

# Print-to-Printshop • Installing the SurePDF driver

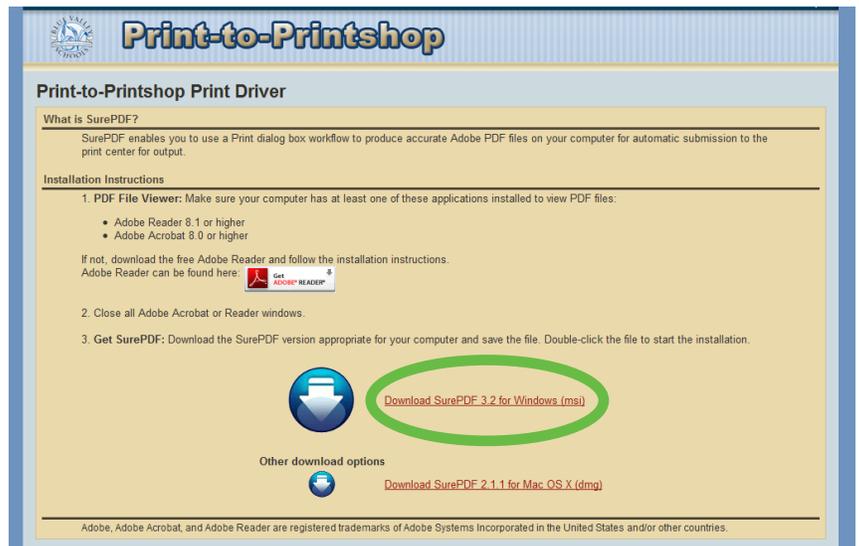
**1.** From the login screen at [printshop.bluevalleyk12.org](http://printshop.bluevalleyk12.org) click the Go button under the Adobe PDF icon.

*Note: You only need the SurePDF conversion utility if you do not already have a PDF file for your printing order. If you do have a PDF file, simply log in from this screen to begin your order. See 'Basic Ordering' training document for more information.*



**2.** Click the “Download” link for your operating system (Windows 7, XP or Vista, or Mac OSX).

*Note: The system requires Adobe Reader 8.1 or higher installed on your computer. If you need to update your Adobe Reader, click the 'Get Adobe Reader' link at the middle of this page. Adobe Reader is a free utility for viewing PDF files.*



**3.** Click ‘Save File’ and select your Desktop as the save location. When the file has finished downloading, double-click the ‘SurePDF’ icon to begin the installation. Follow the prompts to continue the installation until completion. You will receive a “Successfully Installed” confirmation message when the installation is complete.

You will now have a new printer in your printer list named “Print-to-Printshop.”

