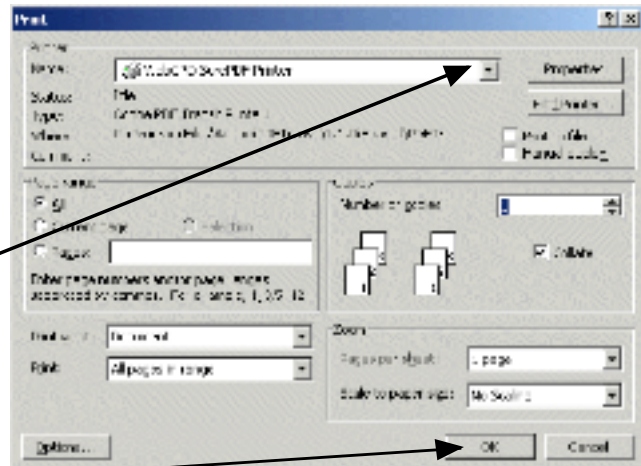
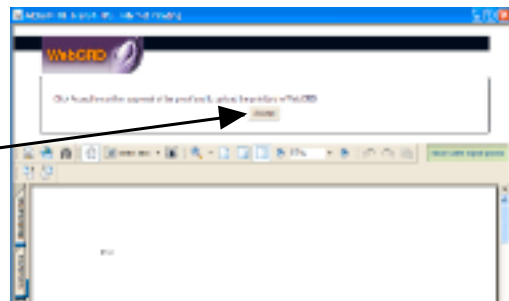


Electronic Submission of Copy

1. Create your document. You can use any application.
2. Chose Print from your application's File menu.
3. Select the **WebCRD SurePDF for Kirkwood** printer from the Printer Name drop-down list. The dialog box may appear different from the one below depending on the application that you are using. Click **OK**.



4. The PDF version of your file is displayed in a new window. This may take a few minutes. Click **Accept**.



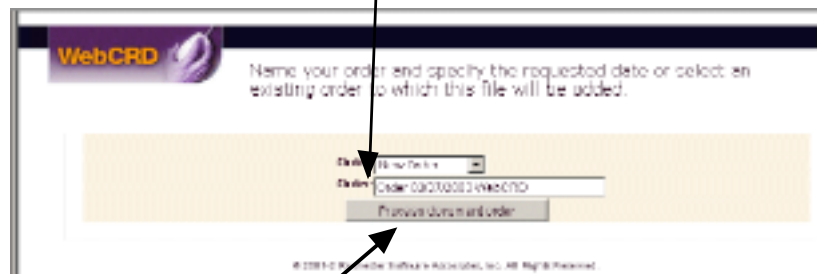
5. The Welcome screen appears. Type your Login ID which is the same as your network login in all lower case letters in the WebCRD login screen. (This application is case sensitive.) Then your password.



