

# Adobe PDF JobReady MS Word

## Plug Your Computer into our Printshop

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► In order to print documents with different page layouts in Word you will need to go through a few extra steps in order to make them distill properly using PDF JobReady.

First, you will need to go to your Printers and Faxes menu. Go to Start > Printers and Faxes. Once there click File > Server Properties. In this window you will need to create a new form. You can do this by checking the box that says "Create a new form," then select your width and height for the document you will be distilling.

(i.e. if the document is 5x6 set your Width to 5.00in and your Height to 6.00in. When you have selected

your measurements click save form). Now this format will be added to your print options.

At this point open up your document that you wish to print with JobReady. Next you will go to File > Print, select the "**Send to dukeprint.com**" from your list of printers.

Next, click on the properties button next to the printer drop down list. On the layout window click the advanced button and on the next window select your form from the dropdown menu. Click Ok, Ok, and OK. The Adobe PDF JobReady window should come up with your preview in the appropriate page sizes.



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