



QUICK START GUIDE


Smart Review & my.printing.com

FAQs


Does Smart Review work on both a Mac and a PC?

Yes! Both my.printing.com and Smart Review work with Macs and PCs. Safari, Internet Explorer and Firefox are supported on both platforms.

How do I annotate changes?

You can add sticky notes by choosing any of the pen tools , clicking or drawing around the section on the screen you want to annotate and then typing your changes into the box that pops up. See **ANNOTATIONS** overleaf for more details.

How do I approve my proof?

See the **APPROVE OR REQUEST CHANGES** section overleaf. Simply press the  button and choose the appropriate option. Close Smart Review and confirm your choice in my.printing.com.

Can I annotate changes to the proof at the same time as someone else?

Yes! Any number of people can view the proof at the same time. Any annotations you make will be visible to anyone else viewing the proof.

How do I sign in to my.printing.com?

If you've never used my.printing.com before, either ask your local store to send you a username and password or visit <http://my.printing.com/us/>. All you'll need is your email address and a previous job number or your customer code.

Can I order online or place re-orders?

Soon! We're constantly upgrading my.printing.com and you'll soon be able to place new orders and re-orders of old jobs. In the meantime, use my.printing.com to quickly find the job you'd like to reorder and send your local team a message.

Can I change my personal details?

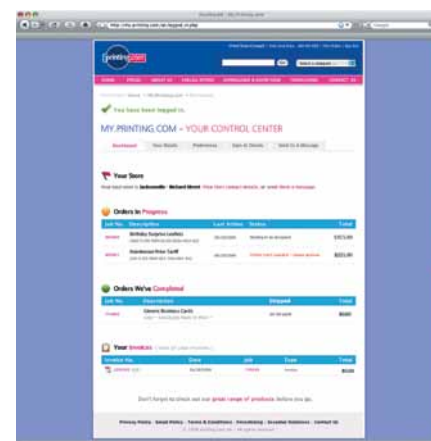
Sure! When you sign in to my.printing.com, click the "Your Details" on the homepage. Follow the links to change your password, contact details or even how you'd prefer us to contact you.



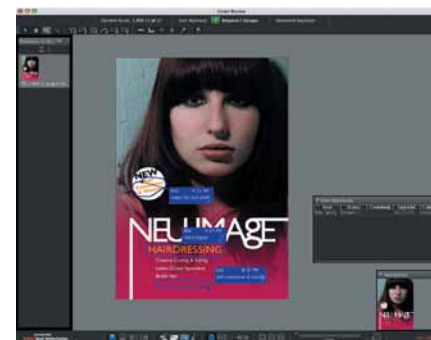
You've taken the first important steps to making your life easier. We've developed some online tools to make it easy for you to manage your orders and approve your artwork online.

Please read through this Quick Start guide. It covers everything you need to get going.

Use **my.printing.com** to manage your current orders and view your order history.



Then use Kodak's **Smart Review** software to approve your artwork and annotate any changes required. Look inside this guide for an explanation of what each tool does. Enjoy!

