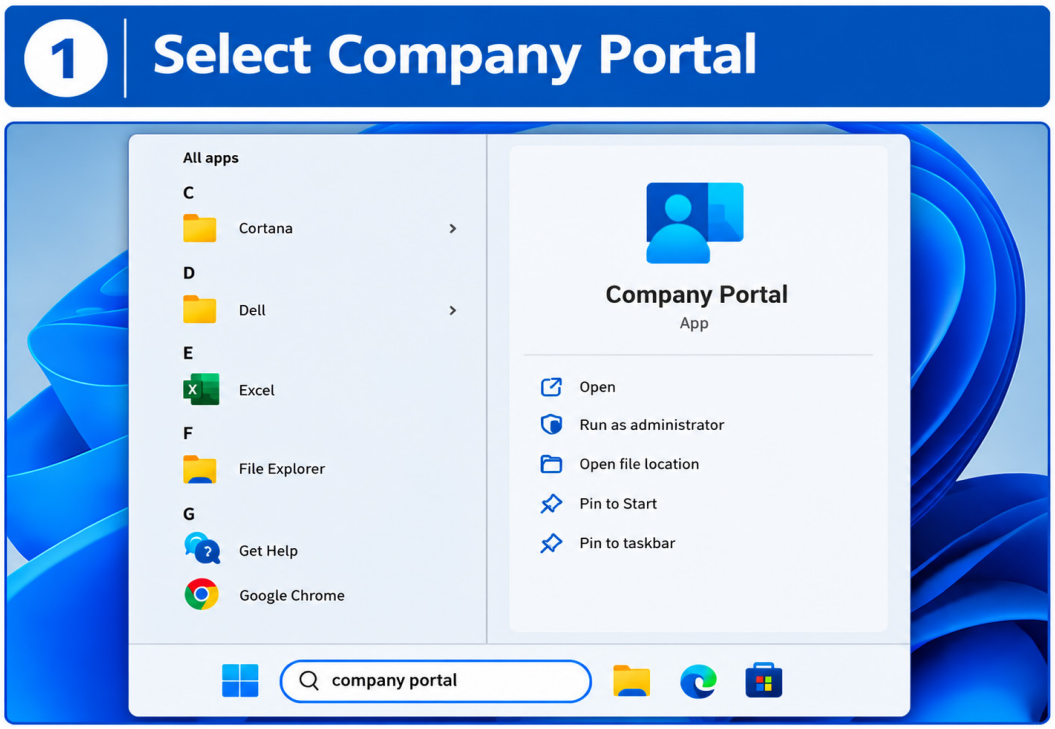
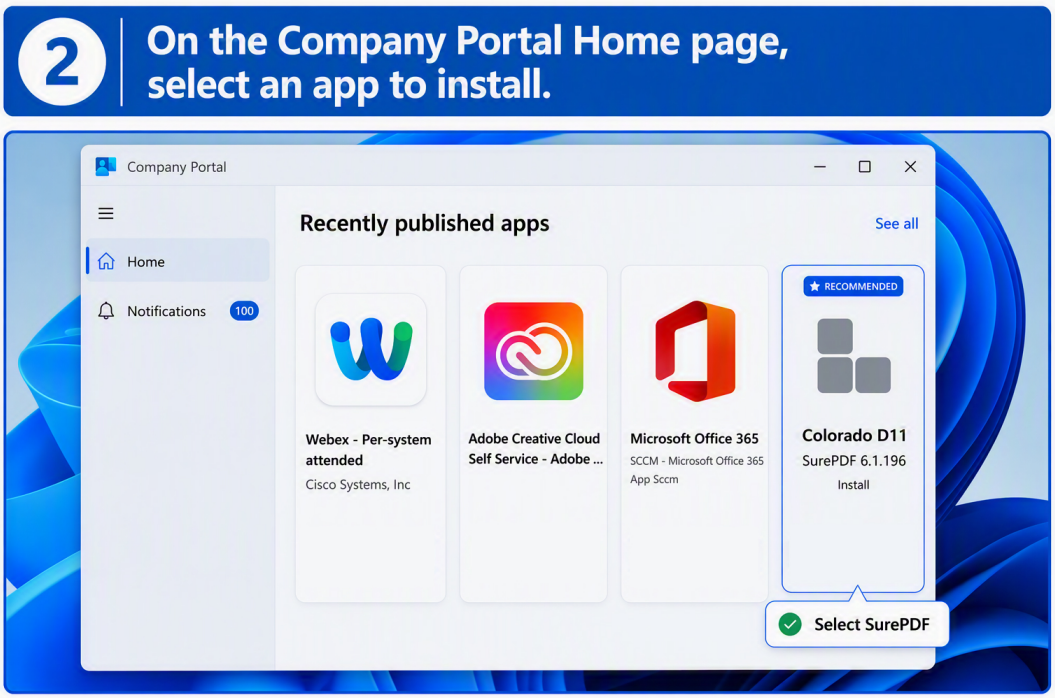
Colorado Springs School District 11
SurePDF Customer Quick Guide

Install SurePDF and Send Documents Directly to the Online Print Center

STEP 1 (download SurePDF)
Use the Windows search bar to find and open Company Portal.



