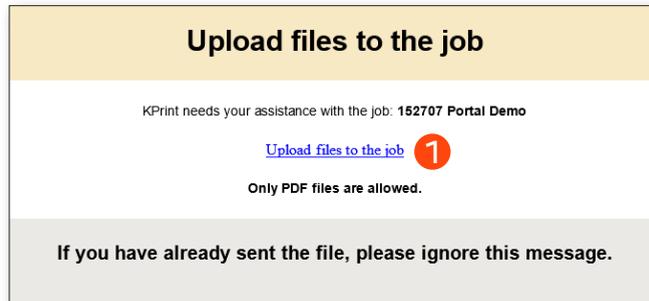
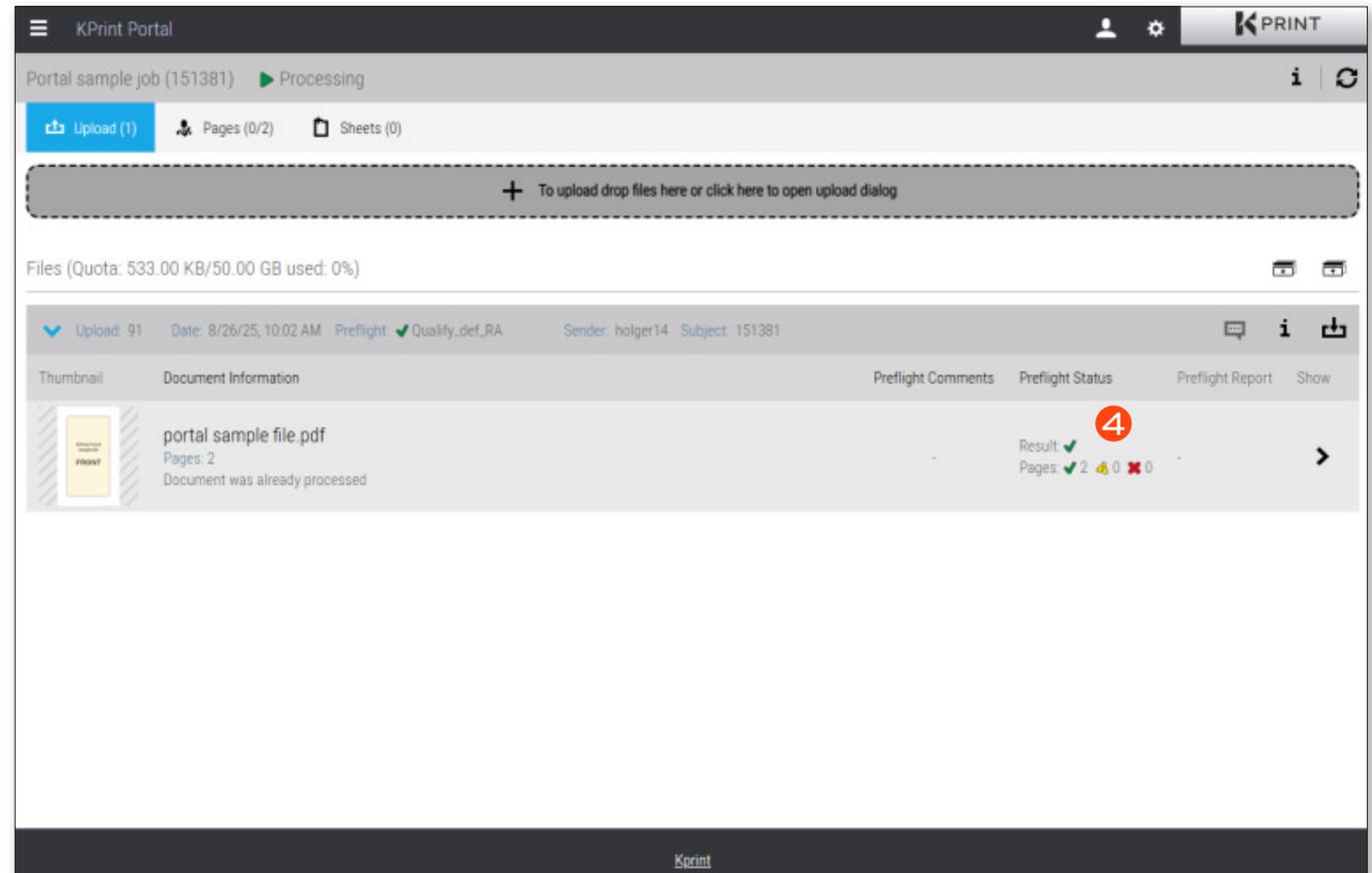
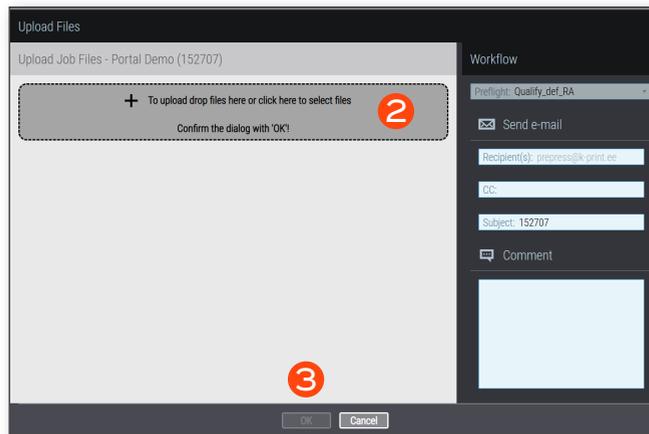


UPLOADING THE FILES

After your order has been finalised you will receive an e-mail with a link **1** for uploading your files. Please note, that for technical reasons you might receive this message despite you having already uploaded the files. In this case please ignore it.



The link will open a web page tied to your order. Please drag and drop your PDF-files into the dialogbox **2** and click "OK" **3**.



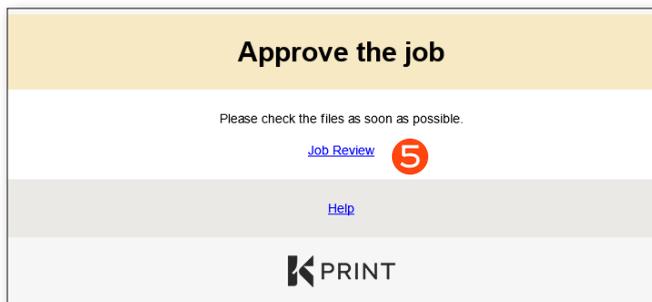
After the uploading is complete you will be presented with a list of files. Depending on the technical nuances of the files you might see Warnings and/or Errors **4**. You don't need to worry, as our team will review all the files and let you know if there are problems we need your help for a solution.

This concludes the upload process and you may now close the browser window.

Continues on the next page

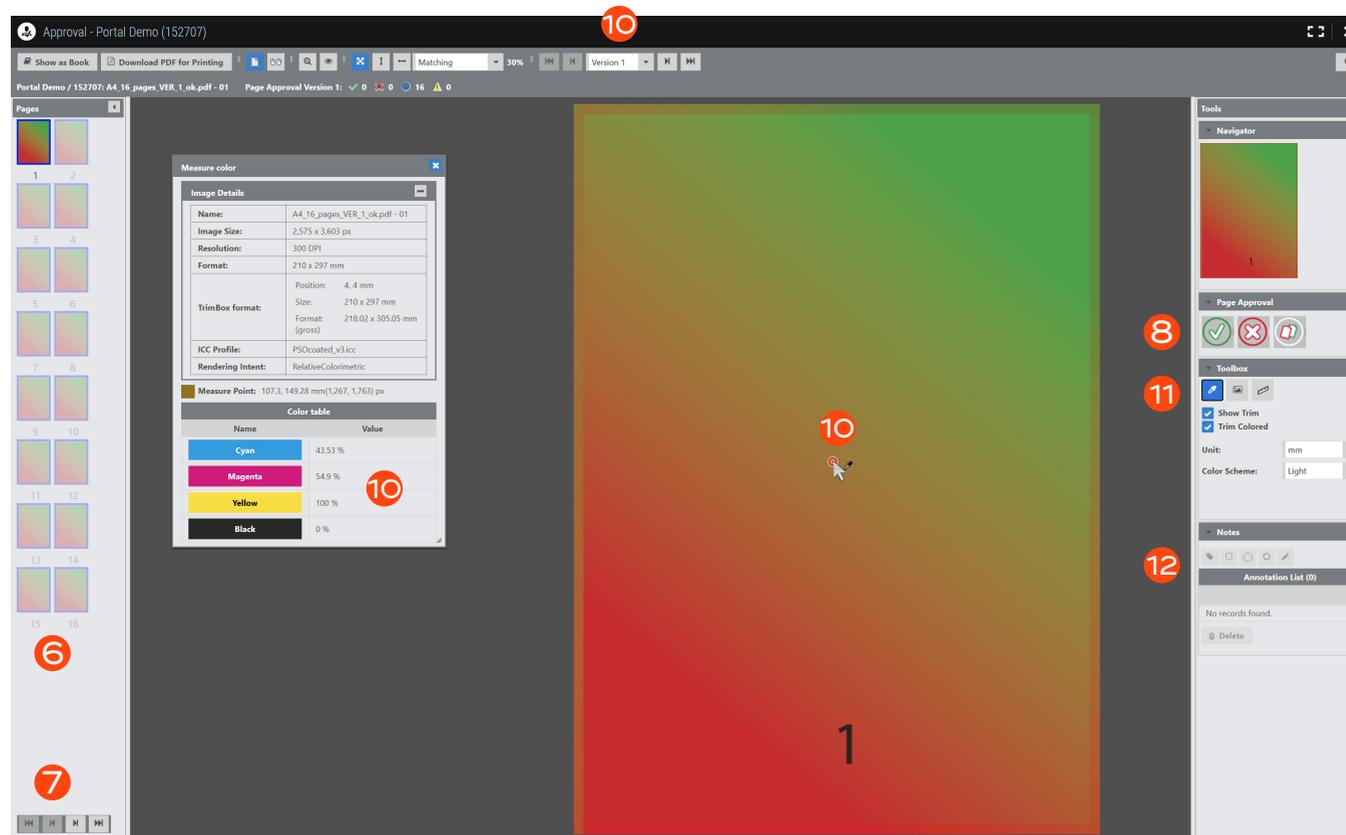
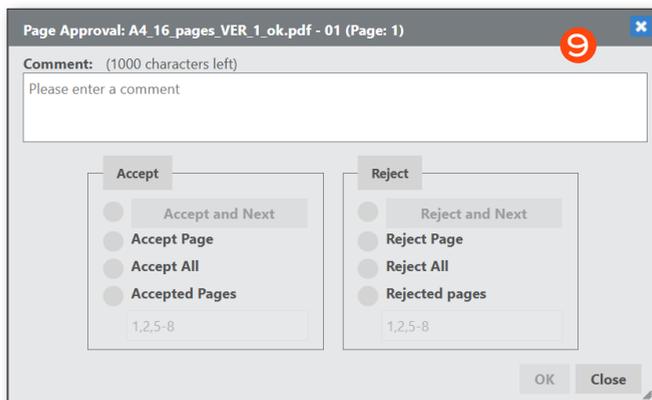
APPROVING THE FILES

After your files have been reviewed and processed we will send you an e-mail with the link **5**.



The link will open a web page with all the pages of your order listed in the **left panel 6**. You can navigate between the pages by clicking on the pages, or by using the **buttons 7**. **It is important to note** that you will be shown relatively low resolution representation of your file. That is how it is supposed to be. Approach this as a tool for confirming the overall design and the order of pages.

Please review the pages carefully. For this please use the **Approval Tools 8**. Last of the three buttons opens a dialog box **9** that allows you to Accept or Reject all or range of pages.



Browser window with the approval tools

If your order contains **multiple language versions** you can switch between them by using version menu **10**.

You can check color with the **Eyedropper tool 11**.

If you want to leave us a comment for a specific page please use **Commenting Tools 12**.

