

WEBCRD

REFERENCE GUIDE

OCMBOCES 

cnyric 

PRINT SUBMISSION GUIDELINES

To help ensure a smooth and efficient printing process, please review and follow the guidelines below when submitting your WEBCRD order.

- Do not submit copyrighted material unless you have permission to reproduce it.
- Submit all original files as properly formatted, print-ready PDF documents.
- Before submitting, verify that:
 - Your document is complete and all pages are in the correct order.
 - All content is clearly visible and positioned within the page margins.
 - The document is free of spelling, formatting, and printing errors.
- The Print Shop does not provide editing or design services, including creating covers, adding page numbers, or designing original materials.
- Select all required print options—including output, binding, paper type, covers, and quantity—before submitting your order.
- Use the Notes section only for special instructions. Do not repeat information that can already be selected in the order settings.
- If your order requires double-sided printing or multiple copies of the same page, format your PDF accordingly before submission.

Tips for a Smooth Ordering Process:

- *Use the Split feature when placing orders for multiple staff members or teams to help organize and streamline your request.*
- *For rush orders or cancellations, call the Print Shop immediately. These requests cannot be submitted through WEBCRD.*
- *Use the Notes section only for special instructions. Do not repeat information that can already be selected in the order settings.*

LOG IN INFORMATION

henryprt@ocmboces.org 315-433-2623 WebCRD Online Help

OCMBOCES 

Log In to Get Started

Domain
Local Account

User ID

Password *

[Forgot Password?](#)

Login

No Account? Register Now!

Registration takes less than a minute and allows you to:

- Upload and order your own files
- Choose from our custom online catalog
- Submit online to our Print Shop for printing
- Get your orders sent to your door

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If your school district uses Google Single Sign-On (SSO), you will be logged in automatically.

If your school district does not use Google SSO, you will be directed to the login screen, where you can enter username and password.

LOGIN TROUBLE

If you continue to experience login issues, please contact your school district's Help Desk for assistance.

Use the same username and password you use to access your school account/email.

WEBCRD HOME SCREEN

The screenshot shows the OCMBOCES WebCRD Home Screen. At the top, the OCMBOCES logo is on the left. To its right is a search bar with a dropdown menu set to 'All' and a search icon. Further right are links for 'henryprt@ocmboces.org', '315-433-1423', and 'WebCRD Online Help'. On the far right are icons for 'OCM BOCES', 'henryprt.h.', and 'Cart'. Below the search bar is a navigation bar with 'Ordering Home', 'Item Catalog', and 'My Orders'. The main content area has a dark blue header with 'PRINTING MADE EASY' and a sub-header 'Ordering from Document Services has never been easier.' Below this is a text block: 'Upload a File from your desktop, search our Item Catalog, or search for personal items in your My Files catalog.' The next section has three cards: 'How to Place a New Order' with a cloud upload icon, 'Special Orders' with a book icon, and 'How to Request Hard-Copy Lamination' with a lamination icon. At the bottom is a dark blue footer with 'Are you new to our Online Printing Services?' and a link to 'Click here for our helpful Getting Started guide'.

View Your Current Orders

Update Your Account Settings

Current cart

How to Place a New Order

How to Request Hard-Copy Lamination

Are you new to our Online Printing Services?
[Click here](#) for our helpful *Getting Started* guide

Get our SurePDF Driver for accurate printing, every time!

Download the Print Driver to Help With Your Orders


Windows
Download the [SurePDF Client](#) for Windows


Mac OS X
Download the [SurePDF Client](#) for Mac OS X

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SurePDF is a client-side print driver that converts documents, (special fonts and pdf layers) to reliable print-ready PDF from any application on your computer.

HELPFUL INFORMATION

BEFORE YOU SUBMIT CHECKLIST

- Format Check
 - Is the file a properly formatted, print-ready PDF?
 - Is the text easy to read?
 - Are photos and backgrounds clear and properly formatted?
- Content Review
 - Have you checked for:
 - Spelling and grammar
 - Margins and alignment
 - Page order
 - Overall formatting
- Approval Check
 - Do you need approval for color printing or posters?

WHAT YOUR ORDER STATUS MEAN:

RECEIVED	Order has been received but has not yet been sent to the print queue.
PRINTING	Sent to Print Queue / Being Printed
READY TO SHIP	Part of the order has been shipped.
SHIPPED OR PRINTED	The entire order has been shipped.

HOW TO ORDER



henryprt@ocmboces.org315-433-2623WebCRD Online Help

All ▾Search for items

OCM BOCEShenryprt hCart

Ordering HomeItem CatalogMy Orders

PRINTING MADE EASY

Ordering from Document Services has never been easier.

Upload a File from your desktop, search our **Item Catalog**, or search for personal items in your **My Files** catalog.

HOW TO PLACE
A NEW ORDER



Upload a
File



Special
Orders

Are you new to our Online Printing Services?

[Click here](#) for our helpful *Getting Started* guide

Get our SurePDF Driver for accurate printing, every time!



Windows

Download the [SurePDF Client](#)
for Windows



Mac OS X

Download the [SurePDF Client](#)
for Mac OS X

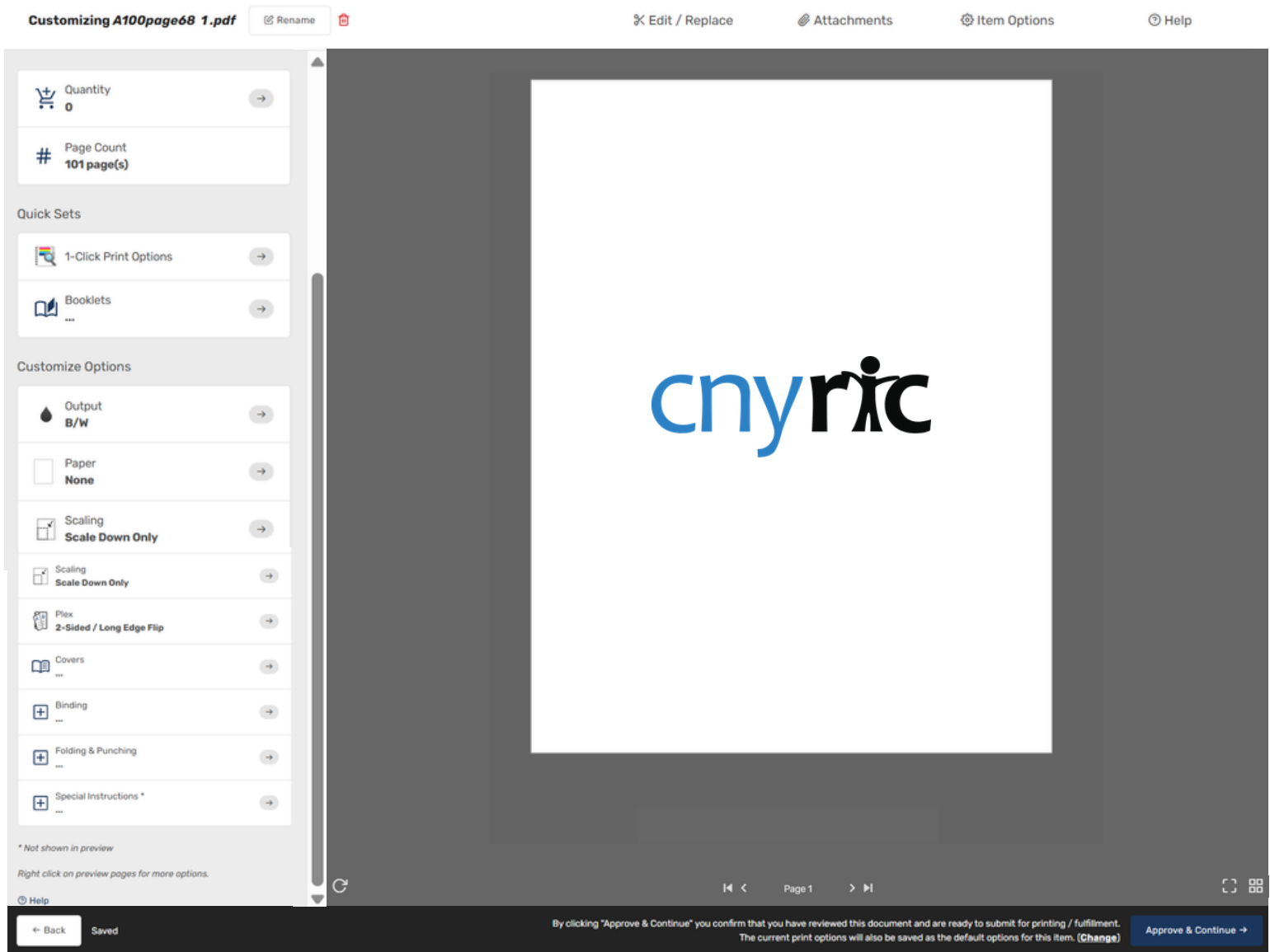
Powered by WebCRD © 2001-2026 Rochester Software Associates, Inc. All rights reserved.

Options to Start an Order

- Upload a New File from your computer
- Search the School Catalog
- Search Your Past Order PDFs
- Hard Copy (Lamination ONLY)

HOW TO ORDER

After uploading your PDF, you will be directed to a page similar to the one shown below.



You can now review your order and make any necessary changes before submitting it.

OPTIONS EXPLAINED

1 — **Customizing A100page68 1.pdf** Rename

2 — Quantity **0** →

3 — Page Count **101 page(s)**

4 — 1-Click Print Options →

5 — Booklets **...** →

6 — Output **B/W** →

7 — Paper **None** →

8 — Scaling **Scale Down Only** →

9 — Scaling **Scale Down Only** →

10 — Plex **2-Sided / Long Edge Flip** →

11 — Covers **...** →

12 — Binding **...** →

13 — Folding & Punching **...** →

14 — Special Instructions * **...** →

* Not shown in preview

OPTIONS EXPLAINED

1

NAMING THE ORDER

Customizing A100page68 1.pdf

 Rename



Rename your order to make it easier to identify and locate in the future. Using a clear, descriptive order name helps you quickly search for past orders and allows the Print Shop to accurately identify your request.

