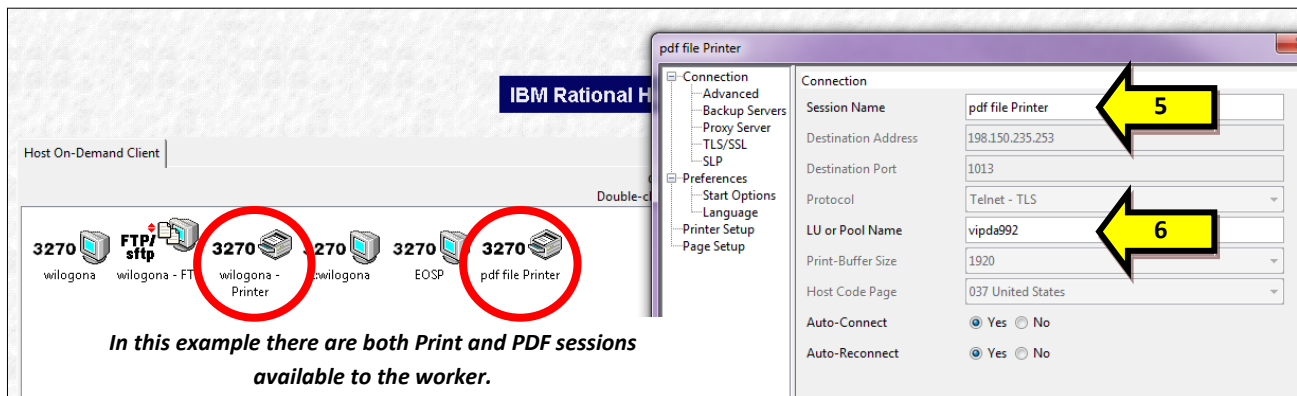


Setting up pdf Printer Session in KIDS



Must first request second set of CICS, VPS, and VIP numbers be set up by State for individual staff printers. Contact DWD IT Solutions Center at 608-266-7252 Option # 6

1. Create a file folder on individual PC or network that pdf documents can be directed to (See step 10)
Recommend folders be on a shared or network drive so other staff can access if worker is absent.
2. Open HOD session window (Madison skyline)
3. Right click on existing printer session and select the option "Copy"
4. On the newly created printer session, right click and select the option "Properties"
5. Enter Session Name "pdf file Printer"
6. Enter LU or Pool Name - Your newly assigned VIP #

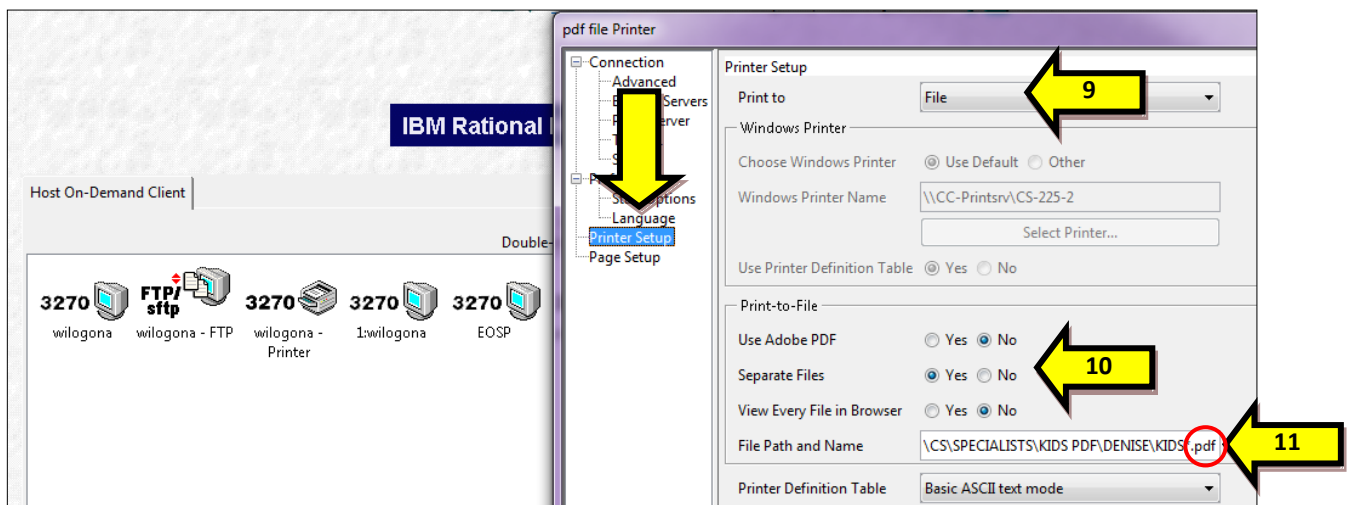


In this example there are both Print and PDF sessions available to the worker.

This is an optional set up that counties may want to consider during the conversion phase.

If only PDF set up, worker can print from file.

7. Select the "Start Options" from menu and select YES button to have printer session start automatically
8. Select option "Printer Setup" from menu on left



9. Select Print to option: **File**
10. Set Print-to-File options buttons as shown above
11. Enter File Path and Name (file folder that pdf documents will be sent to)

NOTE: ending .pdf must be lower case