Skyline

This guide explains how to use Skyline to upload documents for printing in the Council's central print room.

Skyline can either be accessed through the EDC Apps folder on your desktop, or via the following link:

https://edc.eprintnow.com

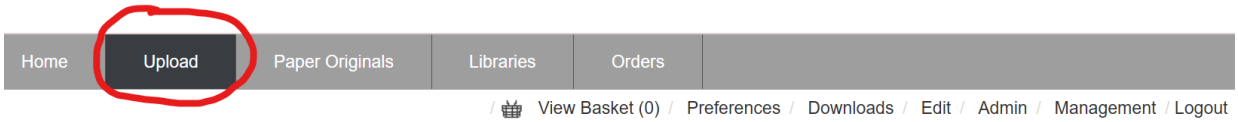
If you don't have a Skyline account already, you can click 'Register as a New User' on the Skyline homepage. You can use a username and password of your choosing. Your account will have to be approved by the Information Management team.

Document Navigation:

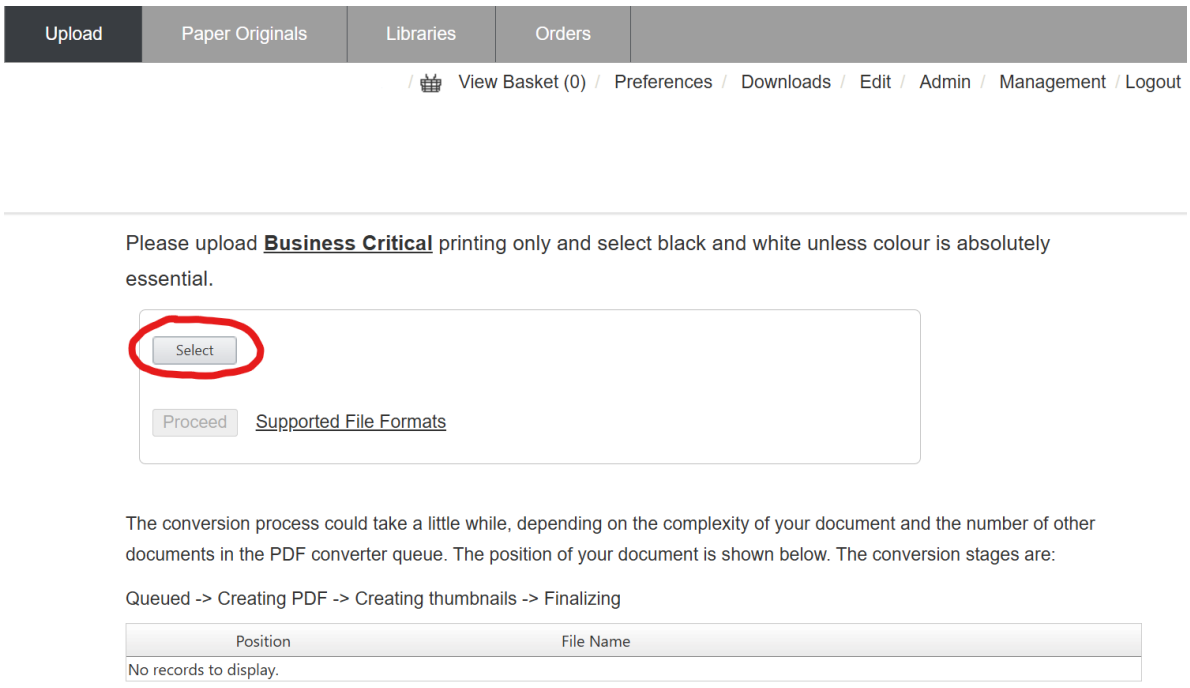
- Standard Upload Procedure
- Combine Multiple Documents in Skyline (e.g. Booklets / Covers)

Standard Upload Procedure

To upload a document, click the ‘Upload’ tab along the top banner:



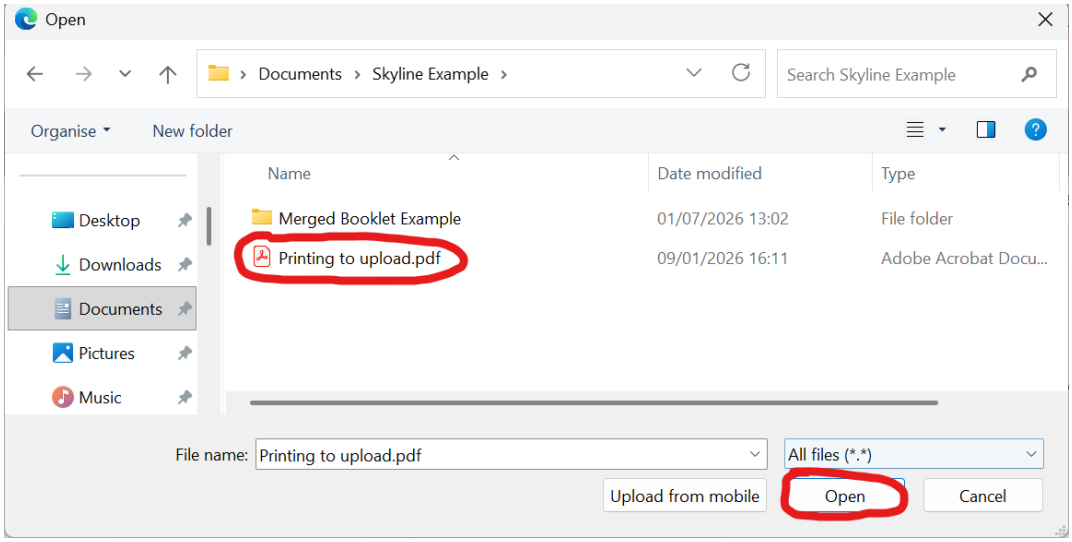
Then click the ‘Select’ button on the following screen:



