Print NW
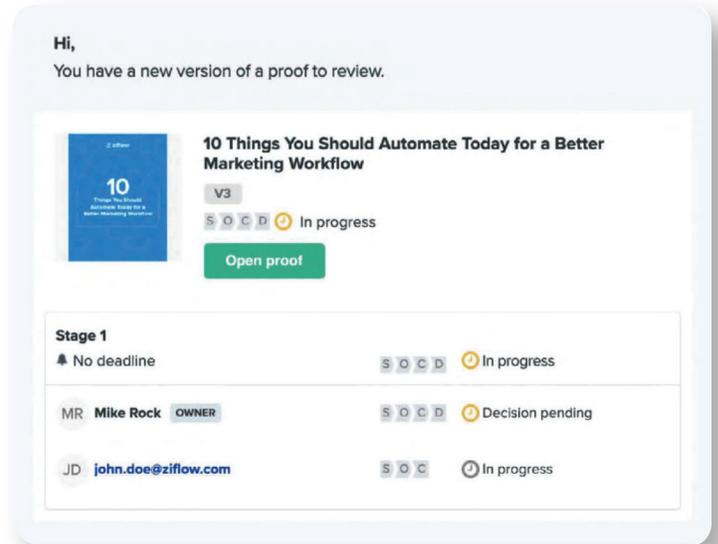
∴ PROOFING GUIDE

Opening Your Proof

The review process begins with an email notifying you that a new proof was created and requires your input. The email contains a personalized link to the proof. **NEVER FORWARD THIS LINK!**

To start reviewing the file, click on the green "Open Proof" button, which will take you to the Proof Viewer.

Adding Comments and Markups

Drawing a Markup

The easiest way to get started is simply by clicking where you want to start drawing or highlighting text. When drawing a markup, you have several options to choose from:

- rectangle
- circle
- arrow
- line
- freehand drawing
- text select

You can move the toolbar around the screen, selecting and using the appropriate drawing option to indicate wherever you have feedback. Add your message in the comment box, click "Post", and your markup and comment will be published to all reviewers.
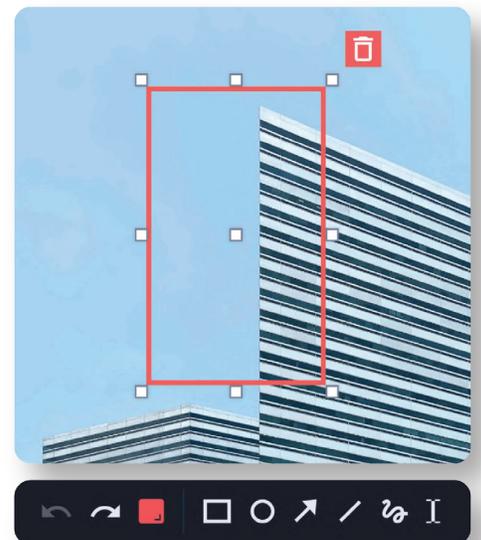
Adding Your Comments

You can simply click on the area of a piece of content that you want to mark up and leave a comment on. Posting your comment is as easy as typing your message in the comment box and hitting 'Post' to publish it.

Marking Up Text

Marking up text is easy. Simply use the text selection tool to highlight, replace, delete or insert text, adding any additional notes on the changes in the comment box as needed.

