

Ordering Uploaded Files



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Ordering Uploaded Files Step-by-Step

Start at the Ordering Home page to upload files to WebCRD.

If you have a window open on your computer showing the files you want to upload, you can simply select one or more files on your computer and drag them to the Ordering Home page.

Or, you can click the Browse link on the Ordering Home page to navigate to the files you want to upload.

The Cart page is displayed automatically after all the files you've selected are uploaded into the system. If you want to upload more files, you can return to the Ordering Home page. Otherwise, configure the print options for each file, then review the shipping and billing information, and click Place Order.

Order Uploaded Files

1.Log in to your JJC Printing Solutions account with your JJC USER ID and your JJC password and start at the Ordering Home page.



2.If you already have a window open on your computer showing the files you want to upload, you can simply select them on the window and drag them over to the Ordering Home page (drop them directly onto the Upload a File area of the page).









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3.You can also click anywhere on the Upload a File picture and use the window that pops up to navigate to the files you want to upload.

As soon as all the files have been uploaded, the Cart page is displayed automatically.

Note:

You may see the Document Conversion in Process page before the Cart page is displayed if your files need to be converted to PDF using the optional CentralPDF module. This page shows you the status of each file as it is being converted. The Cart page is displayed automatically when all files have been processed by CentralPDF.

If you want to add more files to your order, return to the Ordering Home page click on Continue Shopping the bottom cart page and upload them (or you can add Catalog items as well).



Upload files for Wide Format



Upload files for Booklets





4. On the Cart page, review the information for each item you're ordering.

When files are uploaded, they are added to your Cart with the default print options that you've set up on your My Account page. The current print options for the item are summarized under the job.

Job 1		Replace File Continue Shopping
<section-header><image/><image/><section-header><section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header>	WebCRD ORD OrderingUploadedFiles TA.pdf 8 Pages Click the image to download a PDF soft proof. Review your print options If you need to change your options, Select configure your job.	Unit Price <u>\$0.18</u> Quantity 1
Your Selected Print Opt Click here: To Configure Your J Please Approve this do I certify that the doc in part or whole, is not Enter special instructions:	Print Digital- Black and White, 2-Sided, 8.5x11 - White 20lb Recycled Bo lob cument for printing:Click the box below cument submitted for copying, protected by U.S. Copyright Law.(Link) for this order.	ond for B&W copies, Scale Down Only

5. Click to **configure** your job to open the SurePreview window to select and view other print options. This screen capture shows a job black and white, single side and staple if you need to chnage your options click on the 1 click print option and select the right print option.

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✓ Print Options - WebCRD ORD Ordering	gUploadedFiles T	Print C	Options Summary	Unit Price \$0.20	Quantity 1	<u>Help</u>	×
Customize Your Project							
Click to select from a list of 1-Click Print Options	8.5x11 BW 201b Recycle Paper 1-Sided BW 1-Sided		A MILLO				
Saddle Stitch Layout Booklet	8.5x11 BW 201b Recycle Paper 2-Sided BW 2- Sided	Ordering Uploaded Files	(ORSA)				
Refine Your Print Options	8.5x11 BW 2016 Recycle Paper 1-Sided / Stapled BW 1- Sided & Stapled						
Digital- Black and White	8.5x11 BW 201b Recycle Paper 2-Sided / Stapled BW 2- Sided & Stapled	What's in this task aid Overview Ordering Uploaded Files Step-by-Step					
Bond for B&W copies	BW-1 Sided- NCR	Setting your default print options for uploaded files					
Scaling Scale Down Only	24lb Lynx Paper Color 1 Sided	Overview You can upload your own files to WebCRD for printing. You will be abir	ole to select print				
Duplex printing 1-Sided	1-Sided	options for each file (color printing, 2-sided, binding, etc.), and you can what the finished item will look like before you place your order. Note: WebCRD accests any type of file, but your system might be con	in see a preview of				
Front/Back Cover '	2-Sided	only selected file types. A message informs you if the file you are tryi accepted by your print center.	ring to upload isn't				
Book Bind/Offset jobs/Stapling ' Option		Ordering Uploaded Files Step-by-Step					
Staple / Single Portrait	-	start at the uncering nome page to opload mice to weak-wit. If you have a window open on your computer showing the files you was can simply select one or more files on your computer and drag them t	ant to upload, you to the Ordering				
0		nome page. Or, you can click the Browse link on the Ordering Home page to naviga want to upload.	ate to the files you				
More Finishing		The Cart page is displayed automatically after all the files you've sele uploaded into the system. If you want to upload more files, you can ref Ordering Home page.	ected are eturn to the				
Special Instructions		Otherwise, configure the print options for each file, then review the shi information, and click Place Order .	hipping and billing				
Additional options are available by right- clicking on pages in the Preview, Scroll View, and Grid View.							
Click here for more help		WebCHD Vanues 11.1.0 © 2001 - 2000 Rachester Software Associates, Inc. All branck and product names are registered fundersorks of their res	September 2003 espective companies.	_			
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		┥ ┥ Page 1 🕨	 • 			III I	I,
		Done With Print Ontions					

You can refine your print option

You can select from the 1 click option any predefine option like Coil, Tape, Perfect bind etc.



Print option window	Customize Your Project	Print option Presets
Predifine options	Click to select from a list of 1-Click Print Options Saddle Stitch Layout Booklet	8.5x11 BW 20lb Recycle Paper 1-Sided 8.5x11 COLOR 24lb Lynx Paper 2-Sided 8.5x11 COLOR
Printed in options, BW- Color, Offset, Wide Format	Refine Your Print Options Printed in Digital- Full Color	Isideu Isideu Isideu Isideu Isideu Isideu Image: State of the st
Paper options	Select Paper ' 8.5x11 - White- 24lb Lynx Smooth for Color copies	8.5x11 BW 20lb Recycle Paper 1 Sided (Stapled)
Duplex printing option	Scaling Scale Down Only Duplex printing 2-Sided / Long Edge Flip	8.5x11 BW 20lb Recycle Paper 2-Sided / Stapled
Book, Booklet cover option - (Card stock paper)	Front/Back Cover ' ' O Book Bind/Offset jobs/Stapling '	8.5x11 BW NCR 1-Sided
Finishing option	Finishing	8.5x11 COLOR 24lb Lynx Paper 1-Sided COIL BOUND Orange, Red, Navy Blue & Black
	More Finishing Special Instructions '	8.5x11 COLOR 24lb Lynx Paper 2-Sided TAPE BOUND Black, Navy Blue, & Light Blue
	Additional options are available by right- clicking on pages in the Preview, Scroll View, and Grid View. Click here for more help	8.5x11 COLOR 24lb Lynx Paper 1-Sided/ Stapled

You can refine your print option, select a booklet option.



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6. Click Done With Print Options to return to the Cart page.

Notice that the Print Options summary has been updated, and the price for the item reflects the new print options.

	S C C C C C C C C C C C C C C C C C C C	License Guides Final.pdf 65 Pages Click the image to download a PDF soft proof. Review your print options If you need to change your options, Select configure your job.	Unit Price <u>\$1.48</u> Quantity 1	Add Qty
Click on the box	Your Selected Print Option	Print Digital- Black and White, 2-Sided, 8.5x11 - White 20lb Recycled Bond for b cument for printing:Click the box below ument submitted for copying, rotected by U.S. Copyright Law.(Link) or this order.	r B&W copies, Scale Down Only	

7. Configure print options for all other files that you've uploaded.

8. Scroll down on the Cart page to select Shipping options, such as the desired ship date and ship method. You can also add more ship addresses (additional people to get items in your order).

	ship date	
Shipping Information		Add Address
I would like my order Printed by: Wedr	nesday, February 10, 2021 📖	Note:Only dates when the Print Shop is open may be selected. We Don't Deliver EXAMS & Posters
ship method.	Select a Shipping Method: Hold for Pick up Last Pick up 4:45pm Due Date Lead time Policy: For small jobs such as exams binding can be ready within 2 binding such as three-hole pu before its due-date as long as beginning and end of every se small orders for same day or Thursday, February 11, 20 Ordered Items 1 License Guides Final.pdf Enter shipping instructions for	Monday to Friday from 7:00am to 5:00pm. , quizzes, syllabus, class material or copies ranging from 10-200 pages with no special business day after the department's approval. Any large document(s) with or without any inch, tape, coil, perfect-bind, booklets, NCR Glue, must be submitted at least one week a the department approves it immediately. This is very important, especially at the emester and during exams week. There will be a Priority Processing charge applied for next day 221 Quantity 1 or this recipient

9. In the Billing section, click search and type your dept. if needed, or review the Order Estimate.

For small lobs such as exams, quizzes, svill Department Lookup Search all departments Department Name Search all departments Law & Police Science Pre-Law Institute	Search Show All Clear Department Name .aw & Police Science Pre-Law Institute	 1- Click on search. 2- Type the first name of your department or the full name 3- Click on search. 4- Select your department. 5- Select your Job Description. 6 Where to print.
Billing Information Mario A. De Leon Room C35HH 5 6	For small lobs such as exame, ouizzes, svilabus, classing Department Lookup Department Lookup Search all departments Department Name Please enter a filter selection and click Search. Department Name Click the Search button to help find a Job Description Select where to Print If you need help or have questions, p Start a New Cart	Idease contact us at 212-237-8279

- 10. At the bottom of the Cart page, click Place Order.
- 11. Confirm the order estimate on the popup dialog box, and click Place Order again



If you need any question or help CALL / EMAIL US 212-237-8279 printshop@jjay.cuny.edu

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Here are some helpful tips to keep in mind when designing or sending files for the Print Shop.

Bleeds require larger paper stock

Projects with "bleeds" (a print term that describes a document which has images or elements that touch the edge of the page, extending beyond the trim edge and leaving no white margin) must be printed on a larger sheet of paper and then trimmed. Bleeds can be attractive, but they cost more and add to production time.

For example, an 8.5×11 -inch page with bleeds must be printed on the next largest available sheet (typically an 11×17 -inch sheet) and then trimmed down to size. If you send an 8.5×11 file with bleeds and select 8.5×11 paper stock, your final printed piece would be considerably smaller than a true letter-sized sheet. Always select a larger sheet than your final size.

Bleeds require crop marks

Crop marks (thin lines placed at the corners of an image, page or layout to indicate where the paper should trim after printing) are required when printing a file with bleeds. Most page layout programs (and even a few word processors) have a way to properly save a document with crop marks and bleeds. Please see your program's documentation for more information.

Mailroom delivery

Please remember, if you select mailroom delivery, it will add a few days to the process. Once a project leaves the Print Shop through campus mail, there's no way it can be tracked. Only select mailroom delivery if your project is not time-sensitive.

Ask questions

Our Print Shop staff is knowledgeable about best practices for saving and sending electronic files, selecting an appropriate paper stock for your projects and cost-saving measures to maximize your print budget. Please ask about your project before you send a file so you can make changes and keep delays and problems to a minimum.

Sometimes, a visit to the Print Shop will be the best way to review a project, select paper stock options and discuss concerns about preparing your files. Please call ahead to schedule your visit.

Saving to PDF



Saving a PDF (your best option for the best results—cut down on surprises in your files and resulting delays)

Microsoft Word (PC/Mac) File > Save as... File > Save as Adobe PDF...

Microsoft Excel (PC/Mac) File > Save as... / File format: PDF

Microsoft Powerpoint (PC/Mac) File > Save as... / File Format: PDF

Microsoft Publisher (PC only) File > Export > Create PDF/XPS Document >

Create PDF/XPS / Options: High Quality Printing Adobe InDesign CC (PC/Mac) Quick

File > Adobe PDF Preset > [High Quality Print]... {export PDF options dialog box} Advanced

File > Export... / Format: PDF (Print) / {export options dialog box}

Adobe Illustrator CC (PC/Mac) File > Save as... / Format: Adobe PDF (pdf) / {export options dialog box}

Adobe Photoshop CC (PC/Mac) File > Save as... / Format: Photoshop PDF / {export options dialog box}

