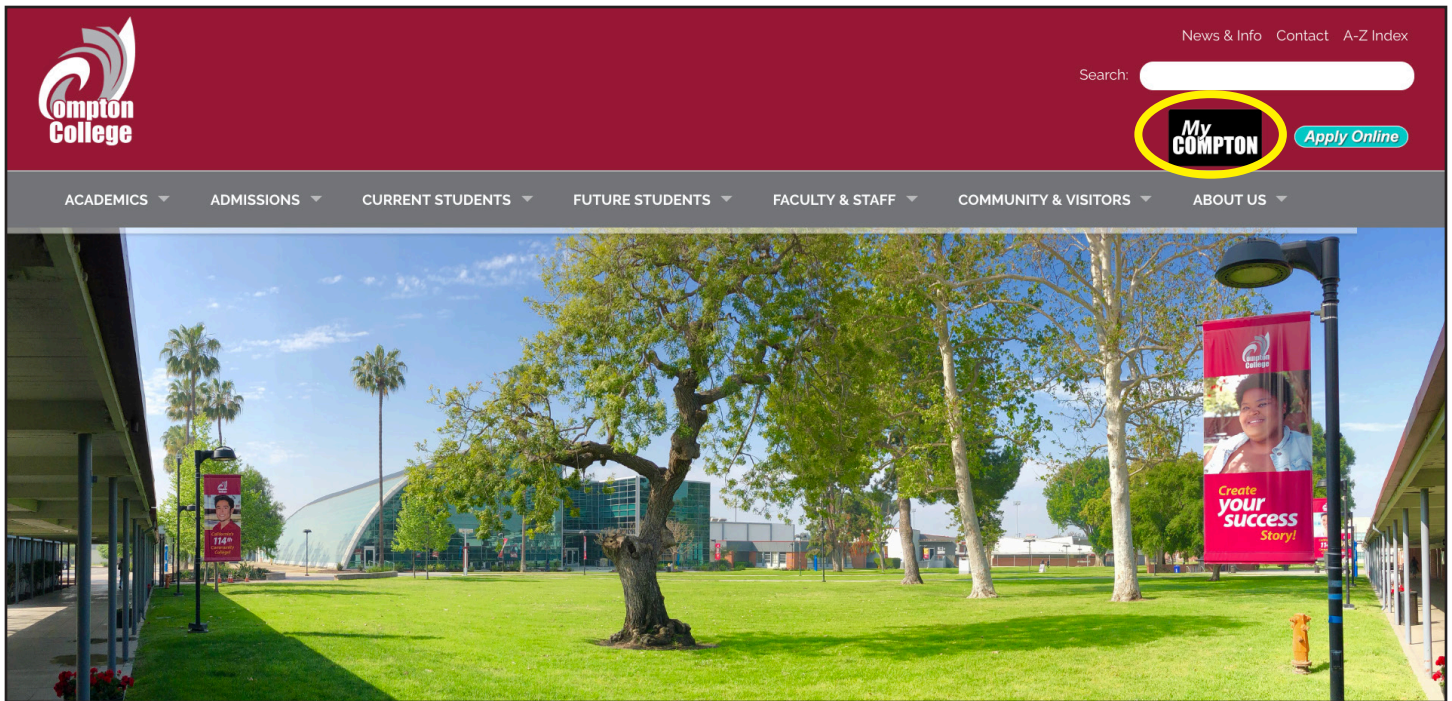


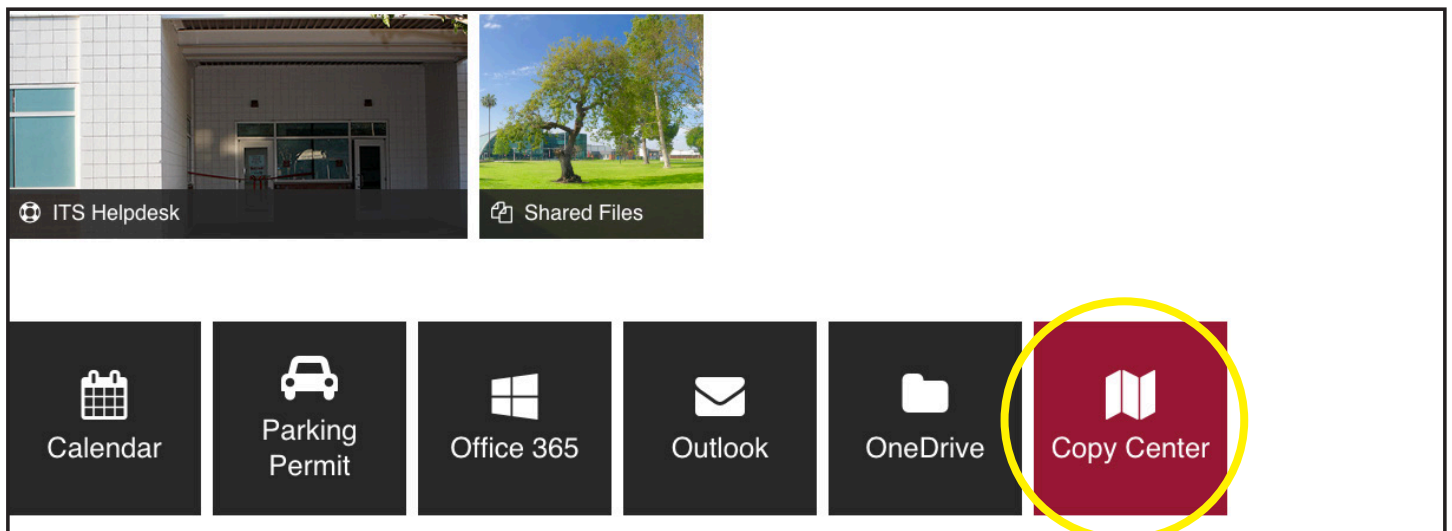


# Copy Center Online Ordering

1. Log into *MyCompton*.



2. Click on the **Copy Center** button.



3. Welcome to WebCRD! Here you will be able to submit new Copy Center orders, re-order previous Copy Center jobs, and request reams or cases of paper.

4. **Upload a File.** You can drag a file into the upload area or browse for and open file(s) you want to print.

