

kcw Presents

eSmart^{*}
Virtual Workstation



User Guide
Version 1.5

**No batteries required.*



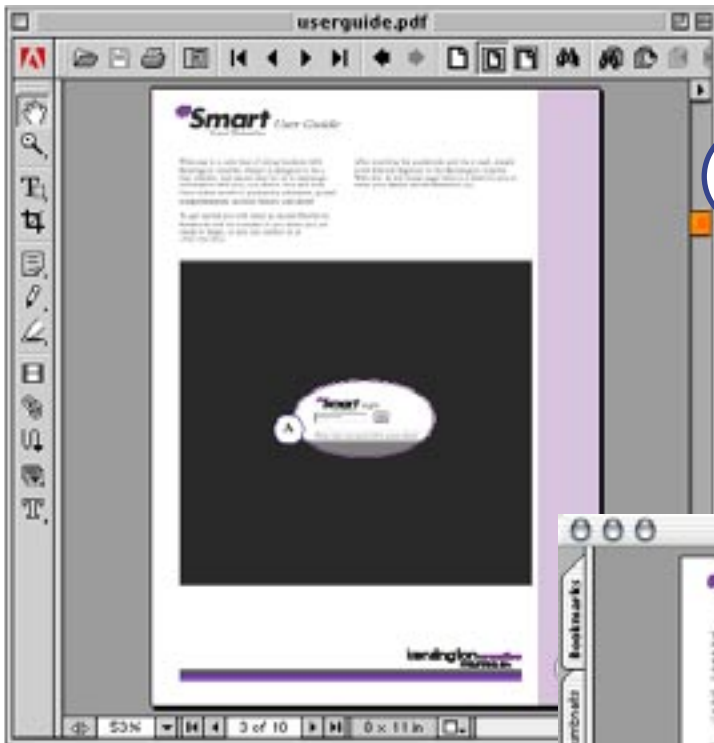
How to Get Started Using Your Virtual Workstation

Before you begin reading through this guide, it is important to make sure the **latest version** of Acrobat Reader is installed on your computer. If you do not currently have Acrobat Reader 5.0, you can download it from www.adobe.com.

If you are not permitted to download software from the Web, please contact your system administrator for assistance.

When using an older version of Acrobat, you will see black areas throughout the guide (A). However, the latest version of Acrobat will allow you to see transparency effects and drop shadows (B).

Enjoy your eSmart tour!



Acrobat Reader 4.0



A



Acrobat Reader 5.0

B



Welcome to eSmart!

Welcome to a new way of doing business with Kensington Creative. **eSmart** is designed to be a fast, reliable, and secure way for us to exchange information with you, our clients. You will now have online access to production schedules, project comprehensives, account history, and more!

To get started you will need a **Master Access Password**. When you are ready to begin, contact us at (703) 556-3311. We will create your account and generate your passwords which will be sent via e-mail.

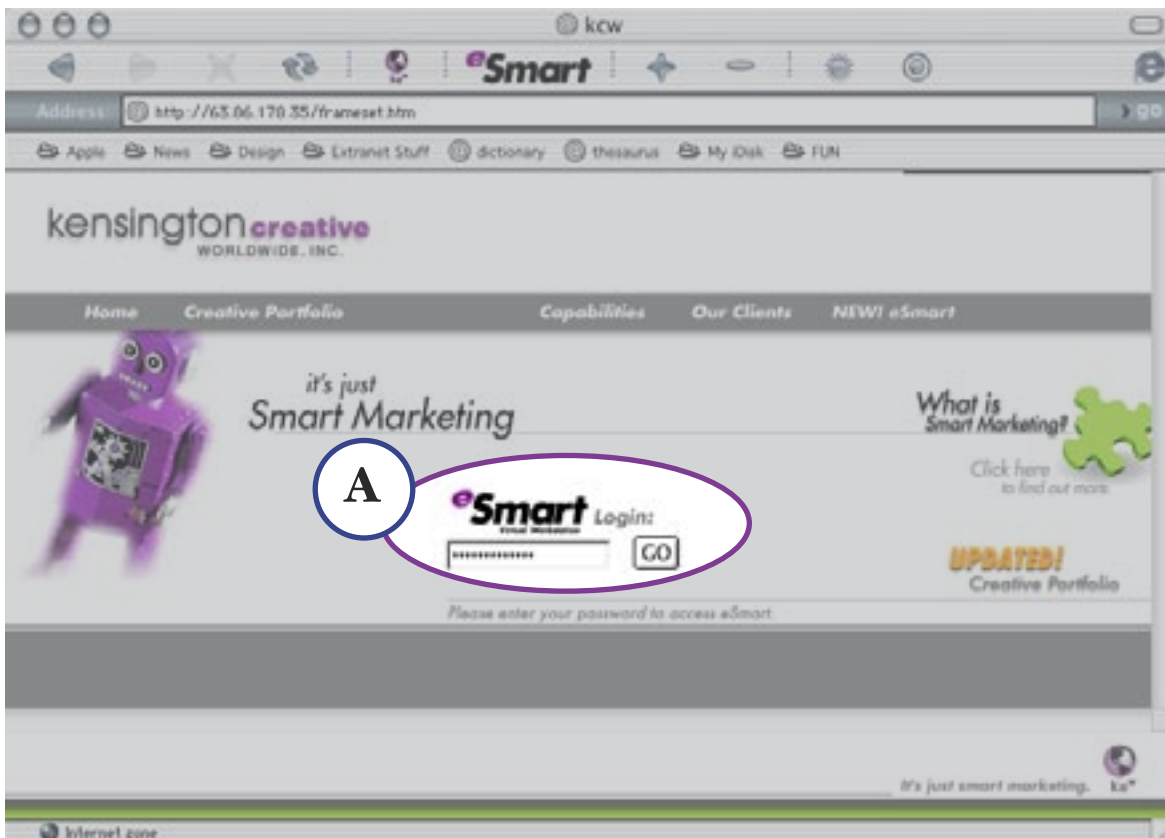
In all, there are three passwords you should be familiar with:

