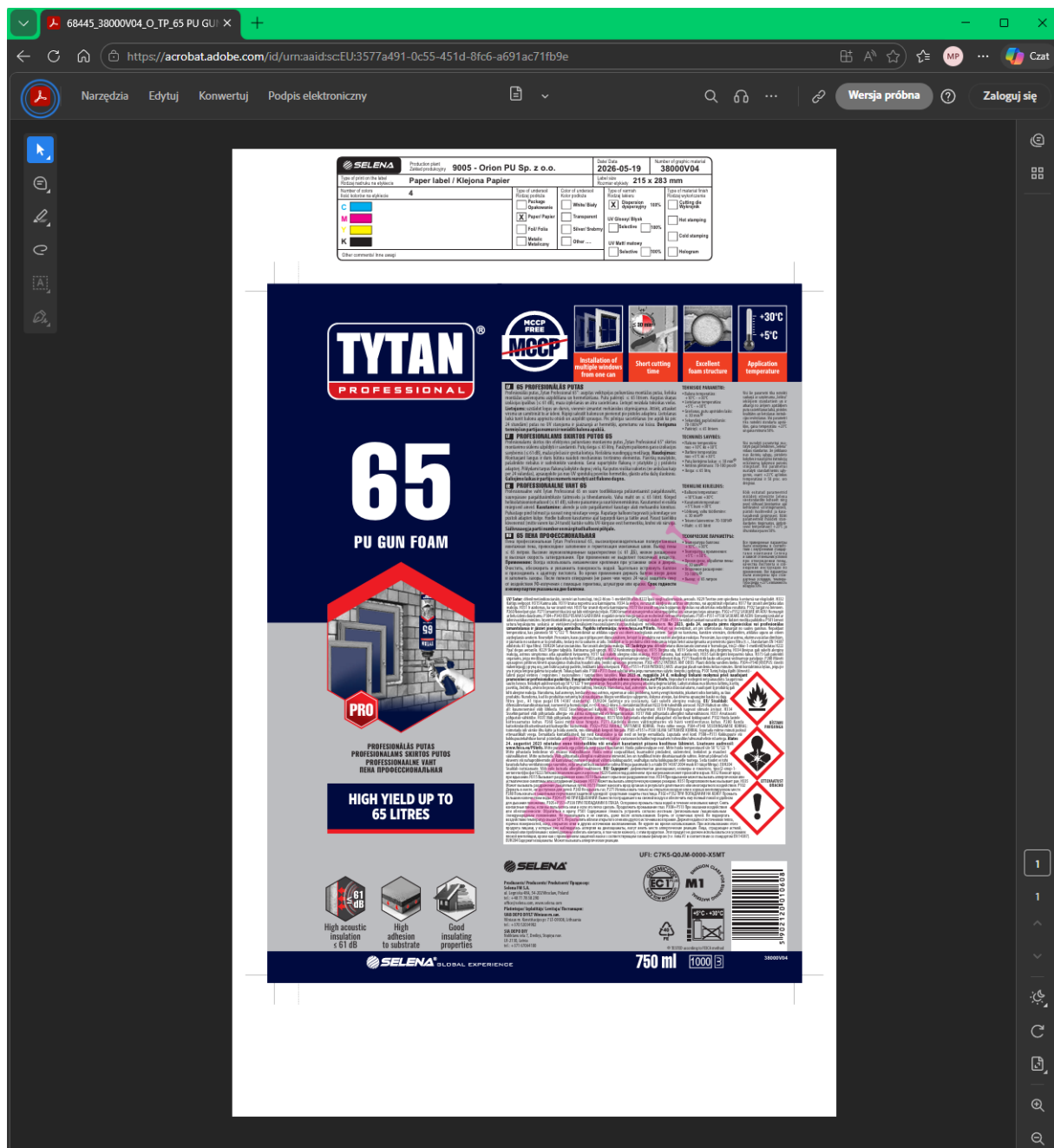


After clicking the correction link, the user should see the label in the browser.

