

Publishing Services ONLINE TEMPLATES User Guide

Register or Log in to Online Templates

1. **Register as a new user or log in as a returning user**
 - 1.1 From Harper College web site or HIP, search ONLINE TEMPLATES.
 - 1.2 Follow links.
 - 1.3 Set up new account or sign in.
 - 1.4 New customer registration or returning customer sign in.

How to use Design Templates

Design Templates are used for Flyers, Postcards, Posters, etc.

1. **Start a NEW Design Template Project**
 - 1.1 Select a category.
 - 1.2 Select a size.
 - 1.3 Select a style.
 - 1.4 Name Project.
2. **Click to Customize**
 - 2.1 Most text and images can be customized.
3. **Text Changes**
 - 3.1 Select the text box to change copy
 - 3.2 Use TEXT menu to change the text, including font size, spacing, color, etc.
4. **Add or Change Current Image**
 - 4.1 Select the image.
 - 4.2 Click CHANGE IMAGE in the FORMAT menu.
 - 4.3 Upload your image using the drop down menu on left.
 - 4.4 Click DONE.
5. **Multiple Pages in Template.**
 - 5.1 Click PAGES. Select the three dots to add a new page.
6. **PREVIEW to review Project in process**
 - 6.1 Select PREVIEW.
 - 6.2 Click FINISHED to return to the SAVE screen.
 - 6.3 Clicking YES, DONE or FINISHED does not Save Project nor prevent additional changes.
 - 6.4 Changes can always be made at any time.
 - 6.5 Save Project.
 - 6.6 Project Saved menu.
7. **Remember to SAVE after making any changes.**
 - 7.1 Always SAVE
 - 7.2 Projects can be accessed for one year from last saved date.
8. **Download a hi-res PDF for print.**
 - 8.1 Click Download to obtain a high-resolution PDF.

How to use Form Field Templates

Form Field Templates are used for Business Cards, Envelopes, Memo Pads, etc.

1. **Start a NEW Form Field Template Project**
 - 1.1 Select a category.
 - 1.2 Select a card.
 - 1.3 Select a campus/area.
 - 1.4 Fill in fields.
 - 1.5 Select a back.
2. **SAVE**
 - 2.1 Save when complete or to continue working on at a later date
 - 2.2 Project Saved menu.
 - 2.3 My Projects Screen menu.
 - 2.4 Projects can be accessed for one year from last saved date.
3. **Download a hi-res PDF for print.**
 - 3.1 Click Download to obtain a high-resolution PDF.
 - 3.2 Additional changes can be made any time.

The most current versions of **Firefox** or **Chrome** are recommended for best compatibility.

SAVE Project after making any changes.

Projects do not auto save.

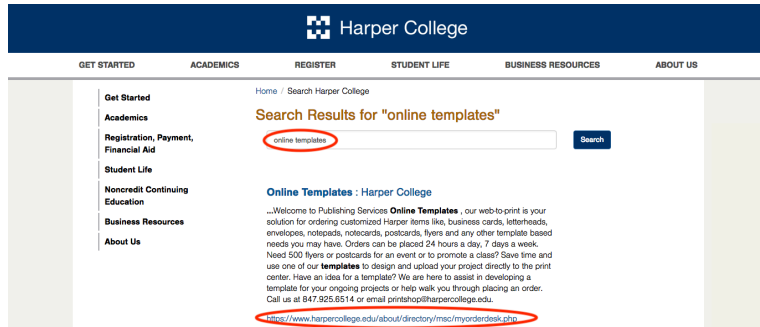
Projects can be accessed for one year from last saved date.

How to register or sign into the Online Template System

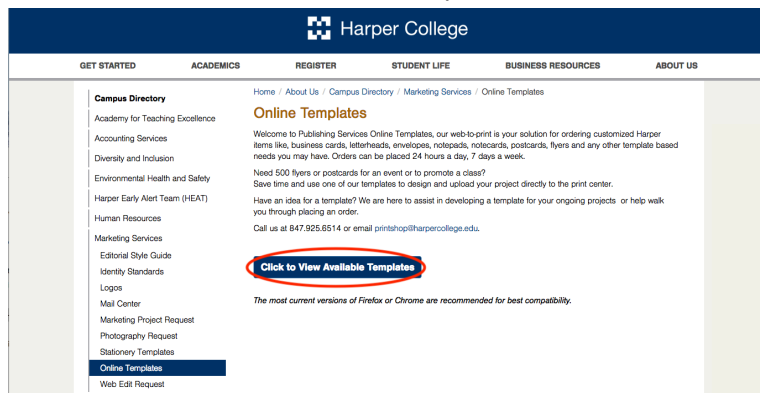
Used for Flyers, Postcards, Posters, etc.

