

# CHARLES COUNTY PUBLIC SCHOOLS

*Welcome to the CCPS Print Shop.*

## *Instructions for placing orders using WebCRD.*

### Overview

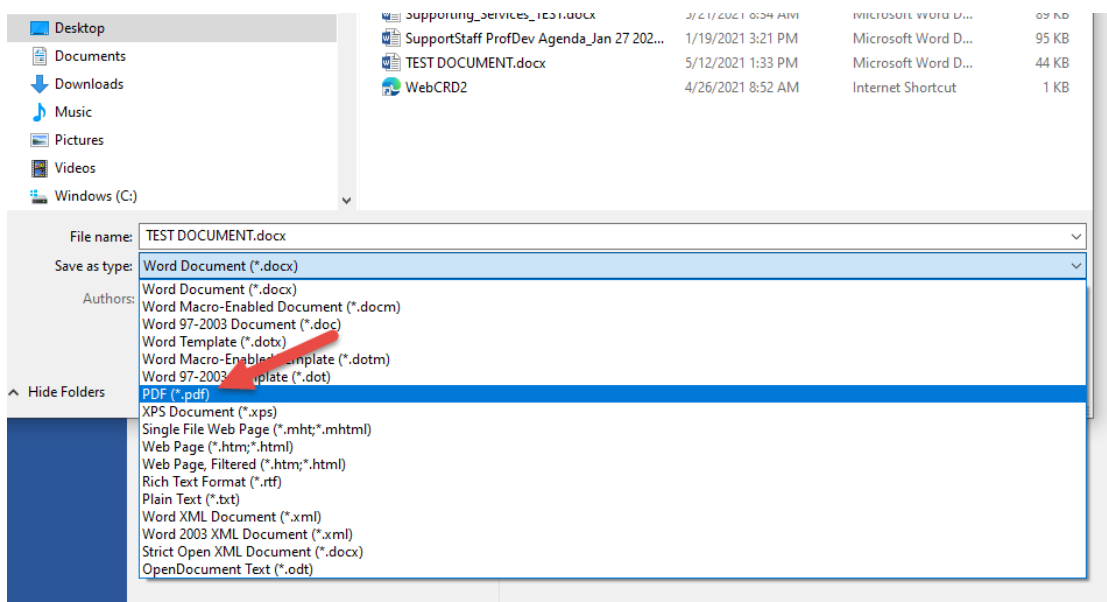
You can upload your own files to WebCRD for printing. You will be able to select print options for each file (2-sided, stapled etc.) and you can see a preview of what the finished item will look like before you place the order.

Note: WebCRD accepts any type of file; however, your files will be converted to a PDF when you upload them. If your file will not convert, please save the file as a PDF and then upload.

### *Helpful Hint - How to save a file as a PDF:*

Open the file, click **save as**.

After selecting the location to save the file, change the **save as type** to PDF using the drop down arrow.

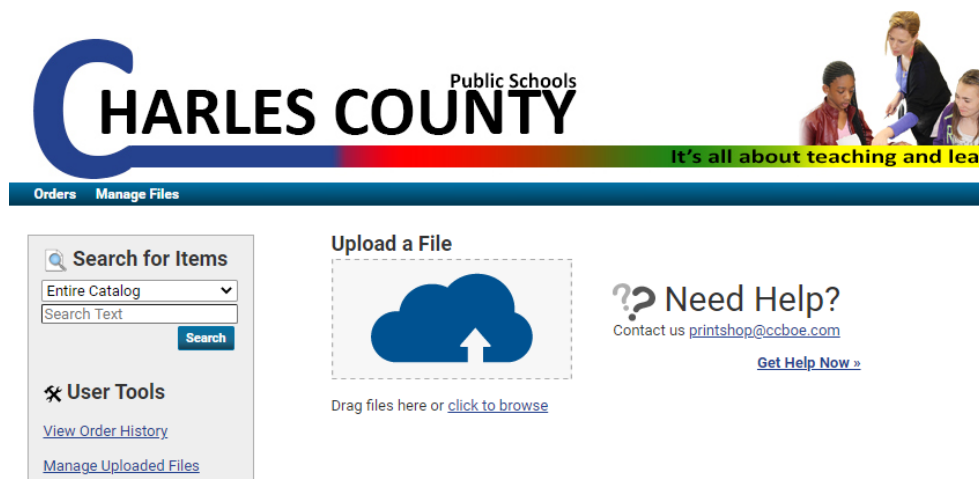


Once you change the type to PDF, click **Save**.

