

**schoolprinting.com**

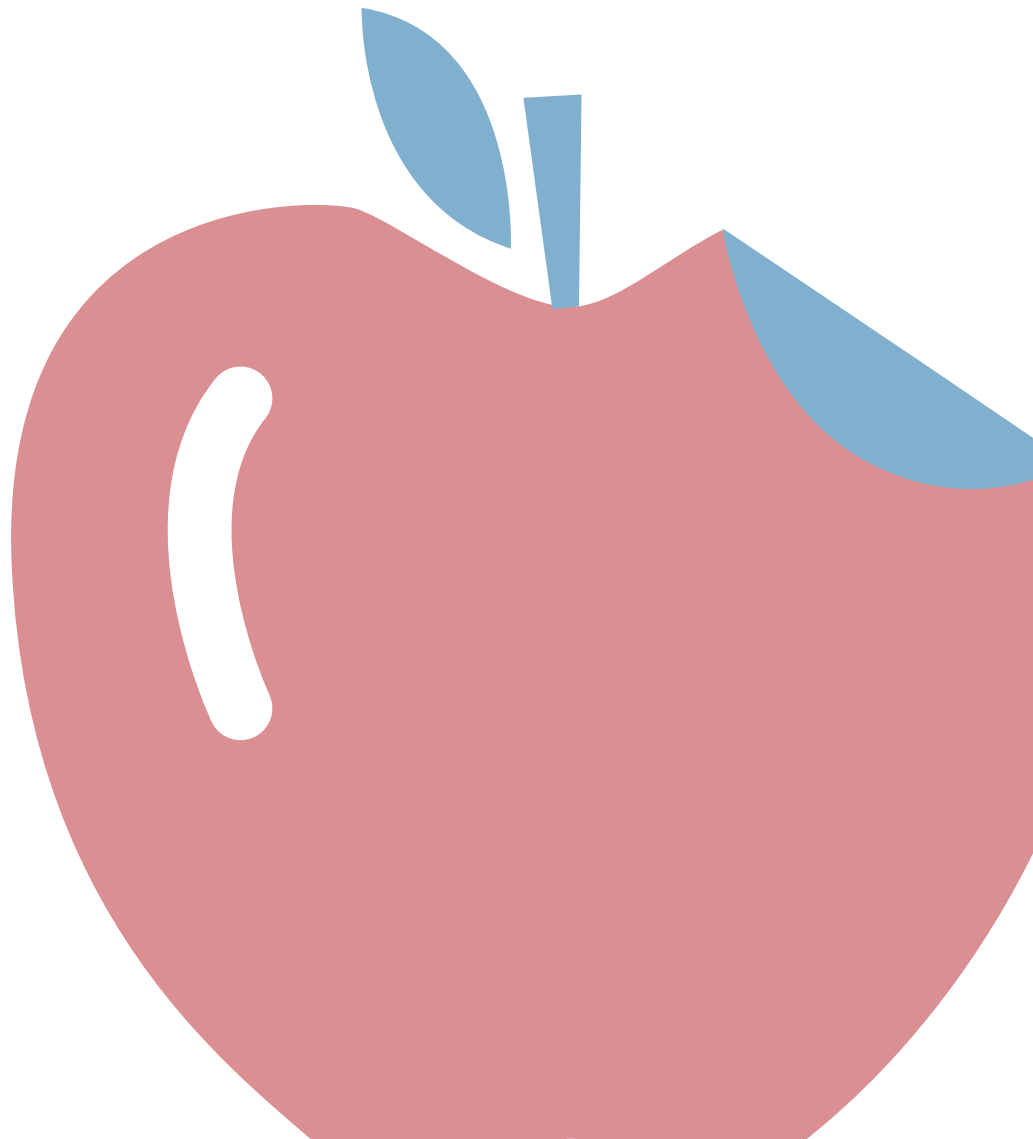
POWERED BY JS PRINTING

Working with

*My Design*

---

**O N L I N E**



# Working with My Design Online

## Use This Guide

This guide is designed to be used as a hands-on tutorial as it provides an overview of basic MDO features. This guide may be used time and time again as a technical resource for each issue of your publication throughout the year.

