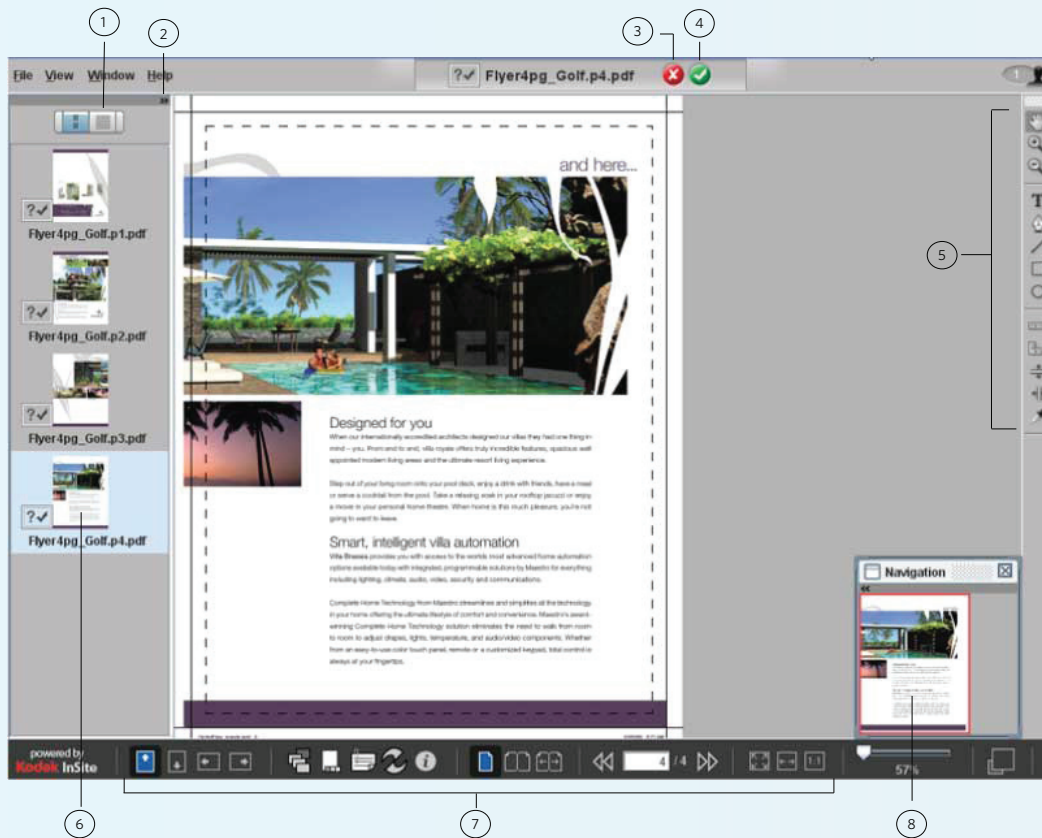


Smart Review Tools

This is a reference sheet for all the available tools in the Smart Review and what they are used for. Depending on the role defined, some tools may not be available to all users.

This is how the window appears when in the Smart Review.



1	The current view is Thumbnail View . Click here to change to List View .
2	Undock the page list.
3	If you review the page and it is not OK, or corrections are needed, click Reject Page .
4	If you review the page and it is OK, click Approve Page .
5	If corrections are needed, use the annotation tools to mark your changes.
6	To view a different page, click the page thumbnail.
7	Use the navigation tools to zoom, pan, or rotate the image, and to switch between pages.
8	Drag the thumbnail on the navigation panel to move around the page.

















Smart Review Tools

Your job role determines which Smart Review tools are available to you.

Annotation tools

The annotation tools appear on the right side when you open Smart Review. Gray highlighting indicates the tool is in use.















	Pan across the page
	Zoom in on an area of the page
	Zoom out on an area of the page
	Make a text annotation
	Add a text stamp
	Draw a free-form line
	Draw a straight line
	Draw a rectangle
	Draw an oval or circle
	Measure using a ruler
	Measure a rectangle area
	Position a horizontal guide
	Position a vertical guide
	Measure color density



Smart Review Tools

Navigation tools





The navigation tools appear below the Smart Review screen except when you are in Full Screen mode. To show the navigation tools in Full Screen mode, move the mouse.

	Rotate the image
	
	
	
	Turn separations on and off
	View versions (Kodak Prinergy® only)
	Open the Annotations Manager
	Open the Preflight Manager (Prinergy only)
	View page information
	View a single page
	View a reader spread
	Compare two pages
	Go to the previous page or the next page
	



Smart Review Tools

Navigation tools continued

	Best fit to screen
	Fit the page to the screen width
	Show the page at actual size
	Switch between Full Screen and Window mode

Working in a group session


When two or more people review the same page in Smart Review at the same time, it is known as a group session.

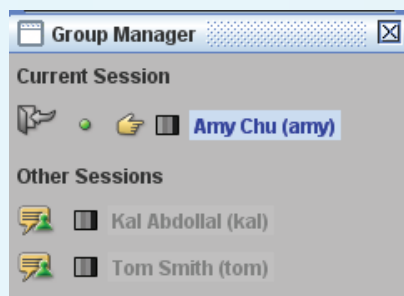
Requirements: Your job role must include the Annotate user right.

The number of users who are currently viewing the job appears in the upper-right corner of Smart Review.



You can join a group session at any time.

1. From the **Window** menu, select **Group Manager**.
2. Click the **Join Session**  icon.




You can chat with other users in the group session by selecting **Window > Chat**.



Smart Review Tools

Working in a group session continued


3. To leave the session, click the **Leave Session**  icon.



Approving pages in Smart Review

Requirements: Your job role must include the Give Final Approval right.

In Smart Review, you can approve only one page at a time. On the job's **Pages** tab, you can approve multiple pages at once.

1. If you are approving a page in Smart Review, select the page, and click .

If you are approving pages on the job's **Pages** tab, select the pages, and click **Approve**.
2. Select one of the following options:
 - **Give Final Approval For Pages:** Select this option if all users have completed their reviews and the pages are ready for production. Users can no longer annotate the pages.
 - **Set Pages To Reviewed-OK:** Select this option if you have completed your review and have found no errors, but other users have not yet completed their reviews. Users can still annotate the pages.

