

Adobe® PDF JobReady™ 2.0

Plug Your Computer into our Printshop

With **Adobe® PDF JobReady™**, you can create your own document, proof it on your desktop and place an order with us. It's as easy as selecting your print button.

No more missing files and fonts. No more burning artwork to a CD. It's as if you have access to your customer service representative right there on your desktop.

Before you start using PDF JobReady, you need to have Adobe Acrobat or Adobe Reader (version 7 or higher), and Internet access.

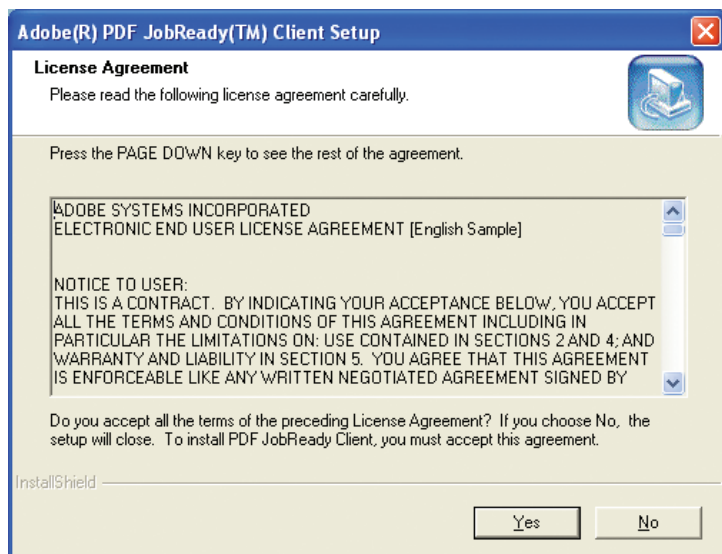
1. Make sure your system runs on Windows 2000, Windows XP, Windows Vista, Macintosh OS 9 or Macintosh OS X, and, have Adobe Acrobat or Adobe® Reader® (version 7.0 or higher) installed*. (To check for the latest version and/or download, click this link: <http://www.adobe.com/products/acrobat/readstep2.html>.)

**Note: It is important to uninstall any version of Adobe® Reader® that is older than version 7 before installing this software.*

2. To download the PDF JobReady software, go to <http://www.copyexpressyes.com>. Click and proceed

3. If saved, click on the PDF JobReady icon (or the executable file in your preferred location) 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. To ensure a trouble-free installation, we recommend you restart your computer after the installation.

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



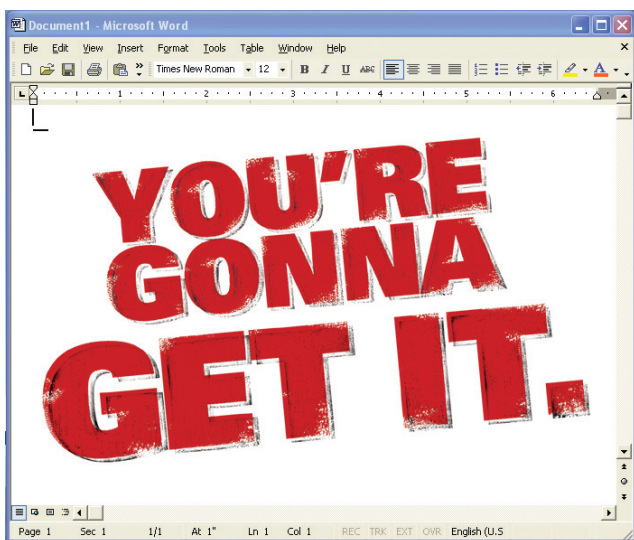
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through the licensing agreement. Run the installation or save the file to your desktop or to your preferred location.