## Technical Assistance

We are here to help you every step of the way. Contact your friendly, knowledgeable Customer Service Representative whenever you have a question about the program 866-435-7577.

## Links to helpful videos:

[Creating an MDO Account](#)

[MDO Overview and Page Creation](#)

[Image, Text, and Volume Creation MDO](#)

[Editing Volume and Submitting Orders MDO](#)

[Editing text in My Design Online](#)

[Creating a My Design Online Page](#)

## Program Features:

- Templates for newspaper newsletter and sports programs
- Choose from a variety of fonts for use in your publication
- Build pages as you go! Once complete, create a volume to submit for printing
- Multiple users may be logged on simultaneously allowing more than one person to work on the publication at a time
- Tons of Freebies for use in your publication:
  - Shoutout Cutouts
  - Horoscopes
  - Games
  - Coloring Pages
  - Public Service
  - Announcements
  - Filler Ads
  - Pre-designed ads
  - Mazes
- Color options available
  - Newsprint - Monthly Spot Color and Full Color
  - Newsletter - Full Color
- PDF of printed order available upon request. Contact Customer Service

*MyDesign*  
ONLINE

## MDO in 10 steps

- 1) Create pages
- 2) Print and proof pages thoroughly
- 3) Mark pages as "Finished"
- 4) Create volume
- 5) Add finished pages to volume
- 6) Click Go to Order Form
- 7) Log in to SchoolPrinting.com account
- 8) Choose Place an Order at the top right of your screen
- 9) Select Upload MDO Publication on the last step of the order form, and choose the volume you wish to print.
- 10) Once your order is successfully submitted, you will receive a confirmation page that includes your order number.



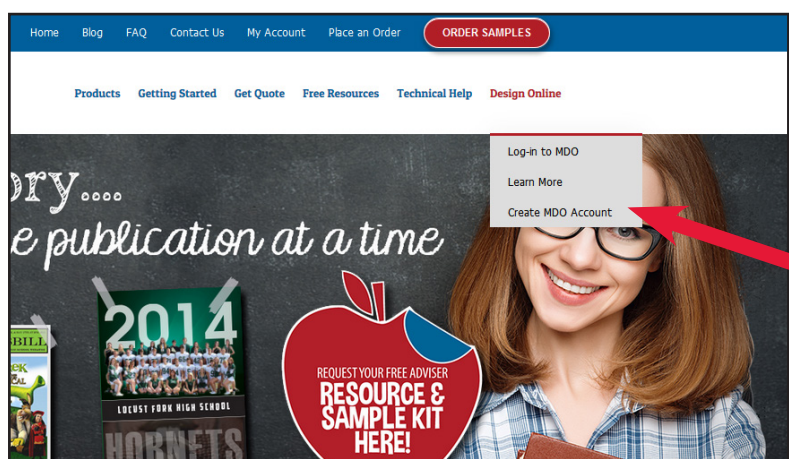
**schoolprinting.com**  
POWERED BY JS PRINTING

Live Chat: [www.SchoolPrinting.com](http://www.SchoolPrinting.com) | Email: [info@schoolprinting.com](mailto:info@schoolprinting.com) | Phone: 866-435-7577

# Working with My Design Online

1) Hover over the **Design Online** tab on the home page of our website. Click **Log in to MDO**

