OFFICE SUPPORT SERVICES - E-MAIL DUPLICATING SUBMISSIONS INSTRUCTIONS

(Windows users only)

In order for you to submit your OSS Work Requests via e-mail you will need to follow the instructions below. The instructions will teach you the four steps you need to know: How to save the order form to your computer, how to find the order form and use it, how to attach your work, and finally how to send it all to OSS for duplicating without ever leaving your home or office.

How to get the form e-mailed to you. There are two ways to get the electronic version of the OSS work order. The first is available to you from any computer anywhere. Simply send an e-mail to the OSS office (oss@swccd.edu). <u>Make</u> the **subject line** read "Send me the form" (without the quotes). This will trigger our computer to automatically send you a copy of these instructions as well as the OSS electronic Work Order. The second way to get the form, if you're on campus, is to visit the OSS web page at: 198.207.138.53/default.html and click on "Send me Instructions."

Step 1: Save the OSS form to your computer

(You only need to perform this step once. In the future, you will only need to complete steps 2 through 4 to submit your work.)

From within Outlook:

Click on File, and Select Save Attachments



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Save All Attachments	? ×
<u>A</u> ttachments:	
OSS E-MAIL DUPLICATING SUBN OSS Work Request.dot	🔸 ОК
	Close
,	

Select only OSS Work Request.dot

then Click on **OK**

Click on the **down arrow** at the top of the window.

Save All Attachments	? ×
Look in: My Documents I I I I I I I I I I I I I I I I I I I	OK Cancel
Folder <u>n</u> ame: C:\My Documents	

• Click on the C drive:



• Click the Create New Folder icon

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📄 Cbd	🚞 FrontPage Webs	🚞 Outlook 98 Setup	🚞 Tcwin45	
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File <u>n</u> ame:	OSS Work Request.dot	•		
Save as <u>t</u> ype:	All Files (*.*)	•		

• Type **OSS**

Click **OK**

New Folder		? ×
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<u>N</u> ame: OSS		

- Double-Click on Program Files folder
- Double-Click on Microsoft Office folder
- Double-Click on Templates folder

Click on the Save button

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File name: OSS Work R	equest.dot	•		
Save as type: All Files (* *)			

Click on Close



Step 2: Using Word to fill in the form

- Start Microsoft Word
- Click File
- Click New
- You should now see the OSS Work Request as an option to select.
- Click on OSS Work Request

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General Letters 8	.Faxes Memos Rep	oorts 🖡 Legal Pleadings	Publications	Other Documents	Web Pages
Blank Document	insert.dot OSS Reque	Work test.dot]	Preview	
				Preview not av	ailable,
				Create New	Template
				ОК	Cancel

- Make sure your are creating a new document rather than a new template. Check the bottom, right portion of the templates listing.
- Click OK

Now you should have the OSS form on your screen.

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Fill in the white areas of the form. To move through the boxes, use the **tab** key. To go back, hold down **shift and tab**. You can also always use your mouse to get to any area you need to fill in. Just click on the box you want to select. For instructions on how to properly complete the work order, please see the **COMPLETION INFORMATION** located at the end of this document. Please print out the completion instructions before you begin filling in your form so you enter the correct information.

Step 3: Saving and Naming the Form

When you are finished filling in the form:

- Click on File
- Click on Save (If your Word Office Assistant pops up, please see the *Special Note below)
- Select the down-arrow and select your **C**: drive.

Save As							? ×
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• Double-click your **OSS** folder (you created this in step 1)

	Save Attachment	? ×
 Type in the name of the work order by including WO- and a brief name for your Work Example: WO-Syllabus101 	Save in: 🖻 Oss 💌 🗈 📧 🗰 🃰 🇾	<u>S</u> ave Cancel
 Click Save Click Close to close your form Go to Step 4 	File name: WO-Syllabus101 Save as type: All Files (*.*)	

(*Special Note: If your Word Office Assistant pops up, you will see a dialogue box with the following: "Before you save other people may not have the latest version of office, so if you plan to share this file, you should save it in the following format: Work 6.0/95

- Use suggested format
- Don't use suggested format
- See what might be lost"
- Choose Don't use suggested format)

Step 4: Sending OSS your Completed Form and your Work

You need to send an e-mail to **Office Support Services** with attachments of both the work order and the document to be duplicated.

Start your Outlook:

- Select File and New
- Select New Mail Message
- In the TO: box, enter the OSS e-mail address: oss@swc.cc.ca.us
- In the SUBJECT: box enter the name of your completed form
- Click inside the body of the e-mail to reposition your cursor (or press tab)
 (a) Click on the "paperclip" icon in your toolbar to attach a file.

