

DPS handles all official Western Illinois University publications and protects and promotes the integrity of the University's visual identity. DPS makes every effort to make its products and services easily accessible to the campus community.

Recently, we have updated our website's content and improved the navigation of the site, making it more accessible and user-friendly. The navigation menu at the left-hand side of every DPS web page allows customers to access DPS information, procedures, products, and services with a simple mouse-click. Customers can also refer to the "bread crumb trail" in the purple bar just under the University header to "get their bearings" from any page on the DPS website.

Customers can order anything online—from quick print projects and business cards to complex projects requiring document preparation (e.g., design, layout, editing) and/or mail preparation (e.g., data merge, addressing) services.

Having trouble finding what you need?

Select or from the navigation menu on the left-hand side of any page on the DPS website.

Still can't find what you're looking for?

Select from the navigation menu on the left-hand side of any page on the DPS website, and enter the desired search term.

Experiencing technical difficulty with the DPS website? Comments? Suggestions?

E-mail DPS@wiu.edu, or call (309) 298-1917 for assistance.

Document and Publication Services
1 University Circle
Macomb, IL 61455-1390
www.wiu.edu/DPS
(309) 298-1917

Guide to Online Services



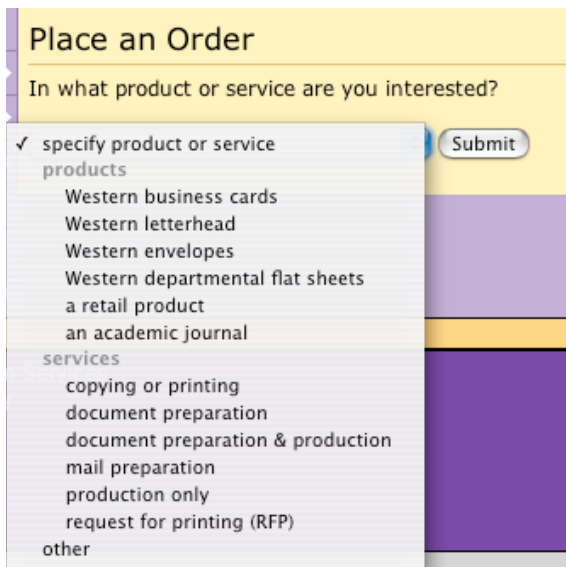
Placing an Order

Ordering Business Cards, Letterhead, Envelopes, and Departmental Flat Sheets

DPS produces all official Western Illinois University business cards, letterhead, envelopes, and departmental flat sheets. In order to obtain any of these products, you should make an online request.

You can access the necessary form, as well as procedural and pricing information, as follows:

- Visit the DPS homepage.
- Hover over **Popular DPS Links** in the navigation menu on the left-hand side of the page to access the popular links fly-out menu.
- Select **Place an Order** from the fly-out menu.
- Select the desired product from the drop-down menu; then, click the **Submit** button.



The screenshot shows a form titled "Place an Order" with the question "In what product or service are you interested?". A dropdown menu is open, listing options under "products" and "services". The "products" list includes: Western business cards, Western letterhead, Western envelopes, Western departmental flat sheets, a retail product, and an academic journal. The "services" list includes: copying or printing, document preparation, document preparation & production, mail preparation, production only, and request for printing (RFP). There is also an "other" option. A "Submit" button is visible to the right of the dropdown.

Requesting Quick Print Projects That Do Not Require Document Preparation, Mail Preparation, or Off-Campus Production Services

If your project does **not** require document preparation (e.g., design, layout, editing) and/or mail preparation (e.g., data merge, addressing) services, you should make an **online production request**. Examples of such projects include quick print imaging, camera-ready printing, and basic bindery and production.

You can access this form as follows:

- Visit the DPS homepage.
- Hover over **Popular DPS Links** in the navigation menu on the left-hand side of the page to access the popular links fly-out menu.
- Select **Place an Order** from the fly-out menu.
- Select **other** from the drop-down menu.
- When asked whether your project requires document preparation or mail preparation services, select **No**.
- Click the **Submit** button.



The screenshot shows a form titled "Services Request" with the question "Do you require DPS to do **any** of the following with the piece(s) in question?". A list of services is provided: document preparation services (design, layout and/or formatting, editing), mail preparation services (data merge, addressing), and off-campus printing. At the bottom, there are radio buttons for "No" and "Yes", and a "Submit" button.

Requesting Projects Requiring Document Preparation, Mail Preparation, or Off-Campus Printing Services

If your project requires document preparation (e.g., design, layout, editing) and/or mail preparation (e.g., data merge, addressing) services in addition to production services, you should make an **online document preparation request**.

You can access this form as follows:

- Visit the DPS homepage.
- Hover over **Popular DPS Links** in the navigation menu on the left-hand side of the page to access the popular links fly-out menu.
- Select **Place an Order** from the fly-out menu.
- Select **other** from the drop-down menu.
- When asked whether your project requires document preparation or mail preparation services, select **Yes**.
- Click the **Submit** button.