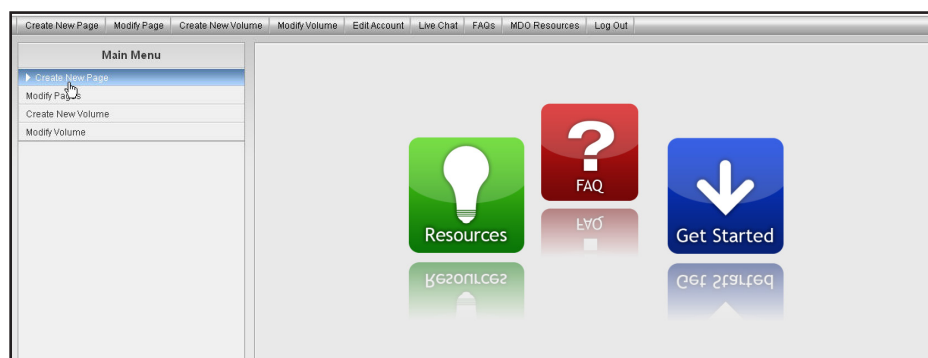
If you have not created an MDO account, click the **Create MDO Account** button to set up your account. *NOTE: You must have a SchoolPrinting.com account to create a My Design Online account.*



2) Enter your user name and password and select **Log In.**

A screenshot of the My Design Online login page. It features the JS PRINTING and My Design ONLINE logos at the top. Below the logos are two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned below the password field. At the bottom, there is a link that reads 'I forgot my username/password'.

3) Select **Create New Page** from the main menu.



4) Select the page size from the drop down menu. Input the page name and author of the page and choose **Next Step.**

*All fields are required. Please note that this information will not appear on your publication.*

A screenshot of the 'Create New Page' form in the My Design Online dashboard. The 'Main Menu' is open on the left, showing the 'Create New Page' option selected. The form fields include: 'Page Size:' with a dropdown menu set to 'Newsprint 11 x 17', 'Page Name:' with a text input field containing 'Page 1', and 'Page Author:' with a text input field containing 'Angela'. A 'Next Step' button is located below the 'Page Author' field. The bottom of the 'Main Menu' shows options for Modify Pages, Create New Volume, and Modify Volume.

# Working with My Design Online

- 5) Browse all templates by scrolling down the page or input your search criteria and choose **Search**.
- For a larger view of the template, click the thumbnail.

- 6) Select **Choose Template** below the chosen template.

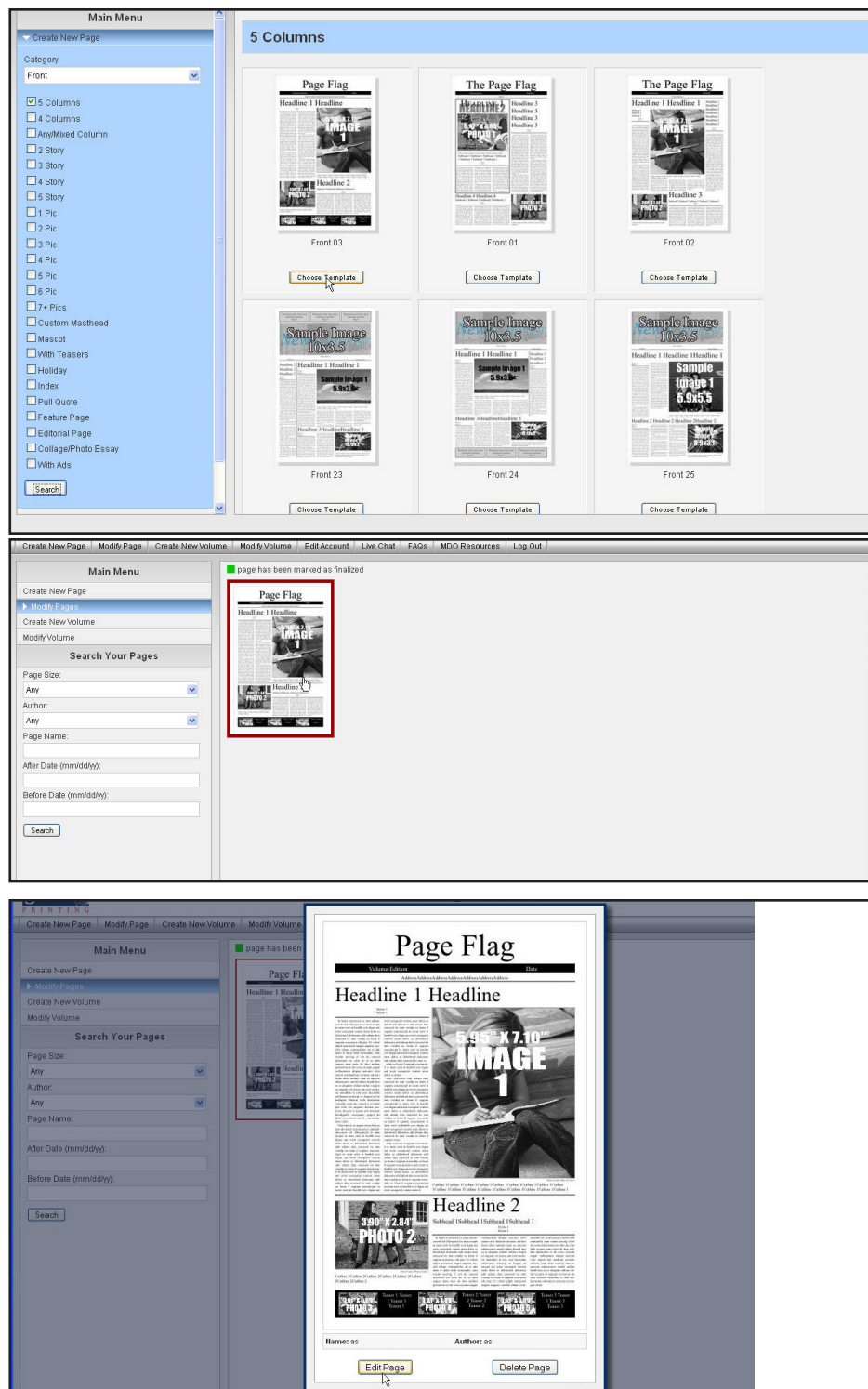
*This saves a copy of the template to the Modify Pages section. You can either move forward and work on the page you just created or repeat steps 3- 6 to create more pages.*

