



Print+ Instructions

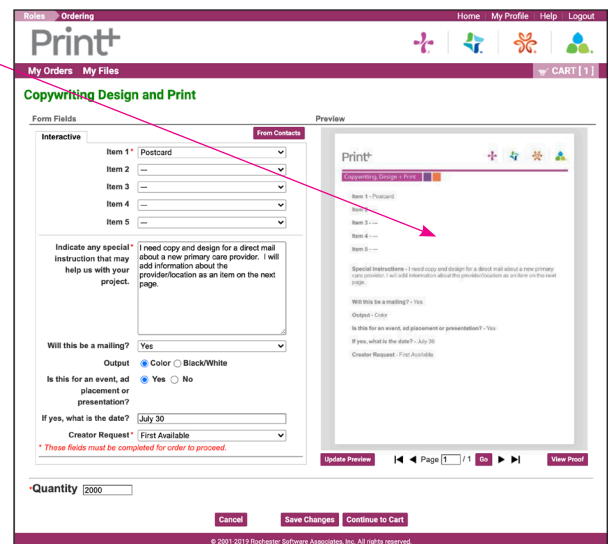
How do I Place an order?

1. For Copywriting, Design and/or Print services, go to We Create.
2. For Business Cards, Letterhead/Envelopes, Branded Item or Facility Signage, go to You Create.
3. To reorder an existing item, go to Search Catalog.
4. To complete an order, fill in the order information and the My Cart page.

Tip: Check out our Featured Items box for seasonal and special items. Our National Offerings section for Division-wide materials and the Creative Storefront for publications on demand.

How do I Start a Project?

1. Choose your Project type (Copywriting, Design Only, Design and Printing, etc.).
2. Fill out the Project Template (Varies by Project type).
 - Type of item – or items if there is more than one in your campaign. **(required field)**
 - Special instructions – such as ‘I need copy and design for a direct mail about a new primary care provider. **(required field)**
 - Location, such as CHI Health for the entire organization, or a specific clinic or service line.
 - Target audience, which could be consumers, employees, donors, students or others.
 - Select whether this is for an event, ad placement or presentation and, if yes, fill in the date.
 - Select a designer or first available.
 - Fill in the quantity. **(required field)**
3. Click Continue to Cart.
4. Your information will display in the Preview box.
5. If correct, click Continue to Cart again.



Be sure to fill in all red asterisk (required fields) before continuing to Cart.



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How do I complete the My Cart page?

The My Cart page has 3 sections: **ITEM**, **SHIPPING** and **BILLING**

1. For ITEMS:

- Enter an order name.
- Click Add an Item to add a Word, photo or graphic file.
 - Click Upload a File in the Search box.
 - Click Browse.
 - Select the file from your desktop.
 - Click Add to Cart.
- Add any SPECIAL INSTRUCTIONS.

2. For SHIPPING:

- Select your Due Date.
- Click Edit if you need to change the recipient.
- Add any SHIPPING INSTRUCTIONS.

3. For BILLING:

- Enter your Account Number.
- Click Edit to change Billing information.
- Click Add Split to split the billing with another party.
- Add any BILLING INSTRUCTIONS.
- Click Submit Order.

Order # 189761
Order Estimate \$0.000

ITEM 1 Add Template Data Add Another Item

Copywriting Design and Print
1 Page
Click the image to review your proof.
Unit Price \$0.000
Quantity 2000

Add SPECIAL INSTRUCTIONS.

SHIPPING Add Recipient

Order Due Date Friday, July 16, 2021
Note: If your order requires design or copywriting, the due date you choose is the date you can expect your first proof.

Select a Shipping Method
USPS Mailing
Size and weight restrictions apply. Additional charges may apply. Delivery times vary by location and may be affected by inclement weather and holidays.

Estimated Ship Date
Friday, July 16, 2021

Ordered Items
1 Copywriting Design and Print
Quantity 2000

Add SHIPPING INSTRUCTIONS

BILLING

Are all items approved? Approved, Proceed to Print
Click the price to view the cost details.

Account Number 681007 0 %
Total Split Percentage 0%

Add Split Click the 'Add Split' button to add more Account Codes for split billing.

Add BILLING INSTRUCTIONS

Start a NEW Project Add Another Item Submit Order

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Print+ Instructions

How do I review a proof in WebCRD?