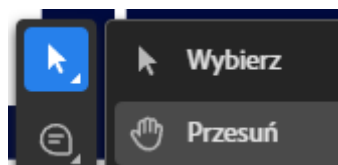


Navigation:

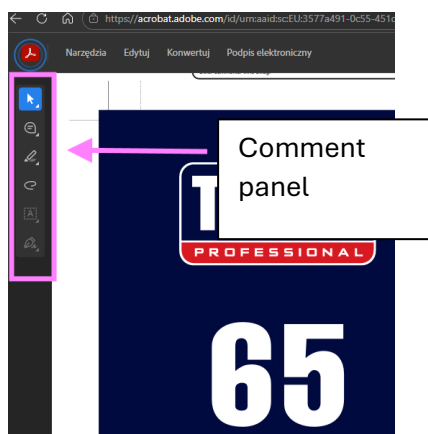
The navigation panel for zooming the page in and out is located in the bottom-right corner.



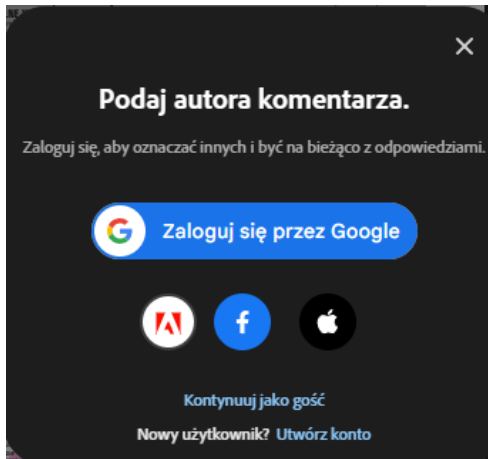
In addition, in the upper-left corner there is a palette for moving the enlarged image — the hand icon.



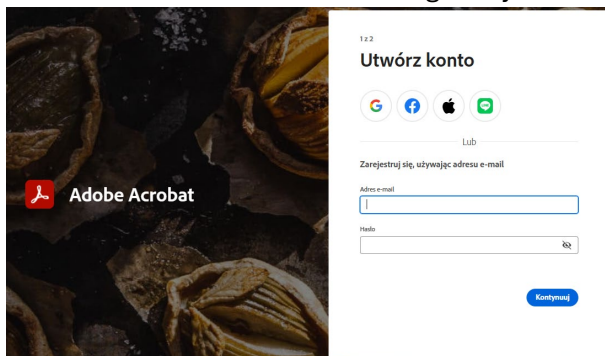
Comment Options Panel



NOTE: When the system is launched for the first time, it will ask the user to create an account so that corrections can be identified by name.



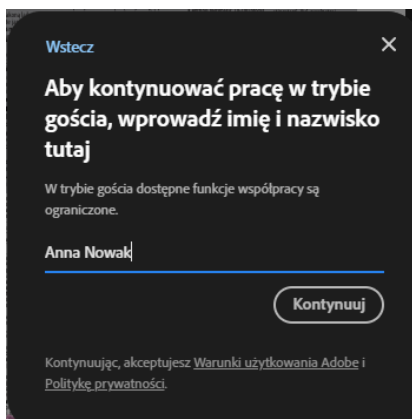
Click “CREATE ACCOUNT” and register your company email address in Adobe Acrobat.



The account is free of charge for correction purposes. During registration, provide your first and last name.

Do not activate PREMIUM features in the correction panels, even for a trial period — such corrections will not be taken into account.

If access is needed only once, you can select “Continue as guest” — then provide only your first and last name to identify the corrections.

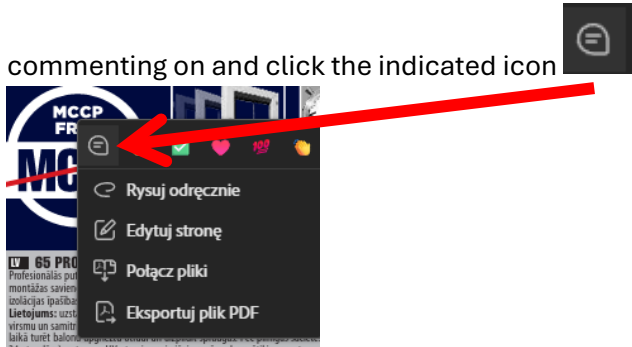


NOTE: Comments entered by users signing with nicknames or initials will be rejected.

