



webCRD Training Packet

Have a question? Feel free to give us a call!
8am-3pm - Chris - 607.766.3920 - email@ cwhite@btboces.org
3pm-10pm - Kerry - 607.766.3920

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This is the home login screen.

To access the website, head to documentservices.btboces.org. Next put your work email address (example: cwhite@btboces.org) for your ID and your password is whatever you use to access that email account. Also make sure that "Standard Account" is selected and click login. SV, CV AND OWEGO PLEASE "USE NEW USER REGISTRATION". Use local for domain.

The screenshot shows a web browser window with the address bar displaying <http://documentservices.btboces.org/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for web navigation and applications like Outlook Web App and SCRIP Instant Support. The page header features the Broome-Tioga BOCES logo with the tagline "Enriching Lives Through Education".

The main content area is divided into three sections:

- Document Services:** Welcome to Document Services, your home for high quality Printing and Duplication services.
- Are you new to our Online Printing Services?** Click on the Getting Started link below. It includes important information on obtaining an account, installing our Print Driver, and identifies the minimum requirements for your computer. [Read our Getting Started tips](#)
- Get our SurePDF Driver for accurate printing, every time!** If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application. [Get the SurePDF Driver](#)

Hours: M-Th 9am-6pm, F: 9am-4pm

Login: If you already have a WebCRD account, please log in below. If you do not yet have a WebCRD account, click below to register.

The login form includes a Domain dropdown menu set to "Standard Account", a User ID text field, a Password text field, and a Log In button.

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The next screen is for first time users. Once here, you will be asked to provide some information. Fill out this part as accurately as possible. This information is personal to the user and will ultimately end up deciding where you want your work shipped. You will only have to fill this form out once.

Provide Missing Contact Information
Additional contact information is required to access WebCRD. Fields with an * are required.

Address	Phone / Email
First name* test@btboces.org	Email
Middle name	Work #
Last name* test@btboces.org	Mobile #
Job title	Fax #
Location*	
Company	
Department	
Street 1	
Street 2	
Street 3	
City	
State New York ▼	
Zip	

[Continue](#)

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boces
Enriching Lives Through Education

Provide Missing Contact Information

Additional contact information is required to access WebCRD. Fields with an * are required.

Address

First name * test@btboces.org

Middle name

Last name * test@btboces.org

Job title

Location *

Company

Department

Street 1

Street 2

Street 3

City

State New York ▼

Zip

Phone / Email

Email

Work #

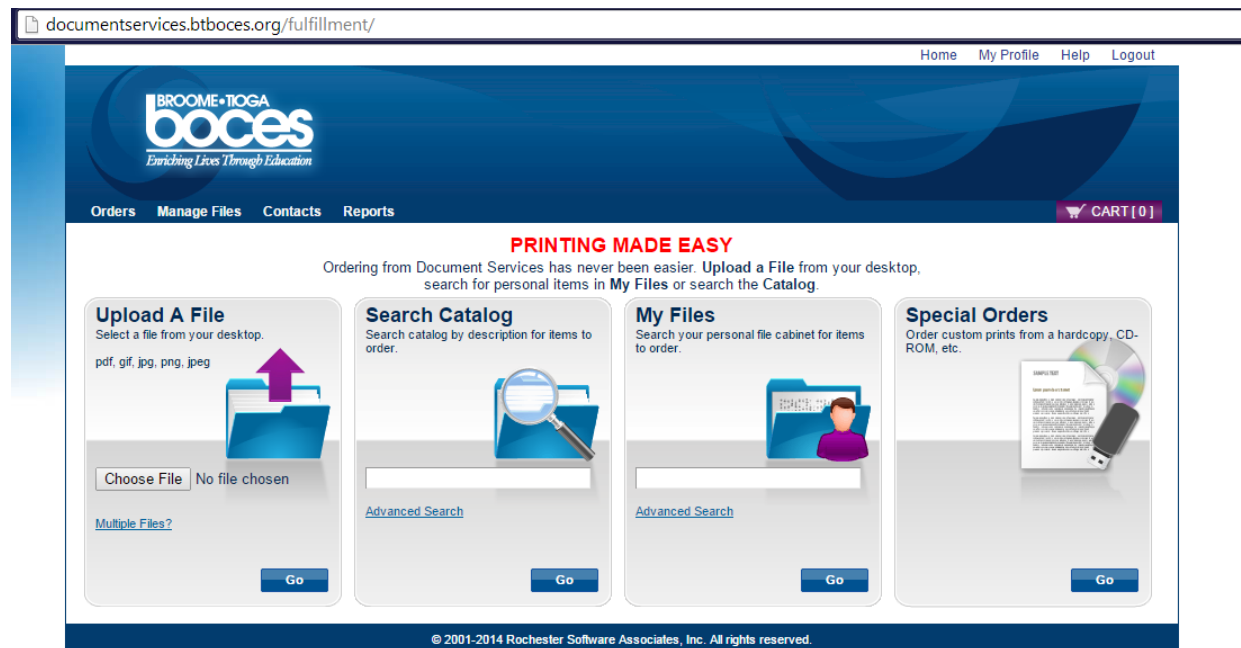
Mobile #

Fax #

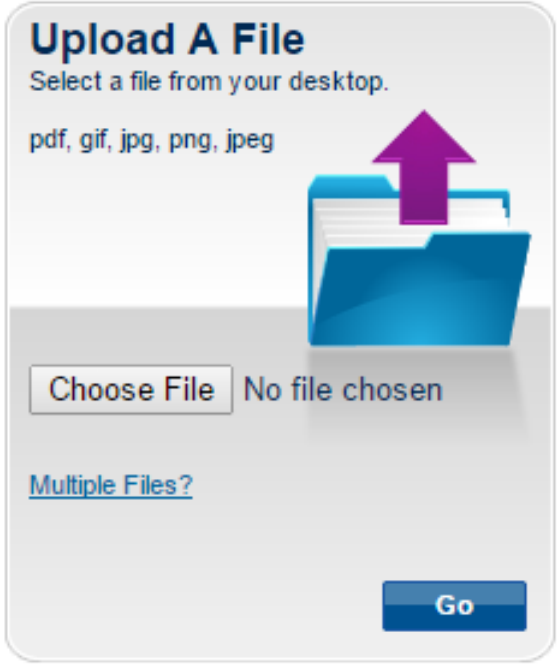
Continue

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After you have setup an account, this is the next page you will see. From here, you can upload the file or files for your order. Digital or hard copy, it doesn't matter. There is a section for each type of job.