- 7) Select the page that you would like to edit from the Modify Pages section by clicking on the preview on the right.

*Please note that the thumbnails of pages that are not finalized will appear with a red border. Once a page is finalized, the border will be green.*

## Quick Tip:

Be sure to click **SAVE** on all fields after you have finished editing.



# Working with My Design Online

8) Select **Edit Page**.

9) Editable fields will appear on the left.

## To Edit Text Fields:

Choose **Edit**. Use copy/paste or type directly into the field.

When finished editing a field, click **Save** at the bottom of that particular field.

- If there is a text field that you do not want text in, click edit, type a space in the field and click **Save**. This will delete the filler text.
- You can change the font of a particular field by clicking on the *Choose a Font* drop-down menu. The default font is Times New Roman for most fields.
- You can indicate that you want the text to print in spot color by selecting the Spot Color check box.
- For spot color pricing and info, check out Color Options located under the Technical Help tab at [www.SchoolPrinting.com](http://www.SchoolPrinting.com).

## Quick Tip:

If there is a text field that you want left blank, edit the field & type a space. This erases the filler text.

You cannot manually change the font sizes. Text fields will automatically adjust the point size to fill or fit text into the space. Note that all body copy fields have suggested character counts.

## To Edit Image Fields:

Click **Edit**. Browse to the image that you would like to use and click **Save**.

- Images need to be at least **130 DPI** in order to print properly. You will be prompted to confirm the use of low quality images. *SchoolPrinting.com is not responsible for the quality of low resolution or improperly sized images.*
- Each image field displays the recommended size. For optimal quality, please ensure that your image is close to or proportional to the size specified.
- We recommend that you use .jpg image files. You may upload other formats but it is not recommended the area of interest option will only work for .jpg files.

## Quick Tip:

All text fields have a "T" icon and all image fields have a picture icon. Once a field is edited, the color will change from gray to yellow.





# Working with My Design Online

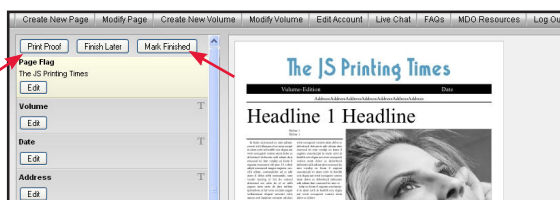
**10)** Use one of the four corner anchors to adjust the area of interest and select **Crop and Save Image**.

