

CURRY COLLEGE STATIONERY ORDERING TUTORIAL

Business Cards | Letterhead | Envelopes

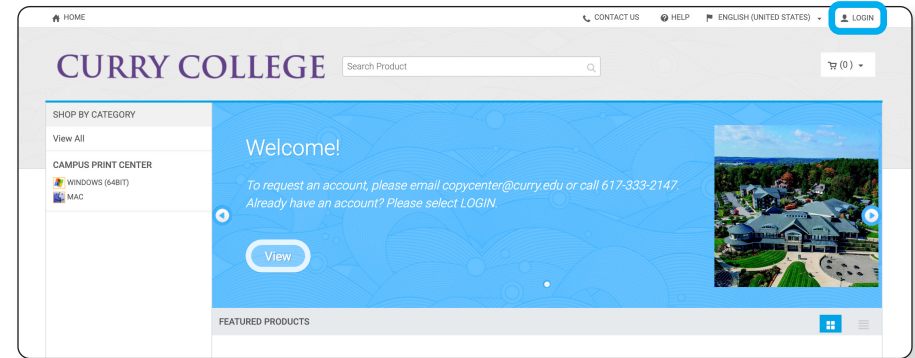


Powered by *Collegiate Press*

LOGGING IN

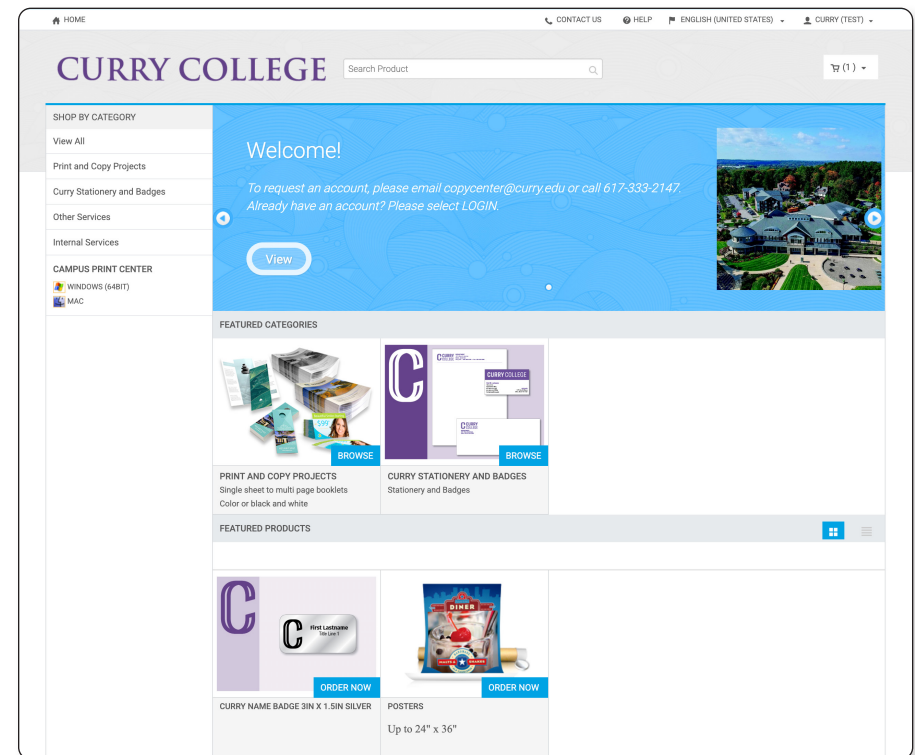


- 1 Go to curry.myprintdesk.net/dsf, click **Log In** and enter your Curry College credentials when prompted.