1 Register as a new user or log in as a returning user.

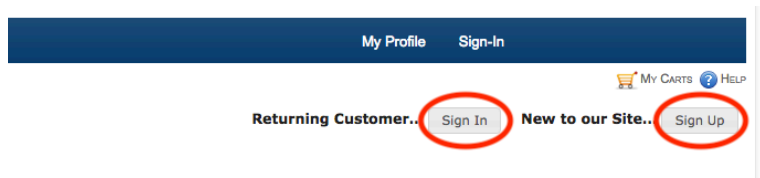
1.1 From either the Harper College website or HIP, search ONLINE TEMPLATES.



1.2 Follow links to view available templates.



1.3 Set up a new account using your Harper College email or sign in as a returning customer.



1.4 New customer registration.

Resources » About Us » My

First Name
Last Name

Division
Department
Location

Main Phone

Email Enter your data.

Reenter Email
Password
Reenter Password

Sign Up

☐ Remember me

Returning customer login.

Resources » About Us »

Email
Password

Forgot your password?

Sign In

☐ Remember me

New to our site?

Create your account

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How to use Design Templates

Used for Flyers, Postcards, Posters, etc.

1 Start a NEW Design Template Project

Example: Postcard Template

1.1

Select a category.

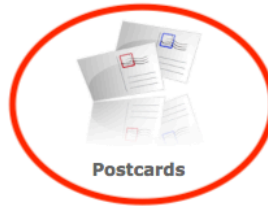
Select a category.



Envelopes



Flyers



Postcards

1.2 Select a size.

Select a size.



Large Postcard
5.5" x 11"



Medium Postcard
5.5" x 8.5"

1.3 Select a style.

Select a style.



Campus Photo Large
Postcard

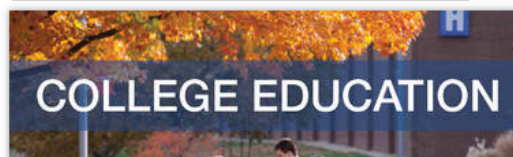


Side Image Large
Postcard

1.4 Name Project.

Name Project. Click to Customize. Save Project. Do

Name Project

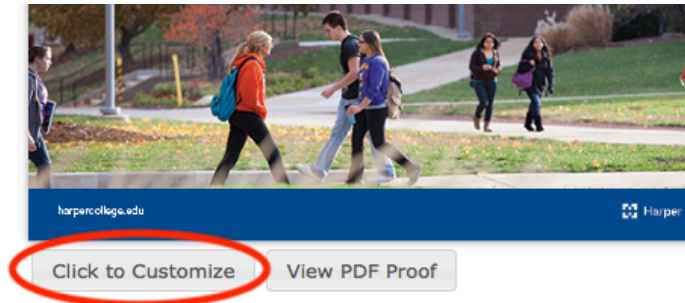


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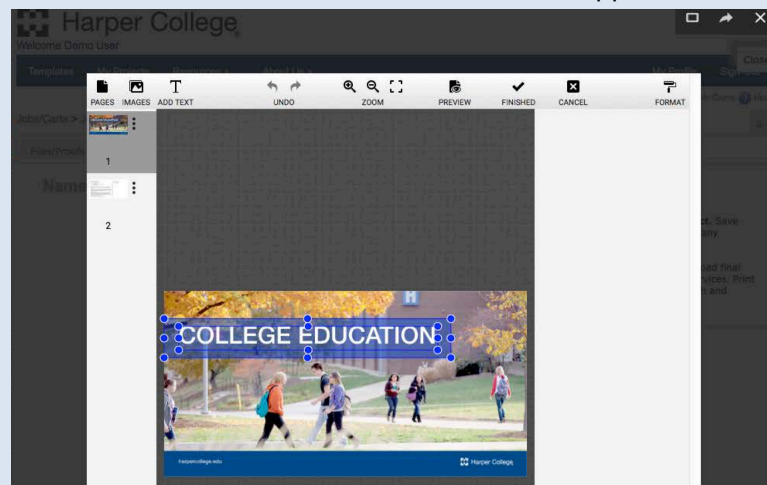
2 Click to Customize

How to add/change copy and pictures in a Design Template.

