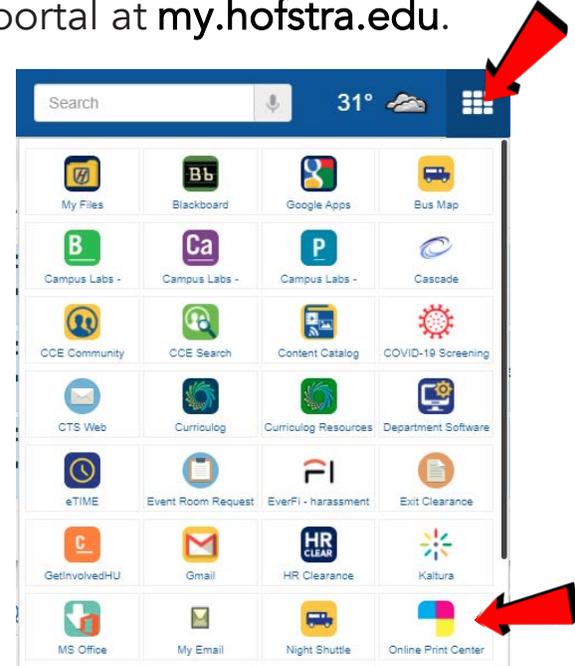


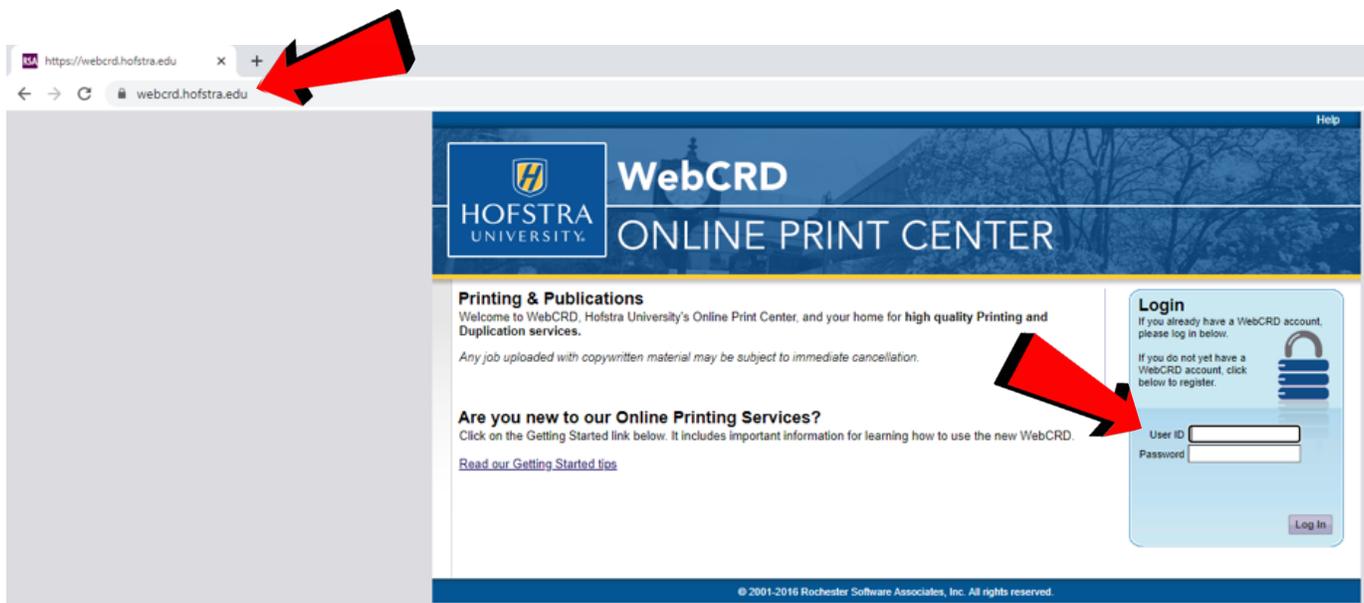
Logging in to WebCRD

If you have never logged in to our Online Print Center, you can do so in one of two ways. The first is through the Hofstra portal at my.hofstra.edu. Once you have logged in to the portal, click on My Apps (the grid icon in the top right corner.)

After you click on the grid, it will bring down your menu of apps (this may differ from the example shown, depending on what apps are available to you.) Click on the icon labeled "Online Print Center," and it will bring you to the WebCRD Online Print Center.