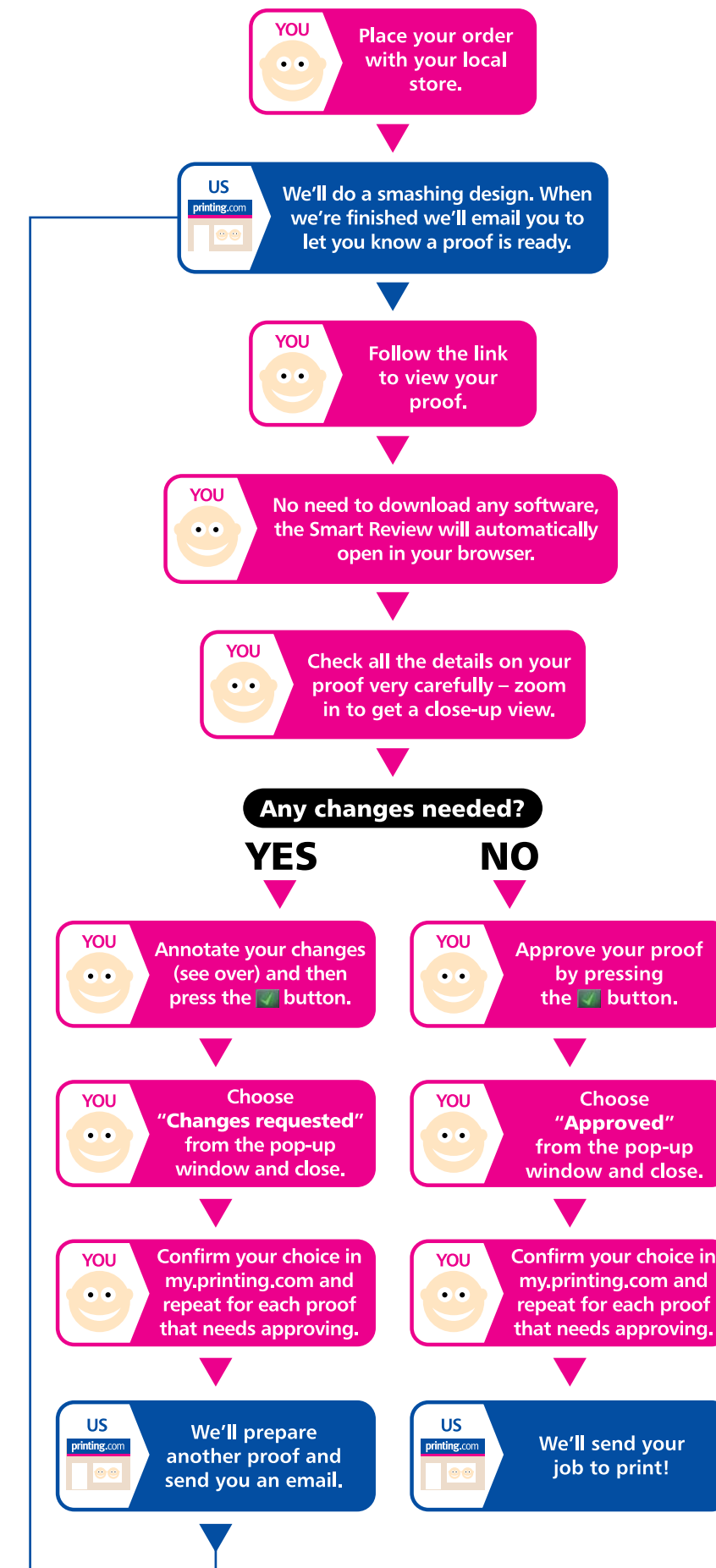


First time?

If this is the first time you've used my.printing.com, you'll need to activate your account – visit www.printing.com/us/ or contact your local store.

START HERE

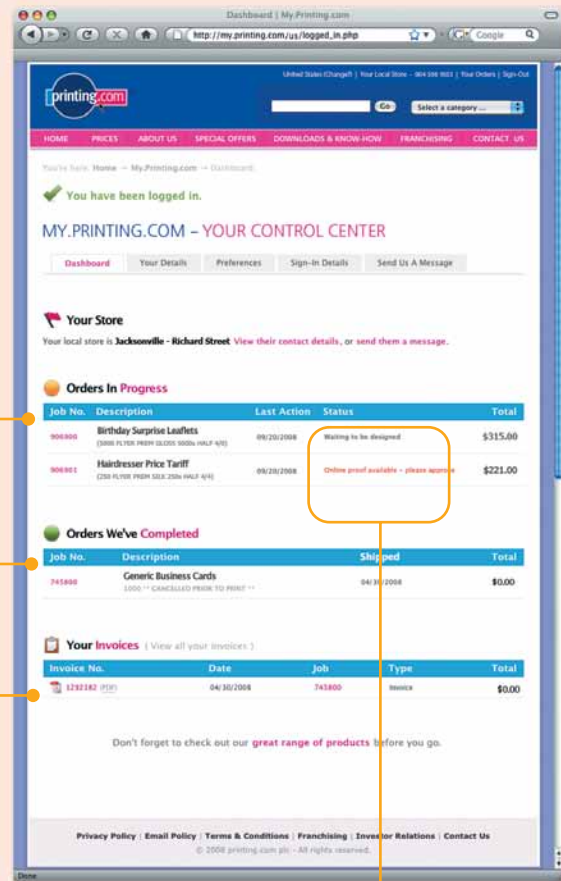
Here's a brief summary of our online proofing system.



my.printing.com lets you keep track of your current orders in progress. Watch them move through each stage from design to shipping, as it happens. my.printing.com also makes it easy to approve your artwork. Activate your online account today – visit <http://my.printing.com/us/>

CURRENT ORDERS

Simply click on the Job No. to view more detail.