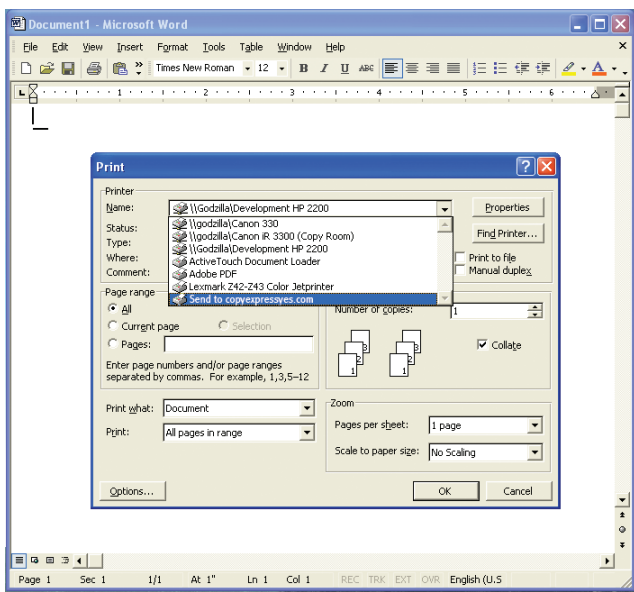
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1. Create your file using whatever program or application you normally use. (*Known exception: Adobe PageMaker may not work. An alternative method of submission may be necessary.*)

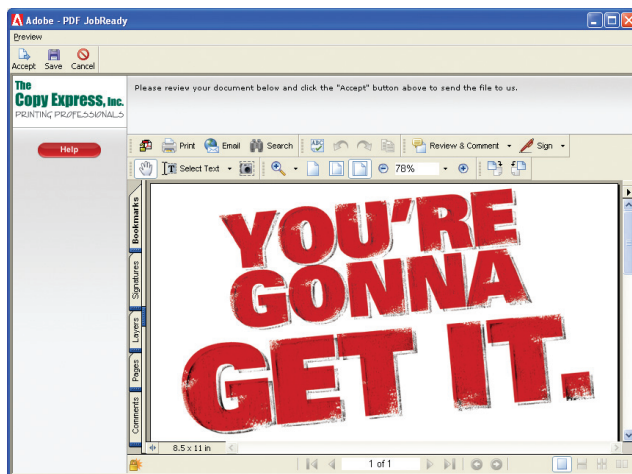


2. Before “printing” your file, ensure you are online. This process requires Internet access.

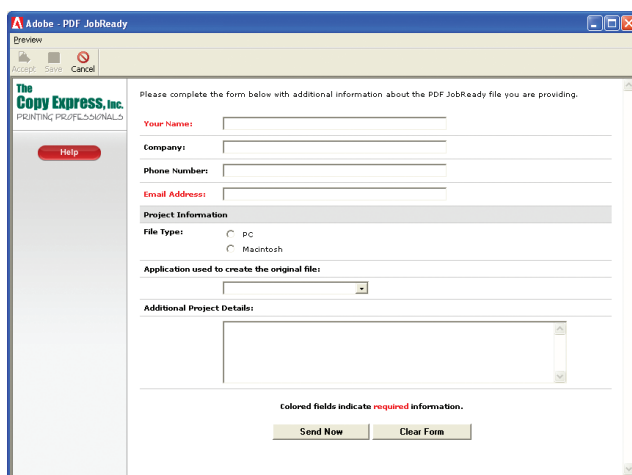
3. Once your file is prepared, select the print option. Your list of printers should now include one entitled “Send to copyexpressyes.com” which is a customized link to us that was included in the installation process. Select that “printer” and click “Print”. This will launch PDF JobReady.



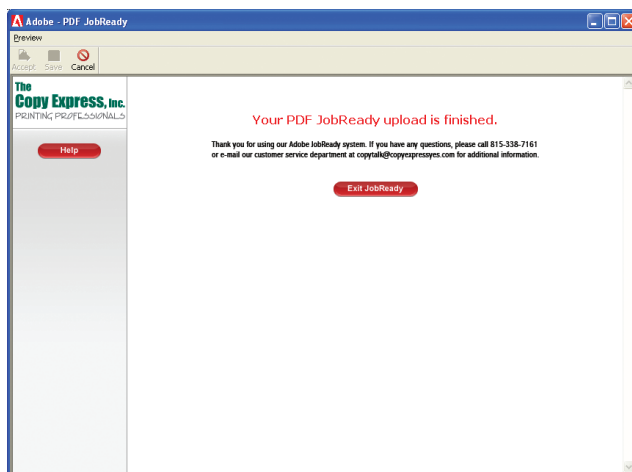
4. A preview of your PDF file will appear. If you are satisfied with the preview, click ‘Accept’. (If not, click ‘Cancel’ and return to make changes to your document.)



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 website. You should receive a confirmation, shortly after submitting the file, to confirm the file was received and is being processed.



Please call or e-mail if you have any questions or need further assistance.