Another way to log in to WebCRD is to open any web browser and type <http://webcrd.hofstra.edu> into your address bar. This will bring you to a login screen, at which point you will log in with the same credentials you use to log in to the Hofstra portal.



If this is your first time logging in to WebCRD, you will see this screen. If not, skip ahead.

Use the first option and enter your password again. Never use the second option. After you enter your password, you will be brought to this page. Enter your contact information and click Continue.

ORDERING A JOB

There are three options for ordering a job in WebCRD:

1. Upload a File(s)
2. Business Cards
3. External Source

Depending on the type of job you are ordering, you may upload a file, or click on "Go" under "Business Cards" or "External Source."

For example, if you are looking to order business cards for yourself, click **"GO"** inside the box labeled **"BUSINESS CARDS"**



1. UPLOAD A FILE

If you have a digital file(s) you wish to upload for either Creative Services or printing, there are two ways to do this.

Upload a File



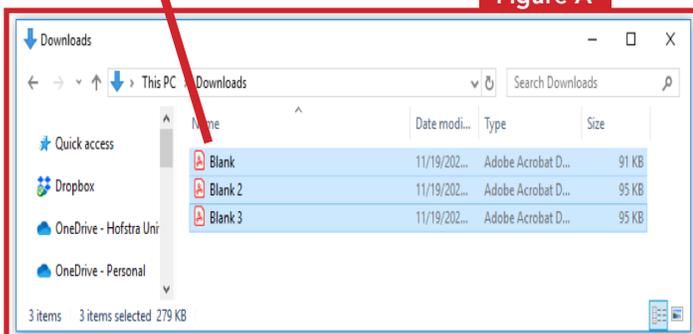
Drag files here or [click to browse](#)

HOW TO UPLOAD ONE OR MULTIPLE FILES:

You can click on "Click to Browse" and a window like the one shown in Figure A will appear. Search for the file or files on your computer that you wish to upload, highlight the file or files and click "Open." Or, you can simply highlight the file or files and drag them to the blue cloud.

Acceptable file types to upload include:
bmp, doc, docx, eps, gif, jpeg, jpg, pdf, png, psd, tif, tiff, xls, and xlsx.

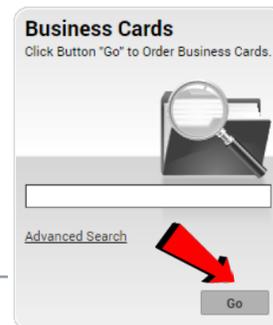
Figure A



2. BUSINESS CARDS

To order a business card, click on "Go" in the business card box from the WebCRD home screen.

This will bring you to a new page. Click on "Business Cards."



Select By Workgroup

Browse for items by selecting a Workgroup, or search for items using the search bar. Click Home to select items outside the Catalog.

Home > Catalog

Item Search		Search	Clear
Search	<input type="text"/>	Rows Per Page	100
Show Advanced Search Criteria		Sort By	Item
Workgroup	▼ Location		A-Z
Business Cards	Location		
		Folders	5
		Items	58

[1-1] of [1]

At this point you must choose a folder that best represents the kind of business card you need. For example, if you are a faculty member, you would choose the link for "School Business Cards" and navigate to the appropriate school. If you work in one of the various administrative offices, you might choose "Staff Business Cards."

Home > Catalog > Business Cards

Select By Folder

Browse for items by selecting a folder from the list below, or search for items using the search bar. Use the Catalog link to select a different Workgroup or click Home to select items outside the Catalog.

Home > Catalog > Business Cards

Item Search		Search	Clear
Search	<input type="text"/>	Rows Per Page	100
Show Advanced Search Criteria		Sort By	Item
Folders	▼		A-Z
Athletics Business Cards		Items	3
Law School Business Cards		Items	4
MBA and Pride Guide Cards		Items	3
School Business Cards		Items	28
Staff Business Cards		Items	20

[1-5] of [5]

Once you select the correct folder, you now have a choice of business cards. If you click on any of the images of the cards, you can preview each card. When you find the card you wish to order, click on the button labeled "Configure" on the line with the card you wish to order.

Home > Catalog > Business Cards > Staff Business Cards

Select Items

Add items to your cart by entering quantities and clicking **Add to Cart**. For template documents, click **Configure** to set up the template and add it to your cart. All items with quantities are added to your cart first.

