

Uploading Files to Print Services for Digital Printing

1 a. If you do not have a valid work order number, you have two choices. First, submit a work order and press the **<Upload>** button on the submitted order return page. Your work order number will automatically be associated with the file(s) you upload. Alternatively, contact the person who submitted the work order, obtain the work order number, and proceed as described below.

1 b. If you do have a valid work order number, log in to the Print Services ordering site at <http://printing.ucsc.edu/orders>. If you are a new user, create a profile.

2. At the [Your Print Services](#) page enter the work order number into the text box next to the **<Upload>** button, and press the **<Upload>** button.

3. At the [File Uploads](#) page, browse your system and select the file(s) you want to upload. If you have more than five files to upload, or if the total combined size of your files is greater than **400MB**, check the **<Perform Another Upload>** box prior to pressing the **<Upload>** button. Then, press the **<Upload>** button to send us your files.

4. If you didn't submit the order originally, or if you didn't mark the order with the name(s) of the file(s) you uploaded, call our Customer Service Representative (x9-2925) to let her know you submitted the files, and for which order. You're done!

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