

ONLINE CORRECTIONS

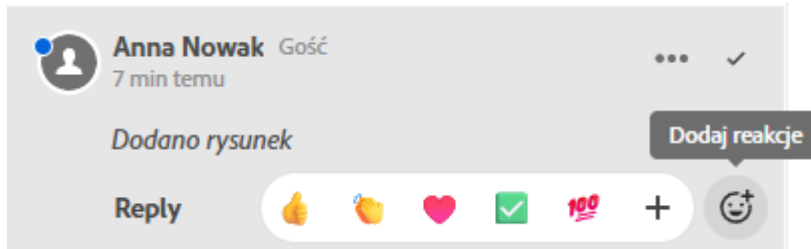
Instructions for: REQUESTERS

In the pilot version:

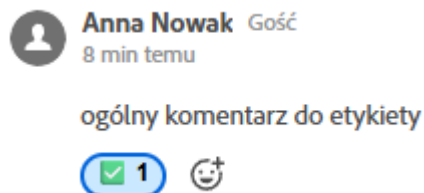
Sends the link to all interested companies together with information about the deadline for entering corrections.

PROCESS (pilot):

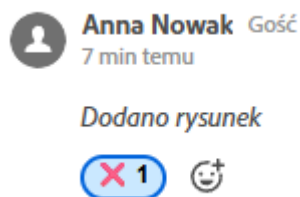
1. The Graphic Designer sends the correction link to Requester.
2. Requester sends the correction link by email to the Client, together with additional information about the correction deadline.
3. The Client enter corrections.
4. When the correction deadline passes, Requester opens the comments and verifies them using REACTIONS. In the pilot version Requester monitors the deadline manually.



5. Accepting comments — using the green check mark icon.



6. Rejecting a comment — using the crossed-out icon.

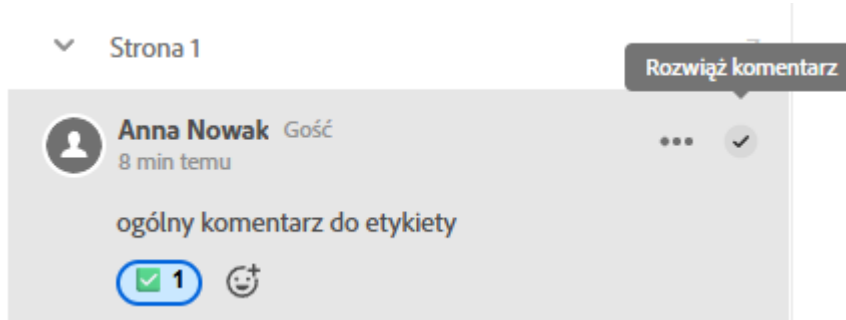


7. The Graphic Designer applies only comments accepted by LT. Comments without an acceptance mark will be omitted unless LT clearly states in the message to SD that all comments should be treated as accepted.
8. After completing comment acceptance, LT crosses out the entire label as a visual indication that the correction period has ended.



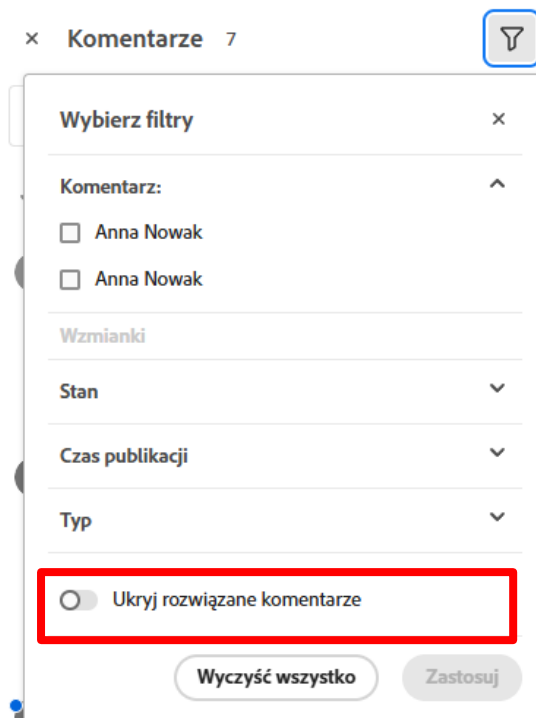
9. LT replies to the Graphic Designer through SD that the comments have been verified.

10. The Graphic Designer applies the comments and marks them as RESOLVED.



A RESOLVED comment is marked as “greyed out”.

To make a comment disappear from the list, use the filter and uncheck hiding:



11. The Graphic Designer generates a new link with the applied corrections and sends it to LT. The process starts again.

NOTE FOR GRAPHIC DESIGNER: we are changing the file marking for subsequent corrections from “v” to “c” (correction) — the previous “v” was confused with “version”.

Instructions for: PLAB

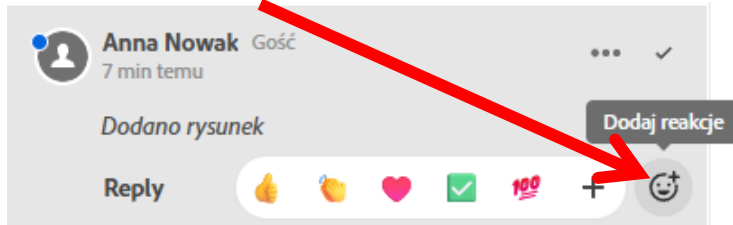
Sends the link to the Client by email.

If the Client does not accept the online correction format, report this to the Graphic Designer, and a PDF file for entering corrections will be sent to the Requester, as before.

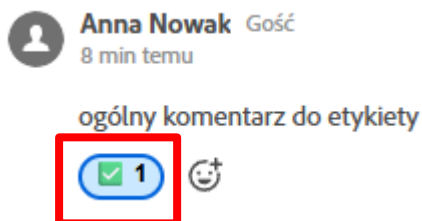
NOTE: If a PDF file is sent, corrections should be entered only and exclusively in that file, whether directly by the Client or by the Requester.

PROCESS

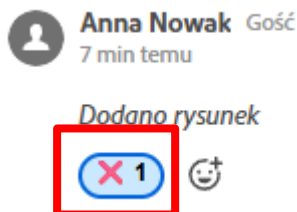
1. The Graphic Designer sends the correction link to the Requester.
2. The Requester sends the correction link by email to the Client, together with additional information about the correction deadline (optional).
3. The Client enters corrections.
4. When the correction deadline passes, the Requester opens the comments and verifies them using REACTIONS. The Requester must be logged in to Adobe Acrobat.



5. Accepting comments — using the green check mark icon.



6. Rejecting a comment — using the crossed-out icon.

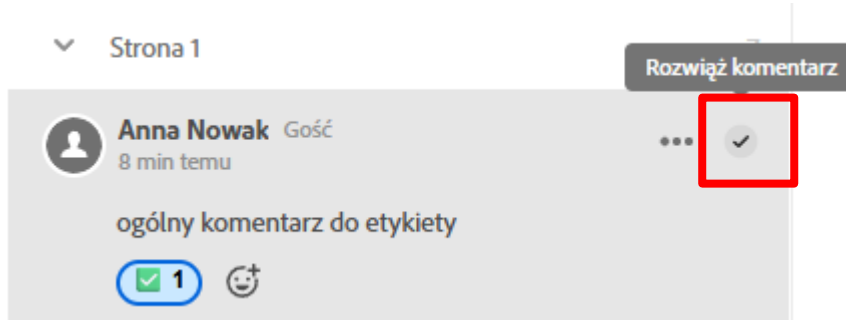


7. The Graphic Designer applies only comments accepted by the Requester. Comments without an acceptance mark will be omitted unless the Requester clearly states in the message to SD that all comments should be treated as accepted.
8. After completing comment acceptance, the Requester crosses out the entire label as a visual indication that the correction period has ended.

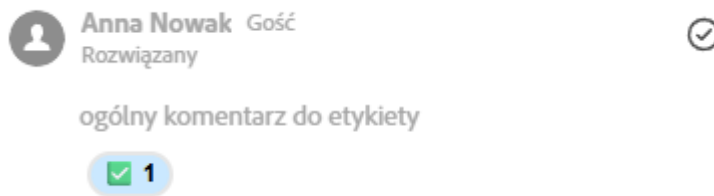


9. The Requester replies to the Graphic Designer through SD that the comments have been verified.

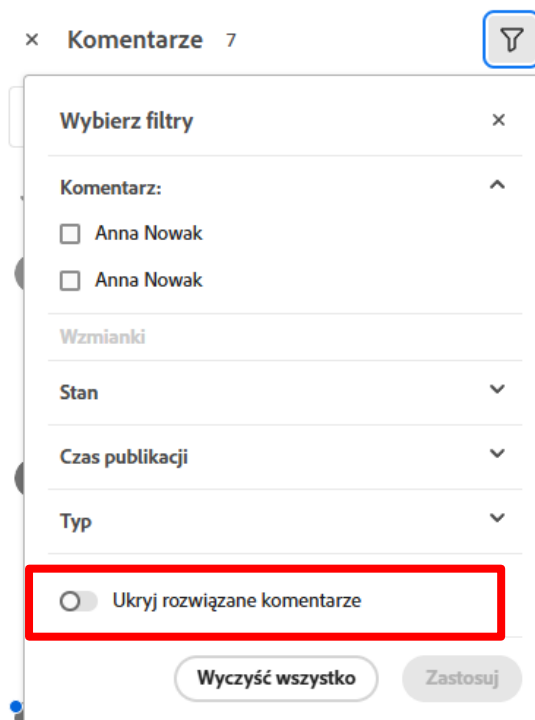
10. The Graphic Designer applies the comments and marks them as RESOLVED.



A RESOLVED comment is marked as “greyed out”.



To make a comment disappear from the list, use the filter and uncheck hiding:



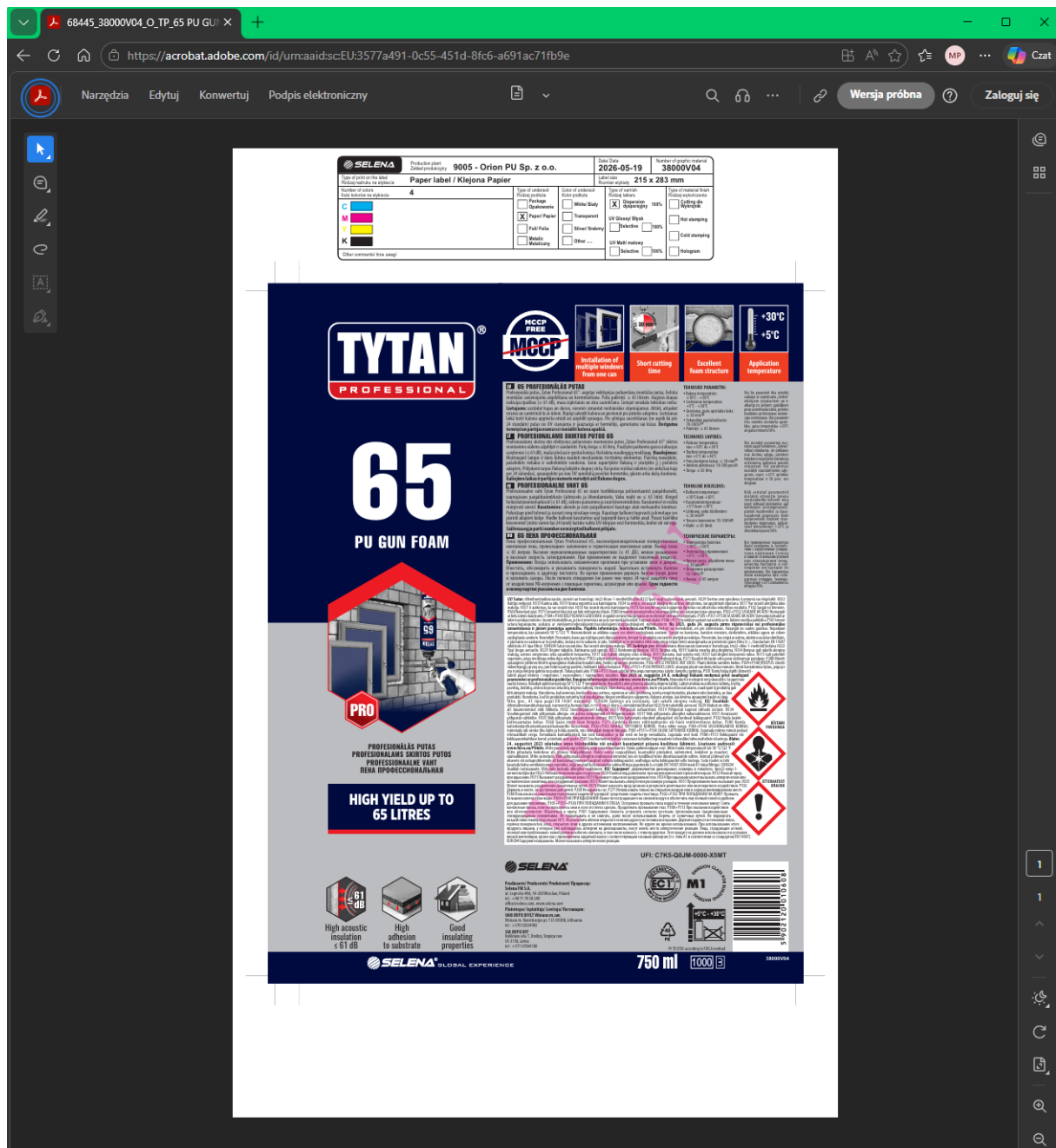
11. The Graphic Designer generates a new link with the applied corrections and sends it to the Requester.

The process starts again.

CORRECTIONS IN PDF ONLINE

Each correction should be clear, assigned to a specific place on the label, and signed with the first and last name of the person submitting it.

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

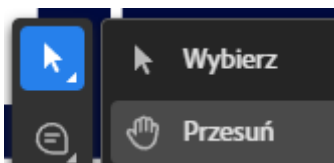


Navigation:

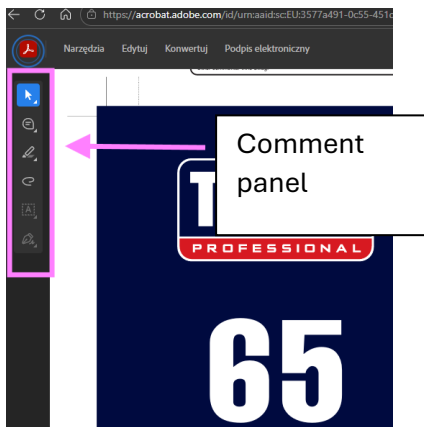
The navigation panel for zooming the page in and out is located in the bottom-right corner.



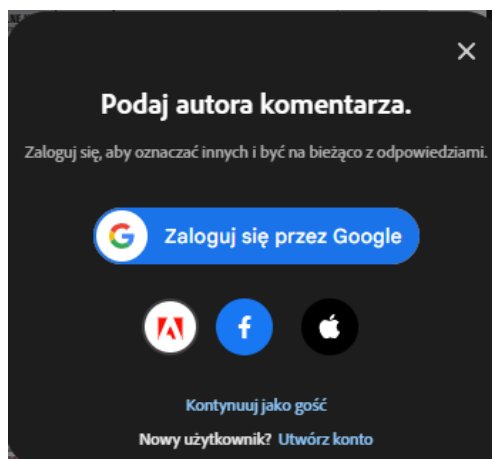
In addition, in the upper-left corner there is a palette for moving the enlarged image — the hand icon.



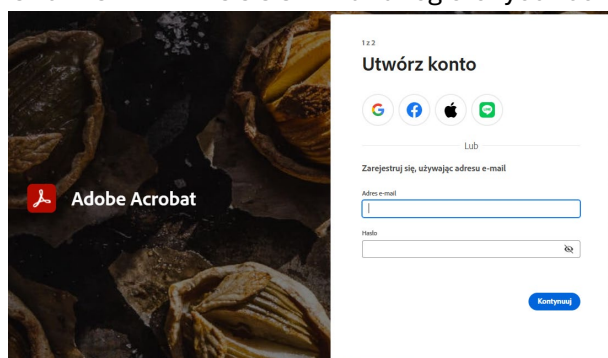
Comment Options Panel



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.



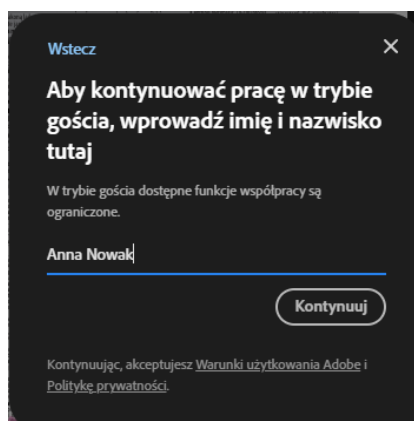
Click “CREATE ACCOUNT” and register your company email address in Adobe Acrobat.



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.

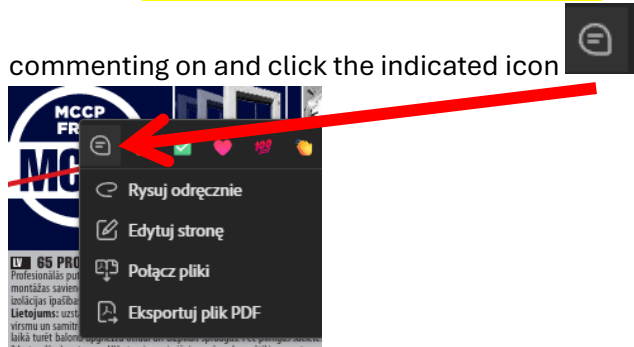


NOTE: Comments entered by users signing with nicknames or initials will be rejected.

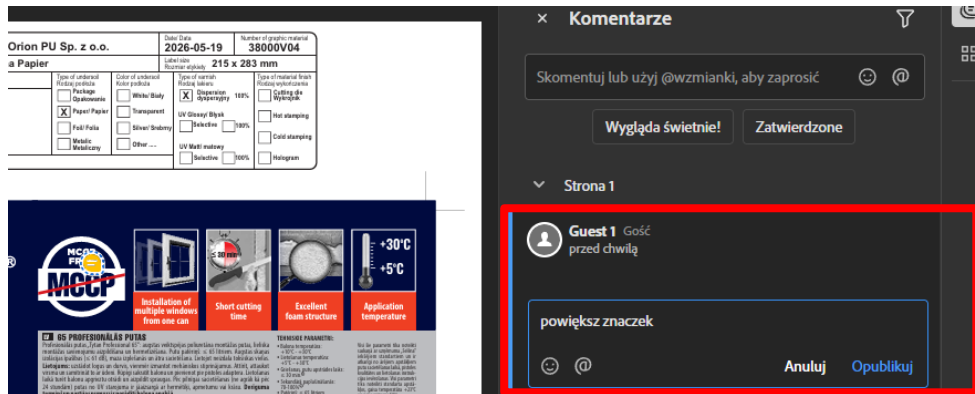
“BUBBLE” CORRECTION

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

commenting on and click the indicated icon

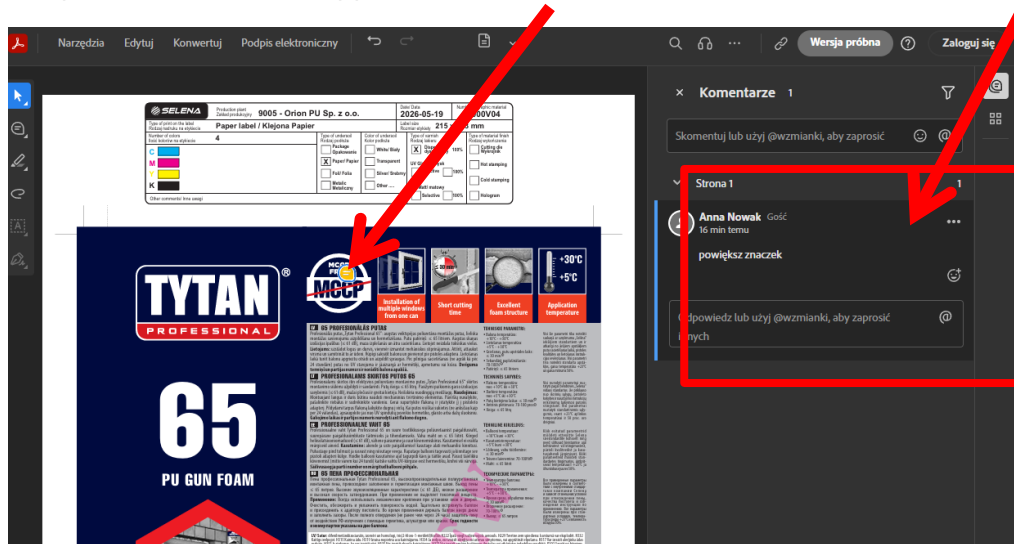


A panel with the list of comments will appear on the right, where you should enter the correction description.



Then confirm by clicking the PUBLISH button.

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



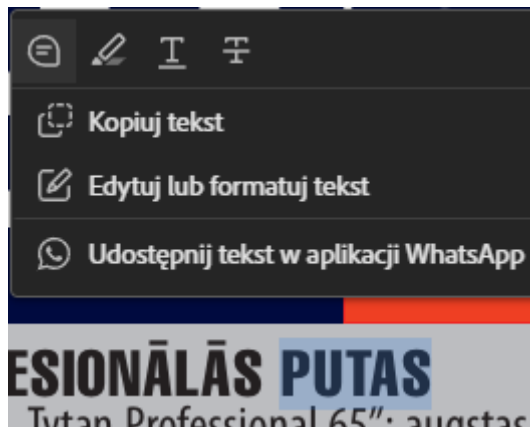
NOTE: For the comment insertion function to be active, the “arrow” tool must be active in the tools panel.



TEXT CORRECTION

Deleting text

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



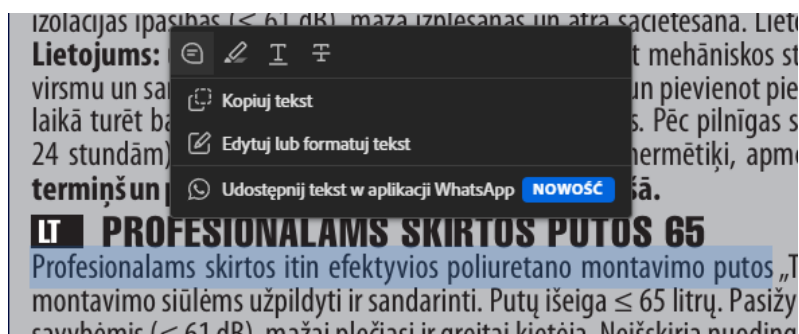
Select the icon  and the word will be crossed out. There is no need to write in the comment that it should be removed — the marking is clear for the Graphic Designer.



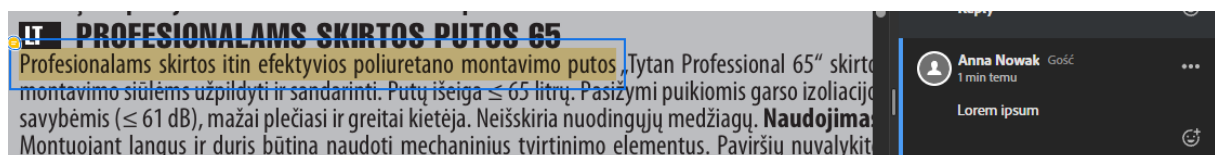
Replacing text

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

icon. 

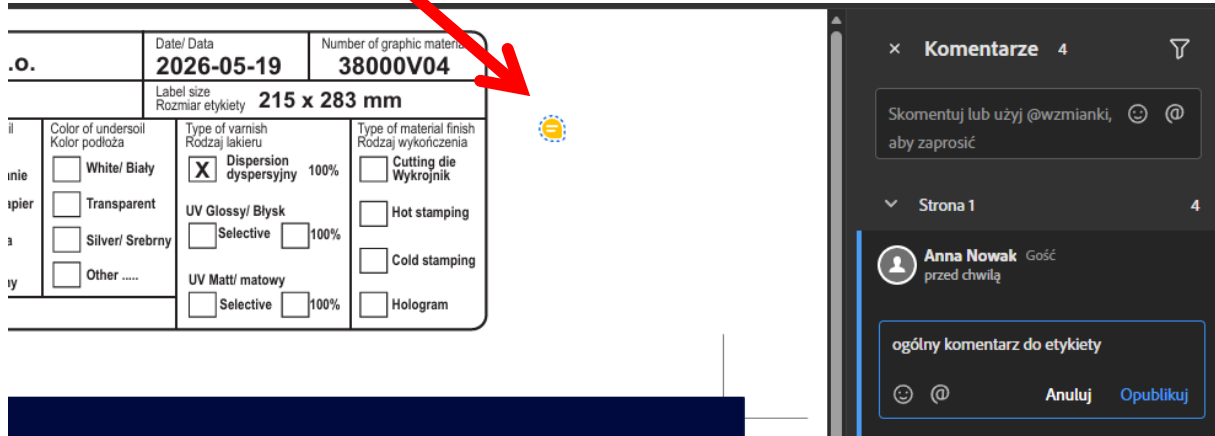


Enter the changed text in the comment.



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.



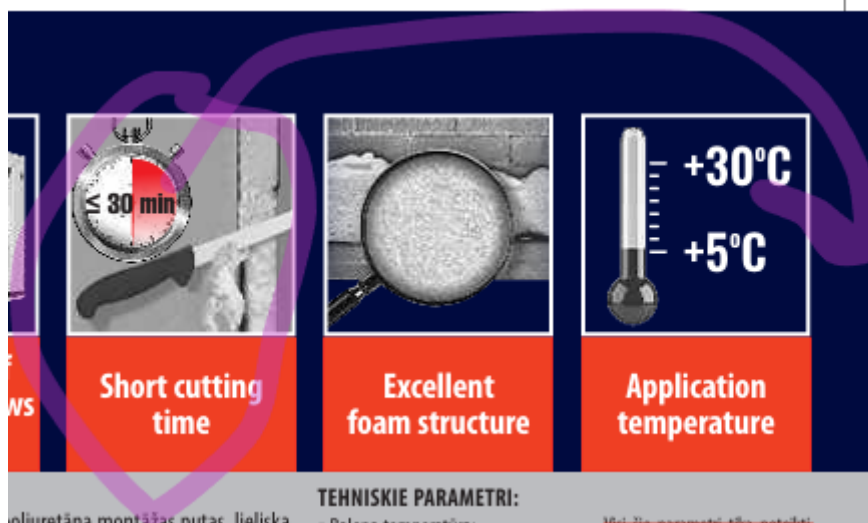
The screenshot shows a technical table for a label design. A red arrow points to a comment bubble icon at the top right of the table. The table contains the following information:

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

On the right, a comment bubble is visible with the text "Skomentuj lub użyj @wzmianki, aby zaprosić". Below it, a user profile for "Anna Nowak" is shown, and a text input field for a general comment is present with "Anuluj" and "Opublikuj" buttons.

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

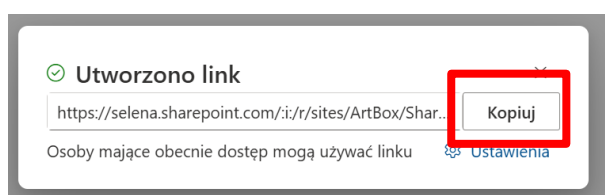
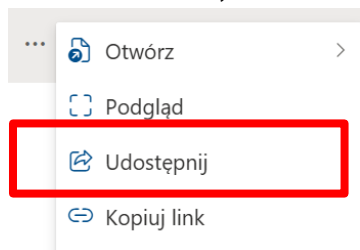
For example, moving a block.



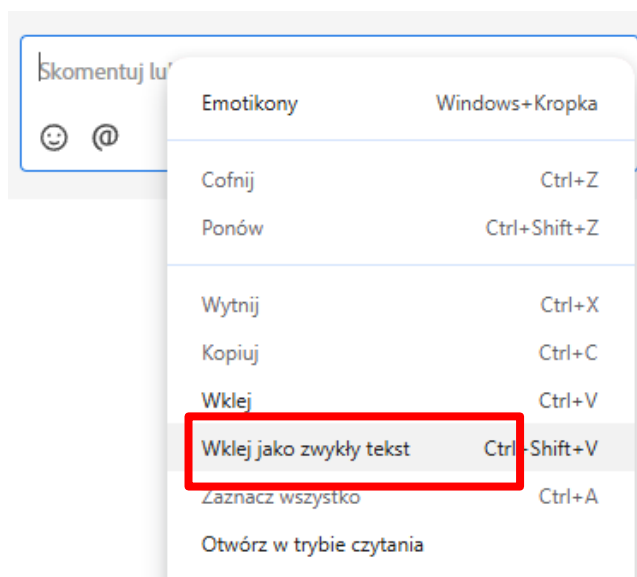
Adding a file - (option ONLY for Selena Group users)

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>