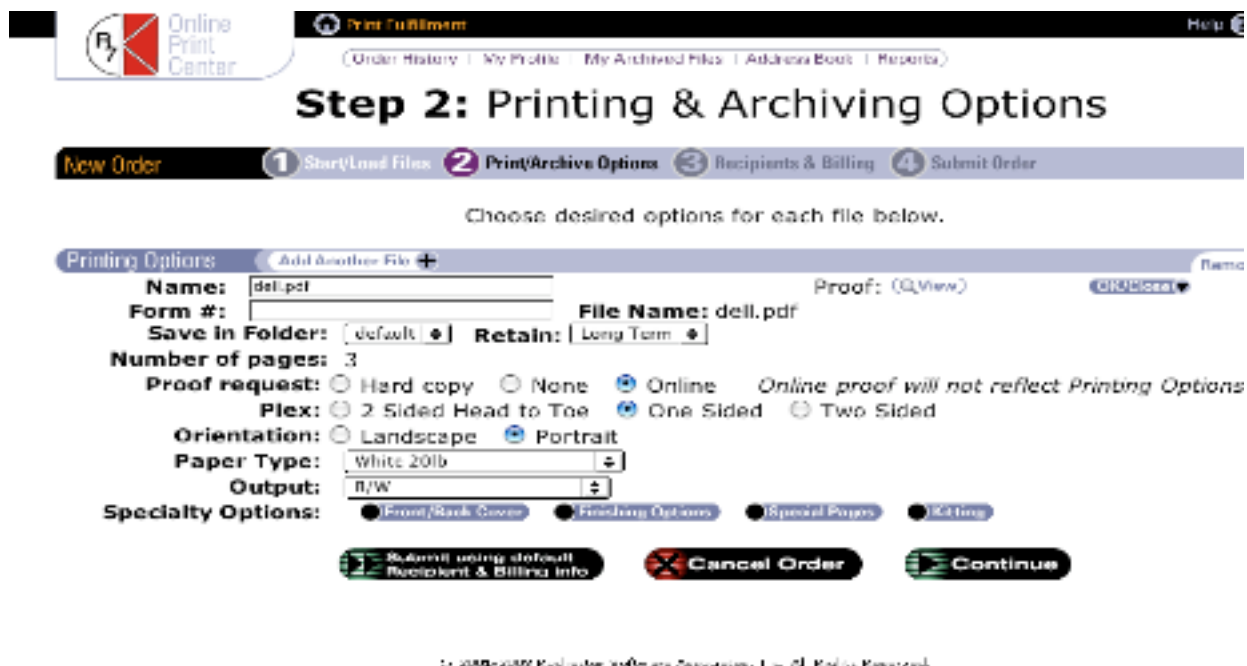
6. Type a name for the order to help YOU identify the order at a later date. The default is the date of the order.

OR

You can also use the drop down list next to the words Order Type to add this file to an already existing order that has not been submitted. (This means that you can build an order by adding files to your Copy Center account and combining several files into one larger order. In other words, you could "submit" several documents at one time.)



7. Click **Process document order**. The File Transfer screen may briefly appear as the file is uploaded.
8. The Step 2: Printing and Archiving Options page will appear. Check all the settings to make certain that they are what you want for this particular job. Then click on **Continue**.



9. The Step 3: Recipients and Billing Information page is the place that you can send copies to other people in the district.
- Set the Due Date (you cannot go on if you do not).
 - Set the Quantity.
 - Do not change the billing information as these have been preset to match the codes for your building.
 - Then click on **Continue**.

Online Print Center

Print Fullman

Step 3: Recipients & Billing

New Order

1 Start/Load Files 2 Print/Archive Options 3 Recipients & Billing 4 Submit Order

Specify Order Name, Due Date, Shipping Method, Quantities for each recipient, and Billing information. Then you may Add Another Recipient, or click CONTINUE to proceed.

Order #:311 Order Name: [text] Order Status: Unsubmitted

Recipients

Pat Byington (Details) Location: [dropdown] Due Date: 11/05/2003 [calendar] (Special Instructions) Remove Self

Method: [dropdown]

1. Print job.pdf Quantity: [input]

Add Another Recipient: My Default From Address Book New ?

Billing

Bill to: Pat Byington (Details) Account Number: 001 (Special Instructions) Remove Self

Change to: My Default From Address Book New ?

Cancel Order Continue

10. Step 4 is where you double check the order. You can choose to **Submit** or **Submit Later**.

Online Print Center

Print Fulfillment

Step 4: Submit Your Order

New Order 1 Start/Load Files 2 Print/Archive Options 3 Recipients & Billing 4 Submit Order

Please make sure all your details are correct, then submit the order for processing by clicking the **SUBMIT** button (below). You may also **SUBMIT LATER** (it will be saved in your Order History).

Order #: 311 Order Name: test Order Status: Unsubmitted

Printing Options Add Another File +

Name: Print job.pdf Total Ordered: 1

Recipients Pat Byington Location: Due Date: 11/09/2002 Method: Server

1. Print job.pdf Quantity: 1

Add Another Recipient: My Default From Address Book New

Billing Bill to: Pat Byington Account Number: 20

Change to: My Default From Address Book New

Cancel Order Submit Later Submit

11. If desired, print a receipt on the **Order Submitted** page.

WebCRD Print Fulfillment Help Logout

Order Submitted

Your order has successfully been submitted for processing!

Order #: 245 Order Name: Order 02/27/2003 WebCRD

Thank you for your order.

If you would like a printed receipt [click here](#)

12. Click the **Logout** link to finish using WebCRD.