December 2023   **VERSION 1.1 - EN**

Optimum Group™
Labels & flexible packaging solutions

optimum4u.optimumgroup.nl

Optimum4u Manual

INTRODUCTION

Dear relation,

This guide tells you how to log in and validate proofs, among other things.
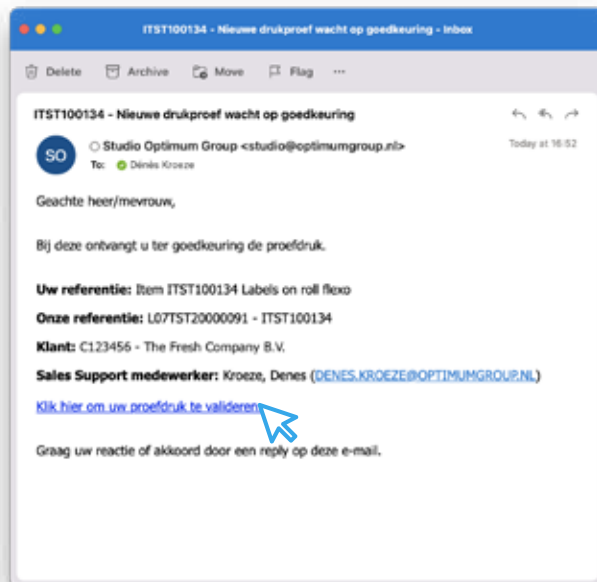
The link to the webshop is:
http://optimum4u.optimumgroup.nl

If you still have questions after reading this manual, please get in touch with your contact person.

LINK & LOGIN

You will receive an e-mail from our Sales Support department with a link. Click on this link to navigate to the project.

Log in with your **e-mail address** and previously created **password**.

You do not have a password yet? Via the button "**Forgot password**" you can create one. Please use the e-mail address with which you are known to our organisation.

TASK WINDOW

After logging in, the following screen opens. It shows the "**task**" that has been assigned to you, the "**approver**".

- Click on the image to open the proof in the viewer.
- Clicking on the magnifying glass also opens the proof in the viewer.
- Click on the download icon to download the proof as a PDF document.

  To avoid PDF display problems, we recommend downloading the latest version of Acrobat Reader for free at: http://get.adobe.com/reader/.