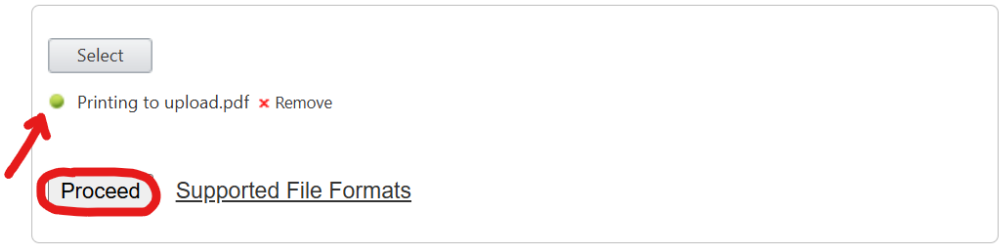
Please Note:

To combine multiple files into a single document for printing please see here.

Select the document you wish to upload and click ‘Open’:



A green dot will appear next to your document when it is ready; once this happens click ‘Proceed’:

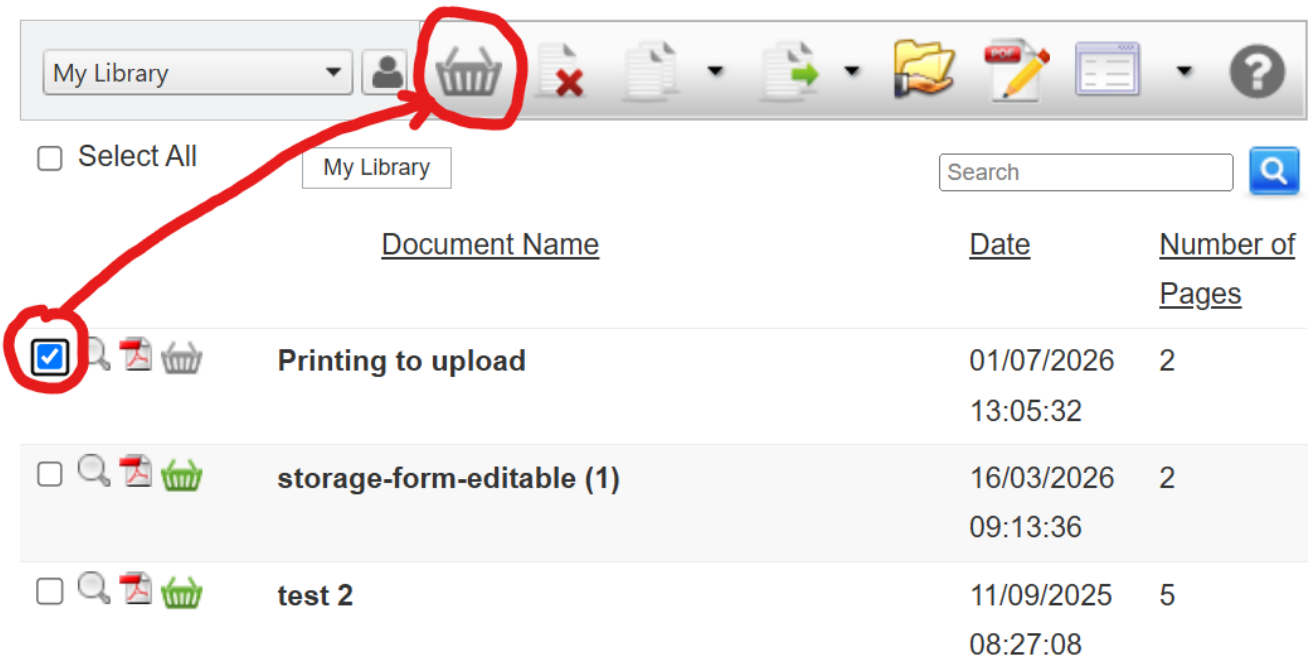


The conversion process could take a little while, depending on the complexity of your document and the number of other documents in the PDF converter queue. The position of your document is shown below. The conversion stages are:

Queued -> Creating PDF -> Creating thumbnails -> Finalizing

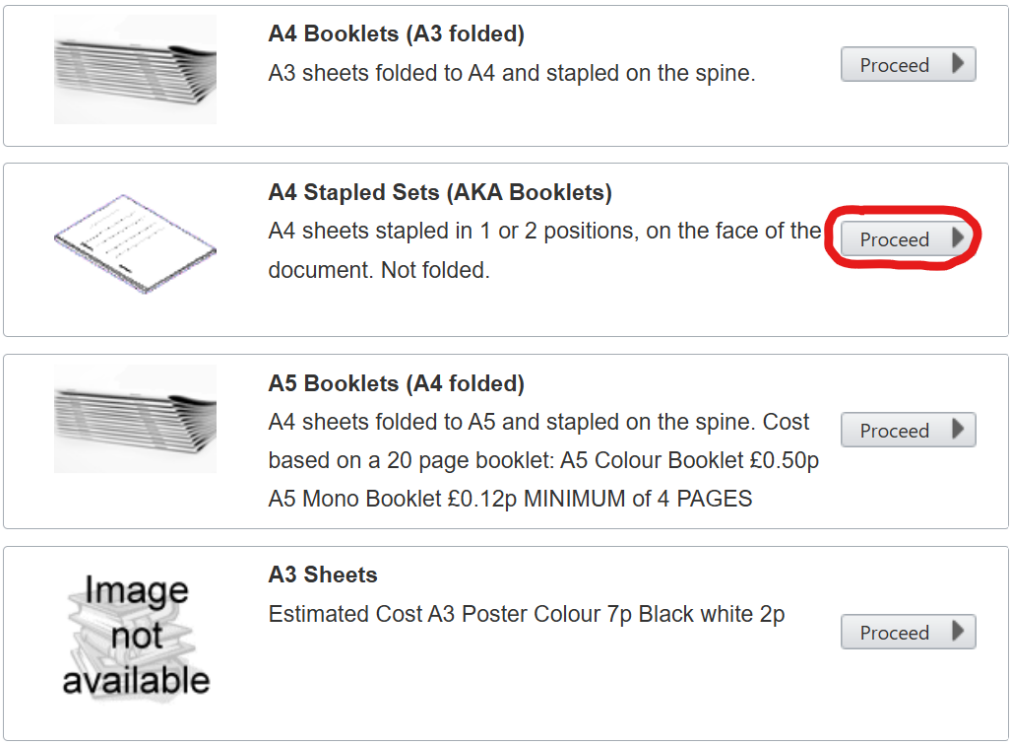
Position	File Name
No records to display.	

Your document will then appear in the Libraries menu. Select the document you wish to print by clicking the tick box to the left of it. Then click on the basket icon in the Libaries menu:

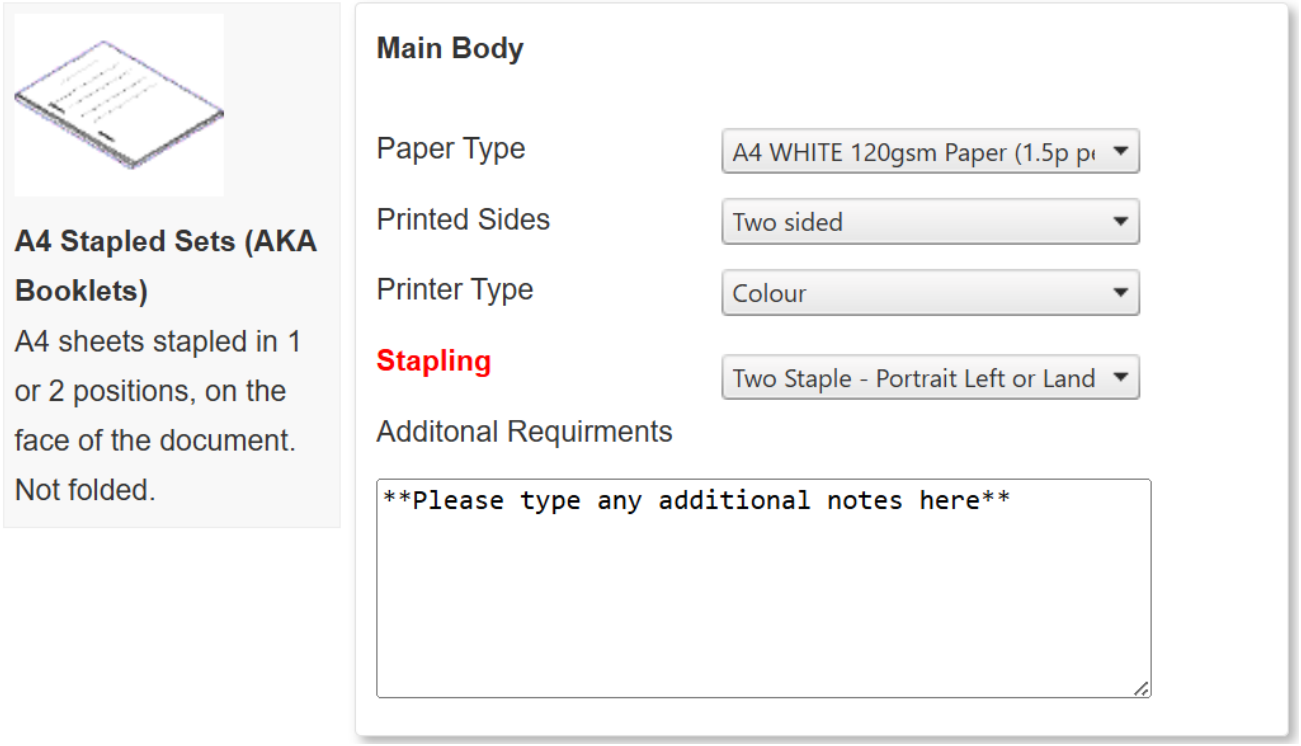


Please Note:
You can order multiple items at the same time as long as they are the same Product Type. To order more than one item, tick multiple items in the Libraries menu and then click the basket icon (as described above).

