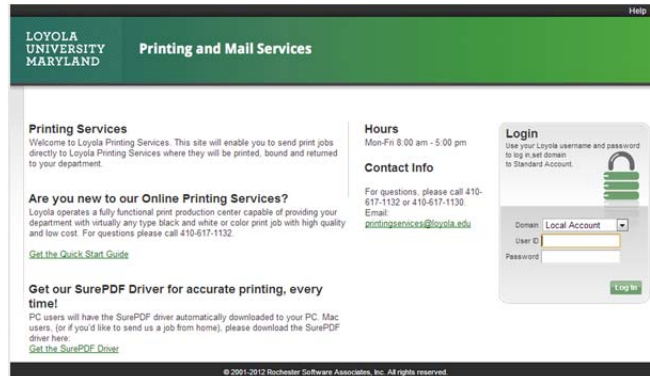# Getting Started with WebCRD

Printing Services offers a web-to-print solution with WebCRD. This secure, browser-based printing package allows you to submit your print order to Printing Services right from your software program of choice, like Microsoft Word by "printing" the file straight to the print shop.

1. In the software program you are using to create the file that you want to submit to be printed, click on the File/Print option.

2. Select the **Printing Services** printer in the dropdown.

3. Click the Print button. The file will be processed through the driver and then a new Web page will open in your default browser. You may need to wait a moment while the file is processed.
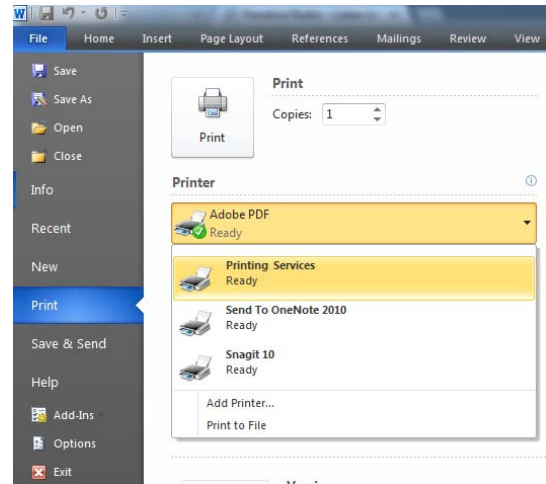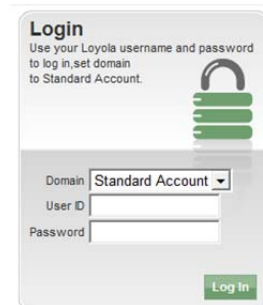
4. When the new browser window opens, you will see the Printing Services home page. You will need to log in to the system to submit your file to be be printed.

5. To log into WebCRD, use your default Loyola username and password. Make sure that the Domain is set to *Standard Account.*

6. You will be brought to the Cart page where you will need to fill out the various options in order to submit your file to be printed.

7. Rename the Order name at the top of the page to something that will be easier for you to keep track of.

8. Select your Printing Options by either clicking on one of the predefined Presets, or going through the Options and manually selecting your options. Clicking on the Printed Proof button will bring up a proof of what your file will look like, complete with paper size and color.

9. Select your requested shipping date by clicking on the calendar icon next to the date. Enter in the quantity of copies you want printed. Enter in any special instructions for delivery that you might have in the *Delivery Information* section.

10. Enter or choose the appropriate GL number in the *Billing Information* section. You will need to follow the correct format of 11_111111111_1111111.

11. Click the **Place Order** Button at the bottom.

12. You will be brought to a confirmation screen that will have the details of your order. You can print this page for your records.

Order Submitted
Your order 79 has been submitted for processing.
Please print this receipt for your records.