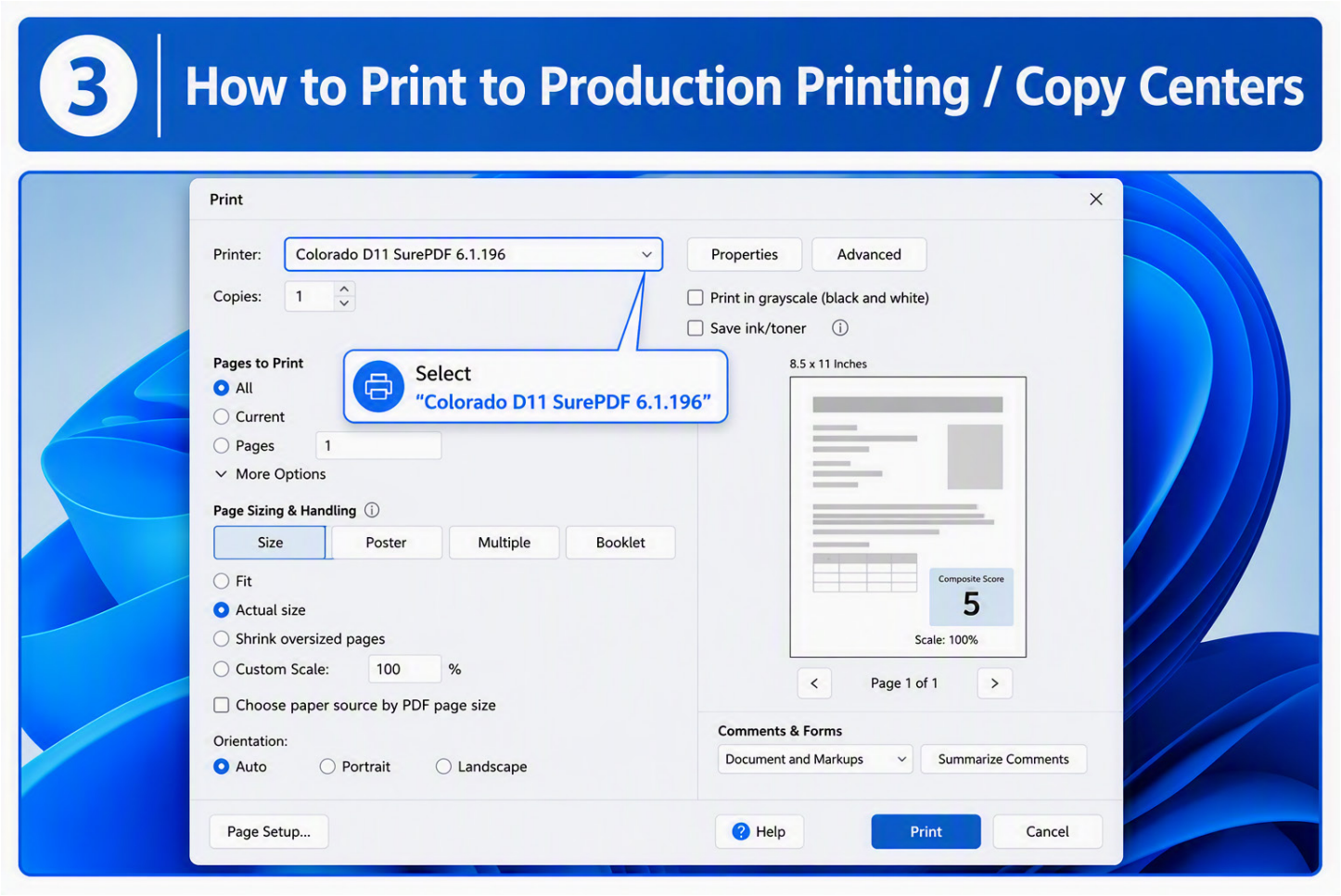
STEP 2 (Install SurePDF) -
Select SurePDF in Company Portal and wait for the installation to complete.



Colorado Springs School District 11
SurePDF Customer Quick Guide

STEP 3 (Use SurePDF) -

Open your Document
Select File
Select Print
Select the SurePDF Printer



- The Online Print Center opens automatically
- Enter your job instructions and submit your order
- Production Printing receives your request and fulfills your order!