



INSTALLING:

1

Open on the Installer file and follow the on-screen instructions.

2

You will be prompted to enter your name and your company name if applicable. This will help identify print files that come from you.

3

The software will then install. Once the software is installed it acts just like a print driver. Any file that you can print, you can send to us. Note: *To prevent text reflow problems in MS Word, select SeePrint® as your print driver before starting the document. If the document was created with another print driver selected, change the print driver to SeePrint®, close the Print Dialog window and inspect your document for any text reflow.*

SENDING:

1

Open the file you wish to send.

2

Go to FILE>PRINT and choose the Printing Plus driver.

3

Click the PROPERTIES button and choose whether the document is landscape or portrait

4

Click on the GRAPHICS tab and choose 2400 dpi as the resolution

5

Then Click OK to exit the PROPERTIES dialog.

6

Click OK in the print dialog box. The software will then convert your file into aPDF file and give you an opportunity to preview the resulting file. If the file looks satisfactory, click on the Submit button to upload the file to our server.

7

Your web browser will open and you'll be prompted to enter a user name and password. If this is your first submission you must register with our server.

8

Click on the Register Now button, enter in your information and provide a username and password that you wish to use.

9

Once you have completed the registration process you will receive an e-mail confirmation that the print job has been received.