

Printing Services • Installing the SurePDF driver

1. From the login screen at printshop.bluevalleyk12.org click the Go button on the Ordering from Home panel.

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

Large-Format Printing
Now Available From
Printing Services

Click here
for more info

Go

Print-to-Printshop Training Resources

- [Installing the SurePDF Driver \(PDF\)](#)
- [Basic Ordering \(PDF\)](#)
- [Using 1-Click Preset Buttons \(PDF\)](#)
- [Order Requirements for Next Day Delivery \(PDF\)](#)
- [Ordering BV Forms \(PDF\)](#)
- [Ordering Business Cards \(PDF\)](#)
- [Ordering for Multiple Recipients \(PDF\)](#)
- [Ordering Curriculum \(PDF\)](#)

General Information

Login Information

Please be sure to use ALL CAPS for your User ID login. Your password remains case-sensitive. Your User ID and Password are the same as you use to log in to the BV network from your work computer each day.

Domain: Do Not Use
User ID: _____
Password: _____
Use ALL CAPS for your User ID.
Your password is case-sensitive. Log In

Ordering from home?
Download the SurePDF driver to install your Print-to-Printshop virtual printer. Go

2. The system will automatically detect your operating system, and the appropriate SurePDF download selection will be selected for you. Click the “Download SurePDF” button to begin downloading the installer file.

Print-to-Printshop Print Driver

What is SurePDF?
SurePDF converts your document, with your fonts, to reliable print-ready PDF from any application on your computer. The finished PDF is then automatically sent to the Production Print Center for output.

Select a Version

- SurePDF 5.0 for Windows**
Windows 10, Windows 8.1, Windows 8, Windows 7
- SurePDF 5.0 for MacOS X**
Mac OS 10.7 (Lion), Mac OS 10.8 (Mountain Lion), Mac OS 10.9 (Yosemite)

Get SurePDF: Download the SurePDF version appropriate for your computer and save the file. Double-click the file to start the installation.

Download SurePDF

Return

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.”

Opening SurePDF.msi

You have chosen to open

SurePDF.msi
which is a: Windows Installer Package
from: <https://printshop.bluevalleyk12.org>

Would you like to save this file?

Save File Cancel

SurePDF - InstallShield Wizard

Welcome to SurePDF

The InstallShield Wizard will remove SurePDF.

SurePDF - InstallShield Wizard

License Agreement

Please read the following license agreement carefully.

PLEASE SCROLL DOWN AND READ ALL AND CONDITIONS CAREFULLY. IF YOU ALL OF THE TERMS AND CONDITIONS IN THE LICENSE AGREEMENT BE BOUND BY ALL OF THE TERMS AND "Cancel".

SurePDF SOFTWARE LICENSE AGREEMENT

CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT BEFORE YOU ACCEPT IT.

I accept the terms in the license agreement

I do not accept the terms in the license agreement

InstallShield

SurePDF - InstallShield Wizard

Ready to Install the Program

The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

InstallShield