

DUKE Adobe PDF JobReady

Windows

Plug Your Computer into our Printshop

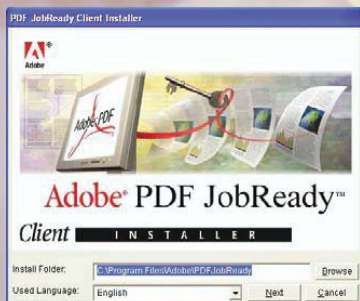
With Adobe® PDF JobReady™, it's like we hauled our printshop into your office. Now you can create your own document, proof it on your desktop and place an order with us. And it's as easy as selecting your print button.

No more missing files and fonts. No more burning artwork to a CD for us to pick up from your office. It's like you're sitting right next to one of our prepress specialists and having total access to your own customer service representative.

Before you start using PDF JobReady, you need to download and install the PDF JobReady software:

▶ Before download, make sure your system runs on Windows® 2000, Windows® XP, and you already have version 5 or higher of Adobe® Acrobat® Reader® installed on your computer. These are required to run the PDF JobReady software.

▶ To download Adobe PDF JobReady go to www.dukeprint.com. Click on "Send A File" at the top of the page and then click on the Adobe PDF JobReady banner. Fill out the contact information then select "I Agree". Click on download Windows 2000/XPClient. Save the file to your desktop (this is a 12 MB file).



▶ To ensure a trouble-free installation, we recommend you restart your computer before installation. Once rebooted, click on the PDFJobReady icon, and follow the on screen prompts to install the software. The speed of your computer will

determine the speed of the installation. You will be able to simply click through the setup, as the default settings will work for any system.

Your computer is now equipped with the PDF JobReady software, and ready for PDF file creation:

▶ **1** Create your file using whatever program or application you normally use (i.e. Adobe® Photoshop®, Adobe®, InDesign®, QuarkXpress, etc).

▶ **2** Before "printing" your file, ensure you are online. This process requires Internet access.

▶ **3** Once your file is prepared, select the print option. Your list of printers should now include **Send to duke-print.com**, a link titled with our Web site address and is a customized link to us that was included in the installation process. Select that "printer," and click "Print." This will launch PDF JobReady.

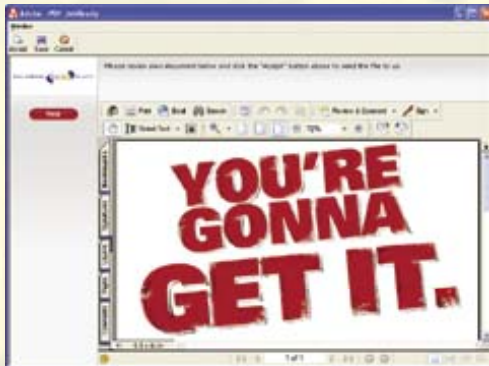


▶ **4** A preview of your PDF file will appear. If you are satisfied with the preview, click Accept. (If not, click Cancel and return to make changes to your document.) If your document contains bleed please make sure your page size is 1/8" larger all the way around. (i.e. if you are submitting an 8.5 x 11 page with bleed you will want to make the page size 8.75 x 11.125). Be sure to check your document for any low resolution images (300 dpi or higher is recommended) and any images that are RGB instead

DUKE
YOUR ONE SOURCE™

DUKE

Adobe PDF JobReady Windows

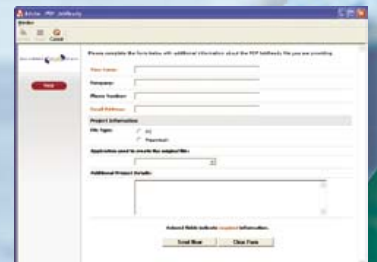


of CMYK. These three key elements are very important for providing a print-ready PDF.

► **5** Upon acceptance, a form will appear for you to fill out your personal information and job specifications. (Fields that are required will be displayed in red.)



► **6** Once this form is complete, click Send Now, and your PDF will be sent to us through our Web site. You should receive a confirmation shortly after submitting the file, to confirm the file was received and is being processed.



DUKE Printing & Mailing
33212 Lakeland Blvd.
Eastlake, OH 44095
(440) 946-0606
www.dukeprint.com

DUKE
YOUR ONE SOURCE™