

Sarasota County School District



Print Shop Services

101 Old Venice Road
Osprey, Florida 34229
941-486-2165

WebCRD

The Print Shop is delighted to announce the availability of WebCRD. This new tool uses cutting-edge technology to make it simple and fast to submit your print jobs. This will help us to deliver you even better results more costeffectively.

WebCRD has many great features for you such as:

- Easy to learn and simple to use
- Enables you to place an order anytime anywhere you have access to theinternet
- Saves time with a simple single-screen ordering process
- Intuitive file uploads with automated PDF conversion from Macs toPCs
- Immediate on-screen document preview prior toordering
- Email notification status
- One-click reprints of previous orders
- 24x7 job status available and email updates

We look forward to providing you with even better service through WebCRD. If you should have any questions, please call the Print Shop at 941-486-2165.

Sincerely,

Dave Chappell
Print Shop Supervisor

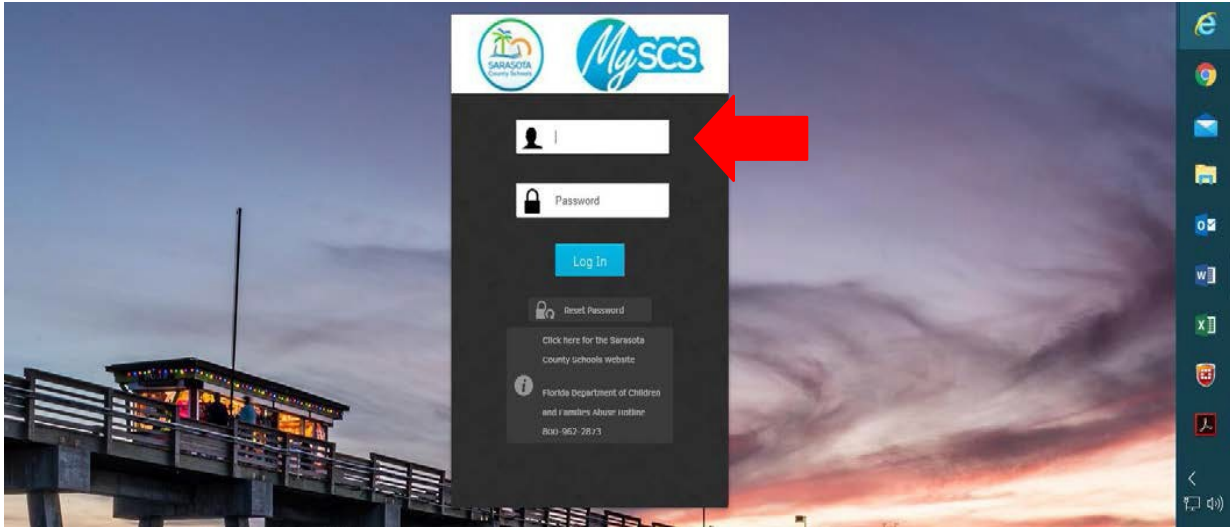
We take copyright infringement seriously. In the event of a lawsuit, you/and your school must be able to produce proof of purchase or WRITTEN permission from the copyright holder to reproduce these materials.

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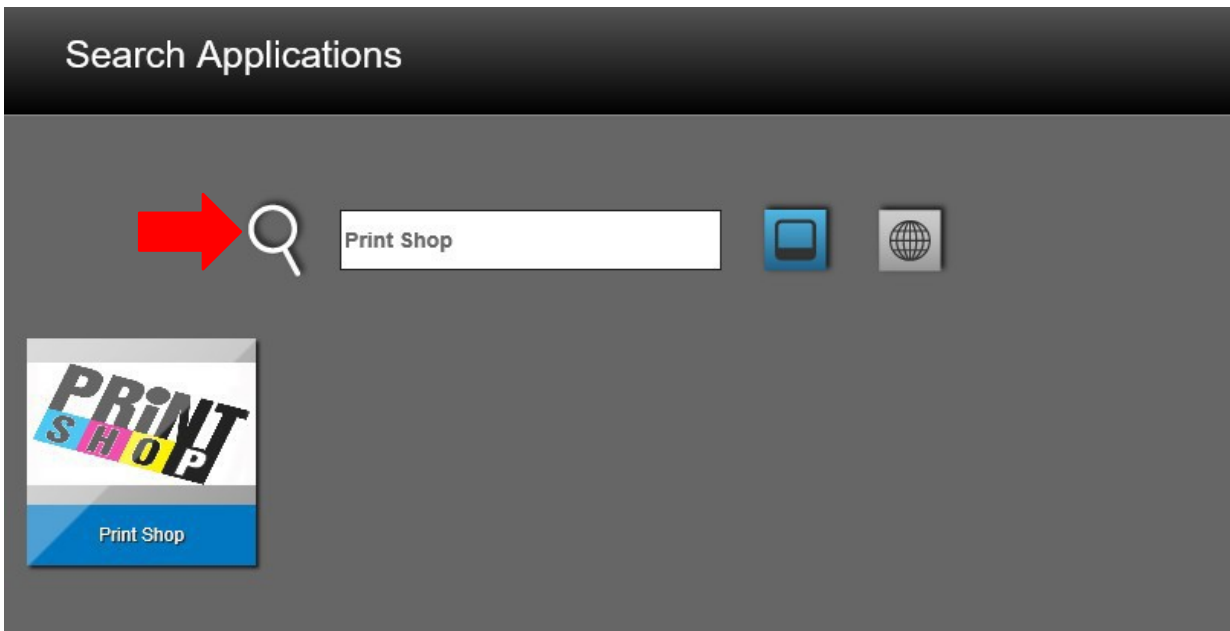
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How to submit a job to the cloud for printing

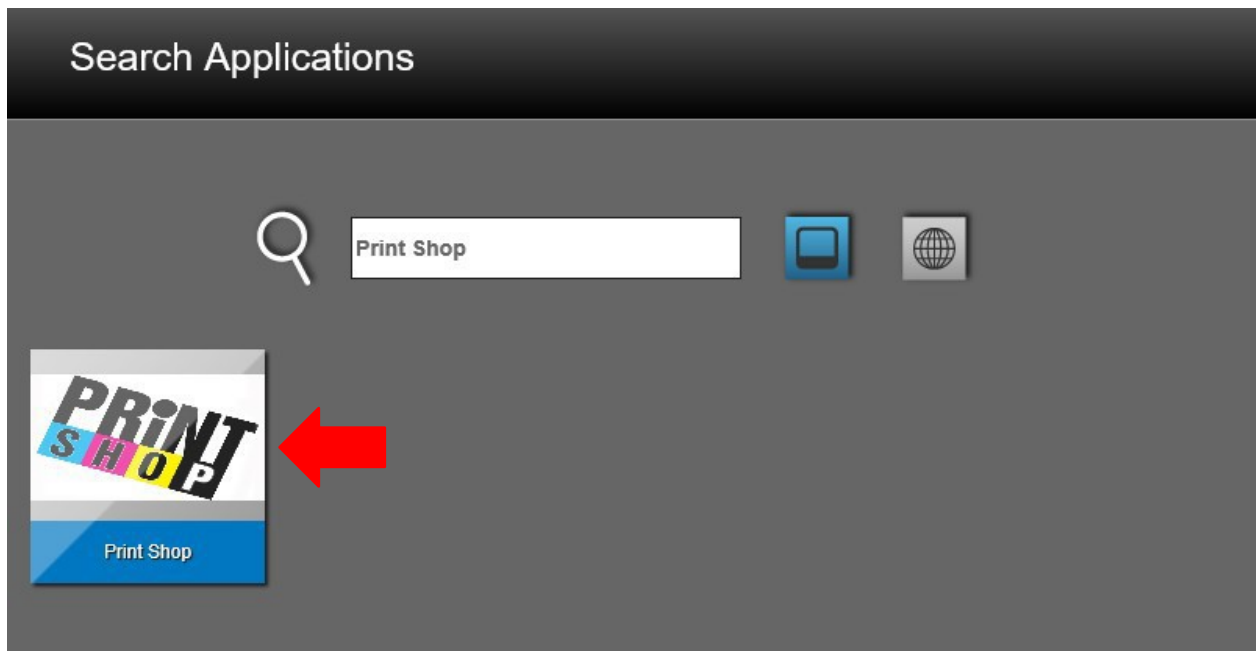
1. Log on to **MySCS** account.



2. Click on the **Search** icon and type **Print Shop**.




3. Click on the **Print Shop icon** to add it to your account.



4. Enter your **Contact Information** (for location enter your **school name**, not your cost center) and click **Save**.

Roles >> Ordering Home | My Account | Help | Logout

 SARASOTA County Schools

Orders Manage Files CART [2]

My Contact Information

Make desired changes to your personal contact information. The Print Center may use this information to contact you about your order if necessary. Fields with an * are required at all times, fields with an * are required to submit an order.

Address	Phone / Email
First name * Jane	Email * Jane.Doe@sarasotacountyschools.net
Last name * Doe	
Location * Venice High School	
Department * Math	

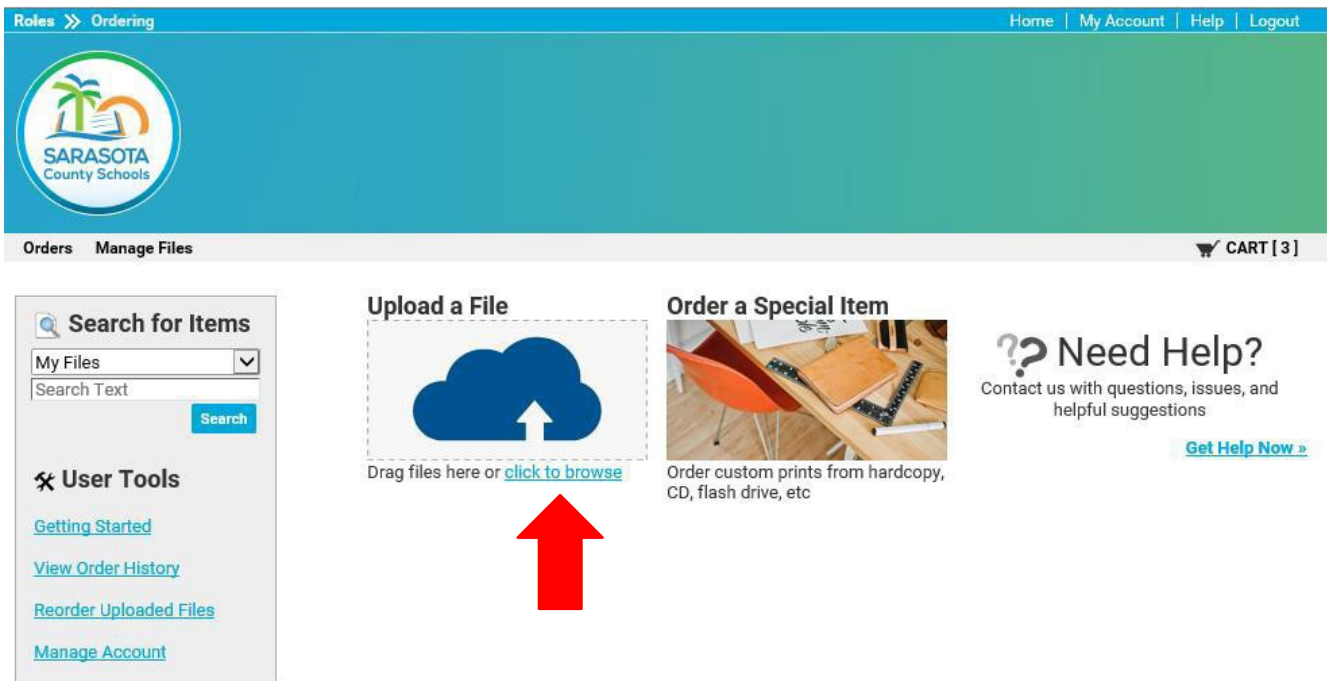
Actions:

☒ Apply changes to my default addresses that use this information: Personal, Billing, Shipping

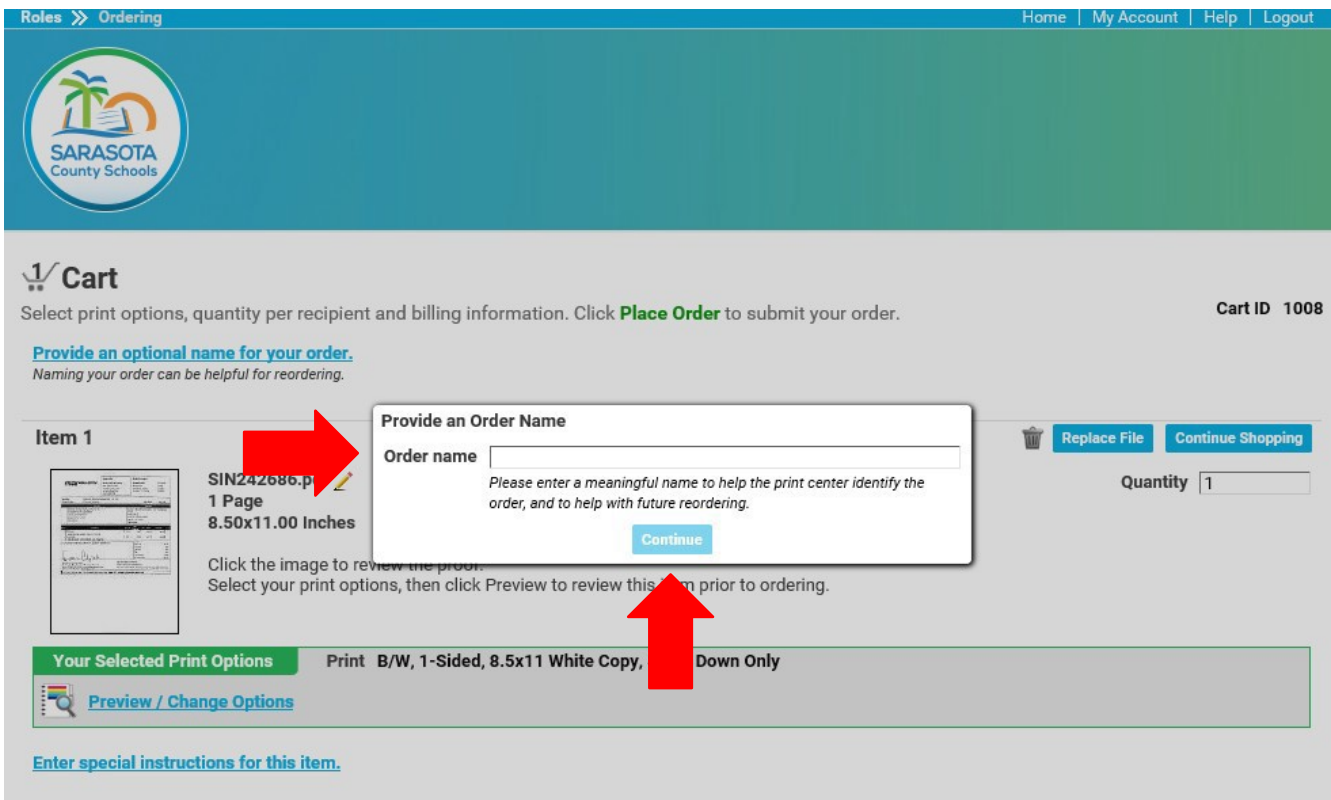
☐ Apply changes to my Personal address only. This will create a new contact in your Personal Contacts list.