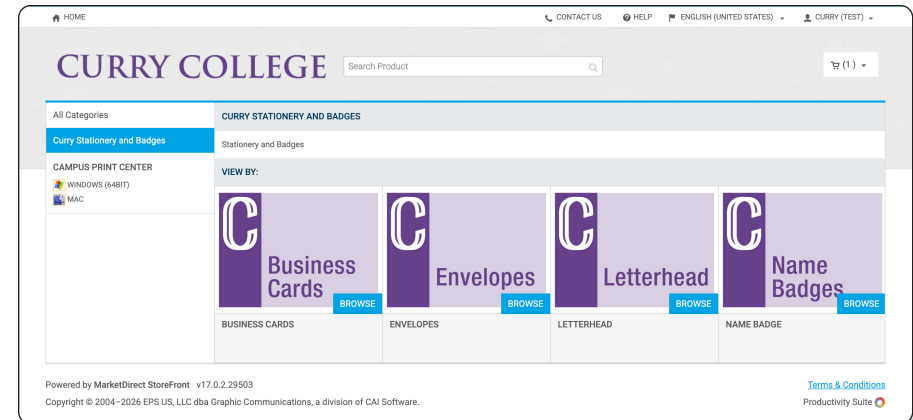
- 2 Select **Curry Stationery and Name Badges** from the Featured Categories at the bottom of the page, or from the list of categories on the left.

- *You may also navigate the available categories by using the links in the column to the left.*



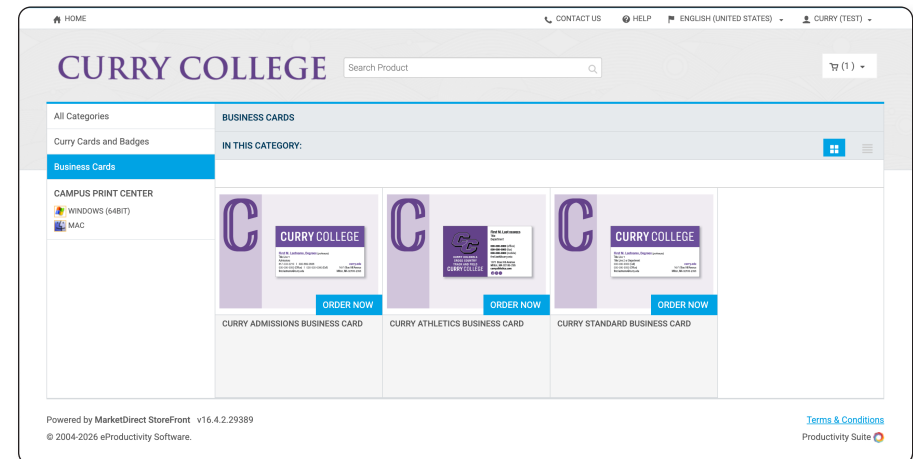
- 3 Select the category for the type of product you'd like to order and click **Browse**.

*You may return to the available categories in the left column by clicking **All Categories**.*



- 4 Select product you'd like to order and click **Order Now** to start personalizing your product..

*You may return to the available categories in the left column by clicking **All Categories**.*



PERSONALIZATION



- 5 Fill in the **Job Name** field in the top left corner of the window.

Example – Jane Public's business card or Department envelope

- 6 Select the print quantity.

- 7 Fill in the fields required for the product you have selected. Most items will be automatically filled in based on the content of your user profile.

*Required fields will be marked with a **red** asterisk.*

Some fields may require specific content. A message will let you know if anything needs to be changed.

Controls for Undo/Redo, Zoom, and Page Navigation appear in the tool bar at the top of the window.

- 8 Click the eye-shaped **Preview** icon in the upper left corner to update the order and save your changes.

Curry Standard Business Card

Job Details

Job Name
Curry Standard Business Card

* Quantity 250 * Pages 1

Personalization -- Click here to edit information

First Name
CURRY

Middle Name

Last Name
TEST

Degrees (optional)

Preferred Pronouns (Optional)
None

Department/Title Line 1
Title/Department

Department/Title Line 2
Title/Department

Phone Number
0000000000

Phone Title
(Cell)

Secondary Phone Number

Secondary Phone Title
None

Third Phone Number

Third Phone Title
None

Email
test@curry.edu

CURRY COLLEGE

CURRY TEST
Title/Department
Title/Department
000-000-0000 (Cell)
test@curry.edu

curry.edu
1071 Blue Hill Avenue
Milton, MA 02186-2395

Unit Price \$0.14 Total Price \$35.00

Save Add to Cart

TIP:

You can enter “\n” (without quotes) in a text field to insert a custom line break.

