

Banff Centre DigiPath Web View and Submit

Accessing and Login to the Print Shop.....

1. Start up your web browser and enter <http://xerox.banffcentre.ca/> as the URL in the address box. The Xerox DigiPath Web Viewing and Submission window will open and you will select [User Login](#).



2. Enter your [User Name](#) and [Password](#) and select [Login](#). If at any time you have questions, need help or more details while using this website, please click on the help button which is a [?](#) in a blue circle on all screens of this web site.



L O G I N

Please enter a user name and password or select "Anonymous Login":

User Name:

Password:



Submitting new files.....

- To submit a brand new print job, select **Job Submit** above the red bar. Then select **Submit a New Job**. Enter your Job Specifications and select **Submit Job Specifications** when completed.

JOB SUBMIT HELP LOGIN

XEROX HOME **JOB SUBMIT** BROWSE HELP LOGIN

JOB SPECIFICATION

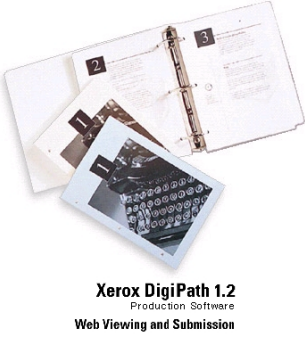
Specify the processing options for your print job and press the **Submit Specification** button. For **Custom** selections, please describe what you would like in the **Special Instructions** section.

Job Title:

Print with the following paper stock information:
White
8.5x11 (USLetter)
Standard Paper

Print with the following imaging/finishing options:
Single Sided
Portrait
No Finishing

Special Instructions:



- Now fill appropriate information in the Job Order information. Then select **Submit Order, Ready to Upload files**.


Job Title: Must type job title here

Order Options:
Required by Date:
Copies:
Bill to PO:

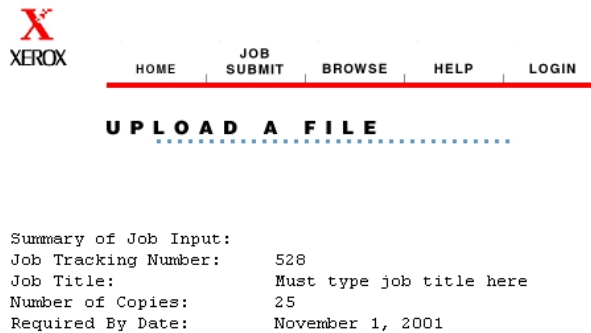
Special Instructions:

Delivery Information:
Method:
Deliver To:

(complete following if Other Address):
Name:
Street 1:
Street 2:
City:
State: Zip: Country:
Phone: Fax:

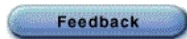


5. Now select **Transmit File via your Web Browser**.



To **Send Files** for the job to the Print Shop, use **ONE** of the following methods:

1. [Transmit File via your Web Browser](#)
2. [Transmit Files via the DigiPath Upload Helper](#)
3. [Transmit Files via other means](#)



PC Users continue with step 6. MAC User's Proceed to step 7.

6. Select the **Browse** button and select the file you have made by printing to file with the DocuTech 135 Printer from within your application. If you can create a PDF file, you can send a PDF directly for printing. PDF files that are print optimized are recommended. If you can send a PDF file you will not have to print to file from your application. **Continue with step 8.**

1. **Transmit file via the Web Browser.** If your browser does not support file uploads, you can use the DigiPath Upload Helper. Below are instructions for each method:

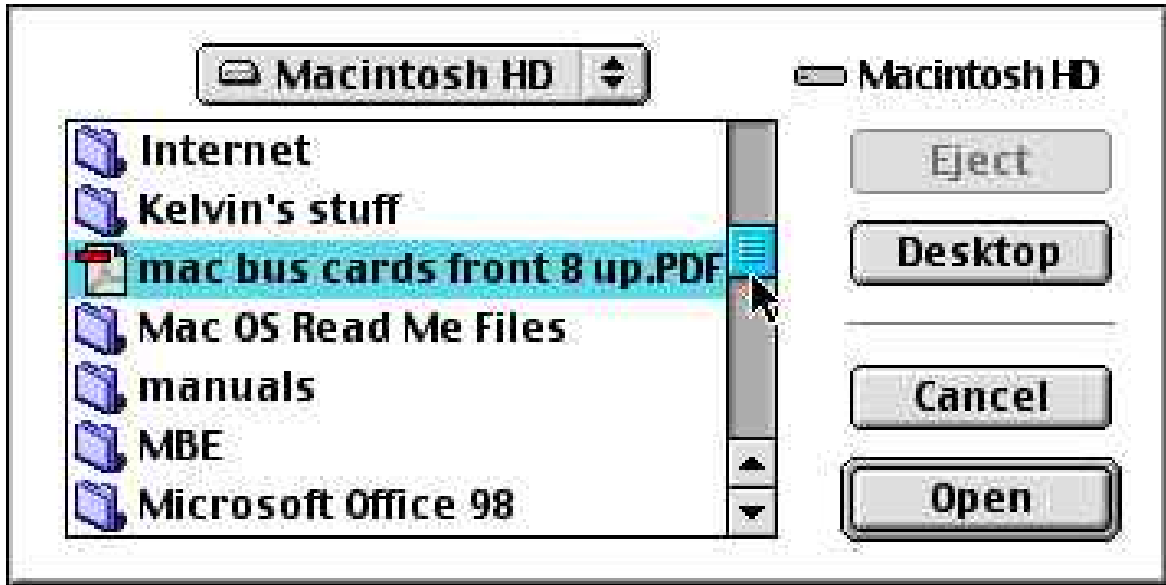
- **Enter a pathname** of the file to upload. If you are using a local file, enter the full path to the file. If you are using a file on a network, enter the network path to the file.

Pathname of file:

- Select **Submit File**. This will automatically upload the file to the Print Shop.

Submit File

7. Select the [Browse](#) button and select [Macintosh HD](#) and then choose the folder you have placed your print ready file in. Now select the print ready file and click on [Open](#).



8. After you have selected the file you need printed, you will see it listed in the [Pathname of file](#). Now select [Submit File](#).



HOME JOB SUBMIT BROWSE HELP LOGIN

U P L O A D A F I L E



1. **Transmit file via the Web Browser.** If your browser supports file uploads directly, you should see a **Browse...** button next to the **Pathname of file** field below. If your browser does not support file uploads directly, you must use one of the other methods.

- Enter a **pathname** of the file to upload first, directly or using the **Browse...** feature.

Pathname of file:

- Select **Submit File**. This will automatically send the file to the print shop and return a **Job Receipt Confirmation**.

