Book Ordering Instructions

Step 1: Create an account or login to Document Services Online (DSO) https://dso.dla.mil/DSF/SmartStore.aspx?6xni2of2cF01Wh1WA1f8KvqWdFIzCmht0 +f1rjakhLYZYEorRbI5CMSxx2CBgN1b#!/Storefront

Step 2: If not already selected, select the DLA Print Shop for your base/location.



Step 3: Select 'Printing'



Step 4: Select 'Color Print'



Step 5: Select 'Color Printing on 8.5x11 paper'



Step 6: Click 'Buy Now'

g		
	Item No.:	
	Select this product to order Color copie	s on 8.5 x 11 paper
		_

Step 7: Type in a Job Name (example: AFDP 1) and then click 'Add Files'

Colo	r Printing on 8.5 x 11	
Files	5	udd Files
* Job	o Name	0
AFC	OP 1	
1	annty Fages	_
-		_
Print	t Options	
Print	t Options	
	Media(White Bond 8.5	
	Print In Color/Sides Print in Color:Single Sided	⊳
A	Orientation Portrait	₽
0	Tabs No Tabs	⊳
0	Copy Seperator	₽
Cove	er Options	
0	Front Cover	Þ
0	Back Cover	⊳
0	Lamination	Þ
Finis	shing Options	
0	Drill	⊳
0	Fold	⊳
0	Binding	Þ

Step 8: Select 'Upload Files' or 'Saved Files'. Select 'Saved Files' if you've uploaded the books to your profile already.



<u>Step 9: If you select 'Upload Files', navigate to the file location. If you saved the file to your profile</u> (below example), select the file and click 'OK'.



Note: Pages will auto-populate

Files	id Files
AFDP 1 The Air Force	
* Job Name	0
AFDP 1	_
1 40	
Print Options	
Print Options	
Media(White Bond 8.5	
Print In Color/Sides	N
Print in Color:Single Sided	V
A Portrait	⊳
O Tabs No Tabs	₽
Copy Seperator	⊳
Cover Options	
- Front Cover	
No Front Cover	₽
O Back Cover No Back Cover	⊳
Lamination	⊳
Finishing Ontions	

Step 10: Enter Quantity (based on you requirements). Note: Price shown is based 8 x 11 printed books and not the actual size you will purchase.



Note: Steps 11-14 are optional and can be skipped. These are already in the special instructions (Steps 15 & 16).

Step 11: Select 'Print in Color/Slides' -> Print in Color -> Double Sided (Head to Head)



Step 12: Select 'Fold' -> Half-Fold

AFDP 1			
* Quantity	* Pages		
100000	40		
Print Options			
Print Options			
Media(White E	Bond 8.5		
Print In Color/ Print in Color Dout	/Sides ble Sided (He	Þ	
A Orientation		Þ	
Tabs No Taba		Þ	
Copy Seperat	tor	Þ	
Cover Options			
O Front Cover		Þ	
Back Cover		Þ	
C Lamination		Þ	
Finishing Options			
O Drill		D lang and a bar	
Fold Half-Fold (259)		D No Folding	t siese options.
O Binding		C-Fold [252]	1
O Staple No Stapling		Hall-Fold [2]	59]
O Cutting		P Tri-Fold [252	2]
O Shrink Wrap		 Not shown in prev Z-Fold (252) 	inte
Special Pages	s	TH Not shown in prev	iew.
Special Instru	ictions		
<u>×</u>			



Step 13: Select 'Binding' -> Saddle Stitch

Step 14: Select 'Staple' -> 2 Staples Left Side



Step15: Select 'Special Instuctions'



Step 16: Type or copy/paste the special instructions provided to you and then click 'OK'. Note 1: This can be found in the email sent to you. Note 2: Ensure you enter the correct quantity of copies in the special instructions.

	AIR FORCE DOCTRINE P
Special Instructions 100,000 copies 40 pages Double sided Head to head	

Step 17: Click 'Add to Cart'



Step 18: Click 'I Agree'



<u>Step 19: Click 'Continue Shopping' to create another job order. Once you have created</u> all job orders for your purchase, continue to Step 20.

A HOWE	FUNDING		C DSO HELP	HELP MENGU	SH (UNITED STATES)	. MARQUITA HAMILTON .
DE						
DOCUMENT	SERVICES ONLINE	Search Product				H(2) +
CART						
Due Date					Selected Print Shop	TX - Randolph AFB +
Products		Quantity	Unit Price	Total	*Entimated Subtratel	\$1,282,200,00
	Blue Book Item Name: Color Printing on 8.5 x 11	100000	\$3.952000	\$395,200.00	Total:	\$1,383,200.00
		Ramove			Proceed to checkoul to vi	eur final order total, including
	AFDP 1 Item Name: Color Printing on 8.5 x 11	100000	\$9.880000	\$988,000.00	taxes, fee	is, shipping.
		Tave for later				
+ con	VTINUE SHOPPING CLEAR GART				PROCEED TO	снесколт 🔶
Powered by El	FI MarketDirect StoreFront v11.4.0.25325					Terms & Conditions
© 2004-2021 E	Electronics For Imaging, Inc.					EFI Productivity Suite 🔕

Step 20: Click 'Proceed to Checkout'