*if the file is one image you may not have some of the features noted
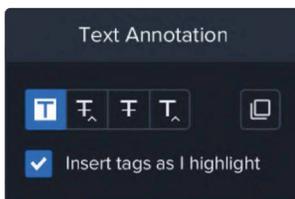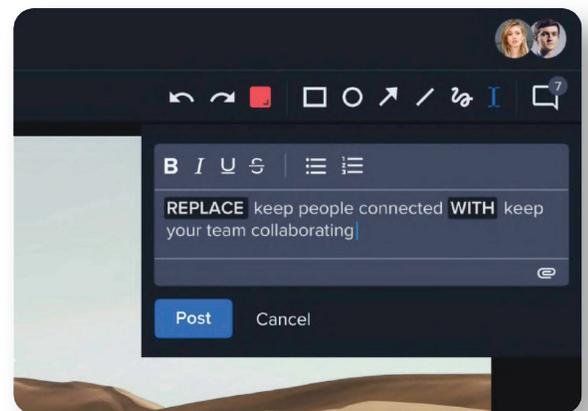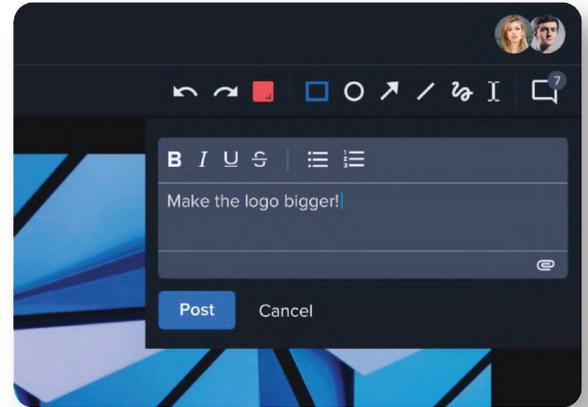
Online proofing helps you keep people connected

Replying to Other Reviewers' Comments

Reading Comments

Once you click on an existing comment, you will automatically be redirected to the page where the comment was made. You'll also see any and all replies to that comment in the same place. Comments can also be switched by clicking on the arrow buttons above the comment bar.

Replying to Comments

If you'd like to reply to a comment, simply click the "Reply" button in the comment box. That will open a box where you can add a new message.

Print NW does not see any comments you have made until a decision has been made by the approver.
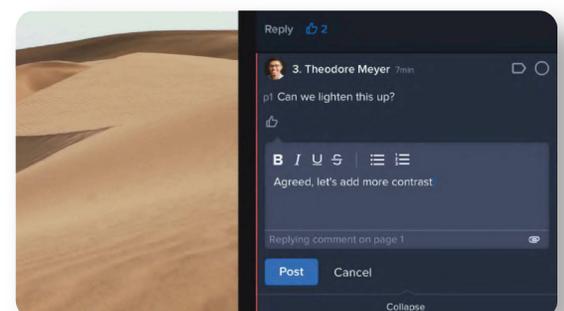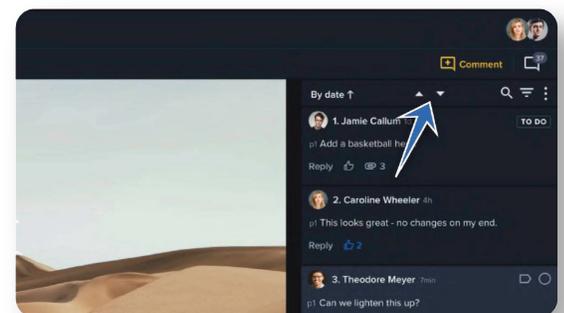
Comparing Proofs

Often times, there is more than one version of a proof routed before a final approval is reached. In these cases, you can use the handy Compare Mode to compare two versions (older and newer) of the content. Compare Mode can be accessed from the upper left portion of the screen. The top tool bar offers multiple ways to compare proofing, including:

• Using pixel-by-pixel comparison

• Locking navigation for compared proofs

• Re-syncing compared proofs

• Using the Overlay Mode
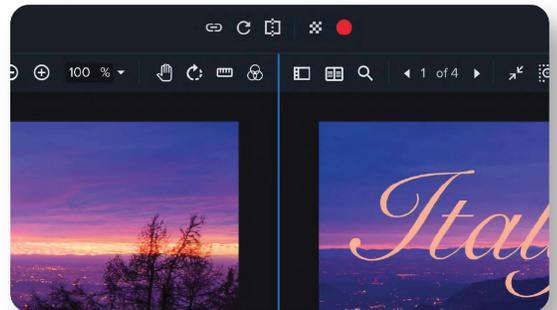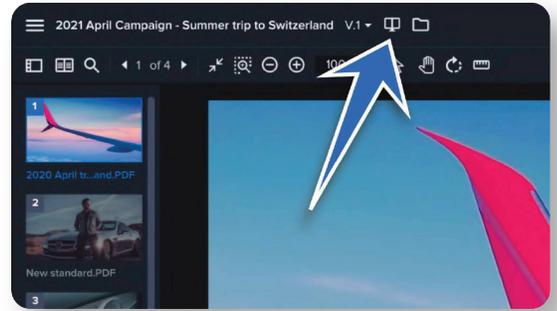
Completing Your Review & Submitting Decisions

After completing your markups, there are several ways to finalize your review, depending on the role assigned to you by the proof owner.

Completing a Review If You Have Decision Rights

If you have decision rights, you'll be able to select an action indicating the results of your review, including:

• Approved - Print my job now!

• Changes required (by Print NW)

• Changes required (sending new files)

Once a decision is made, Print NW will be notified of it and the appropriate changes will begin OR if approval was submitted it will go straight to the presses to print!
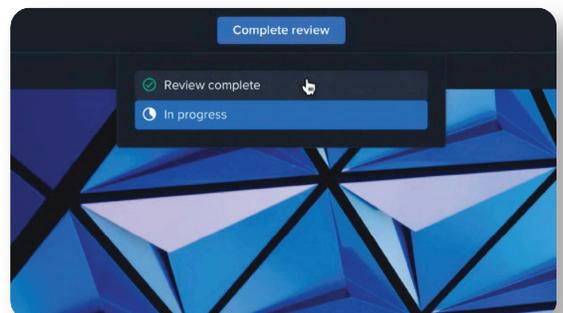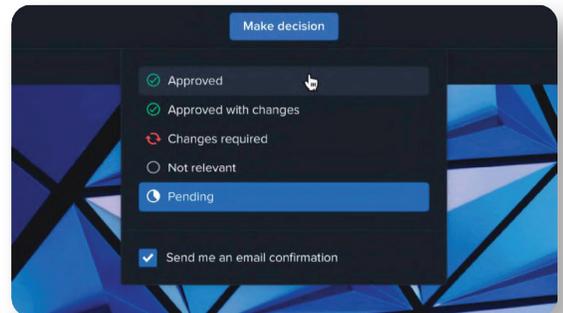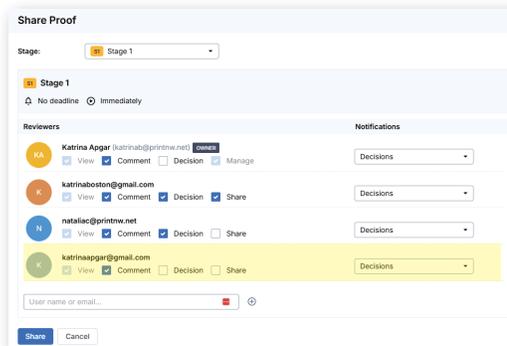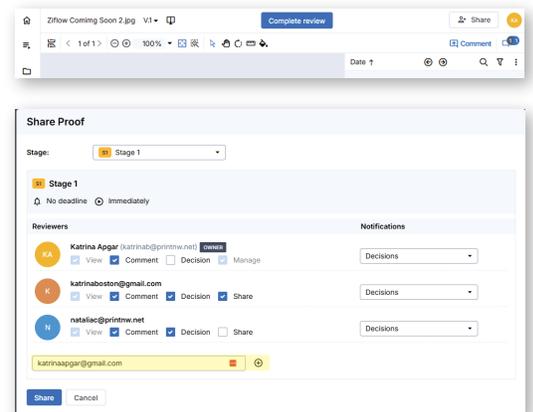
Sharing Proofs

If you need to add people to review a proof, do NOT forward your proof link. Forwarding your link allows others to impersonate you and take actions in your name. Instead, follow these steps:

1. Open your proof.

2. At the top of the screen, click the Share button.

3. Choose Share for review.

4. Scroll to the bottom of the share window and enter the email address of the person you want to add.

5. Click the + button to add them to the proof.

6. If you want that person to be able to leave comments, check the Comment option.

7. Click Share to send them access.

This will securely add the reviewer to the proof with the correct permissions - no link-forwarding required.

Thanks for using the proofing platform! It helps keep communication clear and streamlines our workflows so we can support you faster. If at any time during the proofing process you have questions, please reach out to your customer service or sales rep—they're happy to assist.

Print NW