Examples:

Unit 1 - shapes HW

Unit 1 - Shapes note packet

Unit 1 - quiz

Unit 1 - Test

2 + 3

ORDER INFORMATION

Enter the total number of copies needed for your order.

 Quantity
0

 Page Count
101 page(s)

Quantity Options ×

Quantity
0

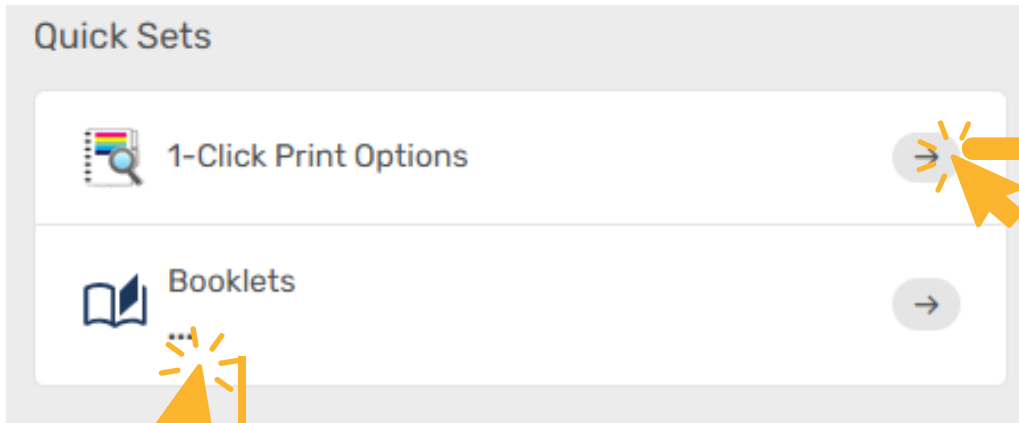
Done

The total number of pages included in your uploaded PDF. (Can't be changed)

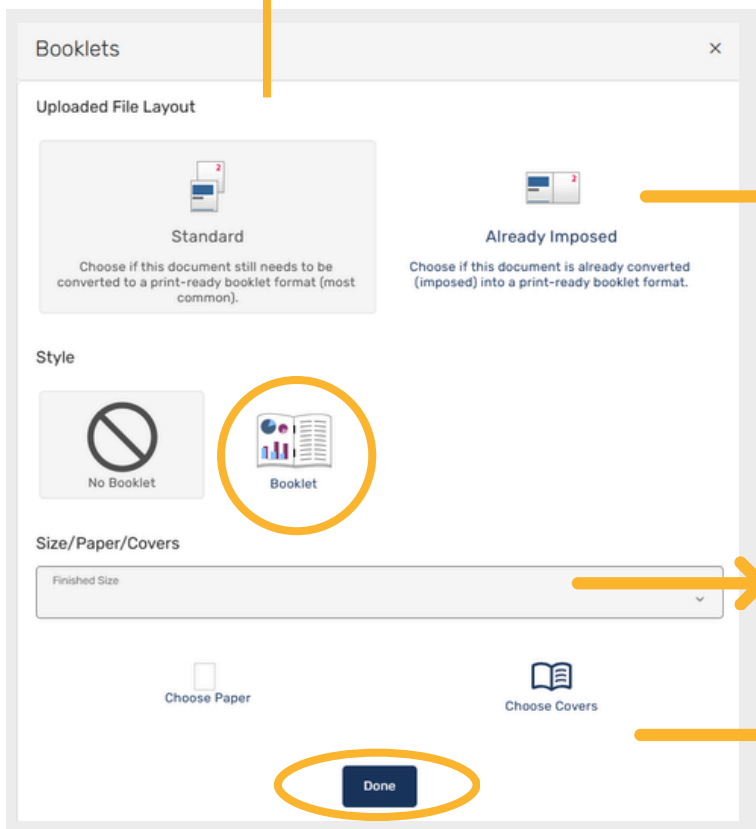
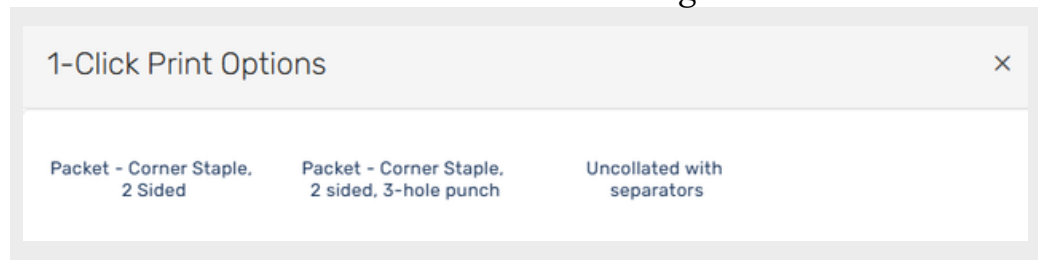
OPTIONS EXPLAINED

4+5

Quick Sets



Preset Order Settings



Booklets

Standard: document was NOT created with a design tool in a print-ready booklet foldable format (single page documents)

Pre-Imposed: document was created with a design tool in a print-ready booklet foldable format (pre made booklet already looks like a booklet when looking at it)

Tip: Most Little Reader booklets fall under Pre-Imposed

Choose Booklet sizes:

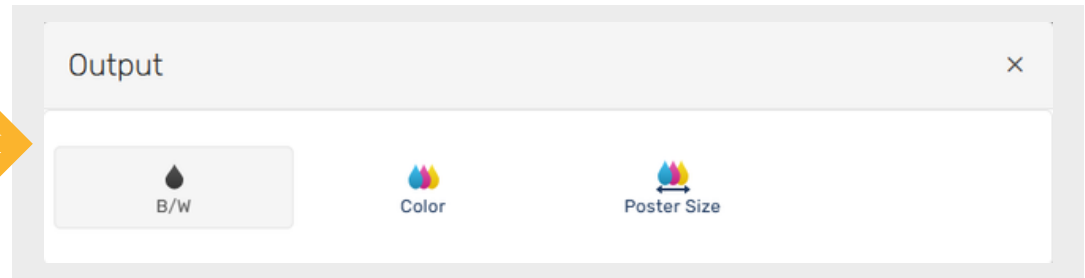
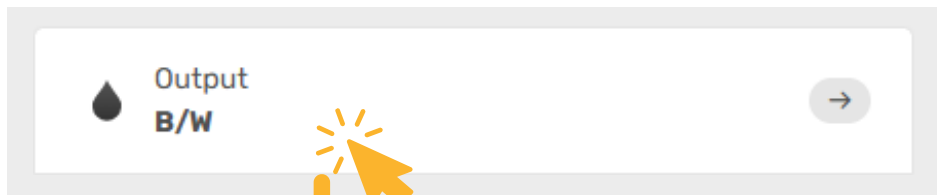
- Small Booklets - 8.5 x 11
- Medium - 8.5 x 14
- Large Booklets - 11x17

Choose paper is the inside page
Choose covers is the cover pages

OPTIONS EXPLAINED

6

Output



Black and White

Color Ink

- Your district may require approval for color printing. Check with your school before proceeding.

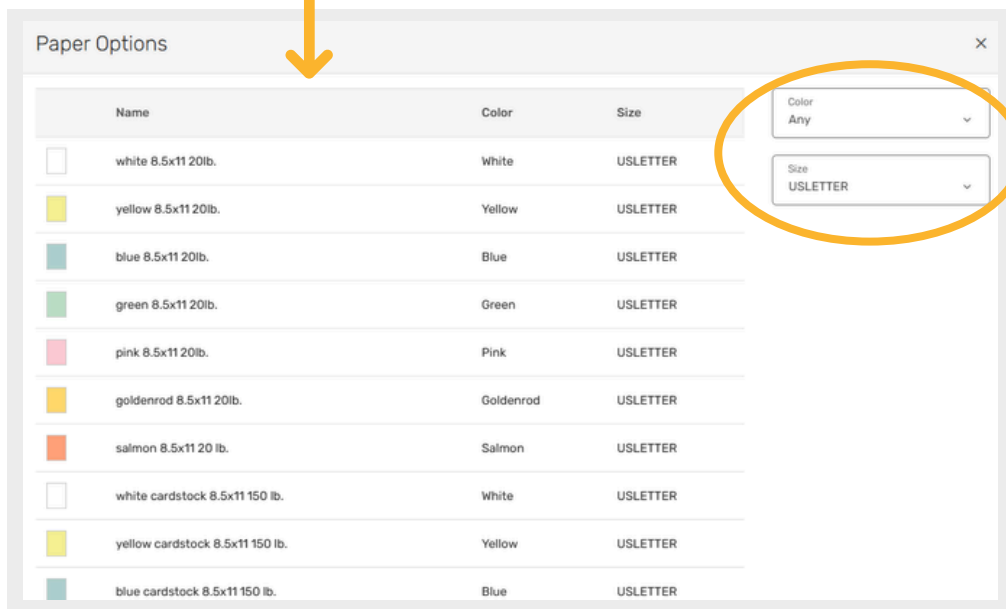
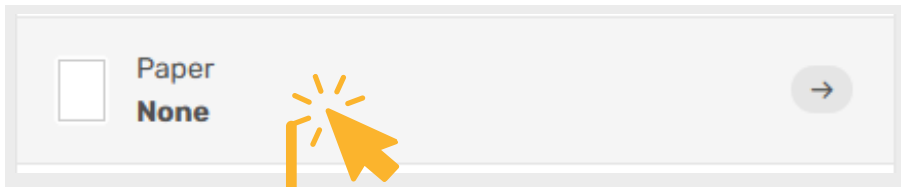
Poster Size (24 × 36)

7

Paper Options

Body Paper

This will open a screen (shown below) where you can view the available paper stock.



