

FREN 101 : Xerox

1. S'inscrire

<http://www.printsys.net/register.aspx>

Cliquez sur “register by clicking here” (à gauche)

The screenshot shows a web browser window with the following details:

- Browser Tabs:** UBC FREN 101 & 102: beginners' Fre..., UBC UBC Student Services – Courses, UBC UBC Registration Video Tutorial..., UBC Departmental Contacts | Electri..., privacy – English-French Dictio..., PrintSYS: Authentication.
- Address Bar:** www.printsys.net/register.aspx?TokenID=UBCGroup&lang=en-ca
- Navigation:** Back, Forward, Home, Refresh, Search (Google).
- Page Header:** UBC logo, "a place of mind THE UNIVERSITY OF BRITISH COLUMBIA", and Xerox logo.
- Main Content:**
 - Create your User Log In ID**
 - New User:** Create and validate your Xerox Log On ID to access the web-to-print portal. [Register by clicking here](#)
 - Or**
 - Already User?** Log-in
 - Username:** Input field containing "julietob"
 - Password:** Input field containing "*****" with a [Forgot Password?](#) link below it.
 - Log-in:** Button

Formulaire à remplir :

Create your User Profile

Profile Information

First name:	<input type="text"/>	Province:	<input type="text"/>
Last name:	<input type="text"/>	City:	<input type="text"/>
Title:	<input type="text"/>	Postal Code:	<input type="text"/>
Faculty/Department:	<input type="text"/>	Phone:	<input type="text"/>
Address:	<input type="text"/>	Fax:	<input type="text"/>
Address Line 2:	<input type="text"/>	Email:	<input type="text"/>

Shipping Address: Same as User Profile

First name:	<input type="text"/>	Province:	<input type="text"/>
Last name:	<input type="text"/>	City:	<input type="text"/>
Title:	<input type="text"/>	Phone:	<input type="text"/>
Faculty/Department:	<input type="text"/>	Postal Code:	<input type="text"/>
Address:	<input type="text"/>	Fax:	<input type="text"/>
Address Line 2:	<input type="text"/>		

UserID / Password

Username:	<input type="text" value="julietob"/>
Password:	<input type="password" value="••••••"/>
Password Confirm:	<input type="text"/>

After creating your user profile, an email will be sent to you with a link to complete your profile.

Create your User Profile

Profile Information

First name:	<input type="text" value="prénom"/>	Province:	<input type="text" value="British Columbia"/>
Last name:	<input type="text" value="nom"/>	City:	<input type="text" value="Vancouver"/>
Title:	<input type="text"/>	Postal Code:	<input type="text" value="V6T 1Z1"/>
Faculty/Department:	<input type="text" value="FHIS"/>	Phone:	<input type="text"/>
Address:	<input type="text" value="797-1873 East Mall"/>	Fax:	<input type="text"/>
Address Line 2:	<input type="text"/>	Email:	<input type="text" value="mel@mel.com"/>

Shipping Address: Same as User Profile

First name:	<input type="text" value="prénom"/>	Province:	<input type="text" value="British Columbia"/>
Last name:	<input type="text" value="nom"/>	City:	<input type="text" value="Vancouver"/>
Title:	<input type="text"/>	Phone:	<input type="text"/>
Faculty/Department:	<input type="text" value="FHIS"/>	Postal Code:	<input type="text" value="V6T 1Z1"/>
Address:	<input type="text" value="797-1873 East Mall"/>	Fax:	<input type="text"/>
Address Line 2:	<input type="text"/>		

UserID / Password

Username:	<input type="text" value="(j'ai utilisé mon cwl)"/>
Password:	<input type="password" value="*****"/>
Password Confirm:	<input type="password"/>

After creating your user profile, an email will be sent to you with a link to complete your profile.