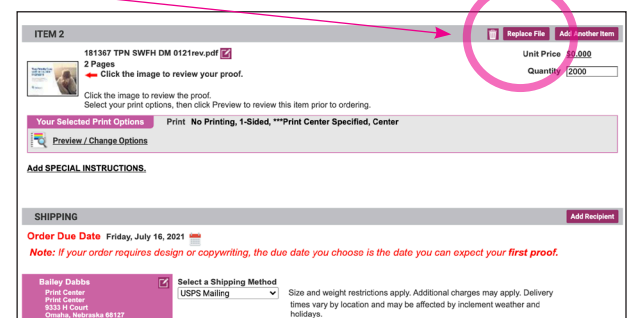
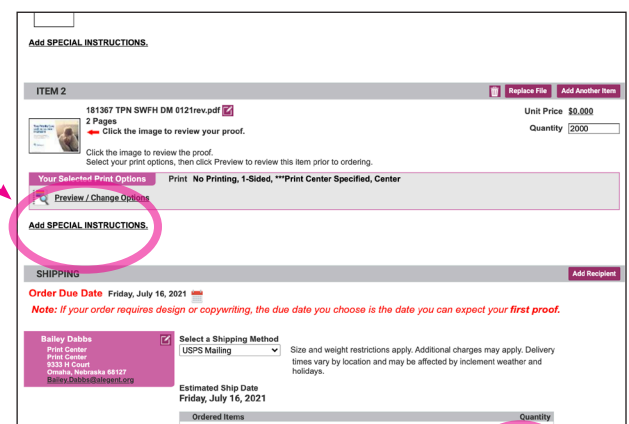
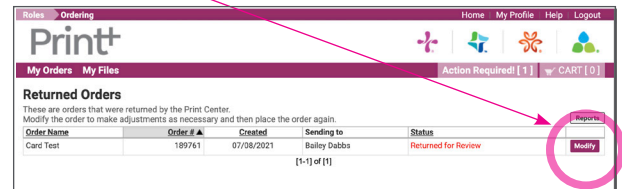
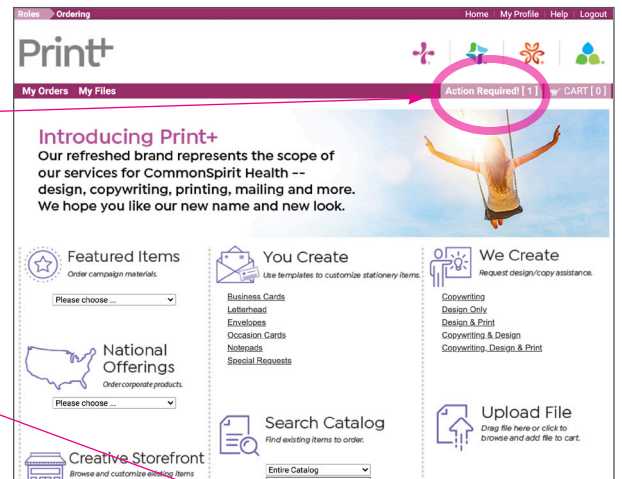
1. Click Action Required.
2. Find your order on the list.
3. Click Modify.
4. Click the box under Item 2.
5. Review the proof.
6. If no changes are needed.
 - Select Approved, Proceed to Print or Approved, No Printing Required. (Billing Section)
 - Click Submit.

How do I request minor changes to a proof?

1. Click Special Instructions.
2. Describe changes needed.
3. Click Save.
4. Click Make Additional Changes, Send Proof. (Billing Section)
5. Click Submit.

How do I request several changes to a proof?

1. Open the proof on your desktop.
2. Note all needed changes on the PDF.
3. Rename the document and save it to your desktop.
4. Click Replace File.
 - Click Browse.
 - Locate the file.
 - Click Replace.
 - Click Make Additional Changes, Send Proof. (Billing Section)
5. Click Submit.





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How do I add a Word file, photo or graphic to an order?

1. From the My Cart page, click Add Another Item.
2. Click Upload File in the Search Catalog box.
3. Click Browse.
4. Double-click the file you want.
5. Click Add to Cart.

Print+ My Cart

Order # 189761
Order Estimate \$0.000

ITEM 1
Copywriting Design and Print
1 Page
Click the image to review your proof.
Unit Price \$0.000
Quantity 2000
Add Another Item

Add SPECIAL INSTRUCTIONS.

SHIPPING
Order Due Date Friday, July 16, 2021
Note: If your order requires design or copywriting, the due date you choose is the date you can expect your first proof.

Select a Shipping Method
USPS Mail
Size and weight restrictions apply. Additional charges may apply. Delivery times vary by location and may be affected by inclement weather and holidays.

Estimated Ship Date
Friday, July 16, 2021

Ordered Items	Quantity
1 Copywriting Design and Print	2000

Add SHIPPING INSTRUCTIONS

BILLING
Are all items approved? Approved, Proceed to Print
Click the price to view the cost details.

Account Number 681007 0 %
Total Split Percentage 0%
Add Split Click the 'Add Split' button to add more Account Codes for split billing.

Add BILLING INSTRUCTIONS

Start a NEW Project Add Another Item Submit Order

Print+ Search Catalog

My Orders My Files CART 11

Introducing Print+
Our refreshed brand represents the scope of our services for CommonSpirit Health -- design, copywriting, printing, mailing and more. We hope you like our new name and new look.

Featured Items
Order campaign materials.
Please choose ...

National Offerings
Order corporate products.
Please choose ...

Creative Storefront
Browse and purchase existing items for your market.
Please choose ...

You Create
Use templates to customize stationary items.
Business Cards
Letterhead
Envelopes
Occasion Cards
Notecards
Special Requests

We Create
Request design/copy assistance.
Copywriting
Letterhead
Design & Print
Copywriting & Design
Copywriting, Design & Print

Search Catalog
Find existing items to order.
Entire Catalog
Search Text
Search

Upload File
Drag file here or click to browse and add file to cart.

Contact Info
P: 402.398.6469
E: print@commonspirit.org

Instructions & Guidelines
Print+ Instructions
Basic Guidelines & Print-then-prepare
Mail Services
Print+ Miles Library

Print+ Center Info
Hours & Location
Stock List
Meet Our Team