Workflow for Replacement MCPS Diplomas, Certificates, and Certificates of Merit January 2015 Sends lists of Customer Documents delivered documents needed Print Shop Supervisor Customer Service Rep. Transfers student names from Checks blanks for imperfections. Checks then seals Graphic Prints, color codes Prints test page to Checks each name Word files into InDesign files. check alignment, Removes speckles with against original box, places on and archives Formats, color codes, and Specialist Exacto knife, tears up discards CESC delivery table original files adjusts, and prints files list, sends to cutter archives InDesign files Plate Maker Litho Press Operator Letter Press Operator Paper Cuts documents to Cutter final size, boxes them and returns to designer Operator