



Working with
My Design Online

For Internet Explorer Users



FAQ

What is My Design Online?

My Design Online is a free, Internet-based design program offered exclusively to JS Printing customers. It is a quick, easy way to create a publication online without purchasing expensive software. As all templates are pre-designed, you simply plug in your copy and images.

Can I work on my publication from home?

Yes. My Design Online allows users to work on their publication from the comfort of their home, school, coffee shop, favorite lounge chair in the backyard or anywhere there is a computer and an Internet connection.

Can multiple people work on the publication at a time?

My Design Online allows users to work on different pages in the publication simultaneously. You can assign one student to page 3, another to page 8 and have them logged in and working on their pages at the same time!

Do I have to format my images to JS Printing specs when using My Design Online?

No. My Design Online will automatically format your images to meet JS Printing specifications when a publication is submitted for printing. We suggest that you use .jpg file formats so that the area of interest option is available.

My preview screen is not working. What do I do?

Contact your network administrator to check to see whether Port 8080 is open for you. This will allow the preview to be displayed.

Working with My Design Online

Use This Guide

This guide is designed to be used as a hands-on tutorial. It provides an overview of basic My Design Online 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-HELP-JSP (866-435-7577).

Quick Reference Checklist

- MDO requires Internet Explorer 6.0 or above.
- If there is a text field that you want left blank, edit the field and type a space. This will erase the filler text.
- Be sure to save all changes before exiting the program.
- You can upload .bmp, .jpeg, .eps, .gif, .pdf, .psd, .tif, .wmf, .png and .pict images to MDO. We suggest that you use .jpg files. Note that the area of interest option will only work for .jpg, .png and .gif files.
- If you choose the spot color option, content that will print in spot color will appear in the color Cyan on screen. Upon order month for newsprint orders or with your selected color for non-newsprint orders.
- Spot color is available on the front, back and centerspread pages of newsprint publications. Spot is available on all pages of non-newsprint publications.

Before you begin

We suggest that you write down your username and password for My Design Online.

Username: _____

Password: _____

Working with My Design Online

1) Enter your username and password into the appropriate fields.

2) Click **Log In**.



3) Choose **Create New Issue**.



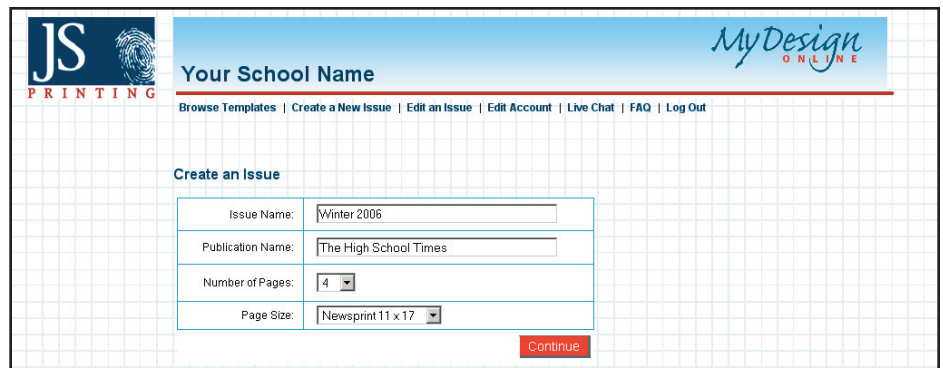
4) Enter the Issue Name.

5) Enter the Publication Name.

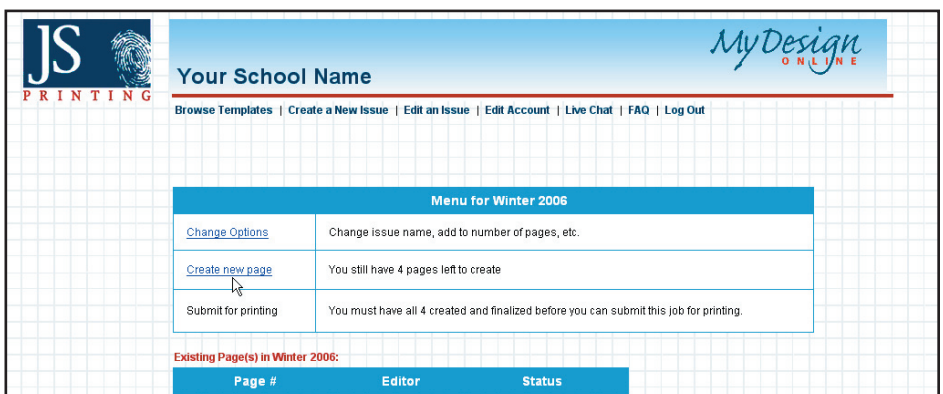
6) Select the number of pages that you want in your publication.

