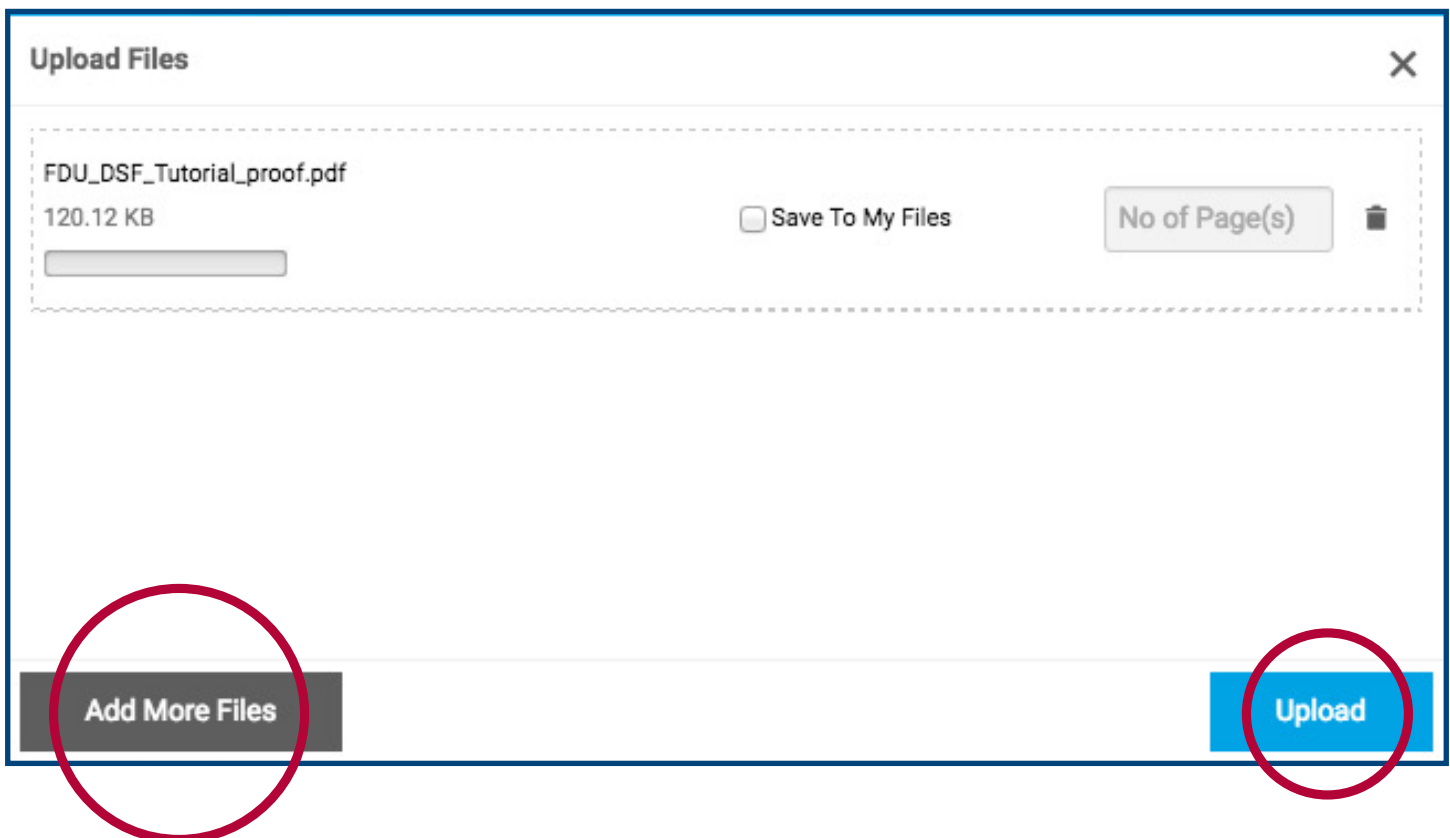
- Select the specific type of product you'd like to order, and click on **BUY NOW**.



- **UPLOAD YOUR FILE** • Click the Add Files button in the upper left.



