

# Smart Review

Annotation stamps help to speed up the review and annotation process.

Annotation stamps are commonly used phrases that you might need when reviewing and annotating pages in Smart Review— for example, **Submit another draft for review**. These stamps are available in all jobs and cannot be modified by users in the Smart Review software.

**Note:** The annotation stamps that you create in the customer account are available only to that customer. To create annotation stamps that are available to all customers, configure the Smart Review annotation stamps in the InSite Administration software. For instructions, see the *InSite Administration Help*.

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Customers**.
3. In the drop-down **View** list, select customer's category.
4. Right-click the required customer's name and select **Edit Customer**.
5. In the left pane, select **Preview & Smart Review**.
6. In the **Smart Review Annotation Stamps box**, type the content of the annotation stamp—for example, **Approved**.  
Type one annotation stamp per line.
7. Click **Update**.