


Rejecting Pages

You can review, approve, or reject pages in Smart Review or on the Pages tab. In Smart Review, you can also request corrections for pages from other users. In Preview, you can only approve or reject pages, but you cannot review pages.

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

1-2-3 Steps

1. If you are rejecting a page in Smart Review, select the page, and click .
If you are rejecting pages on the Pages tab, select the pages, and click Reject.
If you are rejecting a page in Preview, right-click the page and select Reject page or select option from pop-out menu.

Note: If you need to Reject a page that was previously approved, you must contact your CSR. Customers cannot un-approve pages.

2. Select **Reject Pages**

You can leave a comment stating the reason for rejecting the page or to advise Prepress that you will be making changes and uploading revised pages.

3. Select **OK**

Then upload the revised page with your changes. To keep the pages in correct order for viewing purposes, you must name your revised pdf exactly the same as previous.

Power User Tip: Regardless of proofing method, it is most efficient to only Reject the pages desired, then return to the Pages Tab and select all, then Approve. Otherwise, you will have an Approval dialogue box, each time you Approve individual pages.

Note: When rejections are done on a page, an email notification is sent to the CSR and anyone else who asked to receive these notifications.