

WebCRD Directions

<http://webcrd.cayboces.org>

WebCRD is a way to send electronic copy requests to Cayuga-Onondaga BOCES from school and/or home.

IMPORTANT NOTE: Only PDF or SurePDF documents can be sent. *SurePDF Documents are optimal to ensure original font settings are not lost. SurePDF is also often used from home computers where software may be limited.

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SAVING AND PLACING AN ORDER - PDF DOCUMENT

1. Click File, Save As, and in the 'Save as Type' box you'll need to click on PDF
2. Go to the website: <http://webcrd.cayboces.org>
3. Click on your school district for your DOMAIN.
4. Type in your User ID (ask your district for this information).
5. Type in your password (ask your district for this information).
6. In the 'Upload a File' area, click 'Browse' and select your document.
7. Click 'Go' (the PDF will then appear as an Item #).
8. Click 'Basic' and go through the options you desire for this document; click 'Save' to accept your selections.
9. Click 'Additional' and you'll see six tabs (Binding, Folding, Covers, Other, Insertions, Exceptions) – this is where you get specific with the copy set up by clicking on each tab and make your selections; click 'Save' to accept your selections.
10. Click 'Preview Document' to view what the document would look like once it's printed.
11. Click the 'Provide a sample of the document before processing' if you'd like to receive one sample copy before the final print. The order will remain in your cart while you're viewing the sample.
12. Click 'Place Order' if you're ready to submit the copy request. [Main Menu](#)

PRINTING AND PLACING AN ORDER – SurePDF (This option ensures that original font settings are not lost)

*For SurePDF you will need the driver loaded on to your computer.

1. Make certain the SurePDF drive is installed on your computer. If you are at home you will find the link to the SurePDF printer on the home page of WebCRD (<http://webcrd.cayboces.org>) in the bottom left. Click on the link and follow the prompts to install the printer. If you are at school, you will need to ask your technology director to load this, as it will need permissions.
2. Locate and open the document you would like to send to the copy service request.
3. Choose file, print, and select the "Cayuga-Onondaga BOCES Copy Center" for your printer.
4. This will automatically bring you to the WebCRD login screen.
5. Click on your school district for your DOMAIN.
6. Type in your User ID (ask your district for this information).
7. Type in your password (ask your district for this information).

8. Your document will be in your cart.
9. Click 'Basic' and go through the options you desire for this document; click 'Save' to accept your selections.
10. Click 'Additional' and you'll see six tabs (Binding, Folding, Covers, Other, Insertions, Exceptions) – this is where you get specific with the copy set up by clicking on each tab and make your selections; click 'Save' to accept your selections.
11. Click 'Preview Document' to view what the document would look like once it's printed.
12. Click the 'Provide a sample of the document before processing' if you'd like to receive one sample copy before the final print. The order will remain in your cart while you're viewing the sample.
13. Complete shipping and billing information (See Billing and Shipping Links for further information)
14. Click 'Continue Shopping' if you have another copy request to process.
15. Click 'Place Order' if you're ready to submit the copy request.
16. Click 'Continue Shopping' if you have another copy request to process. [Main Menu](#)

SHIPPING AND BILLING INFORMATION

- Shipping Date - the date the document(s) will be shipped to you is calculated automatically. If you would like a different date, or you do not need the document(s) as quickly as the date listed, please select the calendar icon and select a date that allows for more time.
- Shipping Address – your location has been provided by your administration; therefore, the document(s) will be shipped to that location. If the location will be a new location, select new and fill in the information accordingly.
- Method – the Local Courier is the BOCES courier who delivers the document(s) to your district; if you're picking up the document(s) at BOCES, then you'll select 'hold for pickup'.
- Quantity – click in the quantity you need copied in the Quantity box.
- Billing – the billing is set up by administration; however, if you have a unique order, complete the billing section accordingly.

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COLOR COPIES

- If you would like your order to be printed with **colored ink**, under Basic Options change the Output from B/W to Color.
- If you would like your order to be printed on **colored paper**, do not change the ink color, instead change the paper color under the Basic Options and then Paper Stock pull-down menu.

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IMPORTANT WebCRD TIPS:

- All items stay in the 'cart' for 30 days - After 30 days all items are automatically moved to the 'My Files' section where they will remain for one year.
- If you have a document that you print annually, you can return to 'My Files' section to retrieve the previous order and run the copy request from there.
- As of now the 'Search Catalog' and 'Special Orders' are not accessible features.
- In order to delete an item, when more than one item is listed, select the trash can in the upper right corner. Otherwise, start a new cart and that will delete the current cart and everything in it.
- The 3-hole punch feature is located under the "folding tab"
- Please only send the pages you would like printed. Specific pages cannot be selected. Also, blank pages should be removed unless you want them.
- Quantities must be filled out for EACH job within the order.
- Please double check Est. Delivery Date to be sure that is the date you need the order by. WebCRD automatically sets delivery date for a week ahead.

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