- 2.1 Most text and Images can be customized, depending on the specific Design Template used.



After Click to Customize, the Edit Menu appears.

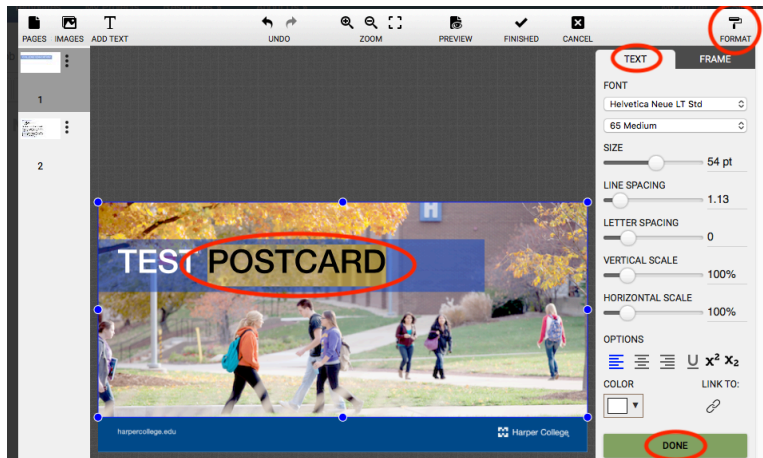


3 Text Changes

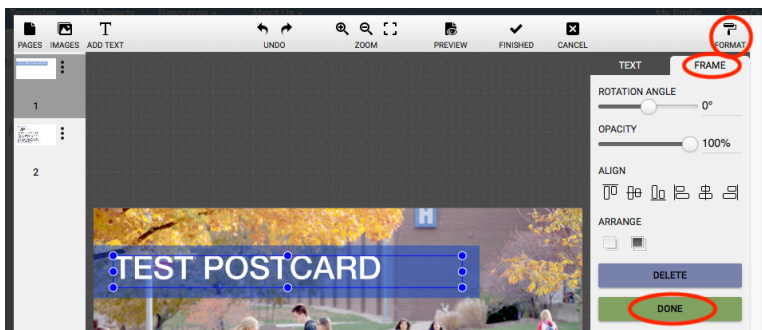
How to format and customize text in a Design Template.

- 3.1 Select the text box to change copy.
Select **FORMAT** from top bar to access the TEXT and FRAME menus located on the right.

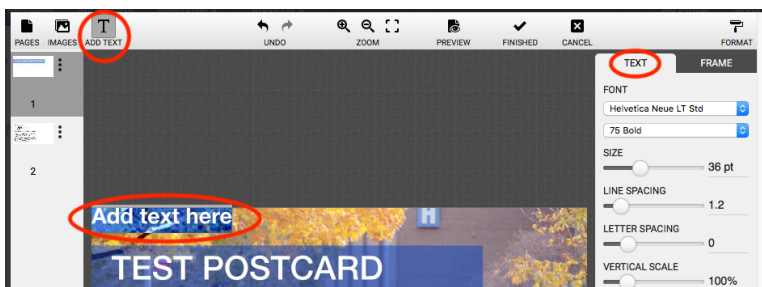
- 3.2 Use **TEXT** menu to change the text, including font, size, spacing, color, etc.
 Use **FRAME** menu to change the text box copy is in (angle, opacity, alignment).
 Use **ADD TEXT** to add additional text boxes if needed.



TEXT to change copy/text



FRAME to adjust box properties



ADD TEXT adds a new text box

New text boxes always appear in top left corner. Move text box to desired location.

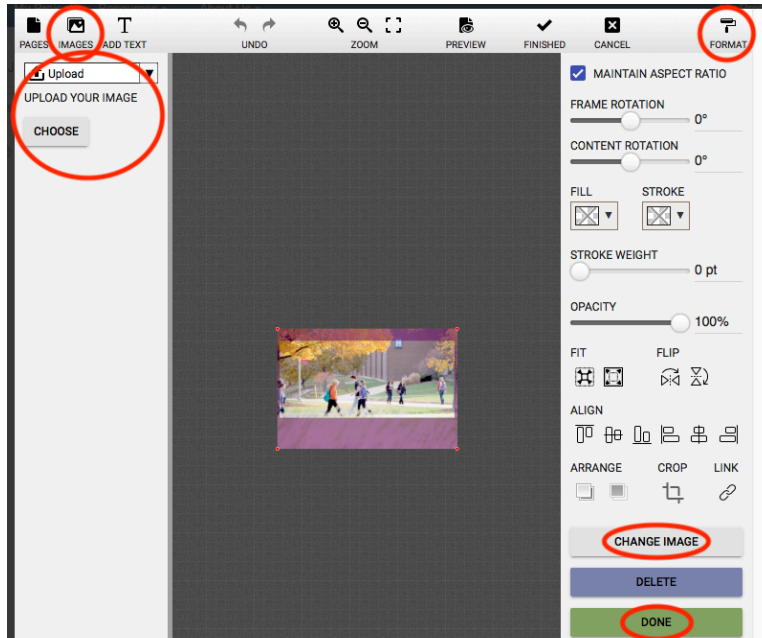
Click **DONE** on right side of menu when text changes are complete to exit the text box.
 Click **FINISHED** in top bar when all changes are complete to exit the customize menu.

Additional changes can always be made.

4 Add or Change Current Image

How to manipulate and place images in a Design Template.

- 4.1 To change the image, select the image.
- 4.2 Click **CHANGE IMAGE** in the FORMAT menu on right side.
- 4.3 Use the Upload drop down menu on top left to UPLOAD YOUR IMAGE.
Select **IMAGES**.
Select **Upload** to find your desired image.
Click **CHOOSE**.
- 4.4 Click **DONE** in the FORMAT menu on bottom right side when finished with image changes.



Click **DONE** on right side of menu when image changes are complete to exit the text box.
Click **FINISHED** in top bar when all changes are complete to exit the customize menu.

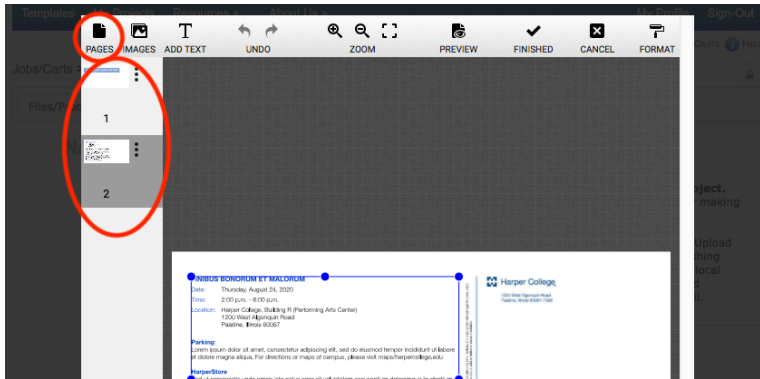
Additional changes can always be made.

5 Multiple Pages in Template

How to access or add pages in a single Design Template

- 5.1 Click **PAGES** to access the second page of the postcard.

Select the **three dots** to add a new page.

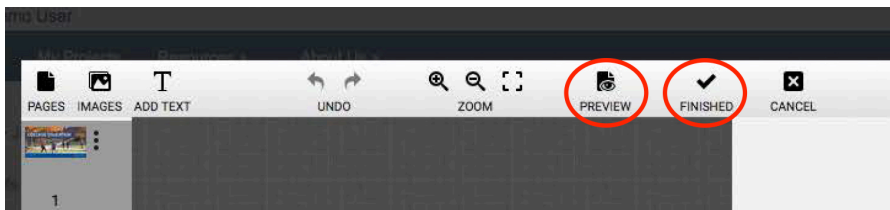


Copy does not flow from one page to the next.

