

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.

To create a PDF from Microsoft Word, Click File, Save As, and in the 'Save as Type' box you'll need to click on PDF to make your document a PDF.

To create a PDF from Google Docs, Click File, Go to Download As, and select PDF document.

WebCRD TIPS SAVING AND PLACING AN ORDER

2. Go to the website: <http://webcrd.cayboces.org>
3. Click on your school district for your DOMAIN.
4. Type in your User ID (this is your SCS network id).
5. Type in your password (this is the same password you use to access the network and SchoolTool).

A login form with a grey background. At the top, it says 'Login' in bold. Below that, it says 'If you already have a WebCRD account, please log in below.' To the right of this text is a black padlock icon. Below the text are three input fields: 'Domain' with a dropdown menu showing 'Skaneateles', 'User ID' with the text 'hbuff', and 'Password' with a masked password '*****'. At the bottom right is a 'Log In' button.An 'Upload A File' form with a grey background. At the top, it says 'Upload A File' in bold, followed by 'Select a file from your desktop.' Below this is a graphic of a folder with a downward arrow pointing to it. Under the graphic is a 'Choose Files' button and the text 'No file chosen'. At the bottom left is a link for 'Multiple Files?' and at the bottom center is a 'Go' button.

6. In the 'Upload a File' area, click "Choose Files" and select your document.
7. Click 'Go' (the PDF will then appear as an Item #).

Cart
 Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 38821

Provide an optional name for your order. Order Estimate \$0.0330
 Naming your order can be helpful for reordering.

Item 1 Replace File Continue Shopping

 **Elementary Technology Learning Opportunities - Fall 2018.pdf**
 1 Page
 8.50x11.00 Inches
 Unit Price \$0.0330
 Quantity 1

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

Print B/W, 1-Sided, White Letter 20 lb, Scale Down Only

Preview / Change Options

Enter special instructions for this item. Provide a sample of the document before processing my order.

8. Click “Preview/Change Options” and you’ll see a series of tabs (Output, Paper, Scaling, Plex, Covers, Binding, Folding & Punching, Other) – 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. You can change paper color, paper type (cardstock), stapling, hole punching etc. here.

9. Click “Done with Print Options” at the bottom in the middle to accept your selections.

10. If you click the ‘Provide a sample of the document before processing’ you will get one sample copy before the final print. The order will remain in your cart while you’re viewing the sample.

11. Click ‘Place Order’ if you’re ready to submit the copy request.

SHIPPING AND BILLING INFORMATION

Shipping Information Add Address

I would like my order shipped by: **Monday, September 24, 2018** Note: Only dates when the print center is open may be selected.

Heather Buff  **Select a Shipping Method**
 State Street
 Skaneateles CSD
 72 State St.
 Skaneateles, New York 13320
 United States
 Courier North Route

Delivery Estimate
Tuesday, September 25, 2018

Ordered Items	Quantity
1 Elementary Technology Learning Opportunities - Fall 2018.pdf	1

[Enter shipping instructions for this recipient](#)

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.

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.

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.
- ★ 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.
- ★ 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.

If you have any questions, please contact Computer Support at computersupport@skanschools.org

Thank you!