Cancel Save

5. Upload a document – **Click to browse** (Only PDF files can be used for ordering). Make sure all necessary changes to the file are made before uploading it.




6. Select a PDF file and click **Open**.
7. Provide an **Order Name** and select **Continue**.





8. Enter the **Quantity**.


Roles >> Ordering Home | My Account | Help | Logout




1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 1008

Order name **asdf** 

Item 1  [Replace File](#) [Continue Shopping](#)




SIN242686.pdf 
1 Page
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.


Quantity

Your Selected Print Options **Print B/W, 1-Sided, 8.5x11 White Copy, Scale Down Only**


 [Preview / Change Options](#)


9. For specific print options click **Preview/Change Options**.


Roles >> Ordering Home | My Account | Help | Logout




1/ Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 1008

Order name **asdf** 

Item 1  [Replace File](#) [Continue Shopping](#)




SIN242686.pdf 
1 Page
8.50x11.00 Inches

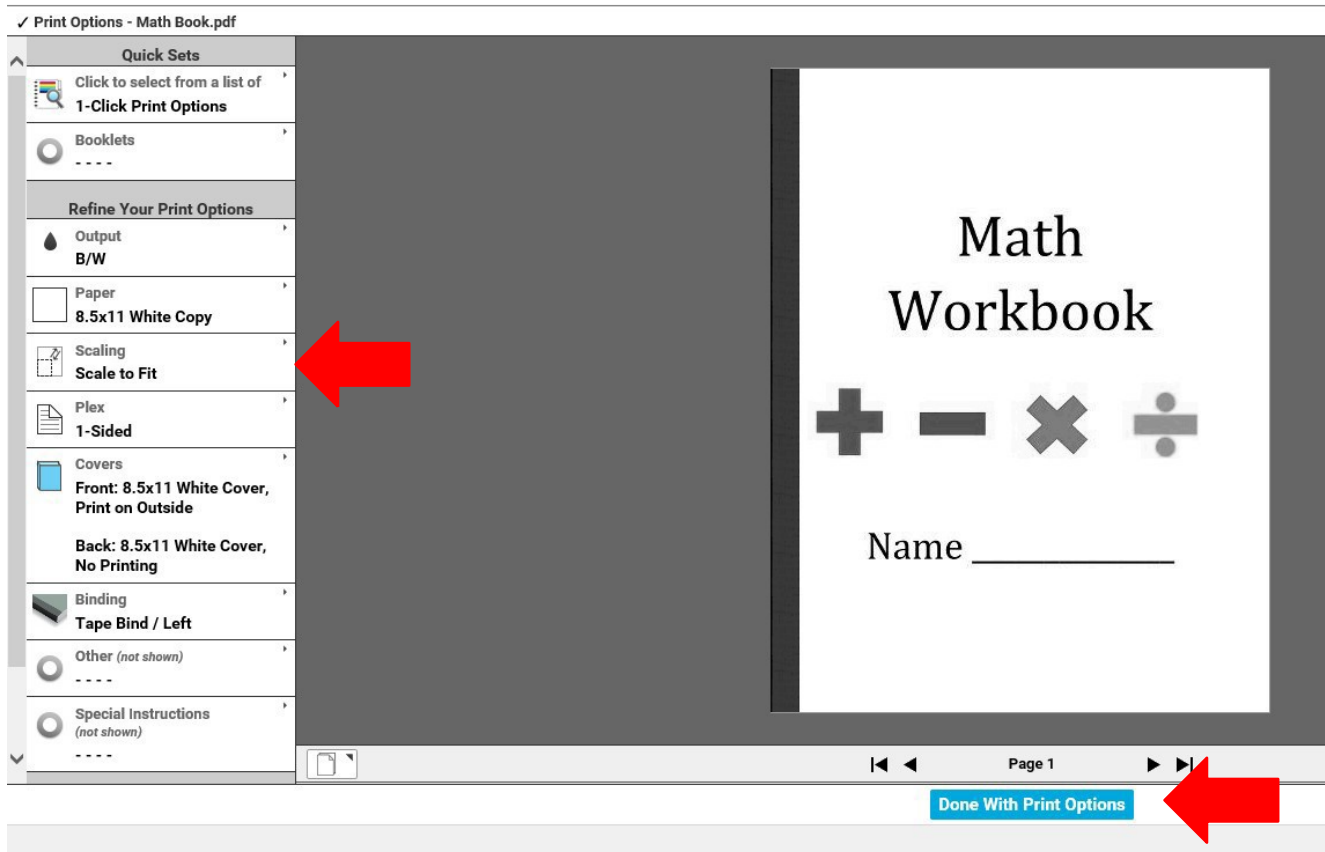
Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Quantity

Your Selected Print Options **Print B/W, 1-Sided, 8.5x11 White Copy, Scale Down Only**

 [Preview / Change Options](#)

10. Additional options are available. Under **Scaling** always choose **Scale to Fit**. Once you have selected your print options select **Done with Print Options**.



11. Select your school from the **Cost Center Name** menu.

[Enter special instructions for this item.](#)

Shipping Information

[Add Address](#)

I would like my order shipped by: **Monday, September 14, 2020** *Note: Only dates when the print center is open may be selected.*

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountysschools.net

Select a Shipping Method
Pony

Delivery Estimate
Tuesday, September 15, 2020

Ordered Items	Quantity
1 Math Book.pdf	50

[Enter shipping instructions for this recipient](#)

Billing Information

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountysschools.net

Select Billing Codes for Payment

Cost Center Name

Other

Example Code 1234 (Please enter in your Department Number)

[Enter billing instructions for this order](#)

[Start a New Cart](#)

[Continue Shopping](#)

[Place Order](#)

12. You may need to scroll down to find your school.

[Enter special instructions for this item.](#)

Shipping Information [Add Address](#)

I would like my order shipped by: **Monday, September 14, 2020**

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net

Select a Shipping Method
Pony

Delivery Estimate
Tuesday, September 15, 2020

center is open may be selected.

Ordered Items
1 Math Book.pdf

Quantity
50

[Enter shipping instructions for this recipient](#)

Billing Information

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net

Select Billing Codes

Cost Center Name

Other

Example Code

0012 ---- Alta Vista
0021 ---- Pine View
0031 ---- Sarasota Middle
0051 ---- Sarasota High
0071 ---- Bay Haven
0084 ---- Booker Middle
0085 ---- Booker High
0101 ---- Brentwood
0111 ---- Brookside
0121 ---- Englewood
0131 ---- Fruitville
0141 ---- McIntosh
0171 ---- Phillippi
0181 ---- RHS
0191 ---- Southside
0201 ---- Tuttle
0211 ---- Venice El
0221 ---- VHS
0261 ---- Gocio
0271 ---- Gulf Gate
0291 ---- Wilkinson
0293 ---- Oak Park
0294 ---- Triad
0301 ---- Ashton
0381 ---- Garden
0451 ---- Venice Middle
0461 ---- Glenallen
0471 ---- Lakeview
0491 ---- Taylor Ranch

[Enter billing instructions for this order](#)

[Start a New Cart](#)

[Place Order](#)

© 2001-2019 Rochester

13. Select **Place Order**.

[Enter special instructions for this item.](#)

Shipping Information [Add Address](#)

I would like my order shipped by: **Monday, September 14, 2020** *Note: Only dates when the print center is open may be selected.*

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net

Select a Shipping Method
Pony

Delivery Estimate
Tuesday, September 15, 2020

Ordered Items
1 Math Book.pdf

Quantity
50

[Enter shipping instructions for this recipient](#)

Billing Information

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net

Select Billing Codes for Payment

Cost Center Name 0221 ---- VHS

Other

Example Code 1234 (Please enter in your Department Number)

[Enter billing instructions for this order](#)

[Start a New Cart](#)

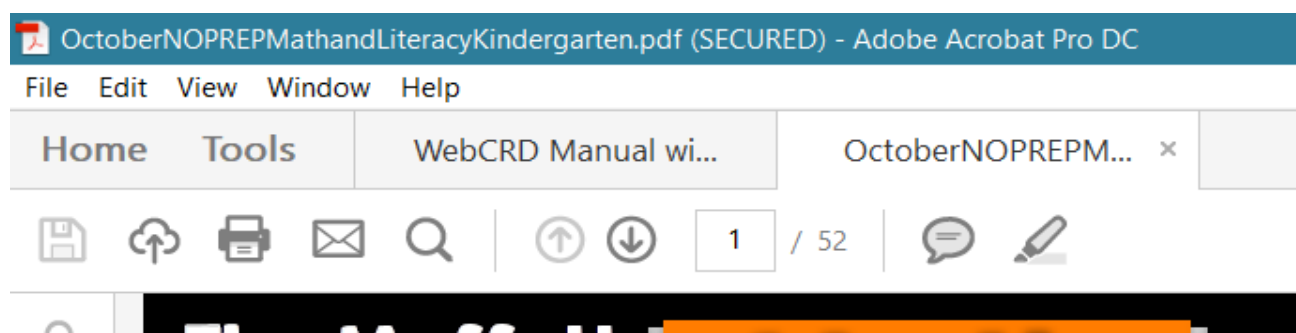
[Continue Shopping](#)

[Place Order](#)

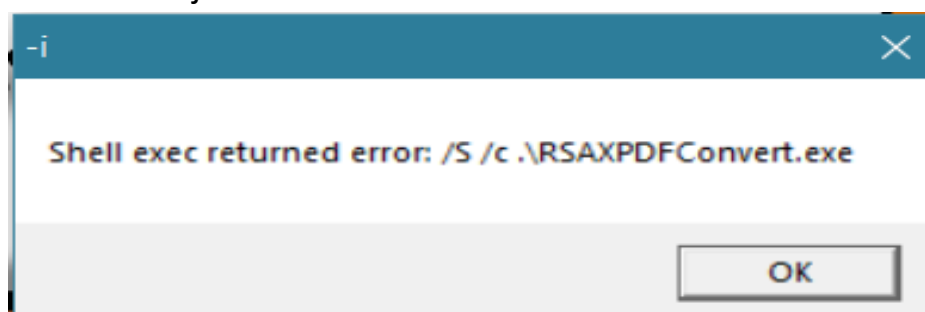
14. You will receive an email confirming your order. It may be delivered to your junk folder.

Important items for printing submission

- PDFs must be less than 500 MB. If your file is larger than 500 MB, you need to create a new PDF. See page 13.
- If your PDF is in color, you will need to create a new PDF in black and white because the file is too large. See page 13.
- We are unable to print secured PDFs. It will say **SECURED** at the top of the pdf. Make sure you have permission to copy the file. If you have permission, print out a hard copy, rescan it to a PDF, and resubmit the job. See the example below.



- We are no longer able to extract pages (ex. you only want two pages printed from a 50-page file). Before you submit the job, you need to have the pages extracted from the PDF. See page 16.
- If you try to extract pages and receive an error message like the one below, your PDF is **secured**. If you have permission, print out a hard copy, rescan it to a PDF, extract the pages, and resubmit the job.