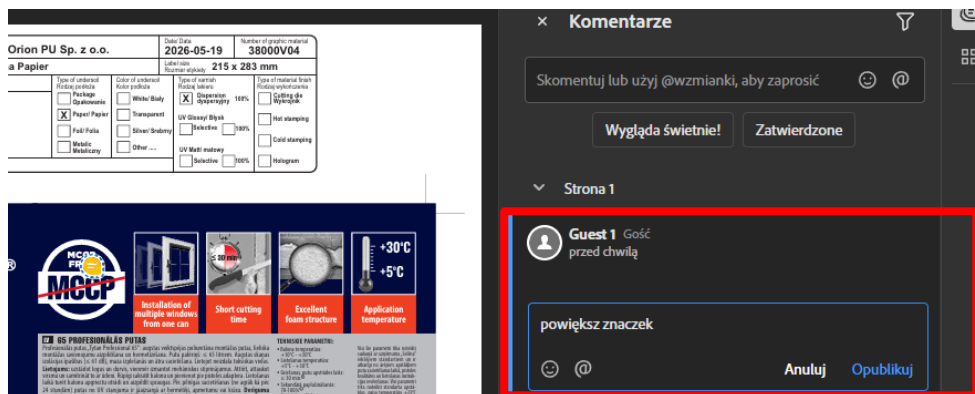
“BUBBLE” CORRECTION

To insert a **general comment (so-called bubble)**, right-click the area of the label you are

commenting on and click the indicated icon

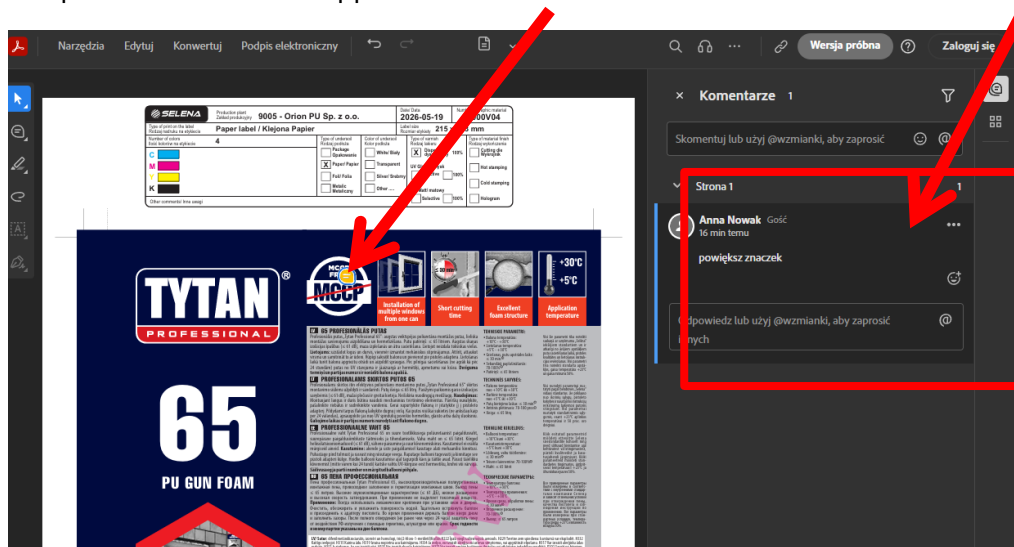


A panel with the list of comments will appear on the right, where you should enter the correction description.



Then confirm by clicking the PUBLISH button.

The published comment appears as a “bubble” on the label and in the comments panel.



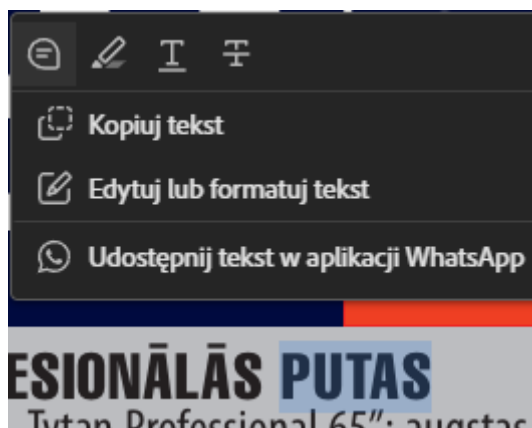
NOTE: For the comment insertion function to be active, the “arrow” tool must be active in the tools panel.



TEXT CORRECTION

Deleting text

Select the word / sentence / paragraph to be deleted — a window with available options will appear.



