



PDF Preflight

Installation & Use Guide for Mac

PDF Preflight corrects, verifies and uploads print-ready PDFs for you. Now you can create your own file, proof it on your desktop and place an order—it's as easy as clicking your print button!

To get started, download PDF Preflight from our website, and follow these handy installation instructions.

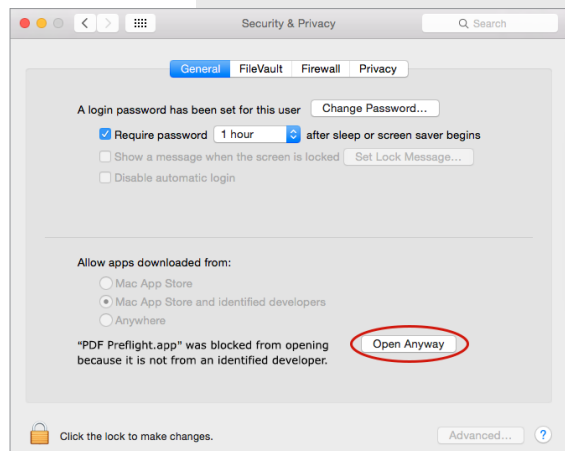
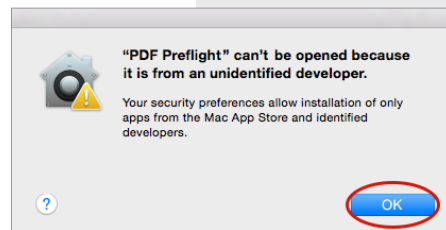
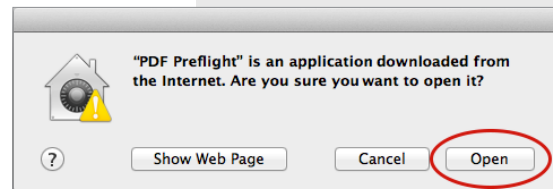
INSTALLATION

STEP 1

Download the DMG file to your computer and double-click on the file to open it. You'll see the PDF Preflight installation window appear.

Simply **drag the PDF Preflight icon onto the Applications shortcut** in the install window. This will copy the program into your local Applications folder on your Mac.

Double-click the Applications window to open it. In this folder, **double-click on the PDF Preflight application.**



STEP 2

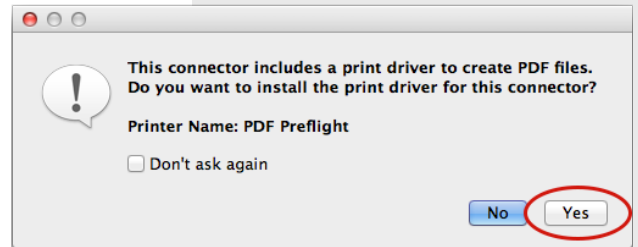
Your computer will warn you about opening an application that has been downloaded from the internet. **Click "Open."**

Your computer may stop you from opening the application because it is from an unidentified developer. If this is the case, **Click "OK."** Open your System Preferences then select Security & Privacy, **Click "Open Anyway."**

INSTALLATION

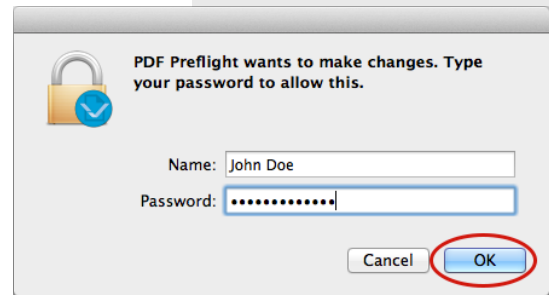
STEP 3

Your computer will ask you if you want to install the print driver. **Click “Yes.”**



STEP 4

Your computer will prompt you to enter your administrator password to complete the installation. **Enter your password and click “OK.”**



Congratulations! You've successfully installed PDF Preflight.