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If you are attaching your completed form, and are not presented with your **OSS folder**, you must select the down-arrow, C: and your OSS folder.

(b) Click on the file you want to attach and Click the **OK** button.

- Repeat steps (a) and (b) above, to attach the work to be duplicated.
- Click Send

When Office Support Services receives your document, we will send you an e-mail confirmation that we have received your work. Please use the **Workorder Number**

Insert File				? ×
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that we send you when referencing your document.

WORK ORDER COMPLETION PROCEDURES

- 1. REQUIRED DATE:
- The date that you need the job completed. 2. **REQUIRED TIME:** A specific time of day that job must be completed.
- The date the duplicating request was turned in to Office Support Services. 3. DATE SUBMITTED:
- The name of the job you are submitting for word processing or duplicating. 4. DOCUMENT TITLE:
- 5. PRINT LAST NAME The last name and first initial of the person that is submitting the duplicating request.
- & FIRST INITIAL:
- 6. DEPARTMENT/SCHOOL: Your School or Department name.

How many actual pages were submitted for word processing or duplicating. The pages 7. NUMBER OF PAGES/ **SIDES SUBMITTED:** that were submitted, are they 1 sided documents, 2 sided documents, or do the documents submitted contain both 1 sided and 2 sided pages. Please Specify: 1 SIDED 2 SIDED BOTH.

- 8. ADMISTRATOR Administrator must indicate approval by signature for requests of 1200 copies. Dean, **APPROVAL:** Supervisor, etc.
- 9. NUMBER OF COPIES How do you want the job duplicated, on 1 side of paper or 2 sides of paper,

PER (Page/Side/Card): or as you submitted it. Some being 2 sided and others being 1 sided.

Project/Grants must include the budget number to be charged.

Please specify: 1 SIDED 2 SIDED BOTH.

- 10. PROJECT/GRANT **FUNDS BUDGET # TO BE CHARGED:**
- 11. PAPER COLOR: Color of paper that duplicating is to be copied on. White, Yellow, Blue...etc. If unsure please contact Office Support Services.
- 12. SIZE: Finished size of duplicating document, please specify. $5\frac{1}{2} \times 8\frac{1}{2}$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 12$ 14....etc.
- 13. WEIGHT: What weight of paper do you need for duplicating, text (20#) or card stock. Please specify.
- 14. LEAD TIME REQUIREMENTS PLEASE READ THE CRITERIA FOR EACH BOX CAREFULLY AND CHECK THE **APPORPRIATE BOX.**

48 HOUR FACULTY PRIORITY PRINTING:

Check the box if you meet the criteria listed below it. Camera Ready means that there is no word processing involved from the Office Support Services. How you submit it is how it will be duplicated in order to receive it within 48 Hours.

LARGE PROJECT REQUEST:

Check this box if your duplicating request meet the criteria listed below it. Please Read carefully.

DISTRIBUTION:

Check this box if your duplicating request is to be distributed on campus through the central mailing room.

FINISHING WORK ONLY:

Check this box if your submission request is for finishing only, no duplicating. Finishing is staple, collating, cutting, padding, punching, binding, etc.

DUPLICATE WITH FINISHING:

Check this box if your duplicating request has finishing to be done to it. For definition of finishing see finishing work. (Above)

TYPE AND DUPLICATE W/FINISHING (7 TO 8 Working Days Required):

Check this box if duplicating request requires word processing and finishing.

TYPE AND DUPLICATE W/FINISHING:

Check this box if duplicating request involves word processing duplicating and finishing. There is also a box to check if you wish to proofread the finished product prior to duplication. Please check that box if appropriate.

DUPLIATE ONLY:

Check this box if you are submitting camera ready documents that do not require word processing or finishing.

TYPE AND DUPLICATE ONLY:

Check this box if job submitted requires word processing and duplicating only with no finishing. Check the proofing box if you wish to proofread the finished product prior to duplication.

□ **FINISHING WORK ONLY**:

Check the appropriate box that describes the type of finishing to be performed. More than 1 box can be checked. If you check \square Pad, please indicate how many pads and how many sheets per pad.

If you check \square Cut, please indicate \square cut \square cut or size of finished product.

If you check \boxdot Fold, please indicate the type of fold \Box , letter or attach a sample.

If you check 🗹 Bind please indicate what type: Spiral, Tape, Comb, etc....Please specify.

ROUTE TO:

Please check appropriate box if job is to be routed.

FOR DISTRIBUTION ONLY:

Check appropriate box or boxes if job is to be distributed.

16. **DETAILED**

In this area write down any instructions that are not covered in the boxes above.

INSTRUCTIONS: