

How to order business cards through WEBCRD (Main Campus Printing at the Butler Annex)

<https://webcrd.hofstra.edu/>

WebCRD ONLINE PRINT CENTER

Printing & Publications
Welcome to WebCRD, Hofstra University's Online Print Center, and your home for high quality Printing and Duplication services.
Any job uploaded with copywritten material may be subject to immediate cancellation.

Are you new to our Online Printing Services?
Click on the Getting Started link below. It includes important information for learning how to use the new WebCRD.
[Read our Getting Started tips](#)

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.

User ID:
Password:

Log In

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Use your Hofstra credentials to sign in

WebCRD ONLINE PRINT CENTER

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Orders Manage Files CART [0]

PRINTING MADE EASY
Ordering from Document Services has never been easier. Upload a File from your desktop, or if you don't have a file just click Go on External Source to bring up a blank order form. Order your Business card from Business Cards, or search for personal items in My Files.

Upload A File
Select a file from your desktop.
doc, xls, pdf, gif, zip, tiff, eps, ai, psd, bmp, tif, jpeg, png, jpg, docx, xlsx

Choose Files No file chosen

Multiple Files to Upload? Click here.

Go

Business Cards
Click Button "Go" to Order Business Cards.

Advanced Search

Go

External Source
Order custom prints from a hardcopy, CD-ROM, etc.

Go

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WebCRD ONLINE PRINT CENTER

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Orders Manage Files CART [0]

Home > Catalog

Select By Workgroup
Browse for items by selecting a Workgroup, or search for items using the search bar. Click Home to select items outside the Catalog.

Item Search Search Clear

Search Rows Per Page 100

Show Advanced Search Criteria Sort By Item A-Z

Workgroup	Location	Dept.	Folders	Items
Business Cards	Location		5	44

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Orders Manage Files CART [0]

Home > Catalog > Business Cards

Select By Folder

Browse for items by selecting a folder from the list below, or search for items using the search bar. Use the Catalog link to select a different Workgroup or click Home to select items outside the Catalog.

Item Search Search Clear

Search Rows Per Page 100 Sort By Item A-Z

[Show Advanced Search Criteria](#)

Folders	Items
Athletic Business Cards	2
Law School Business Cards	3
MBA and Pride Guide Cards	2
School Business Cards	22
Staff Business Cards	15

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Orders Manage Files CART [0]

Home > Catalog > Business Cards > Law School Business Cards

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 Search Clear

Search Rows Per Page 100 Sort By Item A-Z

[Show Advanced Search Criteria](#)

Item	Configuration
Law School  Located in Business Cards / Law School Business Cards	Configure
Law School w/Cell  Located in Business Cards / Law School Business Cards	Configure
Law School w/Extra line  Located in Business Cards / Law School Business Cards	Configure

Choose desired configuration and enter data into the PDF form that will pop up in next screen.

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Add All to Cart

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