  However, you must turn on the overprint function in Acrobat Reader in order to get a correct representation. See **page 10** for more information.
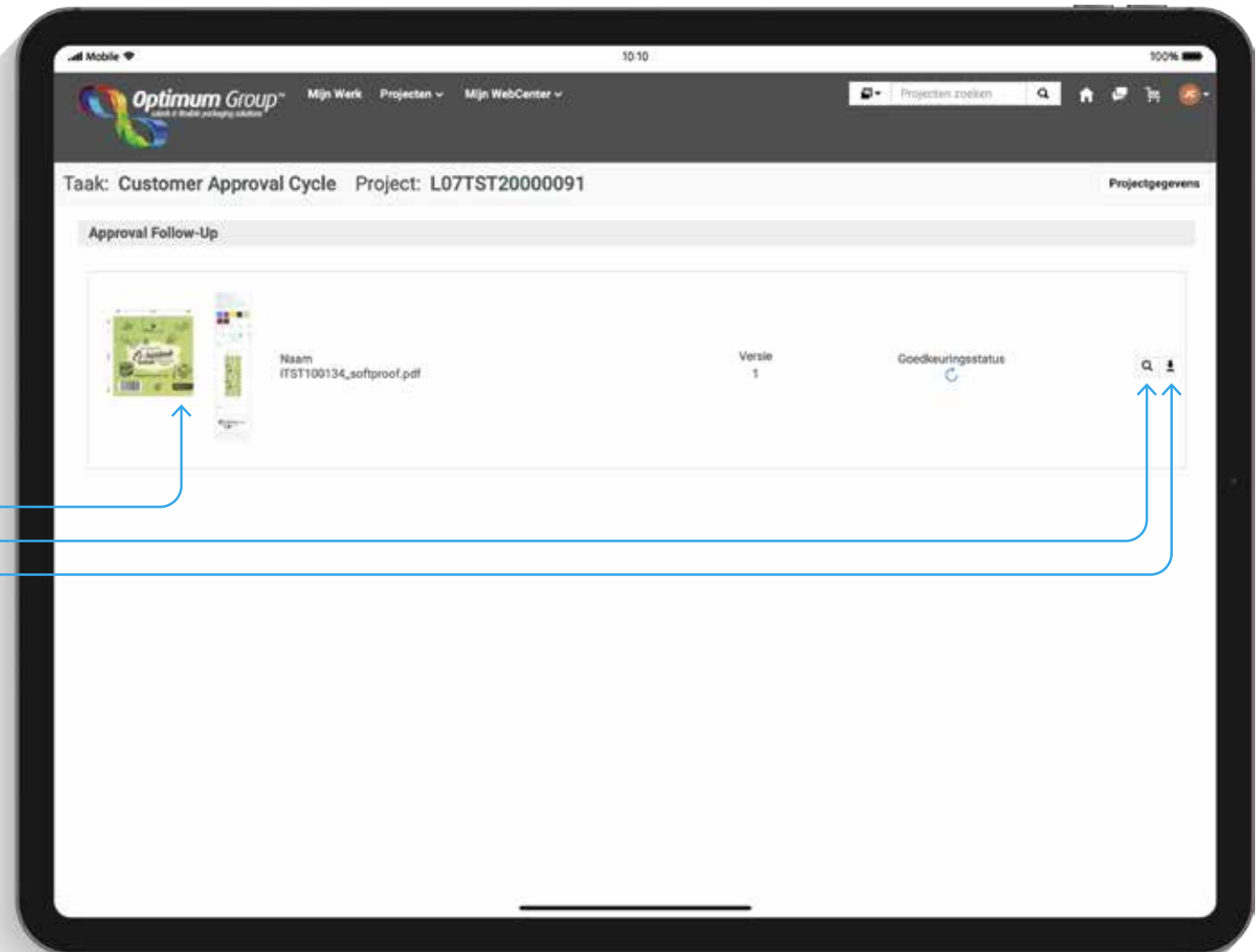
VIEWER - NAVIGATE

In the viewer, you have the opportunity to examine the proof thoroughly and, if necessary, make comments by making annotations.
If the proof is correct, you can click the "approve" button.

