

# Reprographics



## Online Ordering Instructions

Reprographics hours 6:00 A.M. to 4:30 P.M., Monday thru Friday

661-789-6699

Reprographics - [repro@palmdalesd.org](mailto:repro@palmdalesd.org)

Marie Dungan - [amdungan@palmdalesd.org](mailto:amdungan@palmdalesd.org)

Anibal Cazarez - [acazarez@palmdalesd.org](mailto:acazarez@palmdalesd.org)

**Copyright Policy and Guidelines Apply**

Additional Reprographics information and resources available at

PSD/Departments/Reprographics and Mail

# Step 1

Go to Palmdale School District Website...

\* Online Services

\* Reprographics Web to Print

• Custom Order

• Reorder

Roles > Ordering Proxy | ImpactVDP Designer Home | My Account | Help

THE PALMDALE PROMISE La PROMESA de Palmdale

Orders Manage Files CART [0]

**Search for Items**  
Entire Catalog  
Search Text  
Search

**User Tools**  
[Getting Started](#)  
[View Order History](#)  
[Manage Uploaded Files](#)  
[Reorder Uploaded Files](#)  
[Manage Account](#)

**Upload a File**  
Drag files here or [click to browse](#)

**Order Catalog Items**  
Advanced Search  
Go

**Reorder Uploaded Files**  
Advanced Search  
Go

**Order a Special Item**  
Order custom prints from hardcopy, CD, flash drive, etc

**Reprographics**  
Informational links  
[Repro Home Info Home Page](#)  
[Repro Online Instructions pdf](#)  
[Repro Pricing](#)

**?? Still Need Help?**  
Contact us with questions, issues, and helpful suggestions  
Call us at **661-789-6699**  
or email us: [repro@palmdalesd.org](mailto:repro@palmdalesd.org)

• Catalog Orders

• Special Orders

Pick the icon that suits your order from the above categories

# Step 2

## Provide an Order Name

Order name

Please enter a meaningful name to help the print center identify the order, and to help with future reordering.


[Continue](#)

Provide a name for your Order

**Cart**  
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 158

Order name **test** Order Estimate **\$0.72**

**Item 1** [Replace File](#) [Continue Shopping](#)

 **Kinder Printing Booklet 8.3.2020 1 .pdf**  
36 Pages  
8.50x11.00 Inches

Click the image to review the proof.  
Select your print options, then click Preview to review this item prior to ordering.

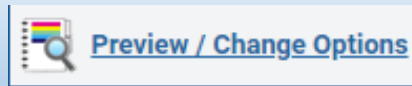
Quantity

**Your Selected Print Options** Print B/W, 1-Sided, White, Scale Down Only

[Preview / Change Options](#)

Please approve this document for printing:

Click for Order Options and Preview



Select all Ordering Options here

✓ Print Options - Kinder Printing Booklet 8.3.2020 1...

**Quick Sets**

- Booklets

**Refine Your Print Options**

- Output B/W
- Paper White
- Scaling Scale Down Only
- Plex 1-Sided
- Covers
- Binding
- Folding & Punching
- Other (not shown)
- Special Instructions (not shown)

Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.  
[Click here for more help](#)

**Kindergarten Handwriting Practice**  
**Letter Formation and Spacing**

When teaching handwriting, focus on letter formation, letter size, letter and word spacing, and pencil grip and body posture. Begin with teaching the starting and stopping point of each letter. You can model this by tracing the letters with your finger.

For letter size, the following lowercase letters are half the size of letters with ascenders and descenders: a, c, e, i, m, n, o, r, s, u, v, w, x, z. Letters with ascenders are b, d, f, h, k, l, and y. Letters with descenders are g, j, p, q, and y. Uppercase letters are the same height as ascenders.

The space between each letter in a word should be the same, and the space between each word in a sentence should be consistent. You can use your pinkie finger to measure the correct spacing between words.

Aa Bb Gg  
bag

Name \_\_\_\_\_

Handwriting Practice © Benchmark Education Company, LLC

Page 1

[Done With Print Options](#)

# Step 3

Checking out and finalizing your order...

Please fill in the required information

The screenshot shows a checkout page for a printing service. The page is titled 'Cart' and includes a 'Place Order' button. Annotations highlight key steps: 'Order Name' (text input), 'Add Quantity' (quantity dropdown), 'Acknowledge your order is ready for printing' (checkbox), 'Add Account Number' (billing code input), and 'Click Place Order' (button).

**Order Name**

**Add Quantity**

**Acknowledge your order is ready for printing**

**Add Account Number**

**Note...**  
An order may contain multiple jobs.

Click Place Order

**Congratulations!** Your order has been submitted.

You will receive an email, notifying you upon the completion of your order.