

I wish there was a way to transfer from one account to another. However WebCRD doesn't allow for that.

There are several ways you can handle her files.

- 1) In the “manage files” if WebCRD you can find the files you are wanting to get from her.
  - a. You can click on the Thumbnail. It will open it in PDF form and you can save it to your computer from that.
  - b. You can open the file and open the properties of that job and use the download button to save it that way.

**Item Print Options - #2** Return

**General Properties** Save Page

**Identification**

Item #2

Form #

Store in default folder Send To...

Pages 3 For documents, set the number of output pages - can affect calculated price

**Alerts**

No Alerts

**Source**

Created on 11/18/2018

**Order History**

Last Ordered: 11/18/2018 11:00 AM

**Retention Period**

Item expires on 11/17/2020 Move to Trash

**Document Layout**

Pre-Imposed Booklet Layout Select if the document has already been laid out in booklet foldable format with a design tool and is ready for print (pages 1:4 2:3).

**File Management** Save Page

View / Download Item Files Replace

Proof File* 2.pdf	View	Download
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Updated on 11/19/2018

*This is the proof file generated for reference*

\* Item file has been replaced by Production

**Thumbnail** Replace

**Print Options** Save Page

- 2) Another option to consider would be to go the Manage Files and send the items you want to use to the Inbox of the WebCRD catalog folder of your choosing. These would be available to anyone if they wanted them. Moving them to the catalog would preserve all the print settings for that item. (If you download the item to your computer, you would have to reorder them and set them up as a new order).

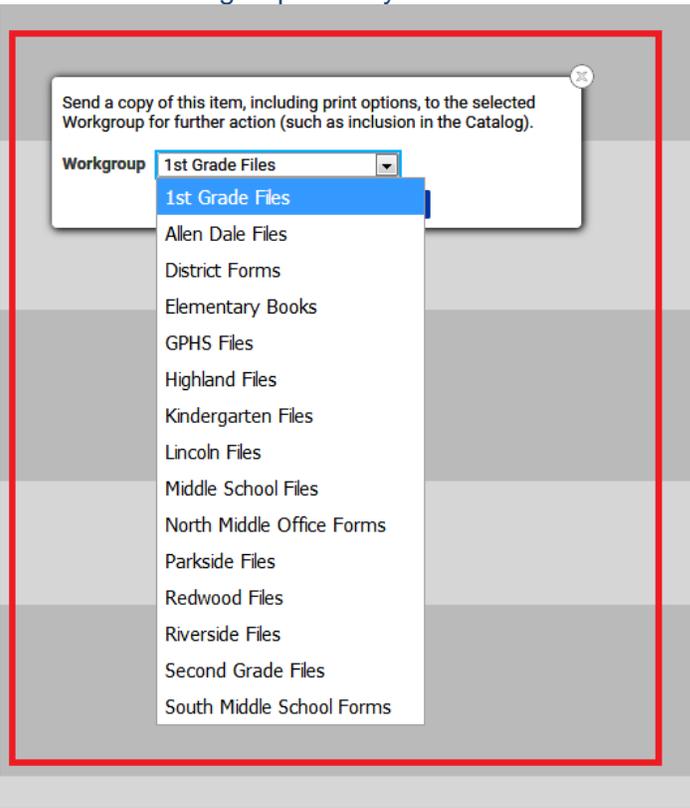
If you wanted to use the Catalog as an option.

- a) Go to your “Manage files”
- b) Find the item you want to Send to the catalog.
- c) There is a Blue send to button on the Right of the Item.



Click on the Send to.

- d) This will open a dropdown menu called “WorkGroup” (that is what WebCRD calls catalog files).
- e) Choose the workgroup/folder you want to send these to.



f) The last thing you have to do after you send files to the catalog. **YOU MUST NOTIFY ME OR THE PRINTSHOP YOU SENT FILES TO A WORKGROUP.** They won't be available until I go into the inbox and approve the files and add them to a subfolder within that workgroup.

3) You can then order everything from the catalog from your account.