2. Passer une commande

- http://www.xeroxprintservicesubc.ca/place_order.htm



Home | Contact Us

Services

Resources



Place a Stationery Order

- Business Cards
- Envelopes
- Letterhead
- Templates



For Stationery Technical Support Call:

1-800-205-4589



Place a Print Order

- Black & White Printing
- Colour Printing
- Wide Format Posters
- Finishing Services



Contact us:
(604)221-4244
dms@xerox.com



Supplies & Service:
UBC Help Desk
(877) 526-9243



Locate us:
5923 Berton Avenue,
Vancouver, B.C. V6S 0B3

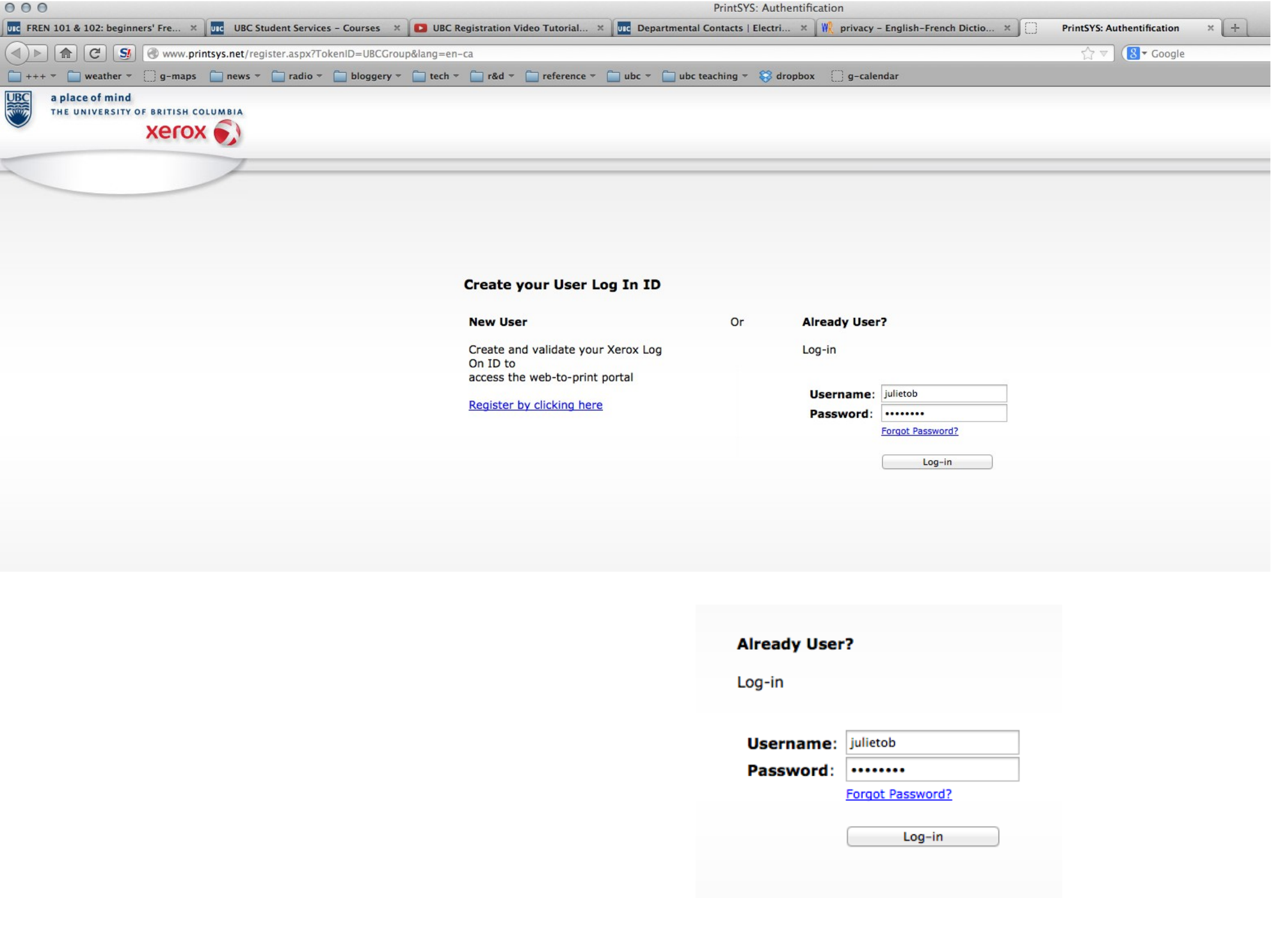


Hours of Operation:
Monday to Friday
7:30am to 5:00pm



Place a Print Order

- Black & White Printing
- Colour Printing
- Wide Format Posters
- Finishing Services



Create your User Log In ID

New User

Create and validate your Xerox Log On ID to access the web-to-print portal

[Register by clicking here](#)

Or

Already User?