Below is an explanation of the most important buttons in the viewer:
1. These buttons allow you to easily navigate through the document. These include zooming in the document, rotating, mirroring, measuring objects and measuring text.
2. With these buttons you can make annotations on the document. You can put frames around objects in various forms. You can also create arrows and highlight text where possible. The speech cloud icon allows you to place a **comment annotation** at a location of your choice.
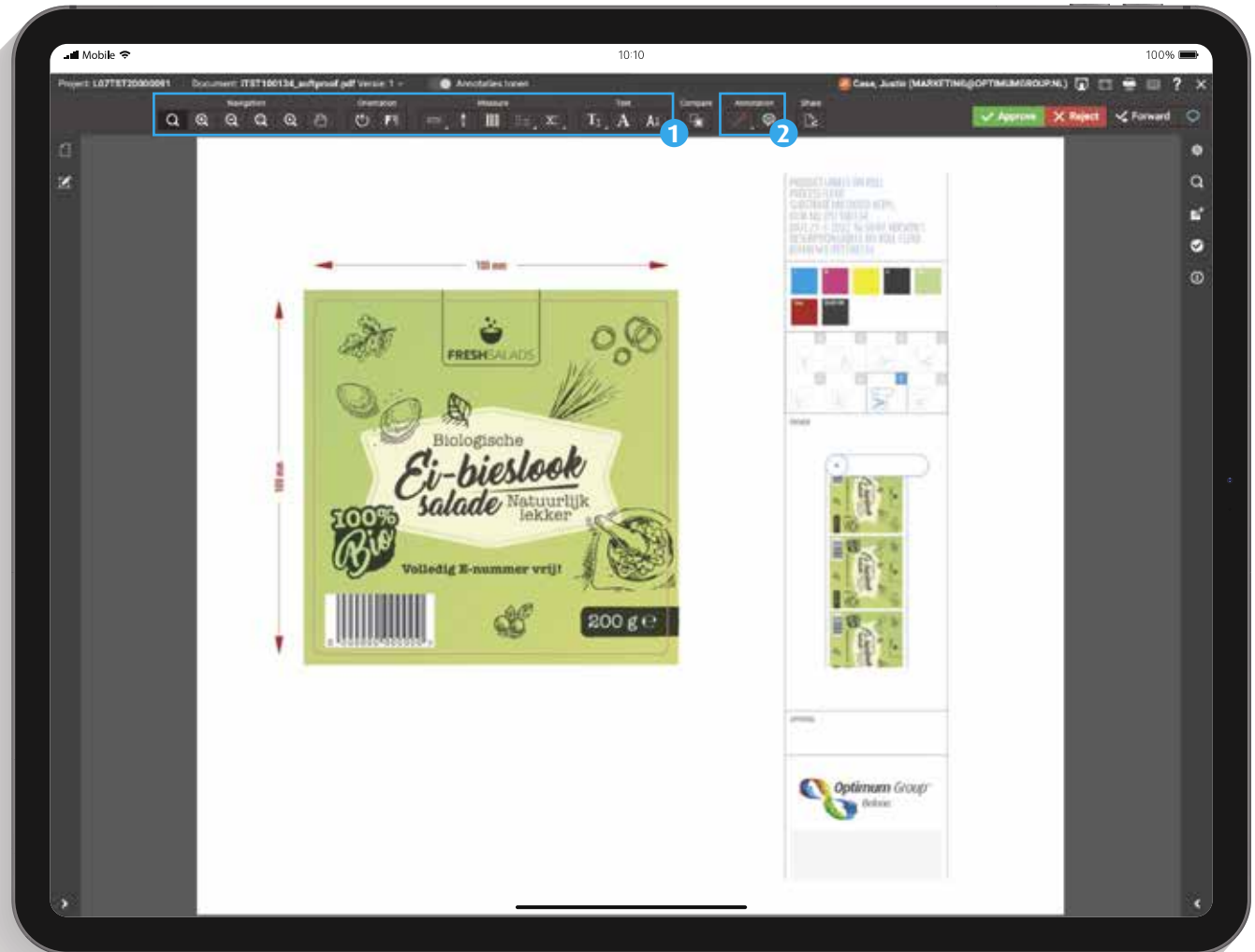
VIEWER - VALIDATE

3. With the "**Share**" button you can **forward** the proof to an e-mail address of your choice. This person receives a link with which the proof is visible in the viewer. This user can also make annotations but can-not approve or download the proof.