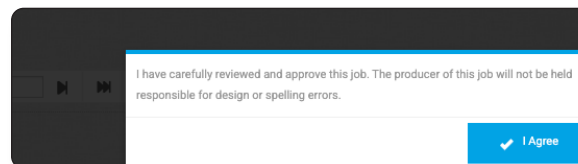
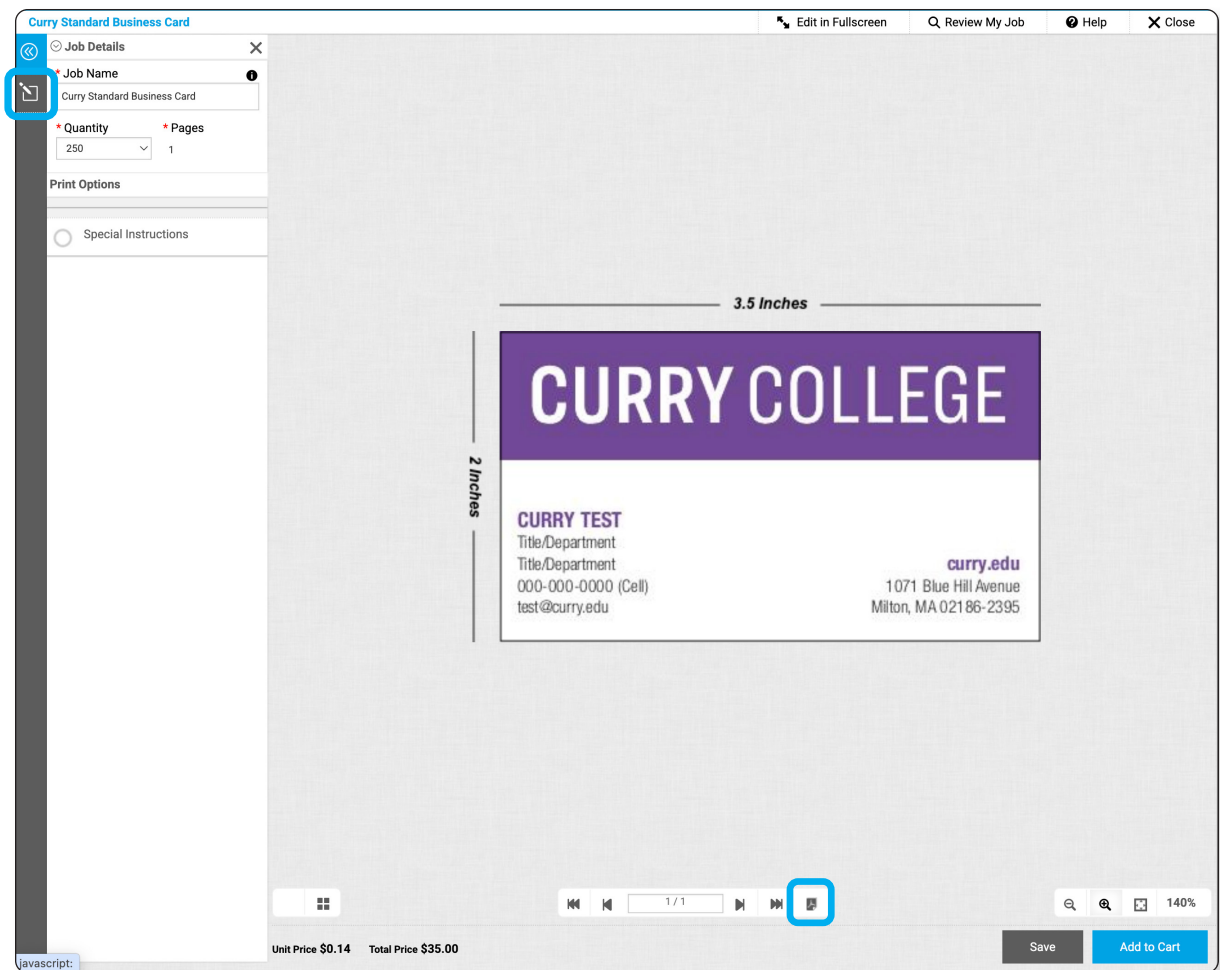
- Review your job thoroughly. Make sure that all content you've entered appears as expected. The order will be printed exactly as it displays on screen.