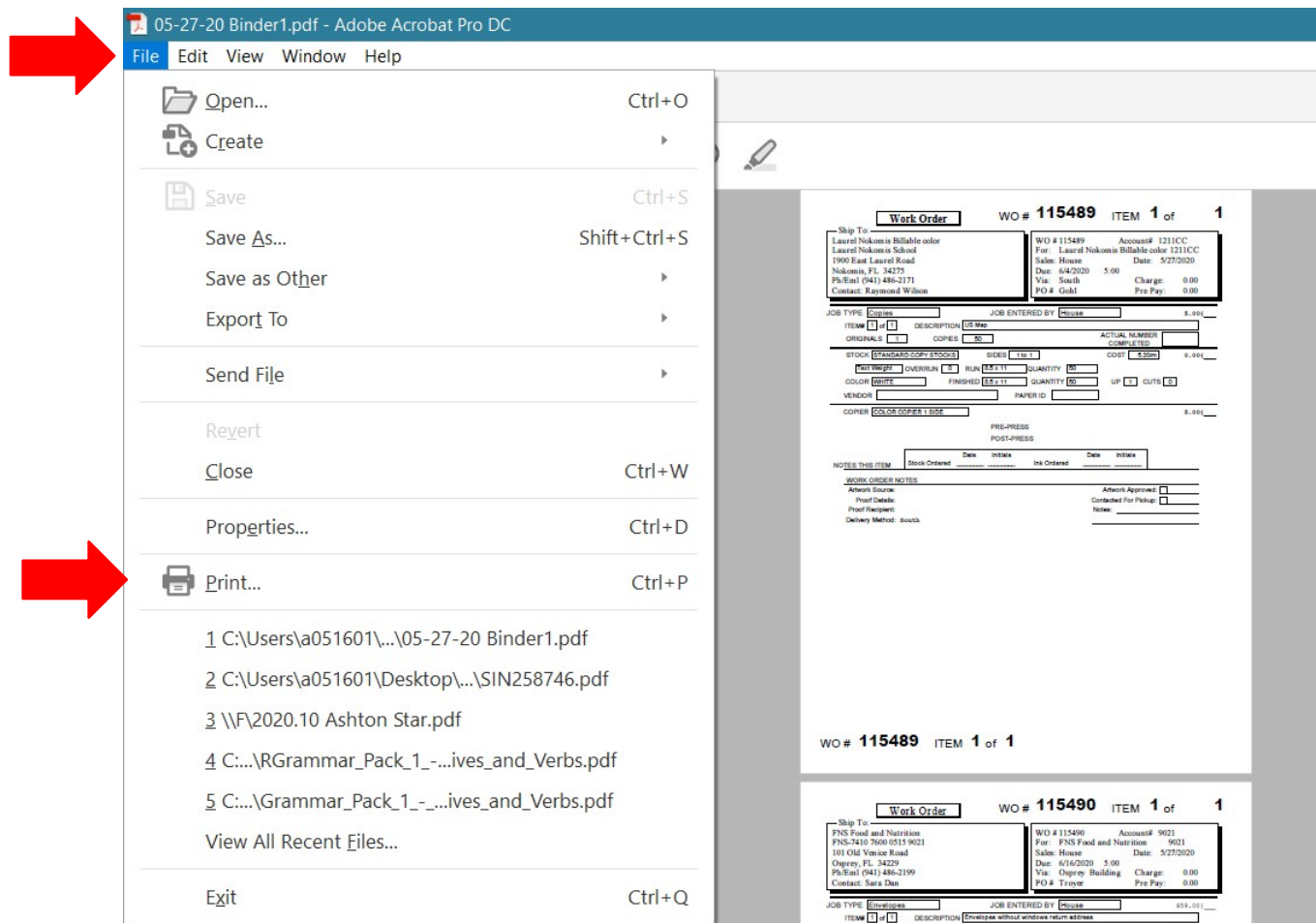
If you are submitting the same order for multiple teachers, use one order number. See page 26.

The following items require a regular request form

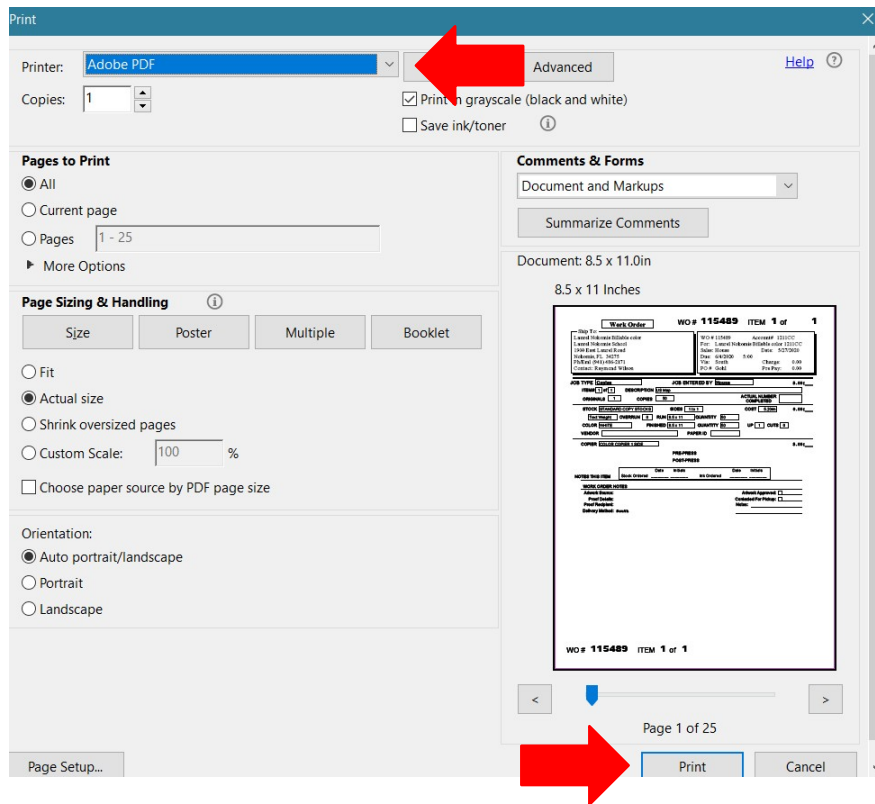
- Color copies
- Color newsletters
- Letterhead
- Envelopes
- Business cards
- NCR paper (carbonless paper)
- Any single page (**1,000 or more copies**) order
- Padding
- Cutting
- Tabs
- Internal Account Items
 - Any type of fundraiser (ex. PTO, PTA, & BoxTops)
 - Uniform sales
 - Yearbook sales
 - Donations to food banks
 - Book fairs
 - Childcare items
 - Personalized memo pads
 - Non-personalized memo pads for staff given as gifts
 - Playbills

How to reduce the PDF size if it is more than 500 MB or downloaded from the internet

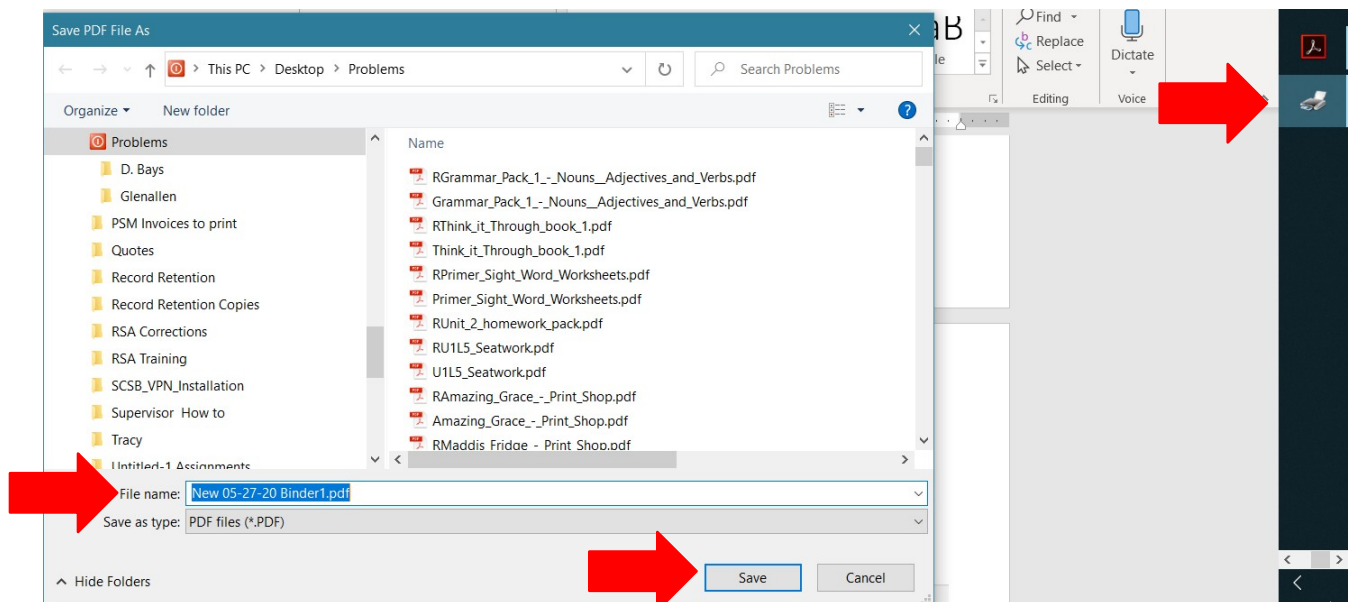
1. Open the **PDF file** in Acrobat and select the **File** tab and select **Print**.



2. Select **Adobe PDF** from the drop-down menu and select **Print**.



3. Select the **Icon** to the right and **rename the PDF** and select **Save**.



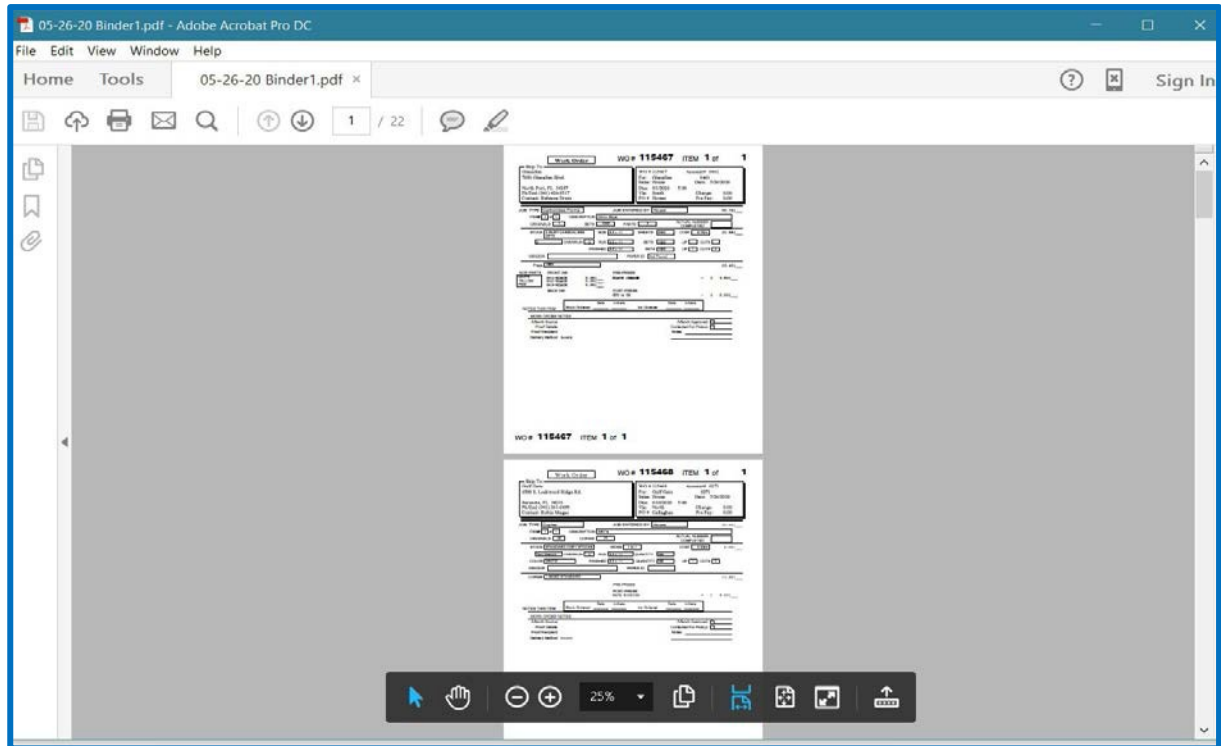
4. You will receive a message stating a PDF file was created.



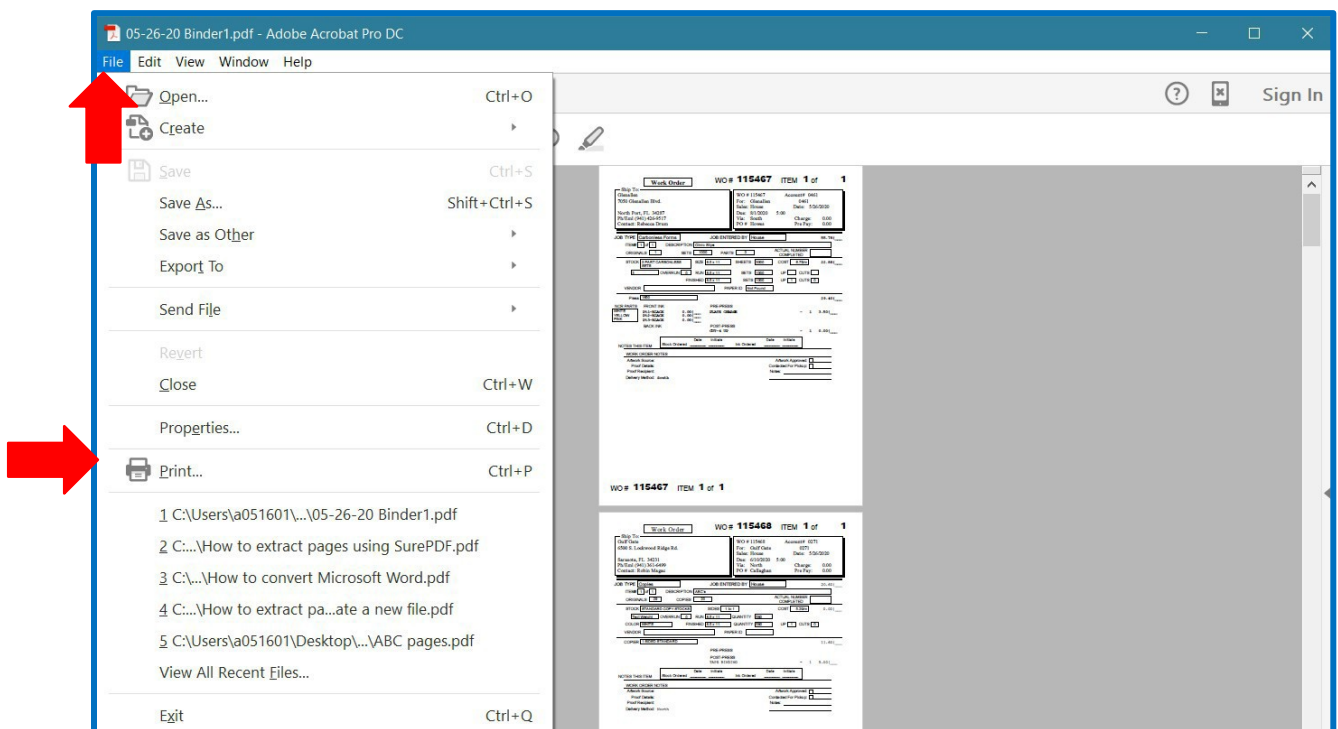
5. Log onto the **WebCRD** and submit the new file for printing.
6. **If you do not have this feature in Adobe, then contact your IT department.**

