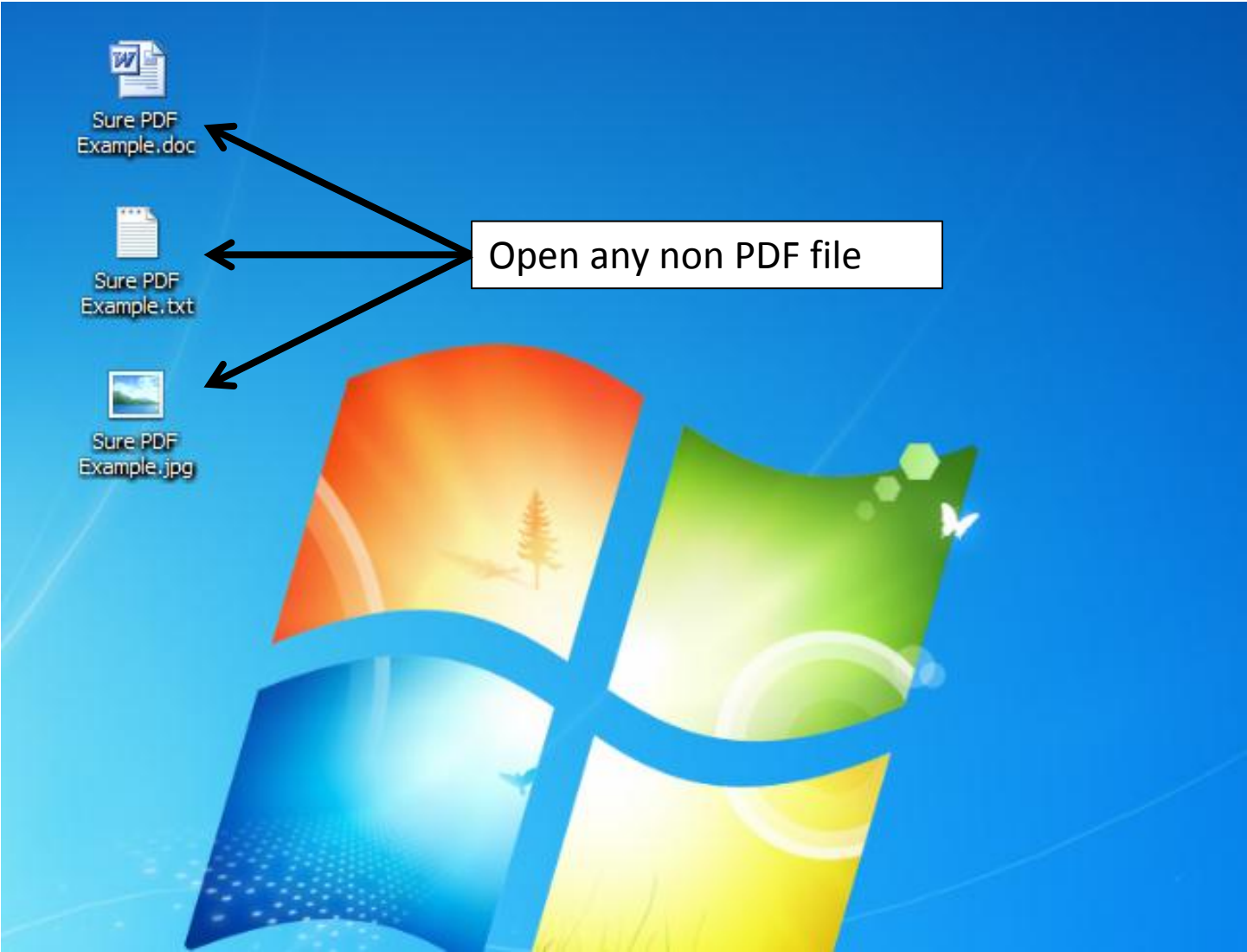


# SURE PDF Tutorial

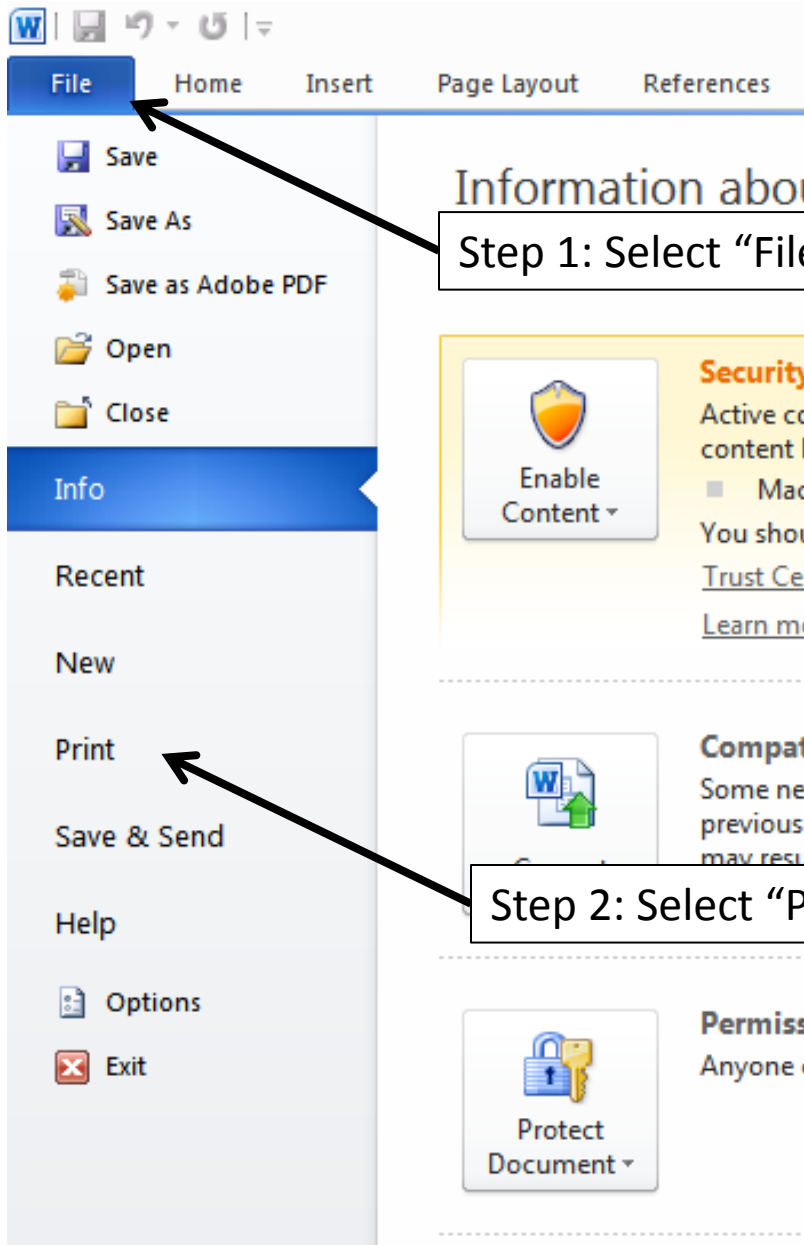


Sure PDF  
Example.doc

Sure PDF  
Example.txt

Sure PDF  
Example.jpg

Open any non PDF file



Information about

Step 1: Select "File"

Info

Recent

New

Print

Save & Send

Help

Options

Exit



Enable Content

**Security**

Active co  
content h

Mac

You shou

[Trust Cer](#)

[Learn mc](#)



**Compat**

Some new  
previous  
may resu



Protect Document

**Permiss**

Anyone c

Step 2: Click "Print"

The screenshot displays the print configuration interface. At the top, there is a 'Print' button with a printer icon and a 'Copies' dropdown menu set to '1'. Below this is the 'Printer' section, where 'BU Printing Services' is selected and highlighted in yellow. Underneath the printer selection is a 'Settings' section with several options: 'Print All Pages' (Print the entire document), 'Pages' (input field), 'Print One Sided' (Only print on one side of the page), 'Collated' (1,2,3 1,2,3 1,2,3), 'Portrait Orientation', 'Letter' (8.5" x 11"), 'Custom Margins', and '1 Page Per Sheet'. The interface also includes links for 'Printer Properties' and 'Page Setup'.

