

Adobe PDF JobReady

Mac OS X

Plug Your Computer into our Printshop

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

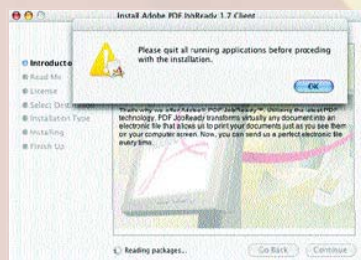
▶ Before download, make sure your system is running Mac OS X and you already have Acrobat Reader 6.0 or higher installed on your computer. Both are required to run the PDF JobReady software.

▶ 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 the Adobe PDF JobReady image. Fill out contact information then select I Agree. Click on Download MAC OSX Client. Save the file to your desktop (This is a 22 MB file). The PDF JobReady software is downloaded as a StuffIt compressed archive file, titled jobready.mac.pkg.sit. Double click this icon to unstuff the file to your desktop. The file will then appear as jobready.macx.pkg.

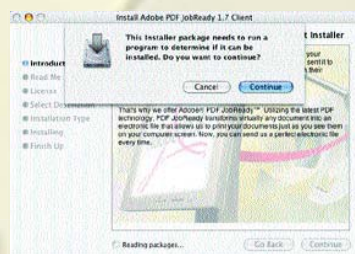
▶ To ensure a trouble-free installation, we recommend you restart your computer before installation. Once rebooted, you can begin the install process. The speed of your computer will determine the speed of the installation.

PDF JobReady Installation

▶ Double click the jobready.macx.pkg file. A popup window will display that says "This installer package needs . . ." Click "Continue."



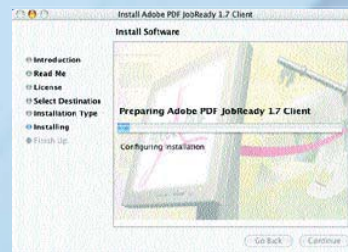
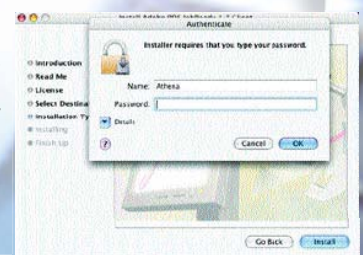
▶ You will now be able to simply click through the installation, continuing through the initial screens, agreeing to the license agreement and finally clicking the "Install"



▶ A popup window appears that states "Please quit all running applications..." Click "Ok."

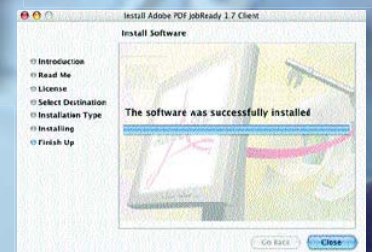
button to complete installation. Disregard the "Print" or "Save" buttons as you walk through the process. The default installation settings will work with any system, so no modifications need to be made during this process.

▶ After clicking "Install," an Authentication box may pop up. Enter your predetermined User Name and Password then click "Ok."



▶ Now PDF JobReady will install to your computer. This may take a few minutes.

▶ Once the screen reads "The software was successfully installed. Click "Close."



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).

DUKE Adobe PDF JobReady

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▶ **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 dukeprint.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.



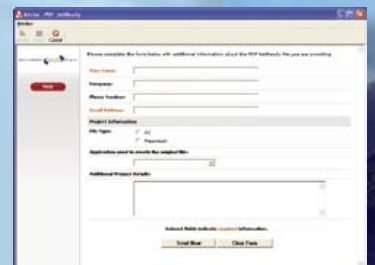
▶ **4** A preview of your PDF file will appear. If you are satisfied with the preview, click Accept. (If not, click Cancel and return to make changes to your document.) If your document contains bleed please make sure your

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 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.



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