- Select the source of your files.  
This will usually be Upload Files. Click on **CLOSE**.



- Click the **ADD MORE FILES** button if you would like to submit more than one file.
- When done, click the **UPLOAD BUTTON**.

Copies 8.5" x 11"

Review My Job Help Close

Files Add Files  
FDU\_DSF\_Tutorial\_proo..

\* Job Name  
FDU DSF Tutorial

\* Quantity \* Pages  
1 1

Job Specifications

- Artwork Submission  
Preflight & Check File
- Proof  
No Proof Required
- Printing  
Print In Black and White:Single S...
- Media(Copy Bond 20#)
- Orientation  
Portrait
- Collate  
Collate into Sets
- Staple  
No Stapling
- Drill  
No Drill
- Lamination  
No Lamination
- Call to Discuss  
No
- Special Pages
- Special Instructions
- Blank Pages

8.5 Inches

11 Inches

FAIRLEIGH DICKINSON UNIVERSITY

Log In Page

- Go to: <https://www.collegiatepress.net/DSF/Companies/FDU/storefront.aspx?>
- Click the **Log In** link in the top right corner.
- Your default user name is the first part of your email address. Your default password is your first name in lower case.

Example: John Smith  
j.smith@fdu.edu  
User name: j.smith  
Password: john

Unit Price \$0.06 Total Price \$0.06

Save Add to Cart

## JOB DETAILS

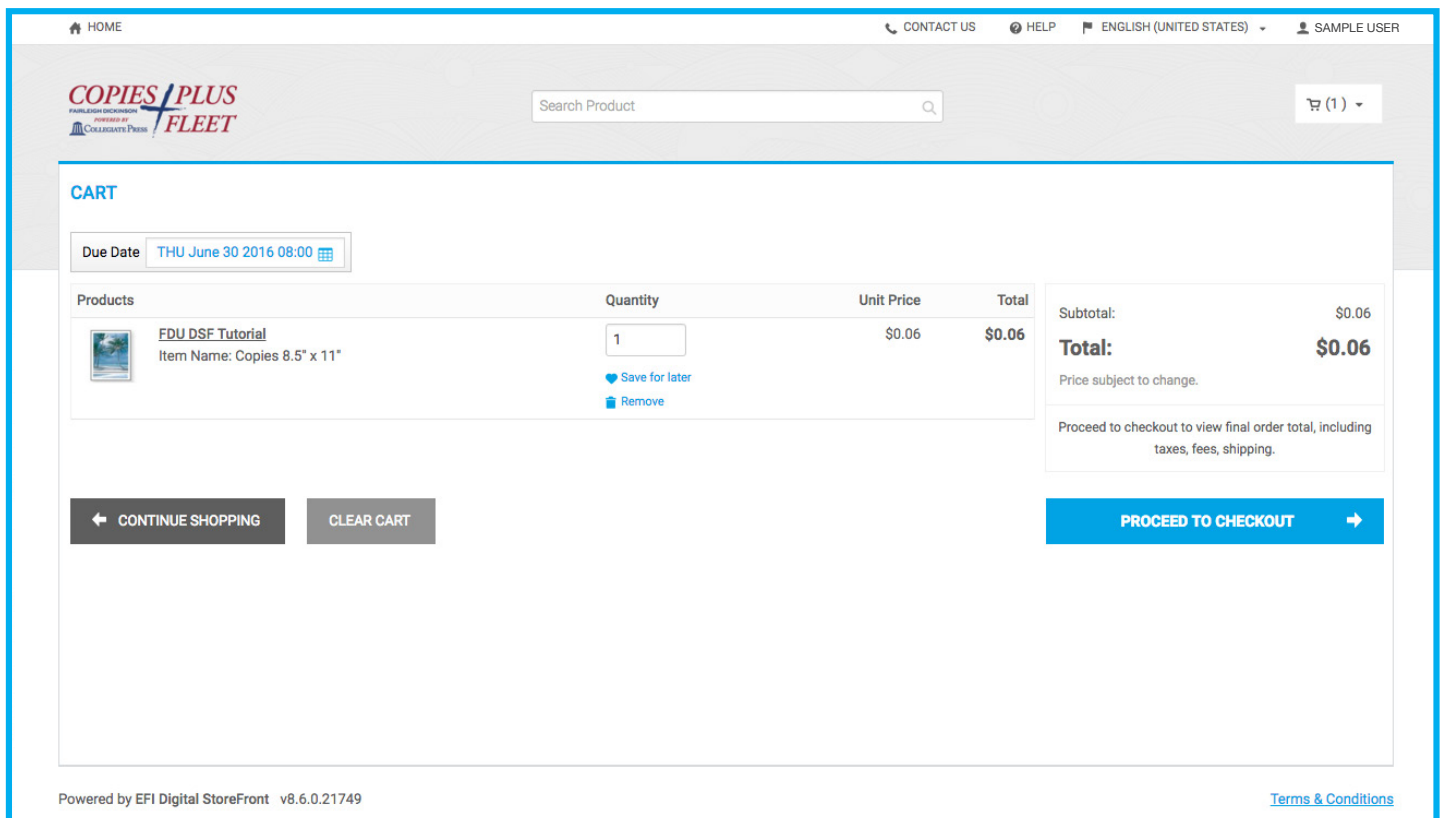
- When your files have uploaded, you will be shown an on-screen preview.
  - Enter a **JOB NAME** for your order.
  - Enter the number of copies you require under **QUANTITY**.
- Choose additional options for your order under **JOB SPECIFICATIONS**.
- Click **ADD TO CART** when finished.

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

 I Agree

- Review your submission **Carefully**.

Click **I AGREE** when you are sure that your order accurately reflects your needs.



HOME CONTACT US HELP ENGLISH (UNITED STATES) SAMPLE USER


COPIES PLUS  
POWERED BY  
COLLEGIATE PRESS FLEET

Search Product

(1)

### CART

Due Date THU June 30 2016 08:00

| Products   | Quantity | Unit Price | Total  |
|--|----------|------------|--------|
|  FDU DSF Tutorial<br>Item Name: Copies 8.5" x 11" | 1        | \$0.06     | \$0.06 |

Save for later  
Remove

Subtotal: \$0.06  
**Total: \$0.06**  
Price subject to change.

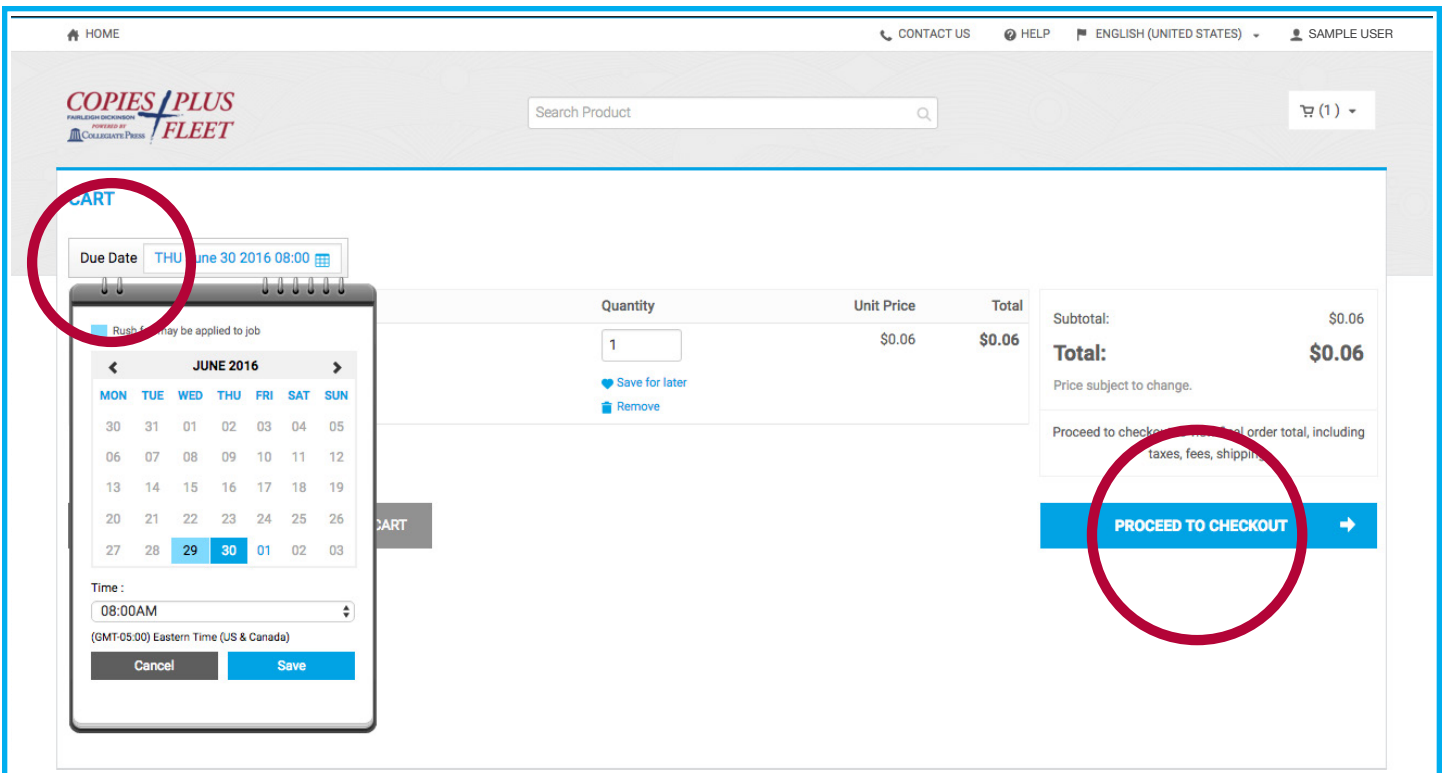
Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT

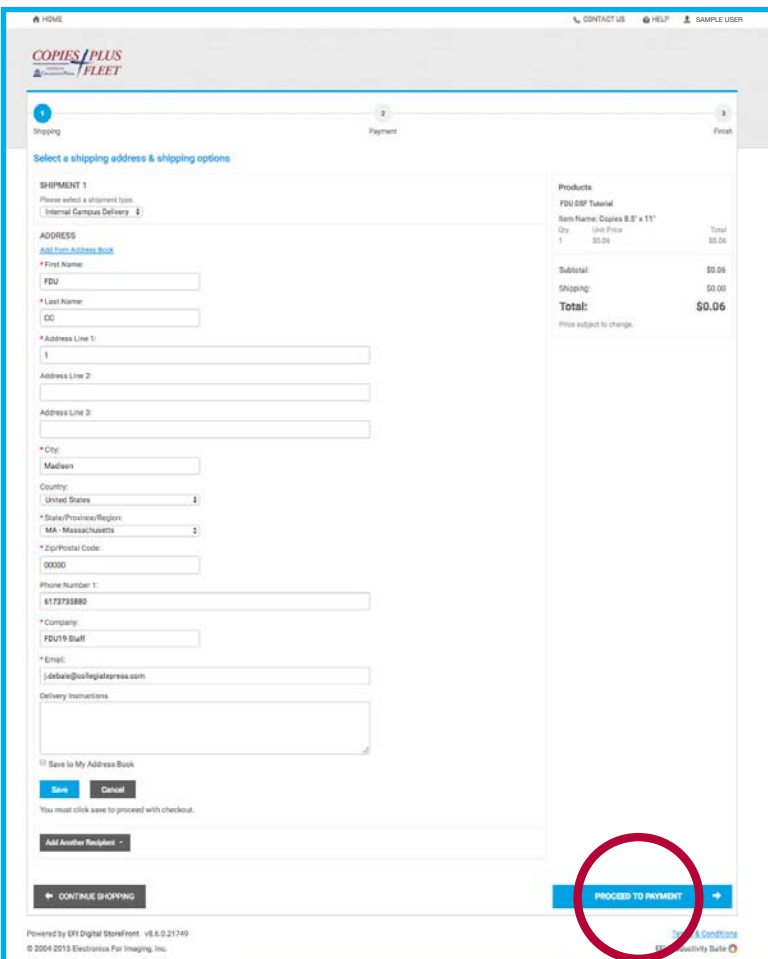
Powered by EFI Digital StoreFront v8.6.0.21749 [Terms & Conditions](#)

**SHOPPING CART** • Review the contents of your Shopping Cart.





- Click on **DUE DATE** to request a date and time for your order's completion.
- When you're ready, click on **PROCEED TO CHECKOUT**.



