PUBLICATIONS CENTER

WebCRD & SurePDF

Training Guide

RSCCD Publications Center Online Submission System

Getting Started with WebCRD & SurePDF

RSCCD Publications Center ▪ 1465 N. Batavia St., Orange, CA 92867 ▪ (714) 628-5955/5951

About WebCRD and SurePDF

- **WebCRD** is a web-based application that enables users to submit, manage, reorder and output black-and-white digital printing jobs to RSCCD's Publications Center. Color jobs must be submitted with an administrator's signature on a RSCCD Publications Job Request form.
- **SurePDF** workflow software enables users to create and submit Adobe PDF files for printing. The RSCCD SurePDF print driver has been installed on your computer and is located under the Printer dropdown menu.

WebCRD/SurePDF Features & Benefits

- Able to create Adobe PDF files for proofing and printing from your computer's Print dropdown menu.
- Able to view an accurate and reliable PDF proof immediately.
- Able to print a hard copy of the PDF proof (optional).
- Able to submit orders to RSCCD Publications Center for printing directly from your computer. Turnaround time for print orders submitted via WebCRD is typically 1-2 business days (Monday-Friday).

Software Requirements

- **Adobe Reader 8.1** (or higher) must be installed on your computer.
- **SurePDF** print driver must be installed on your computer.
- For convenience, both **Adobe Acrobat Reader** and the **SurePDF** have been added to all district PC computers. *MACINTOSH users will need to install both applications*.
- Submitting print jobs from a computer outside the district will require the user to install Adobe Reader and the SurePDF print driver (See instructions on the following pages).

Installing Adobe Reader

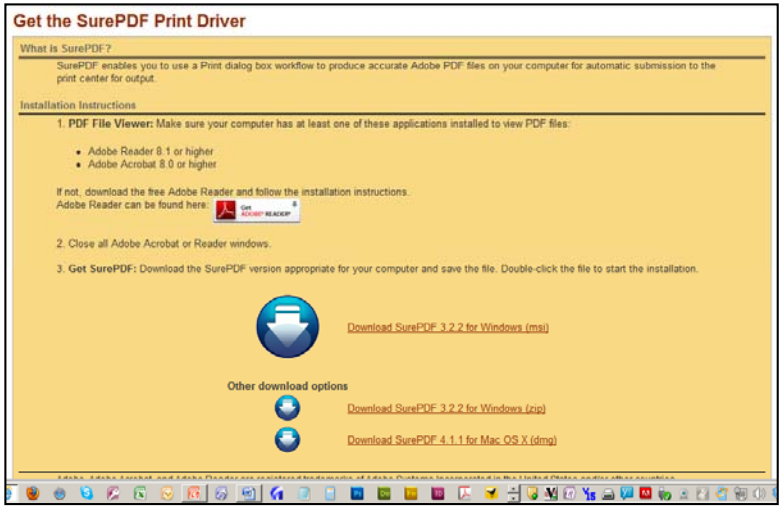
- The latest version of **Adobe Reader** can be downloaded and installed from the Adobe website at (get.adobe.com/reader). MACINTOSH users may need to select the “Different language or operating system?” link to download the proper version of Adobe Reader.
- Deselect any additional software options that may be available for download.
- Download and install **Adobe Reader** prior to installing the **SurePDF** print driver.

Installing SurePDF

- The latest version of **SurePDF** can be downloaded and installed from the Publications Center's online submission website – webcrd.rsccd.edu.
- Select the **Download RSCCD SurePDF Printer Driver** link on the left side of the Publications Center's home page under **Downloads**.

Installing SurePDF (continued)

- Download and install the appropriate **SurePDF** print driver for your computer from the page below.
- Make sure no Adobe programs are running during the installation process or SurePDF may not install correctly.



Installation Help

- If you encounter problems or feel your district computer does not have **Adobe Reader** or the **SurePDF** print driver installed, please contact the Publications Center at (714) 628-5955 and one of our reprographic technicians will assist you.
- **Publications Center hours are**:
  Monday-Thursday, 6 a.m.-4:30 p.m. and
  Friday, 6 a.m.-noon.

Accessing Publications Center Website

- You can access the Publications Center website internally or externally by typing webcrd.rsccd.edu into your web browser address bar and pressing “Enter.”

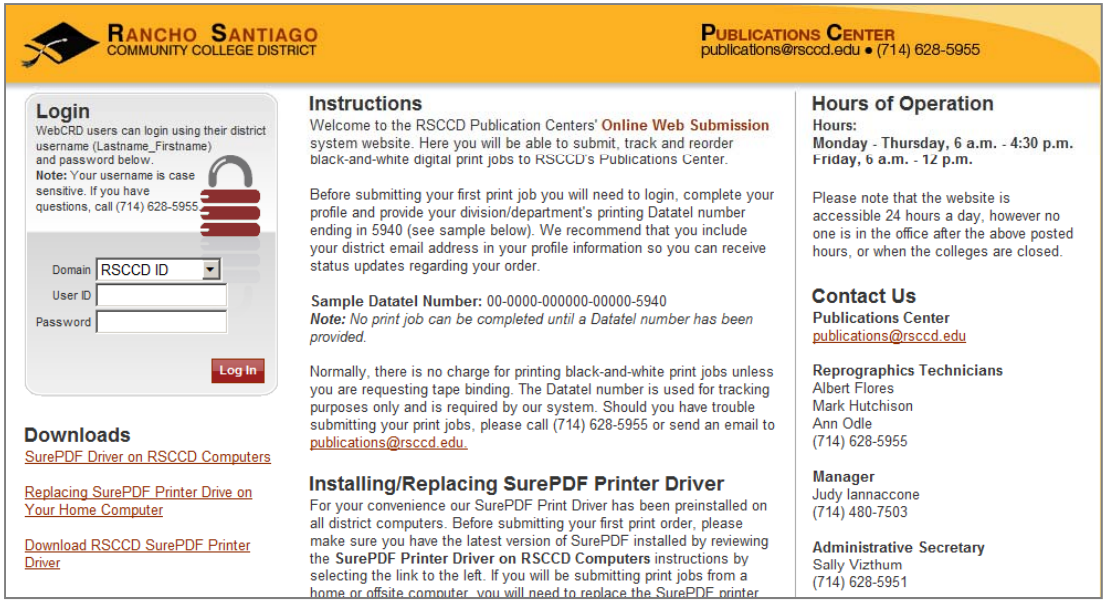
- We recommend that you bookmark the Publications Center’s web address for future use.

About the Publications Center Website

- On the Publications Center's home page, you will find department hours of operation, department contacts and important news and messages when needed.
- You can also access the WebCRD Getting Started user guide for quick reference.
- You can also download and install **Adobe Reader** and **SurePDF** which are required to use the Publications Center's Online Submission System.
- Login to submit, review, cancel or reorder jobs.

Logging In

- Go to webcrd.rsccd.edu from any location.
- Users will be able to enter the Publications Center's website by using their current district login information.



Logging In (continued)

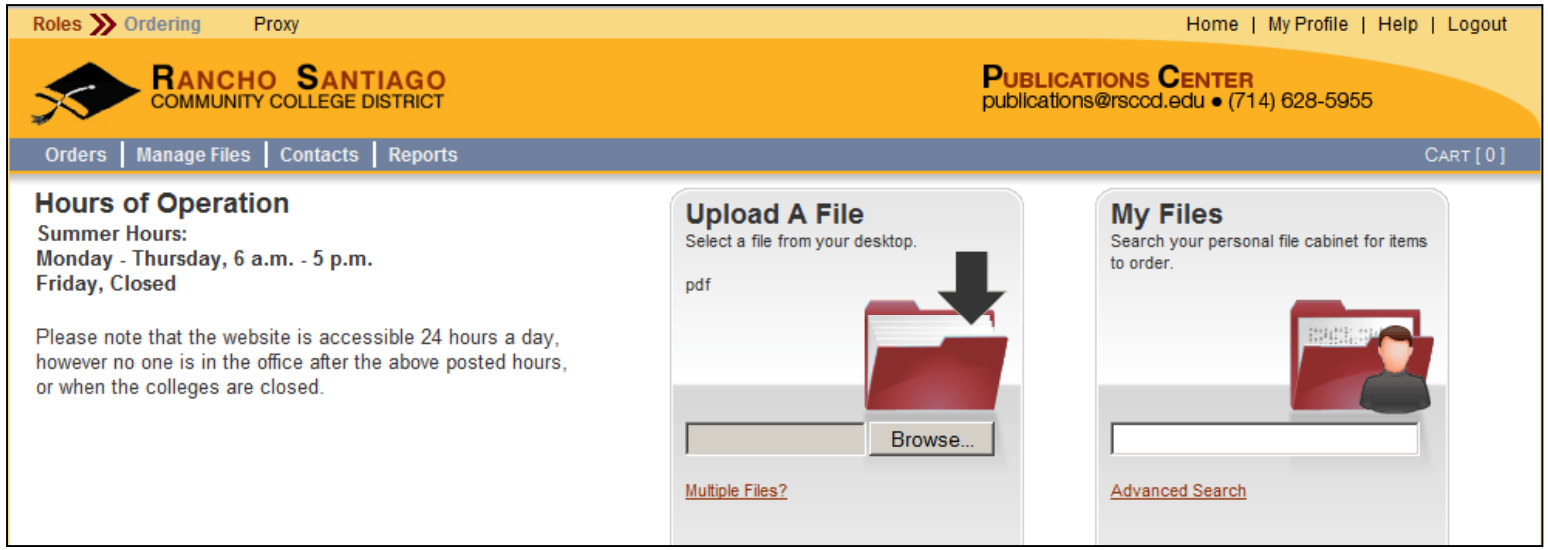
- Select **RSCCD ID** from the dropdown menu in the **Login** form
- **User ID field:** Enter your district User ID. **Note**: Your user ID is case sensitive
  Example: Lastname_Firstname or pc00000
- **Password field:** Enter the password you use to log on to your district computer. Press "**Enter**"
- Existing users will be redirected to the **Ordering** page (skip next page). New users will be redirected to a **Account Creation** page. (See next page)

Logging In (continued)

- On the **Account Creation** page new users will be asked to re-enter their password. Enter your password in the field provided and press the **Continue** button.
- You will be redirected to the **Ordering** page if the password you re-entered matches the password you entered on the home page.
- If you are unable to login or create an account, contact the Publications Center at (714) 628-5955 or by email publications.rsccd.edu.

Logging In (continued)

- Congratulations! If you see the **Ordering** page below you either logged in or created a new account successfully and are now ready to place print orders.

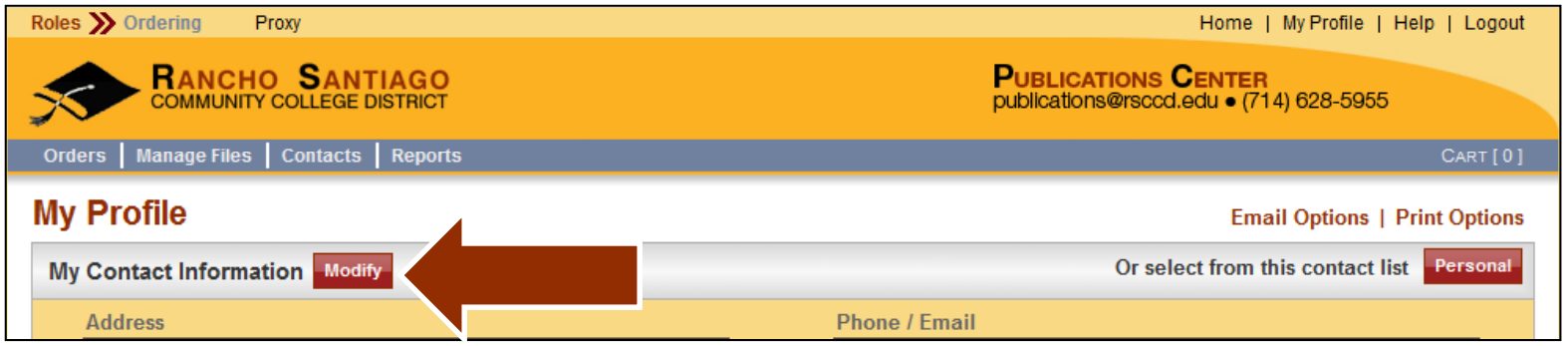


Creating User Profile

- Login to the Publication's Center website with your user ID and password.
- Select **My Profile** on the **Ordering** page.

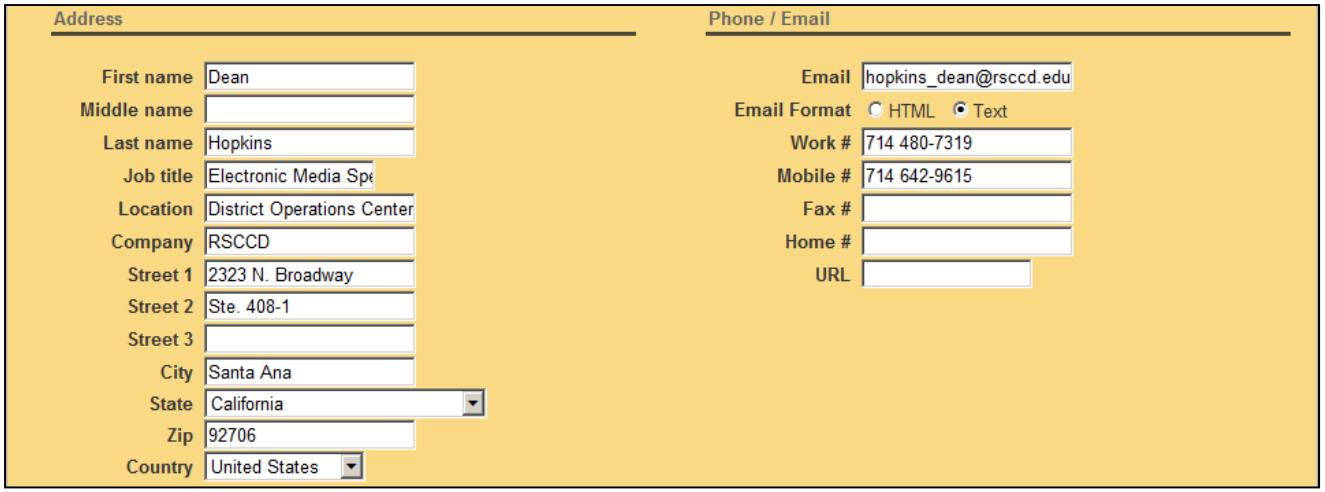
Creating User Profile (continued)

- On your **My Profile** page complete the following sections
  - My Contact Information
  - Billing Address
- You can modify these sections by selecting the **Modify** button to the right of each section title.



Creating User Profile (continued)

- **Provide your contact information** (**location, phone number(s), district email address, etc.**) so the Publications Center can reach you if there are questions regarding your order. Press the **Save** button when done.

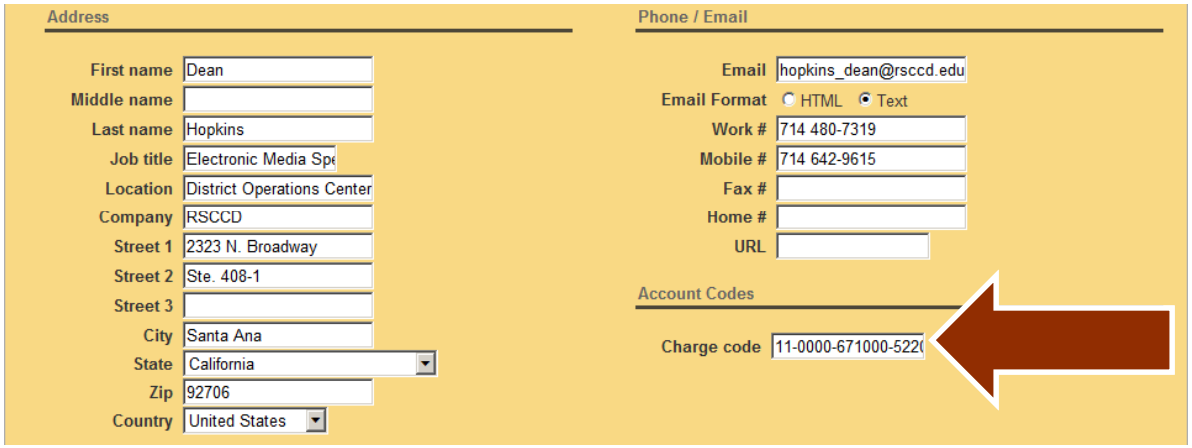


Creating User Profile (continued)

- **For your convenience and for tracking purposes**, you will be required to include your department/division's **Reproduction/Printing Expense Datatel number** in you're **My Profile** before submitting your first job.
    - **Example:** 00-0000-000000-00000-5940
- Contact your department/division administrator or support staff to get this number.
- With special exceptions, there is no charge for black-and-white printing jobs.

Creating User Profile (continued)

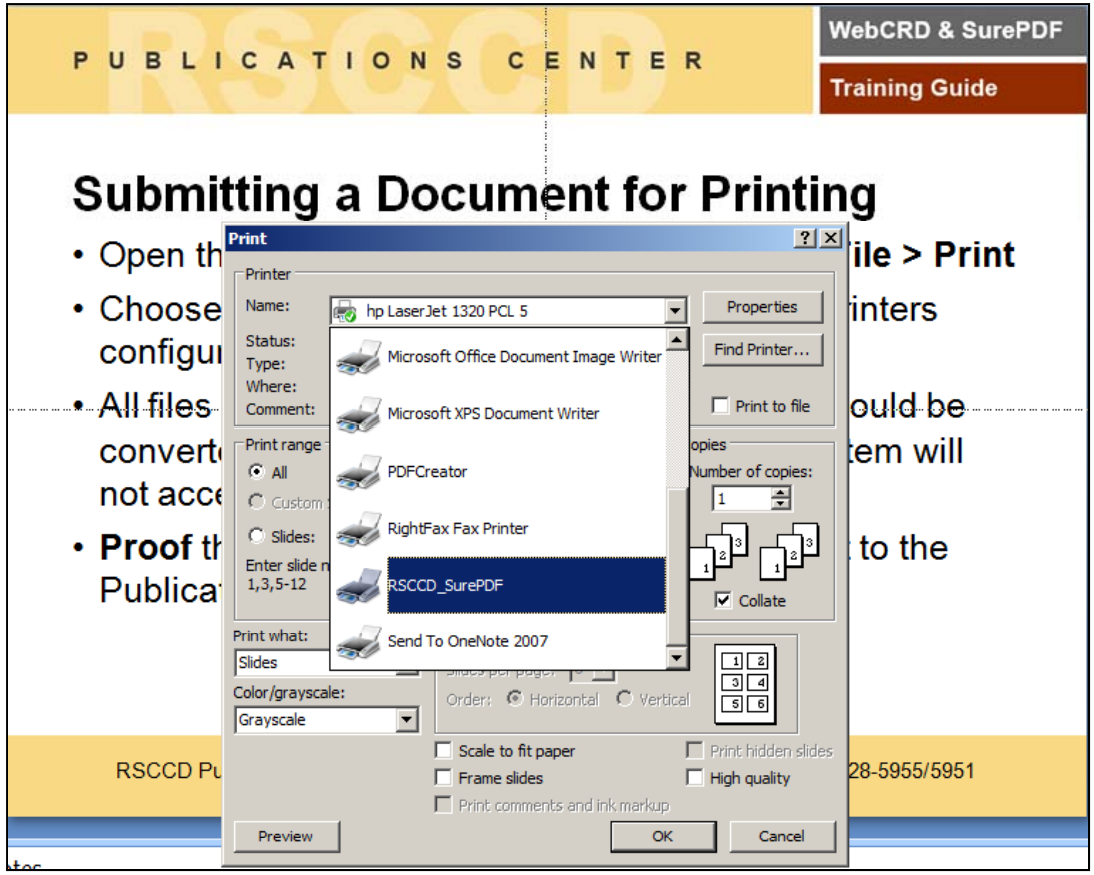
- To add your department/division's **Reproduction/ Printing Expense Datatel number** press the Modify button in your Default Billing Information section and enter it in the **Charge Code** field. Press **Save**. *Note: This number will now be included on all future orders.*



Submitting a Document for Printing

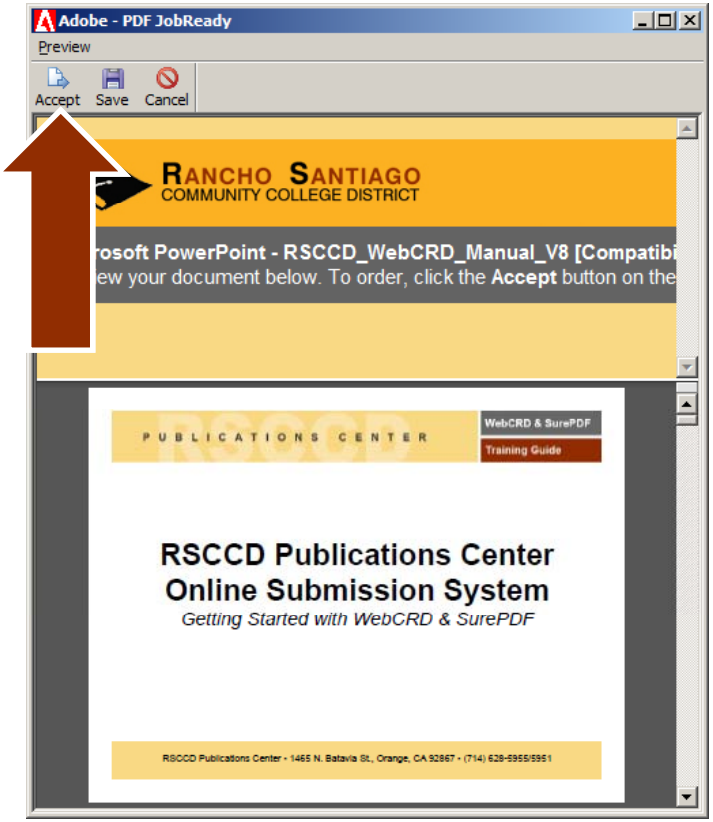
- Open the document to be printed and choose **File > Print**
- Choose <**RSCCD_SurePDF**> from the list of printers configured on your computer and select **OK** (see screenshot on following page)
- All files submitted to the Publications Center should be converted into PDF files via WebCRD. The system will not accept any other file types.

Submitting a Document for Printing



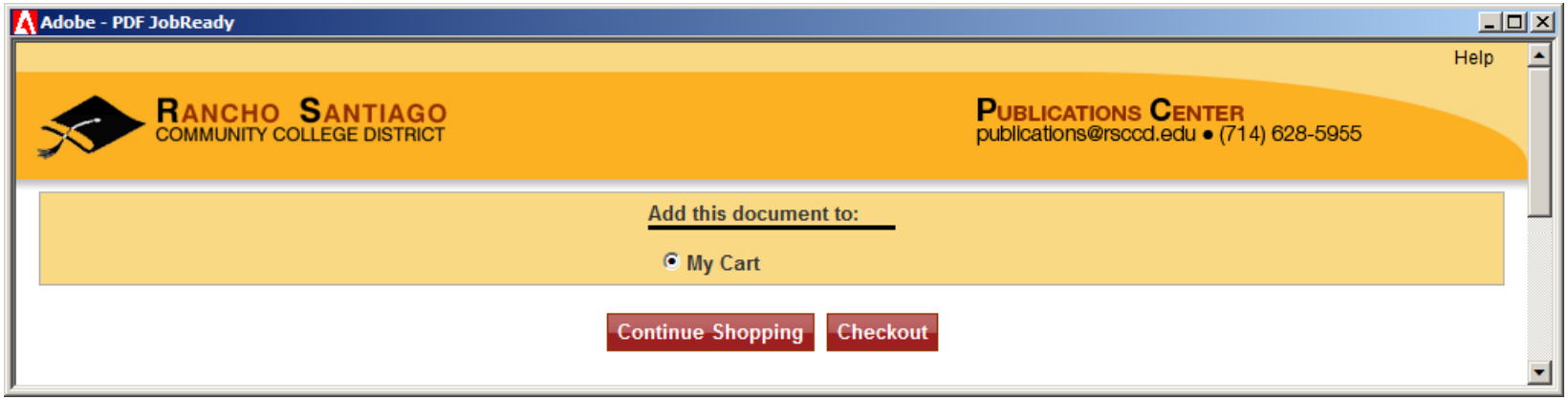
Submitting a Document for Printing

- After clicking the **OK** button, the WebCRD preview window will appear. **Note:** There may be a slight delay while your document is being converted in to a PDF.
- **Proof** the PDF file and select **Accept** to send it to the Publications Center.



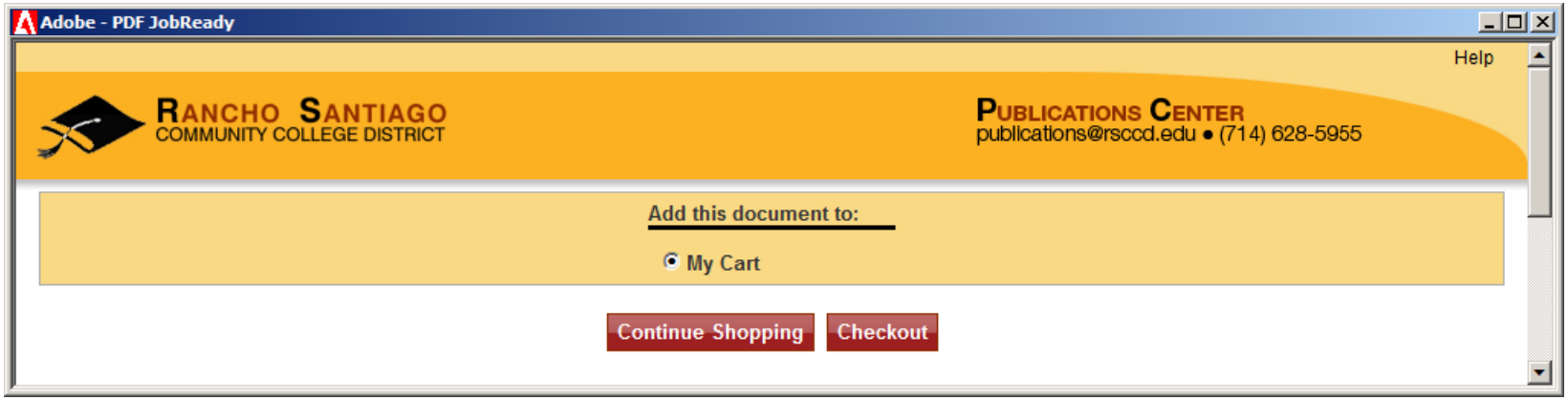
Submitting a Document for Printing

- When prompted enter your **Login ID** and **Password** and click on the **Log In** button.
- You will be redirected to your **My Cart** page.



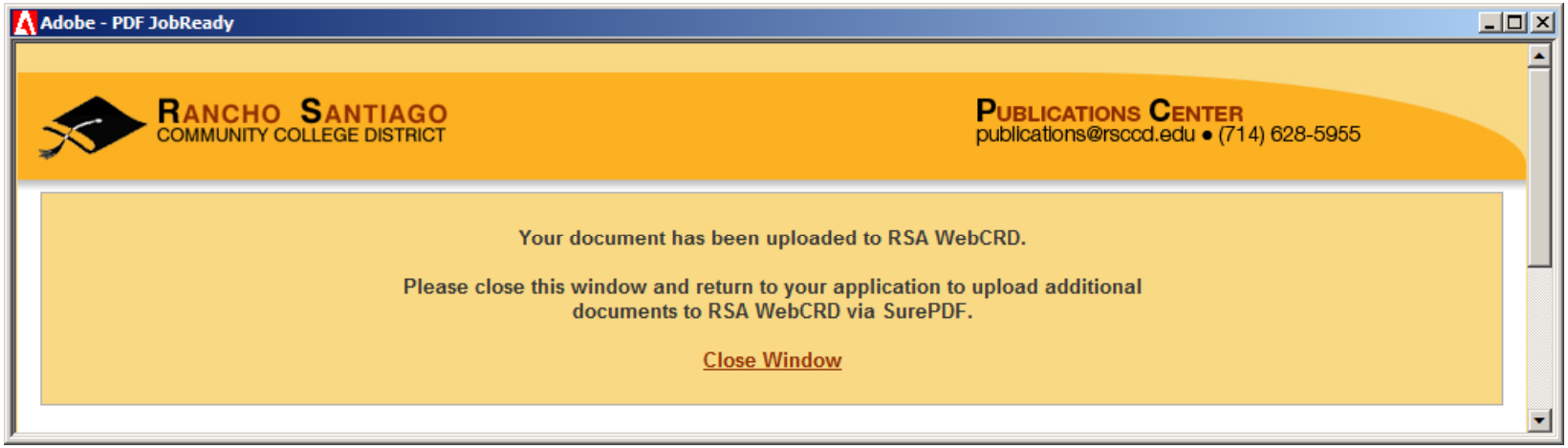
Submitting a Document for Printing

- If you are submitting just one document, press the **Checkout** button and continue to the **Cart** page.
- If you will be submitting multiple documents in one order, press the **Continue Shopping** button (see next page).



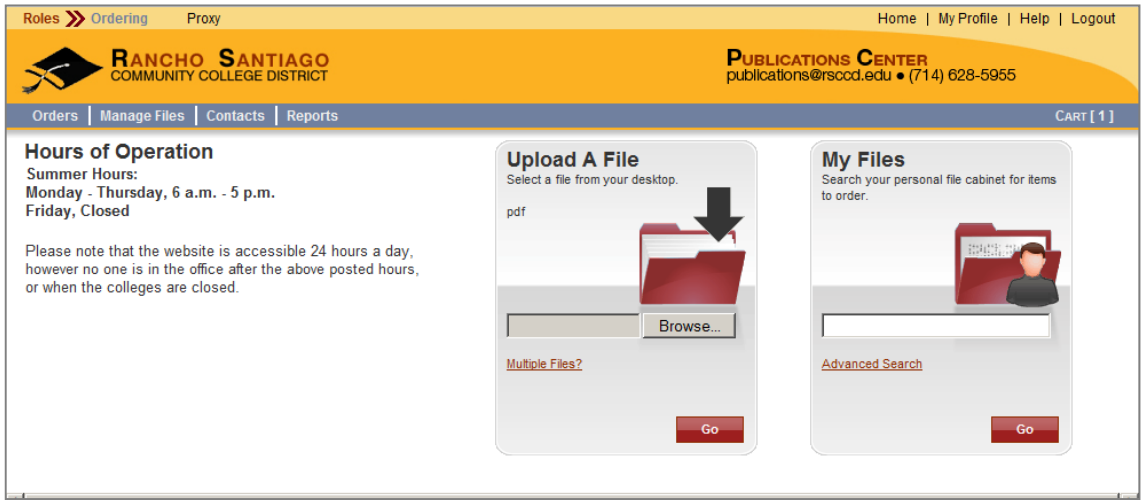
Submitting a Document for Printing

- After pressing the **Continue Shopping** button (for multiple documents) the following window will appear.
- Press the **Close Window** button to upload another document.



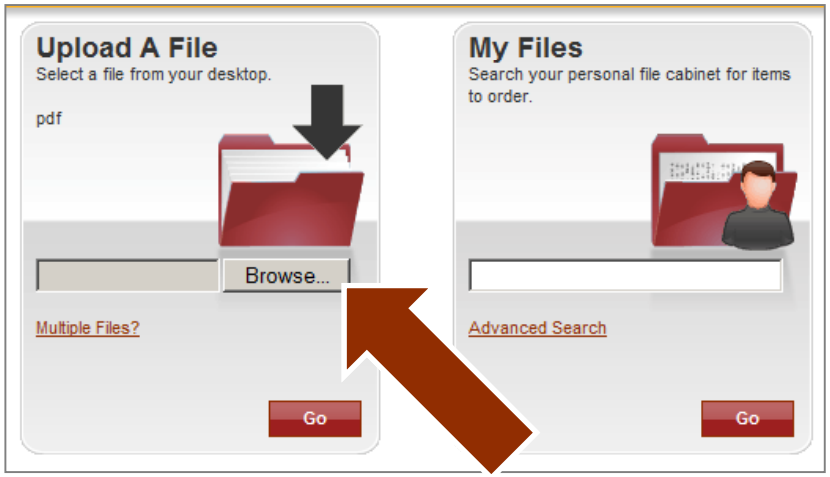
Uploading a Document for Printing

- You can also upload a document from the **Ordering** page. **NOTE: The file must be a PDF**.
- Enter your **Login ID** and **Password** on the Publications Center home page and then hit the **Log In** button.



Uploading a Document for Printing

- Select the **Browse** button under the **Upload a File** section of the **Ordering** page.
- Locate your file and press the **Open** button. Press the **Go** button to upload your document to your **Cart**.



Placing Order

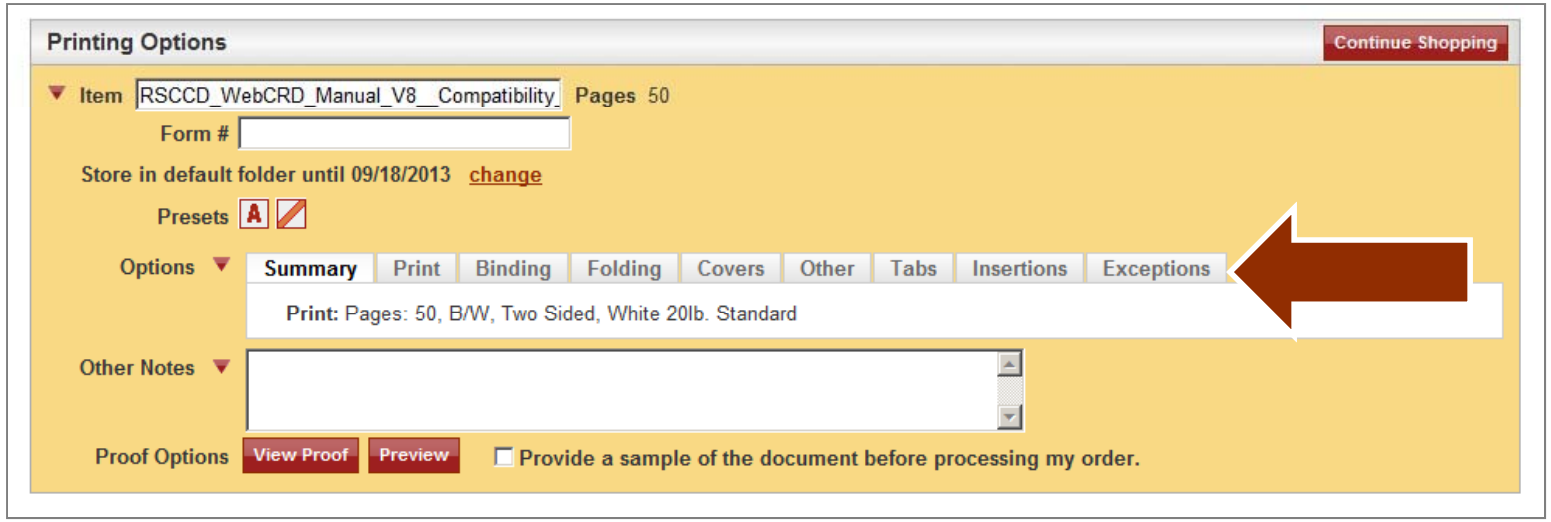
- After submitting a document using the **RSCCD_SurePDF** printer driver or uploading a document from the **Ordering** page you will be directed to your **Cart** page.

Placing Order

- Here you can change the **Order Name** of your order and select from nine different print settings listed in the **Options** area.

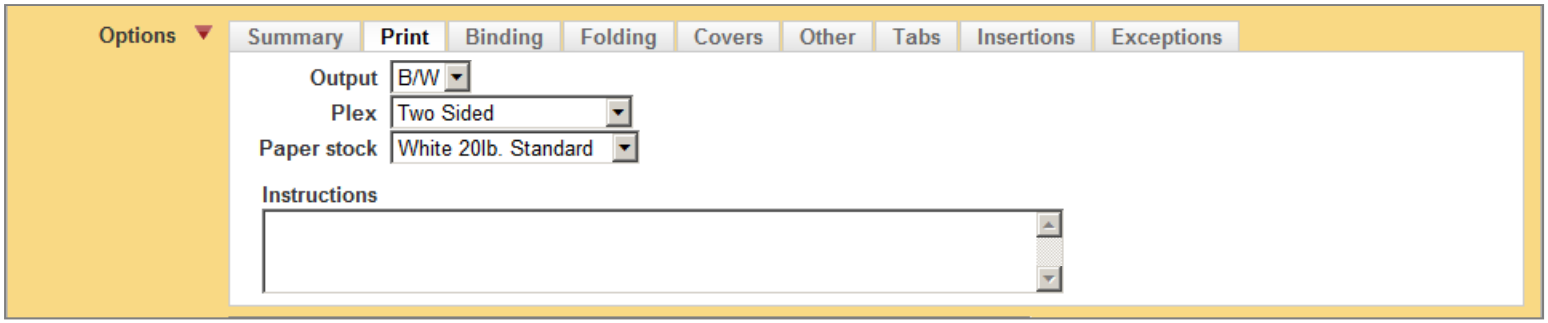
Placing Order

- The nine (9) print options available in setting up your print job are – Print, Binding, Folding, Covers, Other, Tabs, Insertions, Exceptions and Summary.