Log-in

Username:

Password:

[Forgot Password?](#)

Already User?

Log-in

Username:

Password:

[Forgot Password?](#)

Select a category

Product Catalog
To order an item from the product catalog, click on the desired category.
 Don't show this tip again

PrintShare
PrintShare allows you to create new print projects, request quotes and upload files.
 Don't show this tip again

Product Categories for UBCGroup
Category : Award Certificate

PrintShare : Manage your print projects.
Create a new print request.

Orders waiting for approval

There is no order waiting for approval.

Account information


User: [julietob](#) [Update your User Profile](#)
FHIS
Juliet O'Brien
797-1873 East Mall
Vancouver, BC V6T1Z1
Tel: 604-379-2369
Email: juliet.obrien@ubc.ca

Supplier:
Xerox Global Services
5923 Berton Ave
Vancouver, BC V6S 0B3
Email: DMS@xerox.com

PrintShare : Manage your print projects.
Create a new print request.

Le formulaire à remplir (en trois prises d'écran)

Step 1: Product information

 [Load from an existing request](#)

REQURANT(E)

Name: Date required: *

Tiphone : Ext.: Time required: *

Dpartement :

Resale Material Handout/Running Total
 Outline/Syllabus Examination/Quiz
 Other

Course No.:
Section:
Term/Period:
Speed Chart No.: *
DSC Account No.:

Delivery

Will Pick up at Xerox Location #301-5923 Berton Ave
 Internal delivery by UBC Campus Mail Services (packages leave from Xerox site approx 7:30am, 12:30, 2:00)

Proof required

PRINTING

Black and white: Colour: Total:
Number of originals:
1 page single sided = 1 original
1 page double sided = 2 originals
Number of copies required:

INSIDE PAGES

Size: *
Paper:

COVER

Front:
Card Stock:

Back:
Card Stock:

SORTING

Collated:



Uncollated:



FINISHING

No Finishing

Important : Some options could be unavailable depending on the size and thickness of the document.

Staple

Binding

Folding

Hole Punching

Choose ▾

Choose ▾

Choose ▾

Choose ▾

Others:



Booklet : 12 x 9 for 6 x 9

Shrink wrap

Trimming

Pad in:

QUOTATION

If you need support, please call us at 604.221.4244

[Click here to require a quotation prior to production.](#)

Project launch date:

2013-9-3



Project name:



Comments

Step 2: Send file

Upload files



I will upload my file now.

Other devices



Hardcopy- I will deliver/send the source document to the print shop.



Electronic devices - I will deliver/send an electronic device with the native files in (CD, DVD , USB key, etc...) to the print shop.

Other



Last step: Confirm request

L'exemple d'un test de chapitre

REQURANT(E)

Name: Juliet, O'Brien

Tlphone : 604-379-2369 Ext.:

Dpartement : FHIS

- Resale Material Handout/Running Total
 Outline/Syllabus Examination/Quiz
 Other

Course No.: fren 101

Section: 102

Term/Period:

Speed Chart No.: FHIS

DSC Account No.:

Date required: 2012-9-25

Time required: 4:00PM

Delivery

- Will Pick up at Xerox Location #301-5923
Berton Ave
 Internal delivery by UBC Campus Mail
Services (packages leave from Xerox site
approx 7:30am, 12:30, 2:00)

797-1873 East Mall, Vancouver,
BC, V6T1Z1

Proof required



À remplir

- Examen/quiz = le plus fréquent
- Speedchart = FHIS : afin que le département paie pour les photocopies.
- Heure = je mets d'habitude 14h ou 16h, 4 jours ouvrables avant la date à laquelle j'ai besoin des copies
- Lieu = livrer directement au département. Les copies arriveront dans vos casiers.

NBBBBBBBBBBB...