*Follow steps 3-10 until all of your pages are complete.*

## Quick Tip:

We recommend that you use .jpg Image files. You may upload other formats but the area of interest option will only work for .jpg files.

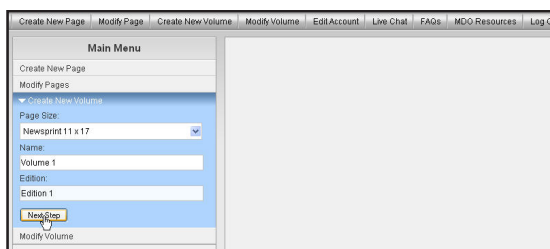
**11)** When you are finished with the page, select **Mark Finished**. We recommend that you use the **Print Proof** option to print a proof of your page.



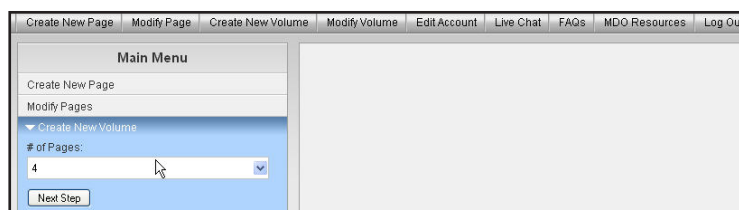
## Submitting Your Publication

**12)** When all of your pages are complete and have been finalized (*finalized pages will have a green border when looking at them in the Modify Pages section*), select **Create New Volume**.

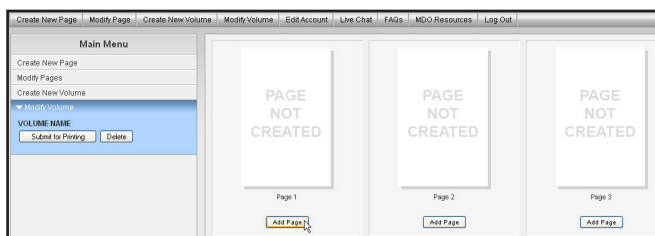
Specify the size of the publication, the name and edition. Please note that this information will not appear on your publication. Click **Next Step**.



**13)** Select the number of pages. Click **Next Step**.

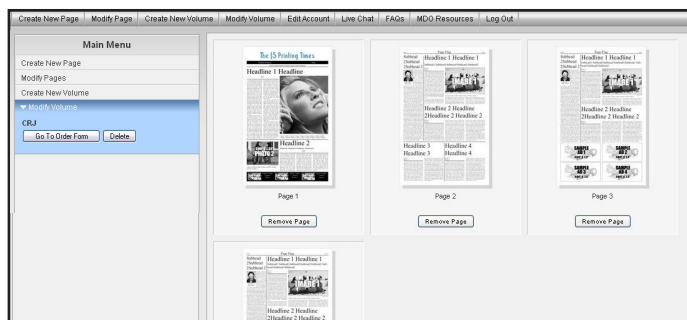


**14)** Under each of the blank thumbnails, Select **Add Page** and select the page you would like to appear in that slot. Please note that deleting the volume only deletes the volume, not the pages. Pages of deleted volumes will be moved to the Modify Pages section.



**15)** When all pages have been added, select **Go To Order Form**. You will be redirected to the main website.

*Please note that you must select **Upload MDO Publication** from the last step of the order form. Then select the correct volume from the list of your completed volumes.*



# Working with My Design Online

**16)** Log in to your SchoolPrinting.com account and select the Place an Order button at the top right of the screen.

The screenshot shows the top navigation bar of the SchoolPrinting.com website. The 'Place an Order' button is highlighted with a red arrow. Below the navigation bar, there is a table with columns: Product Name, Quantity, and Ship Date. The table contains one row: Magazine Style 8.5 x 11, 200, 09/03/2015. Below the table, there is a 'Pay Invoice' button. At the bottom, there is another table with columns: Order Status, Product Name, Quantity, Ship Date, and Tracking Number. The table contains one row: Magazine Style 8.5 x 11, 200, 09/03/2015, and a 'Pay Invoice' button.