How to extract pages from a PDF file using SurePDF

1. Open a **PDF** file.

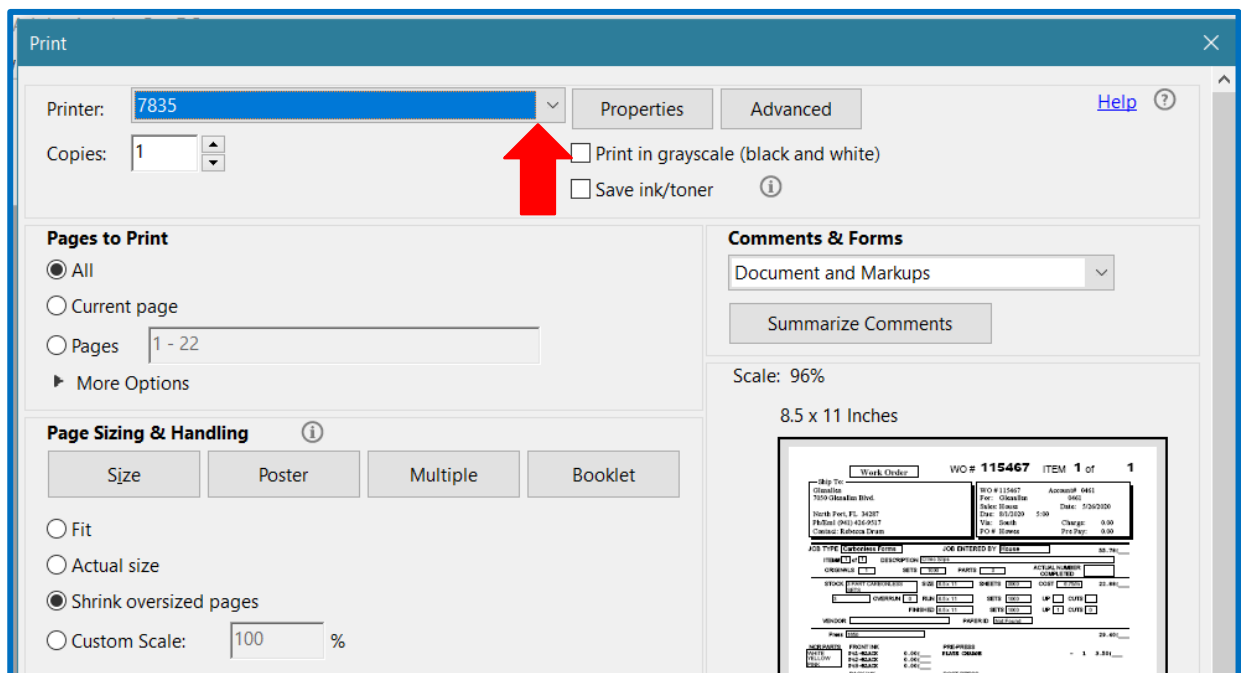


2. Click on the **File** tab and select **Print**.

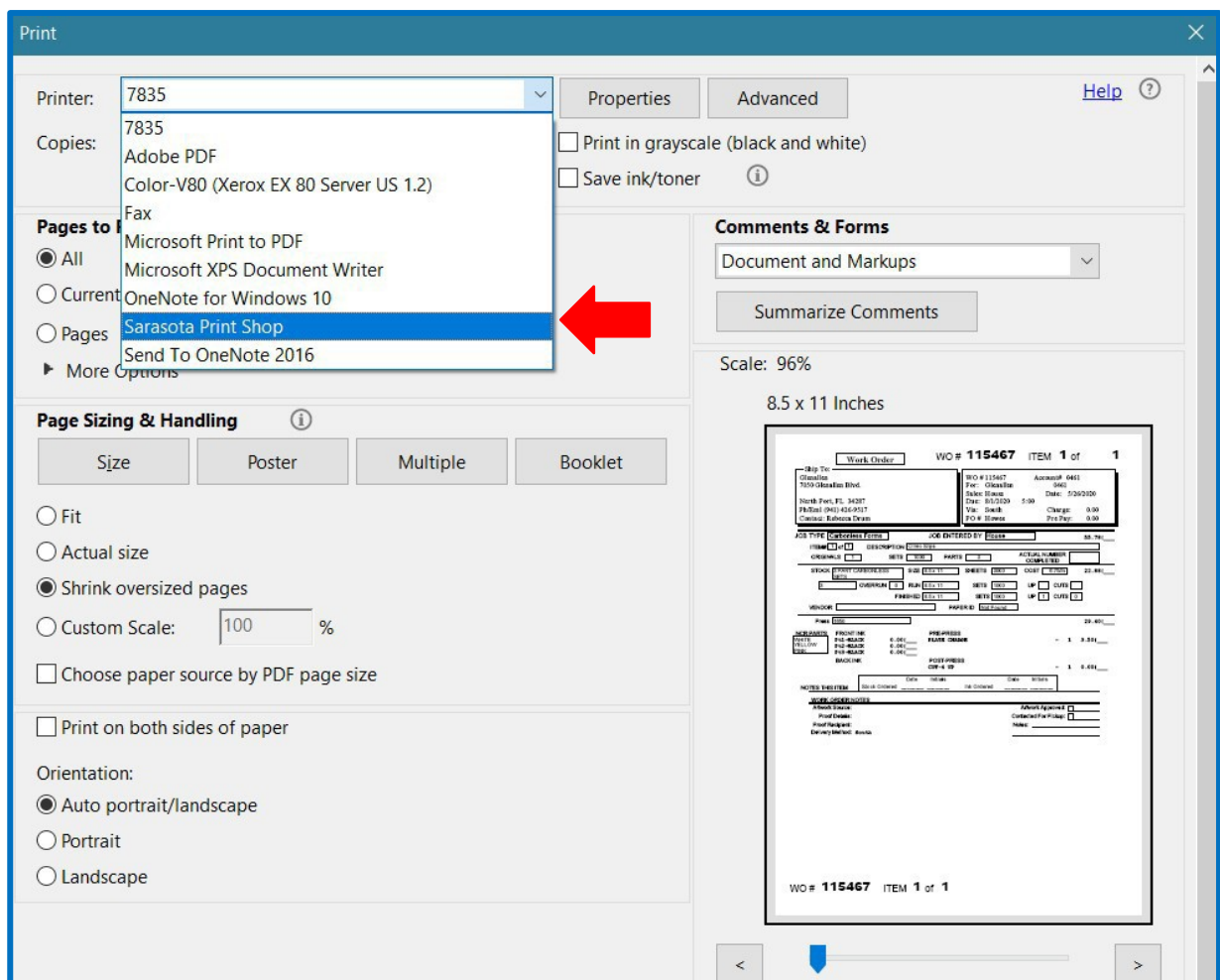


3. Select the **Printer** drop down menu.

17

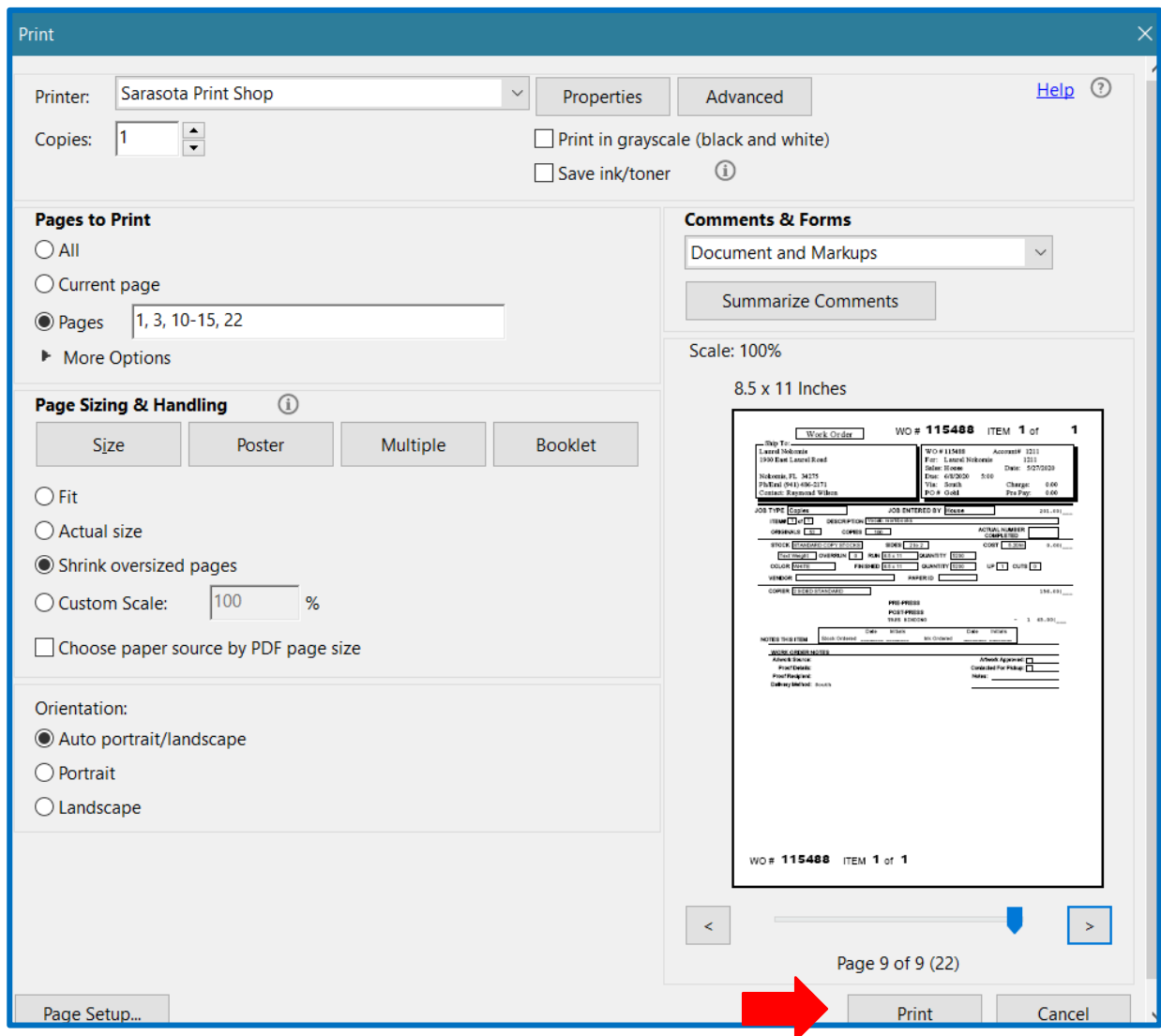


4. Select the **Sarasota Print Shop**.

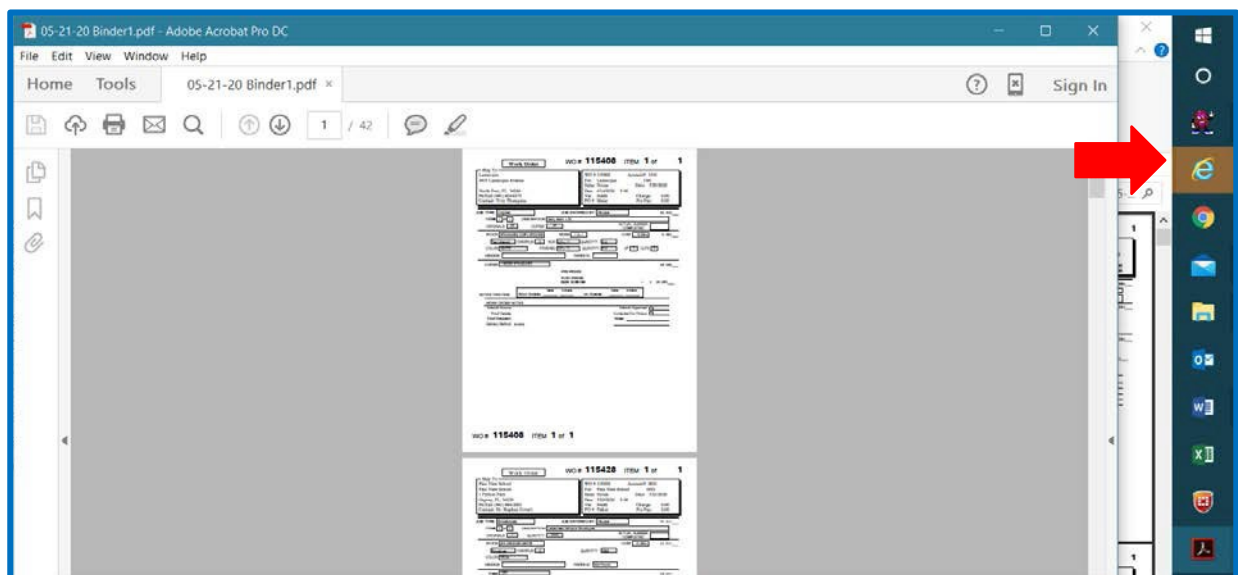


7. Select **Print**.

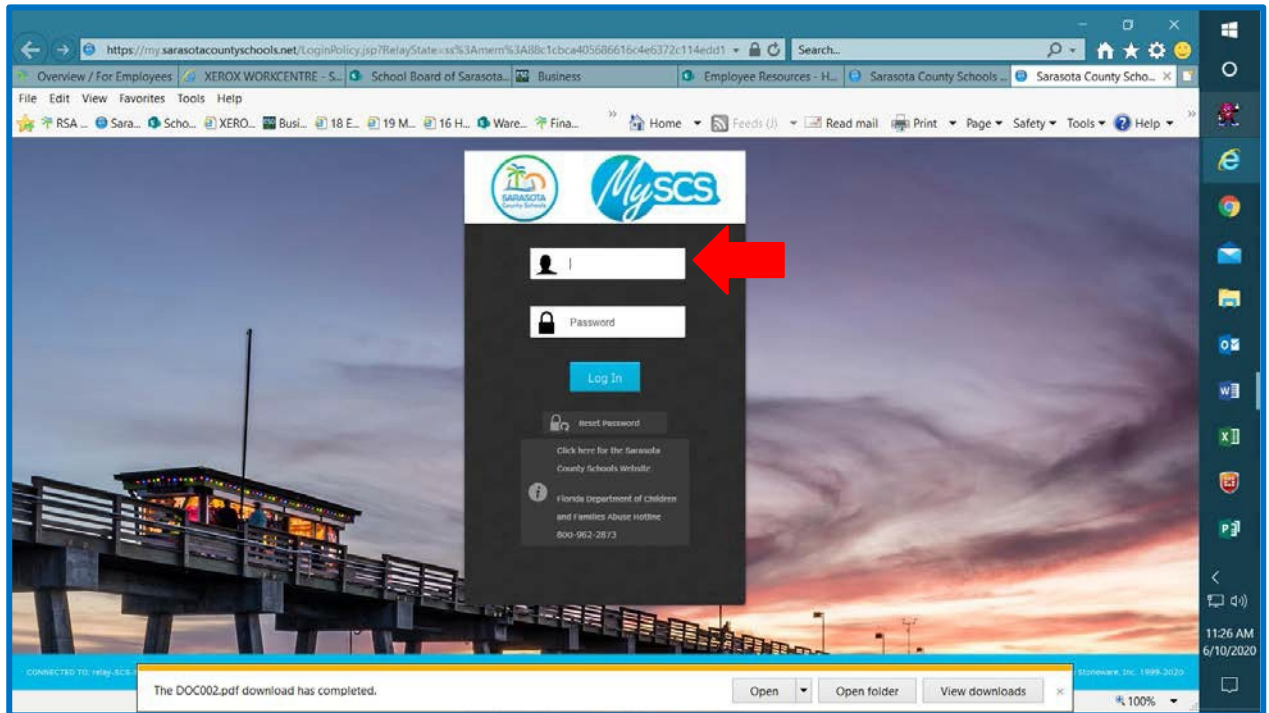