4. To let another user approve the proof, you can use the "**forward approval**" button. This can also be sent to an e-mail address of your choice.
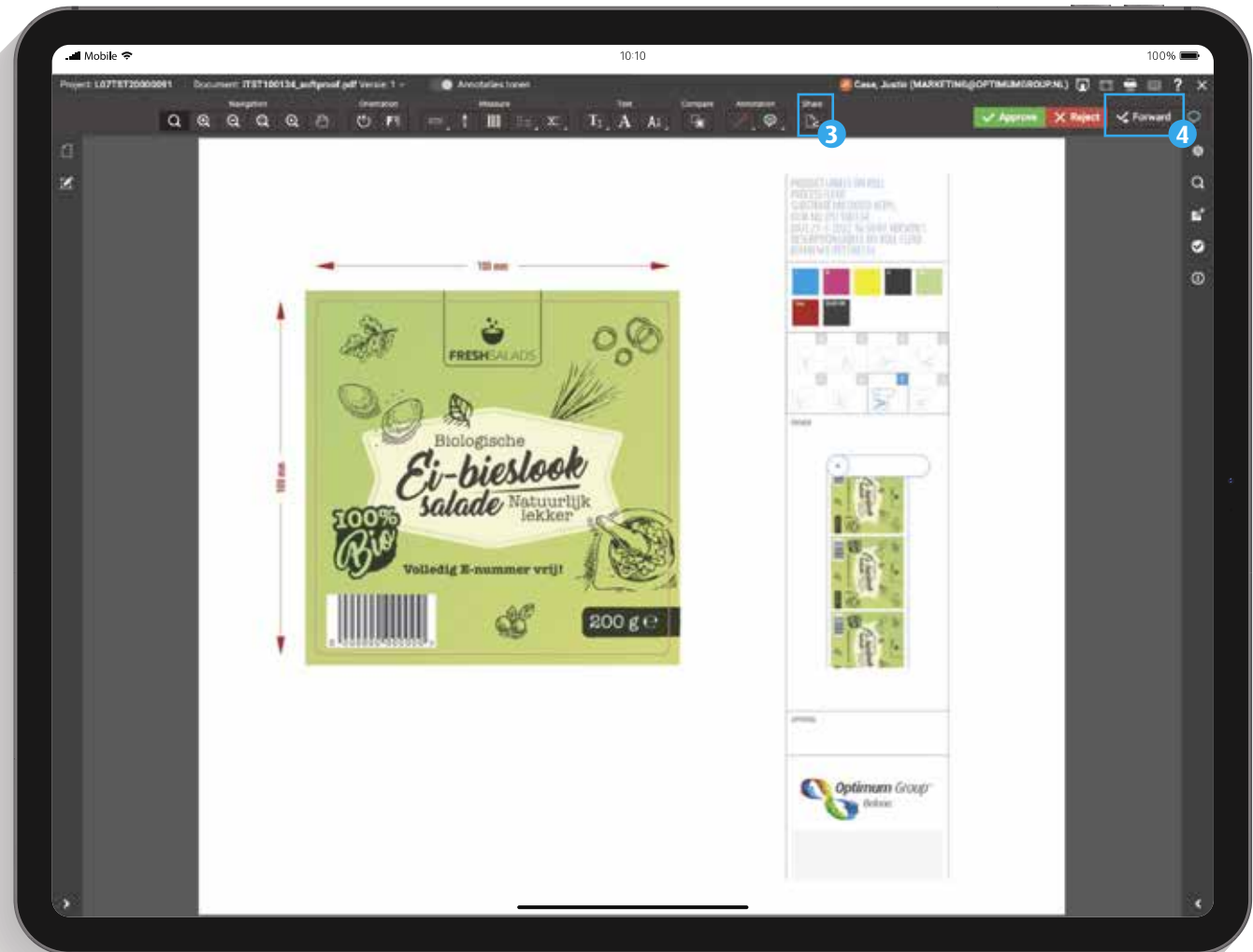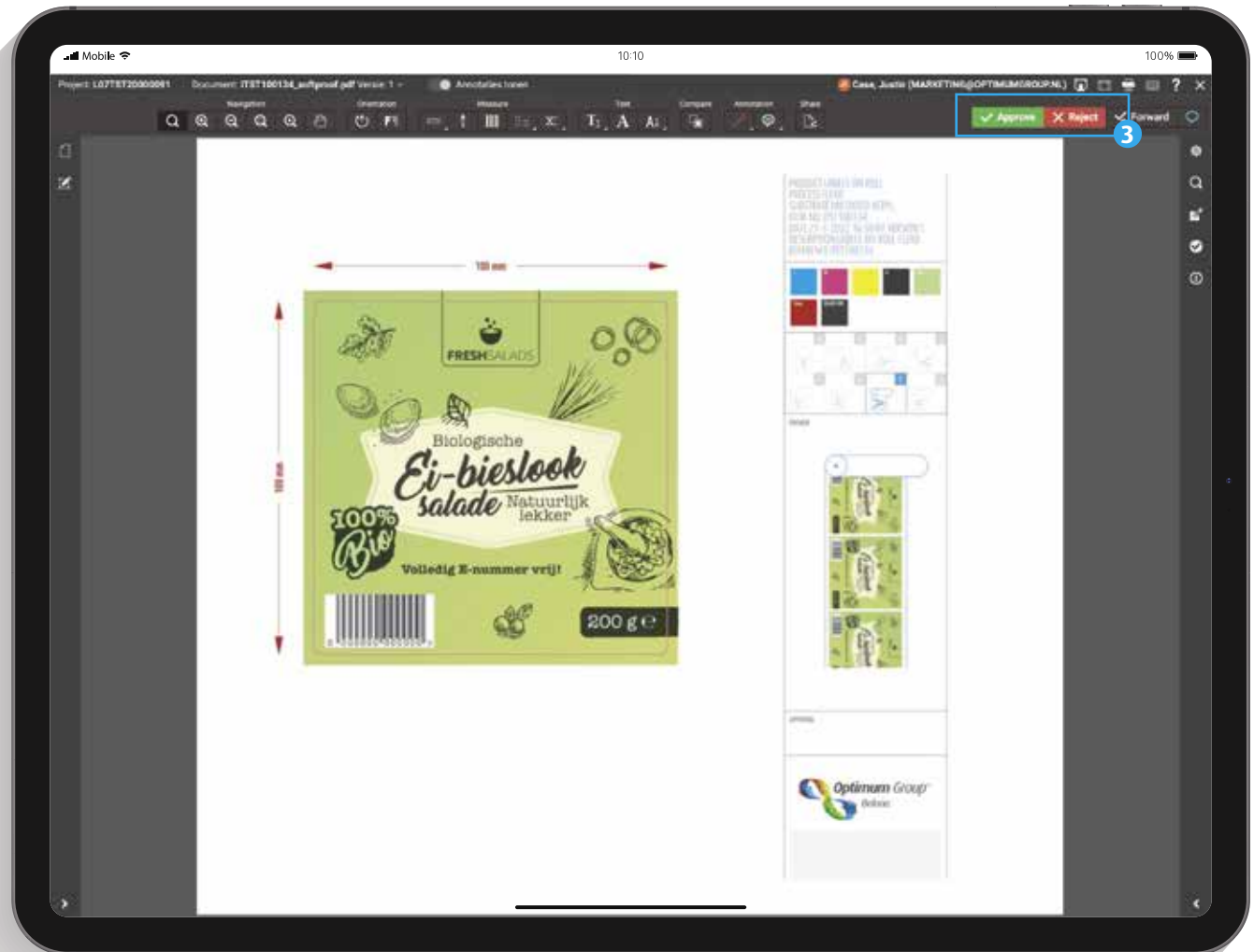
VIEWER - VALIDATE