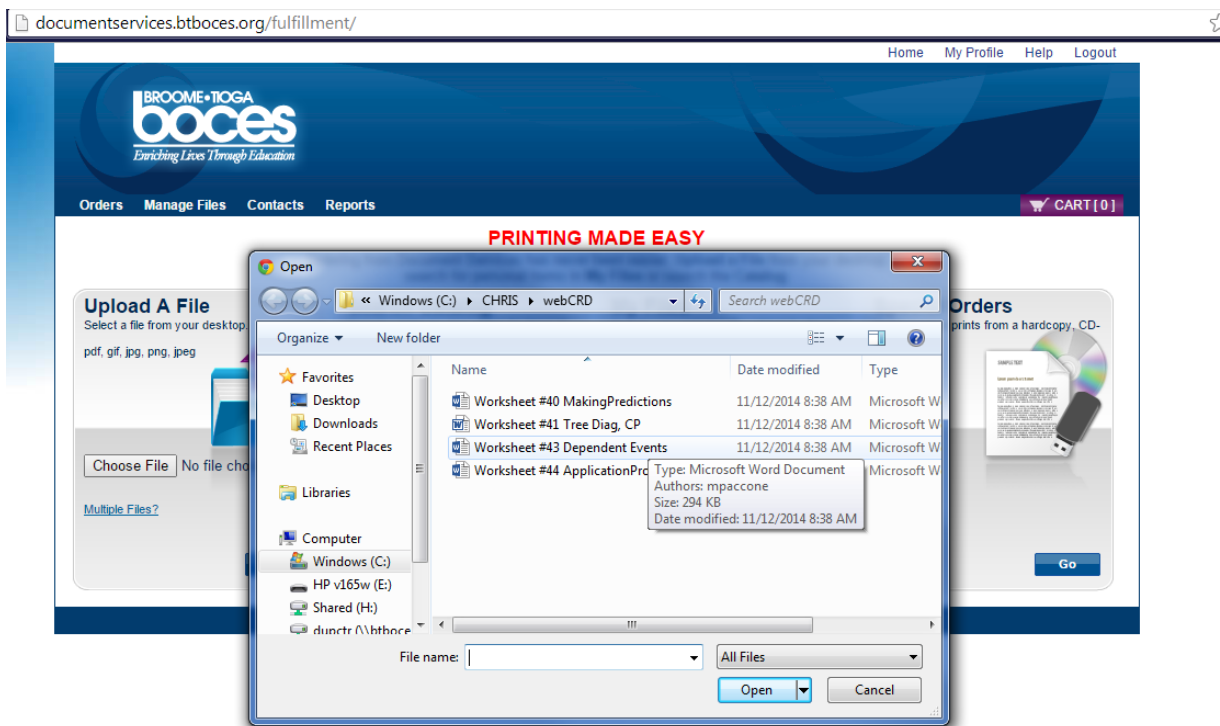


If you already have a digital copy of your document this is the section you will want use. If you are uploading 1 file choose the “Choose File” button. For multiple documents under the same order for click “Multiple Files?”

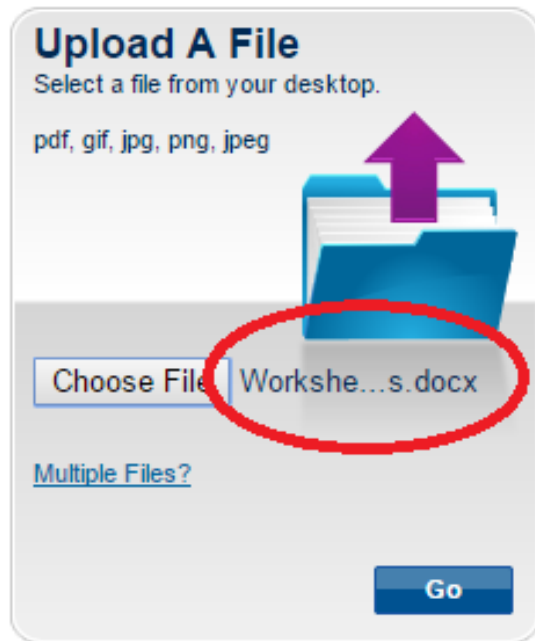


The screenshot shows a web interface for uploading a file. It features a light gray rounded rectangle with a blue border. At the top, the text "Upload A File" is in bold, followed by "Select a file from your desktop." Below this, a list of supported file formats is shown: "pdf, gif, jpg, png, jpeg". A blue folder icon with a purple arrow pointing upwards is positioned to the right of the text. Below the folder icon, there is a button labeled "Choose File" and the text "No file chosen". At the bottom left, there is a link labeled "Multiple Files?". At the bottom right, there is a blue button labeled "Go".

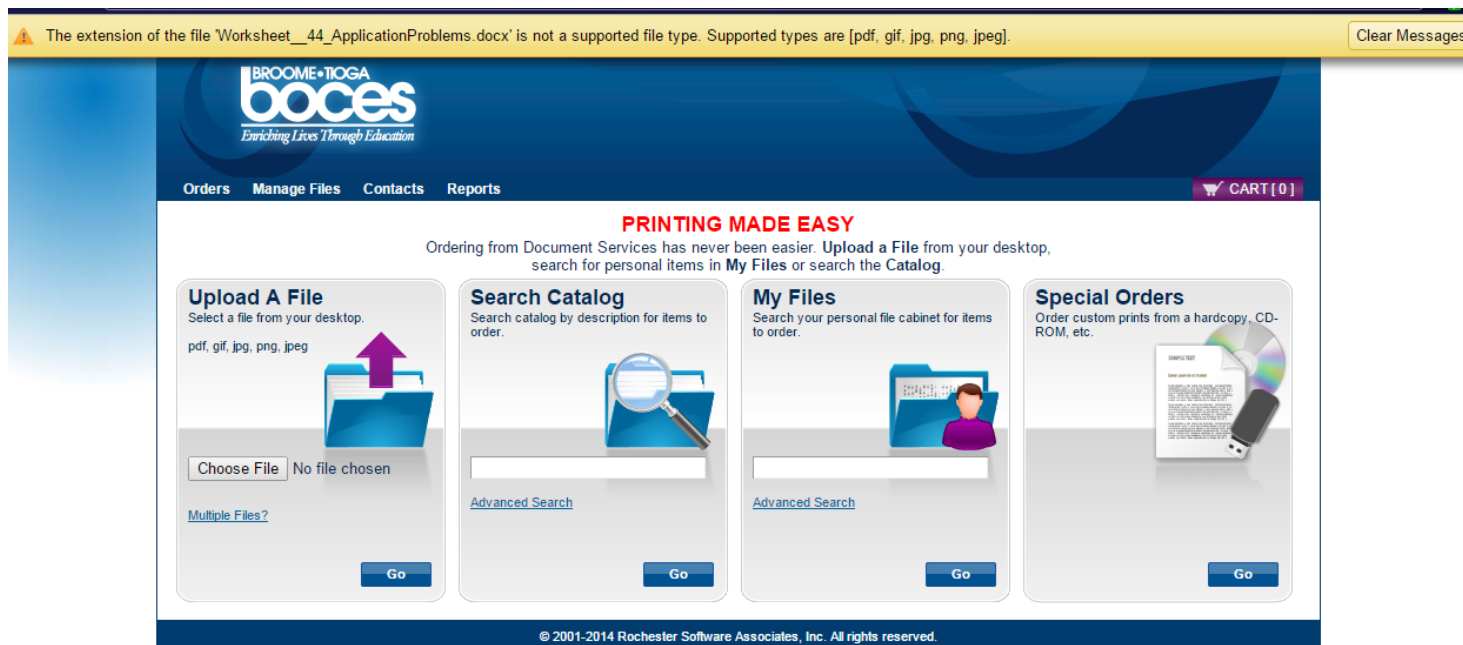
When you select “Choose File”, this box will pop up. Find where you saved the file and click open.



You will know when you have actually selected a file. It will either say No File or the name of the file you want to upload.



If you get this error message, you tried uploading a file format that we do not support. We are currently only supporting the use of .pdf files



Don't have a .pdf version of your document? No problem!!! All of your computers have a print driver already installed that is known as SurePDF. To access this driver all you need to do is open up the file you would like printed.

Worksheet #40 Making Predictions [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT

Clipboard Font Paragraph Styles Editing

Comic Sans MS 14 A A

Emphasis Heading 1 Normal Strong Subtitle Title

Find Replace Select

Name: _____ Math 7A
Chapter 6 - Probability Worksheet #40

1. Charlotte tossed a paper cup 150 times. The results are shown below:

UP DOWN ON ITS SIDE

• 84 times • 27 times • 39 times

Find each experimental probability.

a. $P(\text{up})$ b. $P(\text{down})$ c. $P(\text{side})$

2. In practice, Crystal made 80 out of 100 free throws. What is the experimental probability that she will make a free throw? ($\frac{\text{frac}}{\text{dec}}$, %)

3. Recently a survey was taken to ask people what their favorite snack was while watching television. The results are shown in the table below.

a. How many people were surveyed?

b. What is the experimental probability that a person's favorite snack while watching television is corn chips?

Favorite Snack While Watching Television	
Snack	Number

Once you have file open you want to use. Click "File" and select "Print" and you will be prompted to this screen. From here you are simple printing your document to the webCRD site. Just make sure you have "Document Services" selected for your printer and hit print. This converts your non .pdf file to one and uploads to the website it all in 1 step.

←

Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Export

Close

Account

Options

Print

Copies: 1

Printer

Document Services

Ready

Printer Properties

Settings

Print All Pages

The whole thing

Pages:

Print One Sided

Only print on one side of th...

Collated

1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter

8.5" x 11"

Narrow Margins

Left: 0.5" Right: 0.5"

1 Page Per Sheet

Page Setup

Worksheet #40 MakingPredictions [Compatibility Mode] - Word

?

-

Duplicating Cer

Name: _____

Math 7A

Chapter 6 - Probability

Worksheet #40

1. Charlotte tossed a paper cup 150 times. The results are shown below:

UP

- 84 times

DOWN

- 27 times

ON ITS SIDE

- 39 times

Find each experimental probability.

a. P(up)

b. P(down)

c. P(side)

2. In practice, Crystal made 80 out of 100 free throws. What is the experimental probability that she will make a free throw? (frac, dec, %)

3. Recently a survey was taken to ask people what their favorite snack was while watching television. The results are shown in the table below.

a. How many people were surveyed?

b. What is the experimental probability that a person's favorite snack while watching television is corn chips? (fraction, decimal, percent)

Favorite Snack While Watching Television	
Snack	Number
Potato chips	55
Corn chips	40
Popcorn	35
Pretzels	15

12

Once you upload or “print” your file to webCRD, you will be brought to this page.

*Also note that if you printed your document correctly there will be a green bar that pops up and lets you know the file has been added your cart.

documentservices.btbores.org/fulfillment/add_document_to_order?surePDFQuantity=1&fileUUID=1947_0941be5c6605ce9fbaf4ea980a1fbd00

Microsoft Word - Worksheet #40 MakingPredictions.pdf has been added to your order. Clear Messages

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Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 7330

Order name: Order 7330 (SurePDF) Order Estimate: \$0.06

Item 1 [Replace File](#) [Continue Shopping](#)

Microsoft Word - Worksheet #40 MakingPredictions.pdf
2 Pages
Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Price \$0.06
Quantity 1

Select from these 1-Click Print Options:
[1 Sided UNCOLLATED](#) [1 Sided STAPLE](#) [1 Sided UNCOLLATED 3 Hole](#) [1 Sided STAPLE 3 Hole](#) [2 Sided UNCOLLATED](#)
[2 Sided STAPLED](#) [2 Sided UNCOLLATED 3 Hole](#) [2 Sided STAPLED 3 Hole](#)

Refine Your Print Options:
Basic Click to choose color, paper stock, double-sided output. **Additional** Click to choose a binding, staple, front and back covers, tabs, special services etc.

Your Selected Print Options Print B/W, Duplex, Letter
[Preview Document](#) Binding Collation / Uncollated

[Enter special instructions for this item.](#) ☐ Provide a sample of the document before processing my order.

Shipping Information [Add Address](#)

I would like my order shipped by: **Friday, November 14, 2014** Note: Only dates when the print center is open may be selected.

test@btbores.org test@btbores.org Select a Shipping Method:
1 north loder Local courier
New York Delivery Estimate:



Here is where we give you total control over your job. Whether you want just a stapled packet or a book spiral bound with tabs it's all in here!

Cart JOB COST ESTIMATE

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 6883

Provide an optional name for your order.
Naming your order can be helpful for reordering. Order Estimate **\$0.50**

Item 1 Replace File Continue Shopping

 **A9RD109.pdf** 
16 Pages Price \$0.50



Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering. Quantity 1

ORDERING MADE EASY WITH 1 CLICK OPTIONS


Select from these 1-Click Print Options:

1 Sided UNCOLLATED 1 Sided STAPLE 1 Sided UNCOLLATED 3 Hole 1 Sided STAPLE 3 Hole 2 Sided UNCOLLATED
2 Sided STAPLED 2 Sided UNCOLLATED 3 Hole 2 Sided STAPLED 3 Hole

Define Your Print Options:


 **Basic** Click to choose color, paper stock, double-sided output.  **Additional** Click to choose a binding, staple, front and back covers, tabs, special services etc.


Your Selected Print Options Print B/W, Simplex, Letter

 **Preview Document** Binding Collation / Uncollated

Enter special instructions for this item. **WHEN DO YOU WANT DELIVERY?** ☐ Provide a sample of the document before processing my order.

Shipping Information Add Address

I would like my order shipped by: **Wednesday, November 12, 2014**  Note: Only dates when the print center is open may be selected.

Chris White 
1 North Loder ave
1st Shift Leader
BT BOCES
Document Services
1 North Loder ave
Endicott, New York

Select a Shipping Method:
Local courier

Delivery Estimate:
Thursday, November 13, 2014

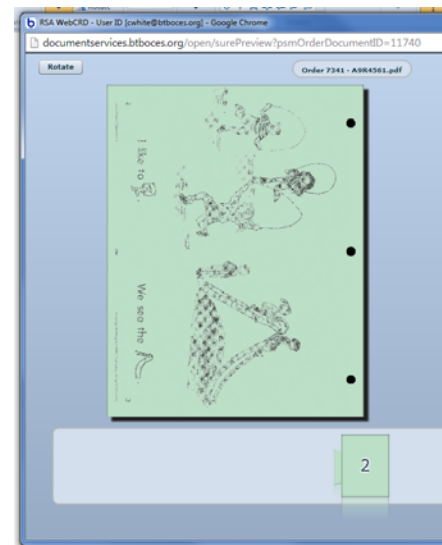
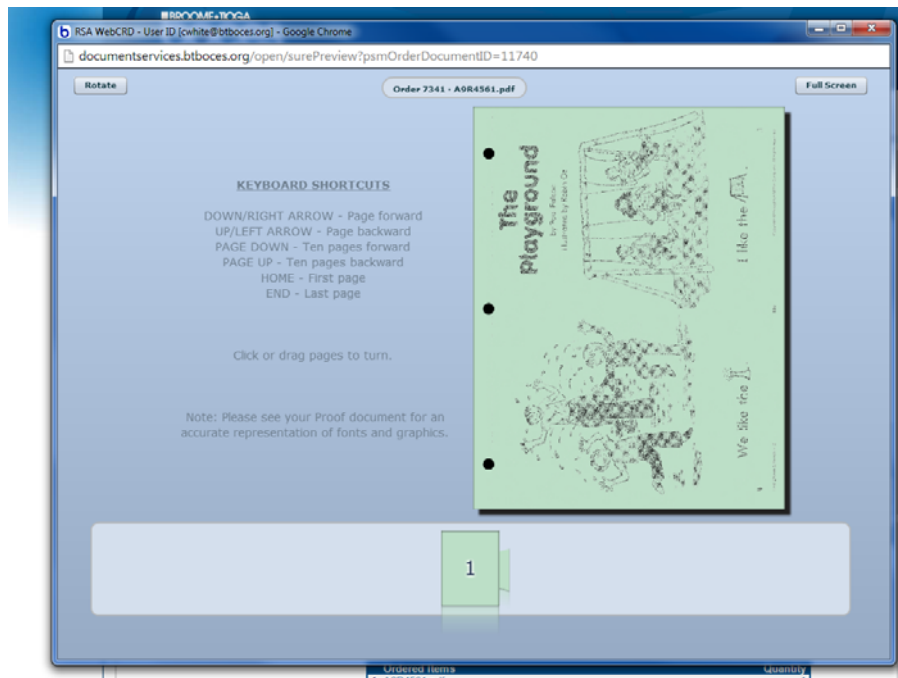
HOW WOULD YOU LIKE YOUR JOB DELIVERED?

Enter shipping instructions for this recipient

Ordered Items	Quantity
1 A9RD109.pdf	1

PREVIEW
ANY
SETTINGS
YOU APPLIED
TO THIS
ORDER

Previewing your settings: Once you have applied all the settings you would like done to your job, you can click the “Preview Document” button and it will show you what your job looks like with those settings applied. Example: 2 sided, on green paper with a three hole punch.



Once you have filled out the request form, your final step is to enter your building specific charge code.

Shipping Information

Add Address

I would like my order shipped by: Friday, November 14, 2014 Note: Only dates when the print center is open may be selected.

test@btboces.org test@btboces.org

1 north loder
New York

Your information will be here.

Select a Shipping Method:
Local courier

Delivery Estimate:
Monday, November 17, 2014

Enter shipping instructions for this recipient

Ordered Items	Quantity
1 Microsoft Word - Worksheet #40 MakingPredictions.pdf	1

Billing Information

test@btboces.org test@btboces.org

1 north loder
New York

Order Estimate **\$0.06**
Click the price to view the cost details

Select Billing Codes for Payment

Charge Code [Lookup](#) 0 %

Total Split Percentage 0%

Enter billing instructions for this order

Start a New Cart

Continue Shopping

Place Order

After your charge code has been entered, you will be given a receipt with an order number. You can use this number for tracking purposes.

Orders Manage Files Contacts Reports CART [0]

Order Submitted

Your order **6883** has been submitted for processing.
Please print this receipt for your records.

Order Receipt [Print Receipt](#)

Order Information

Order Name	Order 6883 11/07/2014	Order Number	6883
Submitted On	11/07/2014 12:53 PM	Requested ship date	11/12/2014
Customer name	Chris White [cwhite@btboces.org]		

Ordered Items

Ship to	Chris White		
Qty	Item / Form #	Workgroup / Folder	Price Each
1	A9RD109.pdf	cwhite@btboces.org default	\$0.4960
			Extended Cost
			\$0.50
		Total Price	\$0.50

Billing Information

Bill to Chris White

Charge Code 6999 100%

Shipping Information

First name	Chris	Email	cwhite@BTBOCES.ORG
Middle name		Work #	6077663920
Last name	White	Mobile #	
Location	1 North Loder ave	Fax #	
Company	BT BOCES	Home #	
Department	Document Services		
Street 1	1 North Loder ave	Requested ship date	11/12/2014
City	Endicott	Shipping Method	Local courier
State	New York	Est. Delivery Date	11/13/2014
Zip			
Country	United States		

Print Options

A9RD109.pdf

Print: Pages: 16, B/W, Simplex, Letter

Binding: Collation / Uncollated

Annotations:


- Your order number can be used for tracking purposes. (points to 6883)
- The actual cost of your job (points to Extended Cost \$0.50)
- Where your job is being shipped to. (points to Shipping Information)
- What you actually had done to your document. (points to Print Options)

Basic Settings: Here you can select whether you want your job printed in color or black and white (Output), 1 or 2 sided (Plex) and the paper stock it should be printed on.

1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 7341


[Provide an optional name for your order.](#) Order Estimate **\$0.59**
Naming your order can be helpful for reordering.


Item 1 Replace File Continue Shopping

 **Student_Packet_2014_.pdf**
19 Pages
Click the image to review the proof.
Select your print options.

Price **\$0.59**
Quantity **1**

Select from these 1-Click Print Options:
1 Sided UNCOLLATED **1 Sided UNCOLLATED**
2 Sided STAPLED **2 Sided UNCOLLATED**

Refine Your Print Options:
 **Basic**
Click to choose color, paper stock, etc.

Your Selected Print Options
 [Preview Document](#)

Basic Options

Output: **B/W**
Plex: **Simplex**
Paper stock: **Letter**
Instructions:
Cancel Save

[Enter special instructions for this item.](#) ☐ Provide a sample of the document before processing my order.

Shipping Information Add Address

I would like my order shipped by: **Friday, November 14, 2014** Note: Only dates when the print center is open may be selected.

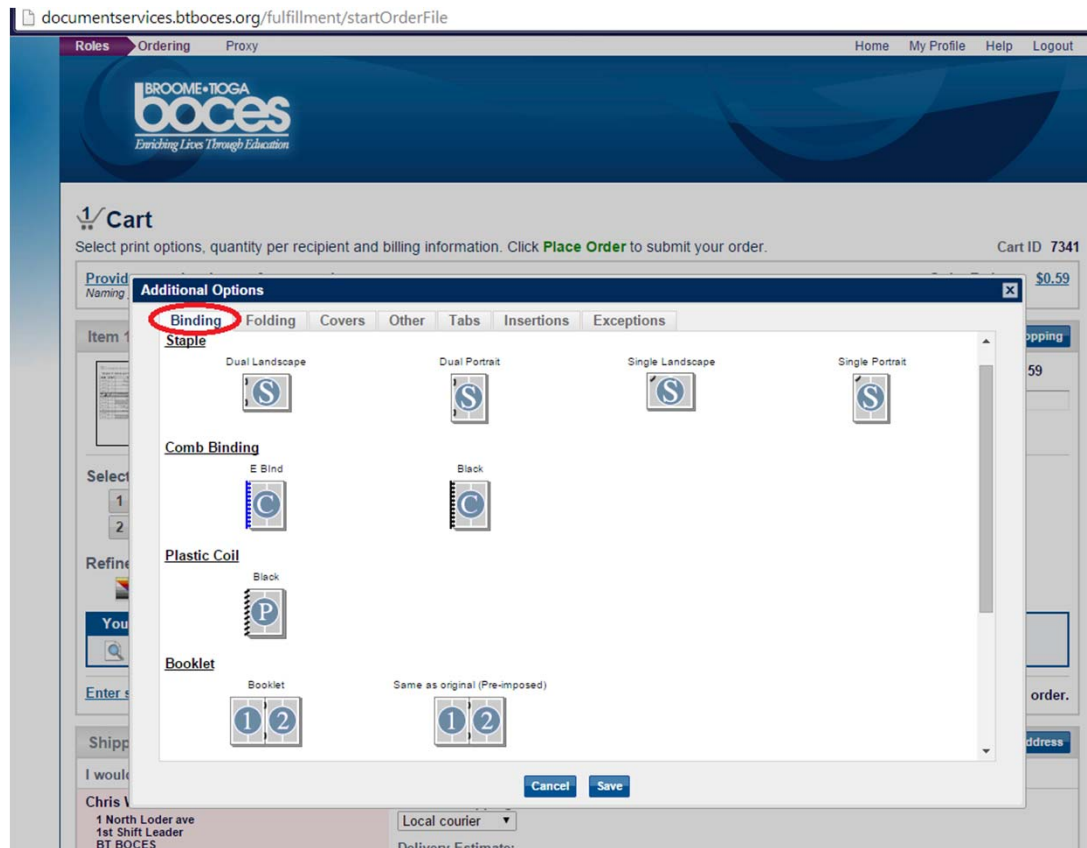
Chris White
1 North Loder ave
1st Shift Leader
BT BOCES
Document Services
1 North Loder ave
Endicott, New York

Select a Shipping Method:
Local courier
Delivery Estimate:
Monday, November 17, 2014
[Enter shipping instructions for this recipient](#)

Ordered Items

	Quantity
1 Student_Packet_2014_.pdf	1

Additional Settings (Binding): Here is where you can setup spiral books, folded books, advanced staple books.



Additional Settings (Folding): All offline folding is selected here as well as 3-hole punch. Don't not use this tab if you wanted folded stapled books, please use the binding tab.

The screenshot shows a web-based interface for configuring print orders. A modal window titled "Additional Options" is open, with the "Folding" tab selected and circled in red. The "Folding" section contains two options: "Single Fold" (represented by a blue icon with a white 'F') and "Letter Fold" (represented by a white icon with a blue 'F'). The "Punch" section contains two options: "Left 3" (represented by a blue icon with three white dots) and "None" (represented by a white icon with a blue circle). The "None" option is currently selected. The dialog also includes "Instructions" and "List View" buttons. At the bottom of the dialog are "Cancel" and "Save" buttons. The background interface shows a "Cart" section with a "Place Order" button and a "Shipping Information" section with a date selector set to "Friday, November 14, 2014".

Additional Settings (Covers): From the covers tabs you can choose the type of cover you want. *For pre-printed color covers select none for "Front" print and select "Insert Cover" for your paper stock.

1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 7341

Additional Options

Binding Folding **Covers** Other Tabs Insertions Exceptions

Front None None
Back None None

Instructions

Cancel Save

2 Sided STAPLED 2 Sided UNCOLLATED 3 Hole 2 Sided STAPLED 3 Hole

Refine Your Print Options:

Basic Click to choose color, paper stock, double-sided output. **Additional** Click to choose a binding, staple, front and back covers, tabs, special services etc.

Your Selected Print Options Print B/W, Simplex, Letter
Binding Collation / Uncollated

[Preview Document](#)

Enter special instructions for this item. ☐ Provide a sample of the document before processing my order.

Additional Settings (Other): Cutting, padding, trimming and laminations are all here. Please use the special instructions to describe what you would like done.

The screenshot shows a web application interface for configuring a print order. At the top, there is a 'Cart' section with a shopping cart icon, the text 'Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.', and a 'Cart ID 7341'. Below this, a sidebar on the left contains 'Provided Naming', 'Item 1', 'Select' (with a dropdown menu showing '1' and '2'), and 'Refine'. The main content area features a modal dialog titled 'Additional Options' with a close button (X). The dialog has several tabs: 'Binding', 'Folding', 'Covers', 'Other' (which is highlighted with a red circle), 'Tabs', 'Insertions', and 'Exceptions'. Under the 'Other' tab, there are four options, each with a checkbox and a text input field: 'Cutting In Units of', 'Padded In Units of', 'Trimming In Units of', and 'Lamination In Units of'. Below these is a large text area labeled 'Instructions'. At the bottom of the dialog are 'Cancel' and 'Save' buttons. Below the dialog, there are two sections: 'Basic' (with a printer icon and text 'Click to choose color, paper stock, double-sided output.') and 'Additional' (with a printer icon and text 'Click to choose a binding, staple, front and back covers, tabs, special services etc.'). At the very bottom, a summary bar shows 'Your Selected Print Options' with 'Print B/W, Simplex, Letter' and 'Binding Collation / Uncollated', along with a 'Preview Document' button.

Additional Settings (Tabs): Here is where you can setup specific pages to have tabs with text of your choice. You can place the tab before, on or after any desired page, you can even pick the font!

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1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 7341

Additional Options

Binding Folding Covers Other **Tabs** Insertions Exceptions

Tab Set Options

Select Tab Stock: 5 Bank Tabs Select Tab Font: Helvetica 12

B I Rotate [Icons]

Tabs

Tab #	Tab Placement	Page #	Tab Text
1	Before		

Save Tab

The unit size has not been defined for this tab stock.

Instructions

Cancel Save

Enter special instructions for this item. ☐ Provide a sample of the document before processing my order.

Shipping Information **Add Address**

I would like my order shipped by: Friday, November 14, 2014 Note: Only dates when the print center is open may be selected.

Chris White Select a Shipping Method

Additional Settings (Insertions): Use this area if you are having color inserts printed and black and white for the main body. The page # is based on where the page is located in the actual .pdf document. Just remember to use preview to make sure the correct pages are selected with the correct color applied.

1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 7341

Additional Options \$0.59

Item 1 Shipping 59

Additional Options Cancel Save

Binding Folding Covers Other Tabs **Insertions** Exceptions

Insert #	Before	After	Page #	Pages	Paper stock	
	Before				Letter	Save Insert

Instructions

Refine Your Print Options:

Basic Click to choose color, paper stock, double-sided output. **Additional** Click to choose a binding, staple, front and back covers, tabs, special services etc.

Your Selected Print Options Print B/W, Simplex, Letter

Preview Document Binding Collation / Uncollated

Enter special instructions for this item. ☐ Provide a sample of the document before processing my order.

Additional Settings (Exceptions): Want certain pages a specific color? Under the exceptions tab you enter the page range and the color you want separate from what the main color of your job is. This area can also be used for changing whether certain pages are 1 or 2 sided, just enter the page range and make the paper stock the same as the main color you selected.

1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 7341

Additional Options [X]

Binding Folding Covers Other Tabs Insertions **Exceptions**

Except #	From Page #	To Page #	Plex	Paper stock
			Simplex	Letter

Save Exception

Instructions

Cancel Save

Refine Your Print Options:

Basic Click to choose color, paper stock, double-sided output. **Additional** Click to choose a binding, staple, front and back covers, tabs, special services etc.

Your Selected Print Options Print B/W, Simplex, Letter
Binding Collation / Uncollated

Preview Document

Enter special instructions for this item. ☐ Provide a sample of the document before processing my order.

Shipping Information **Add Address**

Advanced Booklet Making:

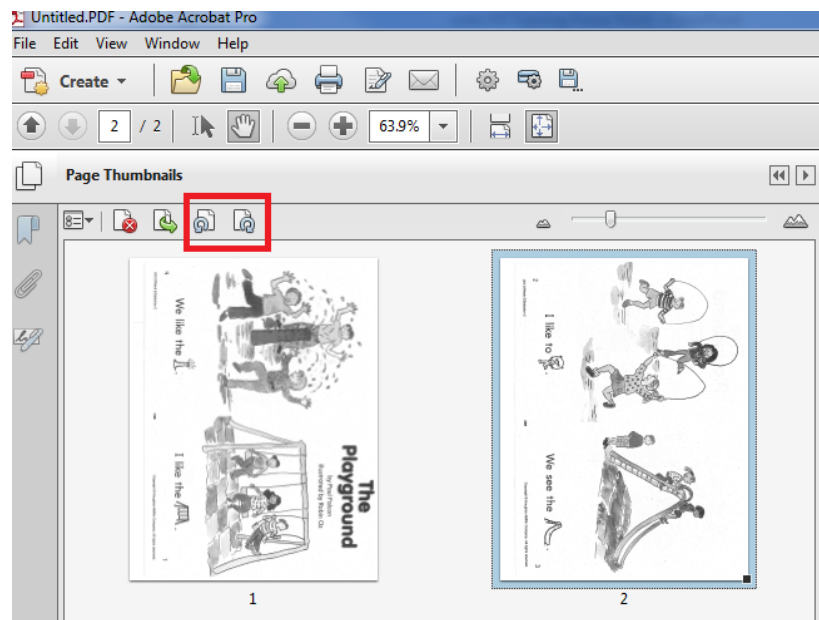
Booklets can be tricky setting up, but once you get the hang of it they are a piece of cake!

When setting up booklets you have 2 options: "Booklet" and "Same as Original (Pre-Imposed)". Most of the time you will be using the "Same as Original", but it all depends on how your originals are setup.

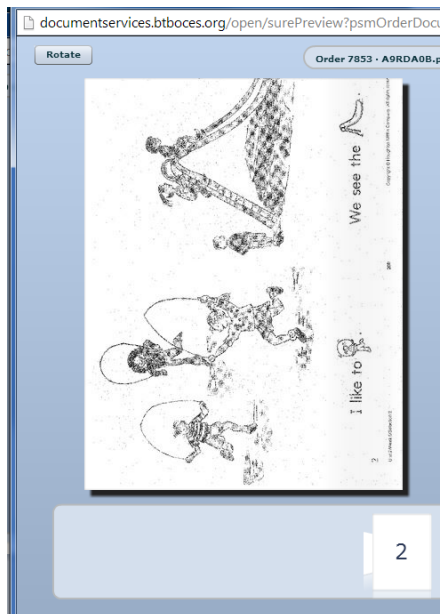
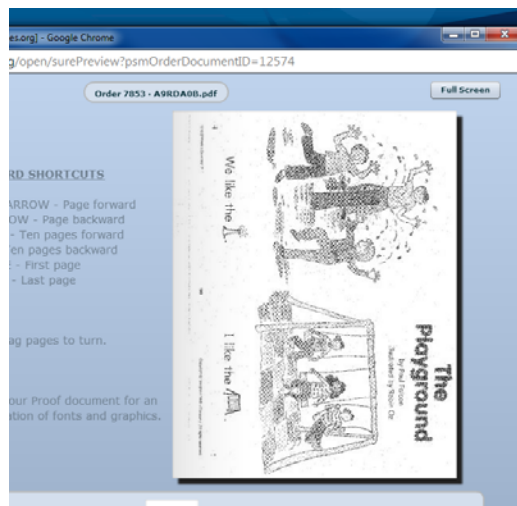
If your job looks like this when scanned in (YOUR ORIGINALS ARE 2 SIDED), then you will want to select duplex and "Same as Original":



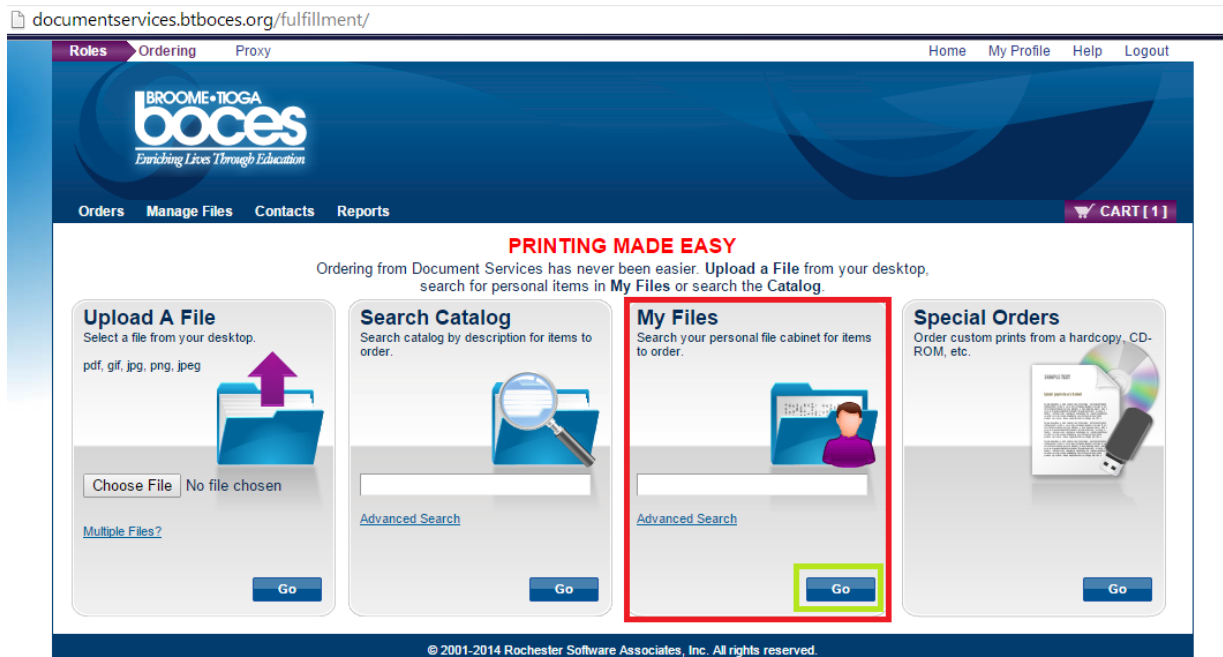
(Advanced Booklet Making Continued) If your originals are digital copies from the start, you may just have to rotate every-other page 180 degrees. In adobe there are rotate buttons, I put a red box around them here. The rotate feature will be you best friend when setting up booklets. (The key is to have the top of the pages either facing each other or away from each other)



(Advanced Booklet Making Continued) After you pages are rotated correctly and you sent your job to webCRD it's time to set the actual booklet up. Make sure your plex is set to double and then click the "Same as Original" button. For best results you will want to use the "Preview" button, this will show you the settings you applied to your current order. If done correctly your preview should look exactly like the file you sent.



My Files: One of the best features webCRD has to offer is a section know as “My Files”. This is like a storage locker that never gets full. Anything you ever up load will be saved here for use at a later date. To access your “My Files” area, login like normal, but instead of uploading a job click “Go” in the “My Files” area.



My Files: The next page you will see is the “Select Items” page. From here you can search for previously ordered documents. The one catch in here is, that if you have a lot of files you have to remember what the name of the saved file was. There is a search bar to narrow down your selections.

[Orders](#) [Manage Files](#) [Contacts](#) [Reports](#) CART [1]

Home > My Files > All Folders

Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**.
For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

Item Search






[Show Advanced Search Criteria](#)

Rows Per Page 25

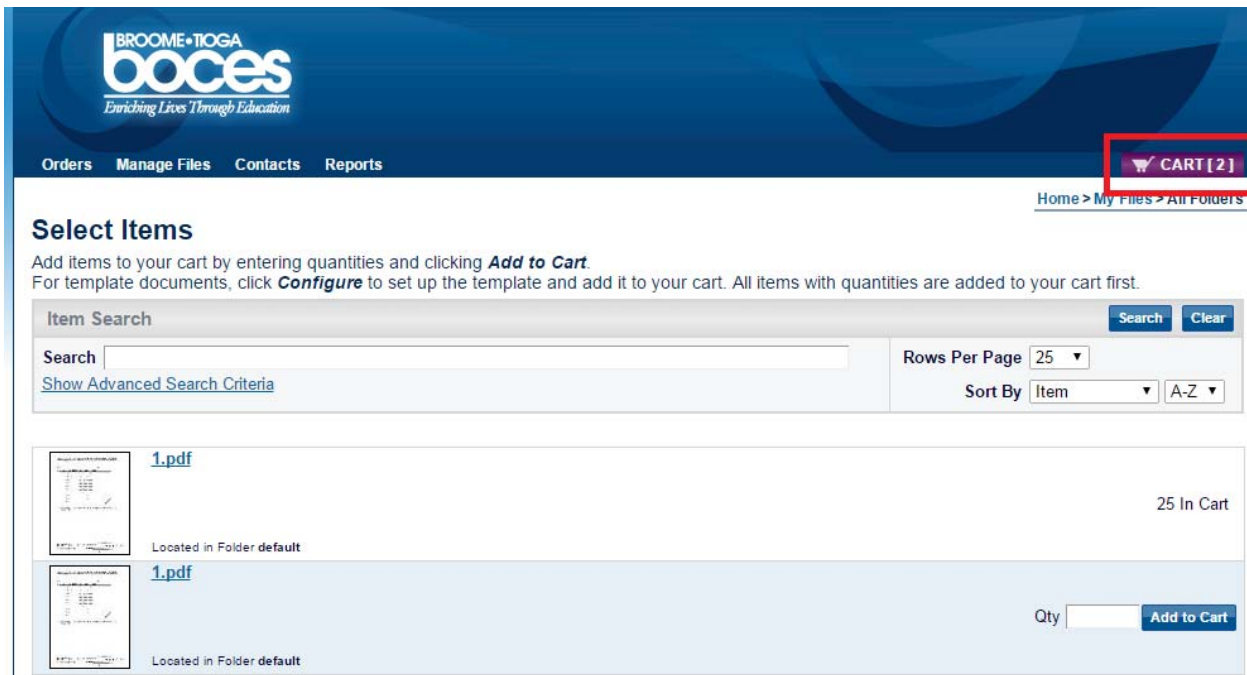
Sort By Item A-Z

Search

Clear

	1.pdf Located in Folder default	Qty <input type="text"/>	<div>Add to Cart</div>
	1.pdf Located in Folder default	Qty <input type="text"/>	<div>Add to Cart</div>
	1.pdf Located in Folder default	Qty <input type="text"/>	<div>Add to Cart</div>
	10-week test 2014.pdf Located in Folder default	Qty <input type="text"/>	<div>Add to Cart</div>
	141031124326_0001.pdf Located in Folder default	Qty <input type="text"/>	<div>Add to Cart</div>


My Files: Not only will webCRD save your files, but it will also save the order settings. All you have to do is type in the quantity and click “Add to Cart”. You should notice the little cart symbol in the upper right hand corner of the web page, if you have successfully added items there will be a number here.




The screenshot displays the Broome-Toga Boces webCRD interface. At the top, the logo for Broome-Toga Boces is visible, along with navigation links for Orders, Manage Files, Contacts, and Reports. A shopping cart icon with the text "CART [2]" is highlighted in the top right corner. Below the navigation bar, the "Select Items" section is active, showing a search bar, a "Rows Per Page" dropdown set to 25, and a "Sort By" dropdown set to Item. Two items are listed, each labeled "1.pdf" and "Located in Folder default". The first item shows "25 In Cart" and the second item has a "Qty" input field and an "Add to Cart" button.

My Files: When you are done adding items to your cart, click on the cart to bring up your order page. You will notice that all the previous settings are here. If you want to change what is done with the document, just click on the “Change Options” button to bring up the settings list.