- **Master Access Password** — Your permanent password for logging in to **eSmart** and accessing your account
- **Master Approval Password** — Regarded as your signature, this password allows you to approve your project's Production Schedule and sign-off on final artwork before production begins

- **Project Access Password** — Provides access to a specific project only and allows you to distribute to other members of your team without having to use your own confidential password

After receiving your passwords via e-mail, simply point **Internet Explorer** (version 6 or later on PCs, version 5.2 or later on Macs) to www.kensingtoncreative.com. On the homepage there is a field for you to enter your **Master Access Password (A)**.

Note: Project Access Passwords can also be entered in this field to view a specific project.



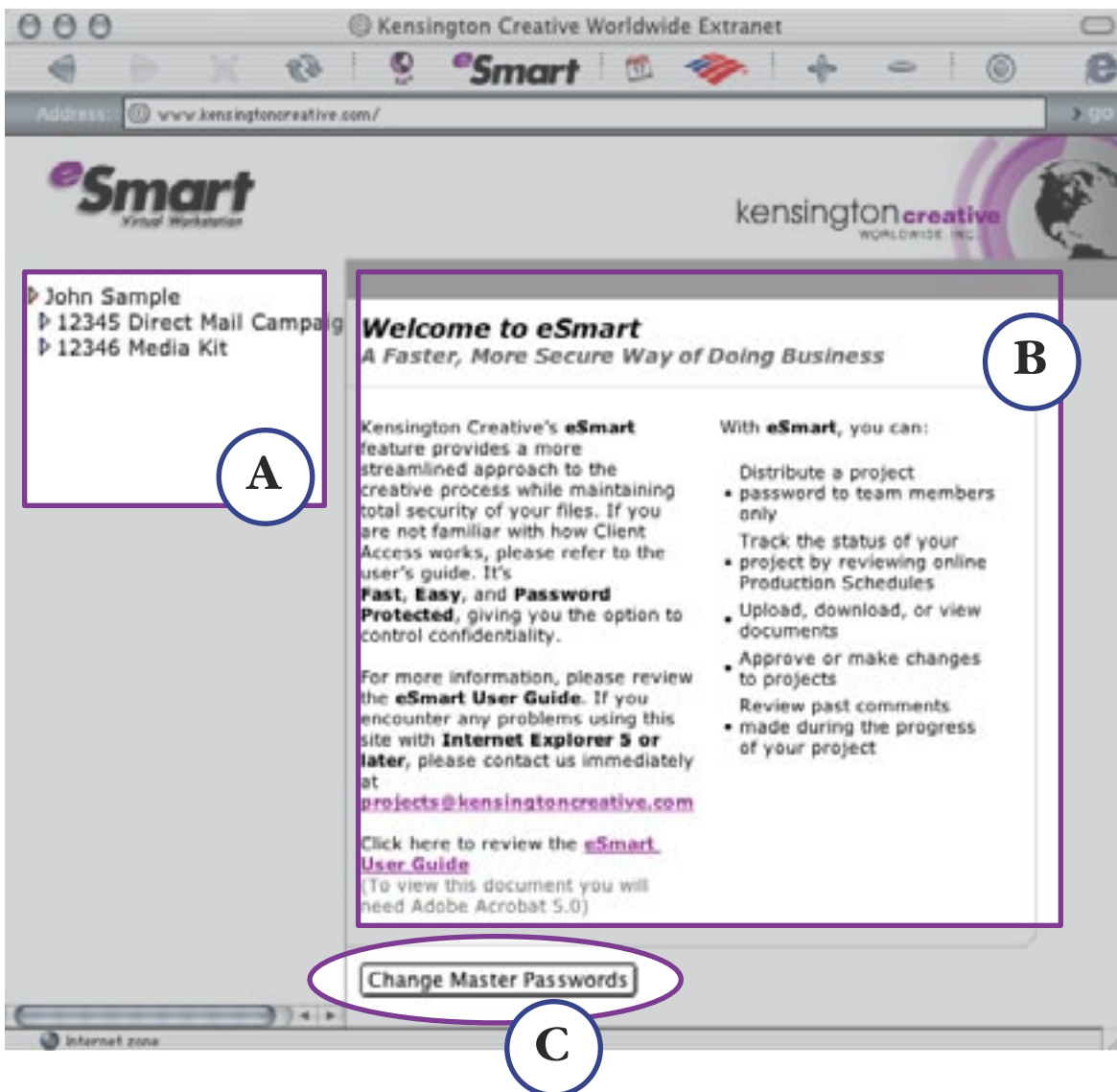
Once you have entered your **Master Access Password**, you will be greeted by the eSmart Welcome screen.

