

# Reprographics



## Online Ordering Instructions

Reprographics - 8:00 A.M. to 4:30 P.M., Monday thru Friday

661-789-6699

Reprographics - [repro@palmdalesd.org](mailto:repro@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 Submit to Print

• Custom Order

• Reorder

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

THE PALMDALE PROMISE  
La PROMESA de Palmdale

Orders Manage Files CART [1]

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

**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 [send us an email >](#)

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

• Catalog Orders

• Special Orders


Pick the icon that suits your order from the above categories

# Step 2

**1/ 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.

**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



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](#)

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**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 t. 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

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[Done With Print Options](#)

# Step 3

Checking out and finalizing your order...

Please fill in the required information

The screenshot shows a web interface for a printing service. At the top, it says 'Cart' and 'Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.' The cart ID is 158. The order name is 'test'. The order estimate is \$0.72. There is one item in the cart: 'Kinder Printing Booklet 8.3.2020 1 .pdf', 36 pages, 8.50x11.00 inches. The quantity is 1. The print options are 'Print B/W, 1-Sided, White, Scale Down Only'. There is a 'Preview / Change Options' button. Below this, there is a section for 'Please approve this document for printing:' with a checkbox 'I have viewed the proof and preview (when available) and approve the document for printing.' There is also a link 'Enter special instructions for this item.' and a checkbox 'Provide a sample of the item before processing my order.' The shipping information section shows the order will be shipped by 'Wednesday, March 23, 2022'. The shipping method is 'District Mail' with a note 'Enter your order by 10:00 AM for next day delivery'. The delivery estimate is 'Thursday, March 24, 2022'. There is a table of 'Ordered Items' with 1 'Kinder Printing Booklet 8.3.2020 1 .pdf'. The billing information section shows the customer's name 'Anibal Cazarez' and address. There is a section for 'Select Billing Codes for Payment' with a form for 'Account Code for PSD Billing' and an 'Add Split' button. The order estimate is \$0.72. At the bottom, there are three buttons: 'Start a New Cart', 'Continue Shopping', and 'Place Order'.

Order Name

Quantity 1

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.