



PDF Preflight

Installation & Use Guide for PC

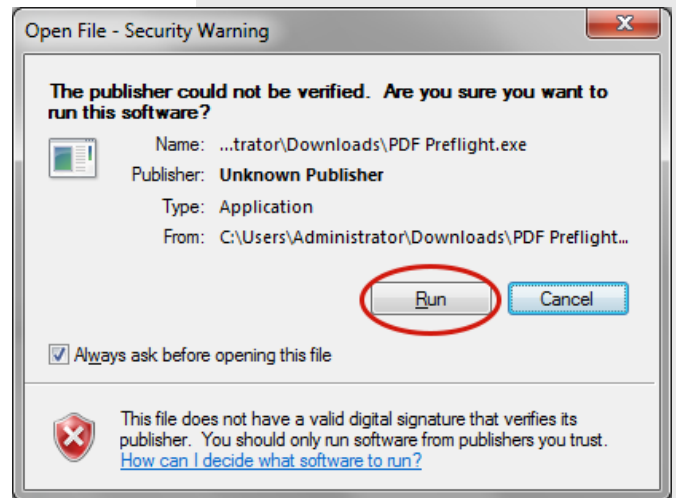
PDF Preflight corrects, verifies and uploads print-ready PDFs for you. Now you can create your own file, proof it on your desktop and place an order—it's as easy as clicking your print button!

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

INSTALLATION

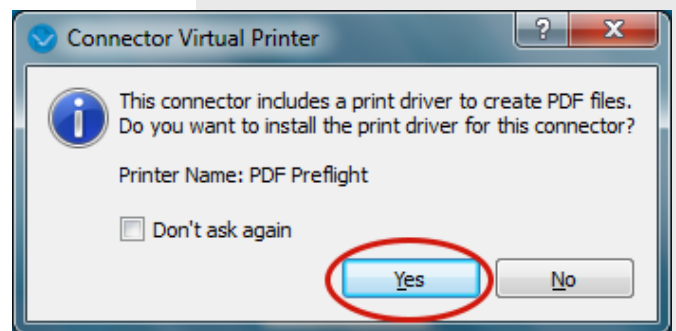
STEP 1

Download the EXE file to your computer and double-click on the file to open it. You'll be presented with a security warning. **Click the "Run" button.**



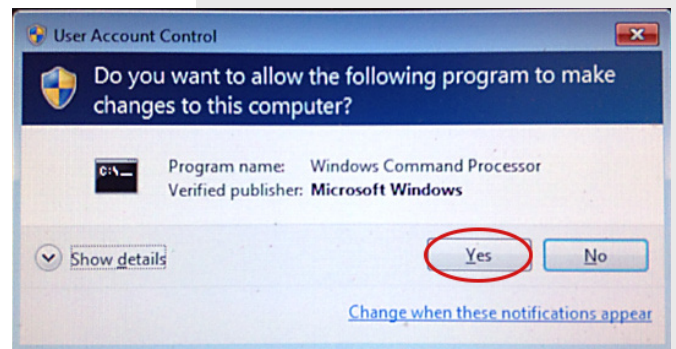
STEP 2

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



STEP 3

Your computer may prompt you to allow Windows Command Processor access to make changes, this is required to install the print driver. **Click "Yes."**

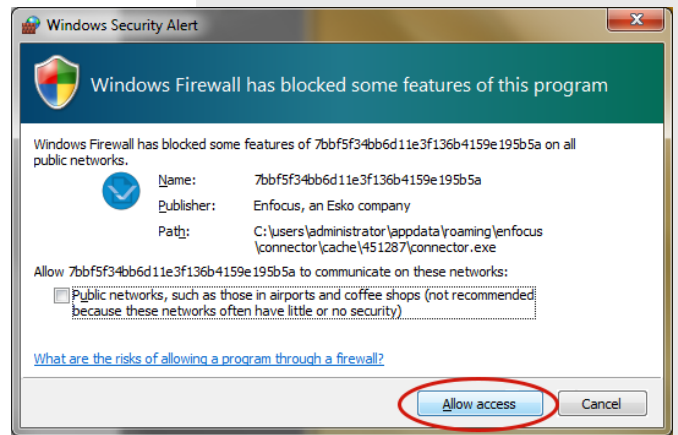


INSTALLATION

STEP 4

Your firewall settings may cause a security alert box to open, because PDF Preflight will send information to your printer. If you see this warning, be sure to **click “Allow access.”**

(You do *not* need to check the box that allows the program to communicate on public networks.)