7) Select the page size.

8) Click **Continue**.



9) Choose **Create New Page**
- Repeat this step each time you create a page.



Working with My Design Online

10) Click on the category you want to browse, e.g. Front Pages. Locate the template you want to use.

11) Click **Use this page**.

12) Enter the name of the person(s) working on this page (if more than one, use initials, this information is for your reference only and will not print.)

13) Click **Continue**.

14) Click **Edit** in the field that you want to edit.

- Use copy/paste or type directly into the field.

- If there is a text field that you do not want text in, click edit and type a space in the field. This will delete the filler text.

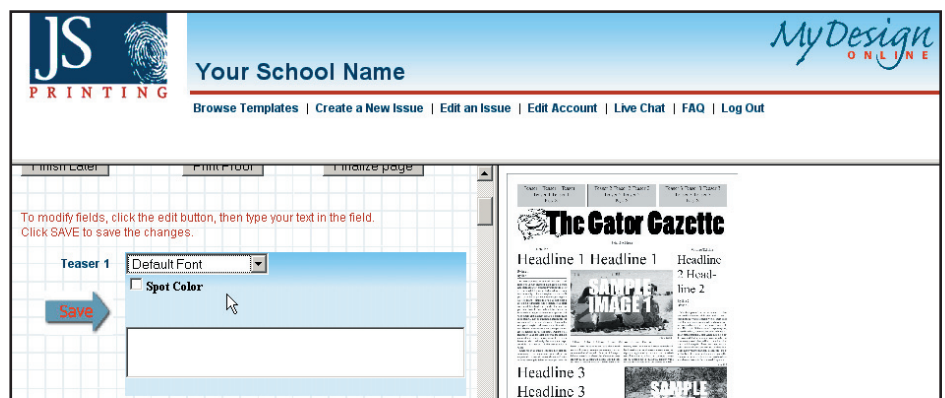
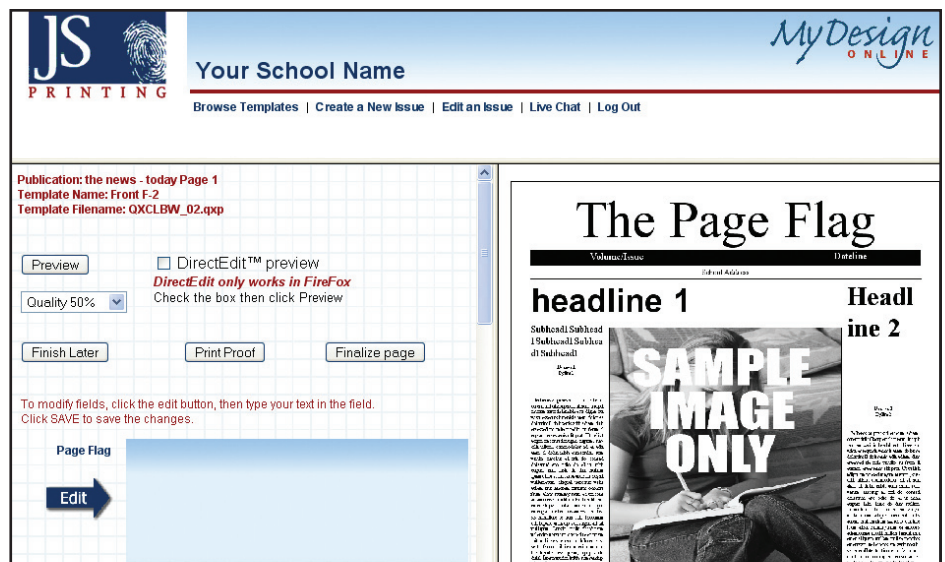
- You can change the font of a particular field by clicking on the Default Font drop-down menu and choosing the font. The default font is Times New Roman.

- You can indicate that you want the text to print in spot color by selecting the Spot Color option.

- For spot color pricing, check out the Getting Started tab at www.jsprinting.com.

15) Click **Save**.

IMPORTANT
You must save each field before editing another.



Working with My Design Online

16) To upload an image, click **Edit**.

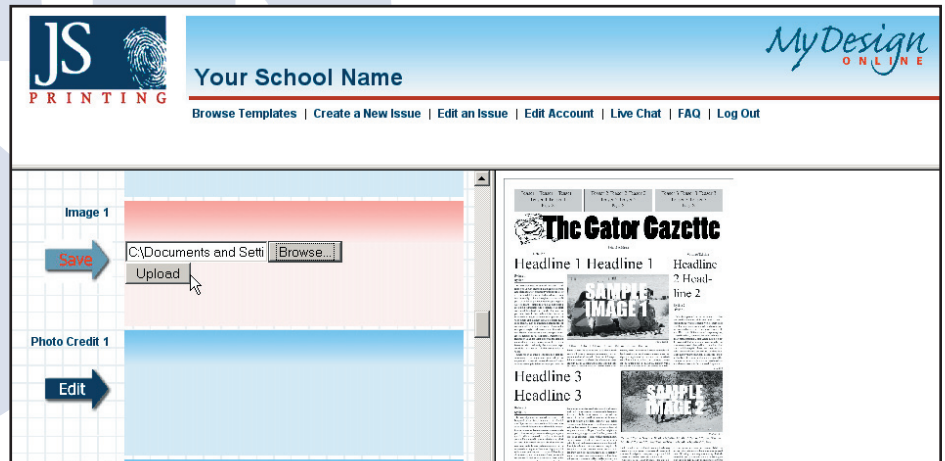
17) Click **Browse** to locate your image file.

18) Click **Upload**.

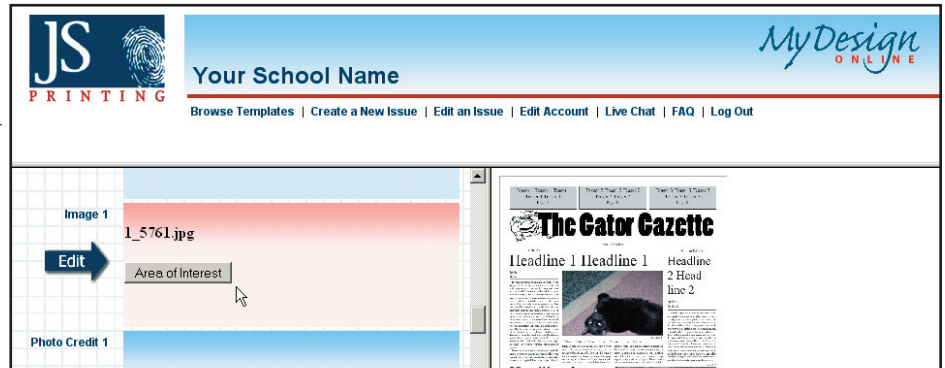
- We recommend that all images are in .jpg format. You may also use .bmp, .eps, .gif, .pdf, .psd, .tif, .wmf, .png and .pict image formats.

- Depending on file size and connection speed, upload times will vary.

- The numbered file name will appear in the image field in the left pane when the upload is complete.

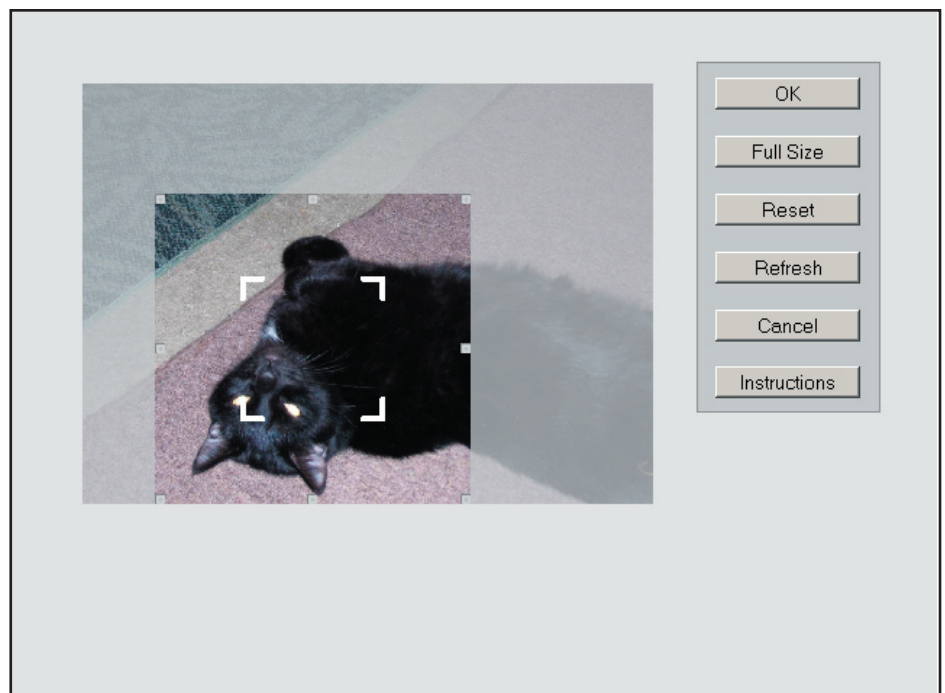


19) If your image is not centered the way that you want it, click **Area of Interest**. Note that only .jpg, .gif and .png files can be edited with the Area of Interest option.



20) In the Area of Interest display window, use the handles on the side to adjust the center marks where you want the main focus of the image to be. Click **OK**.

- For tips, click **Instructions** on the right of the window.



Working with My Design Online

- To finish your page later, choose **Finish Later** to save your progress.

- To print a proof, choose **Print Proof**.
 - Be sure to print a proof and check that all fields are completed before finalizing.
 - Please allow ample time for the proof preview to display. This could take a several minutes.

- When finished with your page, choose **Finalize Page**.

- You will still be able to edit this page later if needed by choosing **Edit an Issue** at the top of the page and choosing **Undo Finalize**.

21) Once all of your pages are printed, proofed and finalized, choose **Submit for Printing**. Note that all pages must be finalized before this option is available.

IMPORTANT

Once you submit for printing, changes can not be made to your publication.

22) Log in to your JSP account.

23) Choose **Submit an Order** from the My JSP tab.

24) Complete the order form. Note that on step 2, you *must* choose My Design Online.

- Once your order has been successfully submitted, you will get a confirmation screen.

This screenshot shows the 'MyDesign ONLINE' interface for editing a page. At the top, it says 'Your School Name' and provides navigation links: 'Browse Templates', 'Create a New Issue', 'Edit an Issue', 'Live Chat', and 'Log Out'. The main content area shows a preview of a page titled 'The High School Times' with 'HEADLINE 1', 'HEADLINE 2', and 'Headline 3'. Below the preview are buttons for 'Finish Later', 'Print Proof', and 'Finalize page'. There are also options for 'Preview' and 'Quality 50%'. A note states: 'DirectEdit™ preview. DirectEdit only works in FireFox. Check the box then click Preview'. At the bottom, there is a 'Page Flag' section with a dropdown menu set to 'The High School Times'.

This screenshot shows the 'MyDesign ONLINE' interface for managing a publication. At the top, it says 'Your School Name' and provides navigation links: 'Browse Templates', 'Create a New Issue', 'Edit an Issue', 'Live Chat', and 'Log Out'. The main content area shows a 'Winter 2006 TO-DO List' with two items: '1. Create new page' (status: '*COMPLETE*') and '2. Submit for printing' (status: 'You will not be able to edit this issue again.'). Below this is a section for 'Existing Page(s) in Winter 2006:' with a table:

Page #	Editor	Status	Undo Finalize	Delete
1	C. Wilson	Finalized	Undo Finalize	Delete
2	C. Wilson, M. Jones	Finalized	Undo Finalize	Delete
3	L. Terry, R. Mitchell, J. Weaver	Finalized	Undo Finalize	Delete
4	J. Abrams, K. Smith	Finalized	Undo Finalize	Delete

This screenshot shows the 'MyDesign ONLINE' interface for user account management. At the top, it says 'My JSP' and provides navigation links: 'Getting Started', 'Resources', and 'Freebies'. Below this is a list of navigation options: 'Update Account Info', 'Submit an Order', 'Check Order Status', 'My Invoices', 'Track a Shipment', 'Cancel an Order', and 'Submit a Test Page'. There are also buttons for 'Login', 'Forgot Login?', 'Setup Account', and 'Get a Quote'. At the bottom, there is an 'Announcements' section with the text 'August newsprint spot' and a 'Tip: Click here to get the '07-08 Quick Reference Guide.' Below this are three tabs: 'FEATURED DESIGN', 'IN THE NEWS', and 'STUDENT ARTICLE'.

This screenshot shows the 'MyDesign ONLINE' interface for submitting an order. At the top, it says 'Specializing in Printing Student Publications' and provides navigation links: 'Home', 'Submit an Order', 'Check Order Status', 'Track a Shipment', 'FAQ', and 'Contact Us'. Below this is a search bar and a list of navigation options: 'My JSP', 'Getting Started', 'Resources', 'Freebies', and 'Submit an Order'. The 'Submit an Order' section is active, showing a progress bar with steps 1 through 7. Step 2 is selected, and the text reads: '2. Choose a product.' Below this is a list of product options: 'Newsprint 11 x 17', 'Newsletter 8.5 x 11', 'Booklet 5.5 x 8.5', and 'My Design Online Job'. There is a 'Next' button at the bottom right.