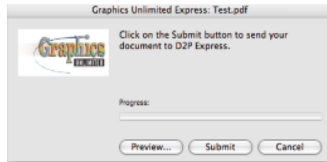


QUICK START GUIDE - GU Express

Checking and Delivering your file

1 Click Preview on the pop-up window

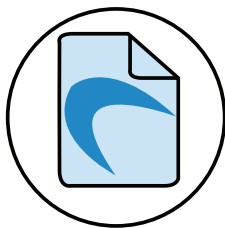
Preview



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

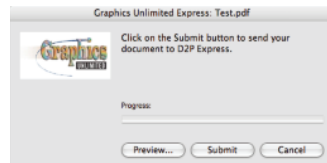
2 View the PDF

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



3 Close the PDF and Click Submit

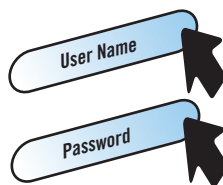
Submit



Your file will now upload to the Graphics Unlimited website. Your file has not been delivered yet.

4 Log in to Deliver your file

You will be automatically directed to the Graphics Unlimited 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 Graphics Unlimited.

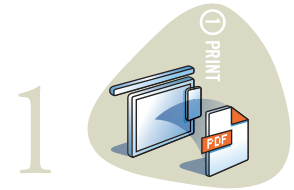
You will receive email notifications confirming your delivery.



Workflow steps

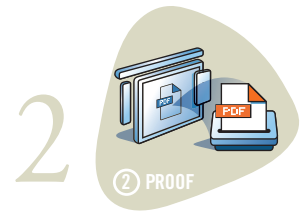
Print

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



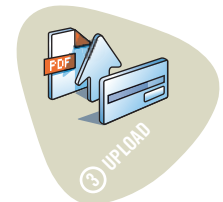
Preview

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



Upload

The file is uploaded to GU Express



Order

The customer fills out the job order with the requirements



Deliver

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



7 Brand Drive, Thomastown, Vic 3074
 Ph: 03 9465 9522
 Email: info@graphicsunlimited.com.au

