



# Adobe® PDF JobReady™

## Plug your computer into our printshop.

Your Corporate Communications Printer

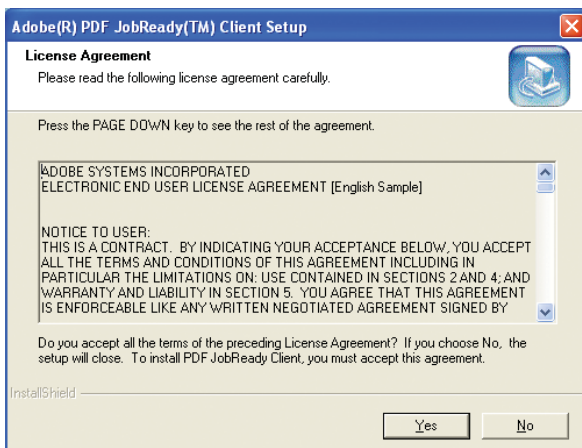
375 Route 130 • East Windsor, New Jersey 08520

With Adobe® PDF JobReady™, it's like we hauled our professionals 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 designers 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:

1. Before download, make sure your system runs on Windows®2000, Windows®XP, MacintoshOS X, and you already have the latest version of Adobe® Acrobat® Reader® installed on your computer. These are both required to run the PDF JobReady software.



2. Go to our web site [www.harwillexpresspress.com](http://www.harwillexpresspress.com) to download the PDF JobReady software. Save the file to your desktop (PC: 12 MB, MAC: 20.5 MB file).
3. To ensure a trouble-free installation, we recommend you restart your computer before installation. Once rebooted, click on the PDF JobReady 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.

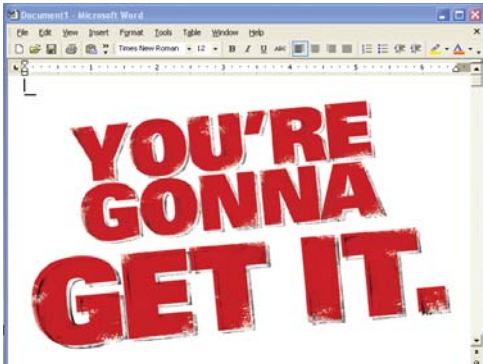


### Your computer is now equipped with the PDF JobReady software, and ready for PDF file creation:

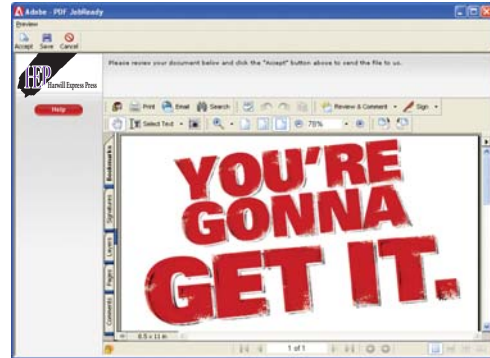
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1. If you are able to generate a postscript file from the program you are using, you can use PDF JobReady. Create your file using whatever program or application you normally use (i.e. all of Microsoft® products, all of Adobe® products, QuarkXPress®, etc.).

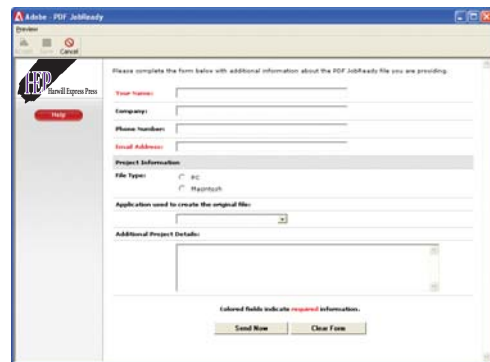


4. On PC's a preview of your PDF file will appear. If you are satisfied with the preview, click accept. (If not, click cancel and return to make changes to your document). Mac's will proceed directly to number 5 no preview will be provided..



2. Before “printing” your file, ensure you are online. This process requires Internet access.
3. Files must be set up as PMS (spot colors) or CMYK (4 color process colors). Conversion of color does not happen automatically, it must be assigned. Once your file is prepared, select the **print option**. Your list of printers should now include a link titled **Send to harwillexpresspress.com**. This is our customized link that was included in the installation process.

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)**.



Select **Send to harwillexpresspress.com** in your print menu and click “Print”. This will launch PDF JobReady.

*Printer Description and Printer fields can get confusing. You may need to tag PDF JobReady first then Send to harwillexpresspress.com.*

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.