COMPLETED ORDERS

For more information, click the Job No. link.

INVOICES

Any invoices we send you will appear here.

STATUS

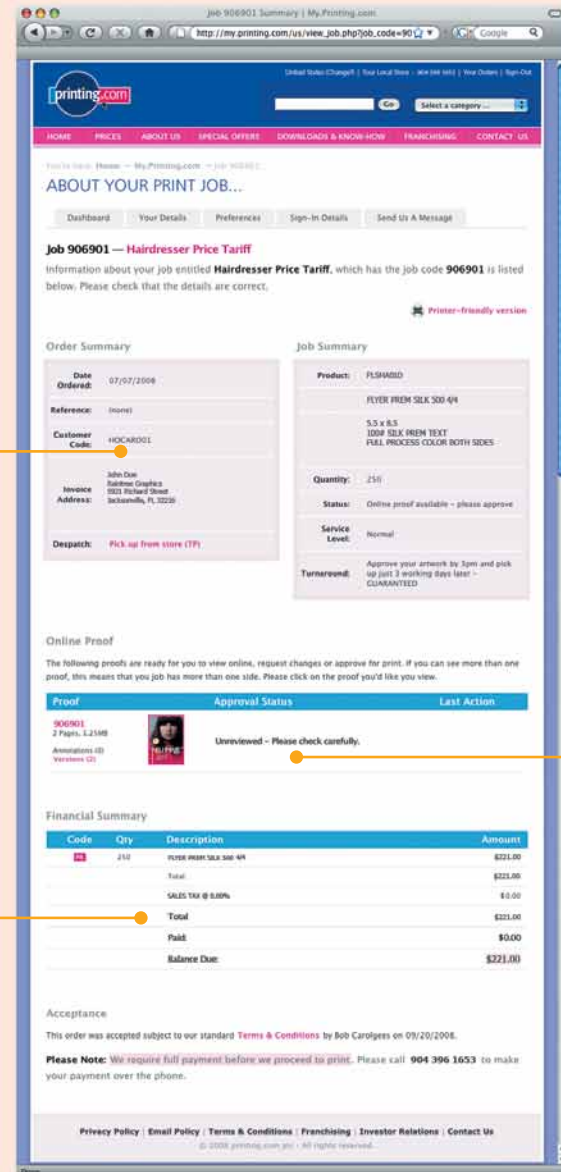
This column shows the status of each of your orders. You can see what we're doing with it at the moment, or any actions we're waiting for from you.

FINANCIAL

Here's all the financial details of your order, including any payment details.

SUMMARY

The Summary section confirms the order details – the product type, specification, shipping instructions and turnaround. Please check these details meet your requirements and let us know immediately if they don't.



PROOFS

Once we've prepared your proof, you'll see thumbnails of each page in this section. To view your proof, simply click on the thumbnail and follow the on-screen instructions.

ACTIVATE TODAY!

If you've never used my.printing.com, you'll need to activate your account. Simply visit <http://my.printing.com/us/> and follow the instructions.

smart review proof

Once you've clicked on a thumbnail, Smart Review software will open. Smart Review lets you annotate changes and review your proof in close detail. Here's an explanation of the main areas on the screen.

PAGE & ZOOM CONTROLS

THUMBNAILS

Displays all pages in the document.

ROTATE

Click to rotate up, rotate down, rotate left, or rotate right.

INFO

Click here for information regarding the dimensions and setup of the design.

FIT MODE

Use these buttons to alter how the design fits on your screen (e.g. fit to page, actual size).