On this screen, you can view the available paper sizes and color options.

Click the drop-down menus to view additional options.

Please Note: Paper availability may change due to supply chain issues.

Please Note: There is a limit of seven color/paper choices per order.

OPTIONS EXPLAINED

8

Scaling

Center

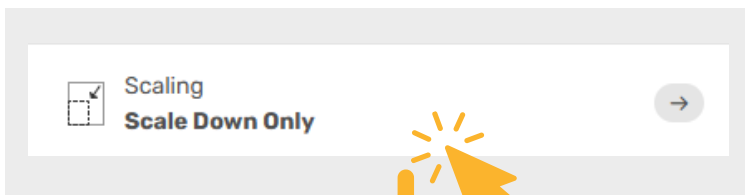
- Centers your document on the page.

Scale Down Only

- Reduces the document size if it is too large or too close to the margins.

Scale to Fit

- Adjusts the document size to fit the page.



10

Plex

1-sided

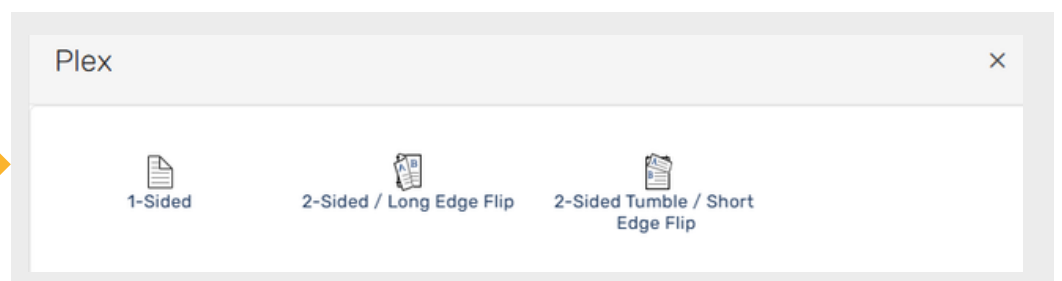
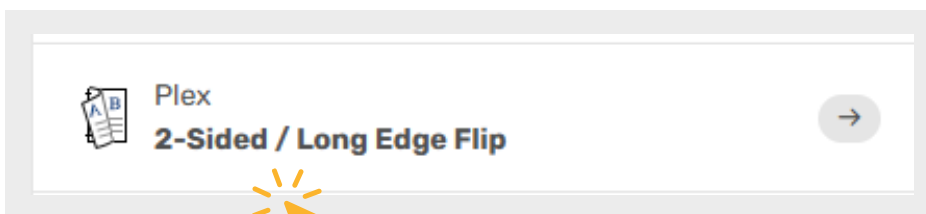
Print on the front of the page only

2 Sided long Edge Flip

Print on both sides of the page - Portrait Flip

2 Sided Tumble Short Edge Flip

Print on both sides of the page - Landscape Flip



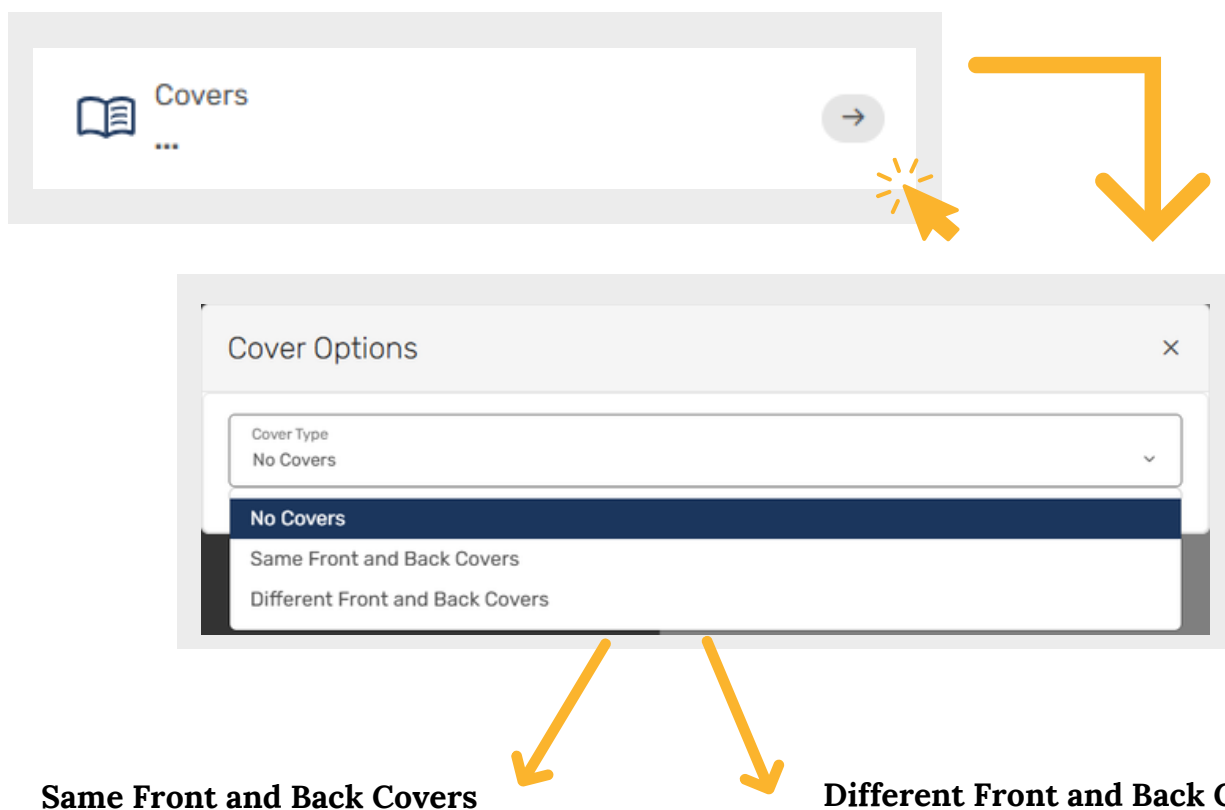
You can see the results of your choice on the preview image

OPTIONS EXPLAINED

11 Covers

Want to add covers to your order?

Click the Covers section. This will open a screen similar to the one shown below.



Same Front and Back Covers

Different Front and Back Covers

This screenshot shows the 'Cover Options' modal with 'Same Front and Back Covers' selected. It includes a search bar for paper type (currently 'white 8.5x11 20lb.') and four radio button options: 'Blank Cover' (selected), 'Print on Inside', 'Print on Outside', and 'Print on Both Sides'. A link at the bottom says 'Color Covers with B/W Pages →'.

This screenshot shows the 'Cover Options' modal with 'Different Front and Back Covers' selected. It features separate sections for 'Front Cover' and 'Back Cover'. Each section has a search bar for paper type and four radio button options: 'No Cover', 'Blank Cover' (selected for both), 'Print on Inside', 'Print on Outside', and 'Print on Both Sides'. A link at the bottom says 'Color Covers with B/W Pages →'.

Tips:

- Outside is the side facing the reader. For a front cover, you will generally want printing on the Outside.
- The Back Cover is usually blank or printed on the Inside.

Check the preview to see how the cover looks before submitting

OPTIONS EXPLAINED

12 Binding

COLLATED

- Sheets are together as a complete set in order (example 1,2,3.., 1,2,3..)

UNCOLLATED

- Sheets are all grouped together then the next page (example 1,1,1.., 2,2,2..), **this one come with slip sheets**

STAPLE OPTIONS

- Left Corner
- Landscape
- Dual Staple
- Dual Landscape

Tips:

