

# How to . . . Submit a Copywork Request

## Step 1) Submit the Copywork Request Form

- Go to [www.laurel.k12.mt.us](http://www.laurel.k12.mt.us) > Quick Links > Staff Links > Copywork Request
- Fill out the form and click the Submit button when finished
  - If you want colored paper, make sure you include the paper type and color in the Special Instructions field.
  - Sign the form by clicking on the Sign this Form button at the bottom of the form. Include your email address in the line underneath the button so you get a copy of the form.
- Take note of the form number from the subject line of the email you received with your copy of the form you just submitted.

## Step 2) Add the (one) pdf file you want copied to your copywork folder

- Your copywork folder is called Yourlastname\_Firstinitial\_Copywork (Example: Hill\_G\_Copywork); find it in your My Drive (or Shared with Me Drive if you didn't move it to your My Drive) and open it.
- Open the correct school year folder
- Drag and drop or upload a copy of the file you want copied into the selected school year folder

## Step 3) Rename the file

- Right click on the file you added in step 2 and select Rename
- Change the file name to the formnumber\_yourlastname (Example: 15684\_hill) and then click the OK button

Please Note: In order for printing to occur, files must be in pdf format, contain ONLY the pages you want printed, and be named correctly.

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## FAQ

### How do I pull out only the pages I want printed from a larger file?

Change your print option to Save as PDF and then select the option that allows you to select individual pages (usually it's located underneath the All selection). Separate individual pages with a comma, and select page ranges by putting a hyphen between the first and last number. (Example: 3,5,7-12,16 will print pages 3, 5, 7, 8, 9, 10, 11, 12, and 16)

### What do I do with the files inside my copywork folder?

The copy clerk is responsible for taking care of them. There's no need for you to do anything with them at all.

### Why do I have multiple school year folders in my copywork folder?

There are usually two school year folders inside your copywork folder. If your requested copies are for the current school year, put the file(s) inside that folder. If the requested copies are for the next school year, put the file(s) inside that folder.