**17)** Follow the prompts on the order form to complete your order.

The screenshot shows the 'Place an Order' form. The 'Page Size' dropdown menu is open, showing options: Newspaper 11 x 17, Magazine Style 8.5 x 11, Booklet 5.5 x 8.5, Magazine Style 7 x 10, and Booklet 8.5 x 5.5. The 'Quantity' field is empty, and the 'Line Item' and 'Price' fields are also empty. The 'Project Options', 'Additional Options', 'Shipping Options', and 'File Upload' sections are visible.

**18)** Select **Upload MDO Publication** on the last step of the order form. Then select the MDO Volume you wish to upload and click **Submit Order**.

The screenshot shows the 'Upload MDO Publication' form. The 'MDO Volume' dropdown menu is open, showing options: The Periodical, Volume 1, 4, and Daily Planet, Volume 42.5, 4. The 'Submit Order' button is visible at the bottom.

**19)** Once your order has been submitted, you will receive a confirmation page which includes your order number. Please print this for your records.

The screenshot shows the confirmation page. It displays the order number 269086 and a link to 'Pay Invoice'. Below this is a table with columns: Quantity, Line Item, and Price. The table contains three rows: 200, 4 Page Tabloid Newspaper, \$180.00; 1, No Color, \$0.00; and 1, Standard Newsprint, \$0.00. Below the table, there is a 'Total Price' of \$180.00. At the bottom, it states: 'Your order will ship on Sep 25, 2015. Your order is scheduled to arrive on Sep 28, 2015.'

**NOTICE:** There is an additional charge for **full color publications**. To get a quote on full color printing, visit our website at [www.SchoolPrinting.com](http://www.SchoolPrinting.com) and click on the Get a Quote button.