Next select the Product Type you want – e.g. folded booklets, staples sets, single sheets. Click 'Proceed' to continue:

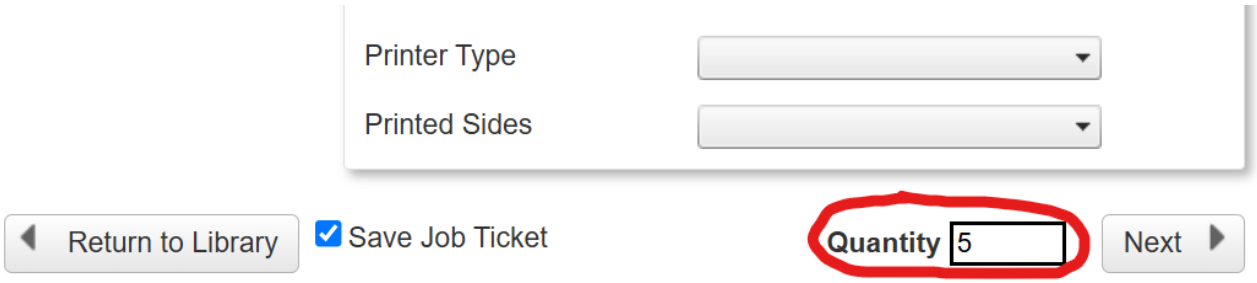


The next screen lets you select your finishing preferences (e.g. material, single/double-sided, colour/b&w, staple position):

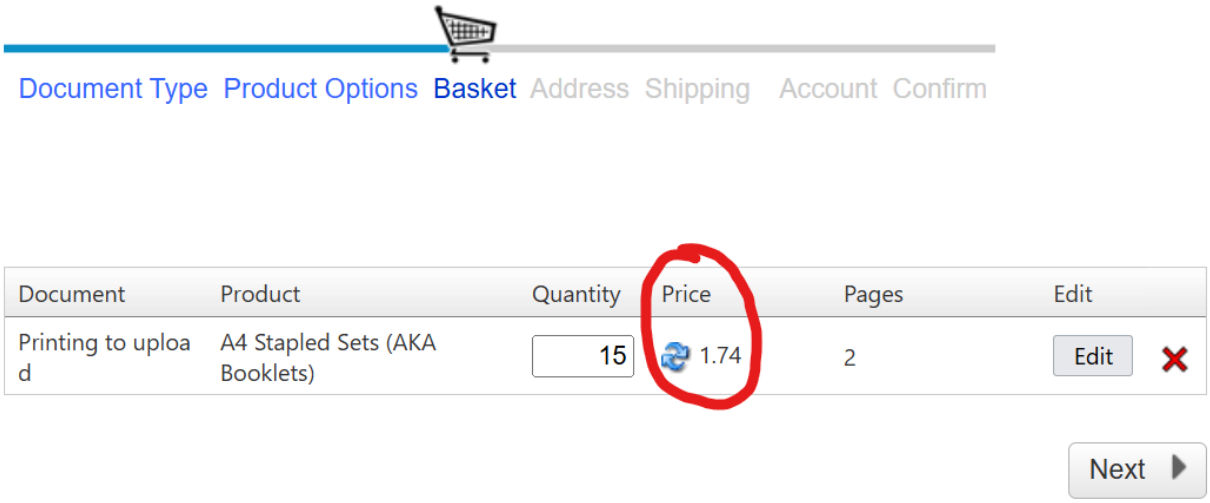


Please Note: There is also a space to type additional notes.

Next, enter the quantity you require:



The following page shows you the price of your order. Here you can change the quantity or go back and edit the specification of your order. The price should update automatically but, if not, you can click 2 arrows ( ) to refresh it. Once you are happy, click 'Next' to proceed:



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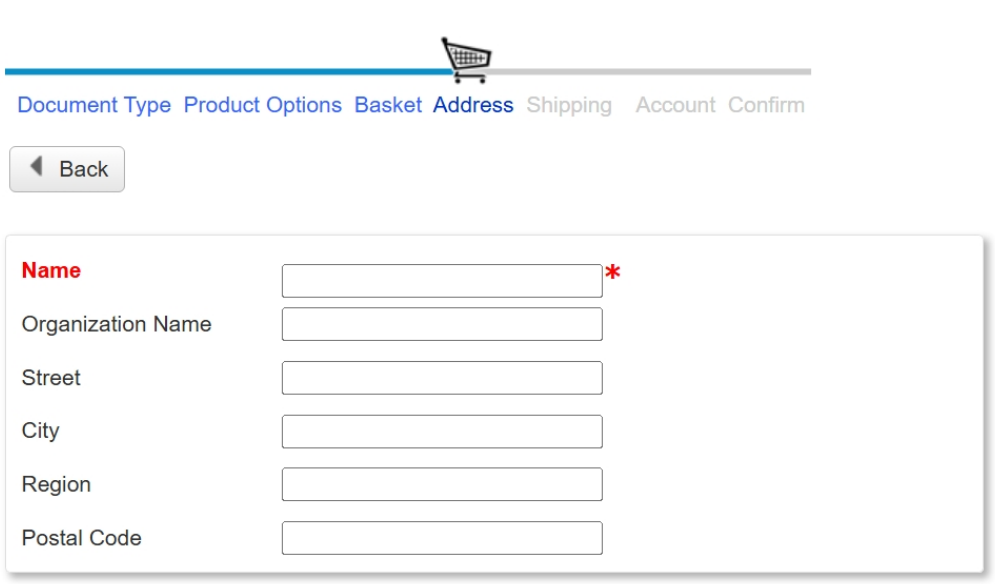
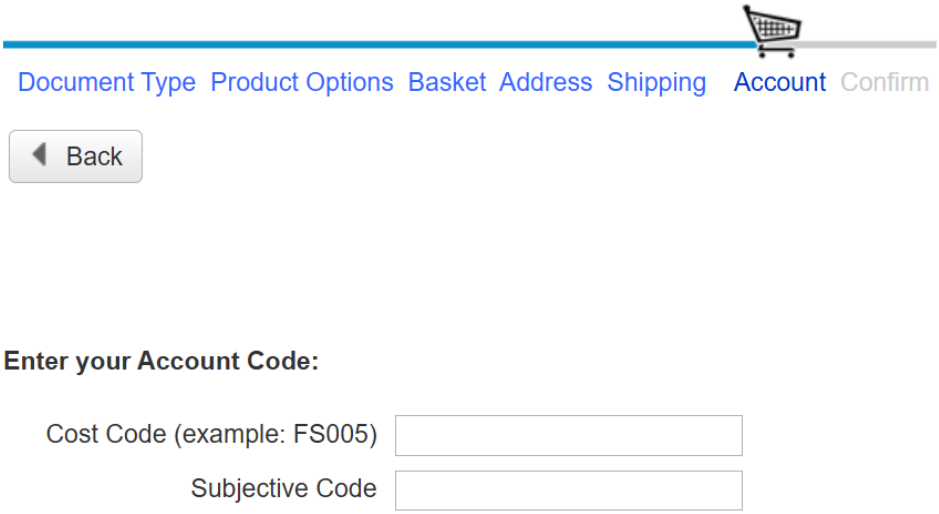
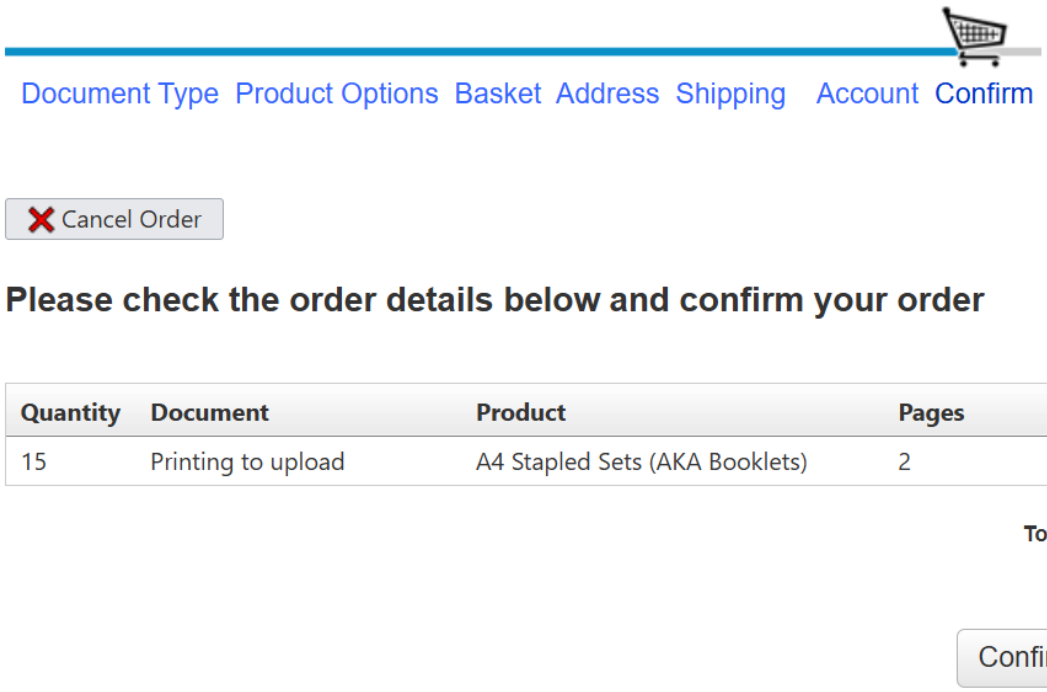
Please enter your address details on the following page:



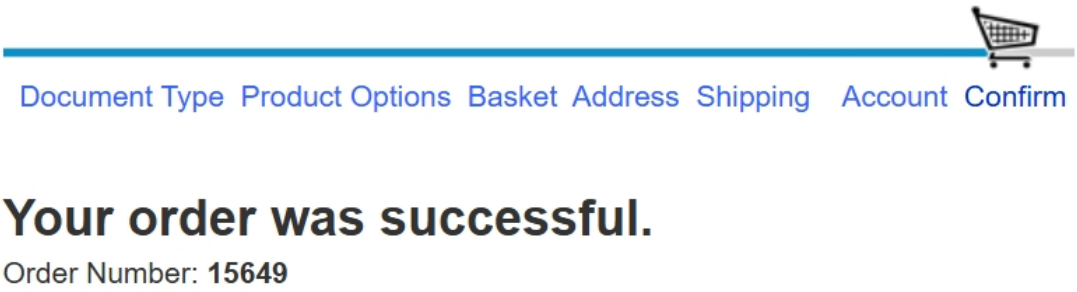
Please enter your team / school's cost code and the relevant subjective code:



You will be given another opportunity to check the details of your order. Clicking ‘Confirm Order’ will send your order to the print room:



An automated confirmation will be sent to the email address associated with your account:



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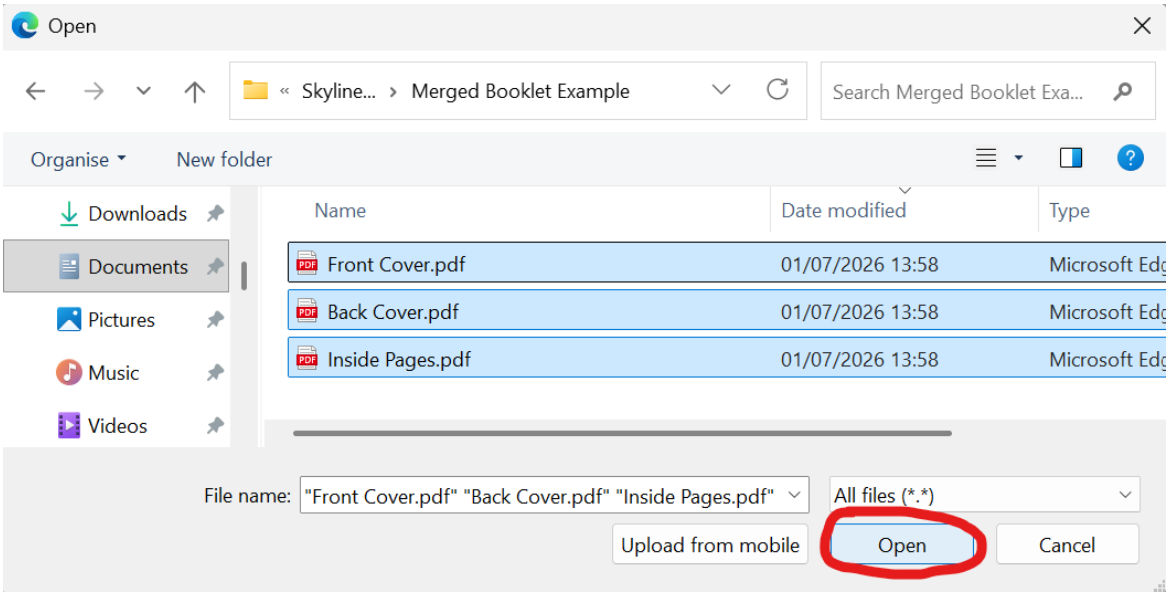
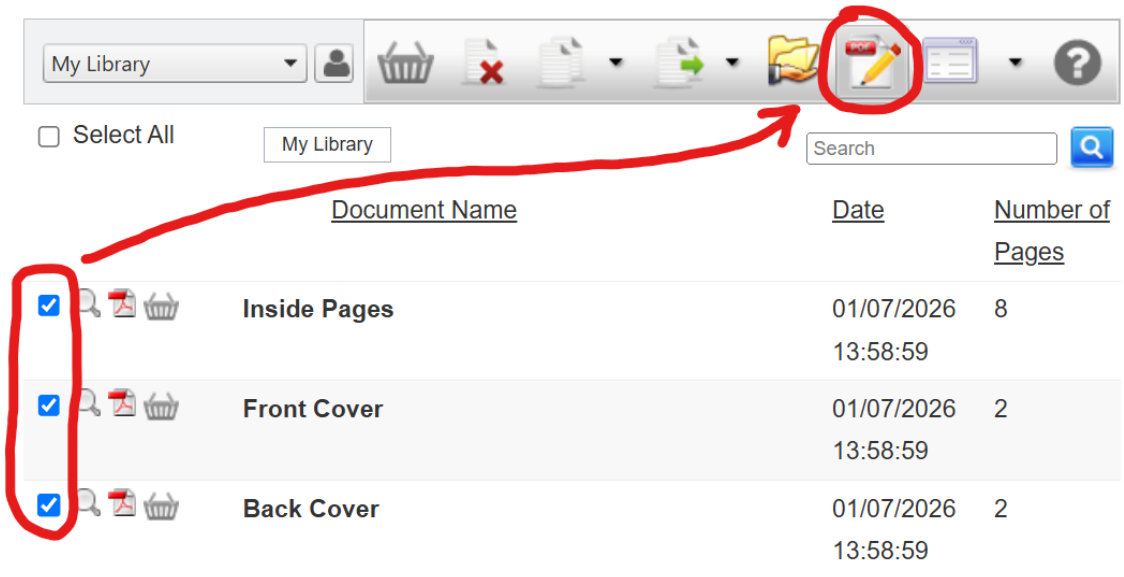
Combining Multiple Documents in Skyline