This screen provides a brief overview of eSmart's capabilities and key features. The screen is divided into two sections: the left frame (A) and the right frame (B).

The left frame is used to display your name, a list of your projects with an assigned project number, and the individual components that correspond to a

particular project. The right frame changes to display data associated with the link you have selected from the left frame.

If for some reason you wish to change your password, click on the "**Change Master Passwords**" button located at the bottom of the Welcome screen (C).



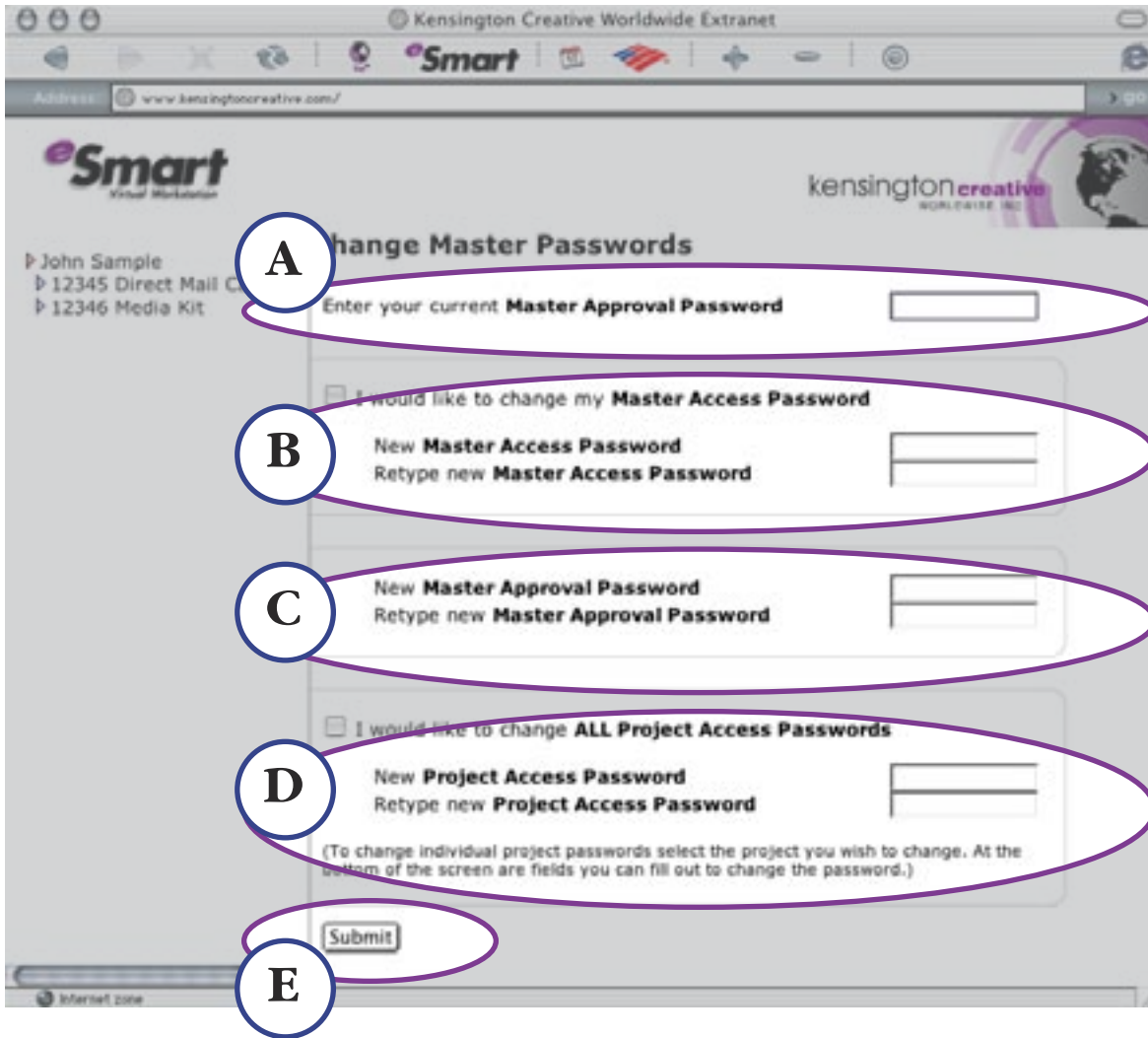
Changing Passwords

To change your passwords, you will first have to input your **Master Approval Password** (A).

After you have entered your **Master Approval Password**, you can choose to change your **Master Access Password** (B), your **Master Approval Password** (C), or you can even change **all** of your **Project Access Passwords** at the same time (D).

(Note: When you change your **Project Access Passwords** on this screen, you will be changing them all to the same password.)

When you are finished changing your password(s), simply click the **“Submit”** button to make your changes take effect (E).

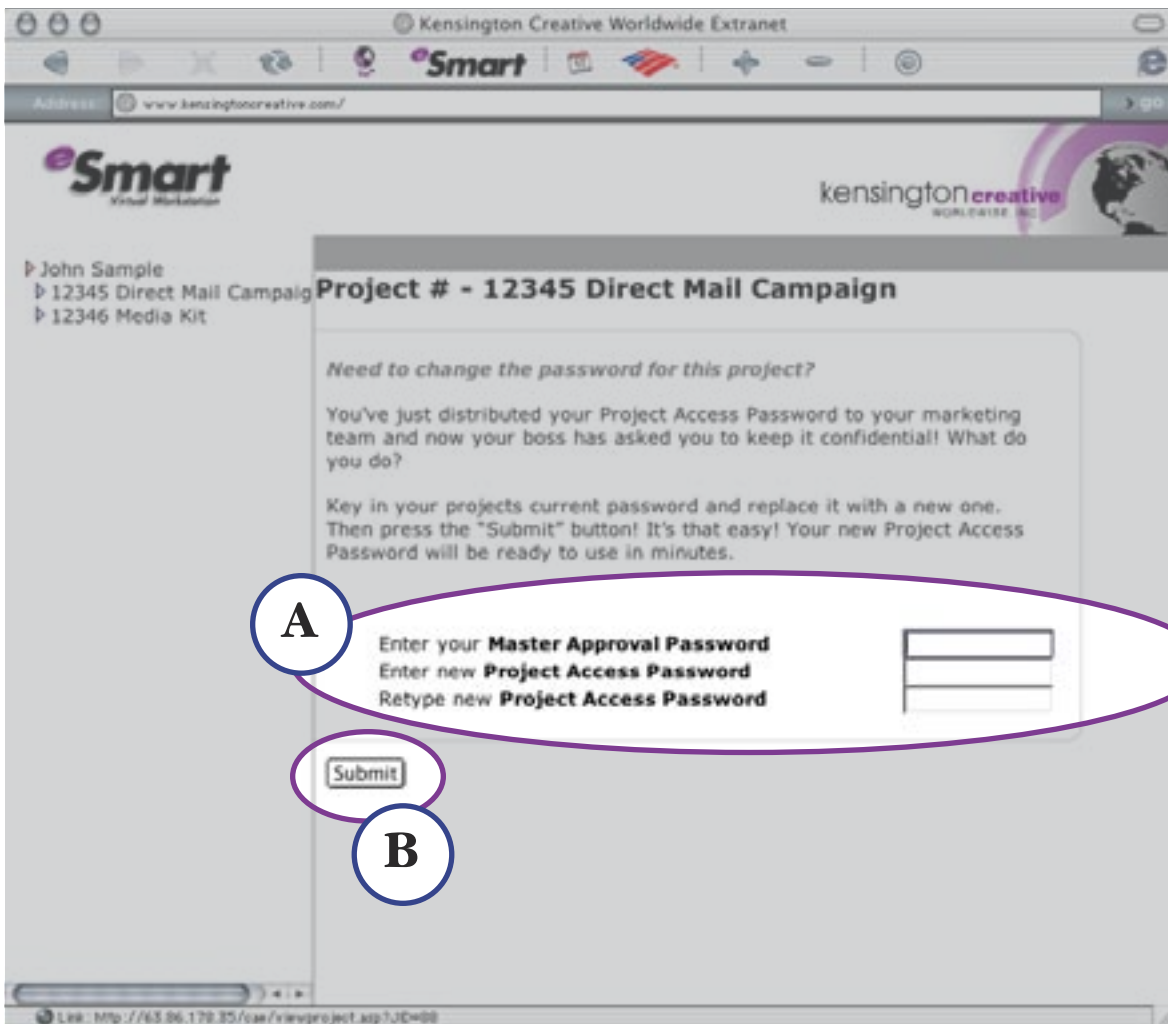


When you log in using your **Master Access Password**, you have the ability to change all your passwords (as discussed on the previous page). If you need to change a **single Project Access Password** you will first need to access the specific project associated with that password. In the example below, **“Direct Mail Campaign”** has been selected.

In the right hand frame (A) you will see three fields that must be completed to change the password for this particular project: First enter your **Master**

Approval Password, next enter the **current Project Access Password** for this particular project, then enter the new password you desire for this project. Lastly, click the **“Submit”** button for your changes to take effect.

Remember, the **Project Access Passwords** are for you to distribute to those who you want to view a specific project. A **Project Access Password** will not allow anyone to approve a project or change passwords, it is for viewing purposes only!



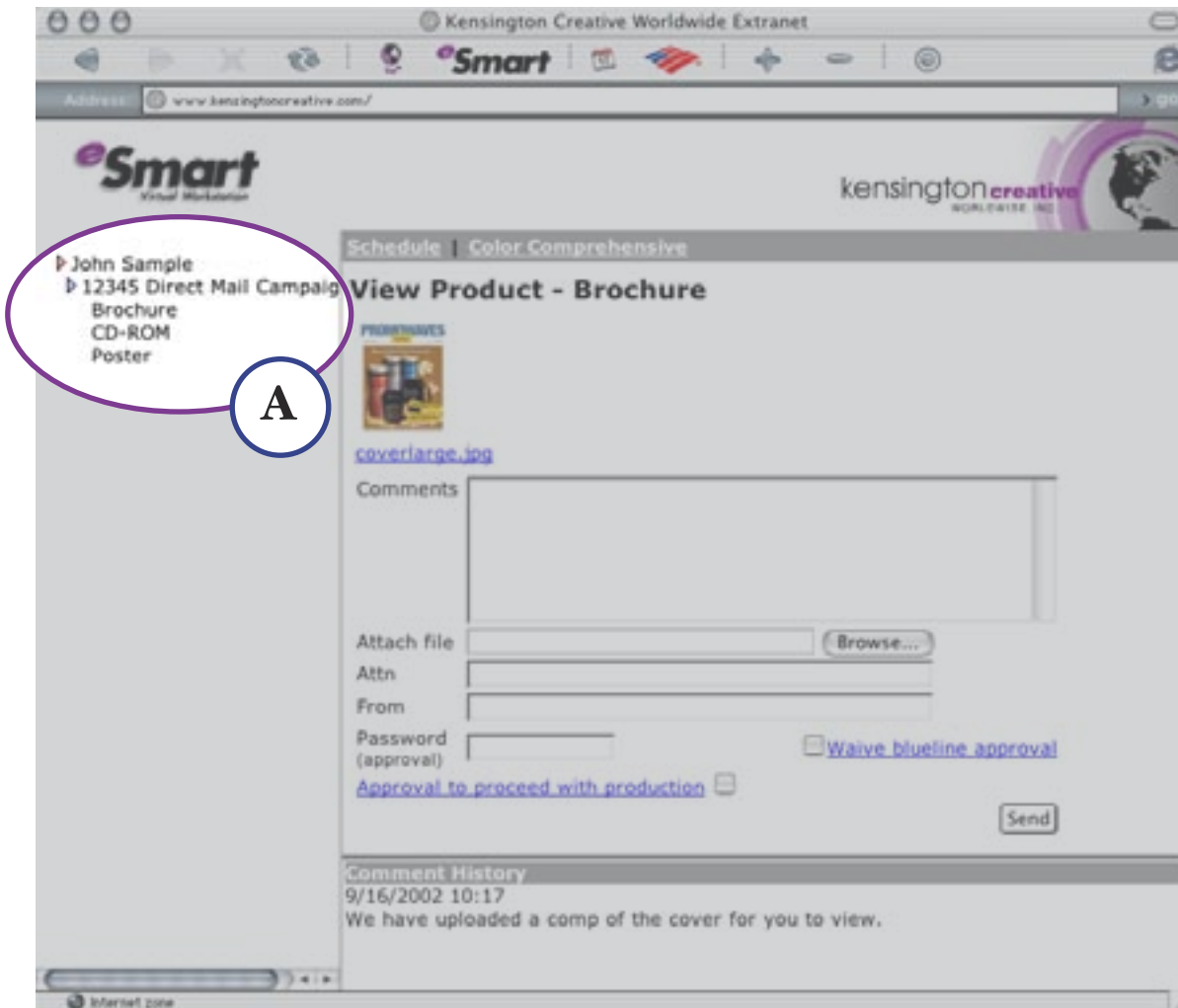
Understanding the Components of Your Virtual Workstation

The left hand frame of your screen displays your name and a complete list of your current projects. Each project is assigned a project number by Kensington Creative that is included as part of the project name.

To view the components of a particular project, simply click on the project name (in the example below (A) we have clicked on the project titled, “12345 Direct Mail Campaign”).

If there is more than one component to your project, they will be listed in alphabetical order (in the example below you will see three components: “**Brochure**,” “**CD-ROM**,” and “**Poster**”).

To exit out of an individual project and to return to your entire project list, simply click on your name.

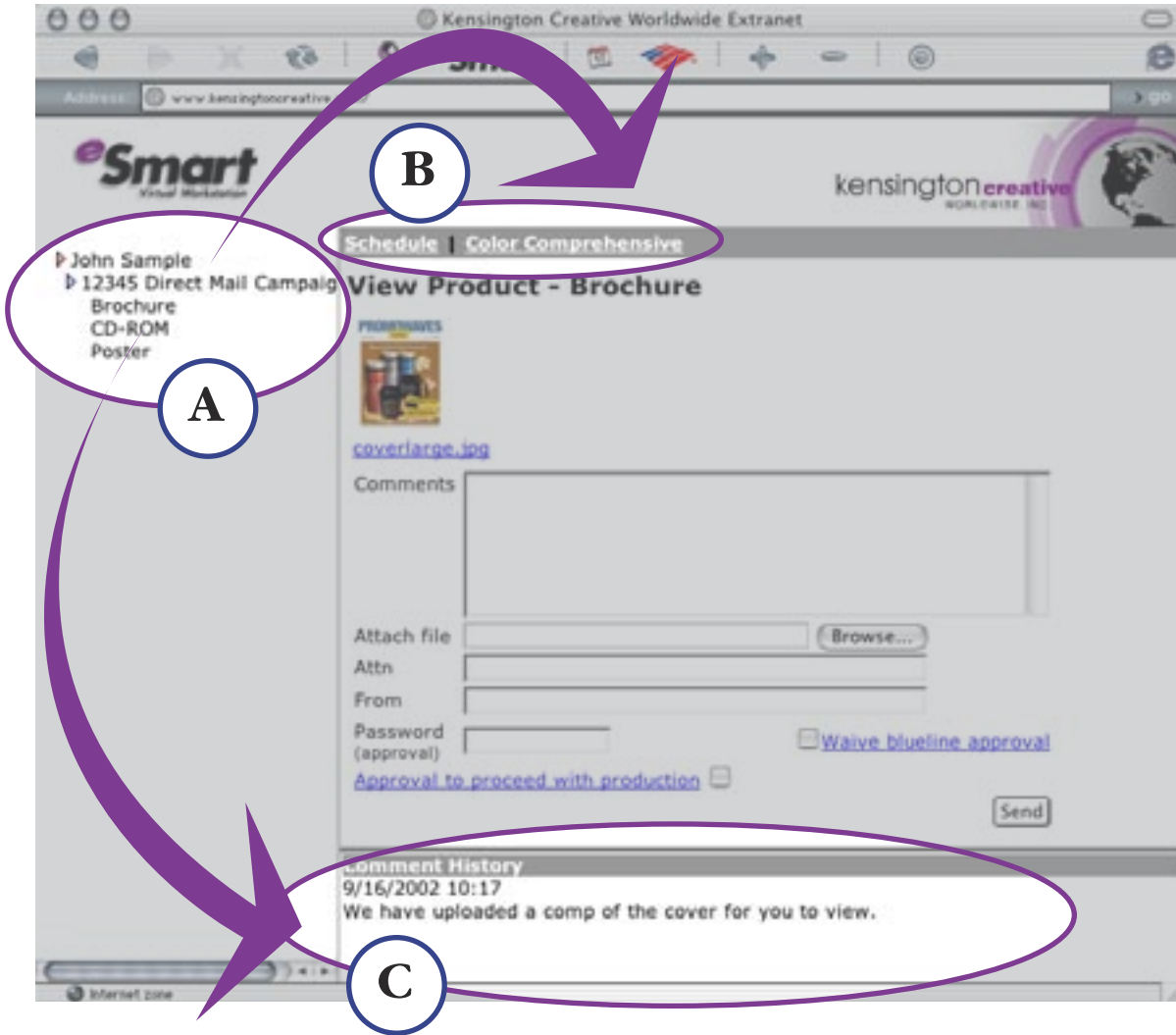


Forgot your password?

If you have been assigned a password but have forgotten it, please notify us by e-mail or call us at (703) 556-3311. You will receive your password via e-mail.

Once you have clicked on one of the components of your project, (“**Brochure**” (A) has been clicked on in the example below) the right frame will change to display a split window, with the top and bottom half of the window denoted by gray menu bars (B) and (C).

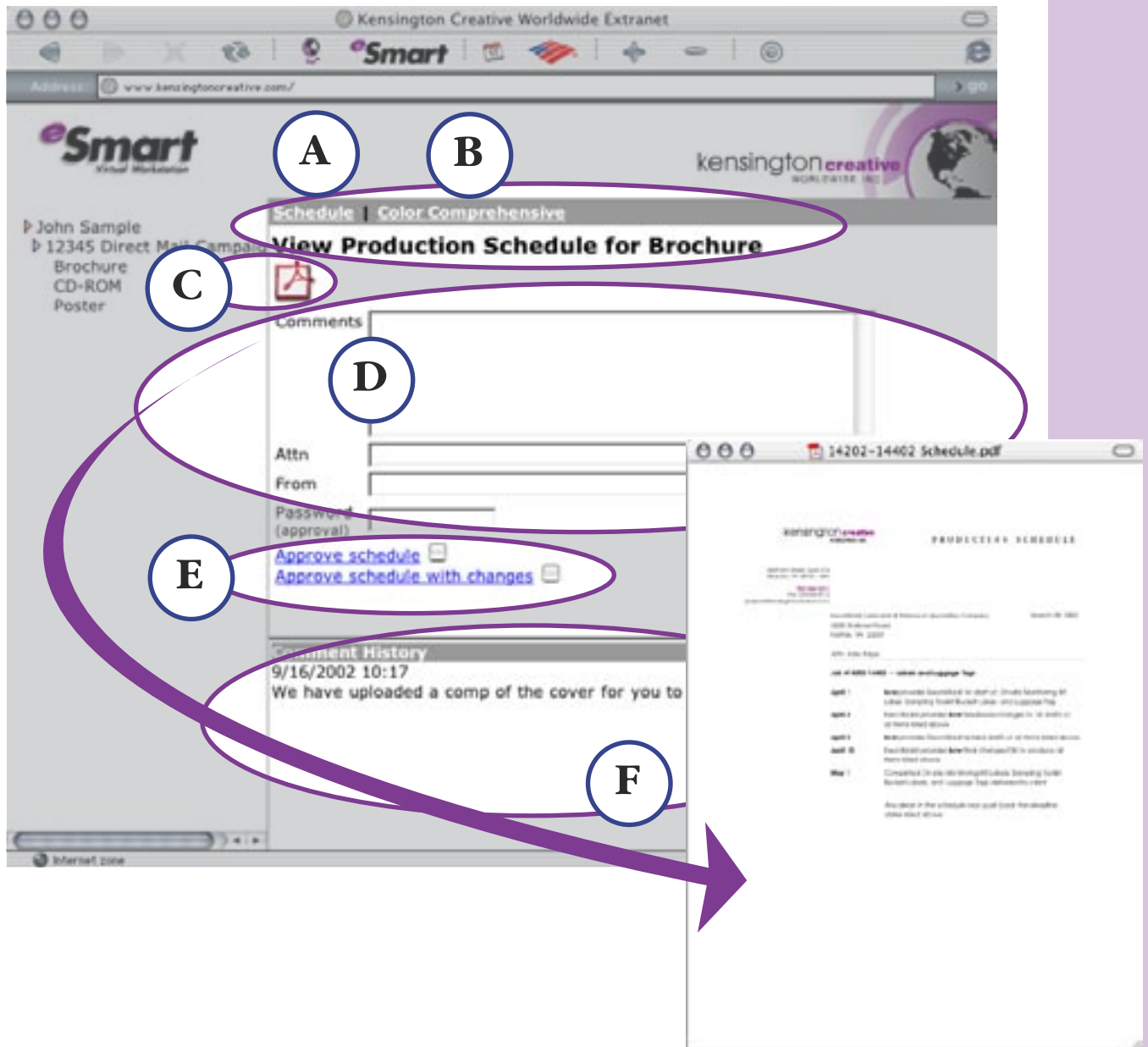
You can also resize the height of the rows in the right frame by clicking and dragging the black bar above Comment History.



Viewing and Approving Your Production Schedule and Color Comprehensives

From the top menu bar, you can choose to view “**Schedule**” (A) or “**Color Comprehensive**.” (B). When a new project begins, you will first have to approve the production schedule (an e-mail is sent notifying you that a schedule has been posted for your review). By selecting “Schedule,” the right frame displays an Adobe Acrobat icon (C). Click on this icon to view your schedule.

Your comments and feedback to the schedule can be entered and e-mailed to Kensington Creative directly from this window in the text field provided (D). You can also “**Approve Schedule**” or “**Approve Schedule with Changes**” right from your desktop (E) by checking the appropriate box and entering your Master Approval Password (refer to page 1). Your password serves as your signature when submitting feedback and approval. All comments and feedback exchanged will be posted in the Comment History section (F) for future reference.