5. With the "**Approve**" button you can approve the proof for printing. After clicking, you are asked to confirm again.
   The "**Reject**" button rejects the proof. You can then give a reason for the rejection in the comments field. All your possible annotations and the comments will be forwarded to the studio where, after the correction, a new proof will be sent to you for approval. You will receive this in a **new e-mail with a new link**.

If, for any reason, you would like to submit new data. Please send these via e-mail to your contact person.

MY WORK

The "**My Work**" button in the menu bar at the top takes you to the My Work page. On this page, under "**My Approvals**", you can see all the proofs that are ready for you to validate. You can open the proofs directly in the viewer. You can also approve, reject and download the proofs directly.
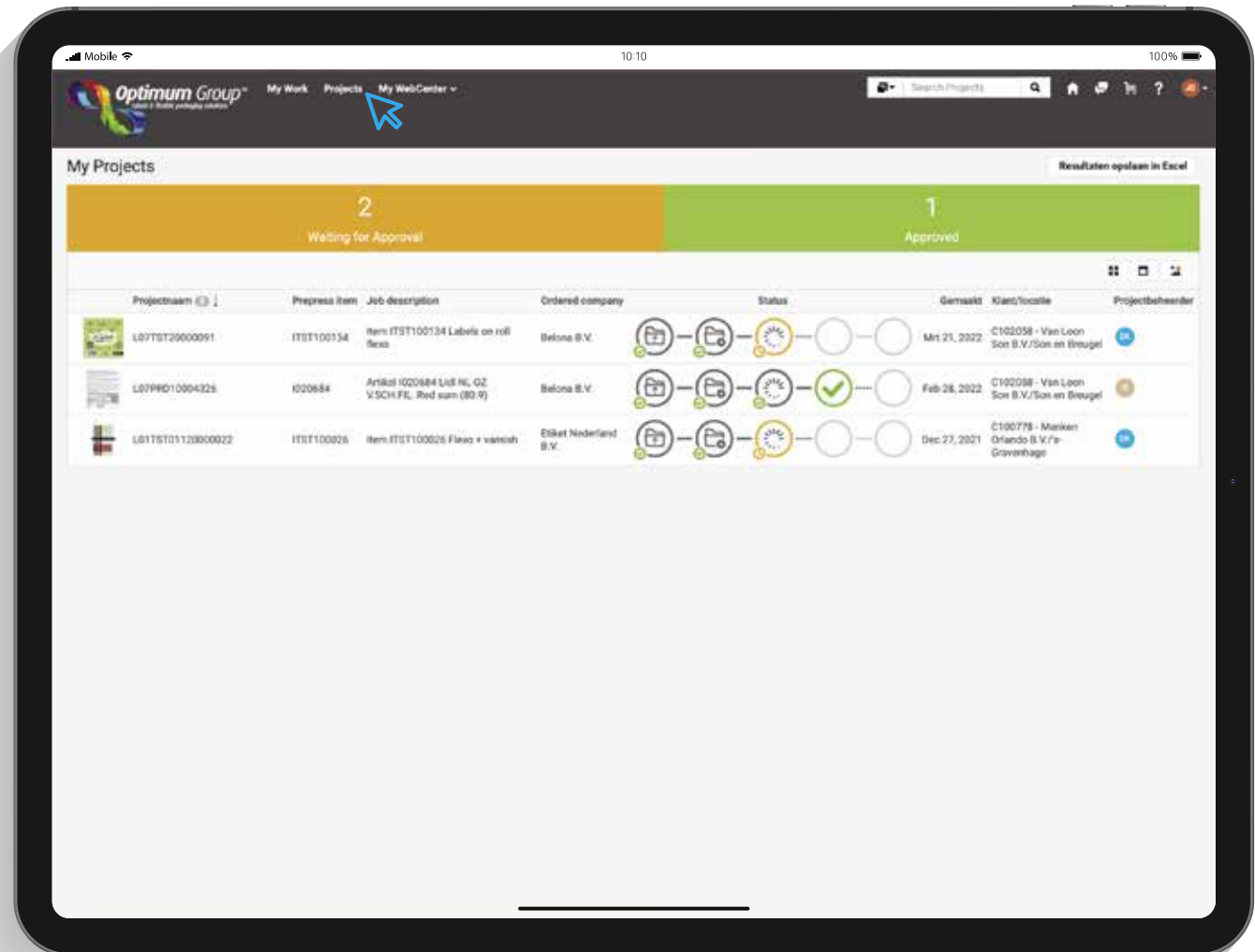
Under "**My recently submitted approvals**" you can see the last 10 approved or rejected proofs in an overview.
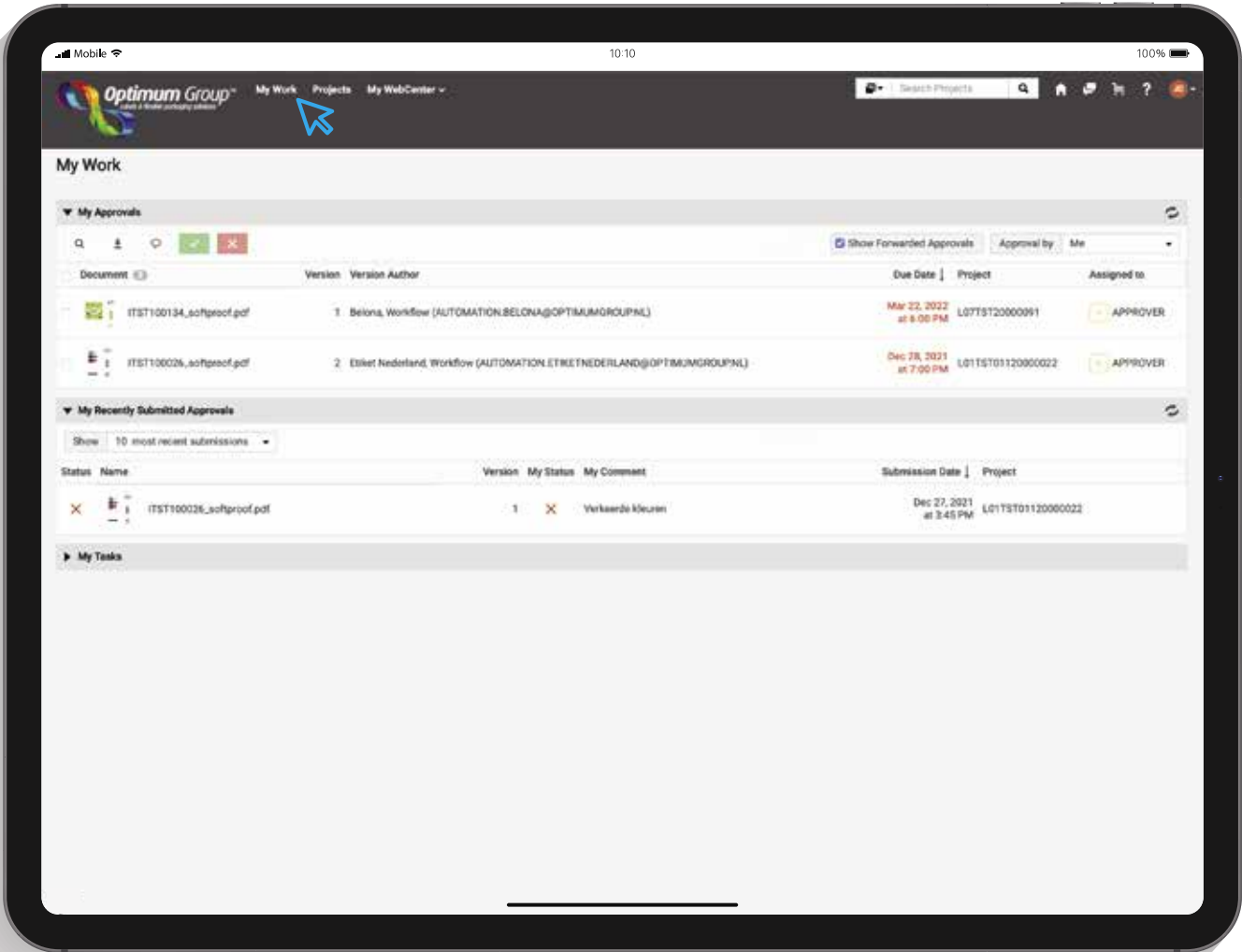
PROJECTS DASHBOARD

