

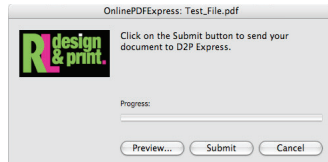
QUICK START GUIDE - Online PDF Express

Checking and Delivering your file

1 Click Preview on the pop-up window

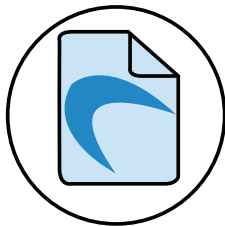
Preview

Once the PDF is created a pop up window appears. Click Preview to check your file.



2 View the PDF

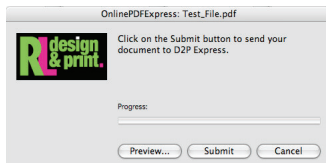
What you see on screen is what you will get in print. Be sure to check your PDF thoroughly before submitting to RL design & print. It is your responsibility to ensure the PDF is correct before transmission.



3 Close the PDF and Click Submit

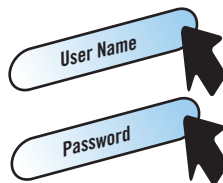
Submit

Your file will now upload to the RL design & print website. Your file has not been delivered yet.



4 Log in to Deliver your file

You will be automatically directed to the RL design & print website to deliver your file. Log in with the user name and password you acquired when registering.



5 Click Deliver Now

Your file will only be delivered when you click Deliver Now. You will then be taken to a list of all previous consignments you have submitted to RL design & print.

You will receive email notifications confirming your delivery.



Workflow steps

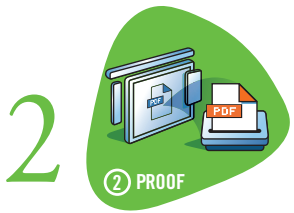
Print

Customers use the Online PDF Express installed printer to create a PDF from any application



Preview

The customers clicks "Preview" to see the print ready PDF on-screen before delivery



Upload

The file is uploaded to RL design & print



Order

The customer fills out the job order with the requirements



Deliver

The job is delivered ready for printing along with a confirmation email



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