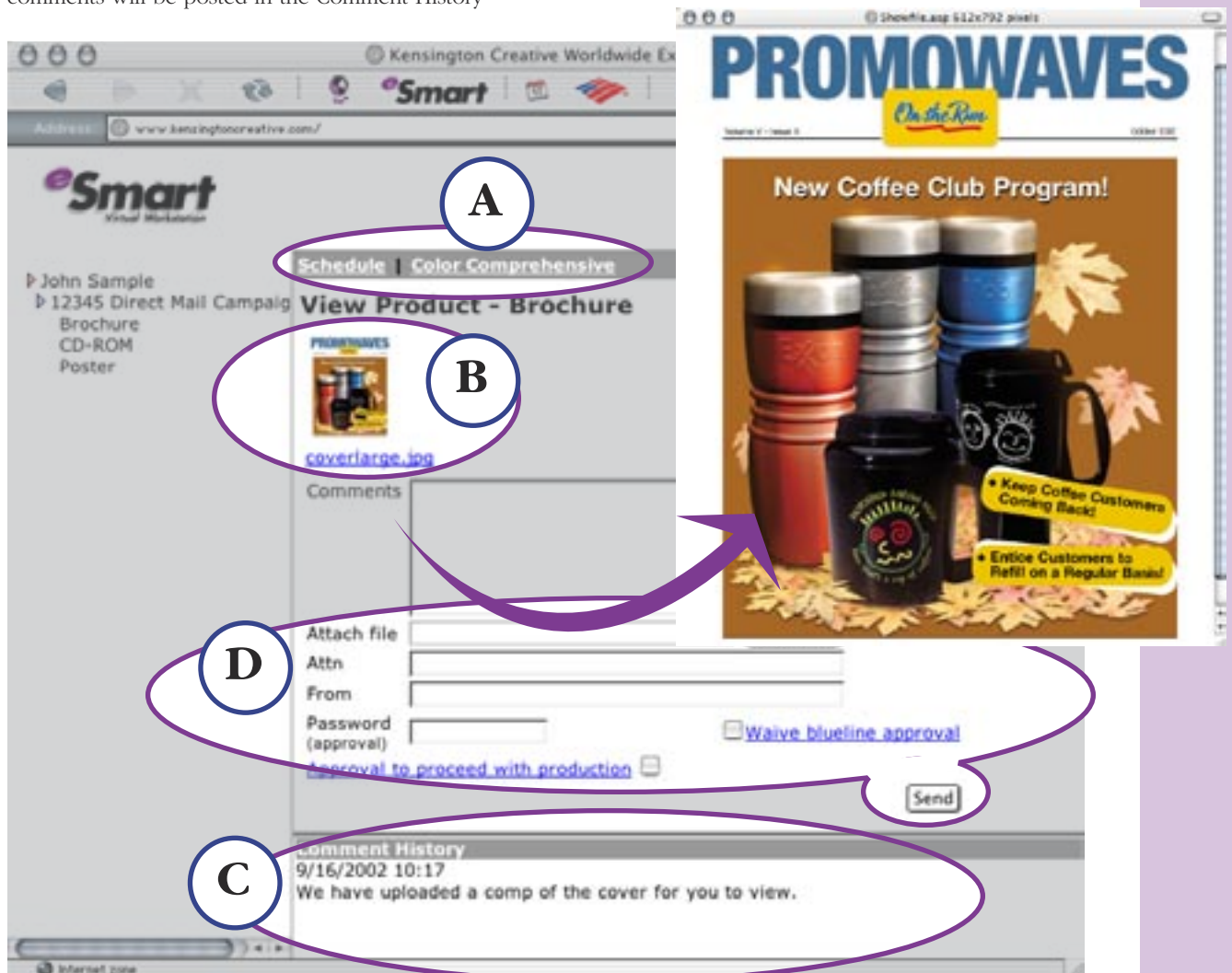
To view a draft of your current project, select “**Color Comprehensive**” (A) from the top menu bar. An e-mail notification will be sent to you once a color comprehensive has been uploaded for you to view.

When you click on the thumbnail (B) a separate window will open displaying a larger version of the thumbnail.

Your comments and feedback to the color comprehensive(s) can be entered and e-mailed to Kensington Creative directly from this window. All comments will be posted in the Comment History

section (C). You also have the ability to attach files that relate to the current piece, approve the piece for production, or waive blue-line approval (if applicable) by checking the appropriate box and entering your Master Approval Password (refer to page 1). Your password serves as your signature when submitting feedback and approval.

This completes your **eSmart** tour. If you have questions or need further instruction, please contact Kensington Creative at (703) 556-3311 or via e-mail at projects@kensingtoncreative.com.



* *Mac OS X users please note: Due to current limitations of Internet Explorer for Mac OS X, you will not be able to view PDF documents in your browser. Please Option-click the PDF icon to download the PDF from our database. Because the file is being pulled from a secure database, the file will be saved to your desktop as "Showfile.asp". Feel free to rename the file, but be sure to rename the extension to .pdf! OS 9 users will not have any difficulty as long as you have the PDF Viewer plug-in installed. Please consult your user manual if you have any questions.*