The "**Projects**" button in the menu bar at the top takes you to the Projects page. On this page you can see exactly what status a project has.

By clicking on a project you will see the details of each project and you can view the proof again.

ACROBAT READER SETTINGS

It is important to view the proof in Acrobat Reader with the correct settings. If the settings are **not right**, you will **not see the correct artwork** or even no artwork at all.

In Acrobat Reader you click in the top menu on the button: "**Edit**". Then click on "**Preferences**". (Shortcut: Ctrl+K). Now a window will open.
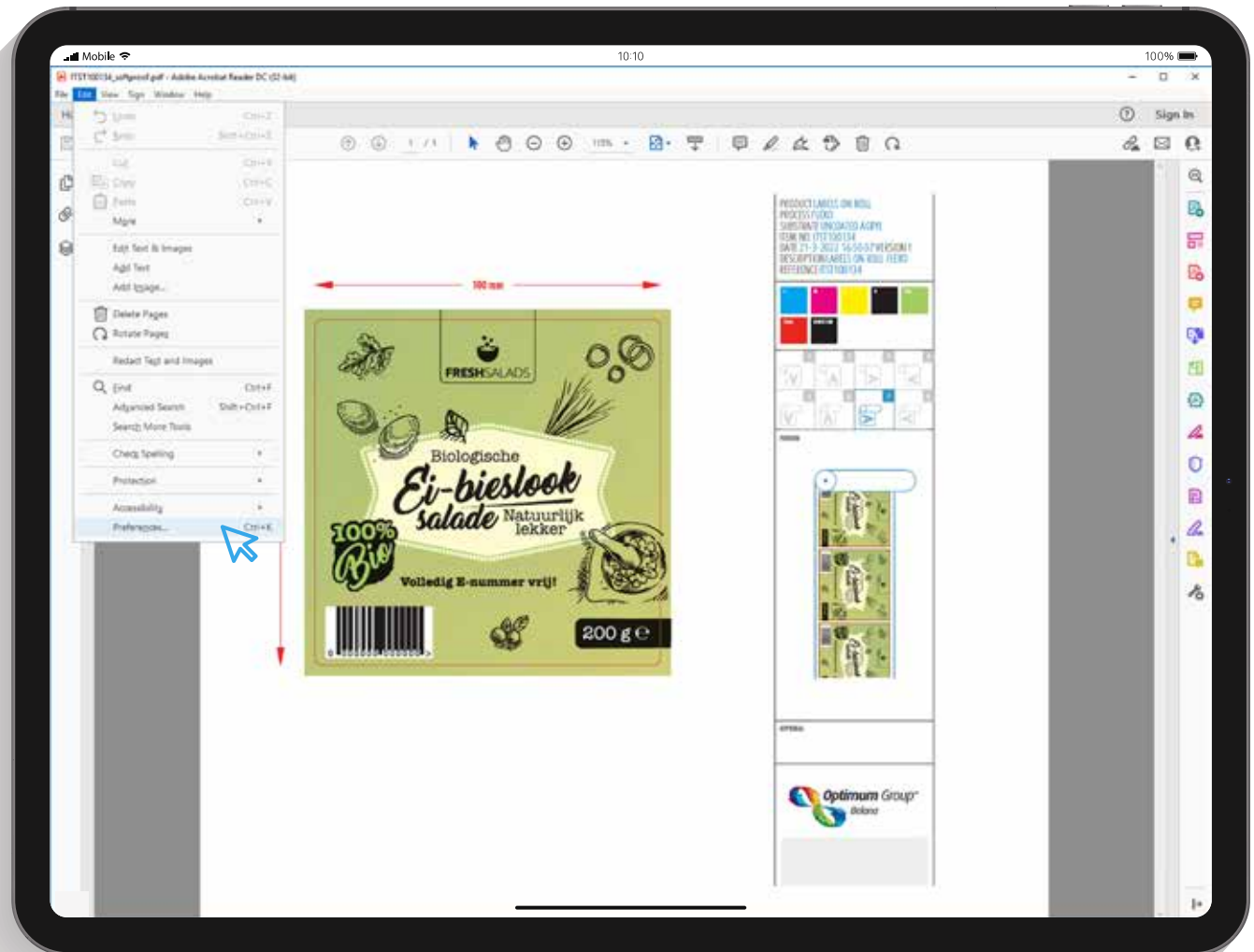
ACROBAT READER SETTINGS

In this window, click on "**Page view**" on the left-hand side (under "**Categories**"). Then click on the drop-down behind "**Use overprint preview**" and select "**Always**".

Then click on "**OK**". Now you have the correct view of the proof.