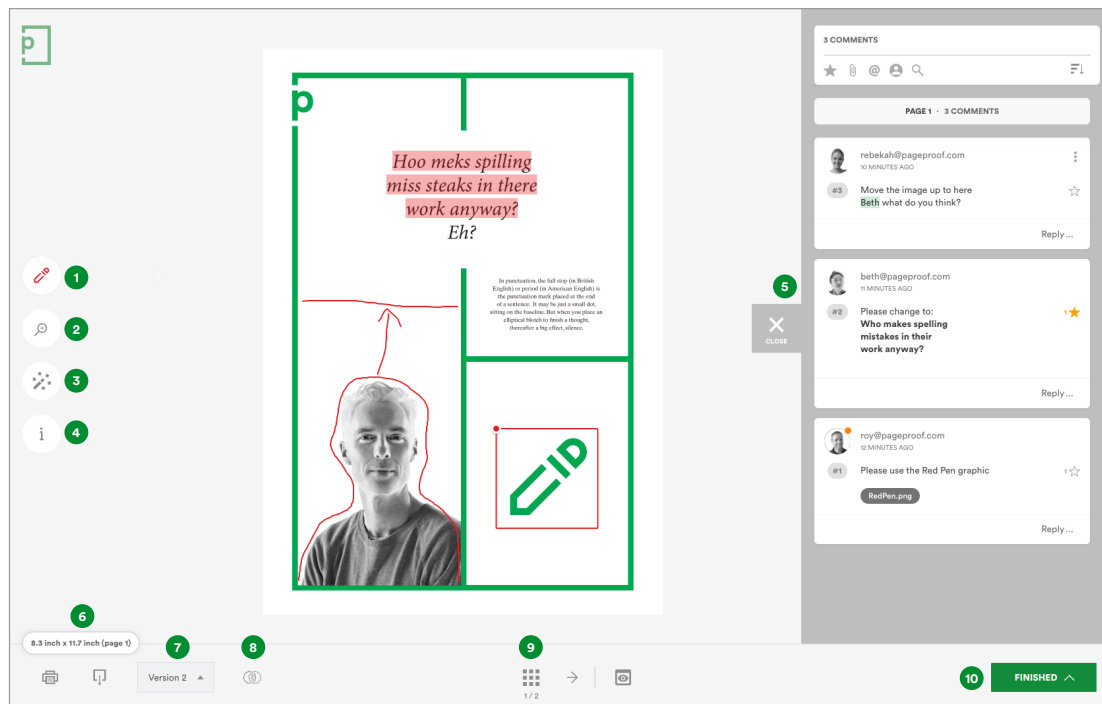




# PageProof guide for reviewers



## THE PROOFING SCREEN

### 1. Red pen

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

### 2. Zoom

Get right into the detail. Rotate the proof too.

### 3. Magic tools

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

### 4. Info pane

Detail 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, and tools such as ruler, gridlines, and color separations.

### 7. Version control

See previous versions.

### 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 and audio, website viewport, preview mode for interactive PDFs.

### 10. Green button

Click the green button to leave your decision on the proof.

**Remember: use the red pen to add comments to the proof, then push the green button when you're finished.**






# PageProof guide for reviewers

## HOW TO REVIEW A PROOF

When you receive a proof invitation email, click [VIEW PROOF](#). Take note of your role. PageProof will automatically create your account and keep you logged in. If you change your browser or device you originally used to view the proof on, you will be asked to log in – don't worry, click [FORGOT PASSWORD?](#) on the login screen to set a password.

### 1. 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. 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.
- When you are finished, click the green [FINISHED ^](#) button.

Red pen tip: **Click** to add a pin. **Click + drag** to add a line. **Click + drag** diagonally to add a box.


### 2. SEND 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.


### 3. APPROVING A PROOF

#### gatekeeper and approver

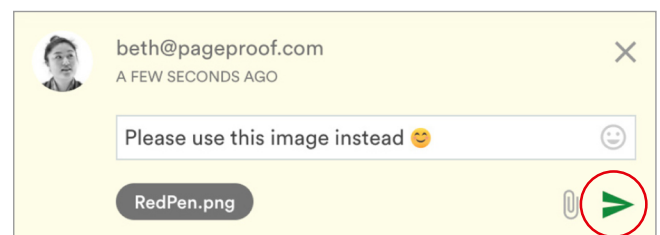
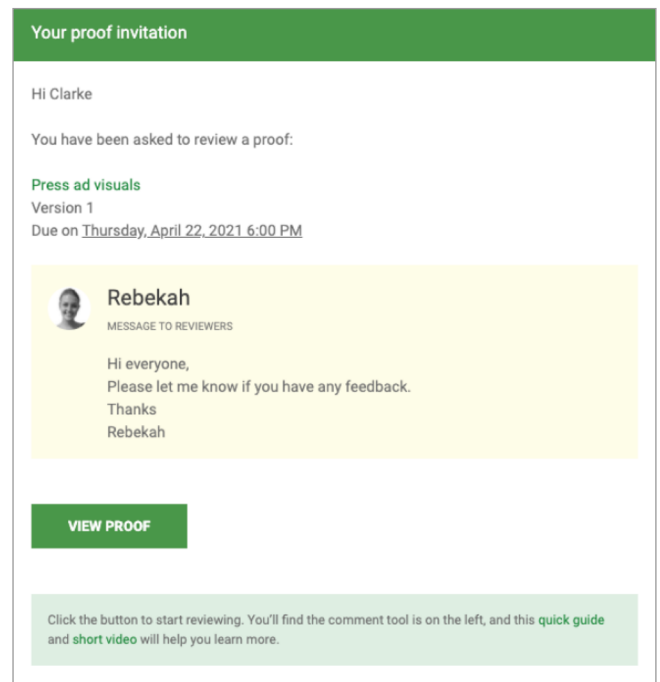
To approve the proof, if there are any comments, make sure they are unmarked .

**Gatekeeper:** When you are finished, click the green [APPROVE & SEND ON](#) button. The proof will move on in the workflow.

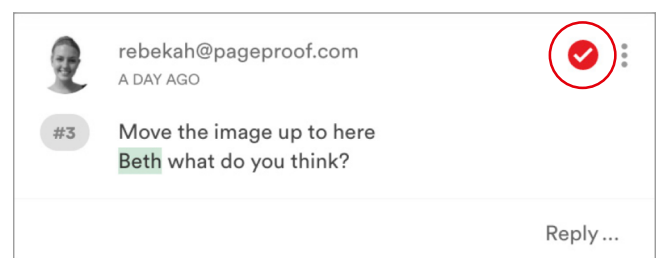
**Approver:** When you are finished, click the green [APPROVE](#) button

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.

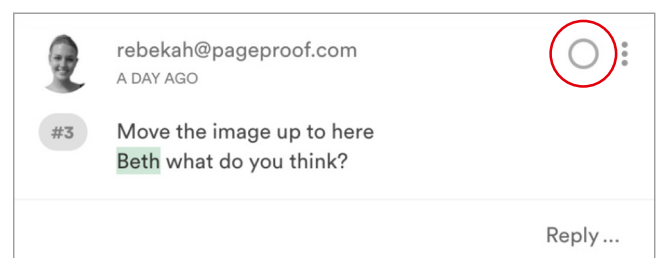
When the proof has been given final approval by the approver, the proof owners will be notified and the proof is moved into the *approved* area of the dashboard. To access your dashboard click the logo in the top left-hand corner of the proof screen.



1. Adding a comment



2. Returning a to-do list



3. Approving a proof