

Portfolio Printing with Valencia Word Processing

	East Campus	West Campus
Contact:	Building 1, Room 255; 407-582-2258 wordprocessing@valenciacollege.edu	Building 1, Room 251; 407-582-1266 westwordprocessing@valenciacollege.edu
Turnaround:	2-3 days	24 hours is preferred
Files:	The candidate may submit a hard copy to Word Processing or attach an electronic file to the online submission form https://valenciacollege.edu/employees/print-design/index.php If submitting a hard copy, the candidate is required to fill out the Word Process request form to submit with the portfolio.	The candidate may submit a hard copy to Word Processing or email an electronic file to WestWordProcessing@valenciacollege.edu . If submitting a hard copy, the candidate is required to fill out a request form to submit with the portfolio. If emailing an electronic file, please use the electronic form found on the Valencia College website. http://valenciacollege.edu/wordprocessing/orderform_west1.cfm
Account:	Charges will be made to the candidate's department. The candidate must include the department name on the request form. Dean approval for color copies is required.	Charges will be made to the candidate's department. The candidate must include the department account number on the request form. Dean approval for color copies is required.
Color Copies:	The cost for a single-sided color print is \$0.35 – a double-sided color print is \$0.70. effective July 1, 2012. <u>The candidate should request his/her dean or director to email approval of color copies for the portfolio to wordprocessing@valenciacollege.edu</u>	<u>The candidate should identify in the 'comment' section on the Word Processing Request Form which page numbers require color copies. The dean must sign off on the color copy request in the 'comment' section. For example "6 color copies: pages 3, 19, 25, 34, 59, 60"</u> followed by a signature from your dean/director.
Tabs:	Word Processing is not able to print tabbed pages/dividers.	Word Processing is not able to print tabbed pages/dividers.
Scanning:	is available	is available

**Osceola, Lake Nona, and Winter Park faculty may send requests through East or West Campus Word Processing.