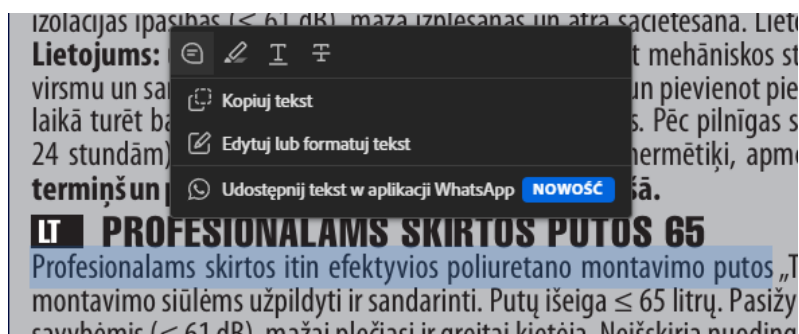
Select the icon  and the word will be crossed out. There is no need to write in the comment that it should be removed — the marking is clear for the Graphic Designer.



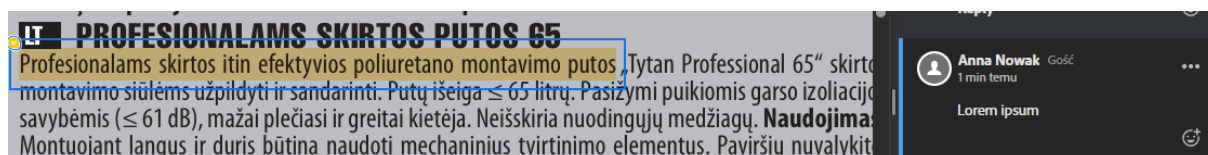
Replacing text

Select the word / sentence / paragraph that you want to replace with different text and click the

icon. 

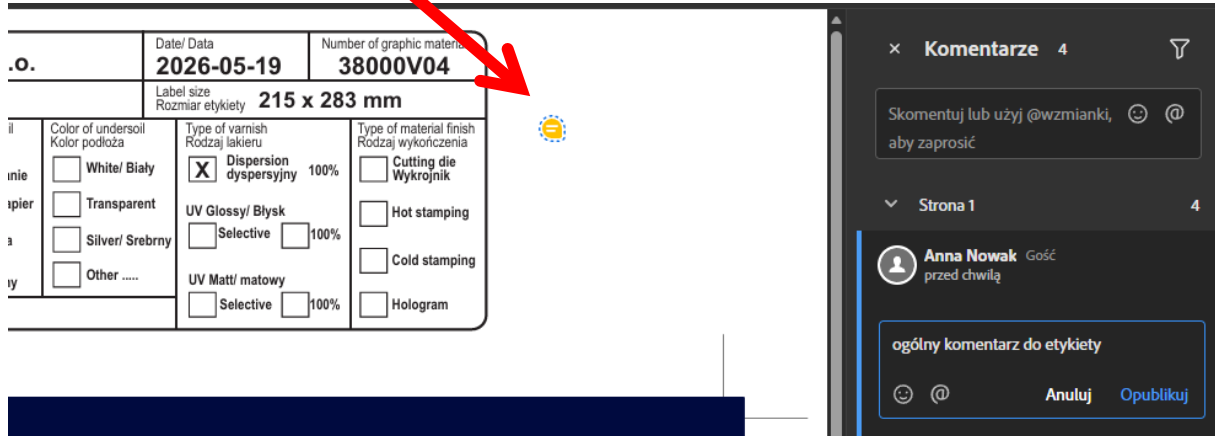


Enter the changed text in the comment.



Additional correction options

If you want to enter a general comment for the entire label, it is best to place the bubble at the top near the technical table.