Congratulations! You’ve successfully installed PDF Preflight.

To start using PDF Preflight, follow the next 4 simple steps.

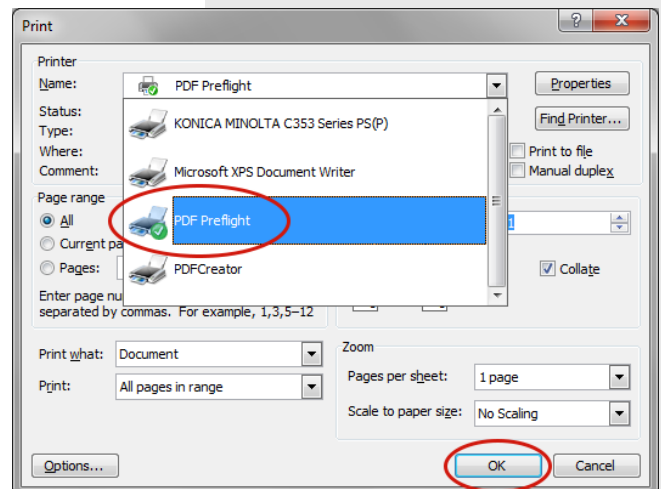
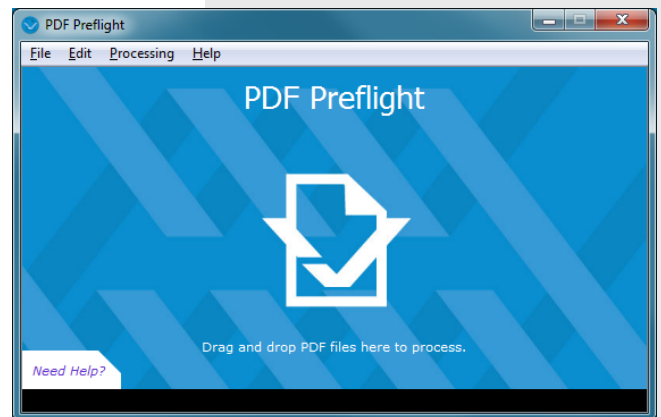
USING PDF PREFLIGHT

STEP 1

Launch PDF Preflight in one of the following ways:

1. **Double-click the application icon** in the Program Files folder, in the Start Menu or on your desktop.
2. **Drag a PDF file (or files) and drop them onto the application icon** anywhere in Windows or on your desktop.
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.*

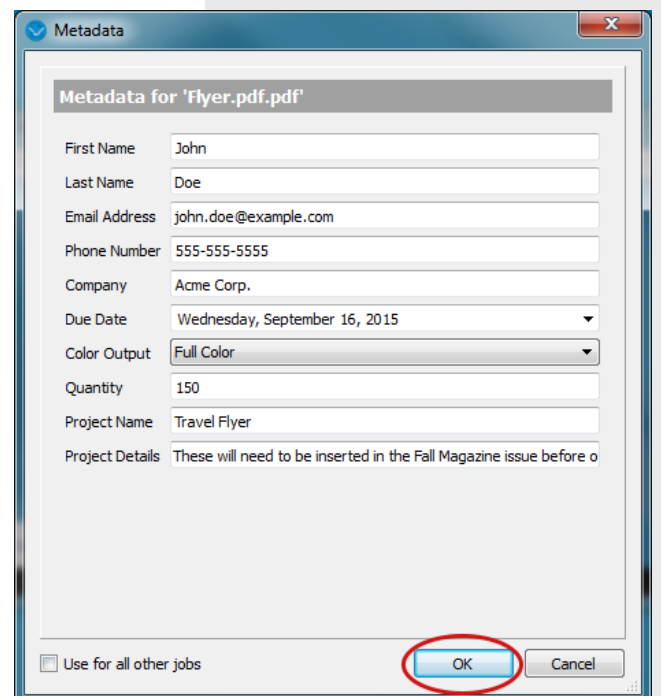


STEP 2

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.

