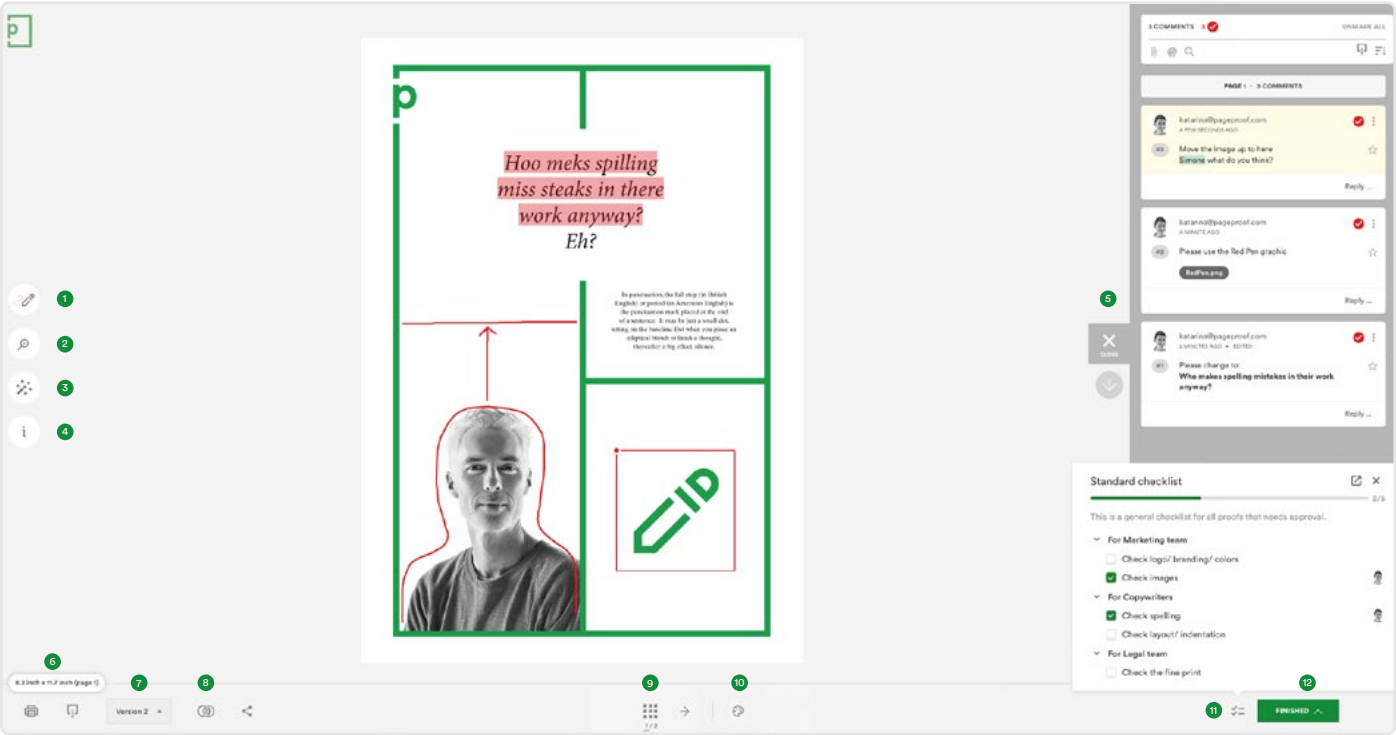
# PageProof guide for reviewers




## PROOFING SCREEN

### 1. Red pen

Use the red pen to place markup and a comment on the proof. There are four to choose from: red pen (add a pin, line, box), highlighter pen (for selecting text), drawing pen (for freehand drawing), and a general comment.

### 2. Zoom

Get right into the detail. Rotate the proof too.

### 3. Magic tools

Hide pins, invert pin colors, ruler, gridlines, focus mode, barcode scanner, and much more.
Fly through proofing with shortcut keys – you can customize these too.

### 4. Info pane

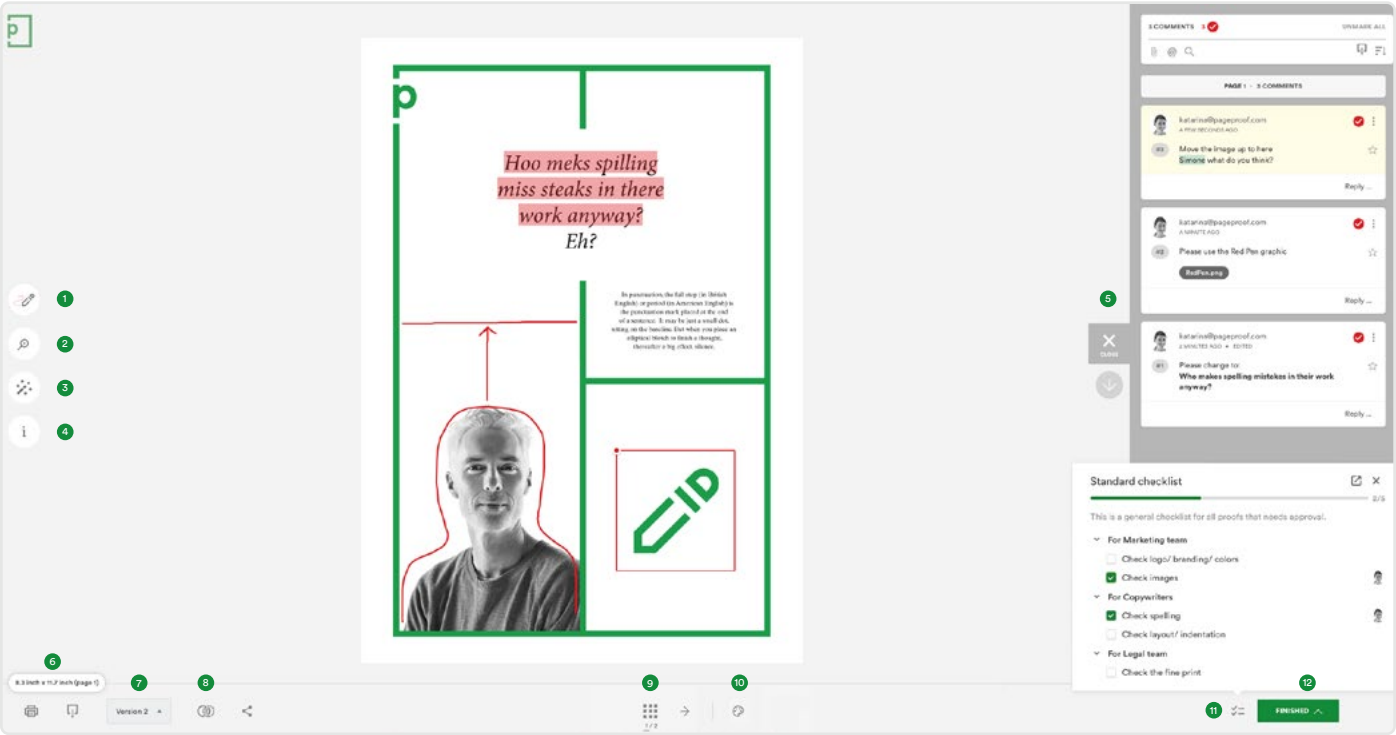
Details on due date, owners, reviewers and their decisions, and more.

### 5. Comment pane

Read and reply to comments. Filter and order the comment list by clicking the icons at the top of the pane – for example: to see comments by a particular reviewer, comments marked as to-do, comments that have @ mentioned a reviewer etc.

### 6. Dimensions pill

More than just the proof dimensions, this pill also shows information about the proof such as fonts, colors, link checker, units of measurement, and scale.




## PROOFING SCREEN

### 7. Version control

See previous versions of the proof.

### 8. Compare mode

See two versions side by side. Smart compare will highlight the differences for you.

### 9. Navigation

Depending on the proof, you will see different options here: page navigation, play/pause for video/audio, website viewport, etc.

### 10. ColorSep®

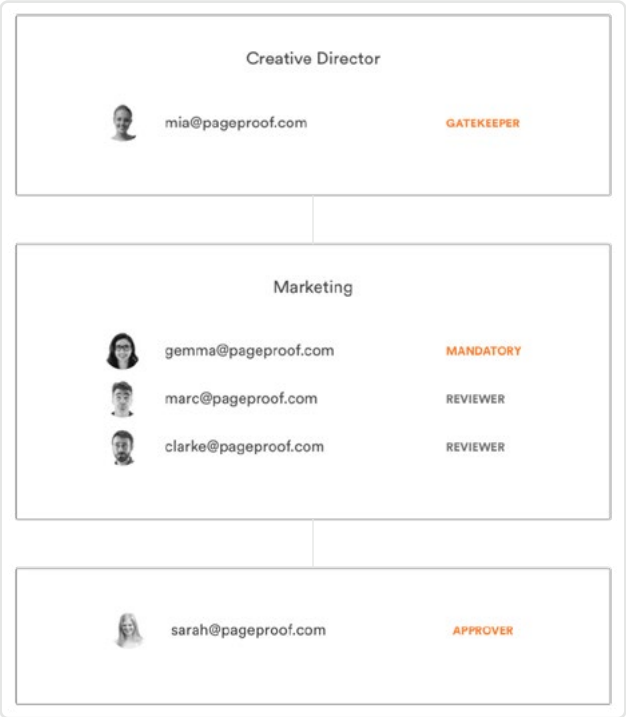
Open color separations mode to preview the color separation plates.

### 11. Checklist

Check items on the checklist as you review the proof.

### 12. Green button

Click the green button to leave your decision on the proof. This will notify the proof owner that you've finished reviewing the proof.




## YOUR ROLE ON THE PROOF

A proof can involve one or many reviewers. Everyone on the proof will get a red pen to add comments. PageProof will let you know if you have been given a special role when you open the proof.
You will also see your role on the email invitation.

### Reviewer & mandatory reviewer

A reviewer is asked to view and comment on the proof but can not send a to-do list. It is the responsibility of the gatekeeper or approver to review all the comments and send the to-do list. The only difference between a reviewer and a mandatory reviewer is that the workflow step will wait for all mandatory reviewers to finish reviewing the proof before the proof moves on to the next workflow step.

### Gatekeeper

A gatekeeper is asked to view and comment on the proof, but also decides whether the proof is approved and continues on in the workflow, or it is returned with a to-do list and the workflow is stopped.

### Approver

The difference between a gatekeeper and approver is that the approver has the ability to give final approval on the proof. They decide whether the proof is approved as is, or is returned with a to-do list. The approver is last in the workflow.

To see your role and the roles of others, click the proof info i icon to see the workflow. Your role can also be seen in the proof invitation email.

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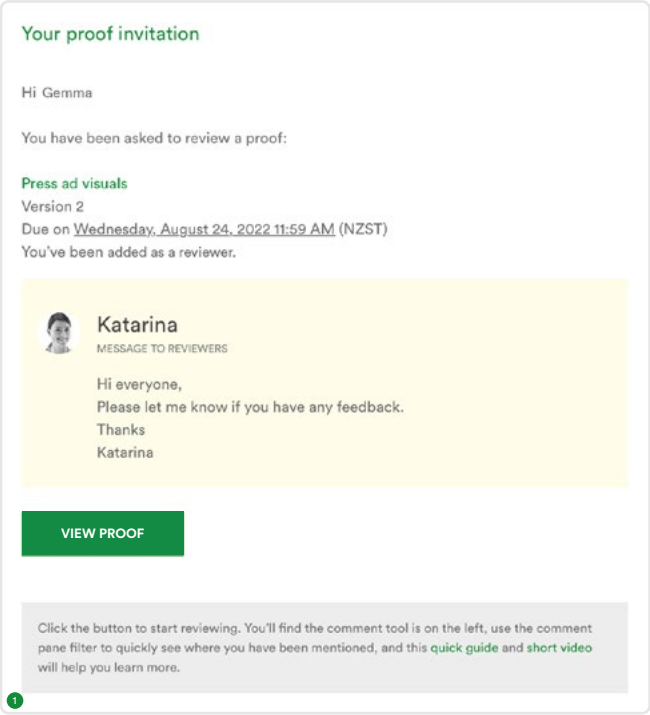
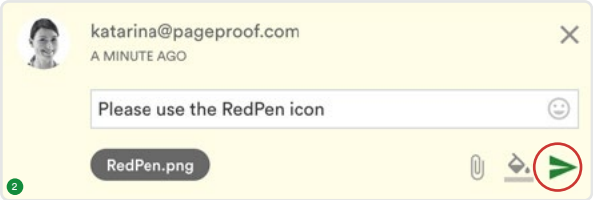



## HOW TO REVIEW A PROOF

### 1. Your proof invitation

- When you receive a proof invitation email, click VIEW PROOF.
- PageProof will automatically create your account and keep you logged in.
- Take note of your role: mandatory, gatekeeper, or approver.

### 2. Adding a comment

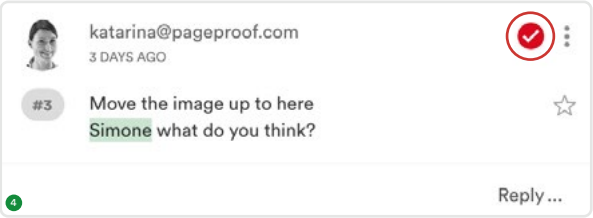
ALL ROLES

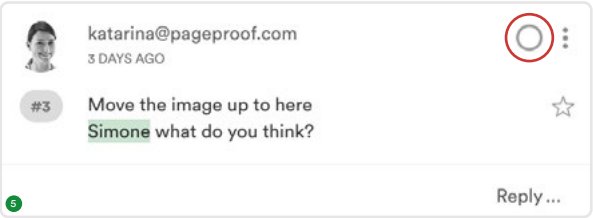
- Select the red pen tool to the left of the proof, add your markup on the proof and write your comment.
  Red pen tip: **Click** to add a pin, **Click + drag** to add a line. **Click + drag** diagonally to add a box.
- Use the @ symbol to mention another reviewer.
- Click the attachment icon to add a file to your comment e.g. a logo, image, or revised copy.
- Click the icon to add your comment.

### 3. Finish reviewing

REVIEWER AND MANDATORY

- Push the green FINISHED button and leave your decision on the proof.




## 4. Sending a to-do list

GATEKEEPER AND APPROVER

- When reviewers are finished reviewing the proof and its comments, it is time for the gatekeeper or approver to return a to-do list.
- Mark each comment as a red to-do. Comments you don't want actioned leave unmarked.
- There is a mark all **MARK ALL** button for ease.
- If you want to lock the proof whilst you review, click the lock icon. This removes the red pen from other reviewers.
- When you are finished click the green SEND TO-DO LIST button.

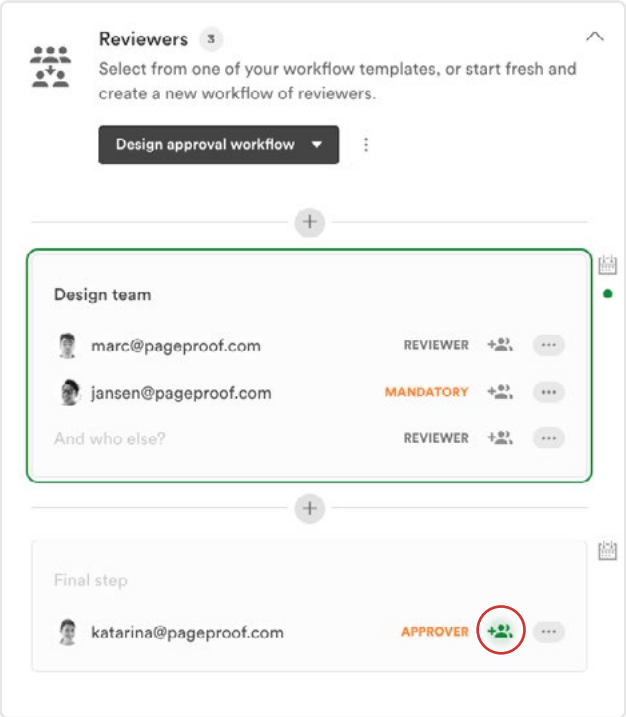
## 5. Approving a proof

GATEKEEPER AND APPROVER

- To approve the proof, if there are any comments, make sure they are unmarked.
- **Gatekeeper**: When you are finished, click the green APPROVE & SEND ON button. The proof will move on in the workflow.
- **Approver**: When you are finished, click the green APPROVE button.
- If you want to lock the proof whilst you review, click the lock icon. This removes the red pen from other reviewers in the workflow.
- When the proof has been given final approval by the approver, the proof owners will be notified and the proof is moved into the approved area of the dashboard. To access your dashboard click the logo in the top left-hand corner of the proof screen.

## 6. Going back to a proof

- In the proof invitation email click VIEW PROOF
- Use the global search by typing /
- Click the notification icon on the dashboard to see recent activity.




## HOW TO INVITE SOMEONE TO THE PROOF

### Share for review

Click the share icon* at the bottom of the proofing screen to share the proof.
** Available if the proof owner has turned on the share link.*

### Invite into the workflow

Displayed next to each reviewer in the workflow is the invite icon. If the icon is green you are able to invite another reviewer into the workflow by entering their email address. Open the proof's info pane to add a reviewer into the workflow.

Note*: Fowarded email invitations or URL links will not work for anyone who is not officially added to the proof (unless the proof owner has turned on the share link).*