

Using JobExpress

Introduction

In the past when you had a file that you needed to have professionally printed, you would either have to send the file to the company who does your printing (“print supplier”) or take it there yourself. Both options cost you in time and energy. *JobExpress* gives you a new option; you can send files *directly* from your computer to your print supplier.

Using *JobExpress* is wonderfully simple – you print the document, just like you would if you were sending it to a printer in your office, review and approve it, log in to your print shop’s web site to determine the type of paper (“media”) you want and any special “finishing” instructions (such as stapling, hole-punching, binding, etc.) and then the file is printed and ready for delivery.

JobExpress is split into two steps:

- Installing the *JobExpress* print driver on your computer, and
- Printing your file with the *JobExpress* printer.

Installing the *JobExpress* Printer

The *JobExpress* print driver is installed just like any other printer on your computer system. If you are not sure how to install a printer, or are uncomfortable doing so, please talk to your company’s IT department.

The following requires that you have downloaded the installer file to your network or your computer. If you need the file, please contact your print supplier to learn where you can get the installer.

To install the *JobExpress* print driver, complete these steps:

1. Double-click the *PrinterProduction_Driver.exe* file to start the installation process.
2. When the installation screen appears, click **Next** to install the print driver into the default location, C:\Program Files\Adobe\PDFJobReady.
3. If the directory does not exist, you will be asked if the installer should create the folder. Click **Yes** to start the installation process.
4. Read through the license agreement screen appears and click **Yes** to accept the license.

5. Choose the Program Folder to install the printer to. Either accept the default folder or select from the list of existing folders and then click **Next**.
6. Read the through the installation options and, when you’re ready to install the print driver, click **Next**.

That’s it! Once the installation finishes, the print driver is installed and, when you are ready to use *JobExpress*, you can simply choose the printer from the list of installed printers.

Understanding the *JobExpress* Workflow

Before reading through the specific steps, it’s helpful to understand the general workflow:

1. After finishing your file, regardless of the type of file or software application that you used, print the file like you normally would (File > Print...)
2. Select the *JobExpress* printer that you just installed and print the file.
3. The *JobExpress* window opens up and you are asked to review the proof and *approve* it.
4. Once you approve the file, log in to the *JobExpress* site, select the printing options, and then send the file to the press.

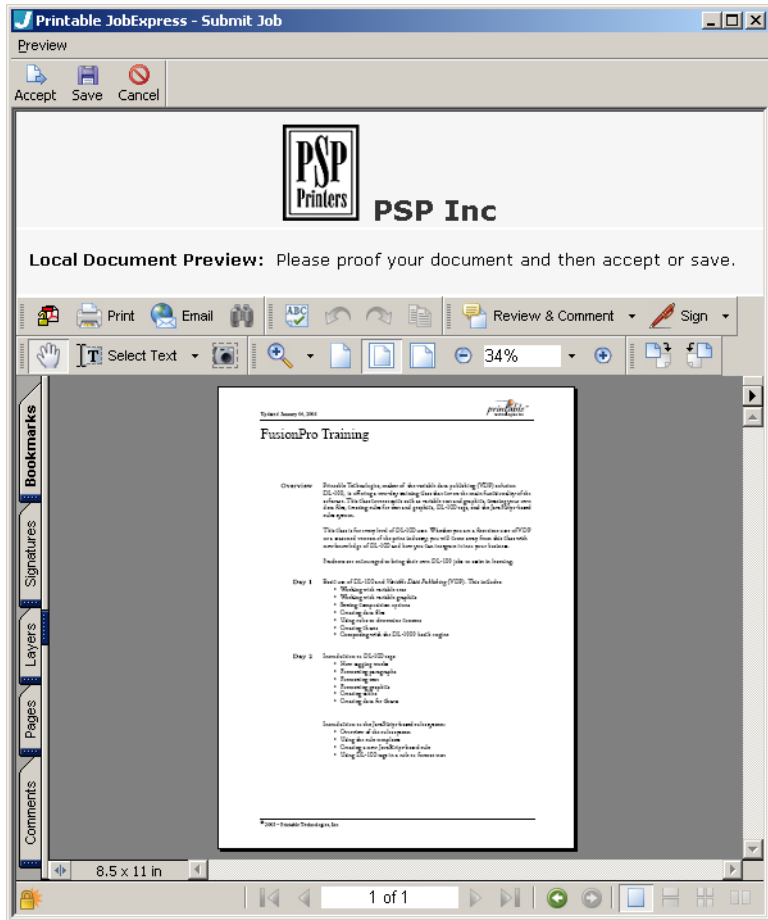


Once you approve and submit the job, it will likely be printed automatically at your print supplier’s and you will be charged for it. Please ensure that you proof the work before you submit the file.

Printing Your File With the *JobExpress* Printer

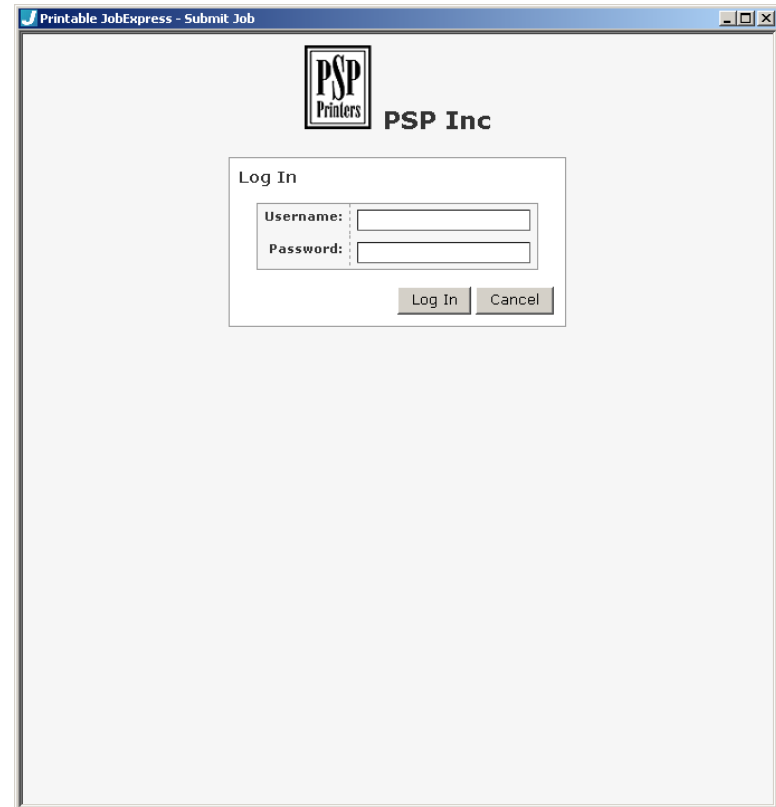
1. After you have finished the file and are ready to submit it to your print supplier, go to File > Print... to display the application’s *Print* dialog box.
2. From the list of installed printers, select the *JobExpress* printer.
3. Click **Print**.

4. The *JobExpress* window appears and displays a PDF version of your file:



5. After reviewing the PDF proof, either:
- Click **Accept** to send the file to the print supplier's system and log into the *JobExpress* site (continue to step 6),
 - Click **Save** to save the proof to your computer and then either continue with the approval process or return to the file at a later time for approval, or
 - Click **Cancel** to close the window and PDF proof without saving it. This will end your *JobExpress* session.

6. After clicking **Accept**, you are connected to the *JobExpress* server and asked to log in. If you do not have log in ID, please contact your print supplier.





7. Enter your log in ID and password then click **Log In**.

Configuring Your Job For Output

After logging into the *JobExpress* server, you need to set any media (sheet) and finishing options before the job can be submitted to your print supplier.

1. When the JobExpress page loads, complete the following information:

Printing

Setting	Description
Duplexing	Select whether this will be printed double-sided (duplex) or single-sided (simplex).
Orientation	Select whether this will be <i>portrait-oriented</i>  or <i>landscape-oriented</i> 
<i>Please provide proof...</i> checkbox	If you want to see an online preview of the document before having the job printed, check this box.

Your print supplier can supply additional quantity options.

Media

Setting	Description
Size	Select the size of the paper that the job should be printed on.
Media Category	Select the category of paper (for example, colored paper, white paper, card stock, etc.) that the job should be printed on.
Media Type	Select the type of paper, based on the category you selected, that the job should be printed on.

Your print supplier can supply additional options for size and media.

Printing

Setting	Description
Job Name	This is a descriptive name, or title, that you provide so that the print supplier can identify the job.
Quantity	Type the number of copies that you want printed.
Printing	Select if you want this printed in color or black and white.