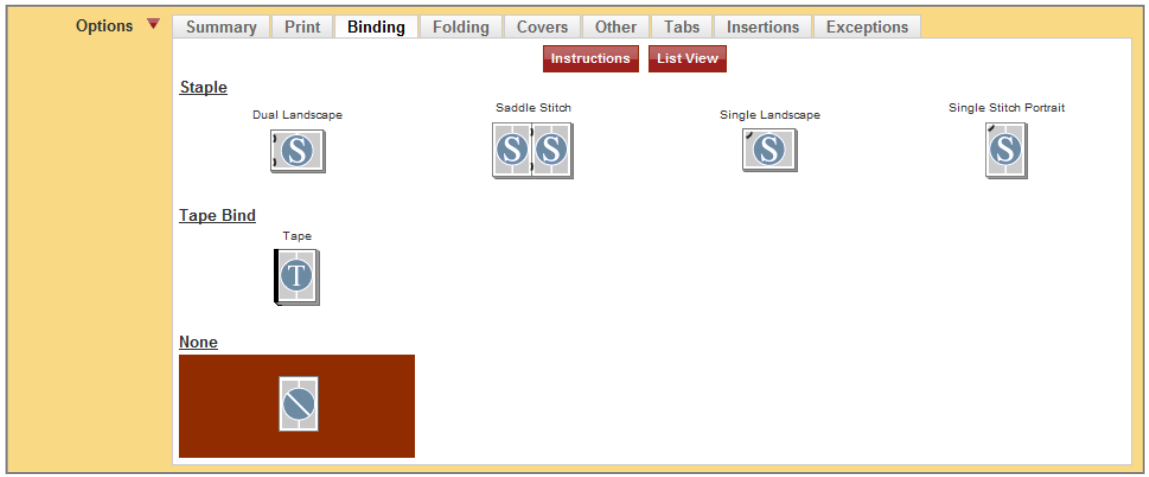
Placing Order

- **Print** – Choose from the dropdown menus for **Output**, **Plex**, **Paper stock** and **Orientation** to begin setting up your order. Enter text in the **Instructions** box for special instructions for the Publications Center.



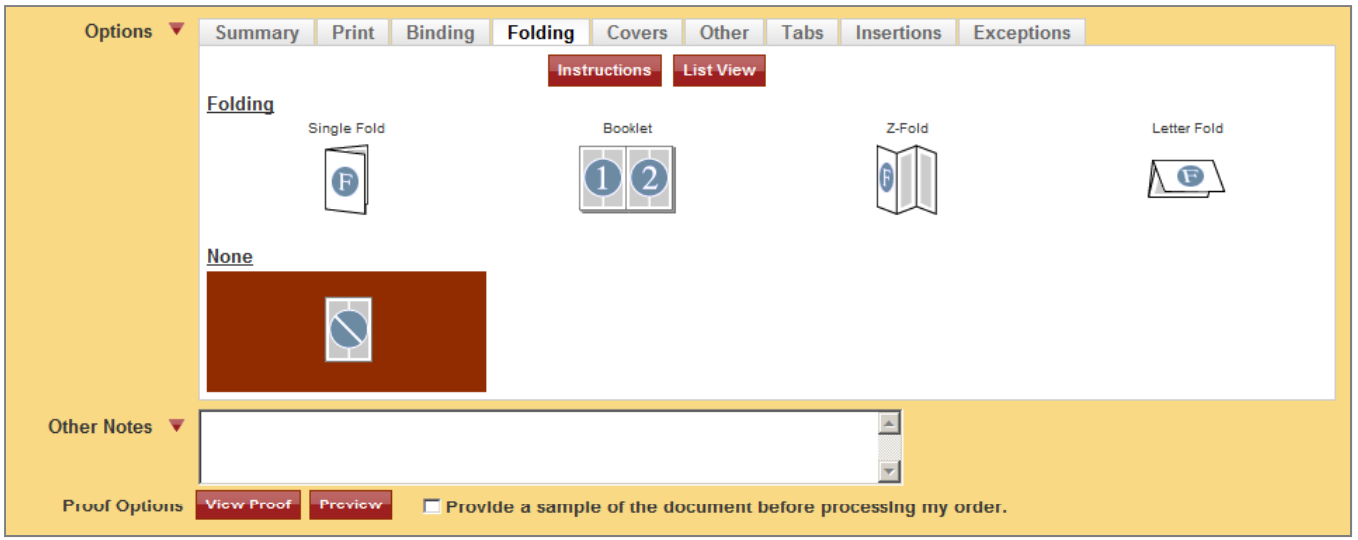
Placing Order

- **Binding** – Choose the binding options for your print job. Click on **Instructions** to type special instructions for the Publications Center. Click on **List View** to see a list of the binding option (Icon view is typically the default). Binding is available as a "charge back" option and requires an administrator's approval.



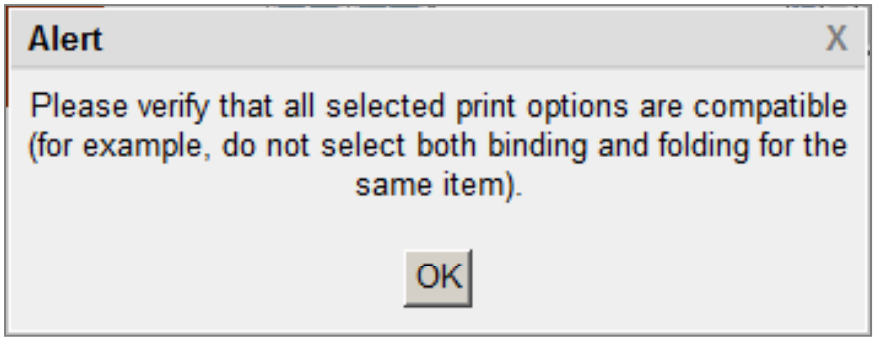
Placing Order

- **Folding** – Choose the folding options for your print job. Click on **Instructions** to type special instructions for the Publications Center. Click on **List View** to see a list of the folding options (Icon view is typically the default).



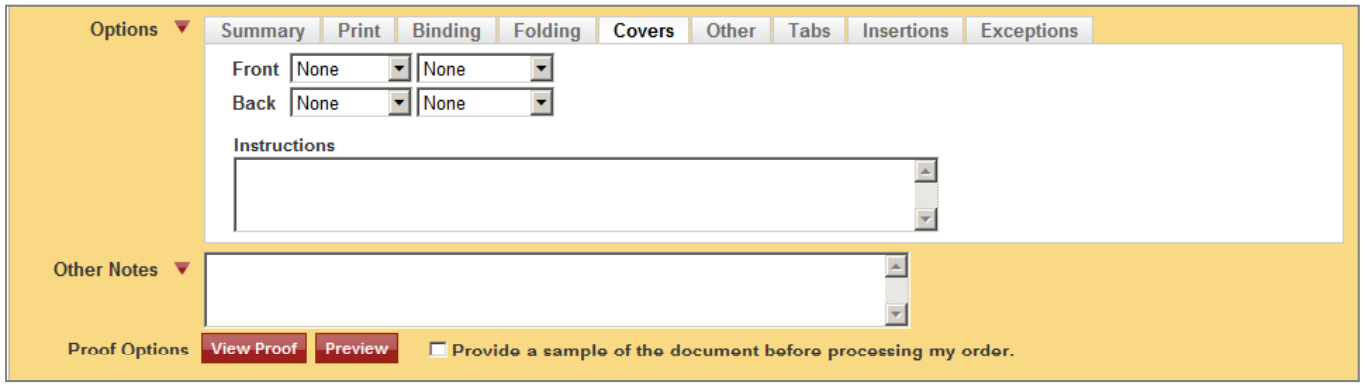
Placing Order

- **Alert!** – When choosing more than one finishing option that may be incompatible you will receive a message alert. This does not prevent the choice, just notifies you that it may not be capable.



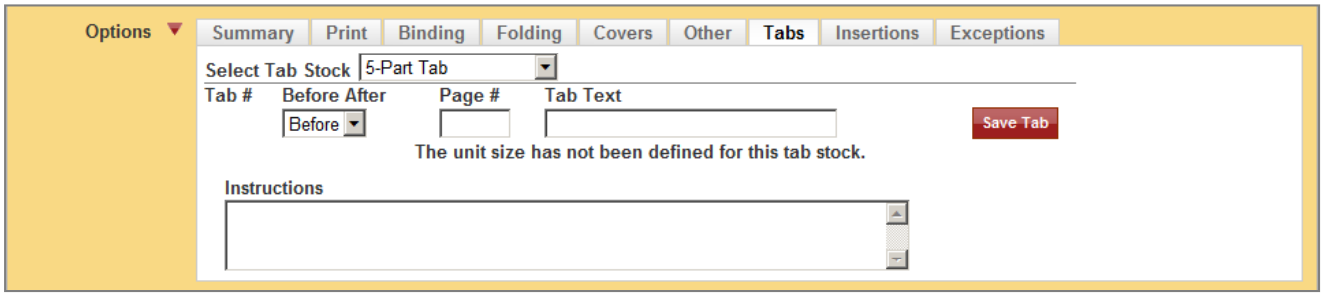
Placing Order

- **Covers** – Choose if you would like a **Front** or **Back Cover**, which paper stock is needed and if printing on the covers is desired, which side should print (uses the first or last pages of your document). Enter text in the **Instructions** box for special instructions for the Publications Center.



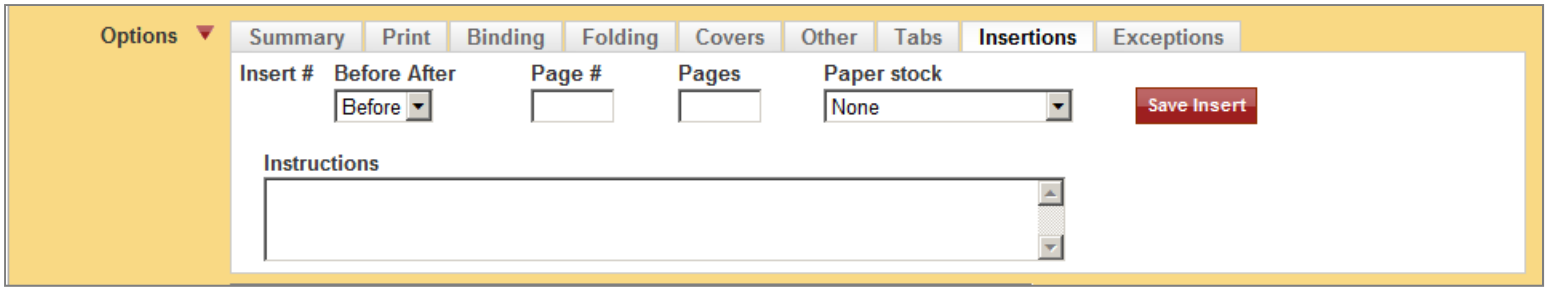
Placing Order

- **Tabs** – Choose **Tab Stock** to be used, where you want the tab placed and enter the tab text for each tab. Click on **Save Tab** to add it to the order. Enter text in the **Instructions** box for special instructions for the Publications Center. **Note:** Tab stock must be provided by the customer or department unless other arrangements have been made with the Publications Center.



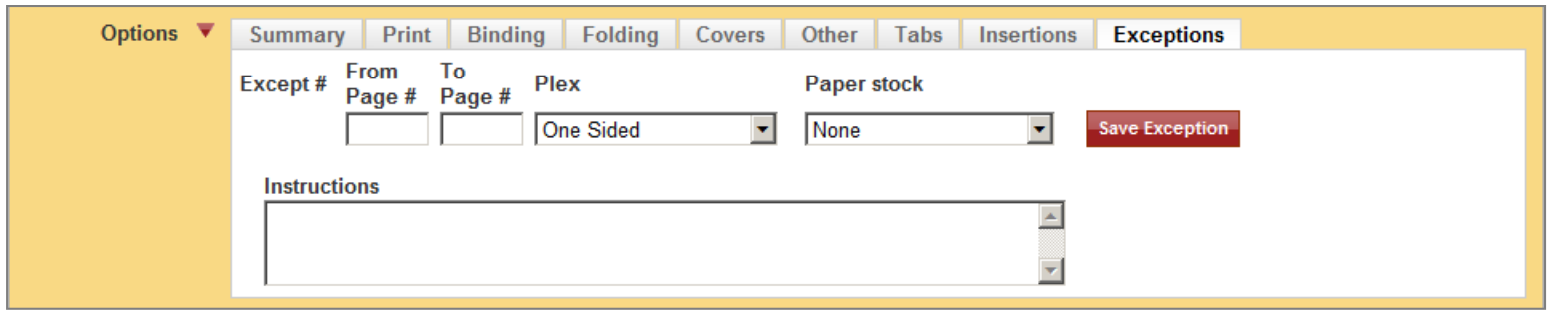
Placing Order

- **Insertions** – Choose if there are any page insertions (e.g. blanks, pre-printed inserts). Choose where you want the insertions placed, what paper stock to use and a description of the insertion so the Publications Center can identify it. Click on **Save Insert** to add it to the order. Enter text in the **Instructions** box for special instructions for the Publications Center.