NAVIGATE

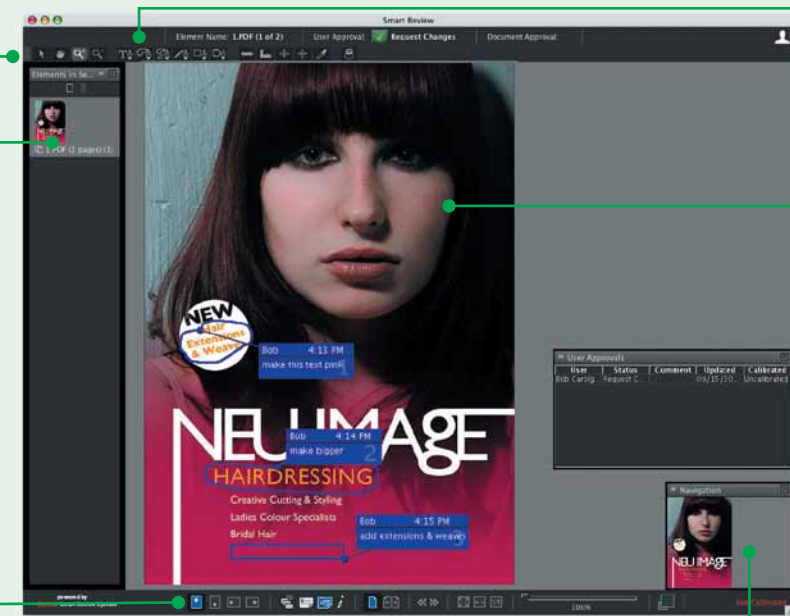
To navigate around the design, use either the landscape or hand tool.

THE TOOLS

See the **TOOLBAR** section below for an explanation of all the buttons.

PROOF & ANNOTATIONS

This section of the screen shows your artwork proof. You can **ZOOM** to inspect in more detail (see tools below) Please check all details carefully – including telephone numbers, dates, prices and so on. If you need to make changes, use the **ANNOTATE** tools (see below) to add sticky notes to the proof, detailing exactly what you'd like us to change.



the toolbar

Here's a rundown of what the Smart Review tools do. The buttons look the same on Mac and PC, although may be arranged slightly differently.

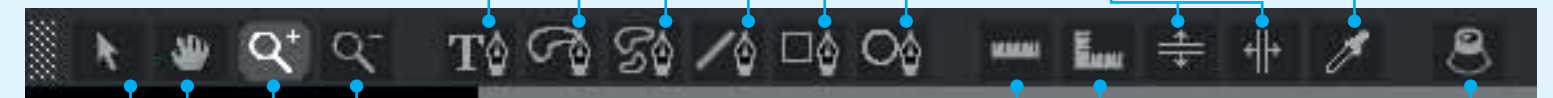
ANNOTATE

Add sticky notes to the proof to annotate any changes you want to make. Use the different tools to highlight the area you want to change.

HORIZONTAL & VERTICAL GUIDES

COLOR PICKER

Find out the color breakdown of any part of the design. Request a free color chart from your store to see how the color will look when printed.



SELECT

Select annotations you want to move or edit.

NAVIGATE

To navigate around the design, use either the landscape or hand tool.

ZOOM

To enlarge the image, click on the magnifying glass and then the part you wish to enlarge.


MEASUREMENT

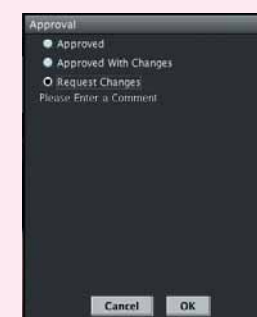
To measure the distance between two points, use the ruler tool. Click on your design and drag the box over the item you want to measure.

LOUPE

Quickly zoom in on a specific part of the image to a factor of 100%.

approve or request changes

When you've finished reviewing your proof, press the check  button. You will then be given three options:



Approved

If you've thoroughly checked your artwork, all details are correct and you're happy to proceed, choose this option.

Approved With Changes

If your changes are simple and not too numerous, please clearly annotate your changes on the online proof and choose this option.

Request Changes

Please clearly annotate your changes on the online proof and choose this option.

Choose the appropriate option and then close Smart Review. You'll then be asked to confirm your choice in my.printing.com. Do this for each page in your document.