Step 1: From "File" & "Print", Select "BU Printing Services" from the printer drop-down menu


**RSA WebCRD™**  
SURE PDF Example

Review the PDF and  
"Accept" if everything  
looks okay

Adobe - PDF JobReady


Preview

Accept Save Cancel

 **Bloomsburg University**  
OF PENNSYLVANIA

WebCRD  
WEB TO PRINT SOLUTION

Microsoft Word - Sure PDF Example.doc  
Review your document below. To order, click the **Accept** button on the toolbar above.

 **RSA** ROCHESTER  
SOFTWARE  
ASSOCIATES  
*Turn Printing Into Productivity*



### Document Services

Welcome to Document Services, your home for **high quality Printing and Duplication services.**

### Are you new to our Online Printing Services?

Click on the Getting Started link below. It includes important information on obtaining an account, Installing our Print Driver, and identifies the minimum requirements for your computer.

[Read our Getting Started tips](#)

### Get our SurePDF Driver for accurate printing, every time!

If you have not already installed our SurePDF Print Driver on your computer, click on the link below to get started. Using our Print Driver ensures that your document prints accurately, exactly the way it appears on your Windows or Mac application.

[Get the SurePDF Driver](#)

### Hours

M-F 8am-4:30pm

### Login

If you already have a WebCRD account, please log in below.

If you do not yet have a WebCRD account, click below to register.



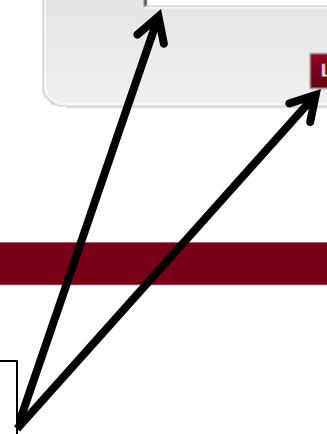
Domain

User ID

Password

Log In

Enter your credentials and select "Log In"





Add this document to:

- My Cart      Order 435 01/29/2013
- Saved Order
- A New Cart

**Add to This Cart**   **Checkout**

Check the radio button  
"My Cart" and then "Add  
to This Cart"



Your document has been uploaded to RSA WebCRD.

Please close this window and return to your application to upload additional documents to RSA WebCRD via SurePDF.

[Close Window](#)

Select “Close Window” and open up:  
<https://webcrd.bloomu.edu/>  
in a new web browser



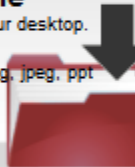
Your SurePDF is now located in "CART"

### PRINTING MADE EASY

Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in **My Files** or search the **Catalog**.


**Submit order w/attached file**  
Select a file from your desktop.

pdf, pptx, gif, jpg, png, jpeg, ppt




[Multiple Files?](#)

**Hard Copy Request**  
Order custom prints from a hardcopy, CD-ROM, etc.




**My Files**  
Search your personal file cabinet for items to order.



[Advanced Search](#)

**Search Catalog**  
Search catalog by description for item to order.



[Advanced Search](#)



## Cart

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

Job Number

Printing Options **Add to This Cart**

▼ Job Name  Number of Originals 26  
Form #

Store in default folder until 07/30/2014 [change](#)

Options ▼ **Summary** [Print](#) [Binding](#) [Folding](#) [Covers](#) [Other](#) [Tabs](#) [Insertions](#) [Exceptions](#)

Print: Number of Originals: 26, B/W, One Side, White  
Covers: Front - White None  
Back - White None

Other Notes ▼

Proof Options **View Proof** **Preview**  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](#) Copies Requested  Requested Ship Date 01/31/2013

Method  Location  **Special Instructions**

Est. Delivery Date 01/31/2013

Billing Information Change to **My Default**

In order for your request to be processed, one of the following must be true:

- 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 for duplication

▼ Estimate \$2.00  I certify that this request complies with the above requirements

Bill to [Chris Baumer](#) **Special Instructions**

Bill to Bookstore

Cost Code Number  [Lookup](#)  
Example Code 0123456789

WBS  [lookup](#)  
Example Code 0123456789.0

Bill to Other  [Lookup](#)

Fill out the request form and "Place Order"

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