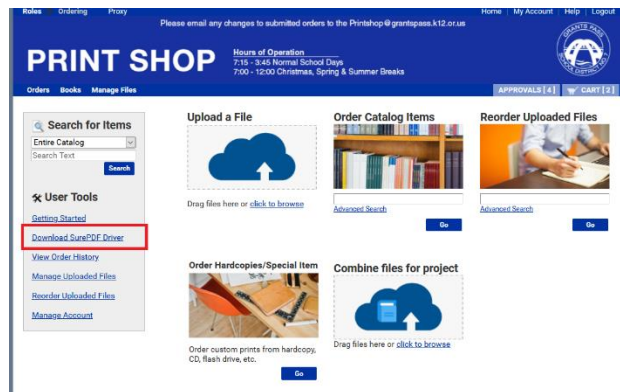

How to submit certain pages from a document

1. Download and make sure you have the SurePDF driver downloaded from the WebCRD home page. **You may have to have the Information Services Techs install this for you.**



2. After you download the driver you are ready to go.

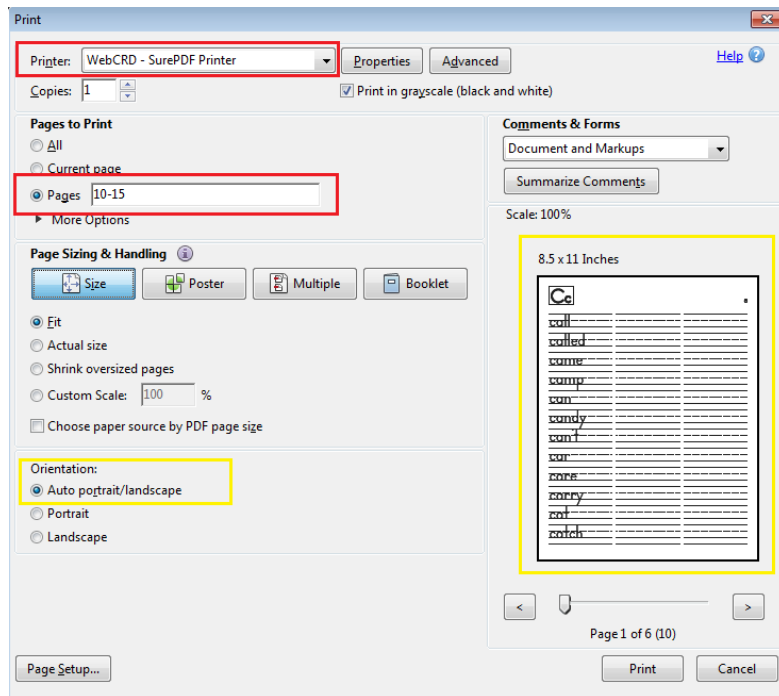
PLEASE NOTE: Teacher Pay Teacher, Journeys or other paid for PDF files may not allow you to do this option and you will get an error. Many of these sites “lock” or put security into their PDFs.

The security must be unlocked before anything can be done with these files. Please check out www.ilovepdf.com Use the UNLOCK PDF feature. It's a very easy website to use. Just drag and drop your file(s). Download and SAVE your UNLOCKED version to your computer.

Once these files are “unlocked” you can use their SPLIT PDF on the webpage or “print” those pages using the SurePDF driver to your orders.

3. Open the unlocked PDF or whatever document you are wanting to extract pages from

- Click on the Print command. In the Printer Dropdown menu be sure that the Printshop on WebCRD – SurePDF printer is selected.



- In the Printing options dialog box under the **Pages to Print** select **Pages**. In the white box type the pages numbers you want to print.
- Be sure to check your **Orientation** and your **Page setup** for your page size.
- Then click PRINT.
- This will take you to the Ordering Home page of WebCRD. This way we print what you want.

Please read the message from our School Attorney about copyright rules.

From Mr. Ransom, School District legal counsel (his comments are in red):

Although these are not law, here are guidelines for the reproduction of text materials for use in class that are generally adopted by courts in reviewing the “fair use” of educational materials that may be subject to copyright. My recommendation would be that copying and abstracting is permitting so long as it is in compliance with these guidelines.

Rules for Reproducing Text Materials for Use in Class

The guidelines permit a teacher to make one copy of any of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay, or short poem; a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Teachers may photocopy articles to hand out in class, but the guidelines impose restrictions. Classroom copying cannot be used to replace texts or workbooks used in the classroom. Pupils cannot be charged more than the actual cost of photocopying. The number of copies cannot exceed more than one copy per pupil. And a notice of copyright must be affixed to each copy.

Examples of what can be copied and distributed in class include:

- a complete poem if less than 250 words or an excerpt of not more than 250 words from a longer poem
- a complete article, story, or essay if less than 2,500 words or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less; or
- one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume (for example, a magazine or newspaper) during one class term. As a general rule, a teacher has more freedom to copy from newspapers or other periodicals if the copying is related to current events.

The idea to make the copies must come from the teacher, not from school administrators or other higher authority. Only nine instances of such copying for one course during one school term are permitted. In addition, the idea to make copies and their actual classroom use must be so close together in time that it would be unreasonable to expect a timely reply to a permission request. For example, the instructor finds a newsweekly article on capital punishment two days before presenting a lecture on the subject.

Teachers may not photocopy workbooks, texts, standardized tests, or other materials that were created for educational use. The guidelines were not intended to allow teachers to usurp the profits of educational publishers. In other words, educational publishers do not consider it a fair use if the copying provides replacements or substitutes for the purchase of books, reprints, periodicals, tests, workbooks, anthologies, compilations, or collective works.