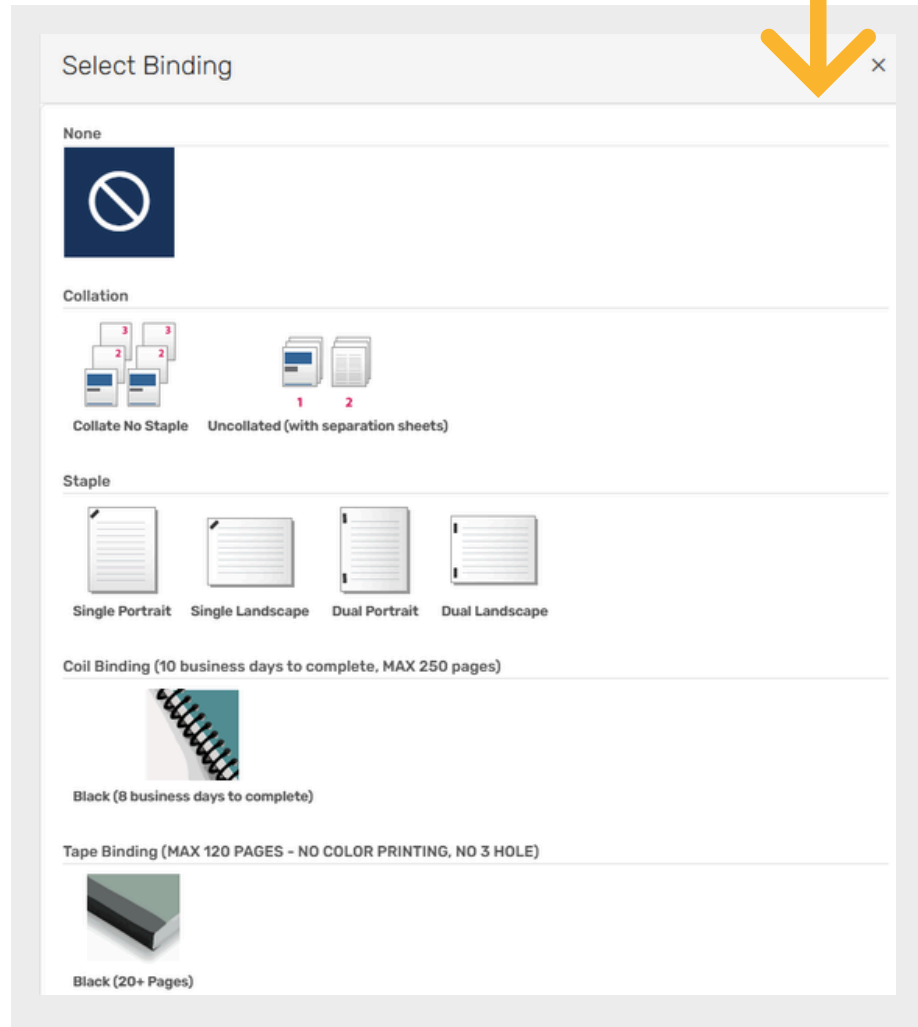
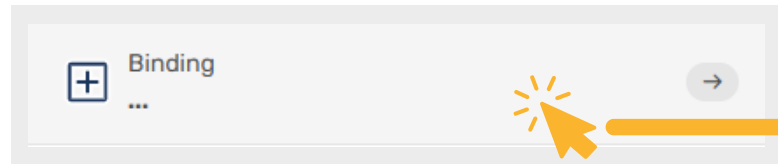
- 50 double sided Sheets is the Max you can staple.
- Can add color paper covers to the packet.
- **Staple Jobs are not counted out in groups**

TAPE BINDING

Black Tape on the Left side of the Book only - No 3 hole or color ink printing

Requirements

- Order need to be at least
 - 20+ single sided pages
 - 40+ double sided
 - **120 max pages**



COIL BINDING

Black Plastic Coil on the Left side of the Book

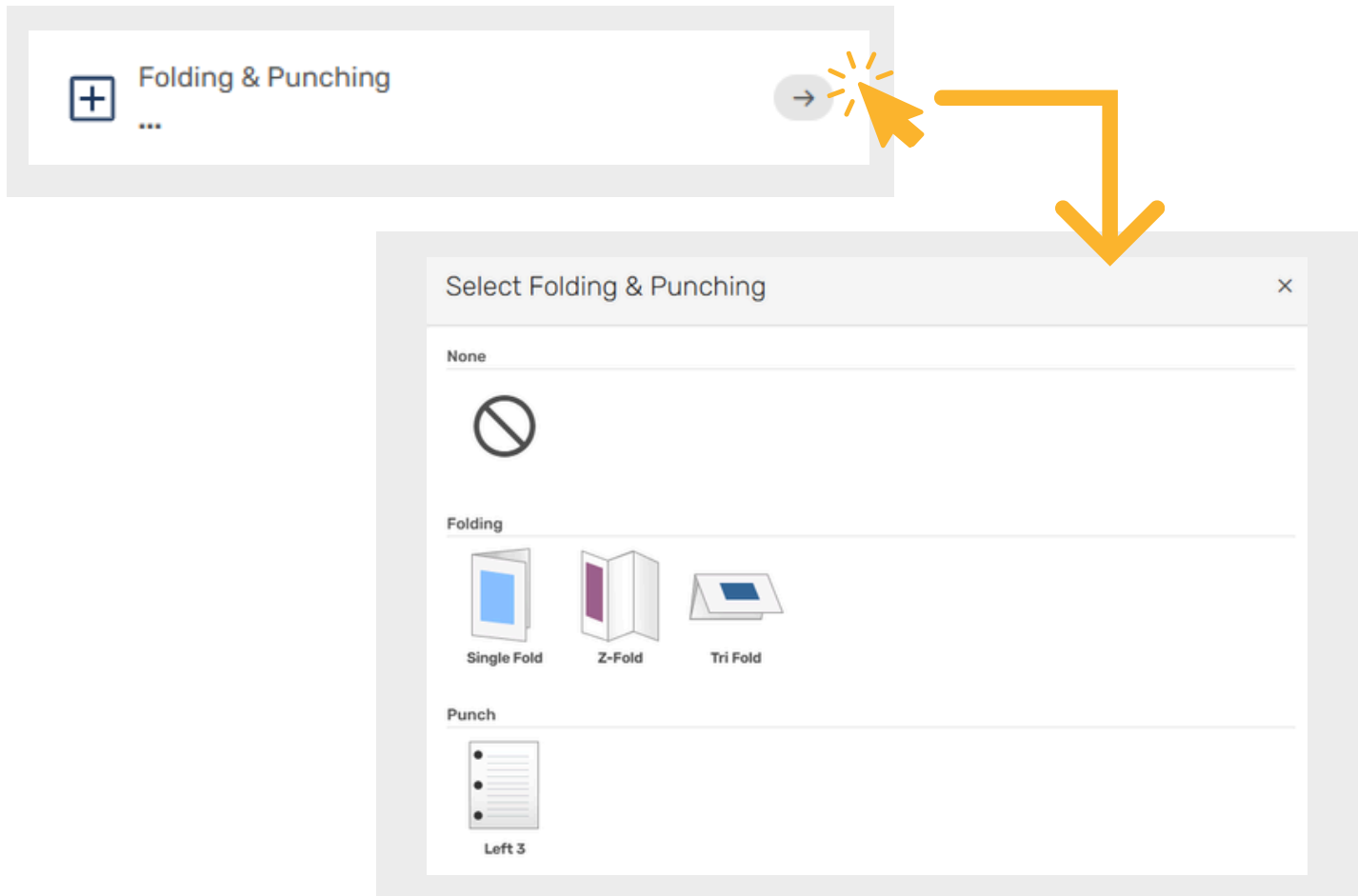
- If you need the placement in a different location, please leave a note when ordering

- Requirements Order need to be at least
 - 50+ single sided pages
 - 100+ double sided
 - **250 max pages**

OPTIONS EXPLAINED

13

Folding & Punching



Folding

- We offer the following fold options: Single Fold, Z-Fold, and Tri-Fold.
- We can fold the following paper sizes: 8.5 × 11, 8.5 × 14, and 11 × 17 paper only.
 - We can only fold one sheet at a time. If you need multiple sheets folded together, please contact us first.

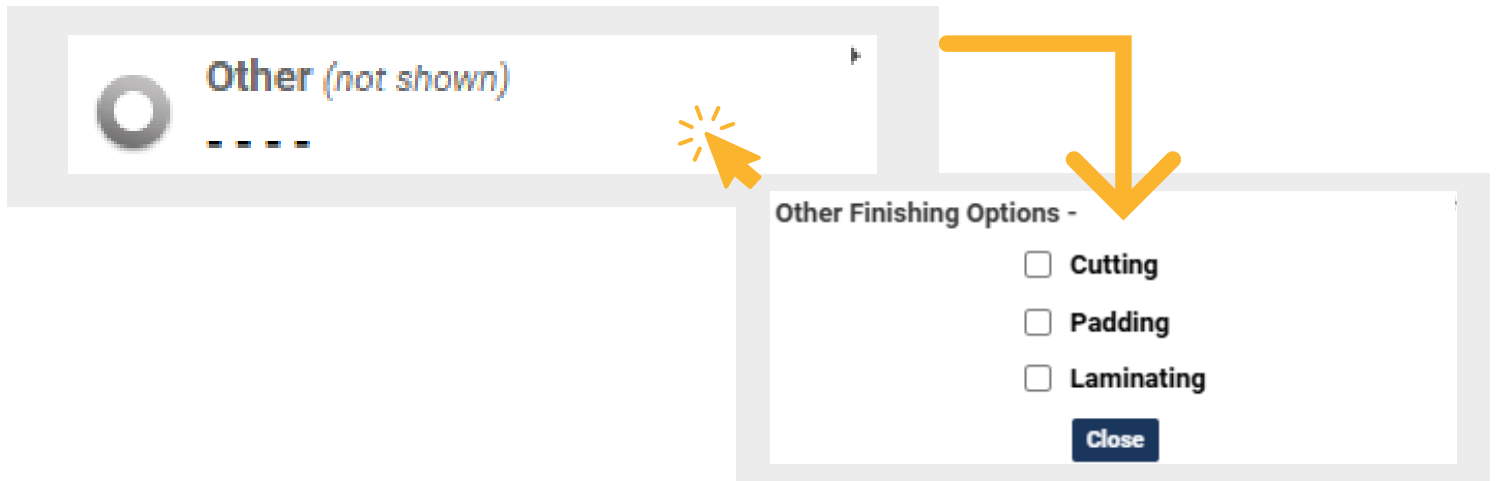
3-Hole Punch

- Holes are punched along the left side of the paper.
- Please Note: 3-hole punching cannot be added to booklets or the following stocks/finishes: Coil, Tape, Booklets, Never Tear, or Oversize Stock.

OPTIONS EXPLAINED

13

Other



Cutting

- Select Cutting when your document needs to be cut.
- In the Notes section, provide clear instructions for how you would like the document cut.

Pad Printing

- Pads are printed on standard 20 lb. paper with cardboard or cardstock backing and are glued along one side.
- When ordering, please include:
- Paper color — Select your desired paper color.
- Finishing — Select Padding under "Other."
- Special Instructions — Specify:
 - The total number of pads needed.
 - The number of sheets in each pad.
 - Which side should be glued.
- Example: 50 pads with 50 sheets per pad, glued on the top.

Lamination

If your order requires lamination:

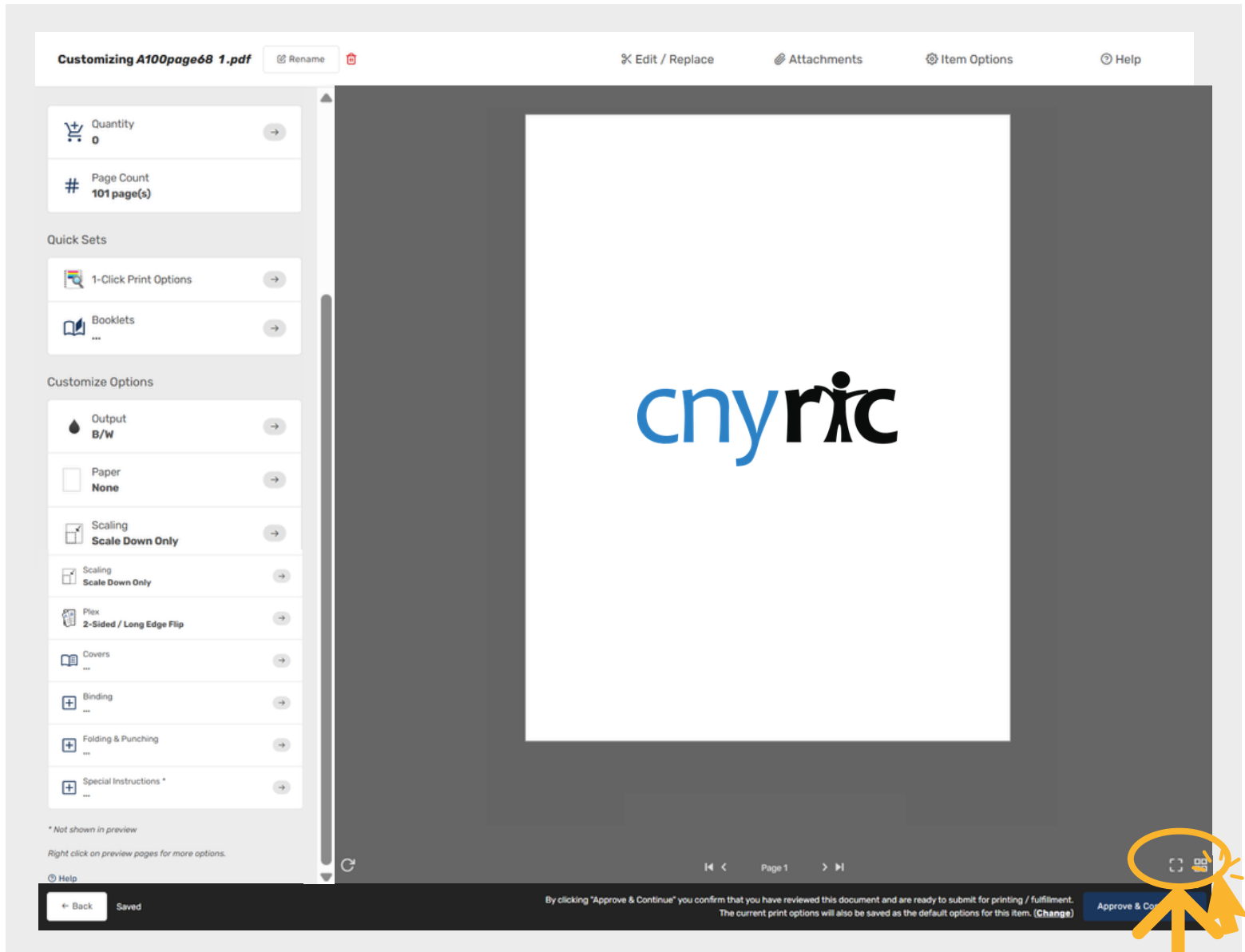
- Select Lamination under the appropriate printing/finishing options.
- Also indicate "Lamination" in the Notes section.

Items We Cannot Laminate

- Never Tear or other plastic materials
- Very small items, such as coin-shaped pieces
- Items containing gems, buttons, clips, foam stickers, feathers, wet paint, or similar materials
- Items over 36 inches wide

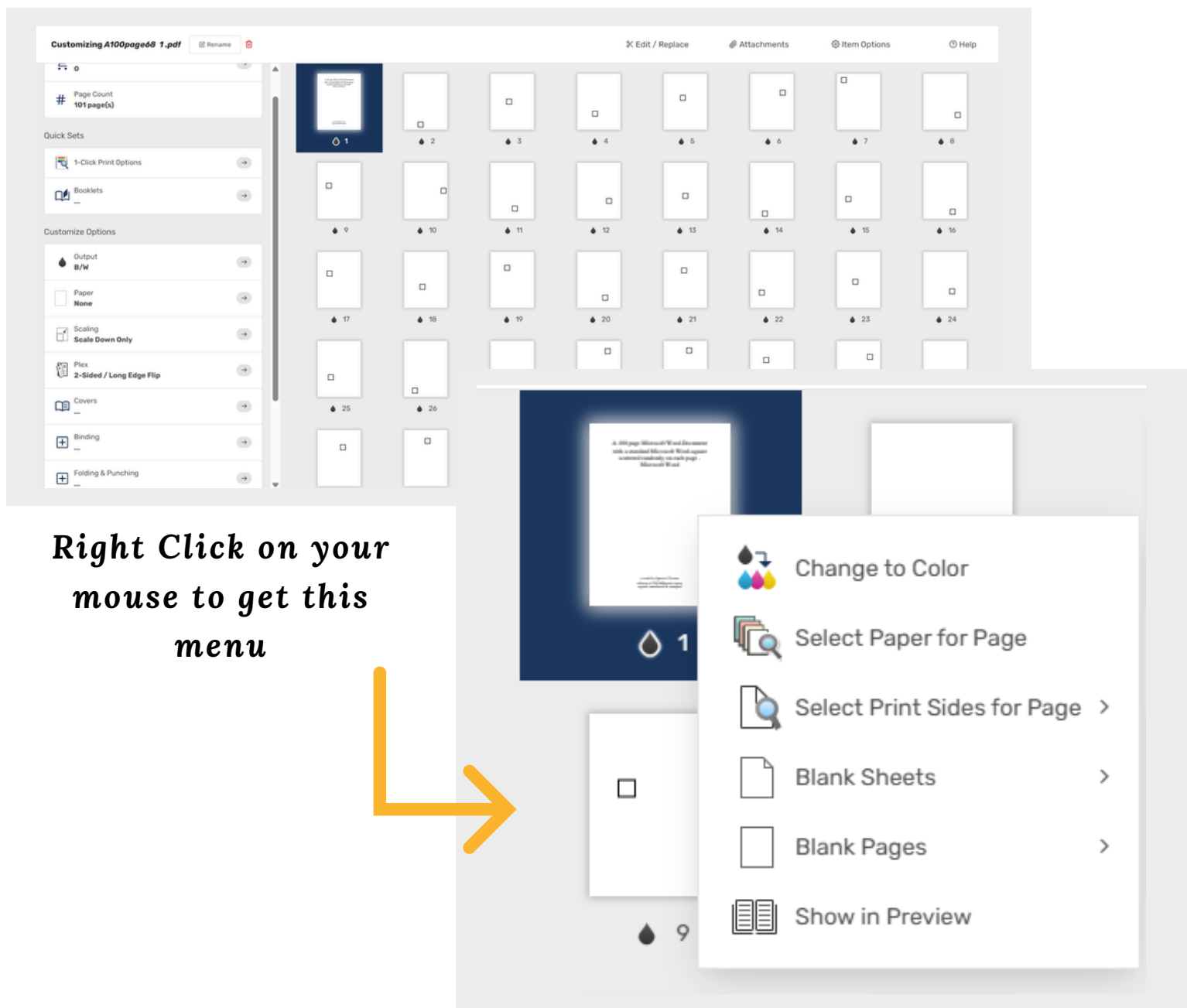
EXCEPTION/INSERT PAGES

Need a specific page in color or need a page to be one-sided?



First Expand to see all the pages and make any changes

EXCEPTION/INSERT PAGES CONT.



**Right Click on your
mouse to get this
menu**

Change to color

- Change certain page to color or to black and white

Select Paper for Page:

- Change specific page to a different color then the rest of the document

Select Print Sides for pages

- Change specific page to print differently then the rest of the document

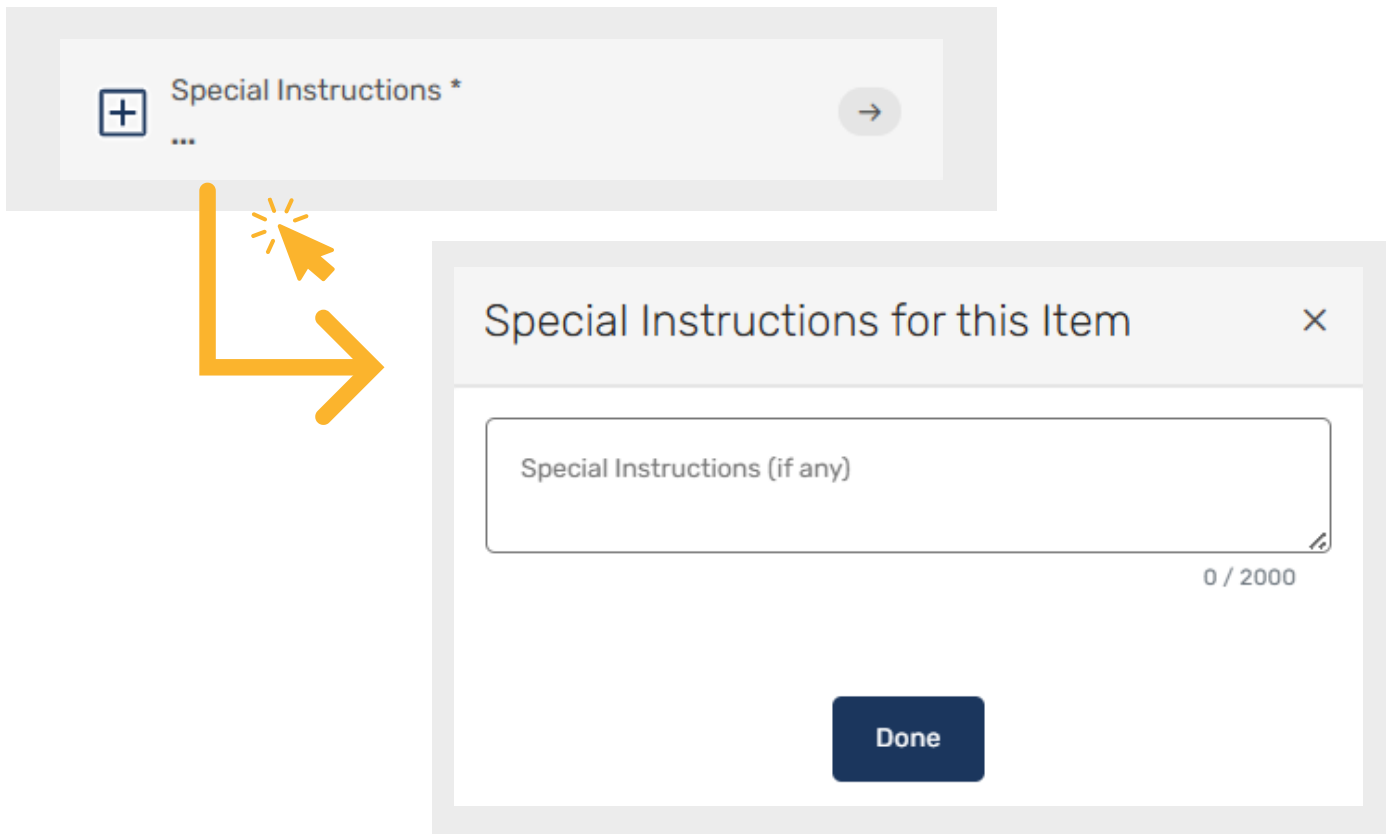
Blank Sheets/Pages

- Add black sheets to the order

Change Cover

- Change what the covers look like

SPECIAL INSTRUCTIONS



The diagram illustrates the process of adding special instructions. On the left, a button labeled 'Special Instructions *' with a plus icon and a right arrow is shown. An orange arrow points from this button to a larger form on the right. The form is titled 'Special Instructions for this Item' and features a text area labeled 'Special Instructions (if any)' with a character count '0 / 2000'. A 'Done' button is located at the bottom of the form.

Use the Special Instructions/Notes section only for special requests or information the Print Shop needs to know about your order.

Please do not use the Notes section to repeat information or request options that can already be selected during the ordering process, such as paper type, finishing, binding, color, or quantity.

If an option can be selected in the order settings, please select it there instead of listing it in the Notes section.

Approved Instructions

Please cut in 8th

Please laminate

Time Sensitive Program

Please Tri Fold (letterhead on top)

Not Approved Instructions

add a staple

first page cardstock cover

uncollate the pages

pages 8, 9, 22

page the first page the cover
page, choose yellow or pink

WEBCRD

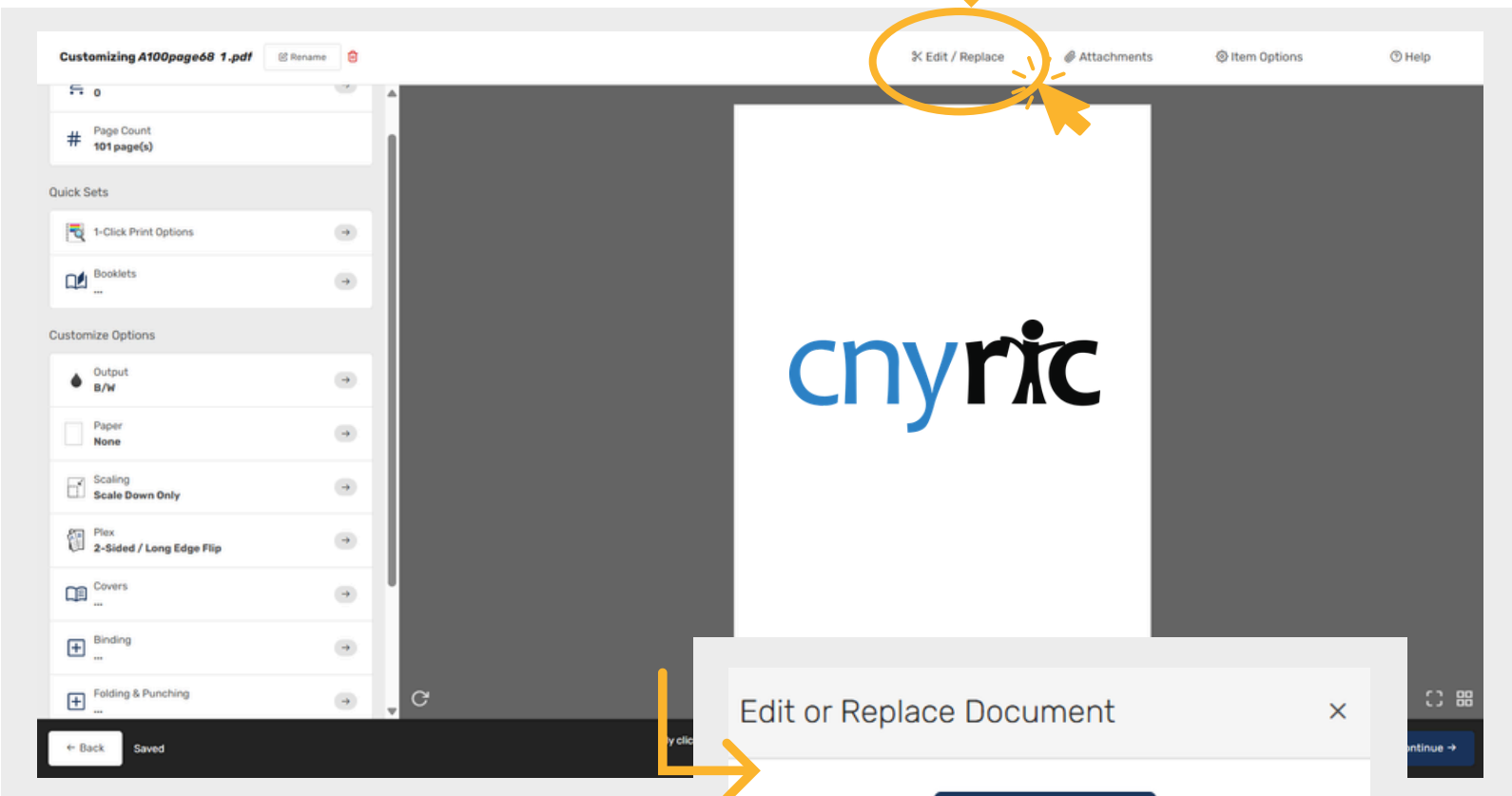
EDIT / REPLACE PDF

Only Need Certain Pages

Example of past notes that will fit under this

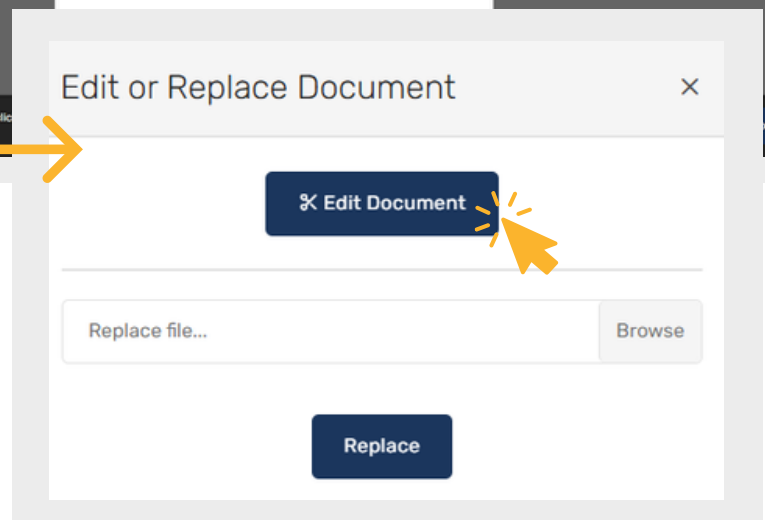
- need page 1 not 2
- need page 1,5,6,8,3,45,65
- need only page 9
- do not print page 10
- do not print the last page