19



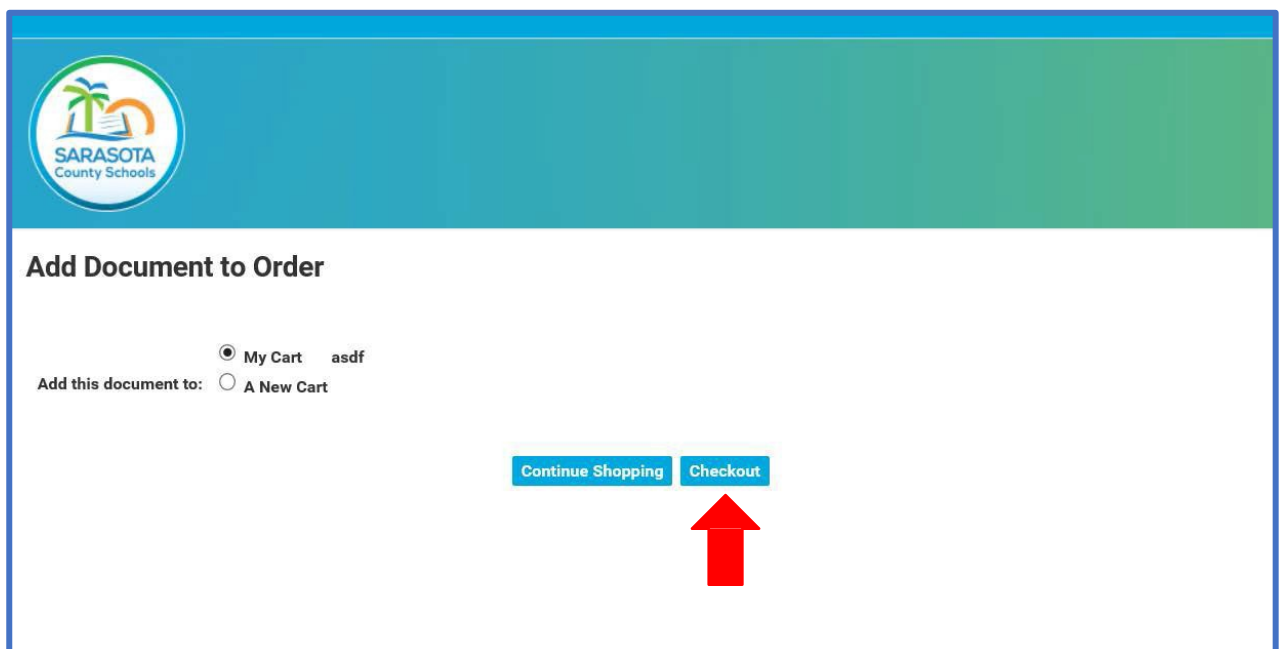
8. Open **Internet Explorer**.



9. Log on to your **My Sarasota Account**.

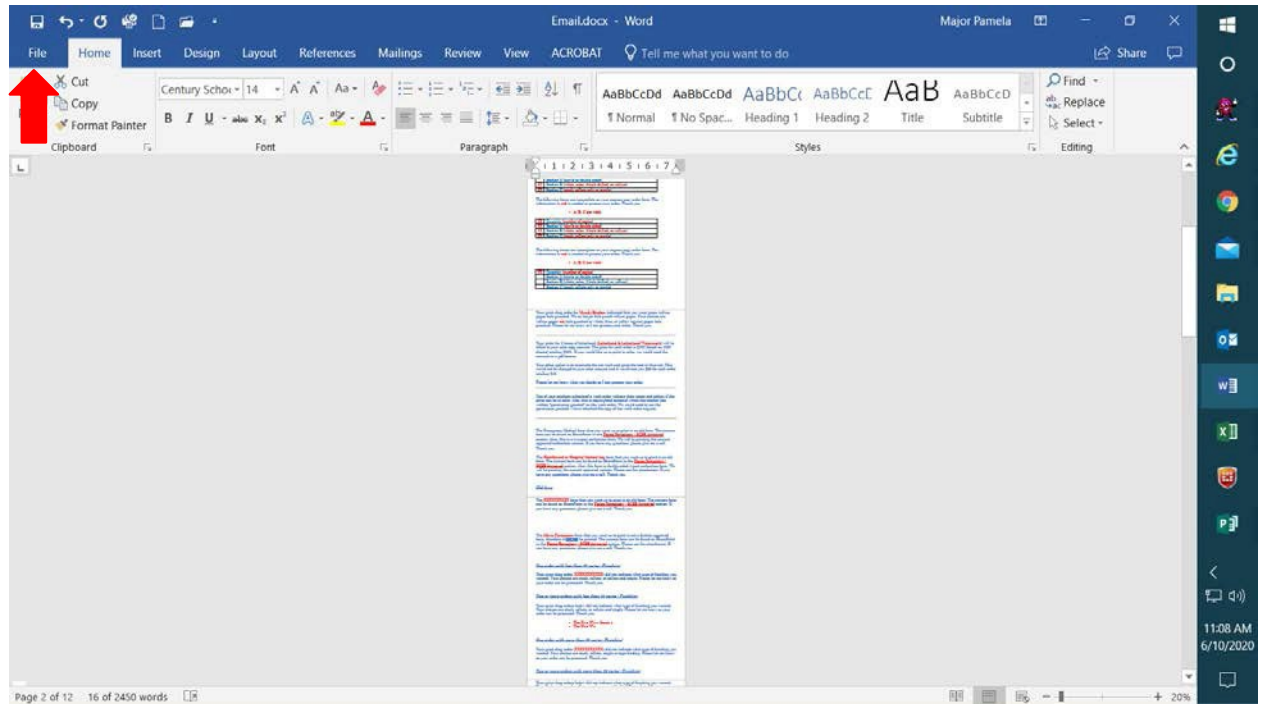


10. Select **Checkout**.

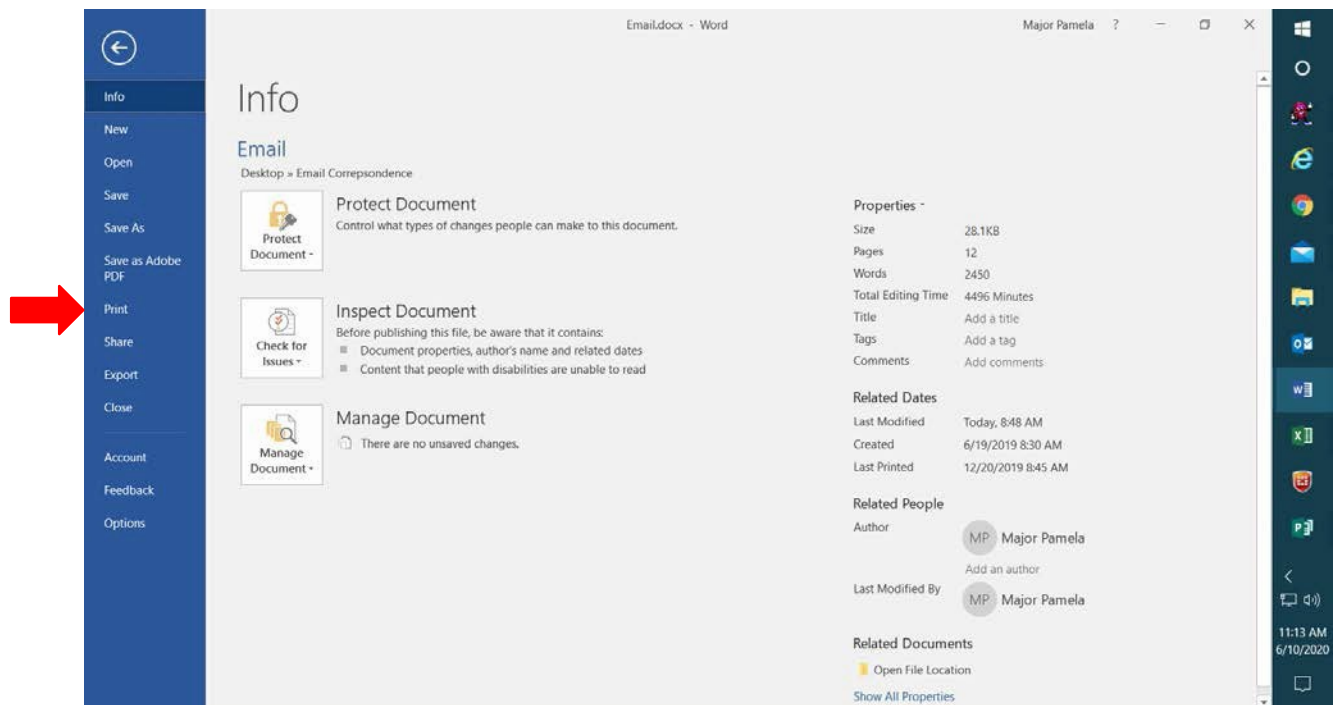


How to convert Microsoft Word, Excel, and PowerPoint files to a PDF file using SurePDF 21

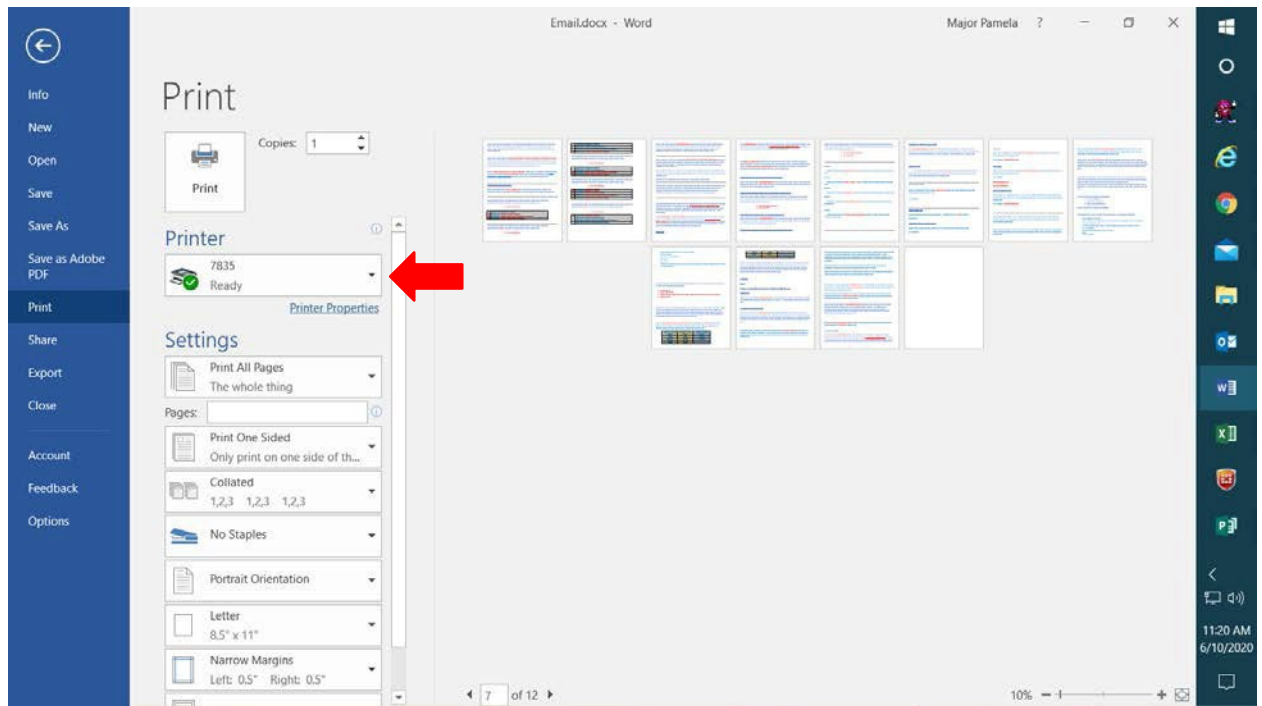
1. Open a Microsoft Word, Excel, or PowerPoint file.
2. Click on the **File** tab.