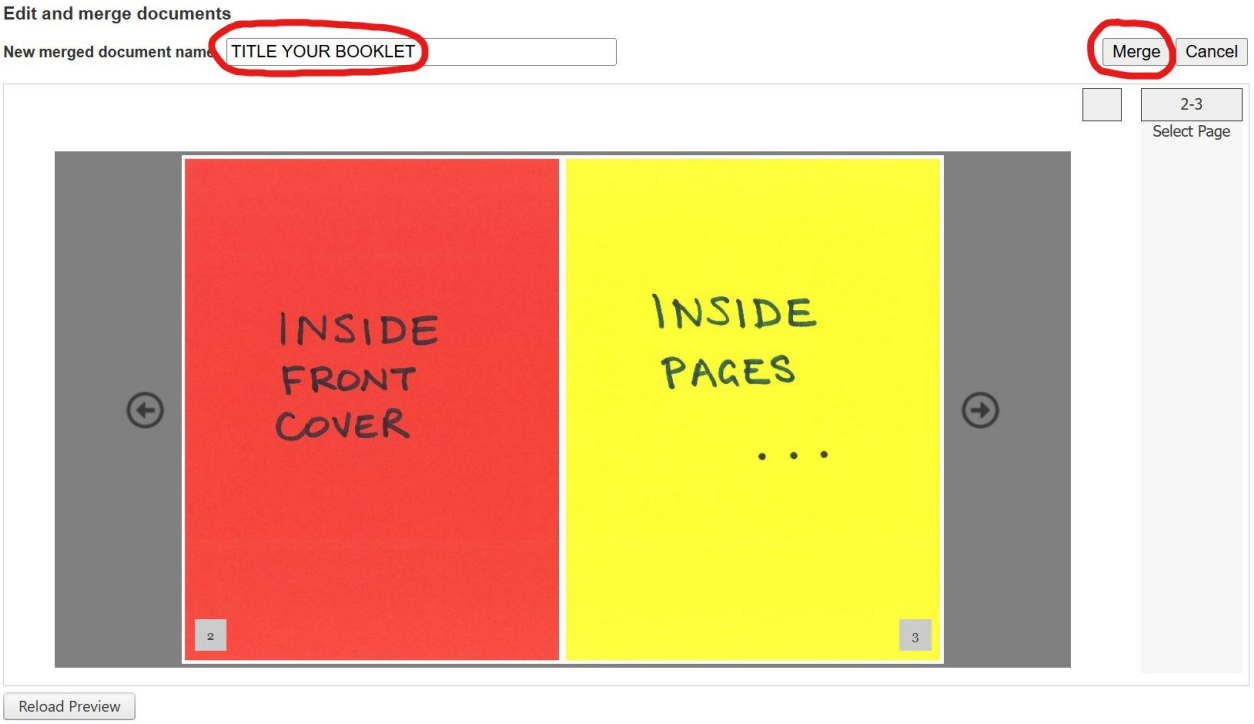
Select the various documents you wish to combine. Click ‘Open’ to proceed:



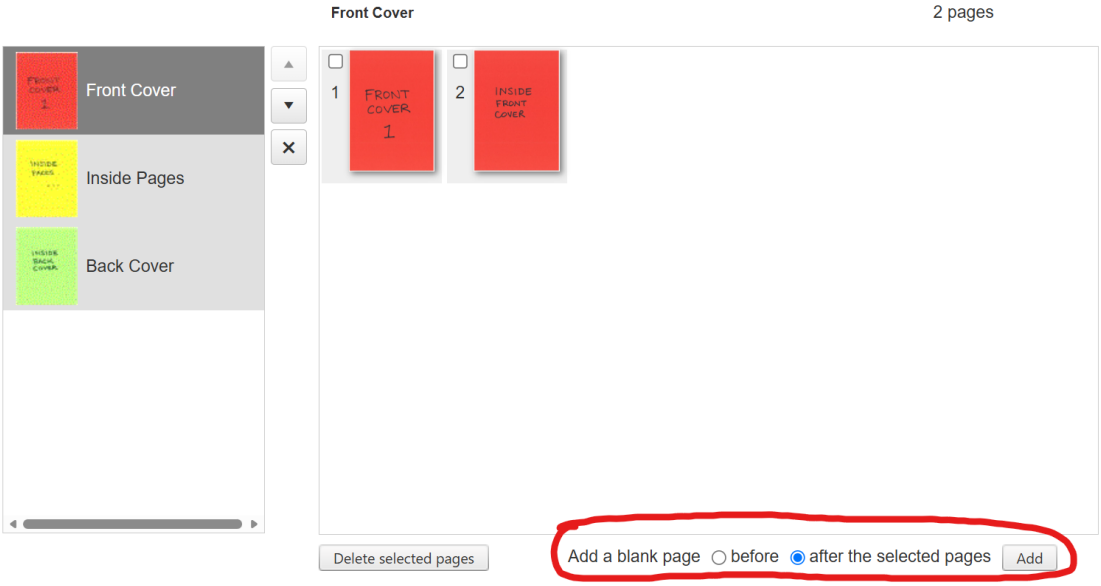
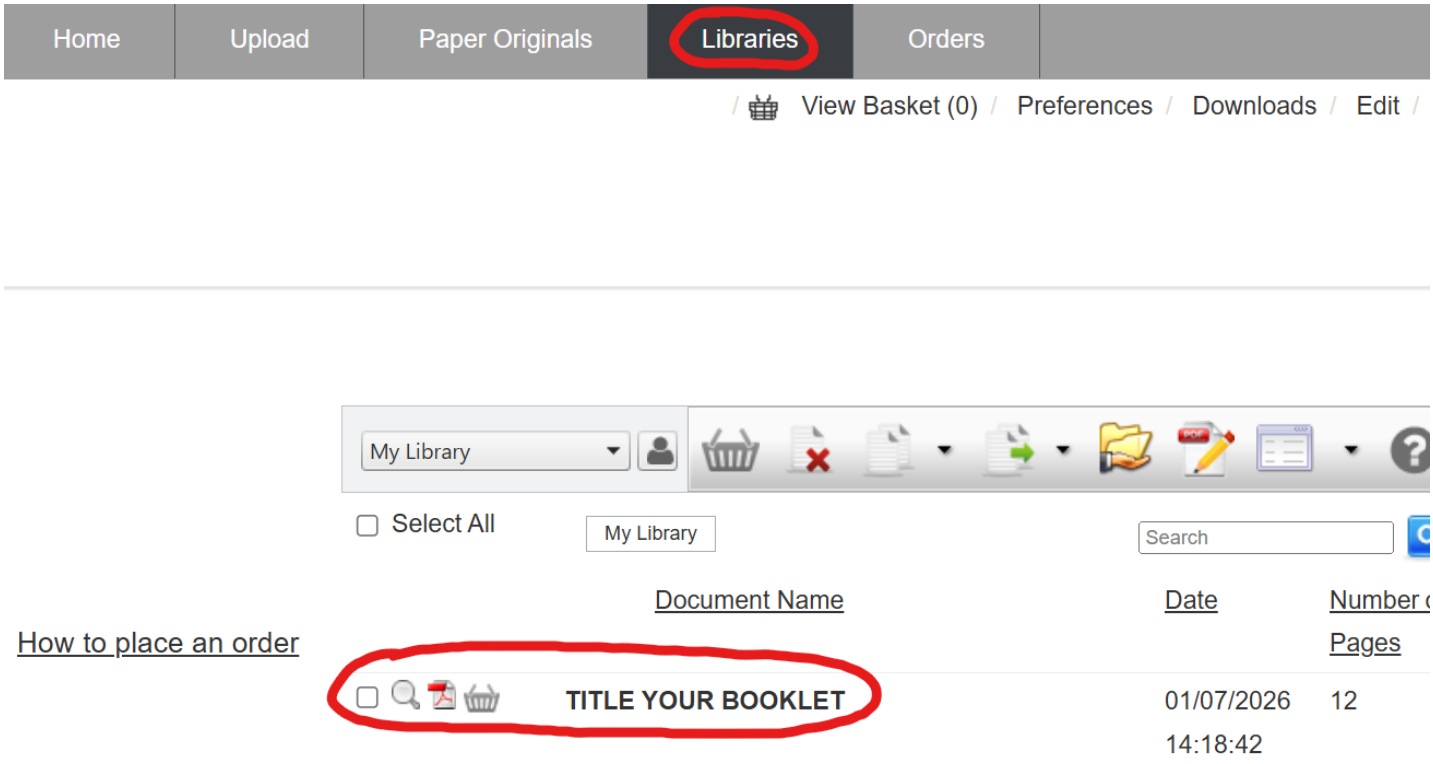
At the next stage, tick the files you wish to combine or edit. Then click on the ‘Edit PDF’ button:



We would recommend giving the combined document a new recognisable title:



You can rearrange your documents, add blank pages, and delete pages as necessary. Click ‘Reload Preview’ to update the visual representation if you make any changes. Click ‘Merge’ at the top-right once you are happy.



After clicking ‘Merge’, the new document will be processed and added to your ‘Libraries’ view: