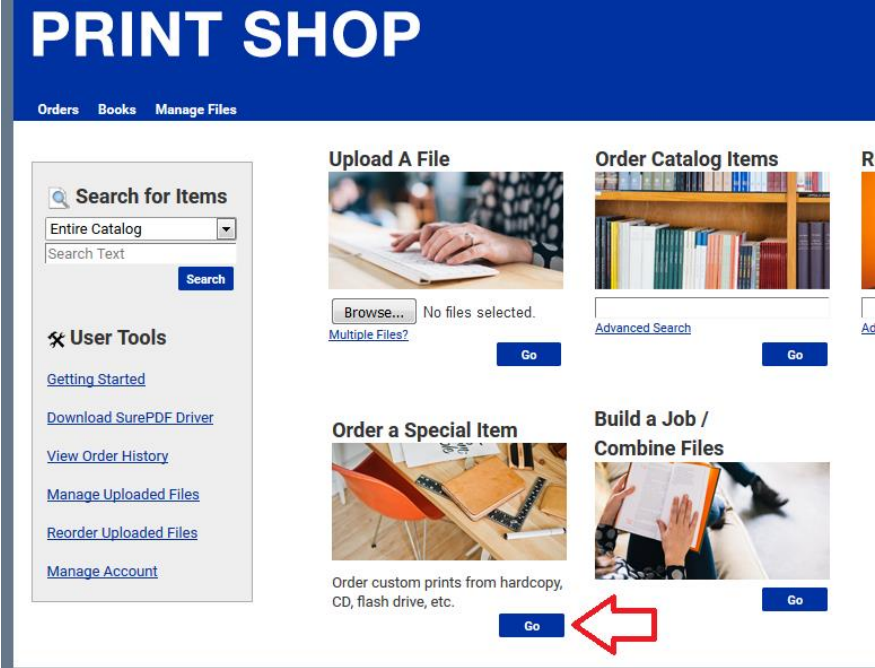
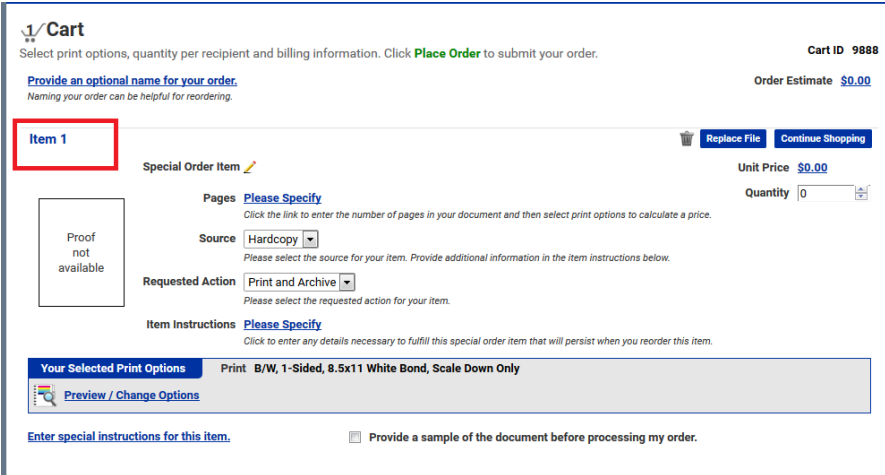


# How to submit hardcopies using WebCRD

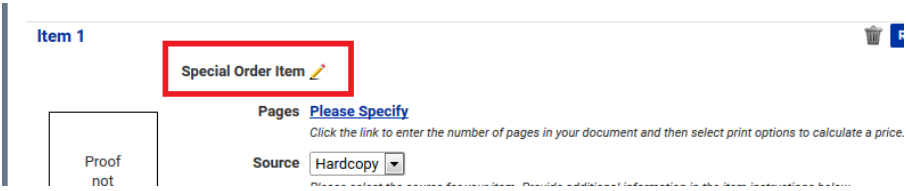
On the home page of WebCRD us the Order a Special Item and click on go.



This will open your Cart window and add an Item to your cart.



Next you want to be sure you give your item or job a name. This is so that you will be able to find it to reorder from your files in the future. You do this by clicking on the pencil icon next to Special Order Item.



After giving your item a name (in this case I've changed it to Heathers Test job) you need to specify how many pages your document is. If your originals are 2 sided count all the sides that there is printing. The reason for putting the page count is so that when you set up the print options the program knows what it's programming to and can show you a preview of you job. Click on the pencil next to Specify Pages.

The screenshot shows a form for an item named "Heathers Test Job". The "Pages" field is set to "10" and is highlighted with a red box. Below it is a link that says "Click the link to enter the number of pages:". The "Source" dropdown menu is set to "Hardcopy". Below that is a note: "Please select the source for your item. Pr".

That is all you will need to fill out on this page. Now you want to Select your print options just as you would for an uploaded file. You do this by clicking on the Preview/Change Options.

The screenshot shows a shopping cart page. At the top, it says "1 Cart" and "Select print options, quantity per recipient and billing information. Click Place Order to submit your order." The cart ID is "9888" and the order estimate is "\$0.00". There is a link to "Provide an optional name for your order." and a note "Naming your order can be helpful for reordering." The item is "Heathers Test Job" with a unit price of "\$0.00" and a quantity of "0". A red arrow points to the quantity field. The item details include "Pages: 10", "Source: Hardcopy", and "Requested Action: Print and Archive". A red box highlights the "Your Selected Print Options" section, which shows "Print B/W, 1-Sided, 8.5x11 White Bond, Scale Down Only" and a link to "Preview / Change Options". There is also a checkbox for "Provide a sample of the document before processing my order." and a link to "Enter special instructions for this item."

The box highlighted gives you the summary of how your item is set to print. Also be sure to put your quantity for your item as well.

Once you have your item set up as you want it to print, you will need to fill out the gold Printshop ticket to add to your hardcopies.

The form is a yellow "Printshop Order Ticket - WebCRD" with the instruction "ONLY 1 HARDCOPY job per order". It contains the following fields:  
Order #: 9888 # of pages 10  
Your Name: Heather  
Location: Printshop  
Job Name: Heathers Test Job  
My originals are:  
 1 Sided  
 2 Sided  
 Mixed/Both

**IMPORTANT NOTE:** You can continue shopping and adding more hardcopy jobs to this order.

**Item 1** Replace File Continue Shopping

Heathers Test Job

Unit Price **\$0.14**

Quantity

Pages **10**  
Click the link to enter the number of pages in your document and then select print options to calculate a price.

Source **Hardcopy**   
Please select the source for your item. Provide additional information in the item instructions below.

Requested Action **Print and Archive**   
Please select the requested action for your item.

Item Instructions **Please Specify**  
Click to enter any details necessary to fulfill this special order item that will persist when you reorder this item.

**Your Selected Print Options** **Print B/W, 1-Sided, 8.5x11 White Bond, Scale Down Only**

[Preview / Change Options](#)

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

**Item 2** Replace File Continue Shopping

Test Job Worksheets

Unit Price **\$0.04**

Quantity

Pages **3**  
Click the link to enter the number of pages in your document and then select print options to calculate a price.

Source **Hardcopy**   
Please select the source for your item. Provide additional information in the item instructions below.

Requested Action **Print and Archive**   
Please select the requested action for your item.

Item Instructions **Please Specify**  
Click to enter any details necessary to fulfill this special order item that will persist when you reorder this item.

**Your Selected Print Options** **Print B/W, 1-Sided, 8.5x11 White Bond, Scale Down Only**

[Preview / Change Options](#) **Binding Collation / Uncollated/Group by page**

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

Be sure you give your other item its own name. You will then need to add a gold ticket to each hardcopy item. When we receive the orders in the Printshop they show up as individual jobs. This way we know what copies goes with which job.

**Printshop Order Ticket - WebCRD**  
**ONLY 1 HARDCOPY job per order**

Order #: 9888 # of pages 3

Your Name Heather My originals are:  
 1 Sided  
Location printshop  2 Sided  
Job Name Test Job Worksheets  Mixed/Both

Happy ordering.