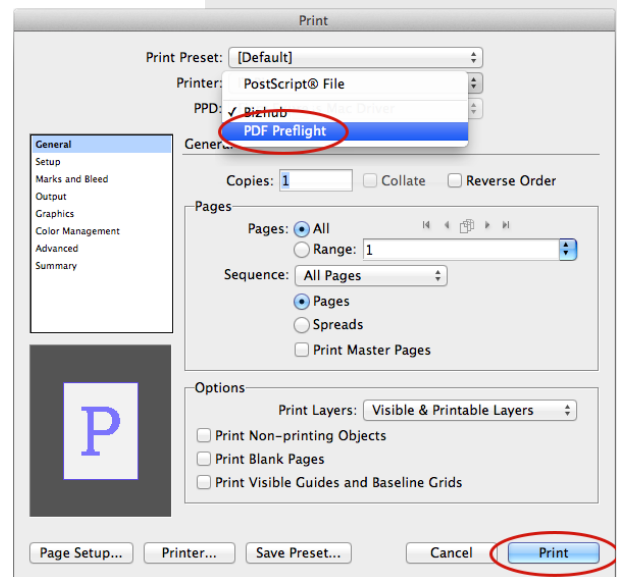
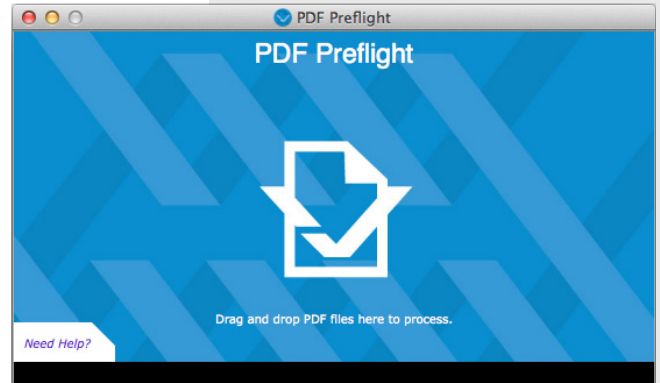
USING PDF PREFLIGHT

STEP 1

Launch PDF Preflight in one of the following ways:

1. **Double-click the application icon** in the Applications folder, in your dock, on your desktop or from your launchpad.
2. **Drag a PDF file (or files) and drop them onto the application icon** anywhere in Finder or on your dock.
3. **Select “Print...” from the File menu while using any program.** In the Print dialog box, choose PDF Preflight from the “Printer” dropdown menu.

**If it's your first time using PDF Preflight, we recommend launching it by double-clicking the application icon (method 1). This ensures the application will check for updates before you begin processing a file.*

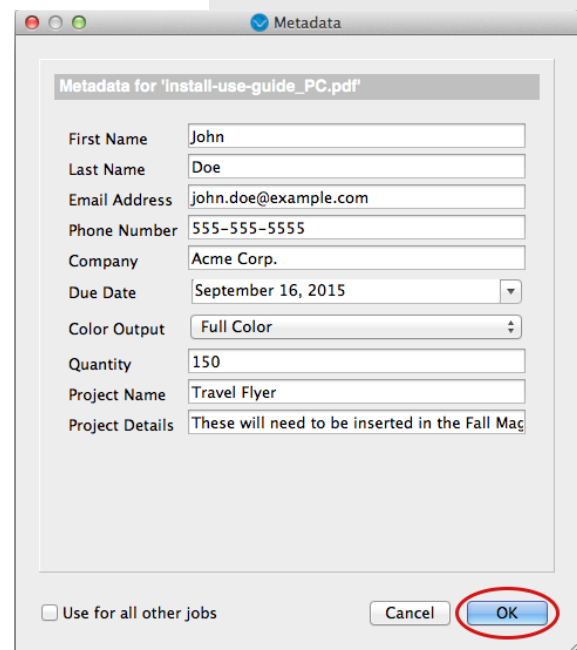


STEP 2

If you launched PDF Preflight using method 1 in Step 1, you can simply **drag a PDF file (or files) from anywhere on your computer into the application window.** This will open the Metadata window.

If you launched PDF Preflight using methods 2 or 3 in Step 1, the Metadata window will already be open.

Complete the fields of information about your project.
Note: The email address field is required. **Click “OK.”**



USING PDF PREFLIGHT

STEP 3

PDF Preflight will start processing your document. When it has finished processing, it will display a green checkmark, orange checkmark or a red X.

Click **“Open PDF Preflight report...”** to open your report which will list any errors, warnings or fixes that occurred. In order to continue, close the report.

If you're satisfied with your report, **click “Send”** to send your PDF to us. If you want to make corrections, click “Cancel,” update your file, then preflight it again.

If you dragged more than one PDF into the application window, PDF Preflight will begin processing your second document. When it's finished, review the Preflight report and click the “Send” button to send the second file.

IMPORTANT!

Your PDF will NOT be sent to us until you click the “Send” button.

STEP 4

After you process and send all your PDF documents, **click the “Close” button to exit the application.**

NEED HELP?

Call us directly or click the “Need Help?” link in the blue application window and you'll be taken to a webpage that will allow you to contact us with your problem.

Now you're ready to go forth and conquer PDFs and send them to us.

