

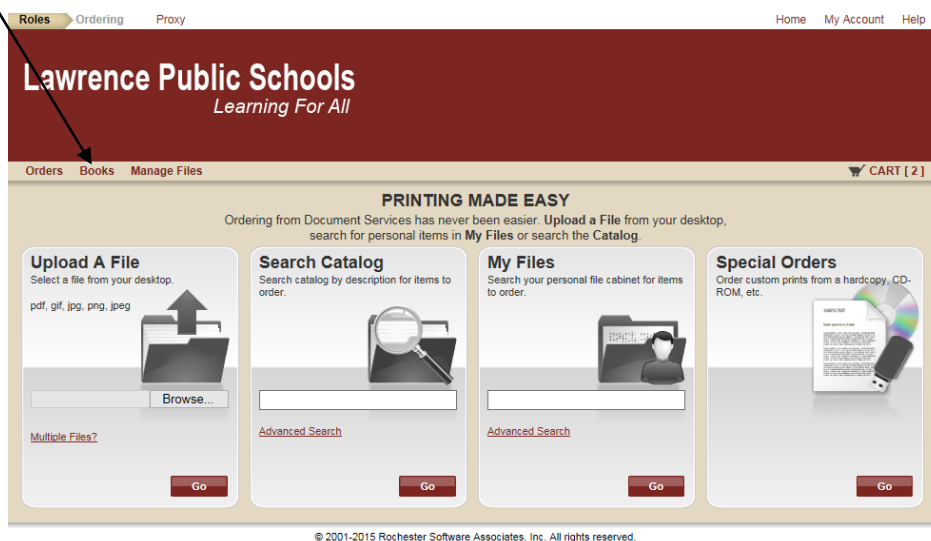
# To Create a Book in WebCRD

Create the book in WebCRD, then add documents to the book and assemble the book (merge all documents into one PDF file).

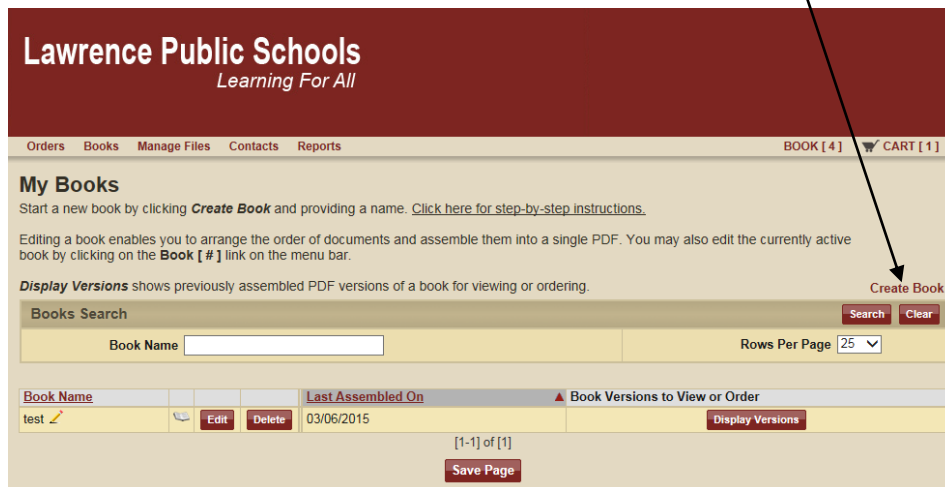
You must create a book before trying to add files. Once the book is created you can add files normally through the order page