Item Search		Search	Clear
Search	<input type="text"/>	Rows Per Page	100
Show Advanced Search Criteria		Sort By	Item
Admissions			Configure
Located in Business Cards / Staff Business Cards			
Armory			Configure
Located in Business Cards / Staff Business Cards			
Armory - Variable Web			Configure
Located in Business Cards / Staff Business Cards			
Emeritus			Configure
Located in Business Cards / Staff Business Cards			
JamesStreet.pdf			Configure
Located in Business Cards / Staff Business Cards			
Law School (Card Merge)			Configure
Located in Business Cards / Staff Business Cards			

Qty: 0 Add to Cart

BUSINESS CARDS continued

Below is the business card template. Please enter the required information in the fillable form. When completed, click the button "Update Preview" and your new information will be displayed on the business card "Preview" to your right.

Important: The information displayed in this preview will be printed on your business card. Please review carefully. When you are satisfied with your card, click the button "Add to Cart."

Orders Manage Files CART [1]

Configure Template - Staff

Form Fields

Current Mode: **Interactive**

Your Name

(Label) edu

Job Title

Department

Room # and Building

Hofstra University Address - i.e., 102

(Label) Hofstra University

(Label) City-St-Zip

+ 4 Zip Code - i.e., 1020

(Label) Tel

4 Digit Phone Extension, i.e., 6882

(Label) Fax

4 Digit Fax Extension - i.e., 4711

Full Name Email Address - i.e., jane.t.smith@hofstra.edu

Requested

Preview

Janine Macedo
Director, Print & Mail Services
Print & Mail Services

HOFSTRA UNIVERSITY
prideandpurpose

112 Butler Annex
102 Hofstra University
Hempstead, NY 11549-1020

Tel: 516.463.4737 Fax: 516.463.4711
janine.macedo@hofstra.edu
hofstra.edu



Refine Your Print Options, Page count & Quantity per recipient and billing information. Click **Place Order** to submit your order. (br)If you are submitting a Creative Services Order, only submit a Word documents and ensure that you click on Additional, then click on the Creative Services tab to enter your instructions.

Once you have placed your order you will no longer be able to edit or cancel this order, if you need to do please call 463-6963.

Job Number **88849**

Order Estimate **\$25.00**

Item 1

Add Another Item



Staff (Card Merge)
1 Page
3.50x2.00 Inches

Unit Price **\$0.10**

Quantity **250**

Enter instructions for this item, if you are re-ordering please enter old Job Number Here.

Shipping Information

Add Address

I would like my order shipped by: **Wednesday, November 25, 2020** *Note: Only dates when the print center is open may be selected.*

Janine Macedo
Print and Mail Services
Director
111 Butler Annex
102
Hempstead, New York 1020
United States
janine.macedo@hofstra.edu

Select a Shipping Method

Hold for Pickup

Jobs in 108 Butler - Business Hours: 9am - 5pm M-F

Delivery Estimate

Wednesday, December 09, 2020

Ordered Items	Quantity
1 Staff (Card Merge)	250

Enter shipping instructions for this recipient

Billing Information

Janine Macedo
Print and Mail Services
Director
111 Butler Annex
102
Hempstead, New York 1020
United States
janine.macedo@hofstra.edu