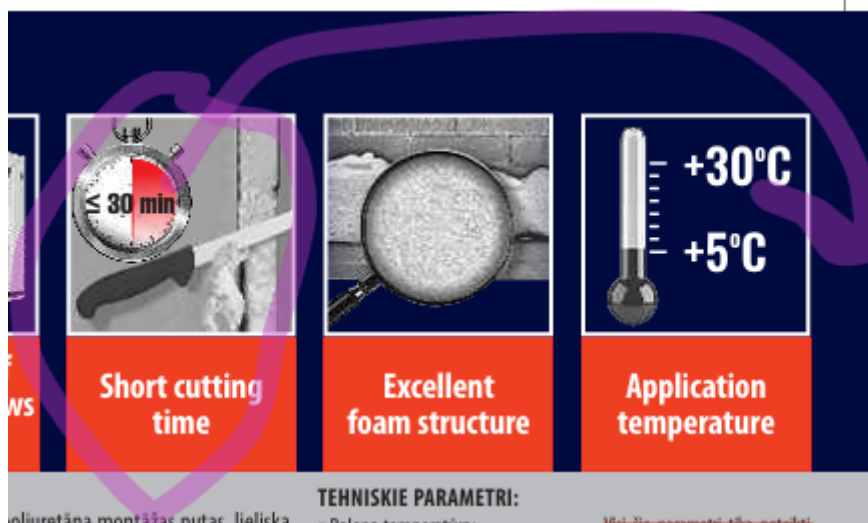
.o.		Date/ Data 2026-05-19	Number of graphic materials 38000V04
Label size Rozmiar etykiety 215 x 283 mm			
il	Color of undersoil Kolor podłoża	Type of varnish Rodzaj lakieru	Type of material finish Rodzaj wykończenia
inie	☐ White/ Biały	☒ Dispersion dyspersyjny 100%	☐ Cutting die Wykrojnik
tpier	☐ Transparent	UV Glossy/ Błysk	☐ Hot stamping
a	☐ Silver/ Srebrny	☐ Selective ☐ 100%	☐ Cold stamping
ty	☐ Other	UV Matt/ matowy	☐ Hologram
		☐ Selective ☐ 100%	

Comment interface on the right:

- Header: **Komentarze 4**
- Input field: Skomentuj lub użyj @wzmianki, aby zaprosić
- Page indicator: Strona 1 / 4
- User: Anna Nowak Gość przed chwilą
- Text input: ogólny komentarz do etykiety
- Buttons: Anuluj, Opublikuj

You can use the “**pencil**” tool to graphically mark the change.

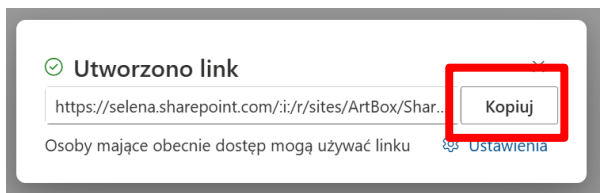
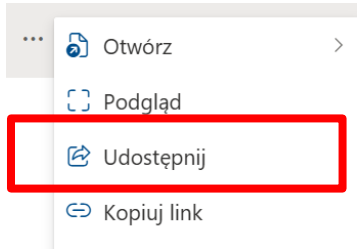
For example, moving a block.



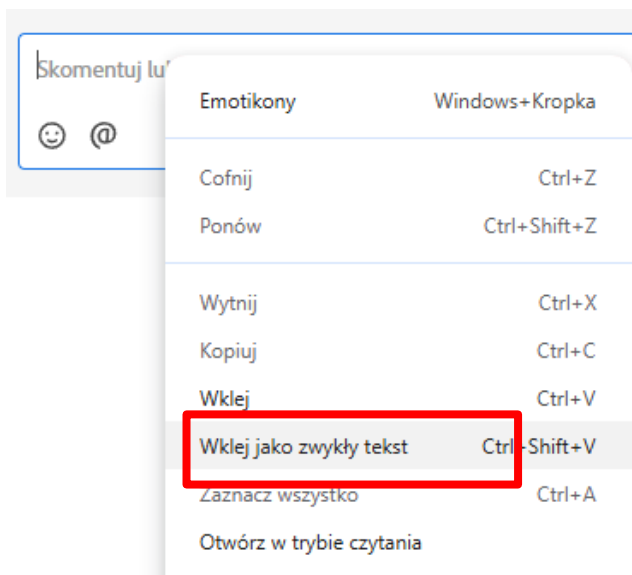
Adding a file - (option ONLY for Selena Group users)

To add a file to the correction, place it on SharePoint — [LABELS-CORRECTIONS](#) then copy the link to the file.

For PLAB Clients, files should be sent by email to the Requester/SD.



Paste the link into the comment using the right mouse button and selecting “Paste as plain text”.



If many files need to be attached, pack them into a ZIP file and upload them according to the instructions above.

NOTE: If there are problems transferring files to SharePoint, report this to glow@selenia.com and send the files in the traditional way by email to Requester or ServiceDesk.

Test label for practicing corrections:

<https://acrobat.adobe.com/id/urn:aaid:sc:EU:7d409ae4-0713-40f9-a1c6-f2b320590942>