

Graphics accepts files submitted electronically for posters, laser prints, dye sublimation prints and slides. The Copy Center accepts files for Docutech jobs this way also; please ask them for instructions.

## **DROPPING OFF JOB FILES**

**FIRST** make a folder (name it your last name) on your computer containing your file and a simple "readme" document that includes your name, phone number, account number, and the service you are requesting.

The following information will help us get your job done correctly the first time:

**posters**; do you want a proof before your final poster?

Do you want matte or glossy paper?

**laser prints**; do you want letter or tabloid sized paper?

**dye sublimation prints**; are your images color or grayscale?

**slides**; do you want more than one copy of your slides?

### **NEXT:**

Go to **CHOOSER**

Click on **APPLESHARE**

In the box named **APPLETALK ZONES**, scroll down to **URMC-CopyCenter**

In the box named **Select a File Server**, double click on **UR Copyctr&Graphics**

Attach as a **GUEST** and click OK; no password is needed

There may be a welcome screen, click OK until you are in **GUESTS**

Double click on **MEDICAL CENTER**, then select the folder of the service you need

Drag and drop your folder onto the service folder. For the security of everyone's files, you can't open the folders at this level.

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## **PICKING UP SCAN FILES**

Follow the steps above until you are in **GUESTS**

Double click on a folder named **Scan File Pick Up**

Your files will be in a folder named your last name

Copy the files to your computer (you can copy but not delete files at this level)

**\*\*We delete folders after one week so please be prompt\*\***