

Quick Start Guide

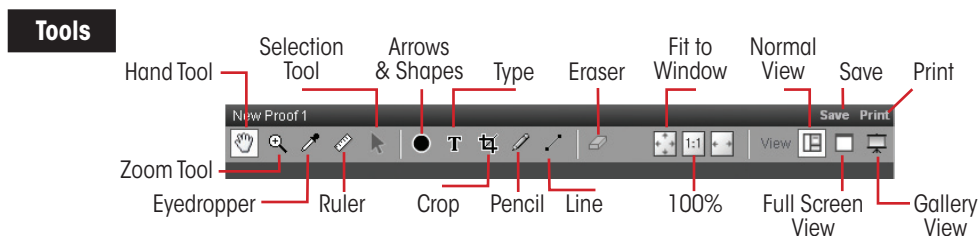
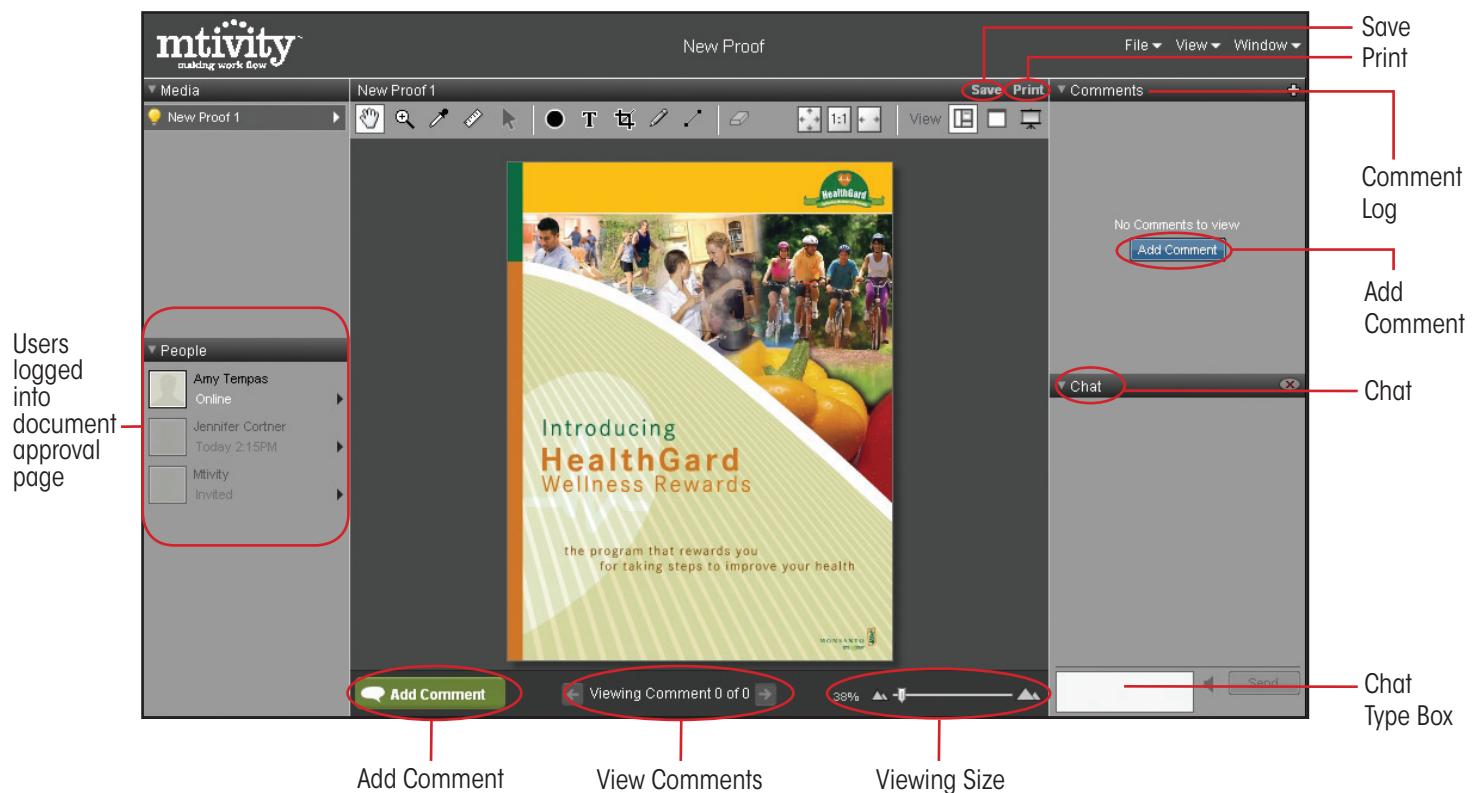
Document Approval Process

1. Notification that a Proof is Available to View

- Your Creative Project Manager will send an e-mail to notify your proof is available to view online.
- Click on the hyper-link in the e-mail to view your proof.



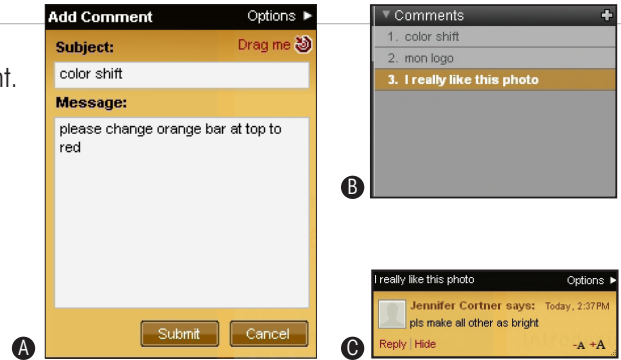
2. Document Approval Page



3. Making Comments

Posting Text Comments

- Click on the “Type” **T** Icon or click “Add Comment” box to post a comment.
- Type comment in pop up box. **A**
- Click “Submit” to post.
- Comment will post in Comment Log. **B**
Others will be able to read and reply with comments. **C**



Comments log

- Comments are listed in the upper right of the proof window.
- Click on a comment to view or reply with comment.

Posting Shapes and Markups with Comments

- Comments can be added to all marks made with tools.

Arrow & Shape Tool

- Click on the shapes icon to add a shape.
We chose an arrow. **D**
- Use the shape options box to change color, object layering and opacity.
- Add a comment to the shape if desired and click submit.



Pencil Tool

- Can be used to draw Freehand shapes and mark-ups. **E**

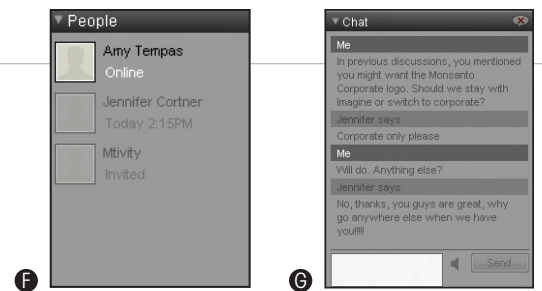
4. Chat/Messaging

Your Creative Project Manager can invite others to view a proof, make comments, and chat online.

- Active users are listed in the lower left corner of the window.
- All active users are able to view comments in real-time. **F**
- All active users can reply to other’s comments.

Start Chat

- Click “Chat” in the lower right to start a chat.
- Type comments in white box. **G**
- Press “Send” button to post comment.



5. Printing Your Proof With Comments

- Click “Print” to print proof with comments. **H**

6. Log Out/Next Steps

- Click “close” button in upper right corner to exit session.
- Your Creative Project Manager will receive comments and reply back as needed.
- This process will continue until you approve final proof.

7. Final Approval

- Post a comment with approval and close.

