

## 1. RECEIVING A PROOF

When you receive a proof invitation email, click [VIEW PROOF](#)

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 for yourself you will remember.

### Your invitation to proof

Hi Clarke

Rei has asked you to proof a file.

Press ad visuals  
Version 1

Click the button below to start proofing. You'll find the comment, zoom and proof information tools are on the left.

Here's a [short video](#) on how to review a proof if you'd like to learn more.

[VIEW PROOF](#)

PageProof. You can make sign-off of your work simple too. [Learn more.](#)

**Effective April 15th, 2019** Emailed proofs will be from this return address: **ART PROOF | ALLIED**

## What is your role?

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.

### Reviewer (This is an optional role)


A reviewer is asked to view and comment on the proof but can not send a to-do list. **It is the responsibility of approver to review all the comments and send the to-do list.**

### Approver

The difference between a reviewer 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 to the designer with to-dos. The approver is last in the workflow.

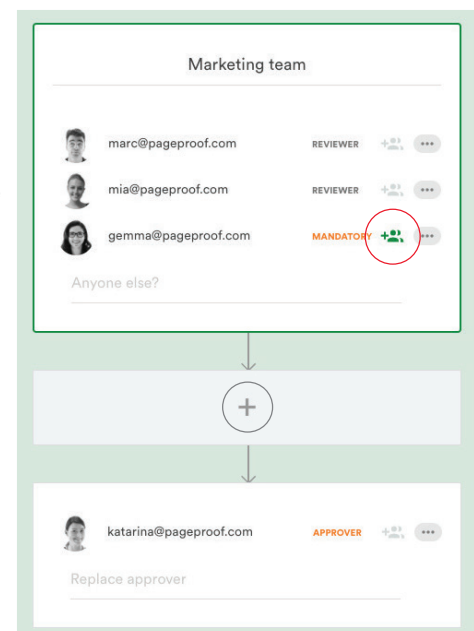
To see your role and the roles of others, click the proof info  icon to see the workflow.

## Want to invite someone to review the proof?

Displayed next to each reviewer in the workflow is the **inviter**  icon. If the icon is green you are able to share the proof with others. Add someone by simply entering their email address into the workflow. Rest-assured, only those in the workflow and the proof owners will be able to see and comment on the proof\*.


**\* Forwarded email invitations or url links will not work for anyone who is not officially added to the proof.**


**To add a reviewer to your proof; click the proof info icon, then click the encircled plus sign above your email and enter the reviewer(s) email in the designated box.**







## 2. ADDING A COMMENT

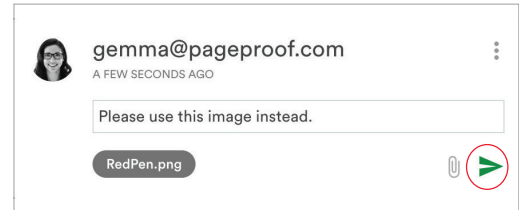
To add a comment, select the red pen  tool to the left of the proof, click on the proof and write your comment. Use the @ symbol in your comment to mention another reviewer.

Click the attachment  icon to add a file to your comment e.g a logo, image or revised copy.

Click the zoom  icon to view the proof in more detail and rotate.  
Click the send  icon for each comment you make.

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.




## 3. RETURNING A TO-DO LIST

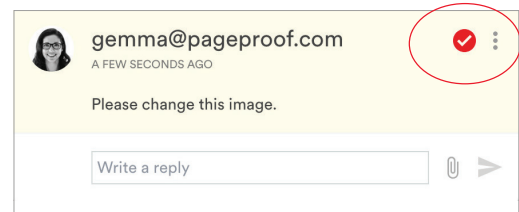
When reviewers are finished reviewing the proof and comments have been added, it is time for the approver to return a list of comments marked as red to-dos.

Mark each comment as a red to-do . Comments you don't want actioned leave gray .


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 in the workflow.


When you are finished, click the green **SEND TO-DO LIST** button.

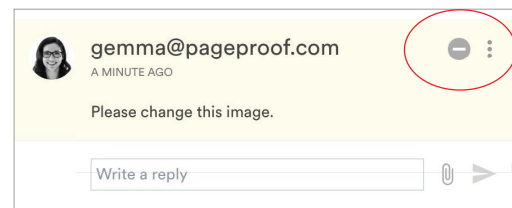


## 4. APPROVING A PROOF

If you want to approve the proof, if there are comments, make sure they are marked as gray .



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 auto-archived into the approved area of the dashboard. To access your dashboard click the logo in the top left hand corner of the proof screen.

## 5. GOING BACK TO A PROOF

- Click **VIEW PROOF** in the proof invitation email
- Use the search  on the dashboard
- Click the notifications  icon on the dashboard to see recent activity on your proofs.