Item 2

 [Replace File](#) [Continue Shopping](#)





1.pdf
5 Pages

Price \$0.16

Quantity

Your Selected Print Options

 [Preview Document](#)

 [Change Options](#)

Print B/W, Duplex, Pink

Binding Staple / Single Portrait

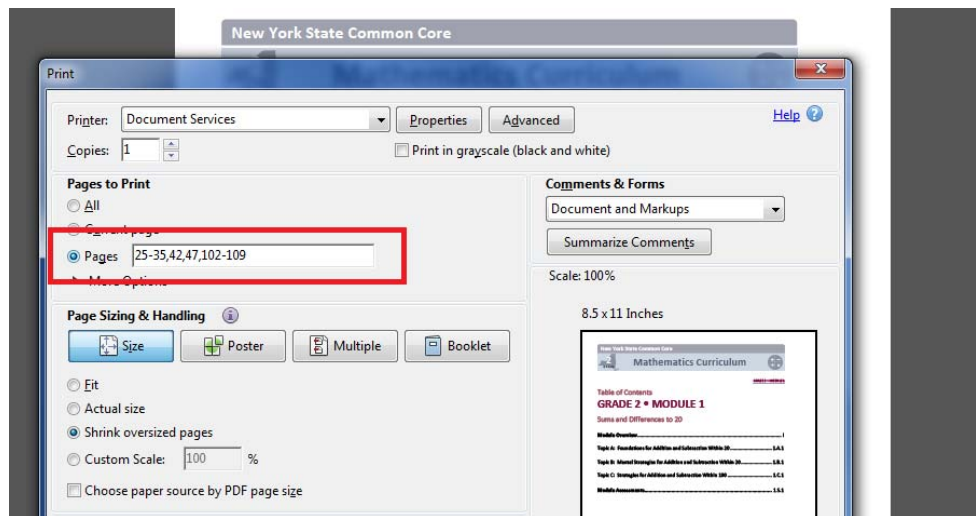
Exceptions 2

[Enter special instructions for this item.](#)

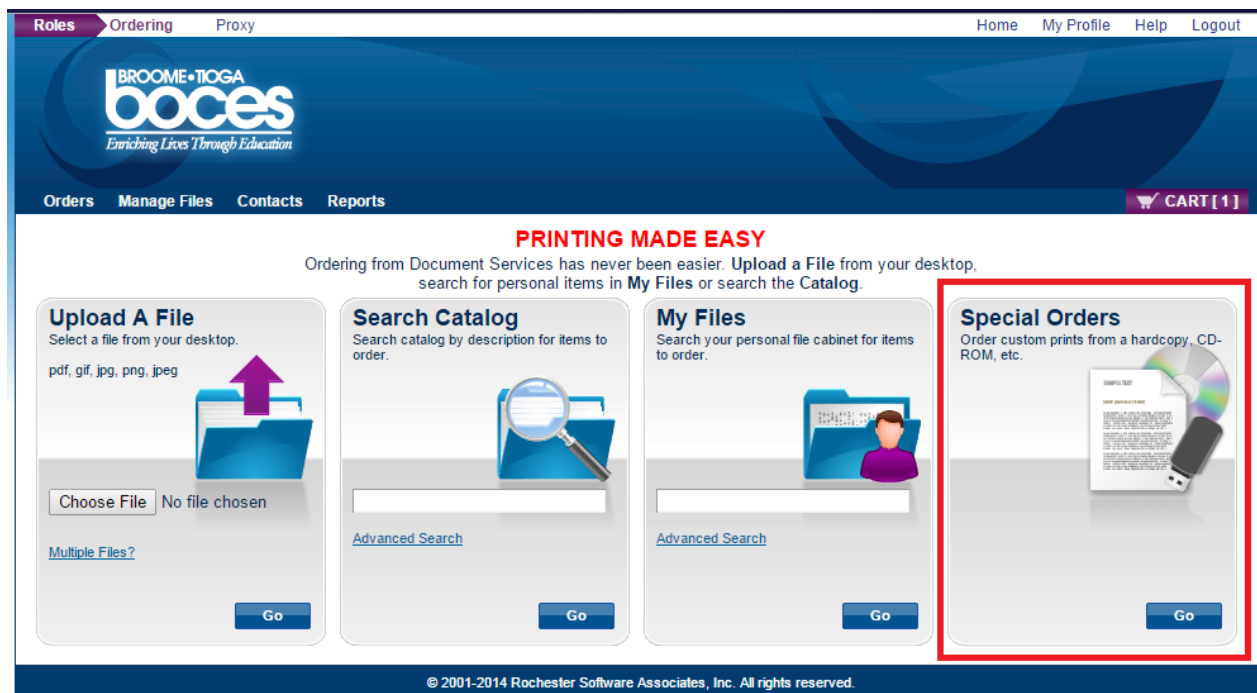
☐ Provide a sample of the document before processing my order.

Page Selection: We get a lot of request for only certain pages of a document to be printed. Since we are giving you guys full control, you are going to have to select those pages yourself. It is a very simple process, that was partially already covered.

The first thing we need to do is open up our document and go to “File” and select “Print”. A print window will pop-up. We are still printing to the “Document Services” printer so make sure that is selected. Next need to click on the page button in the print window. From here you type in the page range that you want printed. *Always make sure you only print 1 copy to webCRD.



Special Orders: After you login, you may have noticed a “Special Orders” section all the way to the right. ONLY use this area if you are unable to make a digital copy of your document.










Special Orders: Once you click on special orders you will be brought to your normal order screen, the only difference is...you didn't upload a file. Once here fill out the form as you normally would, but this time you will still have to use the carrier to get us your job physical job.

Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Cart ID 7853

Order name Order 7853 (SurePDF) 		Order Estimate \$0.00
Item 1		Replace File Continue Shopping
Special Order Item 		Price \$0.00
<div>Proof not available</div>	Pages Please Specify <small>Click the link to enter the number of pages in your document and then select print options to calculate a price.</small>	Quantity <input type="text" value="1"/>
	Source Hardcopy  <small>Please select the source for your item.</small>	
	Disposition Copy Only  <small>Please select the disposition for your item.</small>	
	Item Instructions Please Specify <small>Click to enter any details necessary to fulfill this special order item that will persist when you reorder this item.</small>	
Select from these 1-Click Print Options:		
<div>1 Sided UNCOLLATED 1 Sided STAPLE 1 Sided UNCOLLATED 3 Hole 1 Sided STAPLE 3 Hole 2 Sided UNCOLLATED 2 Sided STAPLED 2 Sided UNCOLLATED 3 Hole 2 Sided STAPLED 3 Hole </div>		
Refine Your Print Options:		
<div> Basic <small>Click to choose color, paper stock, double-sided output.</small></div>		
<div> Additional <small>Click to choose a binding, staple, front and back covers, tabs, special services etc.</small></div>		
<div>Your Selected Print Options</div> <div>Print B/W, Simplex, Letter Binding Collation / Uncollated</div>		
Enter special instructions for this item. <input type="checkbox"/> Provide a sample of the document before processing my order.		

Special Orders: You will also notice some other unique options on this screen as well, "Source" being one and "Disposition" being the other one. Just select the one that applies to you.

Item 1

Special Order Item ✎

Proof not available

Pages [Please Specify](#)
Click the link to enter the number of pages in.

Source
Please select the source for your item.

Disposition
Please select the disposition for your item.

Item Instructions
Click to enter any details necessary to fulfill your request.

Special Order Item ✎

Proof not available

Pages [Please Specify](#)
Click the link to enter the number of pages in.

Source
Please select the source for your item.

Disposition
Please select the disposition for your item.

Item Instructions
Click to enter any details necessary to fulfill your request.

Select from these 1-Click Print Options: