

# Adobe® PDF JobReady™

## 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.

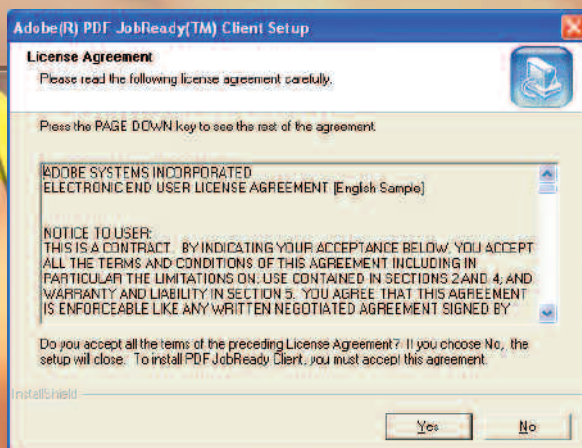
No more missing files and fonts. No more burning artwork to a CD for us to pick up from your office. It's like you're sitting right next to one of our designers and having total access to your own customer service representative.

**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, and you already have the version 5 or 6 of Adobe® Acrobat® Reader® installed on your computer. These are required to run the PDF JobReady software.

2. To download the PDF JobReady software, go to [www.totalimaging.com](http://www.totalimaging.com) Save the file to your desktop (This is a 12 MB file).

3. 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.

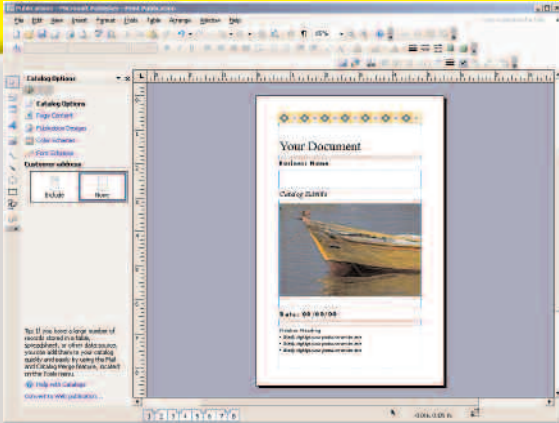


Your computer is now equipped with the PDF JobReady software, and ready for PDF file creation:

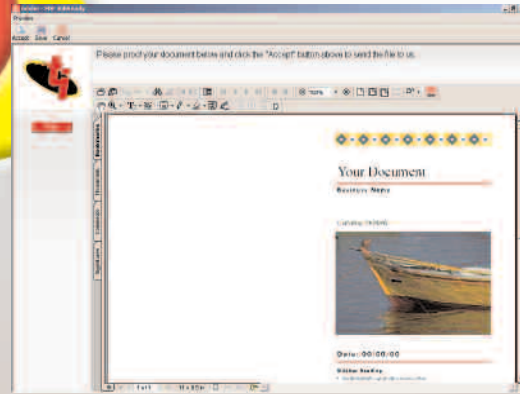
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**total imaging inc.**  
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emmaus, pa 18049-0496  
610.965.7695 · fax 610.965.7705  
[www.totalimaging.com](http://www.totalimaging.com)

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

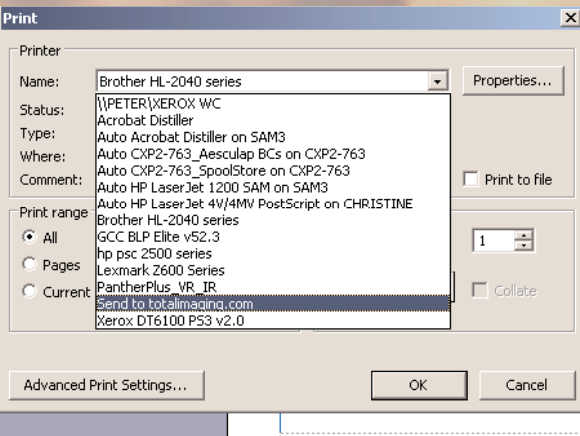


4. A preview of your PDF file will appear. If you are satisfied with the preview, click Accept. (If not, click Cancel and return to make changes to your document).

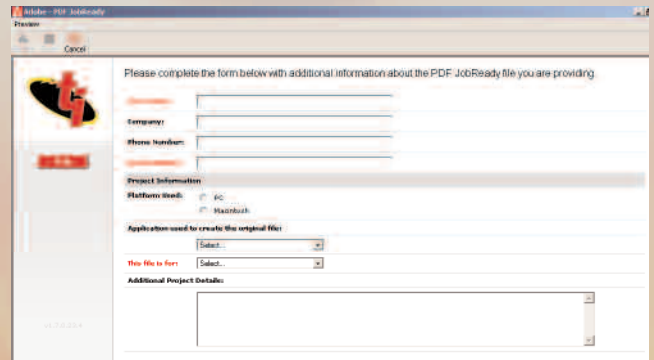


2. Before “printing” your file, ensure you are online. This process requires Internet access.

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



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.

