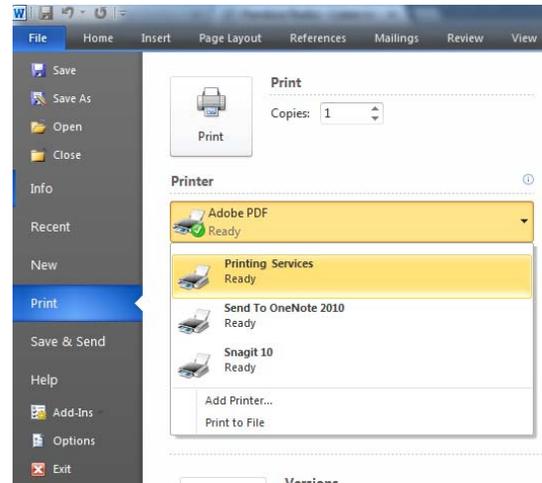


Getting Started with WebCRD

Printing Services offers a web-to-print solution with WebCRD. This secure, browser-based printing package allows you to submit your print order to Printing Services right from your software program of choice, like Microsoft Word by “printing” the file straight to the print shop.

1. In the software program you are using to create the file that you want to submit to be printed, click on the File/Print option.
2. Select the **Printing Services** printer in the dropdown.
3. Click the Print button. The file will be processed through the driver and then a new Web page will open in your default browser. You may need to wait a moment while the file is processed.



4. When the new browser window opens, you will see the Printing Services home page. You will need to log in to the system to submit your file to be printed.



5. To log into WebCRD, use your default Loyola username and password. Make sure that the Domain is set to *Standard Account*.

6. You will be brought to the Cart page where you will need to fill out the various options in order to submit your file to be printed.



Getting Started with WebCRD

7. Rename the Order name at the top of the page to something that will be easier for you to keep track of.



Select printing options, quantity per recipient and billi

Order name

8. Select your Printing Options by either clicking on one of the predefined Presets, or going through the Options and manually selecting your options. Clicking on the Printed Proof button will bring up a proof of what your file will look like, complete with paper size and color.

The screenshot shows the 'Printing Options' section. At the top right is a 'Continue Shopping' button. Below it, the item is identified as 'MyPDF.pdf Pages 7'. A dropdown menu shows 'Ordered from default folder'. There are seven preset buttons: 'B&W 1-sided', 'B&W 2-sided', 'B&W 1-sided Stapled', 'B&W 2-sided & Stapled', 'Color 1-sided', 'Color 2-sided', and 'Color 1-sided Stapled'. A 'Presets' section shows 'Color 2-sided & Stapled' selected with a pencil icon. Below are 'Options' tabs: 'Summary', 'Print', 'Binding', 'Folding', 'Covers', 'Other', 'Insertions', and 'Exceptions'. The 'Summary' tab is active, showing 'Print: Pages: 7, B/W, Duplex, 20# White 8.5x11'. There is an 'Other Notes' text area. At the bottom, 'Proof Options' include 'Original PDF', 'Printed Proof', and a checkbox for 'Provide a sample of the document before processing my order.'.

9. Select your requested shipping date by clicking on the calendar icon next to the date. Enter in the quantity of copies you want printed. Enter in any special instructions for delivery that you might have in the *Delivery Information* section.

The screenshot shows the 'Delivery Information' section. At the top right are buttons: 'Add another Shipping Address', 'My Default', 'From My Contacts', and 'New'. The 'Requested Ship Date' is '04/15/2013' with a calendar icon. A note says 'Note: Only dates when the print center is open may be selected.' Below, there is a dropdown for 'My Name', a 'Qty' field with '1', 'Requested Ship Date' '04/15/2013', 'Method' 'Deliver', 'Location' 'My Location', and a 'Special Instructions' button. The 'Est. Delivery Date' is '04/15/2013'.

10. Enter or choose the appropriate GL number in the *Billing Information* section. You will need to follow the correct format of 11_11111111_111111.

The screenshot shows the 'Billing Information' section. At the top right are buttons: 'Change to', 'My Default', 'From My Contacts', and 'New'. Below, there is an 'Estimate' of '\$0.26' and an 'Approve' checkbox. The 'Bill to' is 'My Name' with a 'Special Instructions' button. The 'General Ledger #' is '12_12345679_1234567' and the 'Example Code' is '11_11111111_111111'.

11. Click the **Place Order** Button at the bottom.

[Cancel Order](#)

[Place Order](#)

12. You will be brought to a confirmation screen that will have the details of your order. You can print this page for your records.

Order Submitted

Your order 79 has been submitted for processing. Please print this receipt for your records.