Revise your job

To make changes to your job, select "Revise Order" from the Order menu, do **any** of the applicable actions from the list below, then click the "Revise Order" button. Your job will then show up in the Work in Progress tab.

Revise your job

Notification Message

Type changes/instructions in the "Notification Message" box.
This is good for simple changes that can easily be explained.

Revise your job

Upload files

Upload any files that you need us to use to the "Files" tab.
Click the "Choose File" button (or "Browse" button in some browsers) to select the file on your computer.

Mark up PDF

Mark up your PDF with the changes, save it to your drive and upload it into the "Files" tab (see instructions in the previous step for uploading files).
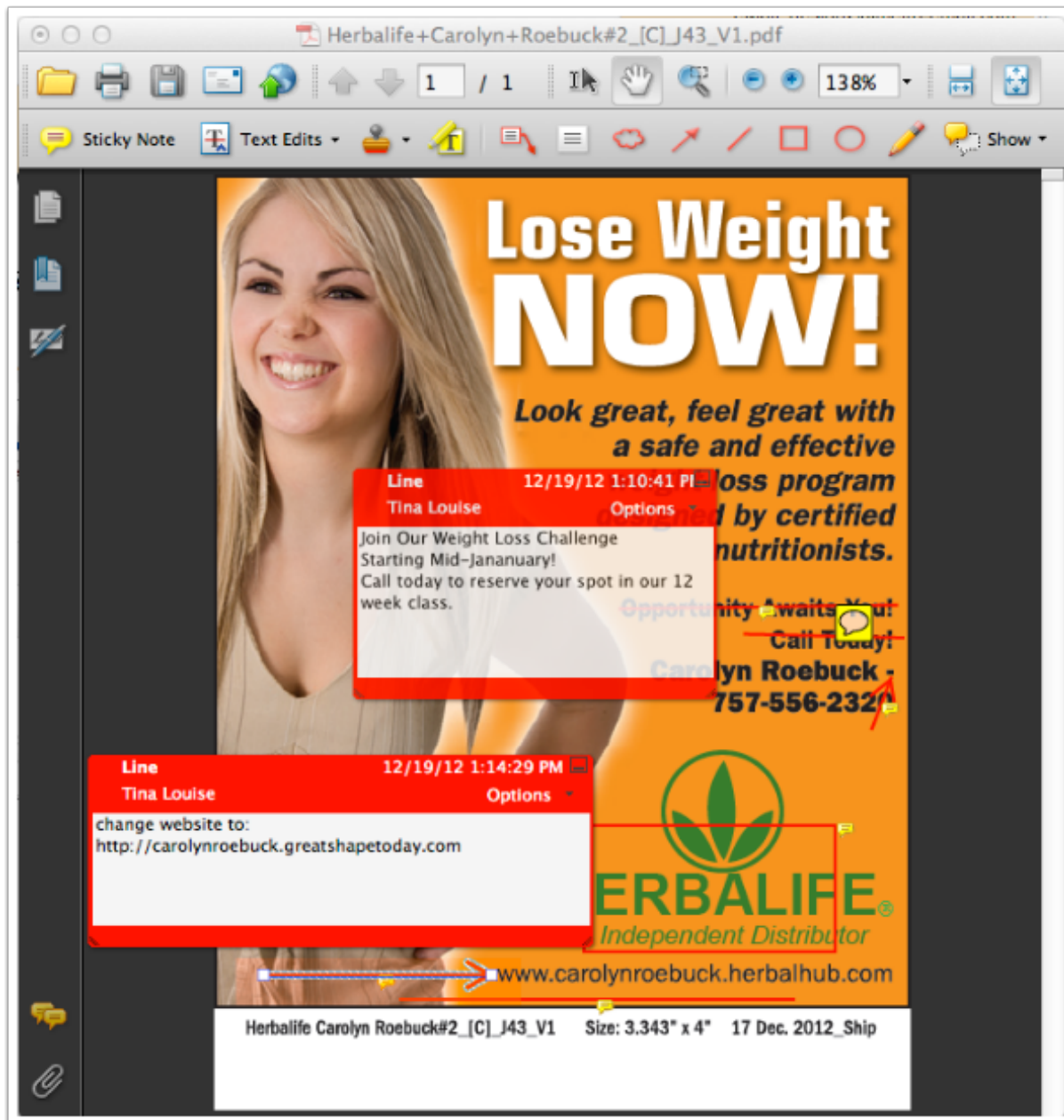This is a great option for more complicated changes.

See the "Marking up a PDF" step-by-step guide for instructions.

Revise your job

Change ad specs

Change the size, color preference, or ad type/format of your job in the "Design" tab.
This is important so that your order always reflects the correct specs.

When you're done

After you've put in all of your changes, click the Revise Order button. You will get a confirmation email and your order will be moved to the Work in Progress tab of your Order Monitor.

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