Finishing

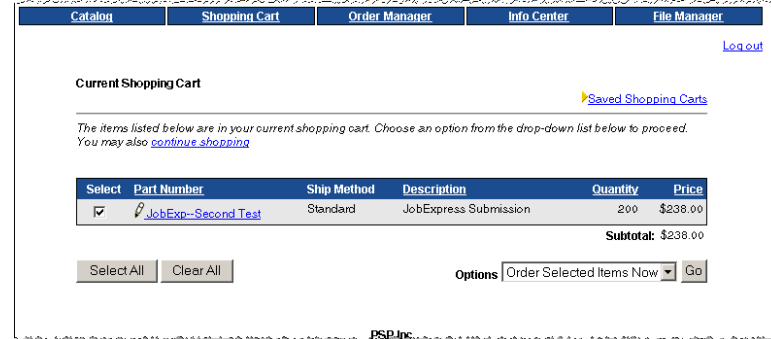
Setting	Description
Stapling	You can choose the location on the page where the job will be stapled.
Punching	Select the hole-punching, if any, you want applied to the job.
Binding	Select the binding, if any, you want applied to the job.
Folding	Select the folding, if any, you want applied to the job.
Cover	Select the front and back cover options for the printed job.

Your print supplier can supply additional finishing options.

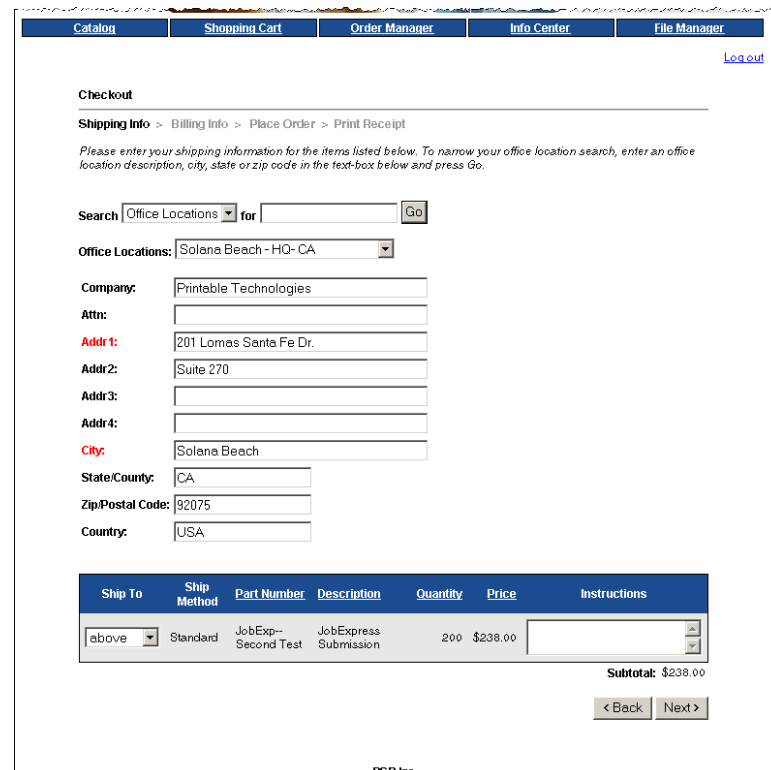
Other options

Setting/Option	Description
Special Instructions	If you need to provide any special instructions or notes to your print supplier, then enter them in this text box.
Purchase Method	Select the method of payment for this job. The payment methods listed are a result of a discussion between your company and your print supplier.
Cost Center <i>(optional)</i>	If your company uses cost centers, then select which cost center this job is being billed against. If your company does not use cost centers, this drop-down may not appear.
Shipping	Select the delivery method for this job.

- Review your settings. Once the job is submitted to your print supplier it will, in most cases, be printed automatically and you will not be able to make changes.
- Click **Continue** to submit the job.
- When the Shopping Cart screen appears, click **Go** to place the actual order. You can also continue to shop and add other items to the cart before checking out.



- When the Shipping Info screen appears, enter the address that the completed order is to be shipped to and click **Next**.



- When the Billing Info screen appears, enter the address that the invoice will be shipped to and click **Next**.

- When the Order Confirmation screen appears, double-check the shipping and billing information, then click **Next**. You'll see the Order Processing screen followed by the Receipt screen:

- Once you have received the Receipt screen, the order has been placed. Click **Print** to print a copy of the receipt and then close the window.

For more information

Contact your print supplier for any questions on using JobExpress including media settings, finishing, and other print options. They will be able to help you install the JobExpress printer, select or add options for media and finishing, and assist you with the overall process.