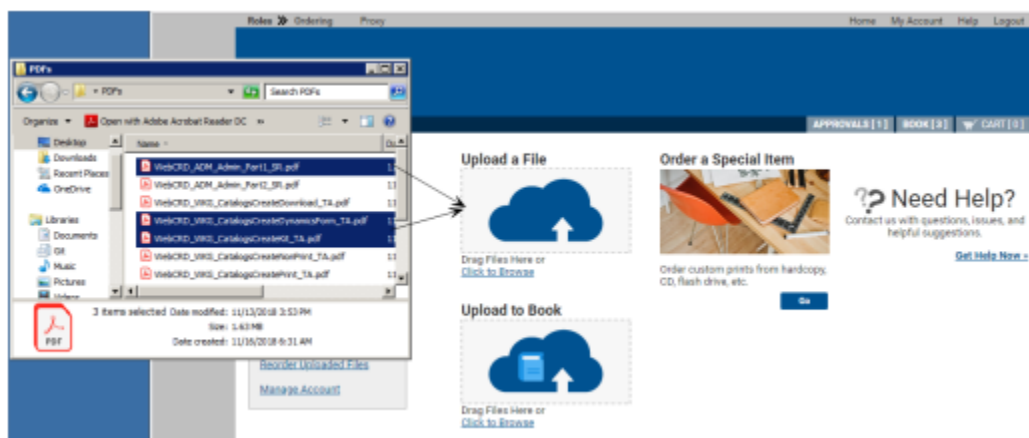
# CHARLES COUNTY PUBLIC SCHOOLS

## Ordering Uploaded Files via WebCRD

1. Start at the ordering home page to upload files to WebCRD.



2. If you have a window open on your computer showing the files you want to upload, you can simply select one or more files on your computer and drag them to the order home page (drop them directly onto the **Upload a File** area of the page).



You can click the **Browse** link on the ordering home page to navigate to the files you want to upload.


As soon as all the files have been uploaded to WebCRD, the cart page is displayed automatically. If you want to upload more files, you can return to the ordering home page.

# CHARLES COUNTY PUBLIC SCHOOLS

3. On the cart page, review the information for each item you are ordering.

When files are uploaded, they are added to your cart with the default print options that you have set up on your **My Account** page. The current print options for the item are summarized under the item.

4. Click **Preview/Change Options** to open the SurePreview window to select and view other print options.



### 1/ Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 314472

[Provide an optional name for your order.](#)  
Naming your order can be helpful for reordering.

Item 1

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



TEST DOCUMENT.docx 

3 Pages  
11.00x8.50 Inches  
[Document Enhanced for Printing](#)

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

**Your Selected Print Options**

 [Preview / Change Options](#)

Print B/W, 2-Sided, 8.5x11 20 lb White, Scale Down Only  
Collation / Uncollated

Quantity

[Enter Special Instructions](#)  
This would include using colored paper or sizes other than 8.5x11, which must be provided by the requestor

[Start a New Cart](#)

[Continue Shopping](#)

[Place Order](#)

3

# CHARLES COUNTY PUBLIC SCHOOLS

5. The following print options will appear.


Here you can select options such as paper size, one-sided, two-sided, stapled, portrait, landscape etc.

Quantity can be changed at the top right of your screen or in the cart window.


Once you have selected your print options, click **Done with Print Options** at the bottom of your screen to return to the cart page.


✓ Print Options - TEST DOCUMENT.docx


**Quick Sets**


 Click to select from a list of  
**1-Click Print Options**


**Refine Your Print Options**


 **Output**  
B/W


 **Paper**  
8.5x11 20 lb White


 **Scaling**  
Scale Down Only

 **Plex**  
2-Sided / Long Edge Flip

 **Covers**  
----

 **Collation / Uncollated**

 **Folding & Punching**  
----

 **Special Instructions (not shown)**  
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Additional options are available by right-clicking on pages in the Preview, Scroll View, and Grid View.

[Click here for more help](#)


6. After you select and review your print options for each job, click the green **Place Order** button to submit your order.

**CHARLES COUNTY** Public Schools  
It's all about teaching and learning


**1/ Cart**  
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 325255

[Provide an optional name for your order.](#)  
Naming your order can be helpful for reordering.

**Item 1** Replace File Continue Shopping

 **Flag protocol.docx**  
4 Pages  
8.5x11.00 Inches  
[Document Enhanced for Printing](#)

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

**Your Selected Print Options** Print B/W, 2-Sided, 8.5x11 20 lb White, Scale Down Only  
 [Preview / Change Options](#) Collation / Uncollated


[Enter Special Instructions](#)  
*This would include using colored paper or sizes other than 8.5x11, which must be provided by the requestor*

Start a New Cart Continue Shopping **Place Order**

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# CHARLES COUNTY PUBLIC SCHOOLS

- If you submit your order and decide you need to cancel it, as long as it has not been sent to a printer by our staff you can cancel your own order. Click on **Orders** and a list of your recent jobs will appear. Locate the job in the list and click **Cancel Order** to the right. If this option is not listed, your job has been sent to a printer. If this is a large job and you must cancel it, please email [printshop@ccboe.com](mailto:printshop@ccboe.com) and let us know.



**Orders** Manage Files REJECTIONS [ 1 ] CART [ 0 ]

## Order Submitted


Your order 327897 has been submitted for processing.  
An order confirmation email will be sent to you (if enabled).

[Print Receipt](#)

### Order Information

Order Name	Order 327897 09/15/2021	Order Number	327897
Submitted On	09/15/2021 9:54 AM	Requested ship date	09/17/2021
Customer name	Amanda Kline [akline@ccboe.com]		

### Ordered Items



**Orders** Manage Files REJECTIONS [ 1 ] CART [ 0 ]

## My Orders

Find the status of an order from this page, and view the details of past orders.  
You can replace the contents of your cart with a saved order or an order that was rejected (your current cart will be saved).

[Reports](#)

### Order Search

Status  Created from  to  Rows Per Page

Order name  Account Code

[Search](#) [Clear](#)

Order Name	Order # ▲	Created	Sending to	Status	
Order 327897 09/15/2021	327897	09/15/2021	Amanda Kline	Production	<a href="#">View</a> <a href="#">Reorder</a> <a href="#">Cancel Order</a>
Order 327886 09/15/2021	327886	09/15/2021	Amanda Kline	Canceled	<a href="#">View</a> <a href="#">Reorder</a>
	327582	09/14/2021	Amanda Kline	Canceled	<a href="#">View</a> <a href="#">Reorder</a>
Order 325255 09/14/2021	325255	09/03/2021	Amanda Kline	Rejected	<a href="#">Modify</a>
Order 325254 09/03/2021	325254	09/03/2021	Amanda Kline	Completed	<a href="#">View</a> <a href="#">Reorder</a>
Order 323357 08/26/2021	323357	08/26/2021	Amanda Kline	Completed	<a href="#">View</a> <a href="#">Reorder</a>
Order 323102 08/25/2021	323102	08/25/2021	Amanda Kline	Completed	<a href="#">View</a> <a href="#">Reorder</a>
Order 323099 08/25/2021	323099	08/25/2021	Amanda Kline	Completed	<a href="#">View</a> <a href="#">Reorder</a>

[1-8] of [8]