	Pagrah Braduct				77(3) -
DOCUMENT SERVICES ONLINE	Search Product				H (97)
CART					
Due Date				Selected Print Shop	TX - Randolph AFB 👻
Products	Quantity	Unit Price	Total	*Estimated Subtotal:	\$2 074 800 00
Item Name: Color Printing on 8.5 × 11	100000	\$3.952000	\$395,200.00	Total:	\$2,074,800.00
-	Remove			Proceed to checkout to vie	w final order total, including
AFDP 1 Item Name: Color Printing on 8.5 x 11	100000	\$9.880000	\$988,000.00	taxes, fees	; shipping
	Remove				
Brown Book Item Name: Color Printing on 8.5 x 11	8.5 × 11 56.916000	\$691,600.00			
	Save for later				
CLEAR CART				PROCEED TO	снескоит 🔶

Step 21: Select 'Due Date' and select the date you would like to receive your order. Note: You are just requesting the date and there is no guarantee you will receive your order by this date. Your DLA representative will be able to provide you with a better estimate.

CART												
Due Da	e [hoose	n Requi	ested D	an Data	& Time				Selected Print Shop	TX - Randolph AFB
	-		-		10.0	0.0		Quantity	Unit Price	Total	"Estimated Subtratal	\$2 074 800
Rz	h fea m	ay be ap	plied to	job				100000	\$3.952000	\$395,200.00	Total:	\$2.074.800.0
<		JL	INE 20	122		>	n I	Save for later				
30	31	01	62	03	0.4	05		Remove			Proceed to checkout to vie taxes, feet	w final order total, includ s. shipping.
05	07	66	09	10	11	12	11	100000	\$9,880000	\$988,000.00		
13	14	15	16	17	18	19		Save for later				
20	21	22	23	24	25	26	-	E Remove		EC04 C00 00		
27	28	29	30	01	02	03	11	100000	30.910000	3631,000.00		
Time :								Save for later Bennest				
07:3 (GWT-0	5.00) Cr	ettal Tie	e (US)	Canad	180	~						
	Cano	cl.	Í.	s	ine		2 CART				PROCEED TO	снесконт н
							C CONTRACT					

Step 22: Select 'Shipment Type' and ensure your address is correct. Click 'Save' and then 'Proceed to Payment'

1	2		
Shipping	Payment		Finish
Select a shipping address & shipping optic	ons		
****Your order contains estimated amounts base CRS. If you require delivery in less than 3 days p your order. If paying by Credit Card, the initial au delivery dates and tracking information cannot b physical address (not an FPO/APO address) is a tracking information then a physical address must	d on selections, special instructions and other variables, final quote can be obtained from your lease contact your CRS or print shop directly. Final charges will be calculated upon completion of thorization may not reflect the final total. You will only be charged for the final amount. Estimated a provided for international USPS shipments and can only be provided using FedEvIUPS. A liso required to ship via FedevIUPS internationally. If your order is time-sensitive or requires it be provided.	Products Blue Book Item Name: Color Printing Oty Unit Price 100000 \$3.852000	on 8.5 x 11 Total \$395,200.00
SHIPMENT 1 Please select a shipment type. Customer Pick-Up		AFDP 1 Item Name: Color Printing Oty Unit Price 100000 \$9.880000	on 8.5 × 11 Total S988,000.00
FedEx Print Shop Delivery 1 F Street Suite 1	Hours Of Operation Sun : Closed Mon-Fri : 7.30 AM-4:00 PM Sat : Closed	Brown Book Item Name: Color Printing Oty Unit Price 100000 \$5,916000	on 8.5 x 11 Total \$691,600.00
United States TX - Texas - 78150 210-652-4848		*Estimated Subtotal:	\$2,074,800.00
US Air Force marguita hamilton@us.af.mil Save Cancel		*Estimated Shipping: Total:	\$0.00 \$2,074,800.00
Add Another Recipient 👻			
	Г		DAVAGENT

Step 23: Select your payment method. If you are ready to purchase, select 'MIPR, CC, Check' and follow the remaining prompts. If you are not ready to purchase or haven't received your funds, select 'Not Funded' and follow the remaining prompts.

DOCUMENT SERVICES ONLINE			
	2 Drawn		
How would you like to pay?	, a primire		
***Your order contains estimated amounts base CRS. If you require delivery in less than 3 days your order. If paying by Credit Card, the initial au delivery dates and tracking information cannot b physical address (not an FPO/APO address) is a tracking information thren a physical address musical address (not an FPO/APO address) is a tracking information thren a physical address musical address musical address (not an FPO/APO address) is a	d on selections, special instructions and other variabiles; that quote can be obtained from your lease contact your CRS or point shop directly. Final charges will be calculated upon completion of thirtocation may not reflect the final bala. You will only be charged for the final amount. Estimated provided for inframedical USPS adhymenias and can only be provided using FedGrUNPS A latio requires to shalp vale Federu/PS internationally. If your order is time-sensitive or requires the provided.	Products Blue Book Item Name: Color Pri Qty Unit Price 100000 \$3.952000	inting on 8.5 x 11 Total \$396.200.00
PAYMENT METHOD Please select a payment typ		AFDP 1 Item Name: Color Pri Oty Unit Price 100000 \$9.880000	inting on 8.5 x 11 Total 9 \$988,000.00
MIPR, CC, CHECK		Brown Book Item Name: Color Pri Oty Unit Price	Inting on 8.5 x 11
Thank Youl Please continue to provide funding details		100000 \$8.916000	\$891,800.00
		*Estimated Subtotal:	\$2,074,800.00
		Total:	\$2,074,800.00
		ADD FUN	