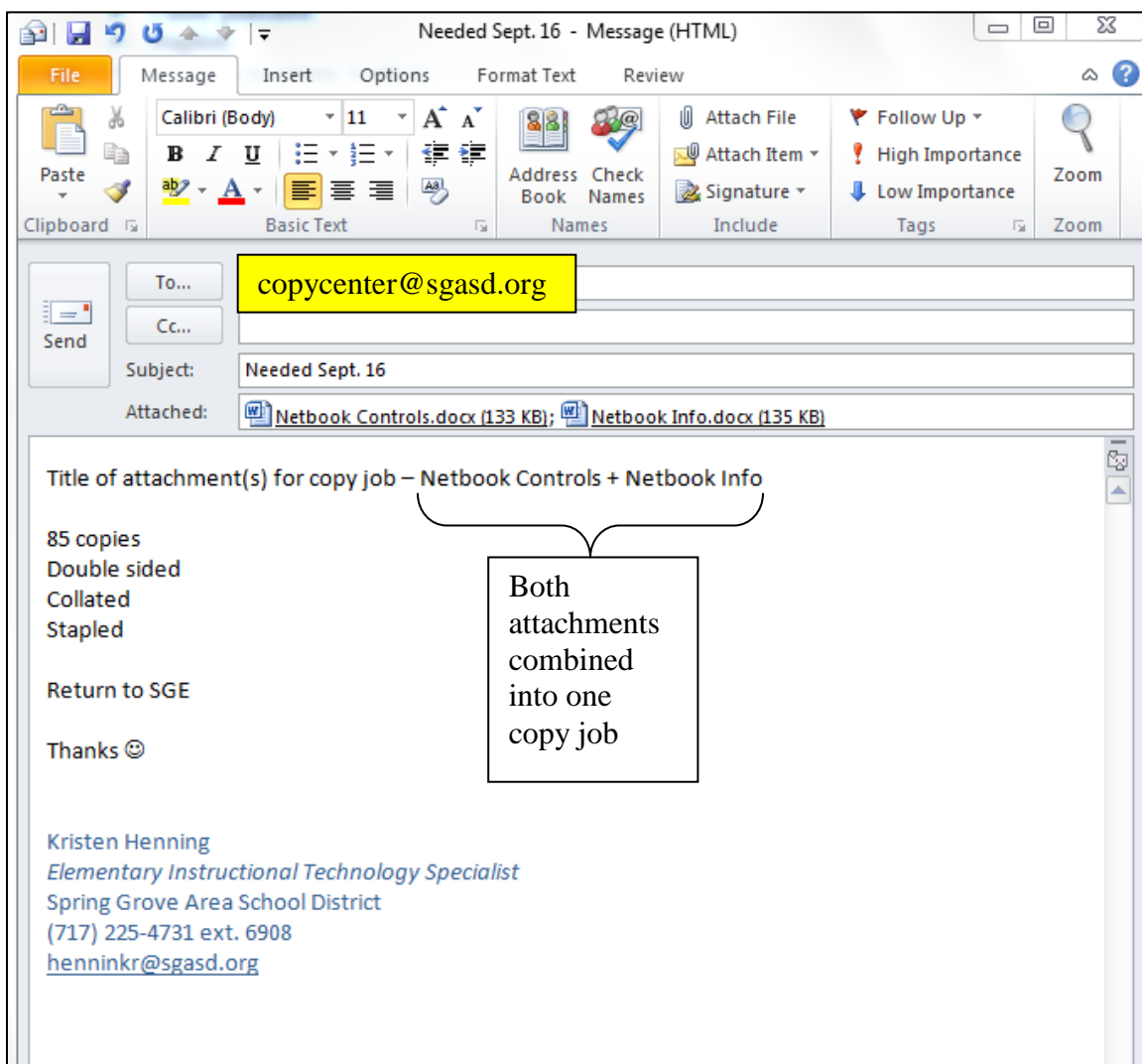


Sending Requests to High Speed Copying

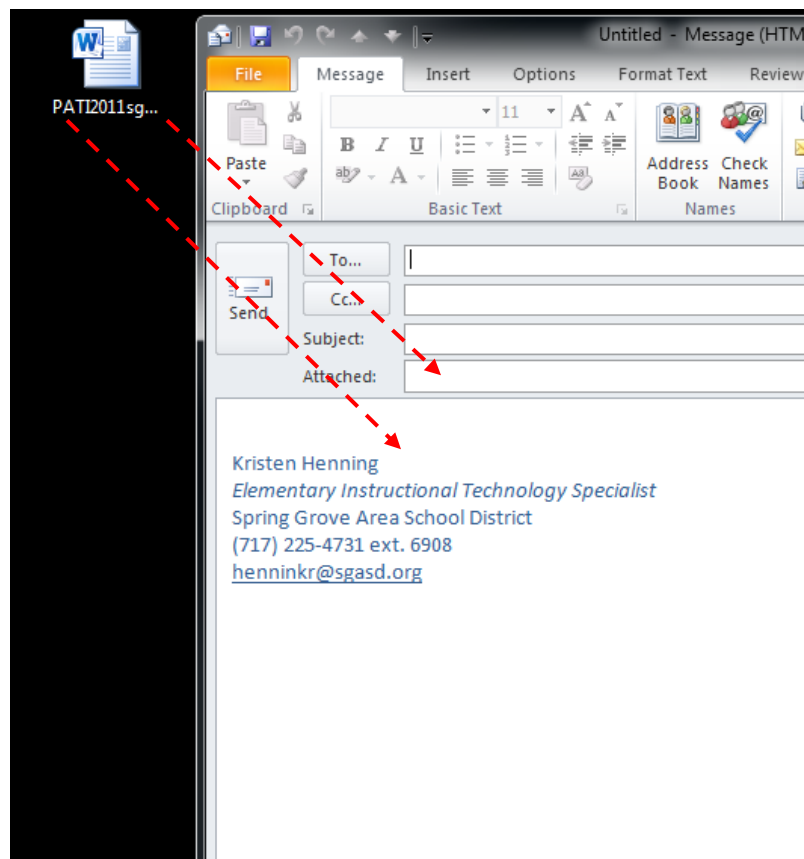
1. Address email to copycenter@sgasd.org
2. In the subject line, enter in the date the copy work is needed.
3. Attach the document to the message.
4. For each print job, include the following:
 - Name of attached document(s) for copy job
 - Number of copies needed
 - Single or double sided
 - Stack copies or collate
 - 3 hole punched
 - Stapled
 - Building to return work to



Attaching Digital Documents to Email

You can attach any document to your emails, as long as it is saved on your computer beforehand.
(Word Documents, etc.)

1. Save the document to your desktop, or have the folder you saved it to open.
2. Open a new email message – fill out according to procedure defined on front.
3. Drag your document from the desktop (or folder) into the “Attached” box of the email or to anywhere in the message area.



4. Delete icon from desktop if you do not plan on keeping the document stored on your computer.