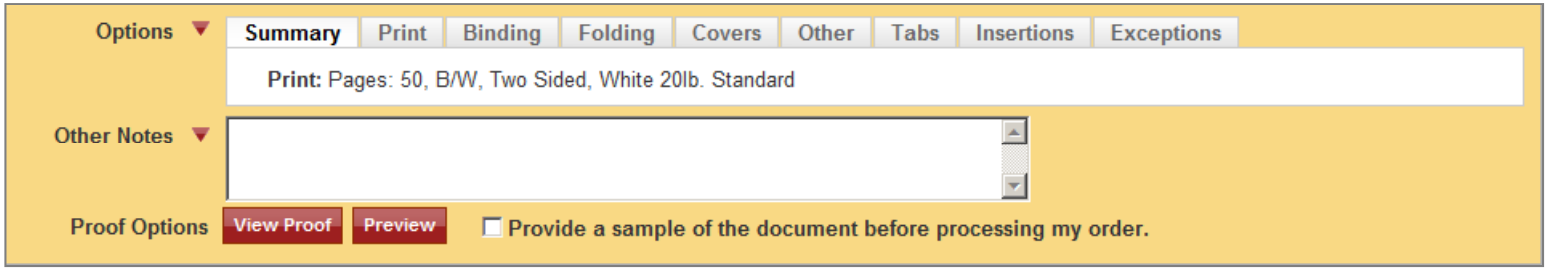
Placing Order

- **Exceptions** – Choose if there are any exceptions to the chosen print options. Choose where you want the exception and if it is 1-sided, 2-sided or Paper Stock. Click on **Save Exception** to add it to the order. Enter text in the **Instructions** box for special instructions for the Publications Center.



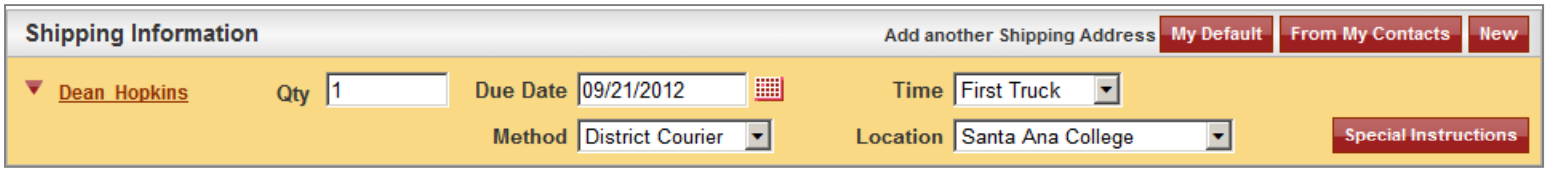
Placing Order

- **Summary** - Shows which print options have been selected. Enter text in the **Other Notes** box for special instructions for the Publications Center.



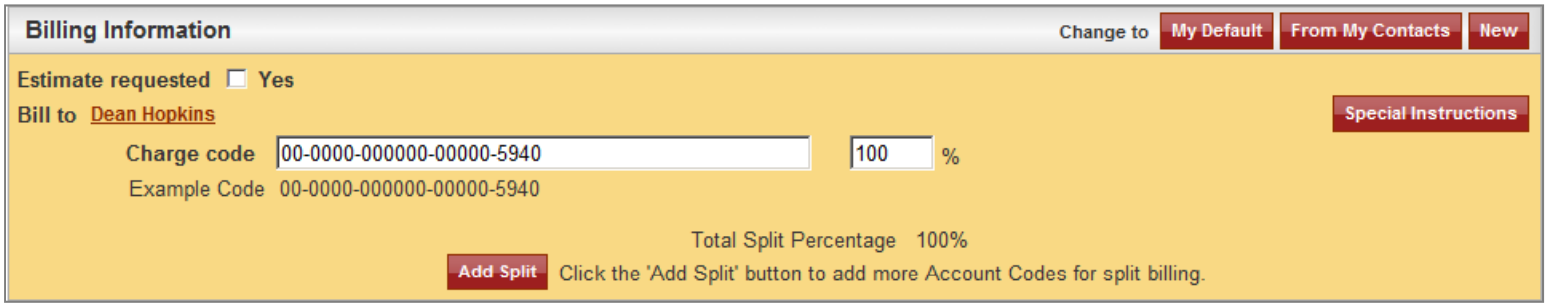
Placing Order

- **Shipping Information** – In the **Shipping Information** section, input the **Quantity**, select **Due Date**, **Shipment Time**, **Shipment Method** and **Shipping Location**. Add another recipient by pressing the **From My Contacts** button (your personal or the global) or add a new recipient by pressing the **New** button and completing form. Press the **Special Instructions** button and enter text for special instructions for the Publications Center.



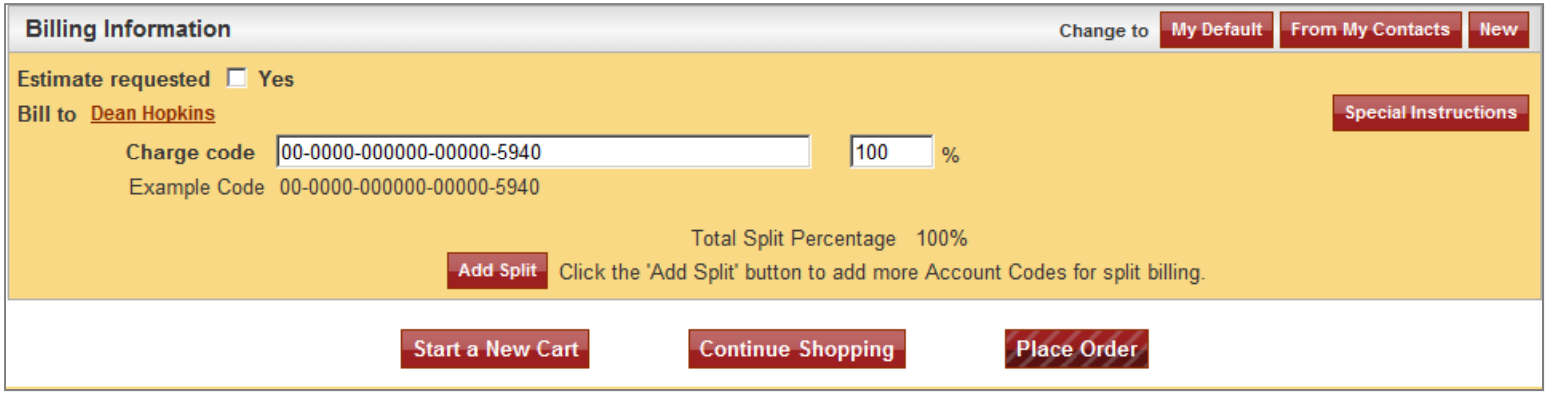
Placing Order

- **Billing** – Currently you are not billed for black-and-white printing. Your **Production/Printing Expense Datatel Number** should automatically appear in the **Charge Code** field if you input it when you set up your profile. If not, you will need to enter it as no work will be printed without this number.



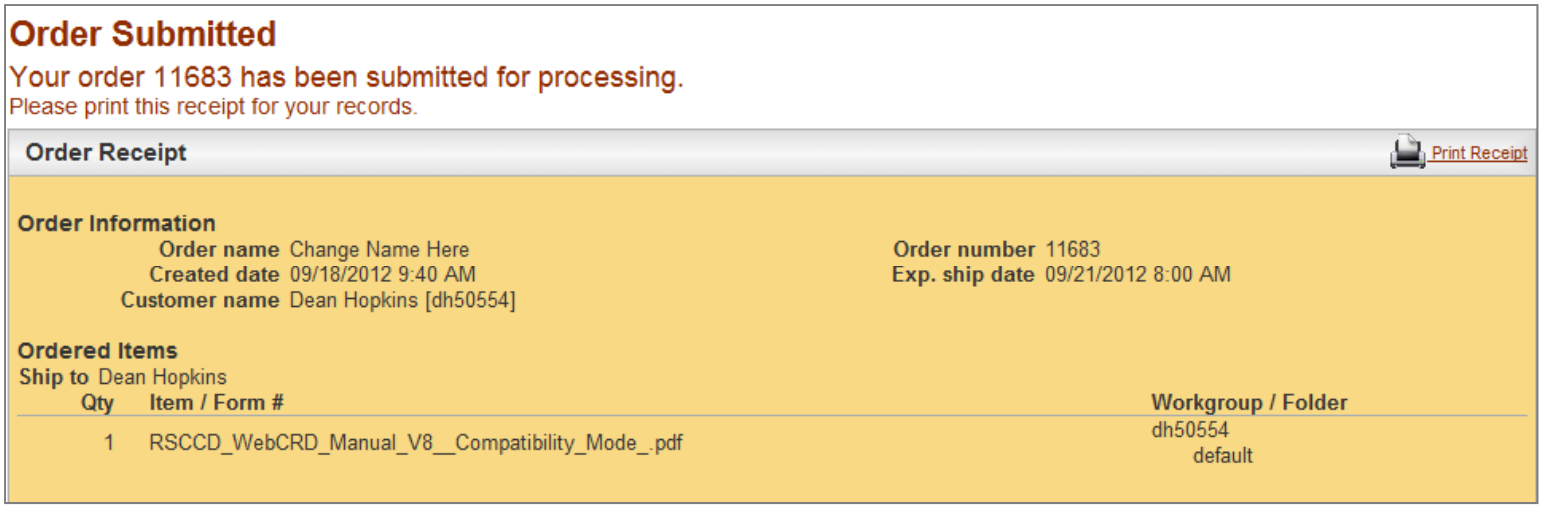
Placing Order

- After completing the **Cart** form you are now ready to submit your order. Press **Place Order** to send your print job to the Publications Center.
- You also have an option to add other documents by selecting the **Continue Shopping** button or starting a new order by selecting the **Start a New Cart button**.



Placing Order

- **Order Receipt -** If your order was placed successfully you will see the **Order Submitted** page. Please print a copy of this page for tracking purposes or to pick up your print job at a campus Quick Copy Center.



Order Submitted

Your order 11683 has been submitted for processing.
Please print this receipt for your records.

Order Receipt Print Receipt

Order Information

Order name Change Name Here
Created date 09/18/2012 9:40 AM
Customer name Dean Hopkins [dh50554]

Order number 11683
Exp. ship date 09/21/2012 8:00 AM

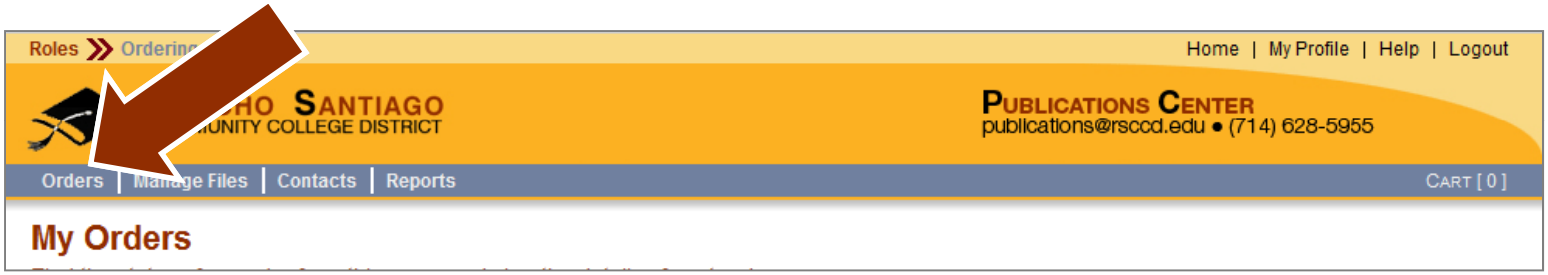
Ordered Items

Ship to Dean Hopkins

Qty	Item / Form #	Workgroup / Folder
1	RSCCD_WebCRD_Manual_V8__Compatibility_Mode_.pdf	dh50554 default