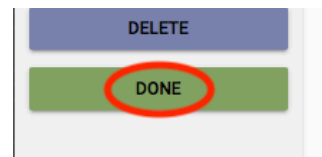
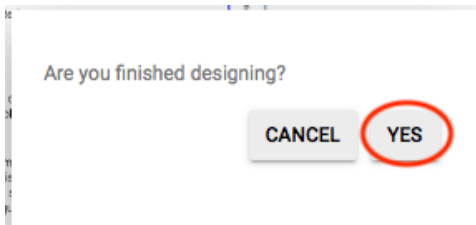
6 PREVIEW

Review project while in process

- 6.1 **PREVIEW** Project any time.
- 6.2 After making changes, click **FINISHED** to return to the SAVE screen.



- 6.3 Clicking YES, DONE or FINISHED does not Save Project nor prevent additional changes.



- 6.4 **Changes can always be made at any time.**

SAVE Project after making any changes. Projects do not auto save.
This is a design only program; Projects are not printed unless uploaded to Publishing Services.
The most current versions of Firefox or Chrome are recommended for best compatibility.

6.5 **Save Project.** The system does not automatically save changes; you must click **SAVE**.

Save Project after making any changes.

Notes

Save Project

6.6 **Project Saved** appears after saving a new Project.

Harper College
Welcome Demo User

Templates My Projects Resources » My Profile Sign-Out

Project Saved

Your Project has been saved.

This is a design only program; a print order was not automatically created.
To order printing, upload final PDF to Publishing Services at printshop.harpercollege.edu.

You can access this Project or any other projects you have worked on by clicking the **My Projects** link in the top bar.

To start working on a new Project, click the **Templates** link in the top bar.

To start a new Project, click on **Templates**.

To access saved Projects, click **My Projects**.

OPTIONS from My Projects screen

Edit a Saved Project

From the My Projects screen, click on the **Project Name**.

Harper College
Welcome Demo User

Templates **My Projects** Resources » About Us » My Profile Sign-Out

Search or Job #

Mine 1.5 months Create Date Go Search Tools

☐ Select all jobs on this page 4 Items Refresh

<input checked="" type="checkbox"/>	Duplicate Postcard Full Photo Order Form Layout (Test Postcard)	Demo User 2:47 PM
<input checked="" type="checkbox"/>	Duplicate Postcard Full Photo Order Form Layout (Test Postcard - College Education)	Demo User 2:31 PM

Create a new Project based on an existing Saved Project

From the My Projects screen, click on **Duplicate**.

Welcome Demo User

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Search or Job #

Mine 1.5 months Create Date Go Search Tools

☐ Select all jobs on this page 4 Items Refresh

<input checked="" type="checkbox"/>	Duplicate Postcard Full Photo Order Form Layout (Test Postcard)	Demo User 2:47 PM
<input checked="" type="checkbox"/>	Duplicate Postcard Full Photo Order Form Layout (Test Postcard - College Education)	Demo User 2:31 PM

Projects can be accessed for one year from last saved date.

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7 Remember to **SAVE** after making any changes.

Save project when complete or to continue working on at a later date

- 7.1 Always **SAVE** after making any changes.
The system does not automatically save changes; you must click **SAVE**.

The screenshot shows the Harper College design tool interface. At the top, there's a navigation bar with 'Templates', 'My Projects', 'Resources', and 'About Us'. Below this, a breadcrumb trail reads 'Jobs/Carts > Job #6063085 > Item #1315972'. The main area has a 'Name Project' field with 'Test Postcard' entered. Below the field is a preview of a postcard with the text 'TEST POSTCARD' and a photo of students walking. To the right of the preview are buttons for 'Click to Customize' and 'View PDF Proof'. Below the preview, there's a 'Save Project' button circled in red, followed by the text 'Notify Demo User about the update.'.

- 7.2 Projects can be accessed for one year from last saved date.

8 Download a hi-res PDF for print

- 8.1 Click **Download** to obtain a high-resolution PDF.
A hi-res PDF will download from the system to your downloads folder on your computer.
The hi-res file can then be upload to Publishing Services as current print requests are done,
printed at your desktop printer or attached to an email for electronic distribution.

The screenshot shows the Harper College design tool interface. At the top, there's a navigation bar with 'Templates', 'My Projects', 'Resources', and 'About Us'. Below this, a breadcrumb trail reads 'Jobs/Carts > Job #6063085 > Item #1315972'. The main area has a 'Name Project' field with 'Test Postcard' entered. Below the field is a preview of a postcard with the text 'TEST MORE CHANGES CLICK FINISHED' and a photo of students walking. To the right of the preview are buttons for 'Click to Customize', 'View PDF Proof', and 'Download'. The 'Download' button is circled in red.

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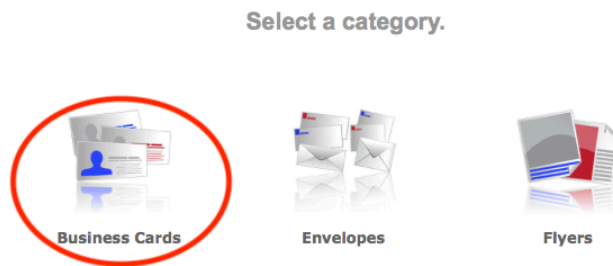
How to use Form Field Templates

Used for Business Cards, Envelopes, Memo Pads, etc.

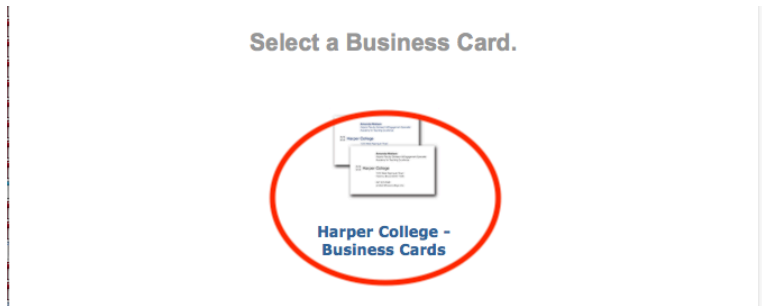
1 Start a NEW Form Field Template Project

Example: Harper Business Card

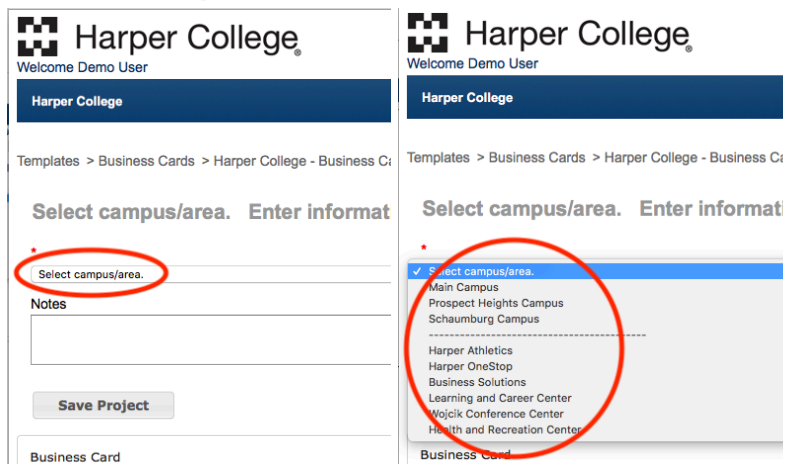
1.1 Select a category.



1.2 Select a card.



1.3 Select a campus/area.



1.4 Fill in fields.

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1.5 Select a back if desired.

Harper College
Welcome Demo User

Templates My Projects Resources » About Us » My Profile Sign-Out

Templates > Business Cards > Harper College - Business Cards

Select campus/area. Enter information. Save Project. Download PDF.

Main Campus

Name: Demo User
Title: Harper Employee
Department/Division: Marketing
Marketing: [blank]
Optional line if needed: [blank]
Campus Phone (if no extension, leave blank): 847.925.6541
Fax: [blank]
Optional Secondary Phone: [blank]
Email: printshop@harpercollege.edu

Select optional back of card. No selection will print blank.
Appointment Card
Promise Campaign
Mission Statement

Notes: [blank]

Save Project

Business Card
Always Save Project. Additional edits can be made anytime. Download PDF.

2 SAVE

2.1 Save project when complete or to continue working on at a later date.

SAVE Project after making any changes. Projects do not auto save.
Projects can be accessed for one year from last saved date.

Harper College
Welcome Demo User

Templates My Projects Resources » My Profile Sign-Out

Select campus/area. Enter information. Save Project. Download PDF.