## To create a book:

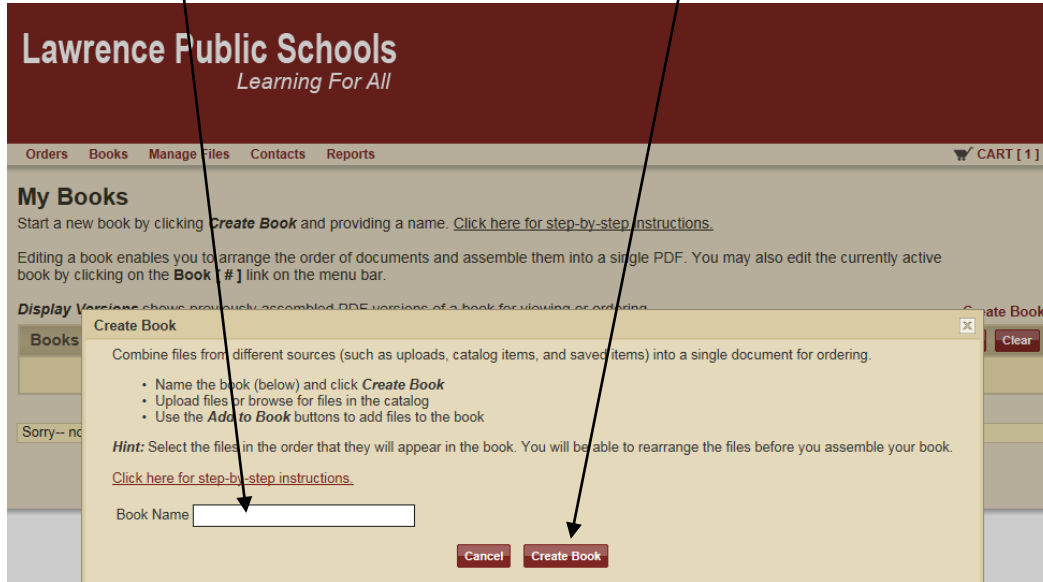
1. Click the Books link on the Ordering Home page to display the My Books page.



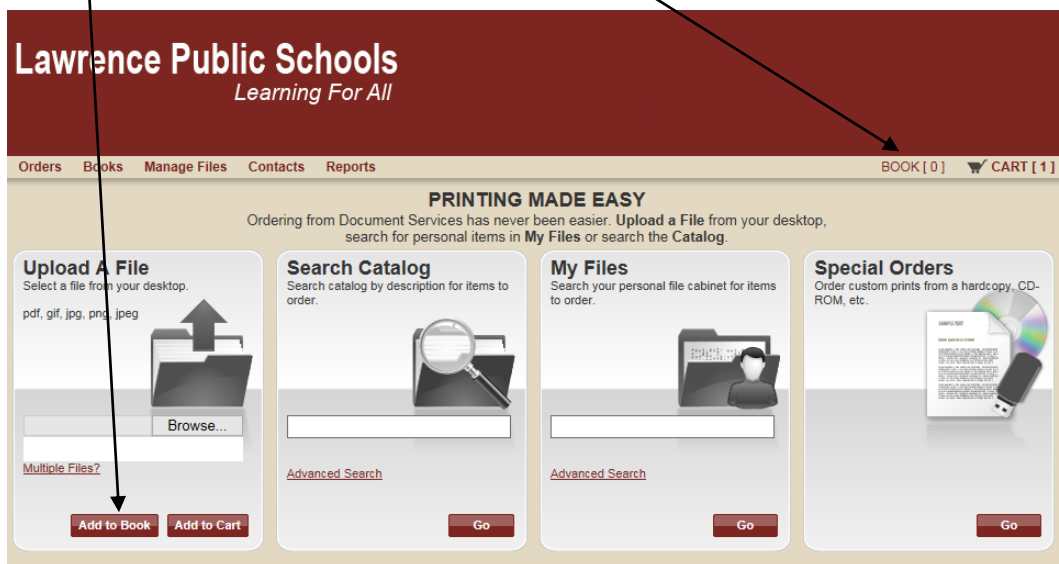
2. Click the Create Book link (top right, above the Search bar)



3. Type a book name on the dialog box, and click Create Book.



4. You are now in Book mode (indicated by the Book link in the menu bar), and the Ordering Home page is displayed so that you can add documents to this book (which is the active book).



4. Add documents to the active book in any of the following ways:

- Select one or more new documents to upload, and click Add to Book.
- Use the Print-to-PrintShop printer to convert file and add to book

- Search for items in the Catalog or in My Files, and click Add to Book to add the item to the book. You can click Add to Book multiple times to add more than one instance of the item to the book. Do not use the Qty input box to add an item to the book.

Note: It is helpful to add documents in approximately the same order that you want them to appear in the book to make it easier to finalize the assembly order of the documents.

The Book link increases in increments each time you add a document to the active book.

5. When done adding documents, click the Book link to display the book details page for the active book.
6. Click the up and down arrow buttons to finalize the assembly order of the documents.
7. To assemble the book (merge all files), click Assemble Book Only or Assemble Book and Add to Cart.

Assembling the book also exits from Book mode: there is no longer an active book, the Book link is not shown, and the Add to Book buttons are not available