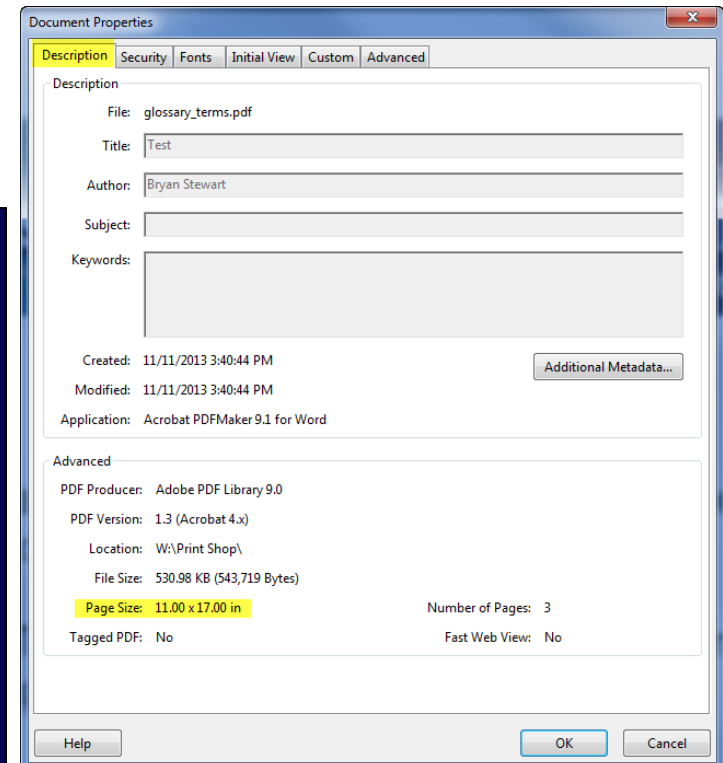


USING PRINT SHOP HOT FOLDERS

Hot folders can help make your documents print ready by automatically converting your file or adding additional file attributes.

Once your file is print ready you can upload it to the Print Shop for ordering.

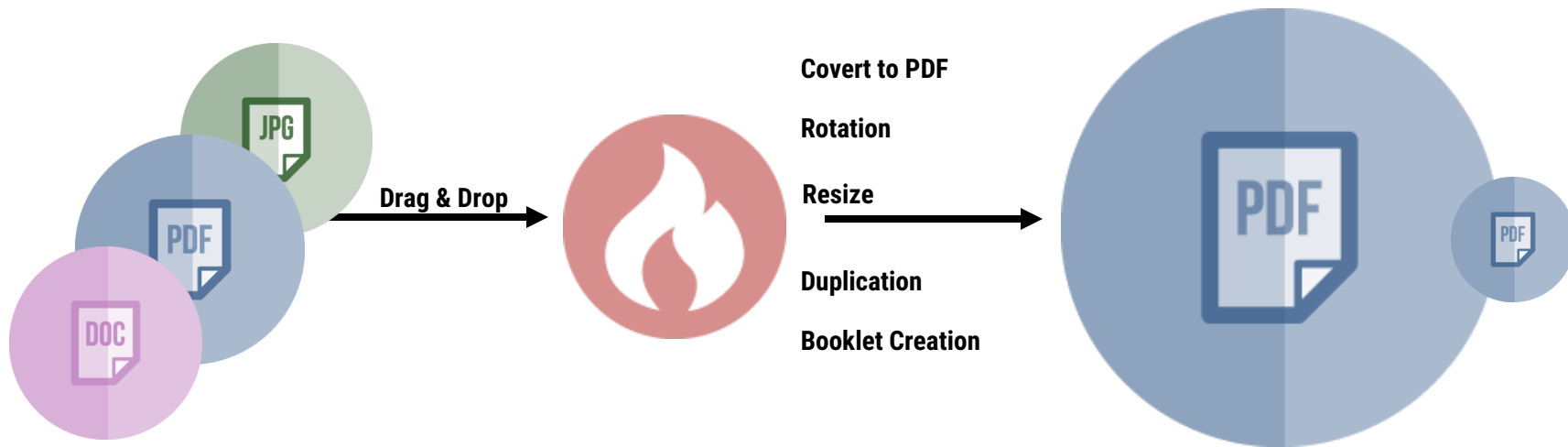
- ◆ First visit <W:\Print Shop>
- ◆ Drag and drop your PDF(s) over a hot folder of the size or attribute you would like to convert to.
- ◆ You may also copy and paste your PDF into the correct hot folder. Please be aware of your file's orientation. (portrait or landscape)
- ◆ Your file(s) will be automatically scaled to the corresponding size labeled on the folder.
- ◆ The save location of your new file(s) is in the main print shop folder <W:\Print Shop>. Please allow up to 1 minute for your file to appear.
- ◆ You can verify the size of your converted PDF by first opening the PDF, right click on the PDF, select document properties, and then select the description tab. (see image on the right)
- ◆ Once your file is converted or resized you may upload it to the Print Shop for ordering.



Do's and Don'ts

- ◆ DO—make sure your file is closed before copying to the hot folder.
- ◆ DO—check your file to verify its new attributes before uploading to the Print Shop.
- ◆ DON'T—copy your file into the main print shop folder, or into the “waiting for job ticket” folders.
- ◆ DON'T—select “create a shortcut” or “paste shortcut” when copying your files.

Hot Folders



- ◆ **Convert to PDF** - converts a file to .PDF. Compatible files include word, publisher, power point, and JPEG.
- ◆ **Rotation** - Rotates all pages or the 2nd side of your file, depending on which folder you select.
- ◆ **Resize** - Scales your file to a new size. Please select the corresponding paper size on the cart page when ordering.
- ◆ **Duplication** - Can be used if you want the same image on the front and back of your copies.
- ◆ **Booklet Creation** - Configures a your file as an imposed booklet. Please select “folded saddle-stitch booklet” when ordering.