Main Campus

Name: Demo User
Title: Harper Employee
Department/Division: Marketing
Marketing: [blank]
Optional line if needed: [blank]
Campus Phone (if no extension, leave blank): 847.925.6514
Fax: [blank]
Optional Secondary Phone: [blank]
Email: printshop@harpercollege.edu

Select optional back of card. No selection will print blank.
Appointment Card
Promise Campaign
Mission Statement

Notes: add notes here

986 characters left

Save Project

Business Card
Always Save Project. Additional edits can be made anytime. Download PDF.

2.2 Project Saved appears after saving a new Project.

Harper College
Welcome Demo User

Templates My Projects Resources » My Profile Sign-Out

Project Saved

Your Project has been saved.

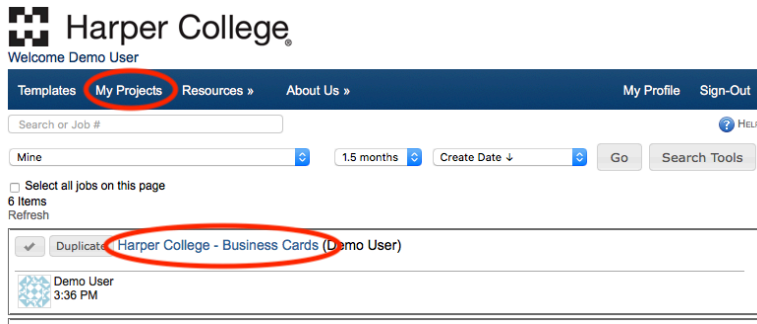
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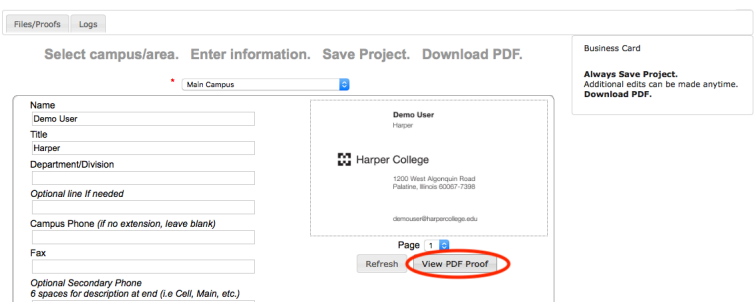
- 2.3 From the My Projects screen, click on a **Project Name** to make additional changes or to return to the Project to download a PDF.



- 2.4 Projects can be accessed for one year from last saved date.

3 Download a hi-res PDF

- 3.1 Click **Download** to obtain a high-resolution PDF.
A hi-res PDF will download from the system to your downloads folder on your computer.
The hi-res file can then be upload to Publishing Services as current print requests are done, printed at your desktop printer or attached to an email for electronic distribution.



- 3.2 Additional changes can be made any time.

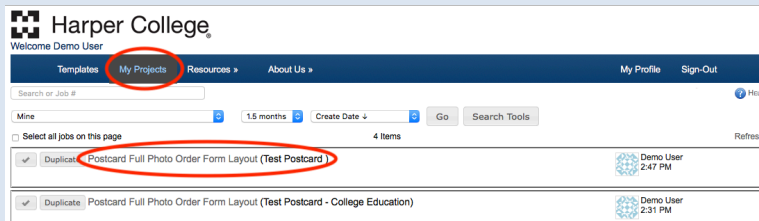
To start a new Project, click on **Templates**.

To access saved Projects, click **My Projects**.

OPTIONS from My Projects screen

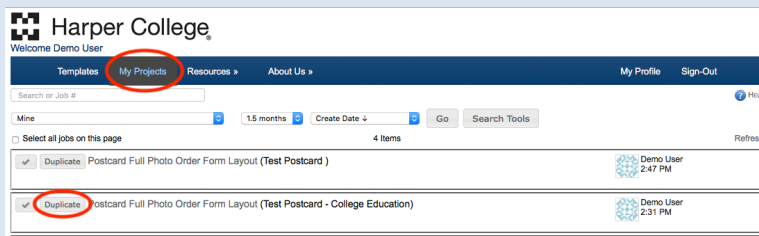
Edit a Saved Project

From the My Projects screen, click on the **Project Name**.



Create a new Project based on an existing Saved Project

From the My Projects screen, click on **Duplicate**.



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