Order Estimate **\$25.00**

Click the price to view the cost details

Select Billing Codes for Payment

Fund

Organization

Account

PO

Please Do Not Type in PO - For Office Use Only

Enter billing instructions for this order

Start a New Cart

Add Another Item

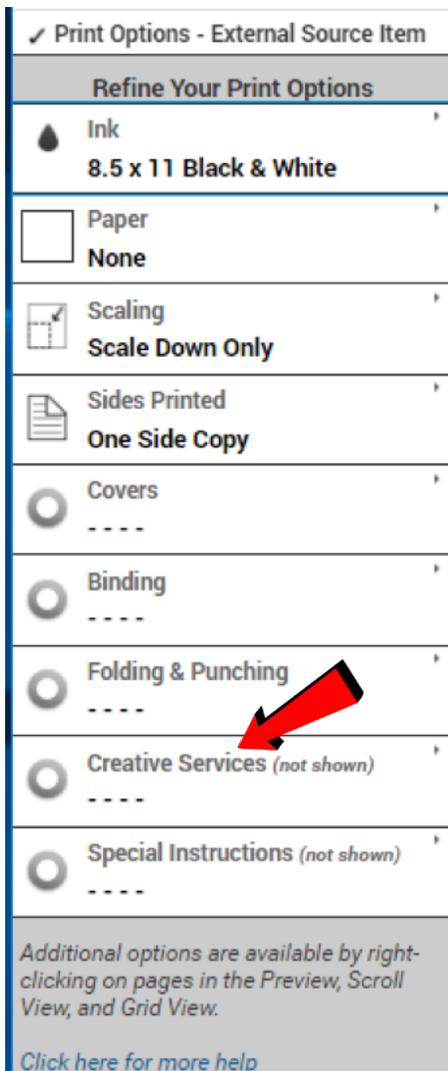
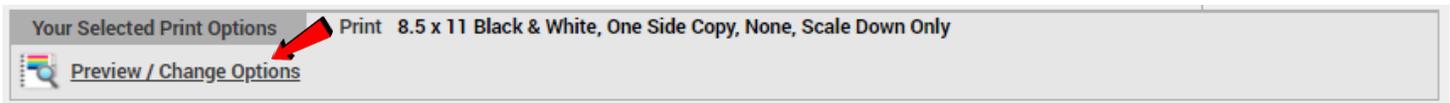
Place Order

The final step is to add your budget code (if it is not already listed in your profile) and click the button "Place Order."

* It is important that you have only one business card attached per job submission in case we have to cancel it.

ORDERING A CREATIVE SERVICES JOB

When ordering a job that requires creative services (editing/design), first gather all the materials for your job and use the "Upload a File" option to create a job in WebCRD. Likely, you will be using the option to upload multiple files. You will want to upload at least one text document (containing all of the text you want included in your job) and any pictures you plan to use. If you require more than one part to your job (for example, you need both flyers and posters) you will need to have more than one item in your job. If you add parts later in the creative process, you will need to submit a new WebCRD order for the extra item.



In your cart, click on "Preview/Change Options." Under "Refine Your Print Options," find and click on "Creative Services."

Please Note: Creative Services workflow can take four to six weeks from order placement to completion.

Other Finishing Options - External Source Item

Cutting
In Units of

Padded
In Units of

Perforation
In Units of

Trimming
In Units of

Creative Services - For Printing

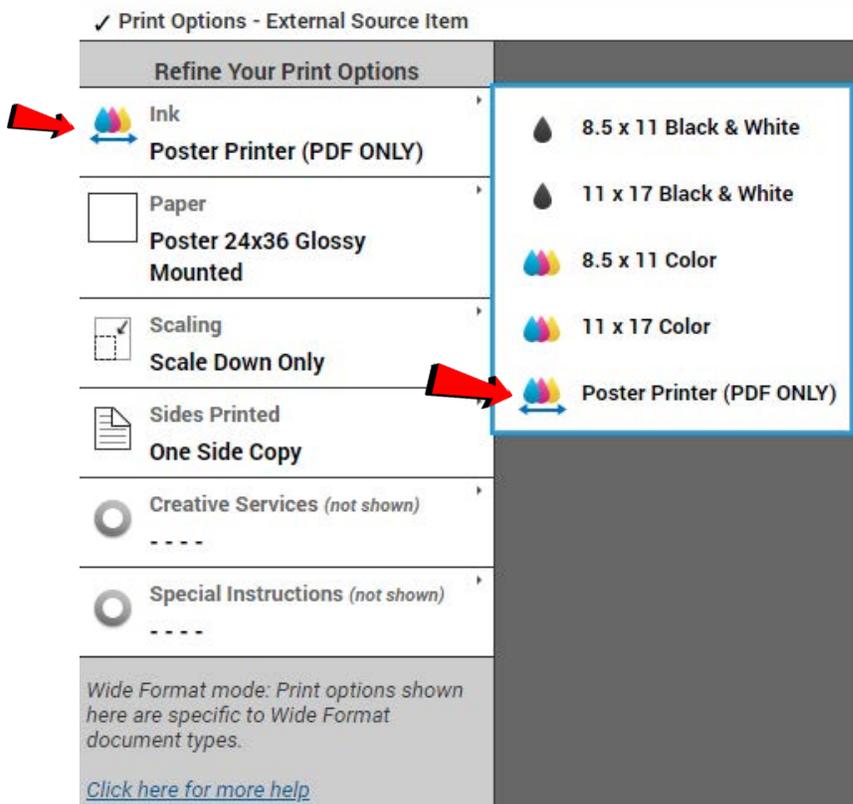
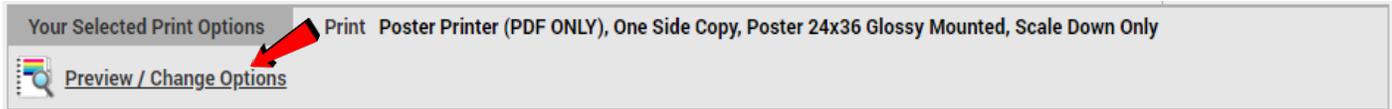
Creative Services - Art Only