- Quand vous cliquez sur la date et l'heure, l'écran deviendra blanc pour un instant puis tout se remettra en marche.
- Ne vous inquiétez pas : c'est normal.
- Et surtout, n'actualisez pas la page (“refresh / reload”), sinon vous perdrez tout !
- Patientez. La patience, c'est une des plus hautes de vertus. Montaigne le dit, donc c'est vrai. Prenez l'habitude d'attendre un instant après avoir coché / rempli une case, au cas où.

En suite :

PRINTING				Digital	
Number of originals:	Black and white:	Colour:	Total:		
1 page single sided = 1 original 1 page double sided = 2 originals	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="2"/>		
Number of copies required:	<input type="text" value="35"/>				
Sides printed:	<input type="text" value="2 sided"/>				
INSIDE PAGES					
Size:	<input type="text" value="8.5x11"/>				
Paper:	<input type="text" value="Bond 20lb for b/w printing"/>	Colour:	<input type="text" value="White"/>		
COVER					
Front:	<input type="text" value="No front cover"/>				
Card Stock:	<input type="text"/>				
Back:	<input type="text" value="No back cover"/>				
Card Stock:	<input type="text"/>				
SORTING					
Collated:	<input checked="" type="radio"/>		Uncollated:	<input type="radio"/>	
FINISHING					
<input checked="" type="checkbox"/> No Finishing					

Les NB... etc...

- De nouveaux, après avoir rempli chaque case, attendez un instant. Vous aurez des remises du système avec : le no. de pages dans le document, la taille/le type de papier.
- Imprimez de préférence recto-verso (“2 sided”)
- “collated”
- 1 ou 2 pages = cochez “no finishing”
- 3 pages et + = vous aurez besoin de “finishing” = documents agrafés. (Si vous préférez les agraffer vous-mêmes, choisissez alors “uncollated”.)

Un autre exemple

Sides printed:

INSIDE PAGES

Size:

Paper: Colour:

COVER



Front:

Card Stock:

Back:

Card Stock:


SORTING

Collated:  Uncollated: 

FINISHING

No Finishing

Important : Some options could be unavailable depending on the size and thickness of the document.

Staple	Binding	Folding	Hole Punching
			
<input type="text" value="Left corner"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>

- repérez l'agrafe...

Prochaine étape

(le nom n'est pas important ; simple = meilleur)

Project launch date:

2012-9-14



Project name:

test 1




Comments

A large, empty rectangular text area for entering comments. It has a thin border and a small cursor icon in the bottom right corner.

Télécharger le fichier

Step 2: Send file

Upload files

 I will upload my file now.

- Le système préfère des PDF
- Attention : sur un Mac, prenez l'option “Export as PDF” (et non “print” > “save as PDF”)

Click the "Add File(s)" button to select one or more files.

Add File(s)

Remove File

Selected files



fren101_test1-ETUDIANT.pdf



Upload File(s)

L'étape de la vérification ...

Step 2: Send file



The preview below is soft proof of the file(s) you submitted converted in PDF. Make sure to view and validate all pages layouts, images and fonts before confirming your request. This source will be used for your final printed document(s).

[Add / Remove files](#)

Navigation controls: 1 / 2 F

File(s) X

fren101_test1-ETUDIANT.pdf

Novembre 6, 2012

Name: _____ Marks: _____

Prehistory chapter and chapter 1

A. Answer each question (possibly or as suggested, in French) (6 marks)

1. (1 mark) Monday, December 10, 2012 10:00 AM

2. (1 mark) How many? _____

3. (1 mark) How many? _____

4. (1 mark) How many? _____

5. (1 mark) How many? _____

B. Agree with each description in a capital sentence with an adjective of appropriate meaning. (2 marks)

1. (1 mark) How many? _____

2. (1 mark) How many? _____

3. (1 mark) How many? _____

C. Write in French what is, or isn't, the nationality of the following people? (4 marks)

1. (1 mark) How many? _____

2. (1 mark) How many? _____

3. (1 mark) How many? _____

4. (1 mark) How many? _____




Cliquez, mais ce n'est pas encore fini :
ce n'est PAS la dernière étape !

Last step: Confirm request

Cliquez sur “proceed”, mais ce n'est pas encore la fin...

