

## PRINTING AND PHOTOCOPYING

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### SUMMARY

The Graphics section of Internal Services Department (ISD) provides all Departments with full service printing, design, and mass mailing services from concept to finished product. Services include printing brochures, posters, books, reports, newsletters, large color displays, mailers, hard cover and soft cover books, variable data / personalized printed products, invitations, programs and presentation folders. The Graphics Section is equipped to handle both Windows and Macintosh prepared files and can also accept projects that have been initiated in most Word processing and graphics applications. Services may be obtained via the online store (Impress on eNet) or by calling 305-592-3016 or 305-375-2024.

### PROCEDURE

On-Line Ordering through the ISD Impress, digital storefront on eNet:

1. Log onto eNet <http://secure.miamidade.gov/enet/wps/portal>
2. Enter Miami-Dade eKey and password
3. Click on the Impress tab at the top of the web page
4. Update "My Account" information (first time users only)
5. Select the necessary items.
6. Click "Save" to proceed to the Checkout page.
7. After reviewing your order, click "Checkout" to complete the order.
8. Enter the appropriate Index Code.
9. Review the order a final time, before clicking "Place My Order."

Note: First time Impress users are welcomed to call the ISD Print Shop for assistance.

### CONTACT(S):

#### Department/Division

Internal Services Department, Graphics Section

Internal Services Department, Printshop, 2225 NW 72 Avenue, Miami (Offset / Main Plant, Milam Dairy Road) Tel.: 305 592-3016

Digital Print Center, 18<sup>th</sup> Floor, Stephen P. Clark Center Tel.: 305 375-2024