

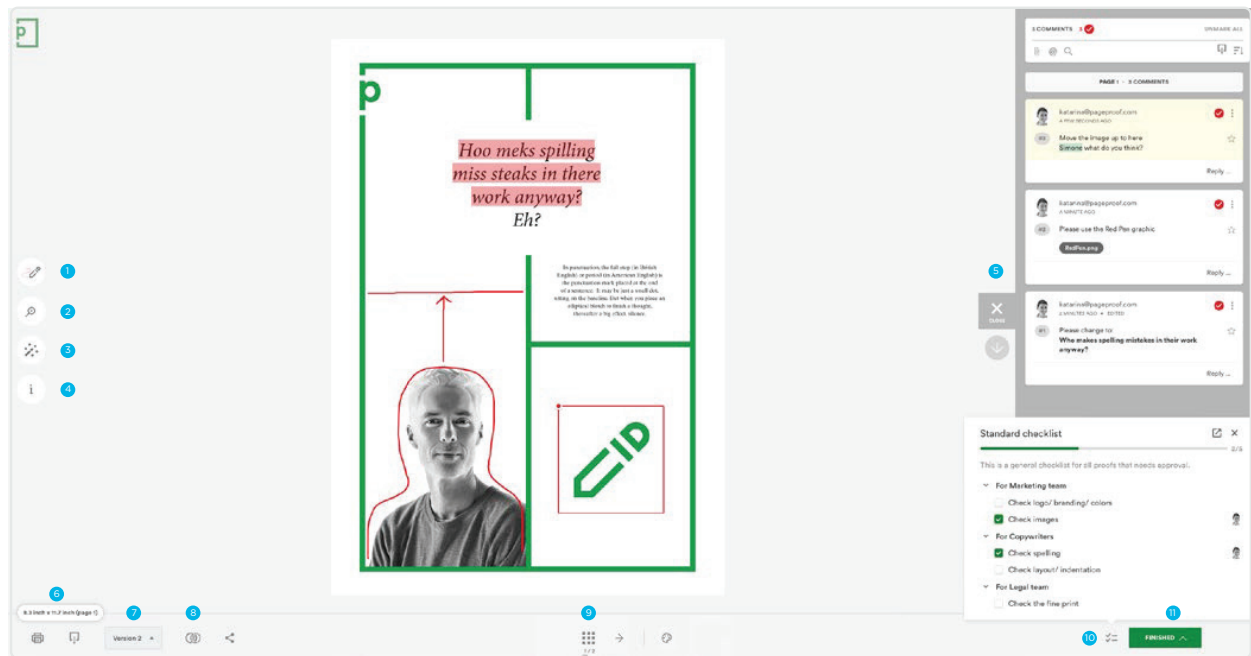
# Print NW

## PROOFING

## Proofing Guide

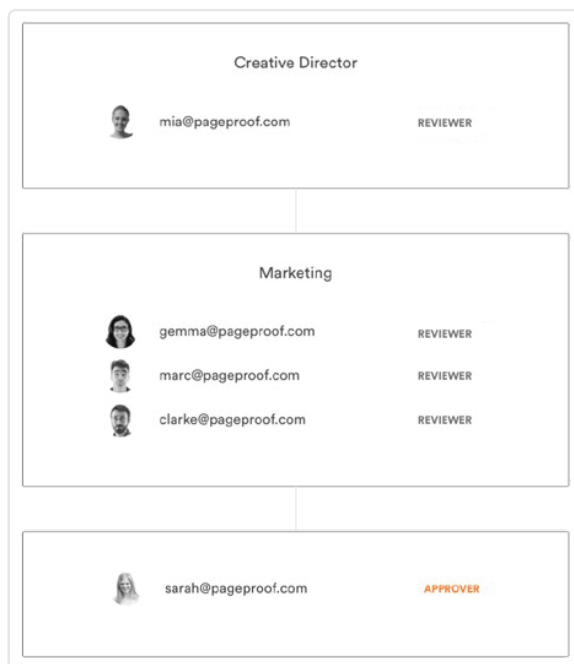


APRIL 2024



## 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.
7. **Version control** - See previous versions of the proof.
8. **Compare mode** - See two versions side by side. Smart compare will highlight the difference 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. **Checklist** - Check items on the checklist as you review the proof.
11. **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.