# PLEASE NOTE:

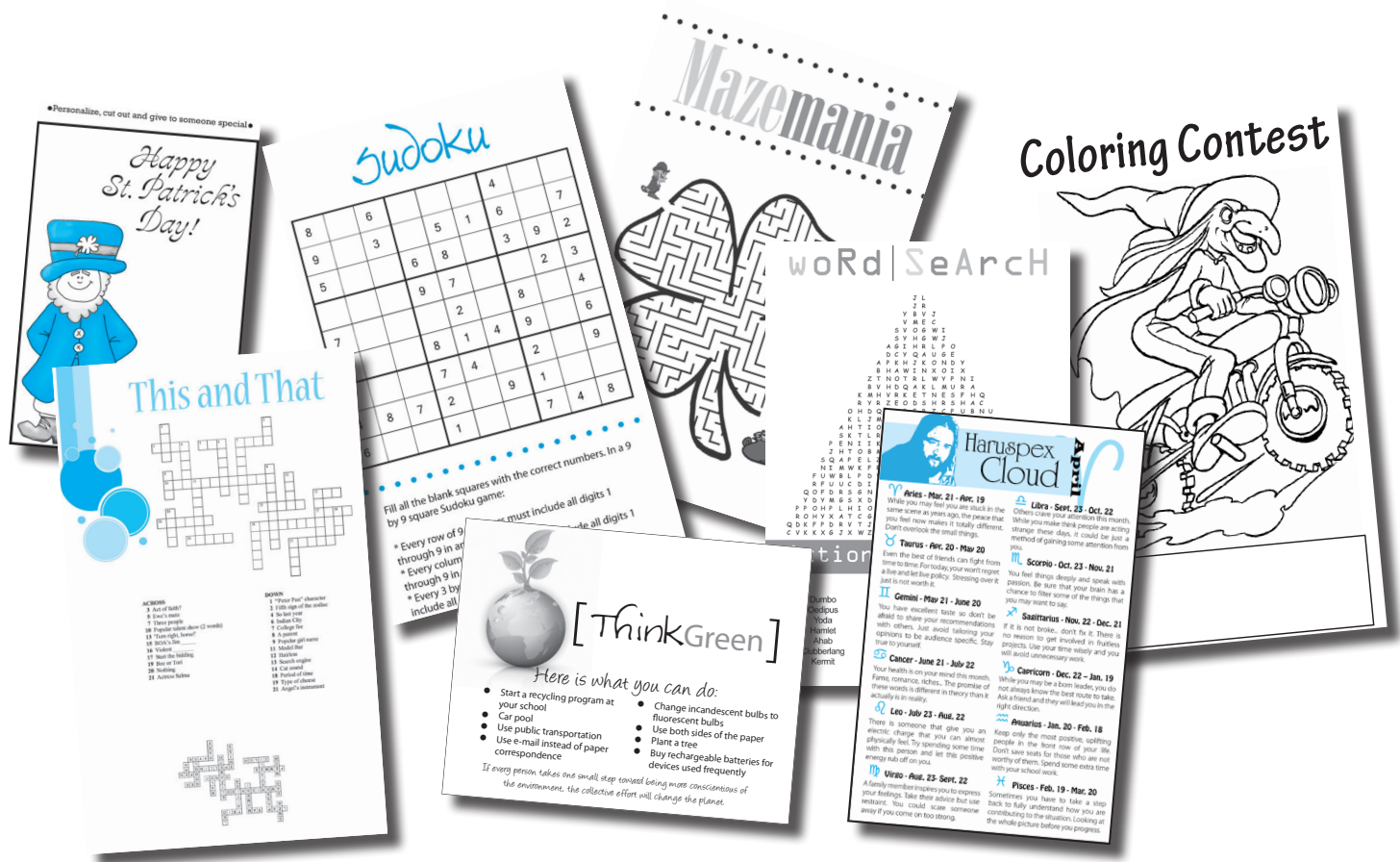
MDO may crash or be very slow if you use non-alphabetical or non-numerical characters on your pages. We have also noticed that web addresses, specifically addresses beginning with http://, could also cause issues.

MDO does not support foreign language characters.

/:@\*'+ ©»°~\*\\* /:~\*'\\* /:~\*'\\*

## FREEBIES for *MyDesign* ONLINE

We offer a wide variety of free content to be used in your publication. From pre-designed ads to games, to PSAs to horoscopes and much more, we have you covered. Freebies may be accessed from the Free Resources tab at [www.SchoolPrinting.com](http://www.SchoolPrinting.com).





## AD SALES SHEET

\_\_\_ Full page ad - **\$120** - 10"x15"

\_\_\_ Half Page ad - **\$65** - 10"x7.75"

\_\_\_ Quarter page ad - **\$35** - 4.9"x7.75"

\_\_\_ Eighth page - **\$25** - 4.9"x3.88"

\_\_\_ Business Card ads - **\$20** - 3.25"x1.75"

*Thank you for  
supporting student  
journalism!*

Name of Company or Person Featured in ad: \_\_\_\_\_

Info to be included in ad: \_\_\_\_\_ Customer Provided Art

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Artwork provided by the customer needs to be sized to the dimensions above.  
To guarantee quality, customer provided art must be saved as a 300 DPI .jpg image.

---

## AD SALES SHEET

\_\_\_ Full page ad - **\$120** - 10"x15"

\_\_\_ Half Page ad - **\$65** - 10"x7.75"

\_\_\_ Quarter page ad - **\$35** - 4.9"x7.75"

\_\_\_ Eighth page - **\$25** - 4.9"x3.88"

\_\_\_ Business Card ads - **\$20** - 3.25"x1.75"

*Thank you for  
supporting student  
journalism!*

Name of Company or Person Featured in ad: \_\_\_\_\_

Info to be included in ad: \_\_\_\_\_ Customer Provided Art

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Artwork provided by the customer needs to be sized to the dimensions above.  
To guarantee quality, customer provided art must be saved as a 300 DPI .jpg image.