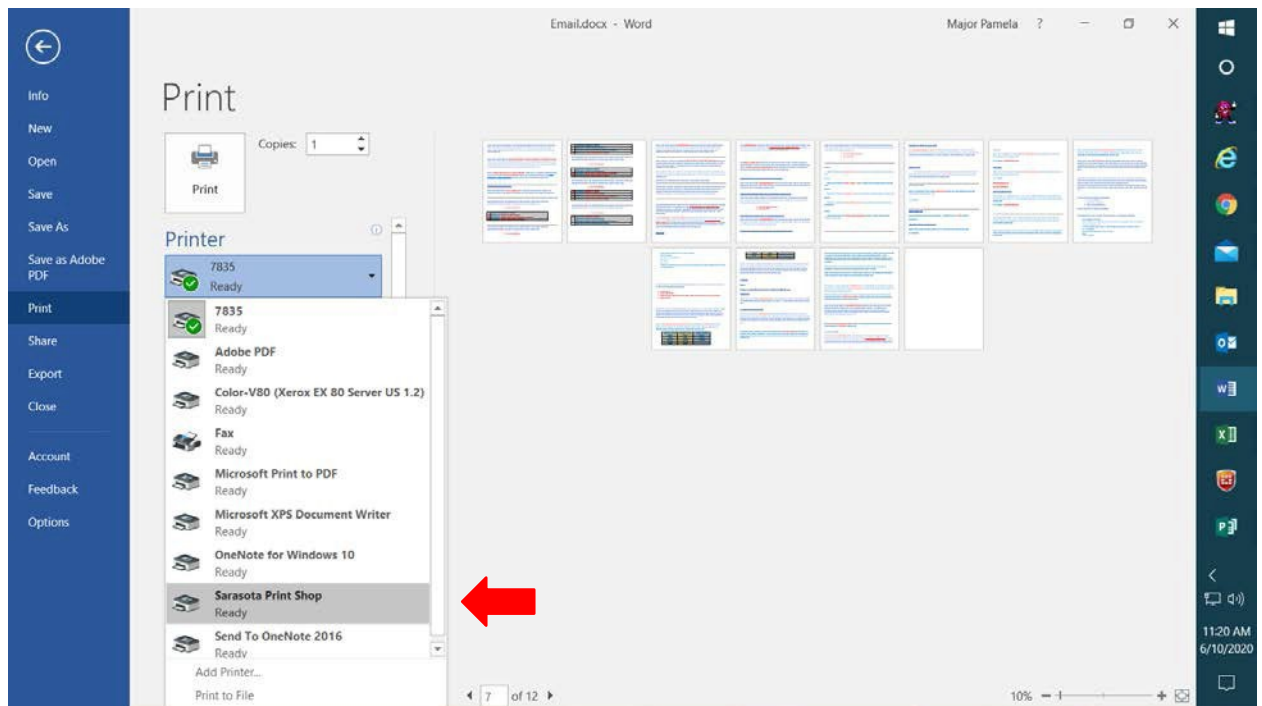
3. Select **Print**.



4. Select the **Printer drop down menu**.

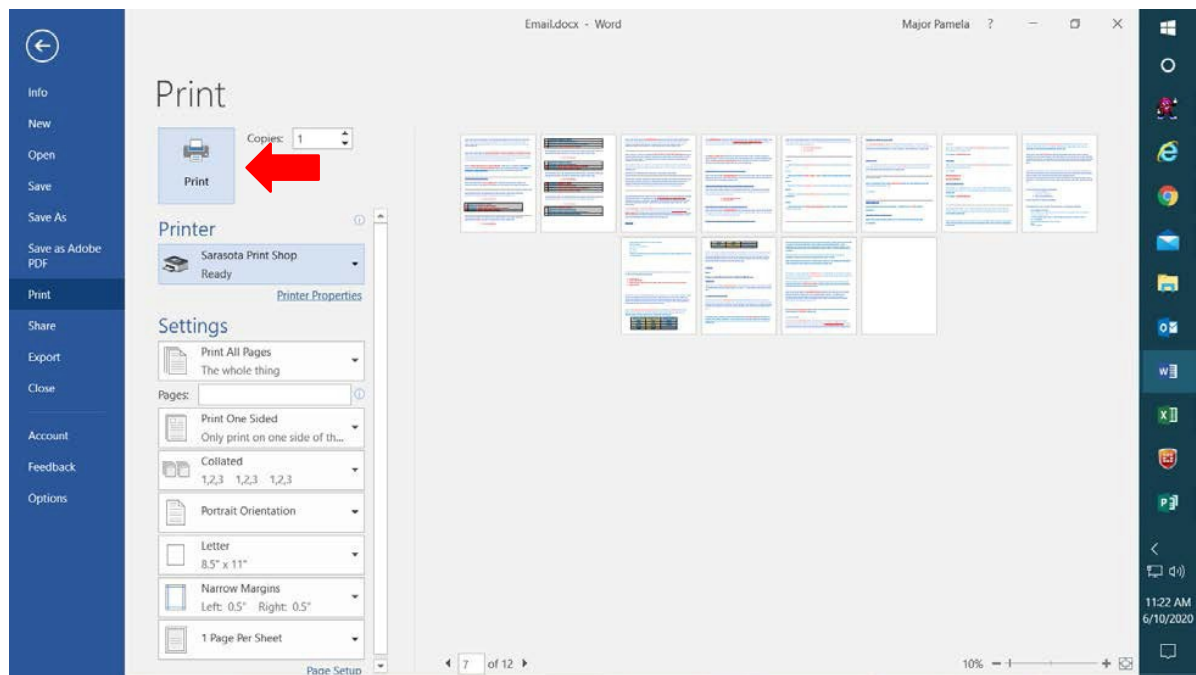


5. Select **Sarasota PrintShop**.

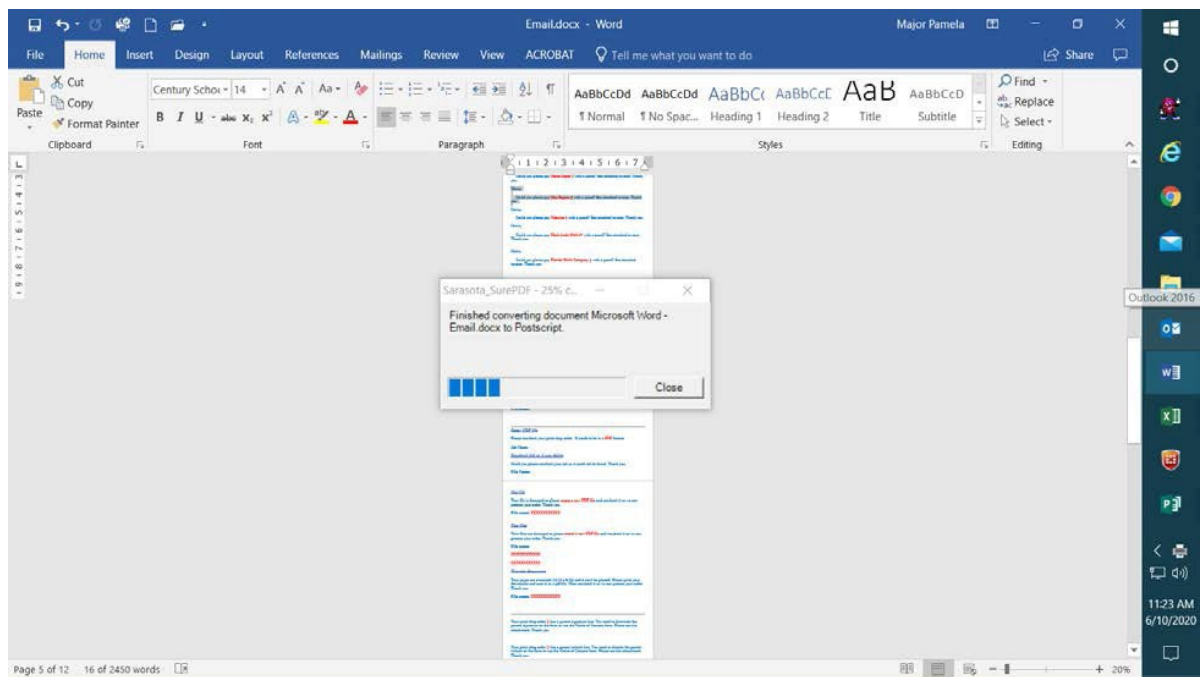


6. Select the **Print** icon.

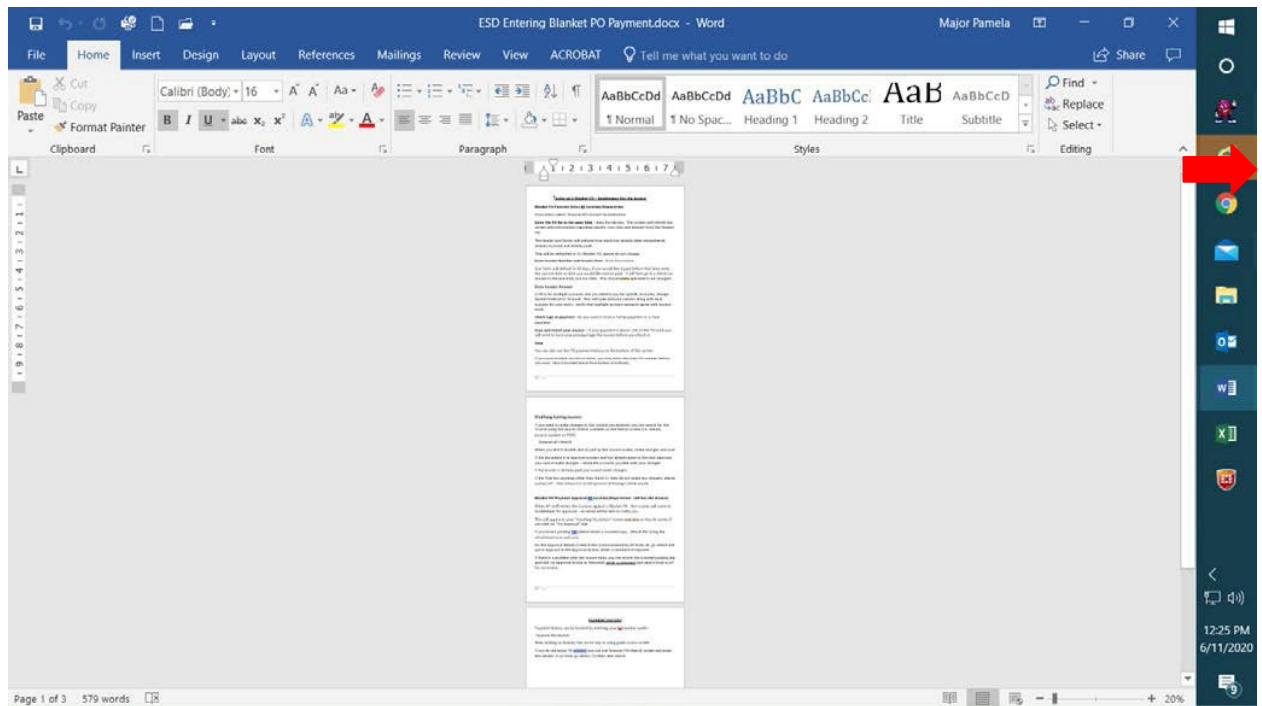
23



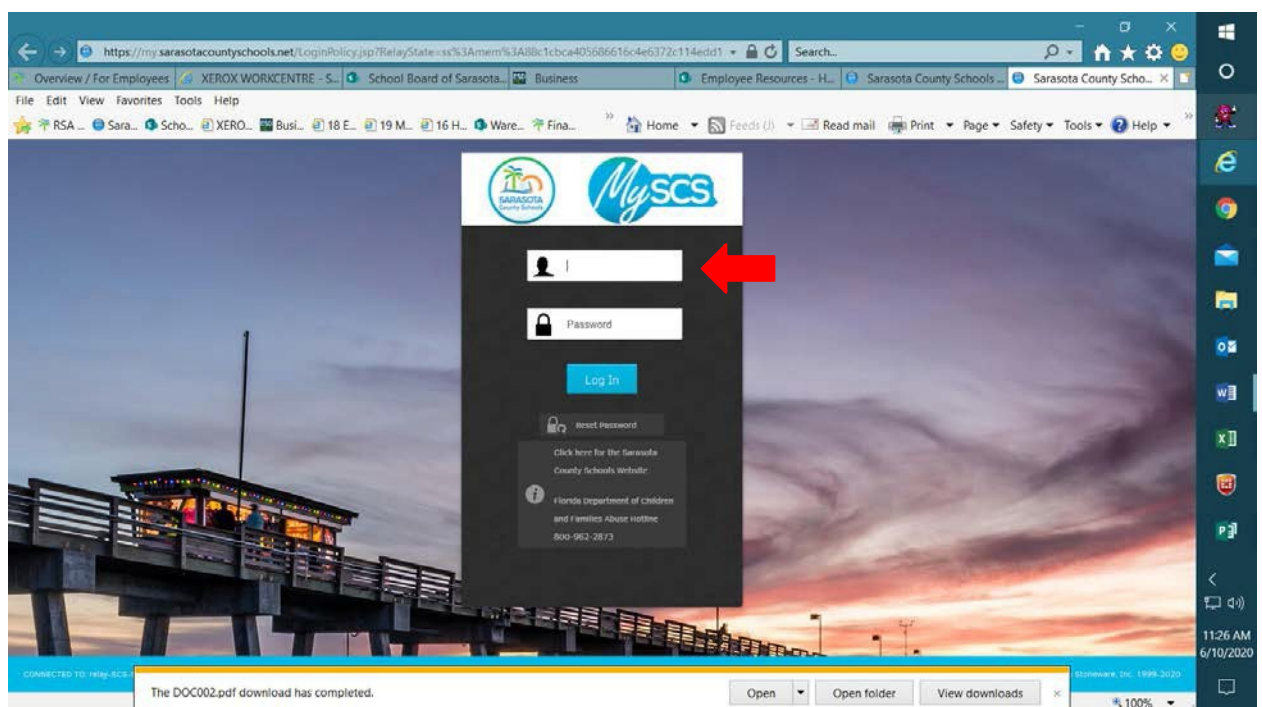
7. Your document will be converted to a PDFfile.



8. Open Internet Explorer.



9. Log on to your My Sarasota Account.



10. Provide an Order name.

https://sarasotacountyschools.rosoft.com/fulfillment/add_document_to_order?surePDFQuantity=1&fileUID=2188_f5a

Overview / For Empl... XEROX WORKCENTRE... School Board of Sara... Business Employee Resources... Sarasota County Sch... Sarasota County Sch... RSA WebCRD - Us... X

File Edit View Favorites Tools Help

Home | My Account | Help | Logout

Cart Cart ID: 890

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

[Provide an optional name for your order.](#)
Naming your order can be helpful for reordering.

Item 1

Email.pdf
12 Pages
8.50x11.00 inches

Provide an Order Name

Order name

Please enter a meaningful name to help the print center identify the order, and to help with future reordering.

[Continue](#)

Click the image to review this product.
Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options Print: B/W, 1-Sided, 8.5x11 White Copy, Scale Down Only

[Preview / Change Options](#)

[Enter special instructions for this item.](#)

Shipping Information [Add Address](#)

I would like my order shipped by: Friday, June 12, 2020 Note: Only dates when the print center is open may be selected.

Major Pamela 9033

Select a Shipping Method
☒ Hold for pickup ☐ Pick up during business hours

11:28 AM 6/10/2020

How to add other teachers to your order

1. Select **Add Address**.

Enter special instructions for this item.

Shipping Information Add Address

I would like my order shipped by: Thursday, September 10, 2020 Note: Only dates when the print center is open may be selected.

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net

Select a Shipping Method
Pony

Delivery Estimate
Friday, September 11, 2020

Ordered Items	Quantity
1 Title page lesson 4 print.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net

Select Billing Codes for Payment

Cost Center Name

Other 9033

Example Code 1234 (Please enter in your Department Number)

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

2. Select **Create a new contact**.

Enter special instructions for this item.

Shipping Information Add Address

I would like my order shipped by: Thursday, September 10, 2020 Note: Only dates when the print center is open may be selected.

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net

Select a Shipping Method
Pony

Delivery Estimate
Friday, September 11, 2020

Ordered Items	Quantity
1 Title page lesson 4 print.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net

Select Billing Codes for Payment

Cost Center Name

Other 9033

Example Code 1234 (Please enter in your Department Number)

[Enter billing instructions for this order](#)

[Start a New Cart](#) [Continue Shopping](#) [Place Order](#)

[Select an address](#)
Click to add another ship address from your contacts list.

[Create a new contact](#)
Click to add a new address for this order and add it to your contacts list.

[Cancel](#)

3. Enter the teacher's information and Save.

[Enter special instructions for this item.](#)

Shipping Information

I would like my order shipped by: Thursday, September 10, 2020 *Note: Only dates when the print center is open may be selected.*

Major Pamela
9033
Print Shop
Pamela.Major@sa

Select a Shipping Method
Priority

New Shipping Address

First name *

Last name *

Location *

Email *

Department *

Fields with an * are required at all times, fields with an * are required to submit an order.

Modify Information For

☒ This order only

☐ This order; and create a new contact in my Contacts list.

☐ Make this my Default Shipping Address

Cancel Save

Other 9033
Example Code 1234 (Please enter in your Department Number)

[Enter billing instructions for this order](#)

Start a New Cart Continue Shopping Place Order

Favorites Tools Help

RSA ... Sara... Scho... XERO... Busi... 18 E... 19 M... 16 H... Ware... >> Home Feeds (J) Read mail Print Page Safety To

[Enter special instructions for this item.](#)

Shipping Information

I would like my order shipped by: Thursday, September 10, 2020 *Note: Only dates when the print center is open may be selected.*

Major Pamela
9033
Print Shop
Pamela.Major@sa

Select a Shipping Method
Priority

New Shipping Address

First name * Dave

Last name * Chappell

Location * 9033

Email * David.Chappell@sarasotacountyschools.net

Department * Print Shop

Fields with an * are required at all times, fields with an * are required to submit an order.

Modify Information For

☒ This order only

☐ This order; and create a new contact in my Contacts list.

☐ Make this my Default Shipping Address

Cancel Save

Other 9033
Example Code 1234 (Please enter in your Department Number)

[Enter billing instructions for this order](#)

Start a New Cart Continue Shopping Place Order

4. Select **Quantity**.

[Enter special instructions for this item.](#)

Shipping Information

Add Address

I would like my order shipped by: Thursday, September 10, 2020 Note: Only dates when the print center is open may be selected.

1 Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net



Select a Shipping Method

Pony

Delivery Estimate

Friday, September 11, 2020

Ordered Items		Quantity
1	Title page lesson 4 print.pdf	1

[Enter shipping instructions for this recipient](#)

2 Dave Chappell
9033
Print Shop
David.Chappell@sarasotacountyschools.net



Select a Shipping Method

Pony

Delivery Estimate

Friday, September 11, 2020

Ordered Items		Quantity
1	Title page lesson 4 print.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Major Pamela
9033
Print Shop



Select Billing Codes for Payment

Cost Center Name

5. Enter the **Quantity** and **Save**.

[Enter special instructions for this item.](#)

Shipping Information

Add Address

I would like my order shipped by: Thursday, September 10, 2020 Note: Only dates when the print center is open may be selected.

1 Major Pamela
9033
Print Shop
Pamela.Major@sarasotacountyschools.net



Select a Shipping Method

Pony

Delivery Estimate

Friday, September 11, 2020

Ordered Items		Quantity
1	Title page lesson 4 print.pdf	1

[Enter shipping instructions for this recipient](#)

2 Dave Chappell
9033
Print Shop
David.Chappell@sarasotacountyschools.net



Select a Shipping Method

Pony

Delivery Estimate

Friday, September 11, 2020

Ordered Items		Quantity
1	Title page lesson 4 print.pdf	1

[Enter shipping instructions for this recipient](#)

Billing Information

Major Pamela
9033



Select Billing Codes for Payment

6. Your job ticket will list your name and the teachers you have added to your order.

An order confirmation email will be sent to you (if enabled).

 [Print Receipt](#)

Order Information

Order Name Test Order Number 7838
 Submitted On 09/08/2020 1:43 PM Requested ship date 09/10/2020
 Customer name Major Pamela [A051601]

Ordered Items

Ship to Major Pamela

Qty	Item / Form #	Workgroup / Folder
25	Title page lesson 4 print.pdf	A051601 default

Ship to Dave Chappell

Qty	Item / Form #	Workgroup / Folder
25	Title page lesson 4 print.pdf	A051601 default

Billing Information

Major Pamela
 9033
 Print Shop

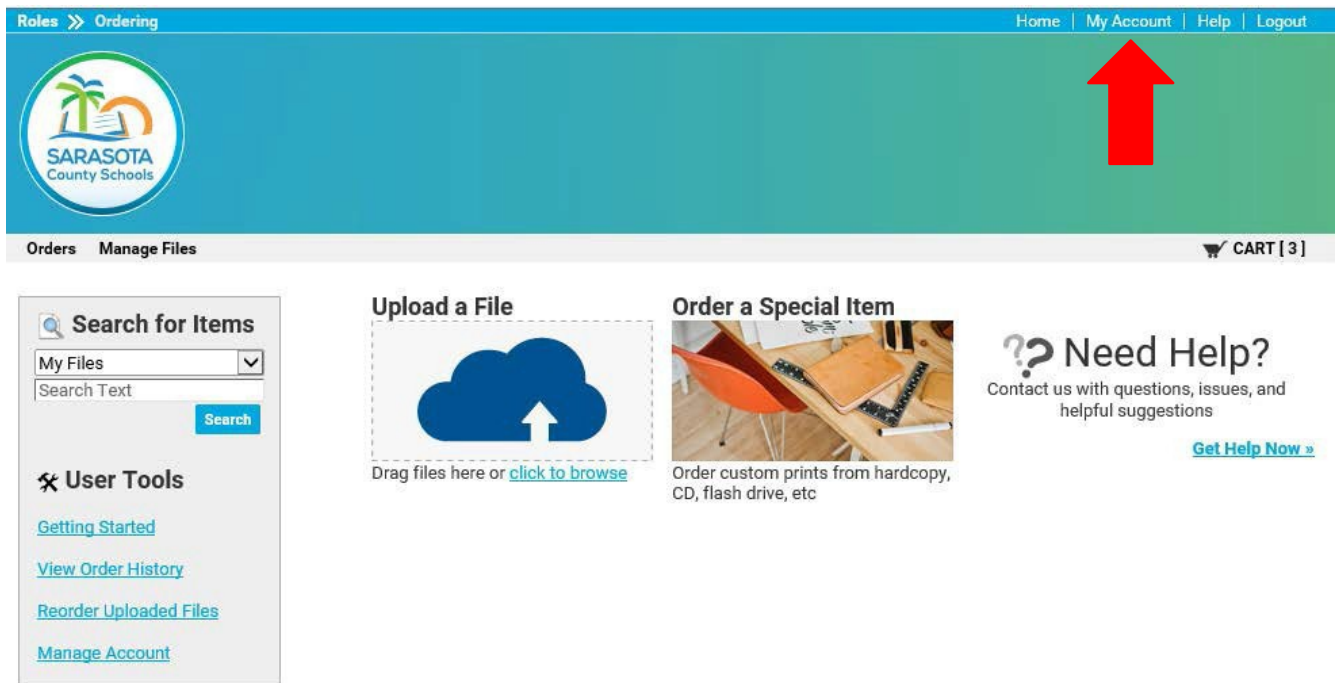
Phone / Email
 Pamela.Major@sarasotacountyschools.net

Account Codes

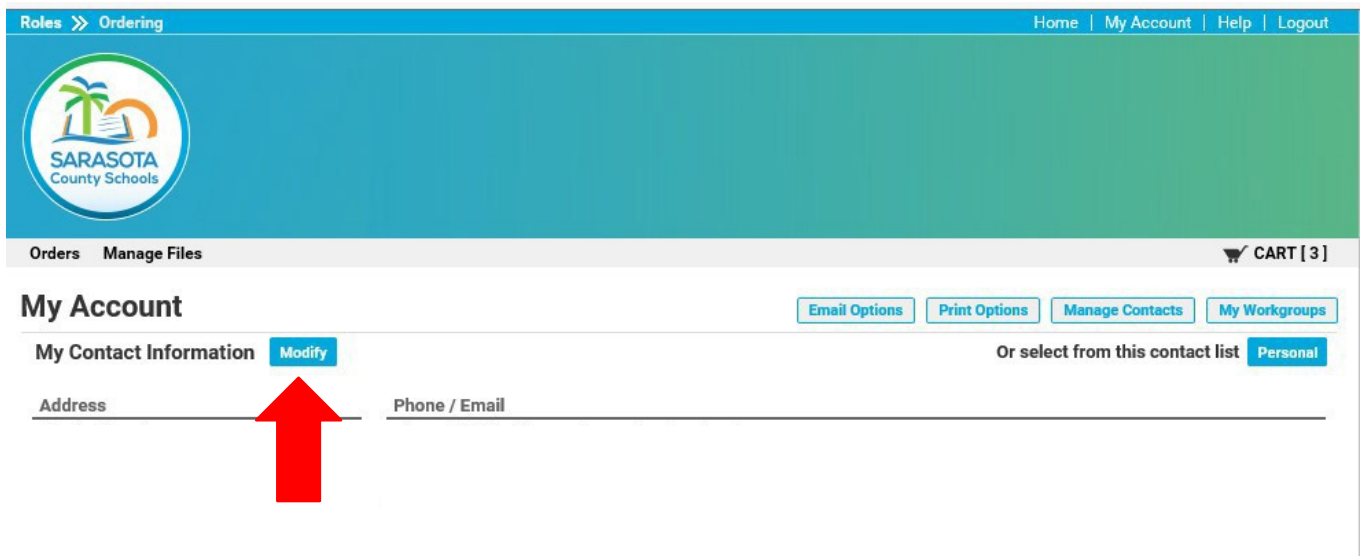
Cost Center Name 0010

How to change your school location settings

1. Log on to your **Print Shop** icon and select **My Account**.




2. Select **Modify**.




3. Enter the name of your school (not your cost center number) and click **Save**.

Roles >> Ordering

Home | My Account | Help | Logout



Orders Manage Files  CART [2]

My Contact Information

Make desired changes to your personal contact information. The Print Center may use this information to contact you about your order if necessary. Fields with an * are required at all times, fields with an * are required to submit an order.

Address		Phone / Email	
First name *	Jane	Email *	Jane.Doe@sarasotacountyschools.net
Last name *	Doe		
Location *	Venice High School		
Department *	Math		

Actions:

☒ Apply changes to my default addresses that use this information:
Personal, Billing, Shipping

☐ Apply changes to my Personal address only.
This will create a new contact in your Personal Contacts list.

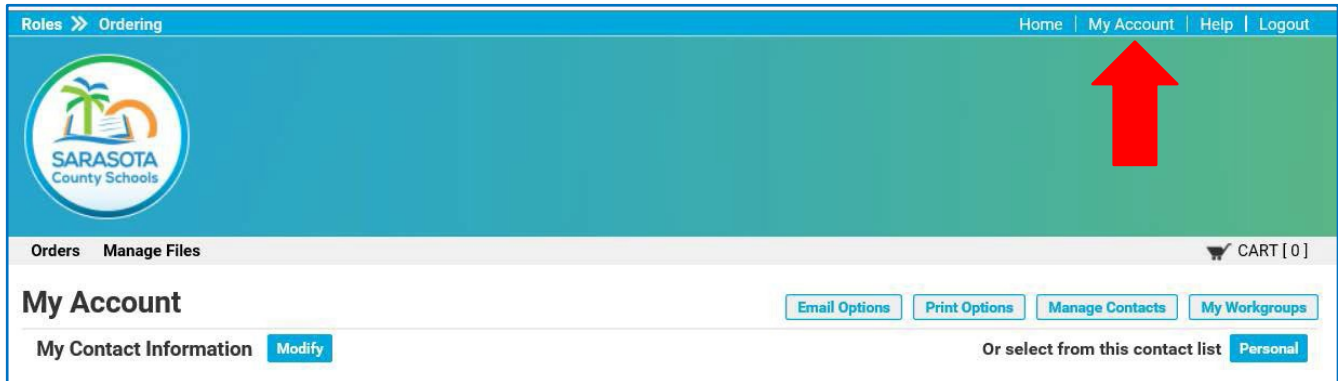
Cancel

Save



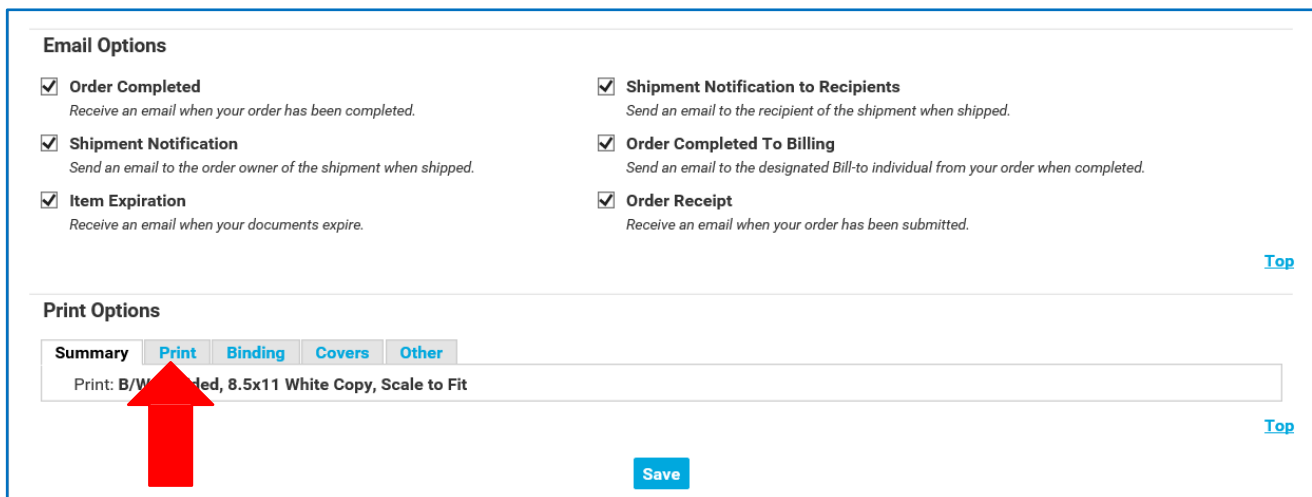
How to change default settings

1. Select **My Account**.



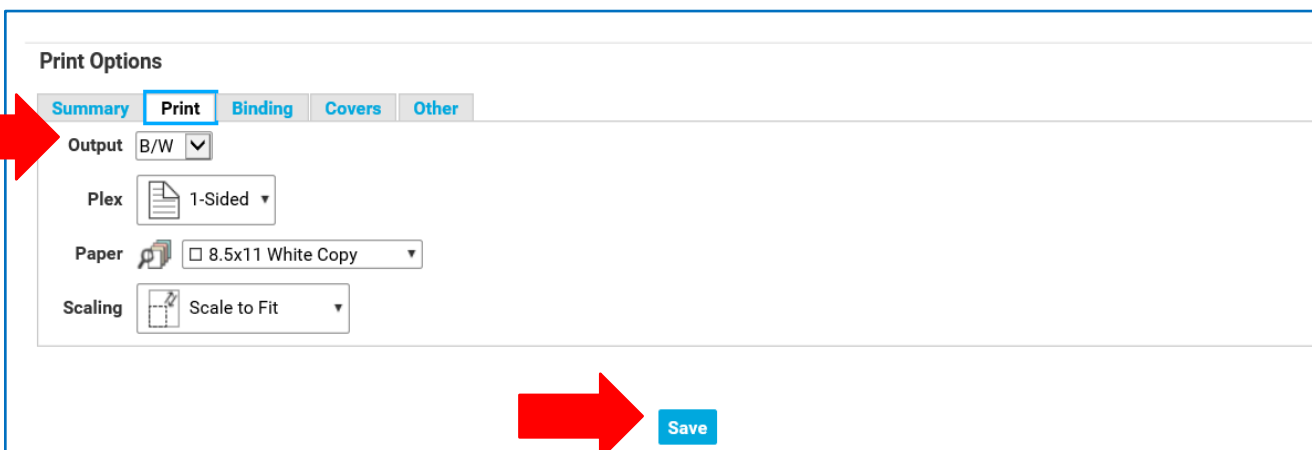
The screenshot shows the top navigation bar of the application. The 'My Account' link is highlighted with a red arrow. Below the navigation bar, the 'My Account' section is visible, including links for 'Email Options', 'Print Options', 'Manage Contacts', and 'My Workgroups'. The 'My Contact Information' section is also visible, with a 'Modify' button and a 'Personal' button.

2. Scroll to the bottom of the page and select the **Print** tab.



The screenshot shows the 'Print Options' section. The 'Print' tab is highlighted with a red arrow. Below the tabs, the 'Print' option is selected, showing 'Print: B/W, 8.5x11 White Copy, Scale to Fit'. A 'Save' button is visible at the bottom right.

3. Select the drop-down menu in **Output** to **B/W** and select **Save**.



The screenshot shows the 'Print Options' section. The 'Print' tab is selected. The 'Output' drop-down menu is highlighted with a red arrow, showing 'B/W' selected. Below it, the 'Plex' drop-down menu is set to '1-Sided', the 'Paper' drop-down menu is set to '8.5x11 White Copy', and the 'Scaling' drop-down menu is set to 'Scale to Fit'. A red arrow points to the 'Save' button at the bottom right.

Paper Choices

✓ Print Options - 05-21-20 Binder1.pdf

[Print Options Summary](#)

Qu

Quick Sets


Click to select from a l

1-Click Print Options

Refine Your Print Opti

Output

B/W

 Paper

8.5x11 white copy

Scaling

Scale to Fit

Plex

1-Sided

Covers

Binding

Other (not shown)

Special Instructions (not shown)

Additional options are availabl

Select Paper

Current Paper: 8.5x11 white copy

Use the filter options below to view the available paper choices.

Color Any

Size 8.5x11 (Letter)

Reset Filters

The paper size has been preselected for you.

These papers match your color, size and filter options. Click on the paper name to select it. To make no changes and keep the Current Paper selection shown above, click Cancel.

Name	Color	Size
<input type="checkbox"/> 8.5x11 white copy	White	8.5x11 (Letter)
<input type="checkbox"/> 8.5x11 blue copy	Blue	8.5x11 (Letter)
<input type="checkbox"/> 8.5x11 green copy	Green	8.5x11 (Letter)
<input type="checkbox"/> 8.5x11 pink copy	Pink	8.5x11 (Letter)
<input type="checkbox"/> 8.5x11 yellow copy	Yellow	8.5x11 (Letter)
<input type="checkbox"/> white vellum	White	8.5x11 (Letter)
<input type="checkbox"/> blue vellum	Blue	8.5x11 (Letter)
<input type="checkbox"/> green vellum	Green	8.5x11 (Letter)
<input type="checkbox"/> pink vellum	Pink	8.5x11 (Letter)
<input type="checkbox"/> yellow vellum	Yellow	8.5x11 (Letter)
<input type="checkbox"/> white drilled	White	8.5x11 (Letter)
<input type="checkbox"/> blue drilled	Blue	8.5x11 (Letter)
<input type="checkbox"/> yellow drilled	Yellow	8.5x11 (Letter)

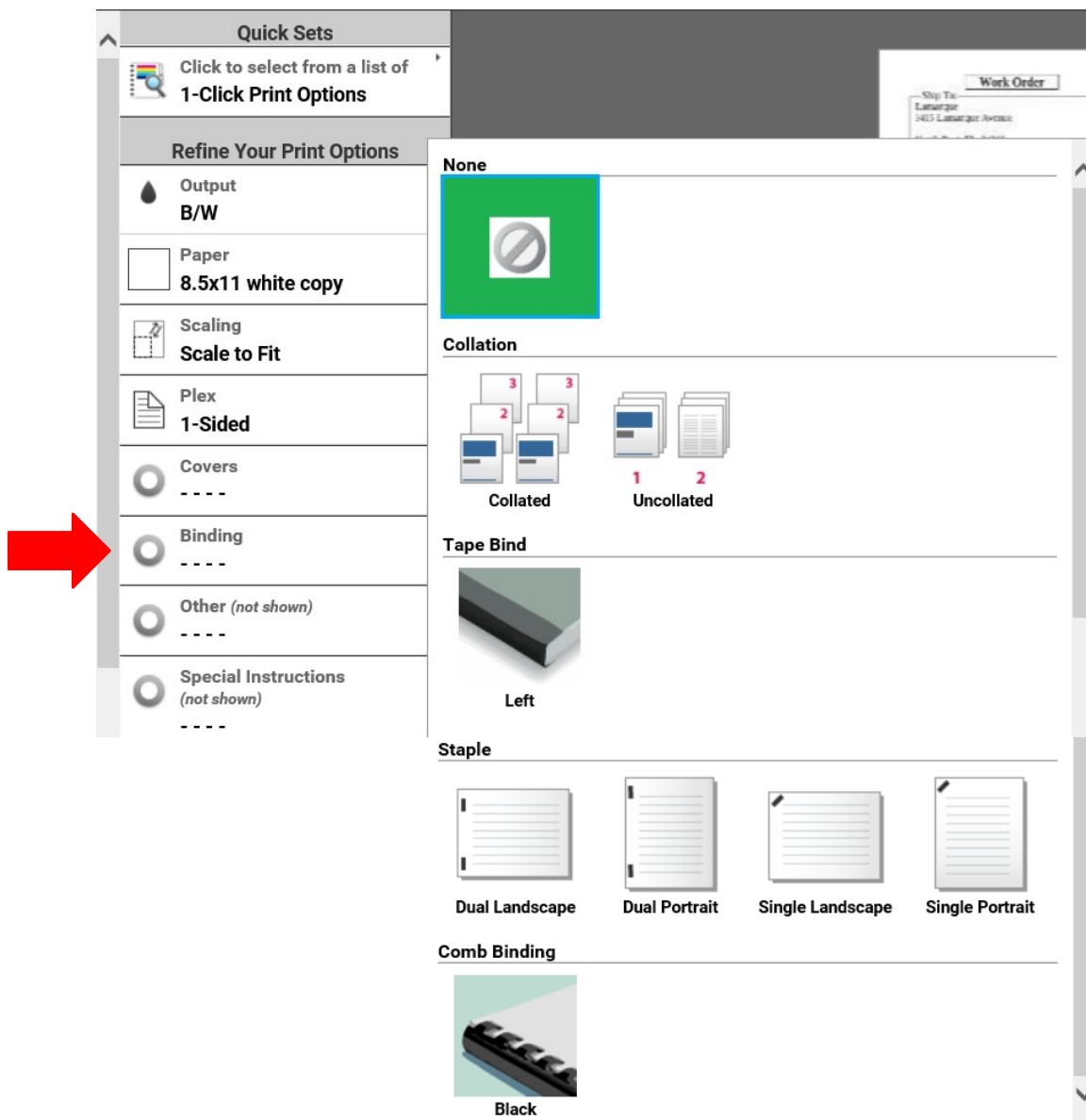
Cancel

Done With Print Options

3-hole punch paper
labeled drilled

Binding Choices

Please limit tape bind and comb binding books to 100 pages including covers. The minimum number of pages needed is 20 pages. Tape bind and comb binding icons will not be shown if the number of pages is less than 20. **Preview your job before you submit it because we are unable to make changes to your PDF.**



The screenshot displays a print configuration interface. On the left, a sidebar titled 'Quick Sets' contains several options: 'Click to select from a list of 1-Click Print Options', 'Refine Your Print Options', 'Output B/W', 'Paper 8.5x11 white copy', 'Scaling Scale to Fit', 'Plex 1-Sided', 'Covers ----', 'Binding ----' (highlighted with a red arrow), 'Other (not shown) ----', and 'Special Instructions (not shown) ----'. The main area on the right shows the selected 'Binding' options. It includes a 'None' option with a green square icon, a 'Collation' section with 'Collated' and 'Uncollated' choices, a 'Tape Bind' section with a 'Left' binding icon, a 'Staple' section with four options: 'Dual Landscape', 'Dual Portrait', 'Single Landscape', and 'Single Portrait', and a 'Comb Binding' section with a 'Black' binding icon.

Quick Sets

Click to select from a list of
1-Click Print Options

Refine Your Print Options

Output
B/W

Paper
8.5x11 white copy

Scaling
Scale to Fit

Plex
1-Sided

Covers

Binding

Other (not shown)

Special Instructions (not shown)

None

Collation

Collated

Uncollated

Tape Bind

Left

Staple

Dual Landscape

Dual Portrait

Single Landscape

Single Portrait

Comb Binding

Black