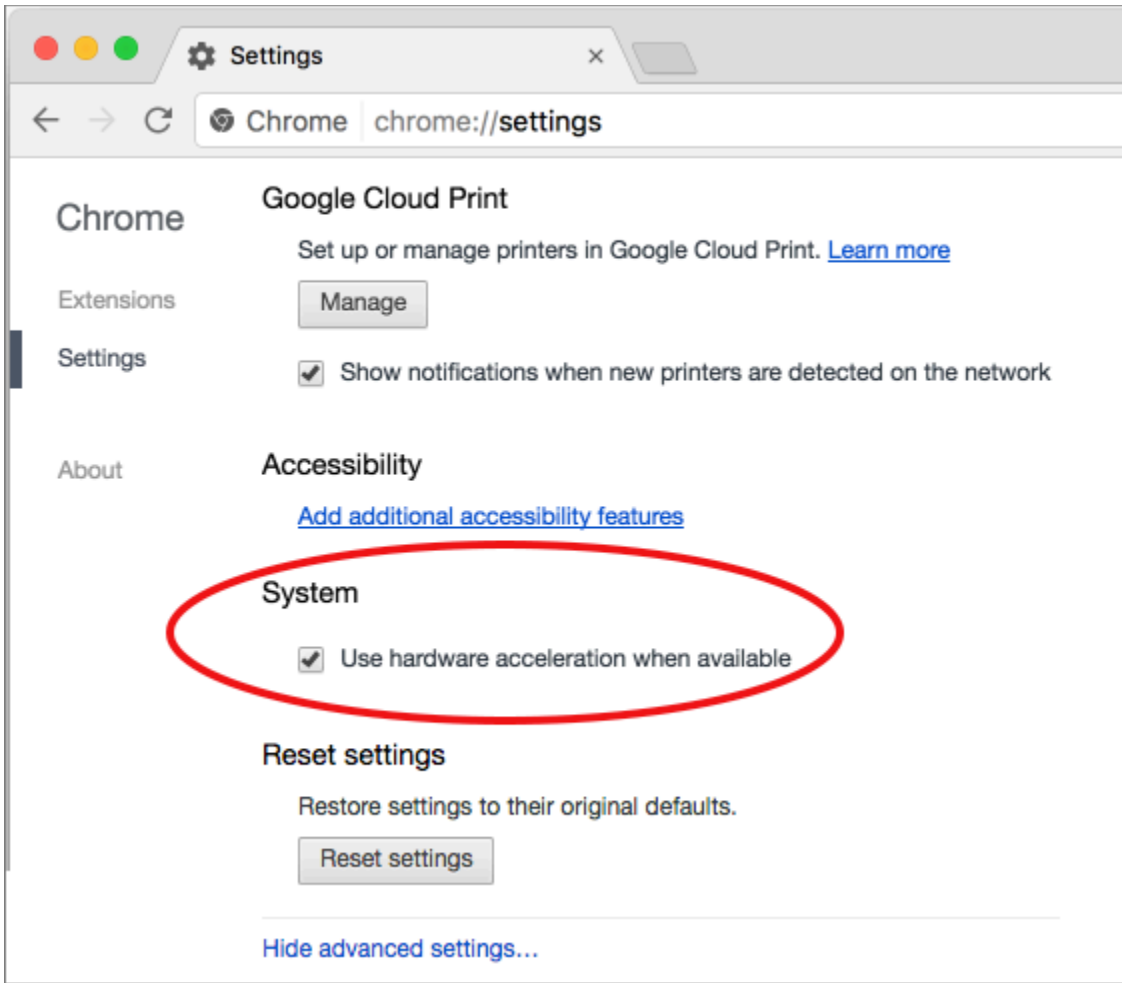


## PDF Review Customer Procedures

### **\*Before you begin**

If your internet connection seems slow or you have an older pc, try changing the setting listed below and restart your browser. It may improve viewing performance. PDF Review recommends Chrome. If you would like, you can download the file by clicking the download button in the upper right-hand corner of the screen and flow the steps below.



To review a file in the PDF Review Module:

1. Be sure to read the “Job Specifications” and any “CSR Notes” included in the email notification sent to you from the Gasch Switch Server.
2. Click the URL shown in the email you received from Gasch Switch Server.

The PDF is displayed in an HTML5 browser, the PDF Review Module user interface. We recommend using Google Chrome. If you're using Safari, the page may load slowly and you may have to refresh it.

**Note:** The first time you are using the PDF Review in a particular browser, you may be informed that cookies are used to save your personal preferences, such as your language choice. Note that we do not

store any personal details. To continue in the PDF Review Module, you will need to click “I understand”.

3. Please inspect the document, page and object properties as required. Note that it is not possible to edit the file and you cannot save intermediate results. If you add comments, you must click one of the “Approve”, “Corrections Requested,” or “Replacement Coming” buttons in the same session, otherwise your comments will be lost.
4. Click the “Approval” tab in the top right corner to display the three choices for this process (“Approve”, “Corrections Requested,” or “Replacement Coming”).
  - “Approve”-lets your Customer Service Representative know to proceed with the job.
  - “Corrections Requested”-lets your Customer Service Representative know that corrections have been placed in “Comments” or you will be communicating changes to the file in some manner.
  - “Replacement Coming”-lets your Customer Service Representative know to delete the current file and wait for the replacement file.
5. Click the button of your choice.
6. Confirm your choice and enter a comment in the *comments* field of the popup if applicable. Once you have submitted your choice the proofing process is complete, and you will be redirected to the Gasch Printing website. The proof will be available to review for up to seven days after you make your choice-- “Approve,” “Corrections Requested,” or “Replacement Coming”. However, you will **not** be able to revise your choice of approval options or submit additional comments about the proof. You will need to notify your CSR if you wish to change your reply regarding the proof.

If you submitted multiple files for your job (e.g., cover, text, etc.) and received only a single PDF for review, additional email(s) will be sent to you for you to review the other element(s) of your job.

If you have questions or need additional information on the PDF Review Module, please contact your Customer Service Representative.