

Navigation: Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>

1. Click the **drop down arrow** beside your user name. Select **My Saved Files** from the sub-menu.

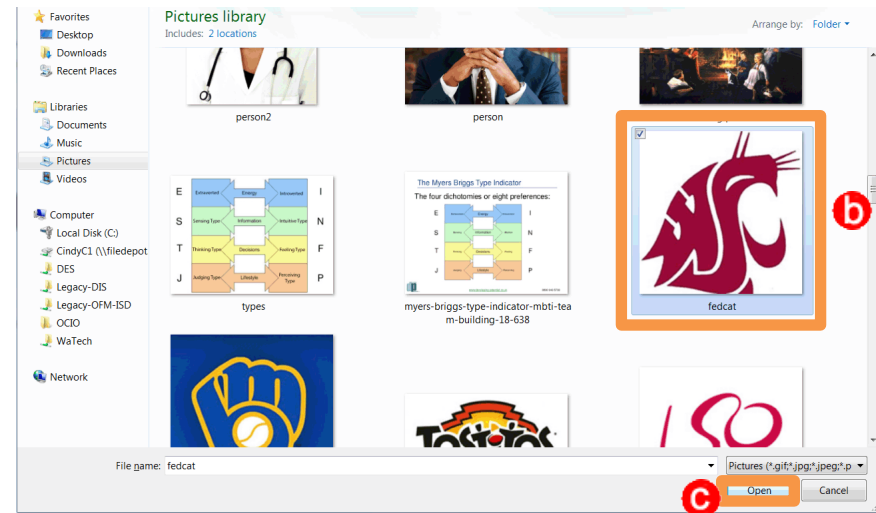


The screenshot shows the myPrint website interface. At the top left is the myPrint logo. To the right are navigation links: HOME, CONTACT US, HELP, ENGLISH (UNITED STATES), and a user profile for CINDY COTTER. A search bar labeled 'Search Product' is also present. On the left side, there is a 'SHOP BY CATEGORY' menu with options: View All, #TEST Business Card, #TEST Envelope, Custom Printing, and Fulfillment (By Agency). The main content area features a banner with the text 'Simplify your orders with myP' and a 'Get Tips' button. Below the banner is a 'FEATURED CATEGORIES' section with two tiles: 'FULFILLMENT (BY AGENCY)' and 'CUSTOM PRINTING', each with a 'BROWSE' button. On the right side, there is a user menu with options: ORDER HISTORY & STATUS, MY PROFILE, ADDRESS BOOK, PRINT SHOP, MY SAVED FILES (highlighted with an orange border), MY SAVED JOBS, MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. At the bottom right, there is a logo for 'Washington State Department of Enterprise Services'.

- 2.** Use this to save images you will use often when creating print jobs. To add files you:
- Click on **Add Files**
 - Navigate to **file location** and click on **the file** to select it.
 - Click on **Open**

