

Print Resources

Print Services is using a new software called Design Conductor to allow you to print letters and design and print bookmarks. Please use the instructions below and Print Services will email you when your letters and/or bookmarks are ready for pick up. If you have any problems with these instructions, please contact Print Services.

Create an account in the print shop system at printservices.cedarville.edu.

1. Use the "Cedarville Employee and Student Login" button to create your account. Use your Cedarville Login Credentials when setting up your account, The system uses Single Sign On.
2. Use Personal Order-Cash/Credit Card Customer as the account to identify with. We will switch the charge for this transaction to the Global Outreach Support Account.
3. After your account is created, scroll to the bottom of the home page just below the info graphics, and click on "Global Outreach Support Letters and Bookmarks. You will be redirected to Design Conductor to start creating your letter or bookmark.
4. Click "Create New Document" and you should automatically be logged in to the system.

For Letters:

1. Choose "Letterhead"
2. Choose "GO Letterhead"
3. Choose "Create New Document"
4. Name your document. Use your first and last name (i.e. Jane Smith Support Letter)
5. Click in the body of the document, remove any text that appears there by highlighting and deleting. Add your letter to the box by typing it or pasting it in. It is recommended that you try to keep your letter to one page, but it will expand to two pages if necessary. After you are done typing, choose "Update". You will see a preview. You can click back into the box if you need to edit it.
6. After your letter is ready to go, choose "Order Printing" (Look for the green row of actions near the top). Choose "Order Printing Now", you will be directed to the form to order your letters.
7. Under "number of sets" put in the quantity of letters you plan to send out (25, 50, etc.)
8. Choose "Continue"
9. Type in "Special Instructions" or leave blank and press "Continue".
10. You will not need to add another file, choose "Continue" on this page as well.
11. Choose "Finish". Your job will be submitted for print.

For Bookmarks

1. Choose "Bookmarks"
2. Choose "GO Bookmark"
3. Choose "Create New Document"
4. Name your document. Use your first and last name (i.e Jane Smith Support Bookmark)
5. Click in the document in any text field like "Student Name". Make sure you click on the words; a popup box will appear for you to fill in your name and trip information. Fill in all 3 pieces of information.
6. Click "Update"

7. Click on the “Insert Picture” box and “Add/Change Image”. Choose where you are getting the image from (your computer etc.)
8. Drag your picture file to the box or click on the box and find the image on your computer that you wish to insert. Move the image in the box to focus on the part of the image you wish to have printed.
9. Choose “Insert Image”. Your image needs to be at least 200 PPI (Recommended is 300 PPI). If it is below this quality, you will get an error message and will have to use a different photo.
10. After your bookmark is ready to go, choose “Order Printing” (Look for the green row of actions near the top). Choose “Order Printing Now”, you will be directed to the form to order you bookmarks.
11. Under “# of Bookmarks” indicate how many bookmarks you plan to send out. (25, 50, etc)
12. Choose “Continue”
13. Type in “Special Instructions” or leave blank and press “Continue”.
14. You will not need to add another file, choose “Continue” on this page as well.
15. Choose “Finish”. Your job will be submitted for print.

Reorders:

1. Login to the print shop software at printservices.cedarville.edu
2. Scroll to the bottom and click on “Global Outreach Support Letters and Bookmarks”. You will be redirected to Design Conductor.
3. Click on “My Documents”, find the document you want to resubmit.
4. Follow Steps 6-11 for letters or steps 10-15 for Bookmarks.

Remember: You will pick your bookmarks up at Print Services after they notify you that they are ready. Print Services is in the lower level of the SSC across from Campus Experience.
GO Bookmark & Letter Directions

Thank You Notes

Global Outreach also provides stationery to send thank you notes to those who prayed for and/or supported you on your mission trip. To make it easier for you to thank your supporters, we’ve even provided the mailing addresses of those who have contributed towards your trip on your giving spreadsheet. Whether you send email prayer letters or physical prayer letters, consider sending a hand-written note of thanks. For summer teams, be sure to stop by before you head out at the end of the spring semester!