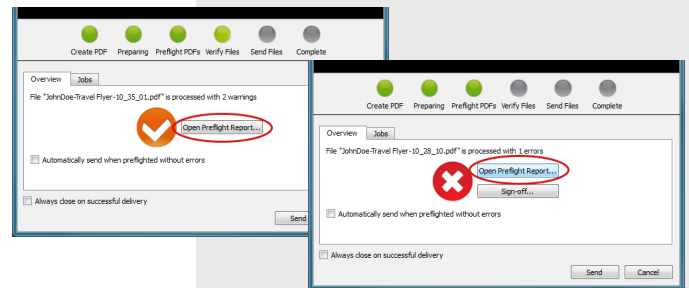
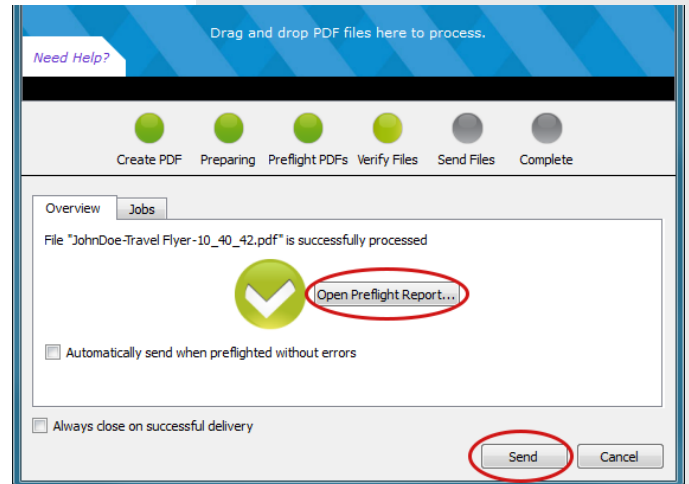
Click **“Open PDF Preflight report...”** to open your report which will list any errors, warnings or fixes that occurred. In order to continue, close the report.

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 prompted you may have the option to Sign Off on error issues.

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.

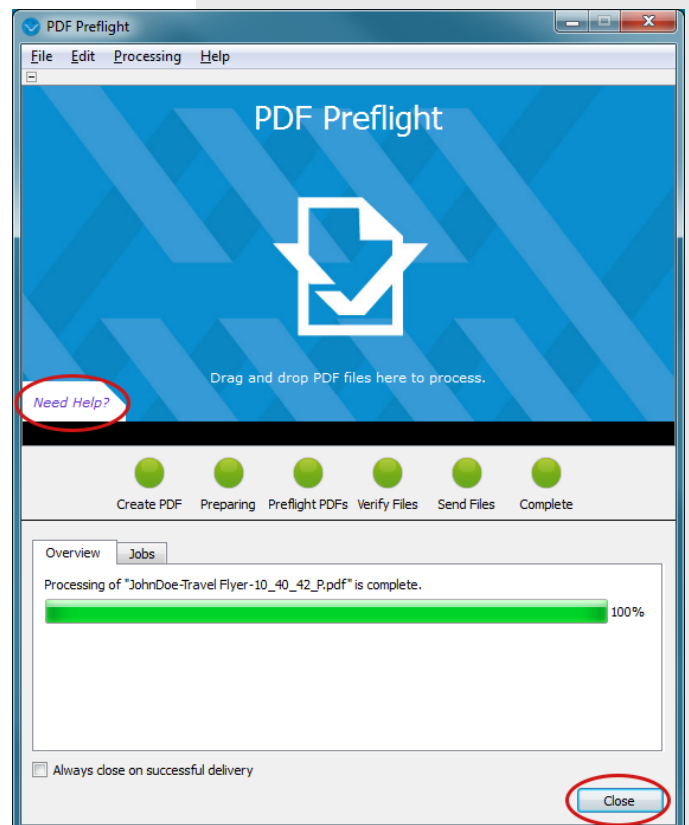


STEP 4

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.