## SHIPPING OPTIONS

- VERIFY OR UPDATE YOUR SHIPPING ADDRESS AND OPTIONS. INFORMATION MARKED WITH AN ASTERISK IS REQUIRED.
- CLICK **SAVE** OR **PROCEED TO PAYMENT** WHEN YOU ARE READY.

HOME CONTACT US HELP SAMPLE USER

**COPIES PLUS FLEET**

Shipping 2 Payment 3 Finish

How would you like to pay?

**PAYMENT METHOD**  
Please select a payment type.

General Ledger/Account Number

**GENERAL LEDGER/ACCOUNT NUMBER**

\* General Ledger/Account:

Products

FDU DSF Tutorial

| Qty | Unit Price | Total  |
|-----|------------|--------|
| 1   | \$0.06     | \$0.06 |

Subtotal: \$0.06  
Shipping: \$0.00  
**Total: \$0.06**  
Price subject to change.

CONTINUE SHOPPING PLACE MY ORDER

## PAYMENT

- Enter your General Ledger number.

(Please Note: you will not be able to submit your order without this step being completed – if your account is not available in the system, please log out and your order will remain in your cart.)

- Click **PLACE MY ORDER** to finalize and submit order.

Shipping 2 Payment 3 Finish

**Order Confirmation**

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number: **129043** Status: **User approved** As of 8/1/2016 4:39:56 PM EDT  
Order Date: 8/1/2016 4:39:56 PM EDT Due Date: 8/2/2016 11:00:00 AM EDT

Order placed by:  
**USER'S NAME**  
copycentermetro@fdu.edu  
FDU19-Staff  
1000 River Road T-CP1-01  
Teaneck  
NJ - New Jersey  
07666  
United States  
201-692-2454

SHIPMENT 1  
Internal Campus Delivery

ADDRESS  
**USER'S NAME**  
1000 River Road T-CP1-01  
Teaneck  
United States  
NJ - New Jersey - 07666 201-692-2454  
FDU19-Staff  
copycentermetro@fdu.edu

Products

Offset Specialty Job

| Qty | Unit Price | Total  |
|-----|------------|--------|
| 1   | \$0.01     | \$0.01 |

Offset Specialty Job

| Qty | Unit Price | Total  |
|-----|------------|--------|
| 1   | \$0.01     | \$0.01 |

Payment Method:  
**Accounting Codes**  
General Ledger/Account  
**1234567**

Subtotal: \$0.02  
Shipping: \$0.00  
**Total: \$00.00**

CONTINUE SHOPPING PRINT REORDER

- You will receive an Email confirmation with your DSF order number, confirming that your order processed successfully.



# We're Always **On!!!**

**FORMS | FLYER'S | REPORTS**

**TABLE TENTS | ENVELOPES**

**POSTCARDS | NEWSLETTERS**

**BUSINESS CARDS | SIGNS**

**LABELS | MANUALS**

**WIDE FORMAT POSTERS**

**CALENDARS | THESIS**

**BROCHURES | STATIONERY**

**BOOKMARKS**

**NOTE CARDS | PRESENTATIONS**

# We're Always On!!!

---

**ON CAMPUS**

**ON LINE**

**ON BUDGET**

**ON TIME**

**COPIES / PLUS**  
FAIRLEIGH DICKINSON  
POWERED BY  
 COLLEGIATE PRESS  
**FLEET**  
**CALL | EMAIL | STOP BY!**

METROPOLITAN CAMPUS  
**201-692-2454**

FLORHAM CAMPUS  
**973-443-8511**

[copiesplus.fdu.edu](http://copiesplus.fdu.edu)  
[copycenter@fdu.edu](mailto:copycenter@fdu.edu)

---