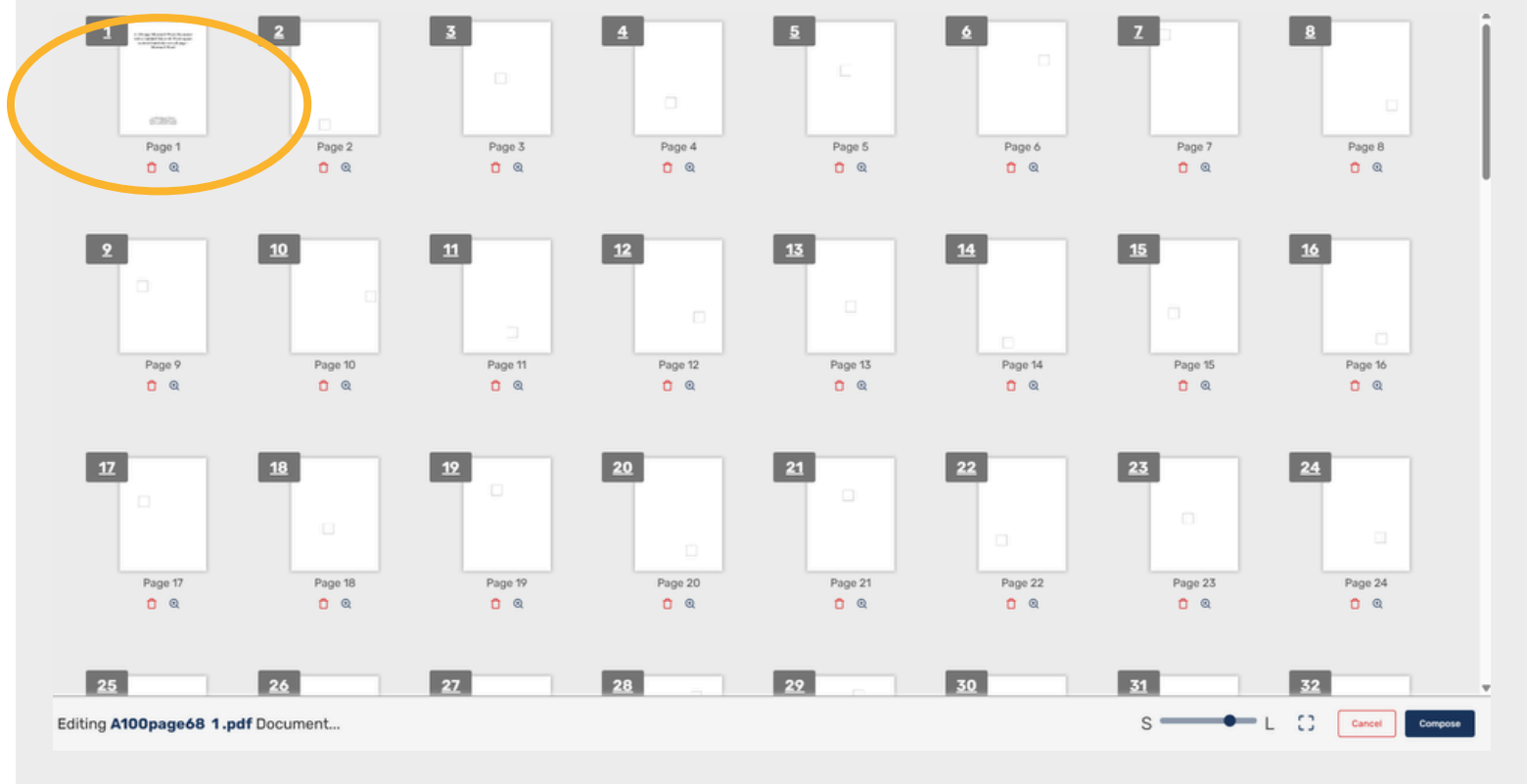
Click Edit/Replace



Pop Menu will show up

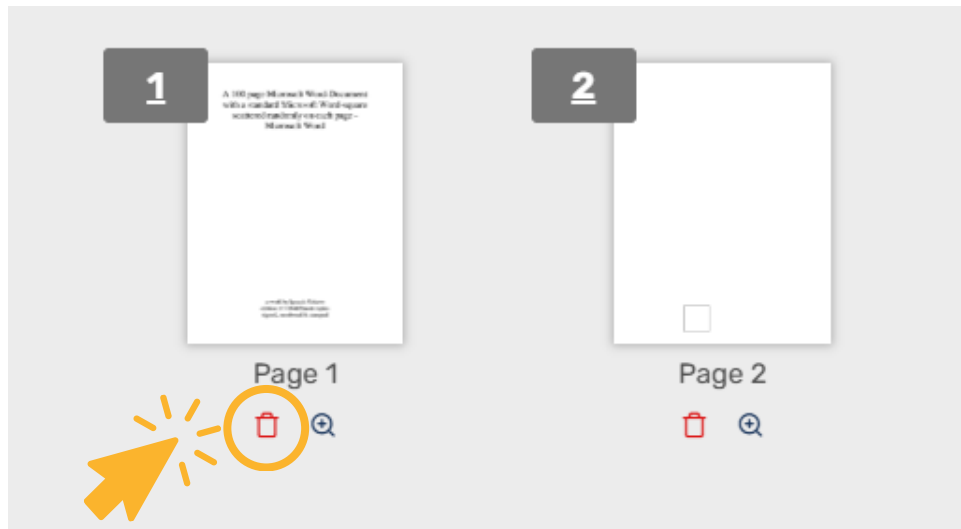
Edit Document: edit current pdf
Replace: replace current pdf with
new pdf



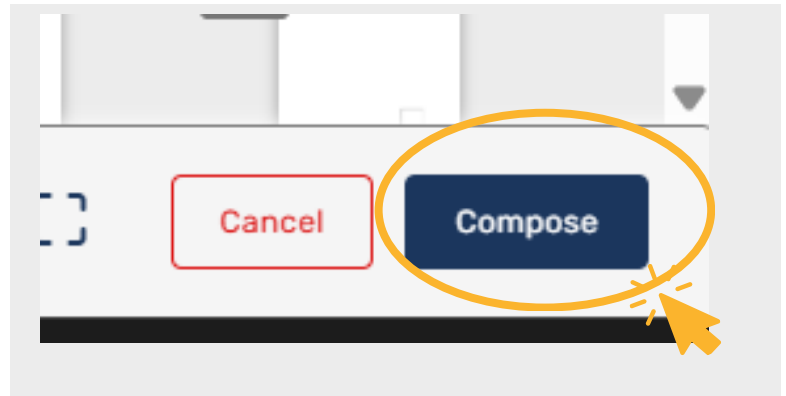


On this screen, you will see all the pages included in your PDF.

You can delete any pages you do not need by clicking the trash bin icon below the page.



Once you have removed the unnecessary pages and only the pages you need remain, you can continue with your order.



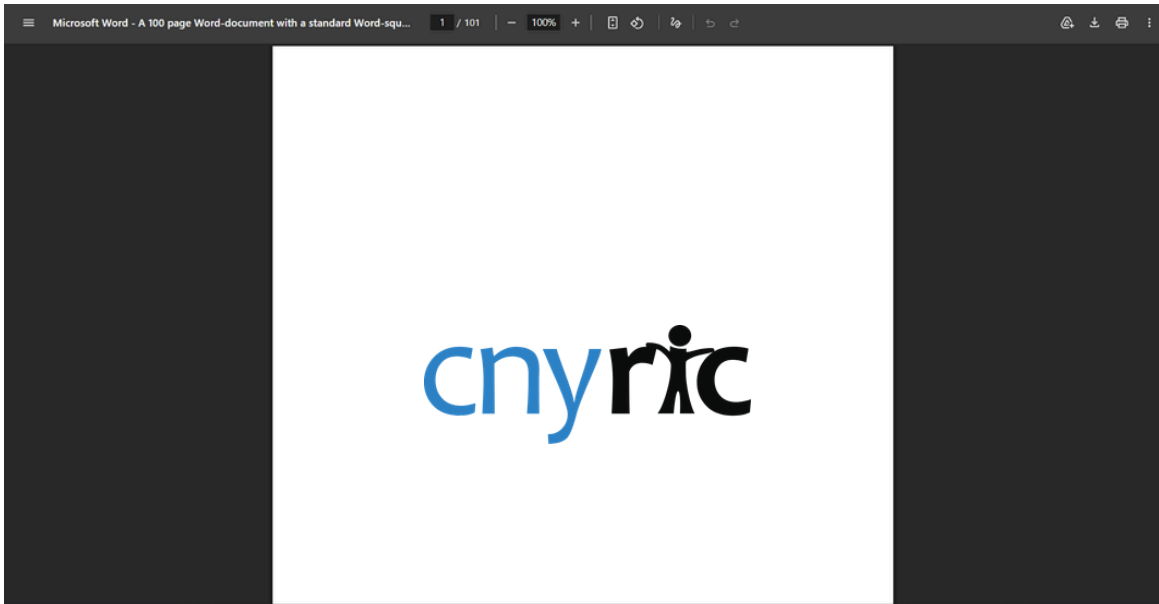
Click Compose

The PDF will automatically update to reflect the changes you made.



Only Need Certain Pages **GOOGLE CHROME PDF**

Open PDF In Google Chrome



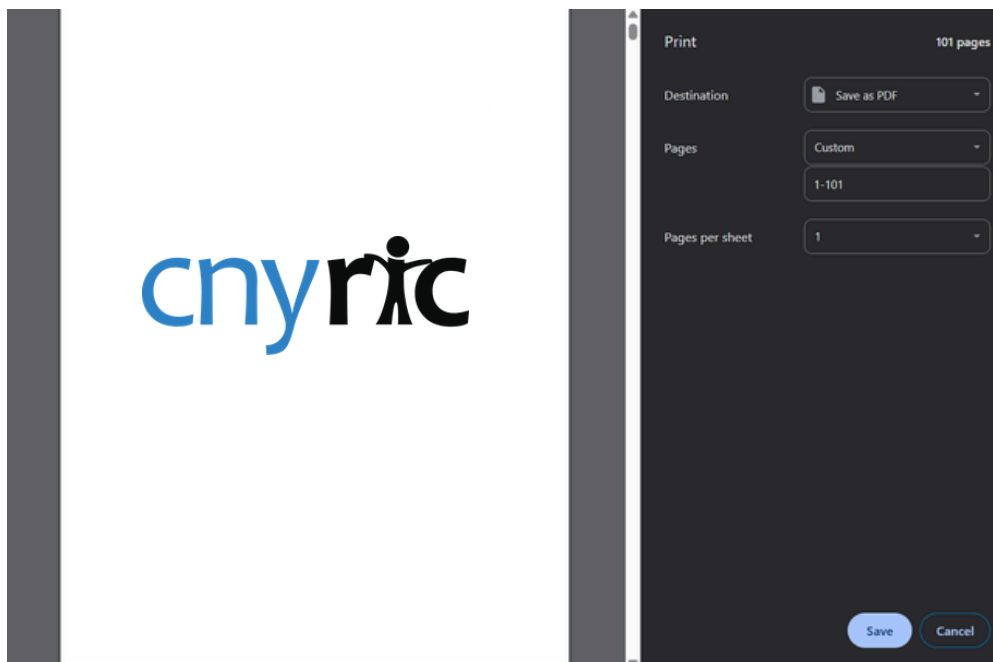
Click the
Printer Icon

Destination

- Save to PDF

Pages

- Custom
- Add pages only needed



Click Save

Name file and save
into in downloads
or under your own
folders

NEW PDF IS CREATED

Once the pdf and all the need options are selected you can click

By clicking "Approve & Continue" you confirm that you have reviewed this document and are ready to submit for printing / fulfillment. The current print options will also be saved as the default options for this item. ([Change](#))

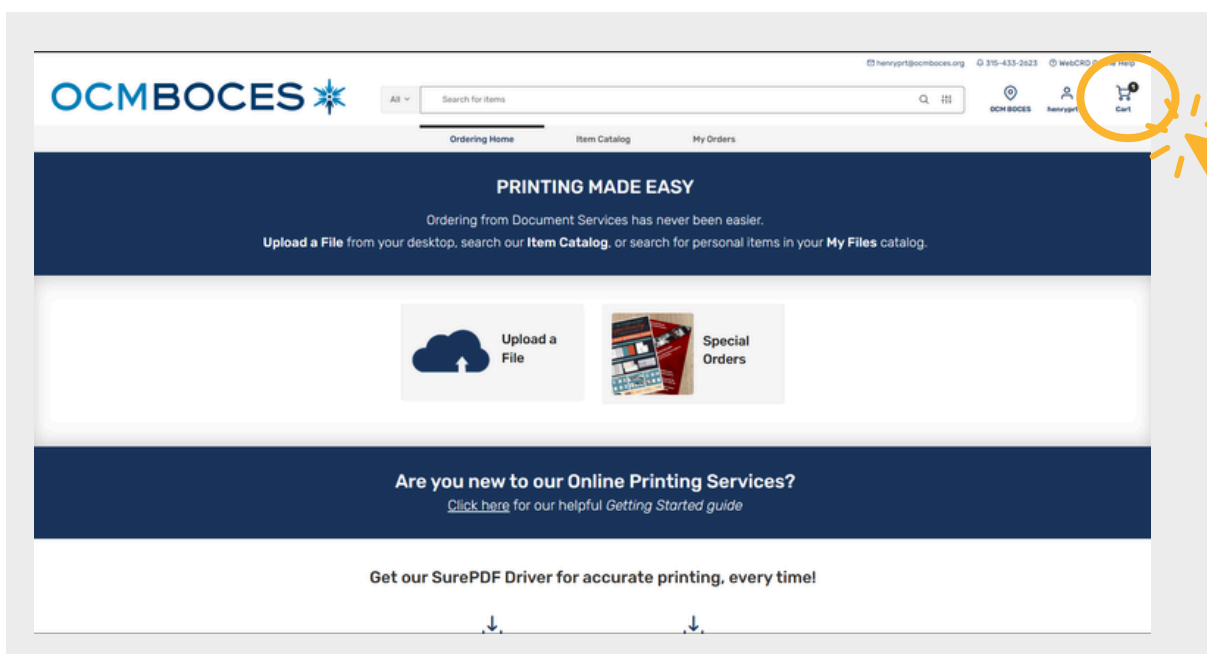
Approve & Continue →

By clicking "Approve & Continue," you are confirming that you have reviewed your order and verified that all settings, options, and the uploaded PDF are correct and ready for printing.

ORDER NOT YET SENT

This will not bring you to your home page

Please note: Your order has not been submitted yet. You will need to complete the remaining steps and submit the order before it is sent to the Print Shop for processing.



OPEN
YOUR
CART

SHIPPING

Confirm all Shipping Information, Due date (can be changed)

The screenshot shows a shipping confirmation interface with three steps: 1. Shipping, 2. Payment, and 3. Review. The 'Ship To' section displays the recipient's name 'henryprt henryprt', company 'print shop', and email 'cgaca@cnyric.org'. A date picker shows 'Thursday, August 13, 2026'. The 'Choose Shipping Method' section lists 'Local Courier - BOCES/School Drivers' with an estimated delivery date of 'Friday, August 14, 2026'. An orange circle highlights the '+ Add Recipient' button, and an orange arrow points from it to the 'Step 1 - Add Recipient' modal. Another orange arrow points from the 'Add Shipping Instructions for this recipient' text to the 'Please do not leave note here...' instruction below.

1. Shipping 2. Payment 3. Review

Order Summary
Cart ID: 1037659

Ship To

henryprt henryprt
print shop
CompanyName
cgaca@cnyric.org

Choose Ship Date

Thursday, August 13, 2026

Choose Shipping Method

Shipping Method	Estimated Delivery Date
☒ Local Courier - BOCES/School Drivers	Friday, August 14, 2026

Add Shipping Instructions for this recipient

← Back Start a New Cart Continue →

Items in Cart

A100page68 1.pdf
Quantity: 20

Please do not leave note here, only in the special instructions in the settings

SPLIT ORDER/ORDERING FOR THE TEAM

This modal shows a search bar for addresses. Below it, there are three address cards. The first card is for 'henryprt henryprt' with company 'print shop' and email 'cgaca@cnyric.org'. There are buttons for 'Choose this Address' and 'Create New Address'. At the bottom, there is a 'Next >' button.

Step 1 - Add Recipient

Search Addresses

See card
Enders Rd
jcoo@freschschools.org

Sam Smith
wellwood

SS
C

Choose this Address

Choose this Address

Choose this Address

Edit or Delete Addresses

Create New Address

Use Distribution List

henryprt henryprt
print shop
CompanyName
cgaca@cnyric.org

Choose this Address

1

Next >

Add Recipient from current list or add new Recipient

This modal shows the shipping method selection. It has a table with 'Shipping Method' and 'Estimated Delivery Date'. The selected method is 'Local Courier - BOCES/School Drivers' with a delivery date of 'Friday, August 14, 2026'. There is a 'Next' button at the bottom right.

Step 2 - Choose Ship Method for New Recipient

Shipping Method	Estimated Delivery Date
☒ Local Courier - BOCES/School Drivers	Friday, August 14, 2026

Add Shipping Instructions for this recipient

< Back Next

Click Next

This modal shows the product details and quantity selection. It displays 'A100page68 1.pdf' with 17 pages and a finished size of 8.5 x 11 inches. There is a quantity input field with '0' entered. At the bottom, there are buttons for 'Back', 'Add Another Recipient', and 'Done'.

Step 3 - Choose Quantities for this Recipient

Product Details	Quantity
A100page68 1.pdf # Pages: 17 Finished Size: 8.5 x 11 inches	Quantity 0

< Back + Add Another Recipient Done

Enter Quantities or Add more Recipients
Click Done

SHIPPING CONTINUED

PAYMENT SCREEN

The screenshot shows the 'Checkout' page with a progress bar at the top indicating three steps: 1. Shipping (completed), 2. Payment (active), and 3. Review. The main content area is divided into two columns. The left column contains the 'Billing Address' (henryprt henryprt, print shop, cgaca@cnyric.org), 'Payment Method & Account Codes', and a section for 'Add Billing Instructions for this order'. The right column contains the 'Order Summary' (Cart ID: 1037659) and 'Items in Cart' (A100page68 1.pdf, Quantity: 20). At the bottom, there are three buttons: '← Back', 'Start a New Cart', and 'Continue →'. The 'Continue →' button is circled in orange with a yellow arrow pointing to it.

CLICK "CONTINUE."

DO NOT ADD OR CHANGE ANYTHING ON THIS SCREEN.

REVIEW SCREEN

The screenshot shows the 'Review Your Order' page. The progress bar at the top indicates three steps: 1. Shipping (completed), 2. Payment (completed), and 3. Review (active). The main content area is divided into two columns. The left column contains the 'Review Your Order' section with an 'Order Name' field, 'Product Details' (A100page68 1.pdf, # Pages: 99, Finished Size: 8.5 x 11 inches, Quantity: 20), and 'Shipping' details (henryprt henryprt, print shop, CompanyName: cgaca@cnyric.org). The right column contains the 'Order Summary' (Cart ID: 1037659) and 'Billing' details (henryprt henryprt, print shop, cgaca@cnyric.org). At the bottom, there are three buttons: '← Back', 'Start a New Cart', and 'Complete Order'. The 'Complete Order' button is circled in orange with a yellow arrow pointing to it.

CLICK "COMPLETE ORDER."

IF EVERYTHING IS CORRECT AND MATCHES THE ORDER

ORDER HAS BEEN PLACED

QUESTIONS OR CONCERNS?

Questions, Need to cancel or change a job, searching for a lost job.

Please contact us at henrypirt@ocmboces.org or (315) 433-2623

Tip for contacting us:

- For WEBCRD Jobs please have the job order number handy.
- For Hard Copies Jobs please let us know your name, school, and type of job so we may locate your job faster

Thank you for choosing the OCM BOCES Print Shop for your printing needs. We appreciate the opportunity to assist you with your printing and document needs. We are committed to providing quality printing services and products to our schools and districts.

If you have any questions, feedback, or need further assistance, please don't hesitate to contact the Print Shop.