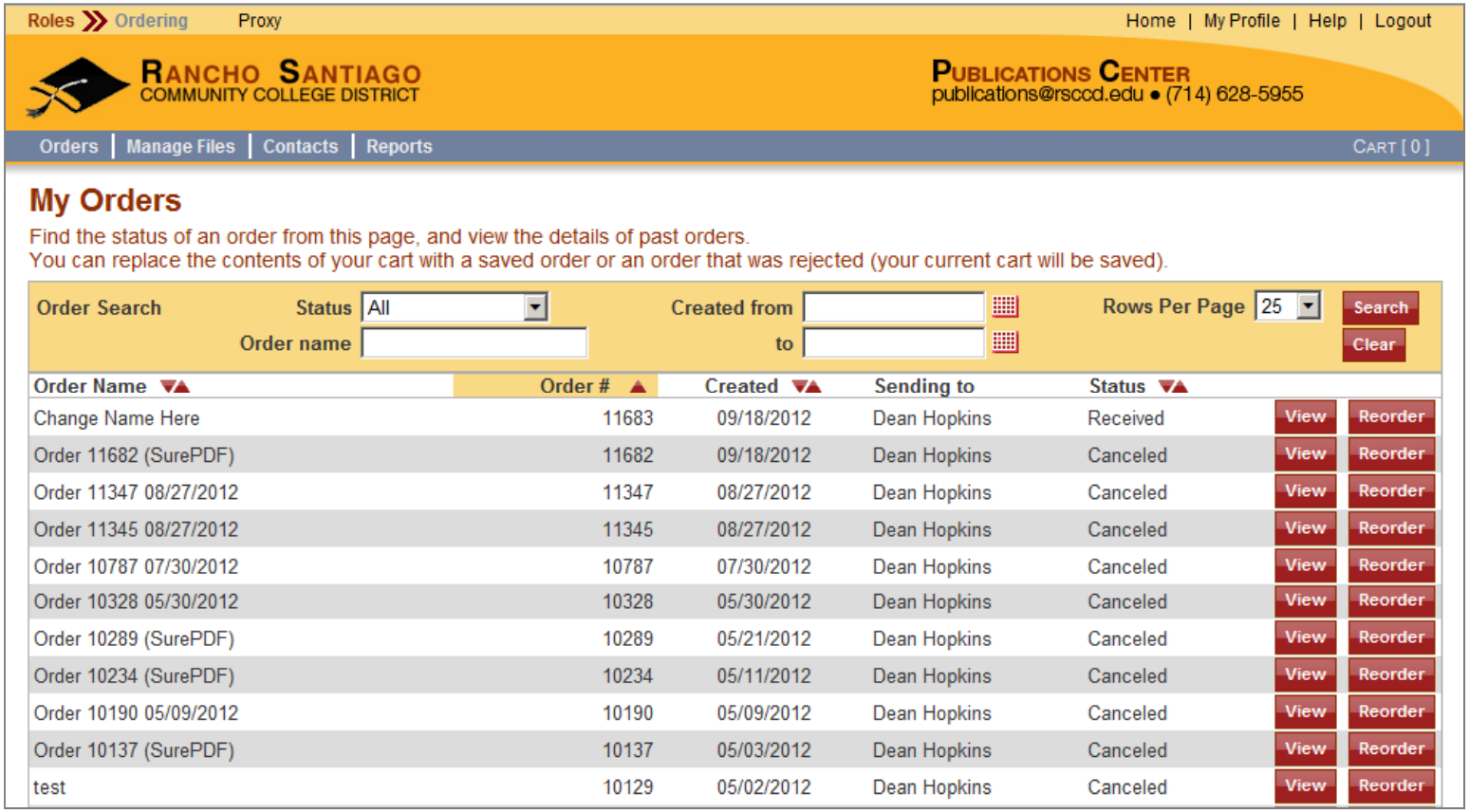
Tracking An Order

- Select the **Orders** link from the **Orders** page.



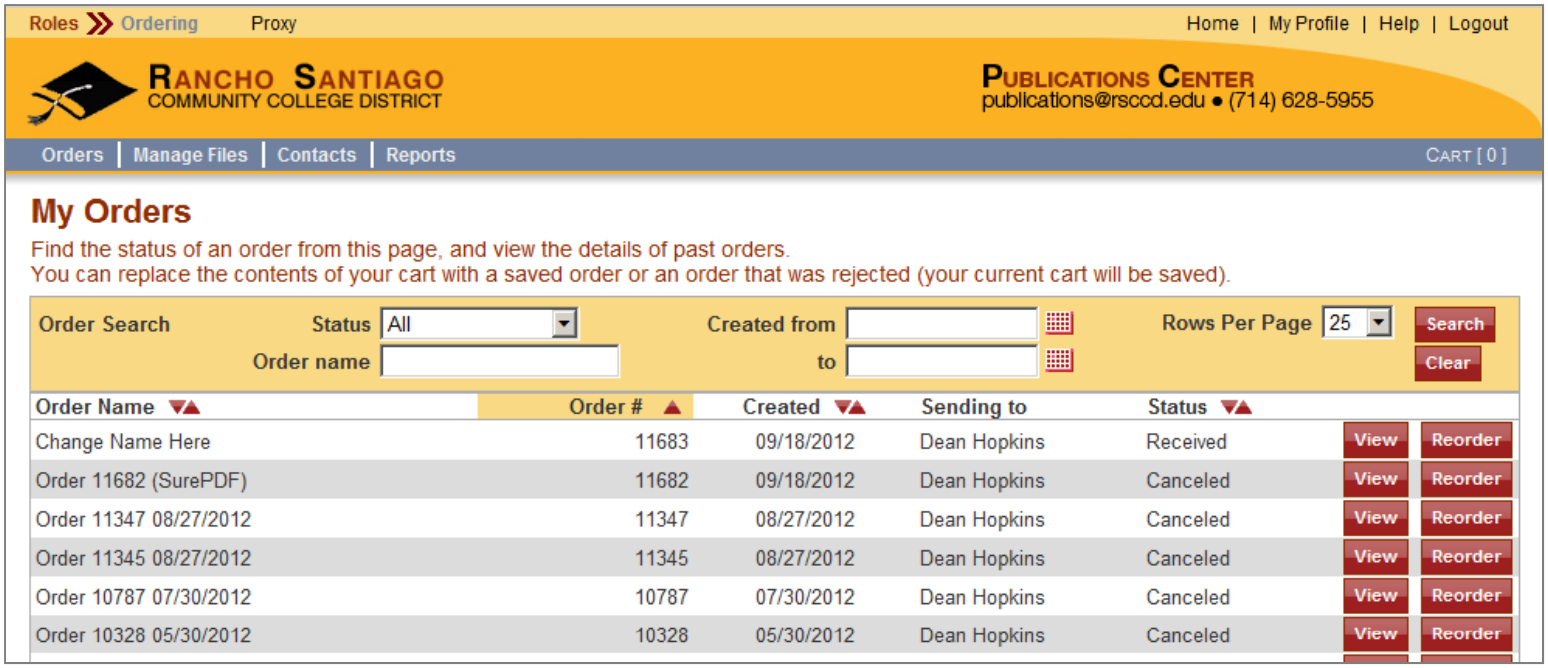
- From **Orders**, you can track your order as it is processed. You will be able to tell when your order is **Received**, **In Production**, **Completed** and **Shipped**.
- See next page to see what your complete **Orders** log will look like.

Tracking An Order



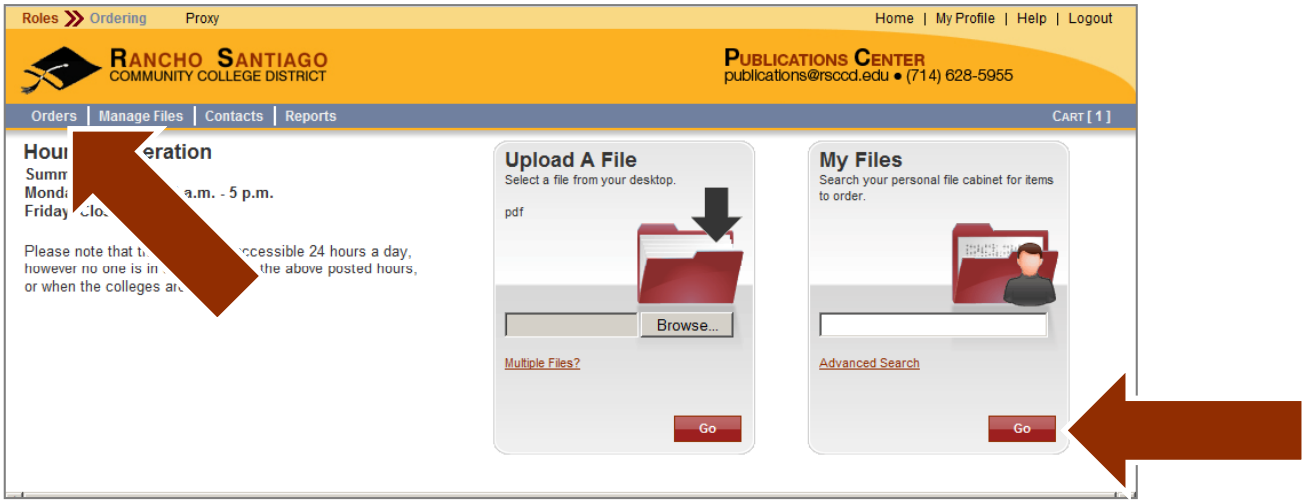
View or Reorder

- You can view, modify or reorder print jobs by selecting the **View** or **Reorder** buttons on your **My Orders** log page.



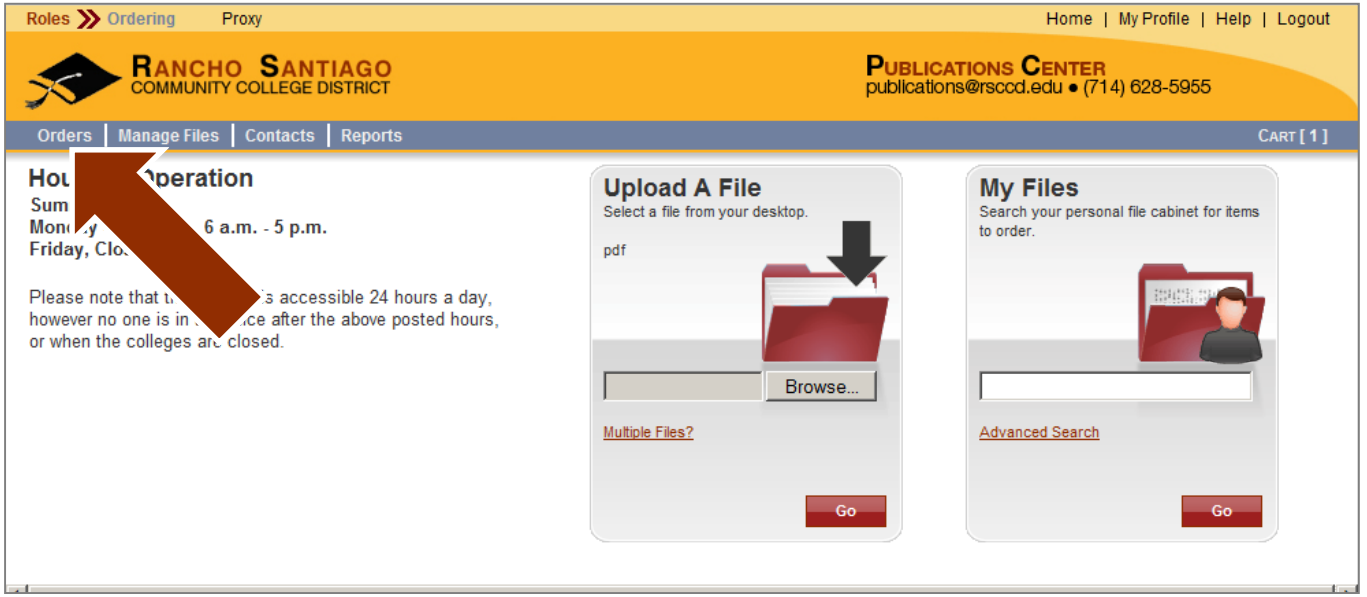
Reordering a Print Job

- There are two ways to reorder a print job – 1) press the **Orders** link to review your previous orders or 2) press the **Go** button in the **My Files** widget on the **Ordering** page to review the documents you have previously uploaded.