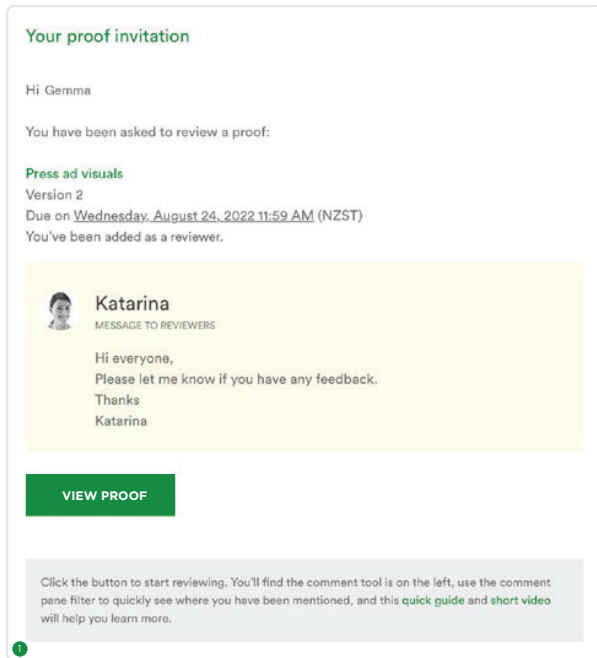


**YOUR ROLE ON THE PROOF**

A proof can involve one or many reviewers, but only 1 approver. Everyone on the proof will get a red pen to add comments. Print NW 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** - A reviewer is asked to view and comment on the proof but can not send a to-do list.

**Approver** - 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.






## HOW TO REVIEW A PROOF

### 1. Your proof invitation

- When you receive a proof invitation email, click **VIEW PROOF**.
- Print NW will automatically create your account and keep you logged in.
- Take note of your role: Approver or Reviewer

### 2. Adding a comment

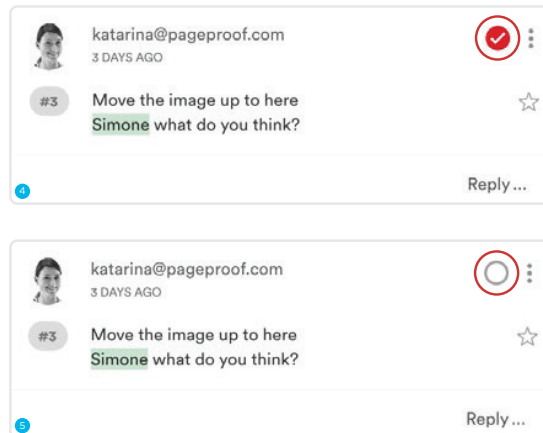
#### ALL ROLES

- 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 revised file you would like us to use, and avoid another email from us.  
*\* Did you know if you attach your file in here, day or night, your order will go back to our prep team to get your revised proof started without needing your sales rep or CSR?*
- Click the  icon to add your comment.

### 3. Finish reviewing

#### REVIEWER

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



## 4. Sending a to-do list

### APPROVER

- When reviewers are finished reviewing the proof and its comments, it is time for the approver to return a to-do list.
- Mark each comment as a red to-do . Comments you don't want actioned leave unmarked and we will ignore those.
- There is a **MARK ALL** button for ease.
- If you want to lock the proof during your 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
- Watch your email for next steps if you didn't upload your replacement file in the proof.

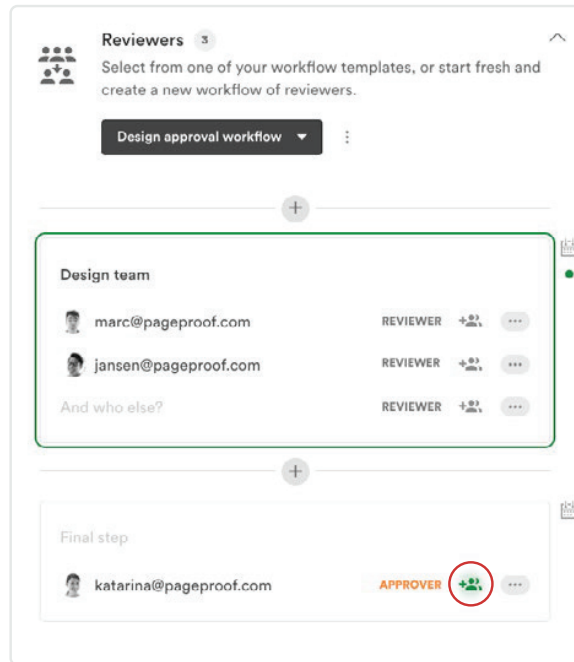
## 5. Approving a proof

### APPROVER

- To approve the proof as is, if there are any comments, make sure they are unmarked .
- **Approver:** When you are finished, click the green **APPROVE** button
- When the proof has been given final approval by the approver, Print NW will be notified and your job will go straight to print! The proof is then 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


#### 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: Forwarded 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).*

### SETTINGS

To change your notification preferences, simply follow the steps below.

1. **Click your initial** on the top of your dashboard. 
2. **Select profile** in the dropdown menu.
3. And go to the **notify me** selection. You can adjust your preferences here.
4. We highly recommend that all critical emails remain turned on. Other options you may like to be notified about are:
  - When others make comments you can turn on - comments added
  - When a reviewer has finished reviewing