Shopping cart → Order confirmation → Purchase order number

1 item(s) in your shopping cart.


	Item ID	Type	Description	Qty	Status	
1	Project	PrintShare	 PrintShare : test 1	1	 Validated	


Save my shopping cart for my next session.


Proceed order

Click on the 'Proceed' button to access 'Order confirmation' page.

Don't show this tip again

 Not validated To validate this item, click on the "Not validated" button.

 Validated Item is validated.

 Remove Click to remove this item from your shopping cart.

Confirmez : et vous aurez ensuite une confirmation de la commande

Shopping cart → **Order confirmation** → Purchase order number

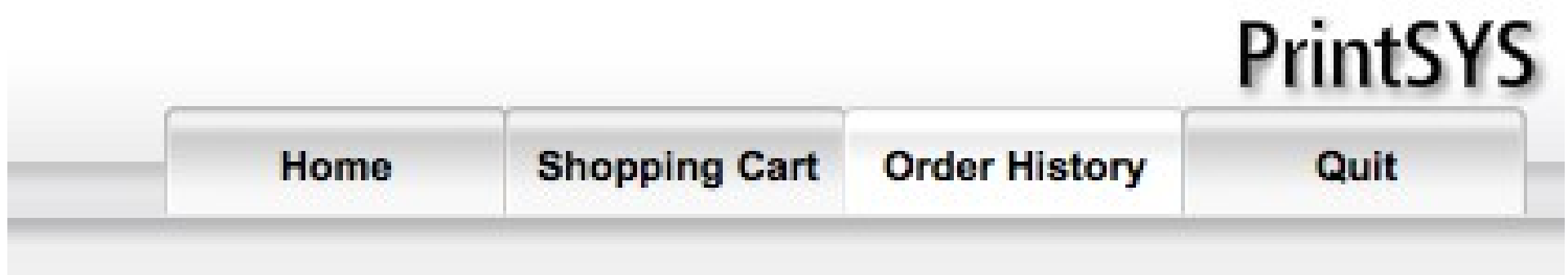
	Item	Description	Qty	Price
1	PrintShare : Project	PrintShare : test 1	1	\$ 0.00
			Sub total :	\$ 0.00
			Total :	\$ 0.00

Confirm order ✕

To confirm the order, click on the 'Confirm order' button located at the bottom of the page.

Don't show this tip again

Voir vos commandes



- “shopping cart” = si vous n'avez pas cliqué jusqu'à la fin
- “order history” = toutes vos commandes

Examples

Shopping cart → Order confirmation → Purchase order number

0 item(s) in your shopping cart.

- Ouf !



L'historique de vos commandes

Simple search

Order number:





Advanced search

Item type:

Date: Between  and  Status:

0 result(s) found.

Legend

-  Waiting for approval
-  Approved / In production
-  Production completed
-  Order cancelled

Exemple : mes commandes au 2e semestre, 2013

Date: Between and Status:

< **January 2013** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

and 2013-5-31 Status:

< **May 2013** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Status:

- Waiting for approval
- Approved / In production
- Production completed
- Order cancelled

User ID	Order #	Description	Status	Date	Total
julietob	12474	PrintShare ;	●	28/5/2013	\$ 0.00
julietob	12473	PrintShare ;	●	28/5/2013	\$ 0.00
julietob	12185	PrintShare ;	●	19/4/2013	\$ 0.00
julietob	12151	PrintShare ;	●	17/4/2013	\$ 0.00
julietob	11715	PrintShare ;	●	28/3/2013	\$ 0.00
julietob	11391	PrintShare ;	●	6/3/2013	\$ 0.00
julietob	11378	PrintShare ;	●	6/3/2013	\$ 0.00
julietob	11374	PrintShare ;	●	5/3/2013	\$ 0.00
julietob	11354	PrintShare ;	●	4/3/2013	\$ 0.00
julietob	11059	PrintShare ;	●	8/2/2013	\$ 0.00
julietob	10675	PrintShare ;	●	21/1/2013	\$ 0.00
julietob	10673	PrintShare ;	●	21/1/2013	\$ 0.00
				Total :	\$ 0.00

Pour votre sécurité :