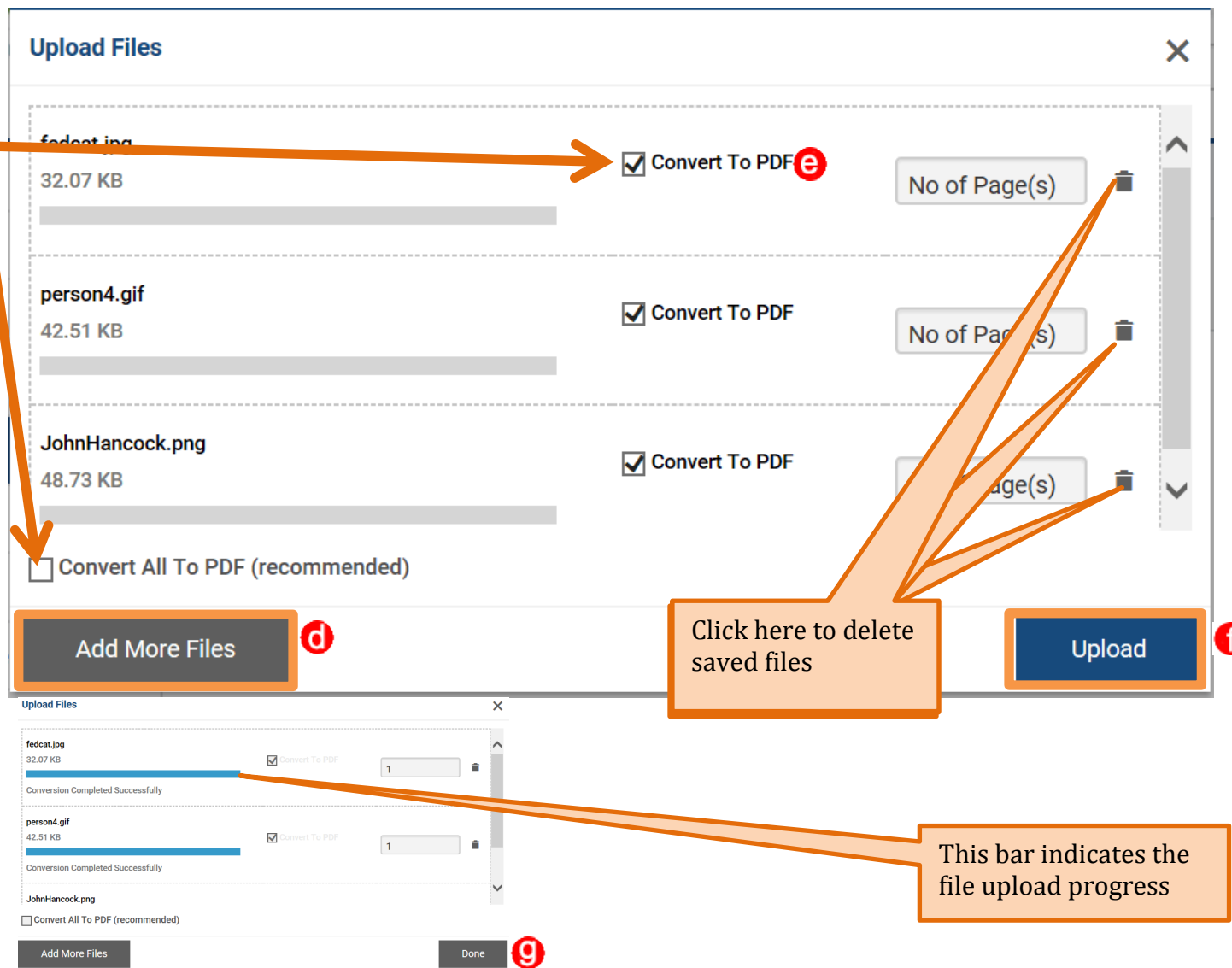
Order History & Status	MY SAVED FILES
My Profile	Supported File Formats
Address Book	Add Files a
Print Shop	
My Saved Files	
My Saved Jobs	
My Downloads	
Spending Accounts Usage	

Click here to save images frequently used.



b
c

- d. Click on **Add More Files** to add additional files
- e. Click on either **Convert to PDF** or **Convert All to PDF** (PDF conversion is recommended)
- f. Click on **Upload**
- g. Click **Done** once the upload has completed



Upload Files

File Name	Size	Convert To PDF	No of Page(s)	Delete
fedcat.jpg	32.07 KB	<input checked="" type="checkbox"/>	No of Page(s)	
person4.gif	42.51 KB	<input checked="" type="checkbox"/>	No of Page(s)	
JohnHancock.png	48.73 KB	<input checked="" type="checkbox"/>	Page(s)	

Convert All To PDF (recommended)

Add More Files d

Upload f

Done g

Click here to delete saved files

This bar indicates the file upload progress