*If you need to make changes, click on the **Edit** icon in the upper left corner to return to the previous screen.*

*If you wish to download a PDF proof of your file, click the **PDF** icon at the bottom of the screen, next to the page navigation controls.*

- When you are satisfied with the preview, click the **Add to Cart** button in the lower right corner of the window. You will be asked to confirm that you have reviewed the Preview and are approving the job to be printed as shown in the Preview.

Click **I Agree**.

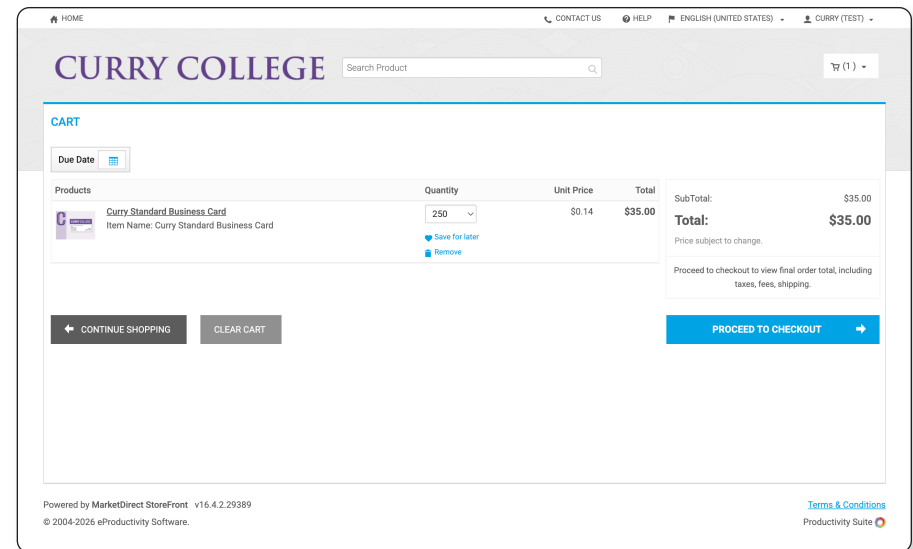


SHOPPING CART



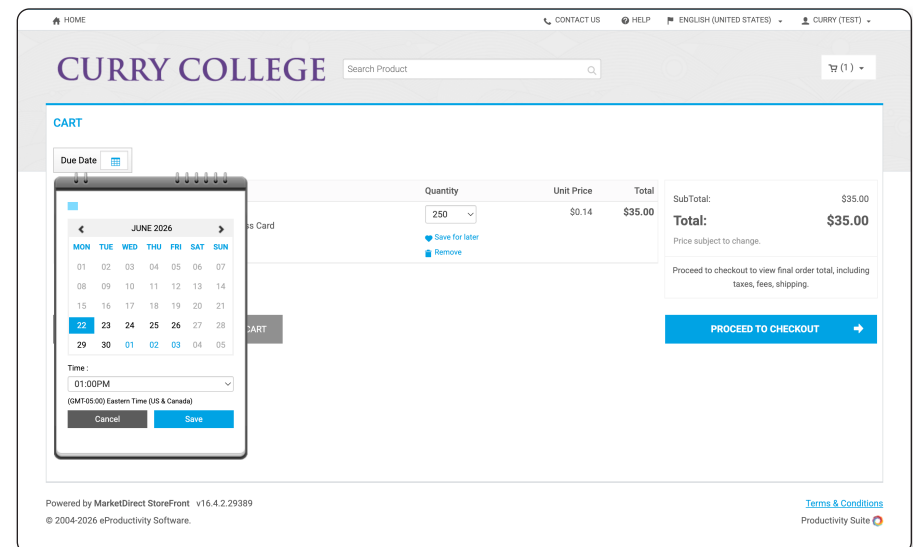
11 Review the contents of your Shopping Cart.