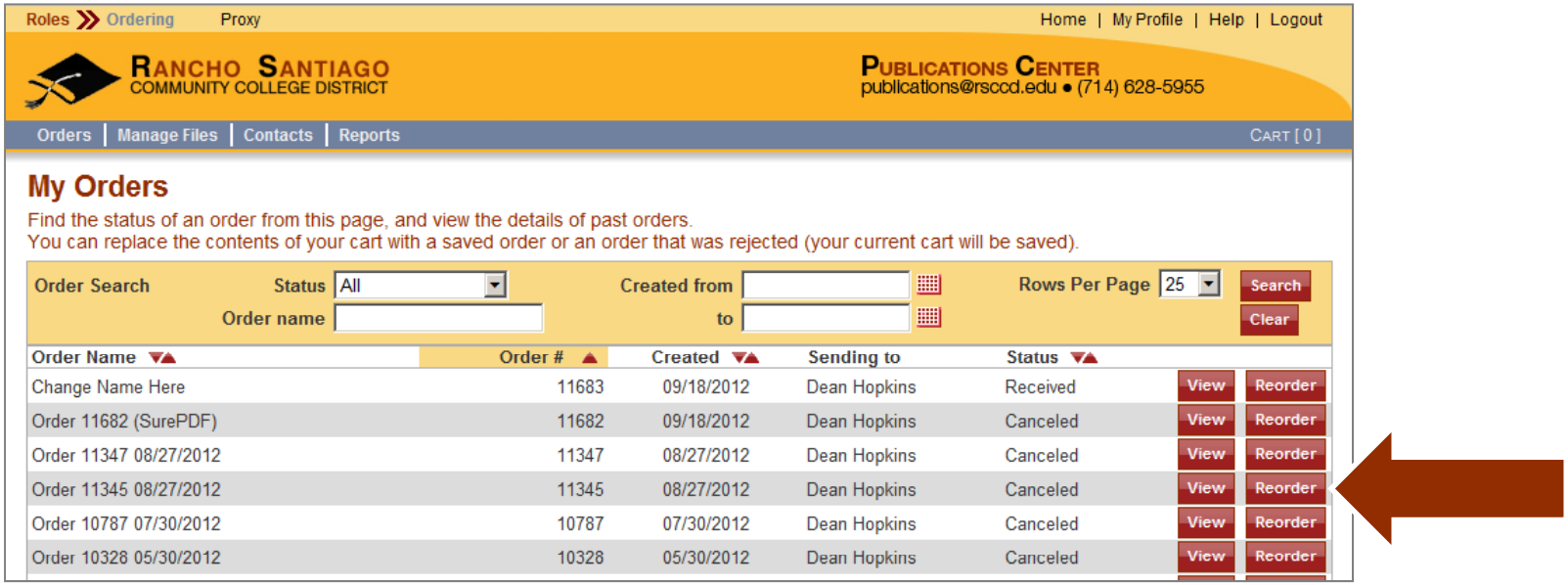
Reordering a Print Job

- If you would like to reorder a previously submitted print job, log in and press the **Orders** link from the **Ordering** page.



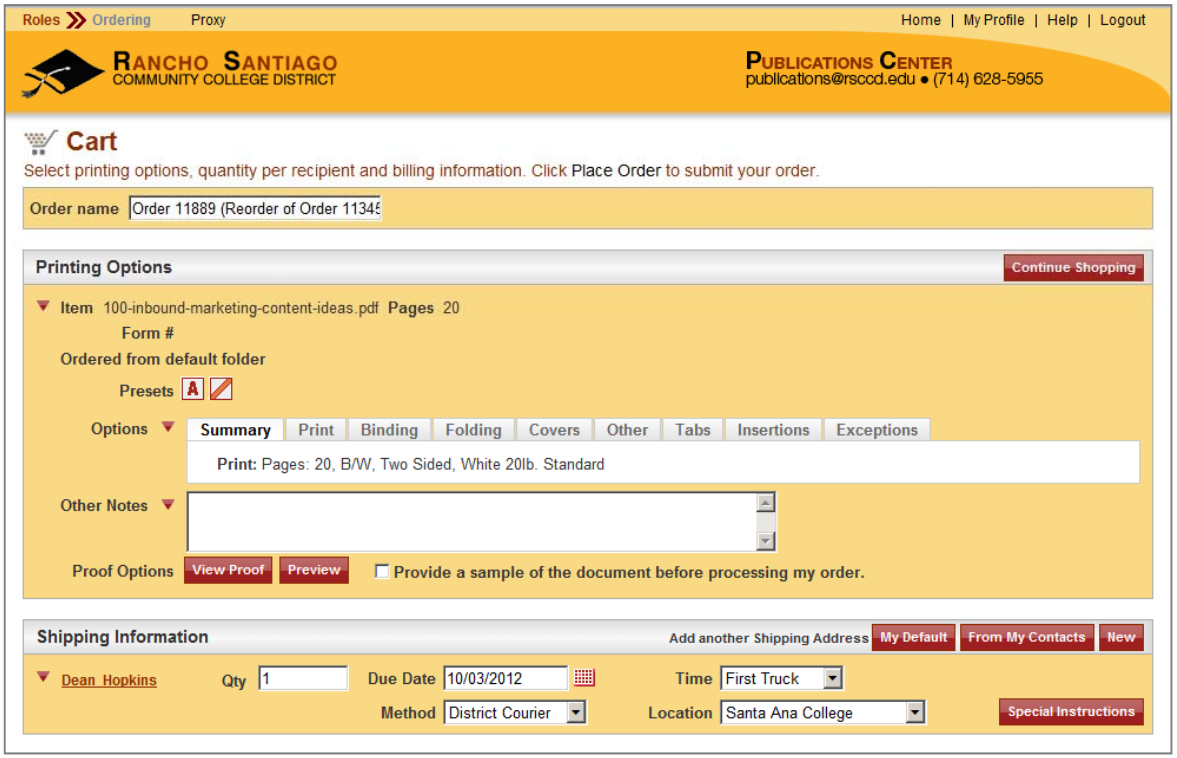
Reordering a Print Job

- On your **My Orders** page you will see a list of your previously placed orders. Press on the **Reorder** button next to the document you would like to reorder.



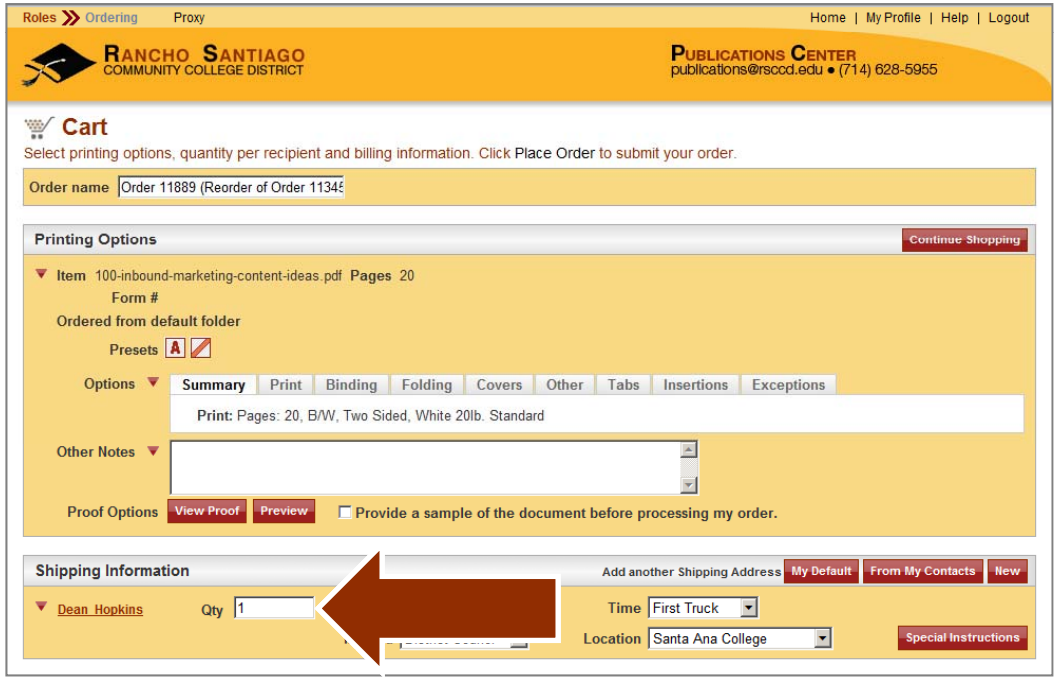
Reordering a Print Job

- A new **Cart** will be created.



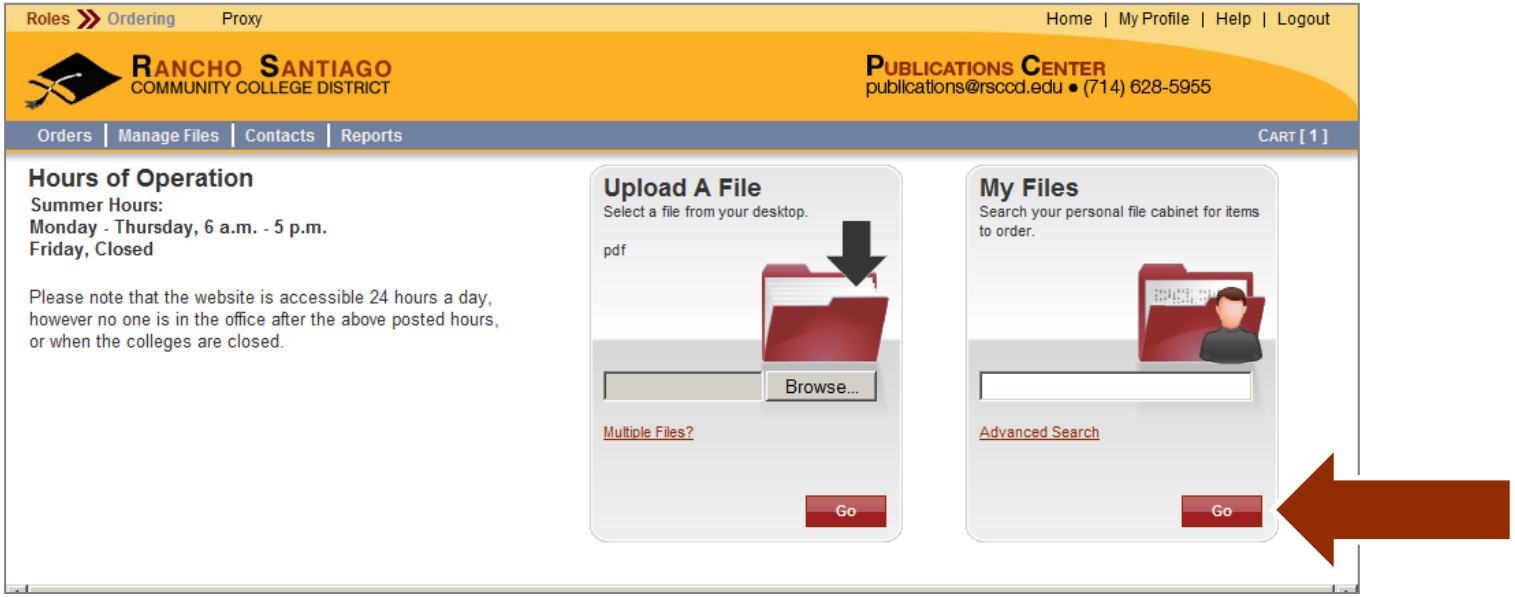
Reordering a Print Job

- Complete the online order form (include quantity needed) and press the **Place Order** button to submit your reorder.



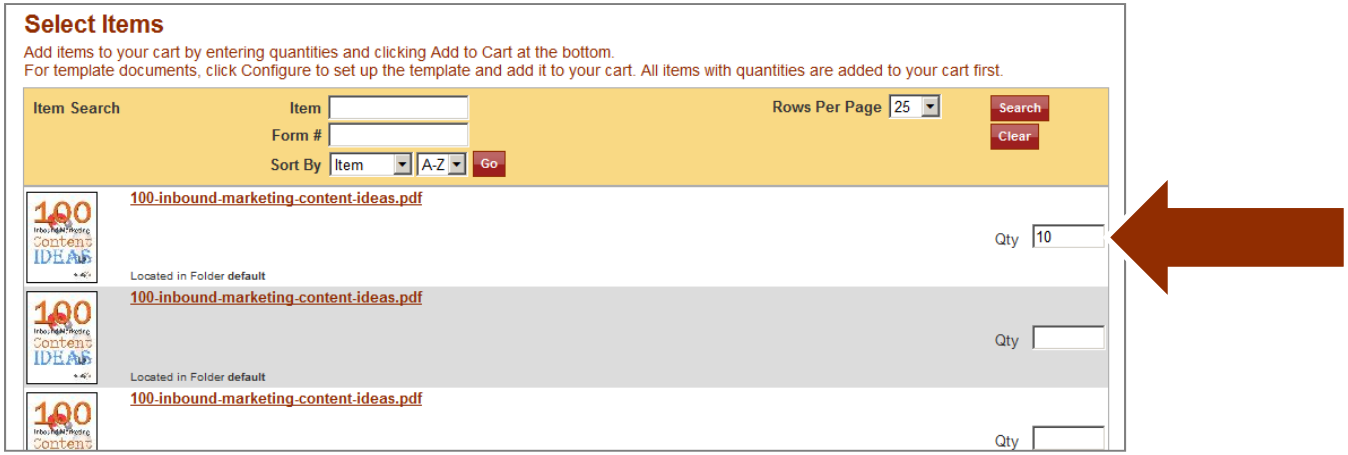
Reordering a Print Job

- Another way to reorder a previous print order is to login and press the **Go** button in the **My Files** widget on the **Ordering** page.



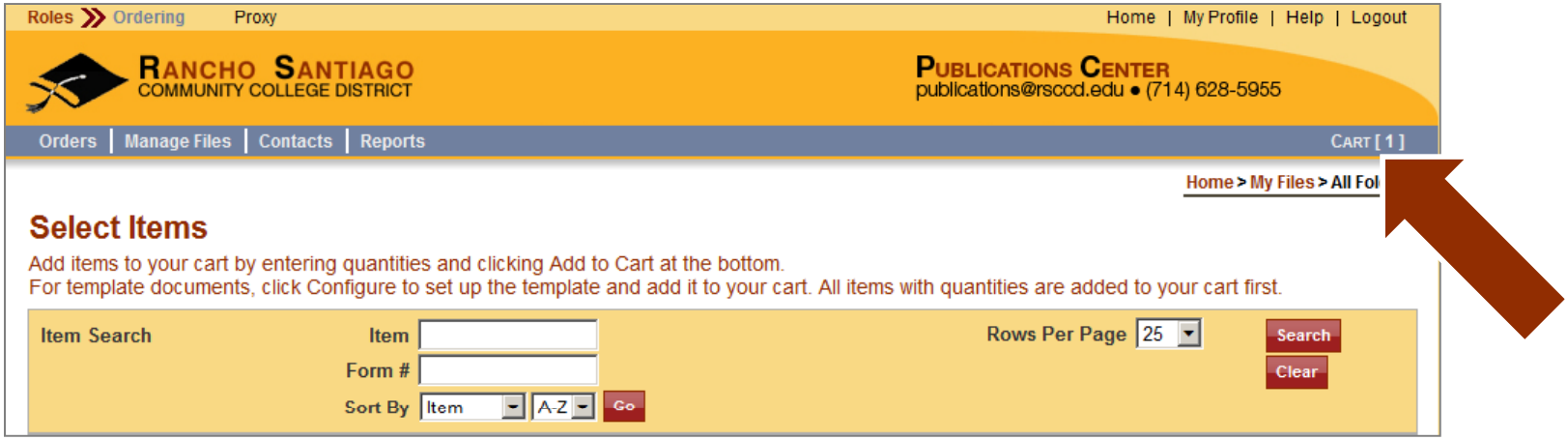
Reordering a Print Job

- From the **Select Items** page enter a quantity in the field next to the document you would like to reorder and press on the **Add to Cart** button at the bottom of the page.
  Note: You can add more than one document to your **Cart** by entering a quantity for multiple documents.



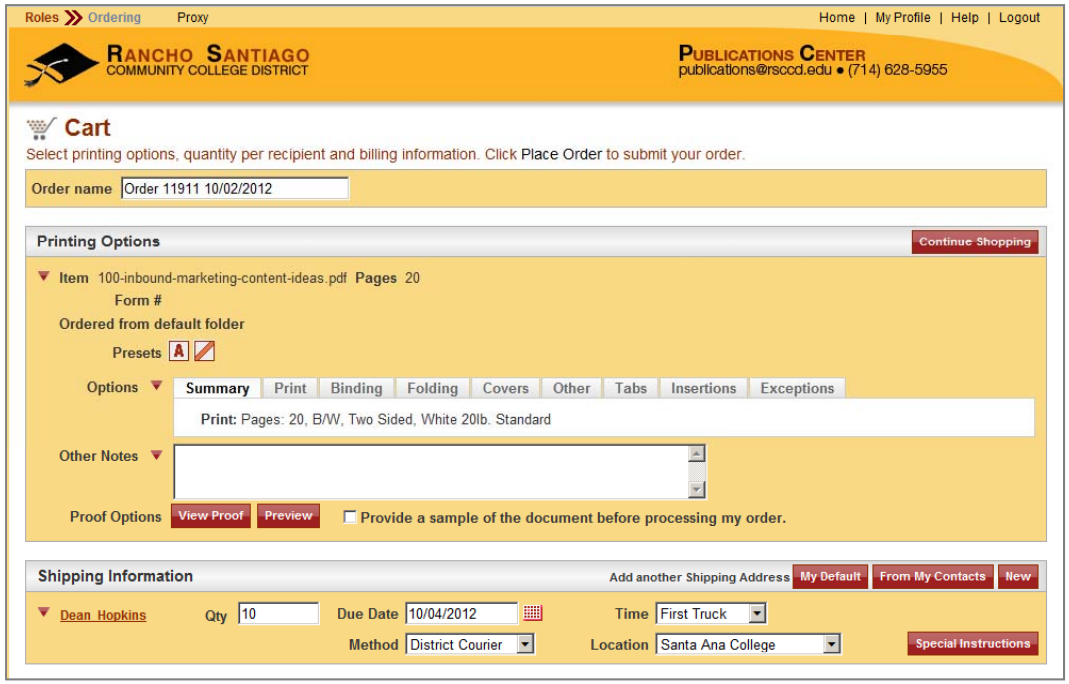
Reordering a Print Job

- After adding a document to your **Cart** you will be returned to the **Select Items** page.
- To place your order press on the **Cart** link in the gray navigation bar. The number in parenthesis indicates the number of documents you have selected to reorder.



Reordering a Print Job

- Complete the online order form and press the **Place Order** button to submit your reorder.

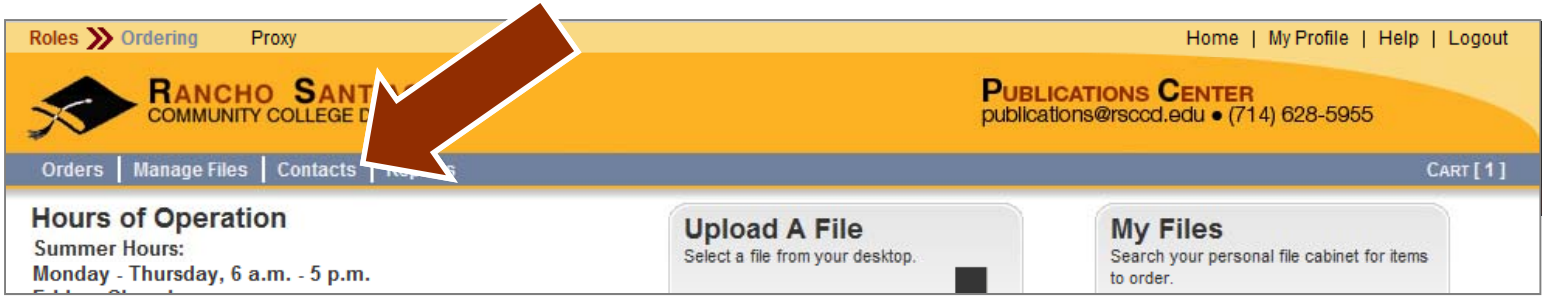


Modifying or Canceling an Order

- Once you submit an order to the Publications Center for completion, you cannot modify or cancel it.
- You must contact the Publications Center directly at (714) 628-5955 to make changes to any orders in process. If you are calling after hours, please leave a voice mail message with specific instructions.
- **Business hours are**:
  Monday-Thursday, 6 a.m.-4:30 p.m. and
  Friday, 6 a.m.-noon.

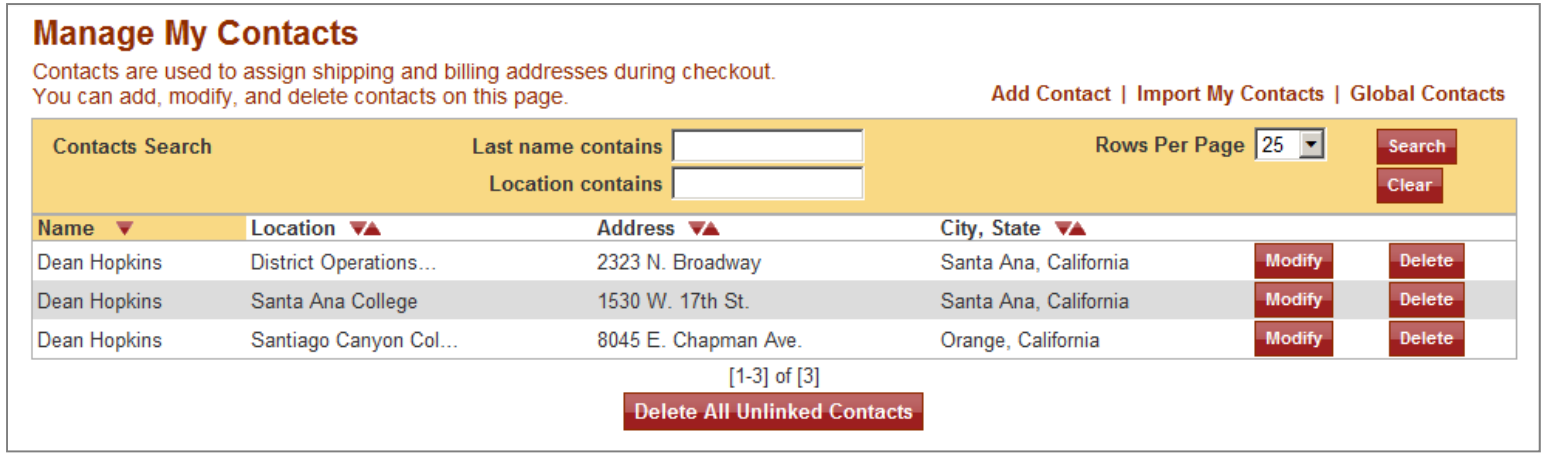
Setting up Your Contacts

- The **Contacts** link allows you to set up different shipping information for yourself or others that can easily be accessed for an order. If the order needs to be shipped or billed to a different location or person, you can select the address from your list of **Contacts**.
- Click on **Contacts** from the **Orders** page to create new contacts or change existing ones.



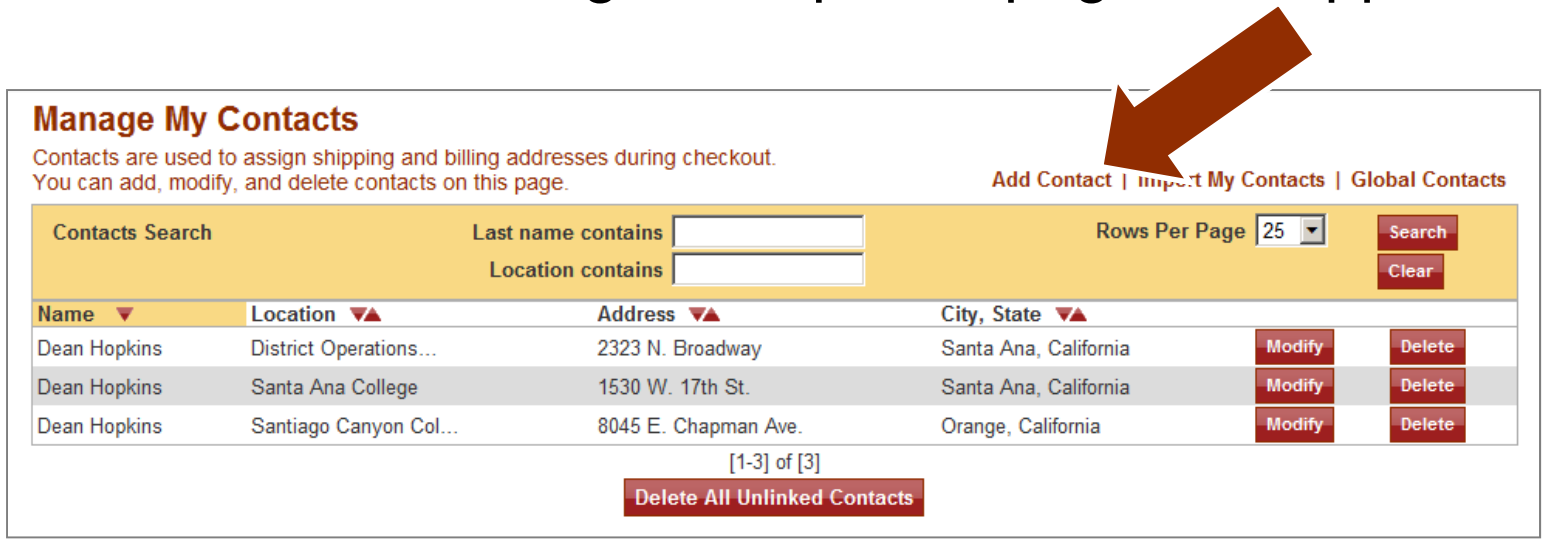
Setting up Your Contacts

- Your **Contacts** allows you to set up different shipping information for yourself or others that can easily be accessed for an order. If the order needs to ship or bill to a different location or person, you can select the address from the address book.



Setting up Your Contacts

- Addresses previously entered can be used for **Shipping** and **Billing** information when placing an order.
- New addresses can be created by selecting the **Add Contact** link and filling in the profile page that appears.



Setting up Your Contacts

- You can modify an existing contact by clicking on the **Modify** button.
- You can delete an existing contact by clicking on the **Delete** button.