Close

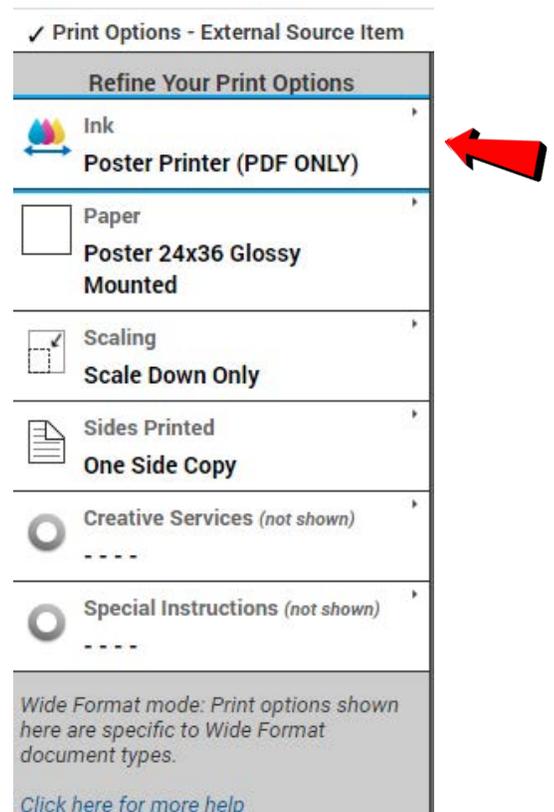
In the "Other Finishing Options" box, click on the appropriate box for "Creative Services" and then click on "Close." This will inform the staff that the file(s) you uploaded require Creative Services and should not go straight to print. Even if you upload more than one file to your cart, you need to select "Creative Services" only once. Use the "Special Instructions" box to enter all the information the artist needs to know about the job; then click "Save." Once done, click "Done with Print Options."

ORDERING A PRINT-READY POSTER JOB

To order a poster, first you must upload your PDF file. (All posters must be submitted as PDFs.)



In your cart, click on "Preview/Change Options." Under "Refine Your Print Options" click "Ink" and then click "Poster Printer (PDF ONLY)." (If you uploaded a 24x36 PDF poster file, the Ink selection will default to Poster Printer (PDF ONLY) and Paper will default to Poster 24x36 Glossy Mounted. See example directly below.)



Now click on "Paper."

✓ Print Options - External Source Item

Refine Your Print Options

 Ink
Poster Printer (PDF ONLY)

Paper
Poster 24x36 Glossy Mounted

 Scaling
Scale Down Only

 Sides Printed
One Side Copy

Creative Services (not shown)

Special Instructions (not shown)

Wide Format mode: Print options shown here are specific to Wide Format document types.

[Click here for more help](#)



You will see only the paper that the Poster Printer is able to use. Choose the type of poster you would like to print. Bus Signs are a type of poster only used on the Hofstra Shuttle. 24x36 Glossy Mounted is for a poster printed then mounted on a foam-core board. Unmounted posters are rolled glossy posters.

Paper Type

Current Paper: **Poster 24x36 Glossy Mounted**

Use the filter options below to view the available paper choices.

Color Poster Size Poster

The paper size has been preselected for you.

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

<input type="checkbox"/>	Name	Color	Size
<input type="checkbox"/>	Poster 24x36 Glossy Mounted	Poster	Poster
<input type="checkbox"/>	Poster 24x36 Glossy Unmounted	Poster	Poster
<input type="checkbox"/>	Poster 36x48 Glossy Unmounted	Poster	Poster
<input type="checkbox"/>	Bus Signs - Blue 10.5 x 24	Poster	Poster
<input type="checkbox"/>	Bus Signs - White 11 3/8 x 24	Poster	Poster