Using the options to the right of your purchases, you may adjust the quantity, put an item on hold, or remove it entirely from the Shopping Cart.



12 Click on **Due Date** to request a date and time for your order to be completed.

13 When you're ready, click on **Proceed to Checkout**.



- 14 Verify or update your shipping address and options.
Information marked with an asterisk is required.
- 15 If you have made any changes to your default shipping information, click **Save**. Click **Proceed to Payment** when you're ready.

HOME CONTACT US HELP CURRY (TEST)

CURRY COLLEGE

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type:
Internal Campus Delivery

ADDRESS
[Add from Address Book](#)

* First Name:
CURRY

* Last Name:
(TEST)

Address Line 1:

Address Line 2:

Address Line 3:

City:

Country:
United States

State/Province/Region:
MA - Massachusetts

Zip/Postal Code:

Phone Number 1:
7818799686

Company:
CRV21-Staff

* Email:
n.butze@collegiatepress.com

Delivery Instructions

☐ Save to My Address Book

Save **Cancel**

You must click save to proceed with checkout.

Add Another Recipient

CONTINUE SHOPPING

Products
Curry Standard Business Card

Qty	Unit Price	Total
250	\$0.14	\$35.00

SubTotal: \$35.00
Shipping: \$0.00
Total: \$35.00
Price subject to change.

PROCEED TO PAYMENT

Powered by MarketDirect StoreFront v16.4.2.29389
© 2004-2026 eProductivity Software.

[Terms & Conditions](#)
Productivity Suite

16 Enter your **Budget Number** as prompted.

Please note: you will not be able to submit your order without this step being completed.

17 Click **Place My Order** to finalize and submit order.

Once your order is submitted you will receive an email from printcenter@collegiatepress.net confirming receipt of your order.

This email will also contain your order number.

The screenshot displays the Curry College online ordering interface. At the top, the header includes 'HOME', 'CONTACT US', 'HELP', and 'CURRY (TEST)'. The main heading is 'CURRY COLLEGE'. Below this, a progress bar shows three steps: 'Shipping' (completed), 'Payment' (current step), and 'Finish' (upcoming). The 'Payment' section is titled 'How would you like to pay?' and contains a 'PAYMENT METHOD' section with a prompt 'Please select a payment type.' and a 'Budget Number' field. Below this is a 'BUDGET NUMBER' section with a prompt 'Budget #' and an input field. To the right, the 'Products' section lists 'Curry Standard Business Card' with a table showing 'Qty', 'Unit Price', and 'Total'. The table shows 250 units at \$0.14 each, totaling \$35.00. Below the table, the 'SubTotal' is \$35.00, 'Shipping' is \$0.00, and the 'Total' is \$35.00. A note states 'Price subject to change.' At the bottom, there are two buttons: 'CONTINUE SHOPPING' and 'PLACE MY ORDER'. The footer includes 'Powered by MarketDirect StoreFront v16.4.2.29389', '© 2004-2026 eProductivity Software.', and a link to 'Terms & Conditions'.

Qty	Unit Price	Total
250	\$0.14	\$35.00

SubTotal: \$35.00
Shipping: \$0.00
Total: \$35.00
Price subject to change.