5. You may **Provide an optional name for your order.** *This is helpful if you want to re-order something later.*

6. Enter the **Quantity** of copies you would like to order.

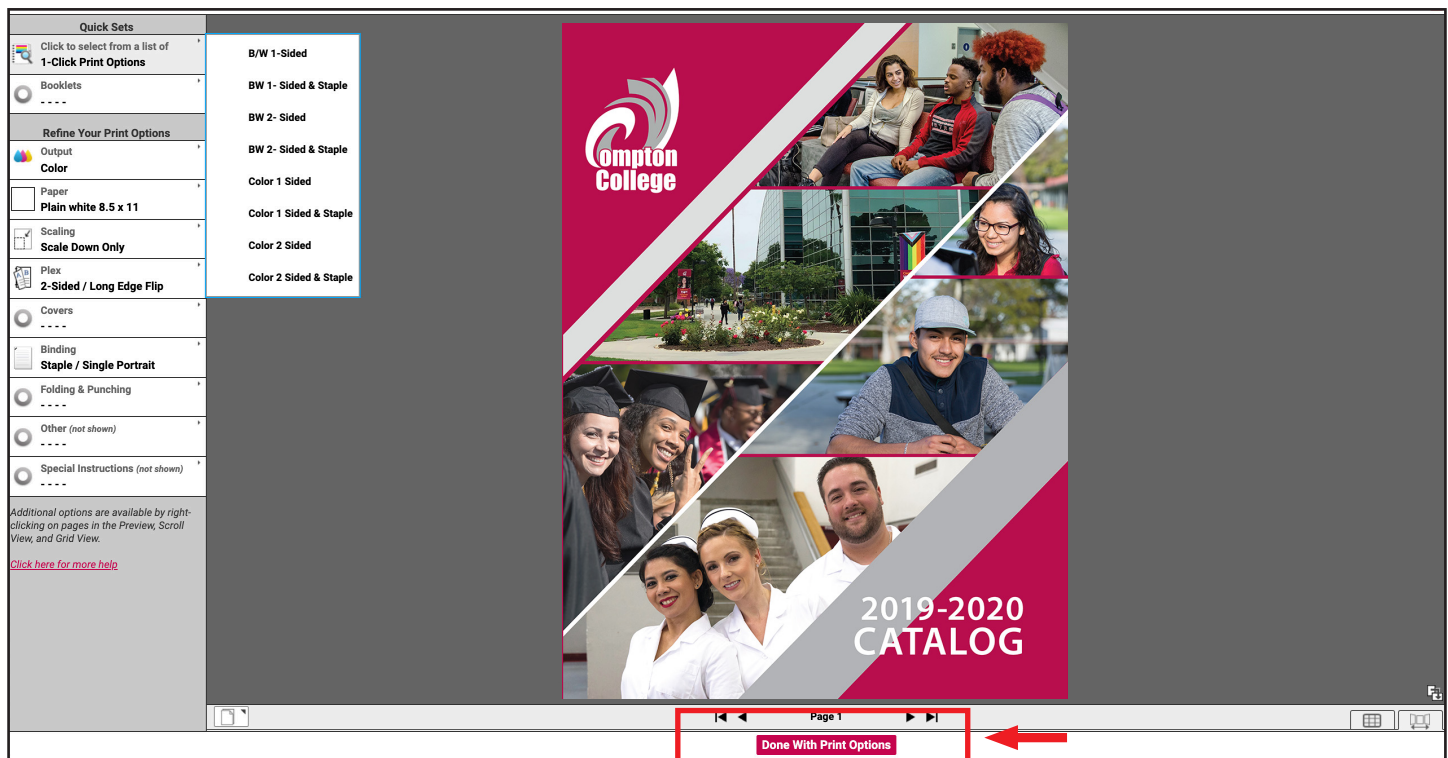
7. Click on **Preview / Change Options** to review the print options for your order.

## Print Options:

You may choose from one of the **1-Click Print Options** or **Refine Your Print Options** to specific particular printing and finishing options.

Print Options include: B/W or Color, Paper (paper size and color), Scaling, Plex (one- or two-sided), Covers, Binding (where and how to staple), Folding & Punching, Other (cutting, padded, or shrink-wrapped), and you may also include Special Instructions\*.

When you are satisfied with the Print Options, click “**Done With Print Options**” at the bottom of the window.



***\*Please note in your special instructions if this order is for a test/exam.***

To complete your order:

- Select a **Shipping Method**. Enter any shipping instructions.
- Select a **Budget/Number/Dept. Code** for billing purposes.
- Click **Place Order**.

**Item 1** Replace File Continue Shopping

1971 - The Lorax - Dr. Seuss.pdf Quantity 1  
72 Pages  
7.54x10.42 Inches

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

**Your Selected Print Options** Print **Color, 2-Sided, Plain white 8.5 x 11, Scale to Fit**  
Binding **Staple / Single Portrait**

[Preview / Change Options](#)

[Enter special instructions for this item.](#)  
**PLEASE NOTE HERE IF A TEST OR EXAM.**

**Shipping Information** Add Address

I would like my order shipped by: **Thursday, July 25, 2019** Note: Only dates when the print center is open may be selected.

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

**Delivery Estimate**  
**Thursday, July 25, 2019**

Ordered Items	Quantity
1 1971 - The Lorax - Dr. Seuss.pdf	1

[Enter shipping instructions for this recipient](#)

**Billing Information**

**Budget Number/Dept. Code for Payment** 1800 - Humanities / English

[Enter billing instructions for this order](#)

Start a New Cart Continue Shopping **Place Order**

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# Contact Information

copycenter@compton.edu

Located in Room C-29

(310) 900-1600 Ext: 2671

Hours: Monday - Friday

8:00 a.m. - 4:30 p.m.

Closed Fridays during Summer Session

There is a 48 hour turn around, Requests are processed in the order they are received.

**NO SAME DAY SERVICE**

\* Please review the options and quantity before placing your order.