BU Business Card Tutorial
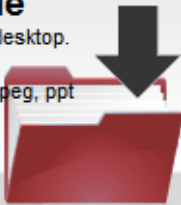
Navigate to "Go" button

Bloomsburg University
OF PENNSYLVANIA

WebCRD
WEB TO PRINT SOLUTION

Orders | Manage Files | Contacts | Reports   CART [0]

Home > Catalog > All Workgroups > All Folders

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	Job Name		Rows Per Page	25 ▼	Search
	Form #				Clear
	Sort By	Item ▼ A-Z ▼ Go			

BU Business Card.pdf $0.08
3
Click on "Configure"   **Configure**

Located in **default / Business Card Template**

[1-1] of [1]

Add All to Cart

Navigate to "Configure" button

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Orders | Manage Files | Contacts | Reports

CART [0]

Configure Template - [3] BU Business Card.pdf

Template Instructions

Follow the appropriate steps below

Form Fields

Current Mode: Interactive

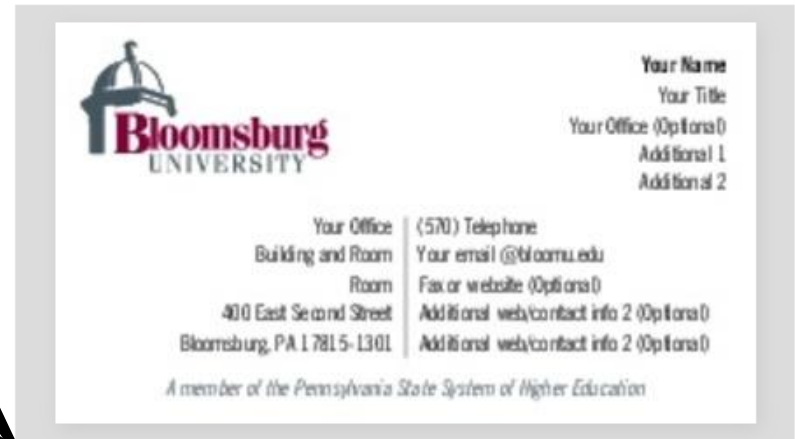Name

Title

Office Optional

Additional 1

Additional 2

Office/Department

Telephone

Buiding and Room

Email

Building and Room 2

Fax or Website

Street Address

Additional Web/Contact Info

Town, State, Zip

Additional Web/Contact Info 2

Requested   500

From Contacts   **Update Preview**

Preview

Your Name
Your Title
Your Office (Optional)
Additional 1
Additional 2

Your Office   (570) Telephone
Building and Room   Your email @bloomu.edu
Room   Fax or website (Optional)
400 East Second Street   Additional web/contact info 2 (Optional)
Bloomsburg, PA 17815-1301   Additional web/contact info 2 (Optional)

A member of the Pennsylvania State System of Higher Education

Proof

Step 1: Fill in the appropriate text boxes

Step 2: Click "Update Preview" to view preview

Cancel   **Save for Later**   **Add to Cart**

Step 3: Once your preview looks acceptable, click "Add to Cart"

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WebCRD
WEB TO PRINT SOLUTION

Orders | Manage Files | Contacts | Reports   CART [0]

Configure Template - [3] BU Business Card.pdf

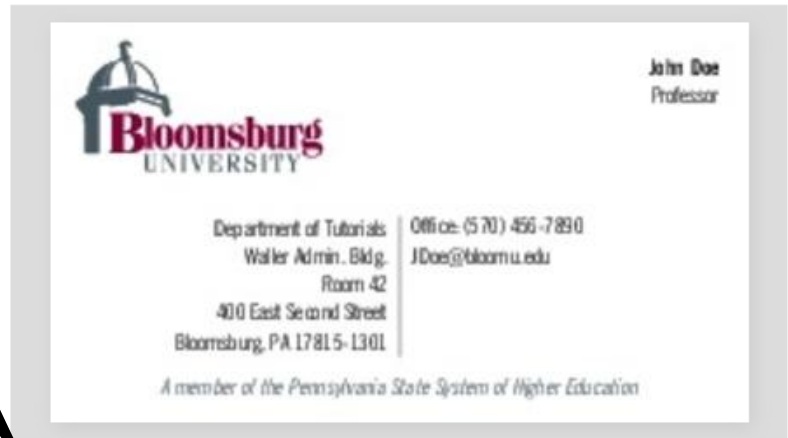### Template Instructions
Follow the appropriate steps below

Form Fields

Current Mode: Interactive

Field	Value
Name	John Doe
Title	Professor
Office Optional	
Additional 1	
Additional 2	
Office/Department	Department of Tutorials
Telephone	Office: (570) 456-7890
Buiding and Room	Waller Admin. Bldg.
Email	JDoe@bloomu.edu
Building and Room 2	Room 42
Fax or Website	
Street Address	400 East Second Street
Additional Web/Contact Info	
Town, State, Zip	Bloomsburg, PA 17815-1301
Additional Web/Contact Info 2	

Requested   500

Update Preview

Preview

John Doe
Professor

Bloomsburg
UNIVERSITY

Department of Tutorials   Office: (570) 456-7890
Waller Admin. Bldg.   JDoe@bloomu.edu
Room 42
400 East Second Street
Bloomsburg, PA 17815-1301

A member of the Pennsylvania State System of Higher Education

Proof

Step 1: Fill in the appropriate text boxes

Step 2: Click "Update Preview" to view preview

Step 3: Once your preview looks acceptable, click "Add to Cart"

NOTICE: You may not need all the fields. If you do not use all the fields, make adjustments as necessary.

Cancel   Save for Later   Add to Cart

Job Number Order 435 01/29/2013

Printing Options

Add to This Cart

▼ **Job Name** BU Business Card (Card Merge).pdf **Number of Originals** 1

Form # 3

Ordered from default folder

Options ▼ | Summary | Print |

Print: Number of Originals: 1, Color, One Side,

Other Notes ▼

Proof Options **View Proof** ☐ Provide a sample of the document before processing my order.

Shipping Information

Add another Shipping Address **My Default** **From My Contacts** **New**

Requested Ship Date 01/31/2013 ▦   Note: Only dates when the print center is open may be selected.

▼ **Chris Baumer** **Card Count** [500 ▼]   **Requested Ship Date** 01/31/2013

Method [Customer Pick Up ▼]   **Location** Location   **Special Instructions**

Est. Delivery Date 01/31/2013

Billing Information

Step 1: Check the Agreement Statement

Change to **My Default** **From My Contacts** **New**

In order for your request to be processed, one o

- This volume is my original work and complies with the fair use standards of copyright law
- This volume contains copyrighted or public domain materials and has been approved

Step 2: Check Cost Code for validation

▼ **Estimate** $40.00 ☐ I certify that this request complies with the above requirements

Bill to Chris Baumer

Bill to Bookstore [   ]

Cost Code Number [1011030260   ] Lookup

Example Code 0123456789

WBS [   ] Lookup

Example Code 0123456789.0

Bill to Other [   ] Lookup

Step 3: Click "Place Order"

Start New/Cancel Cart   **Add to This Cart**   **Place Order**