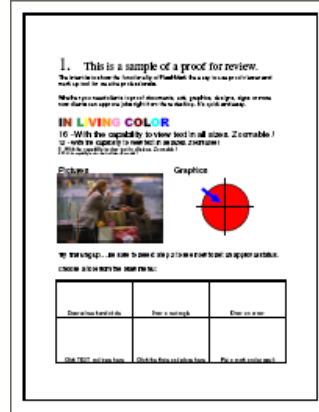

User Guide for Reviewer

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Review Process Overview

When a person releases a proof, an email is sent to the reviewer(s) with instructions on accessing that proof via the internet. The email will contain the URL and Proof Number needed to access the proof (you may also have an Autologin link in your email that will take you straight to the proof without the need to log in) as well as any additional messaging or instructions relevant to the proof. Once the proof is displayed, the reviewer will be able to comment and markup the proof. An approval status must be selected for each page and the disclaimer acknowledged before returning the proof.



Accessing Proofs

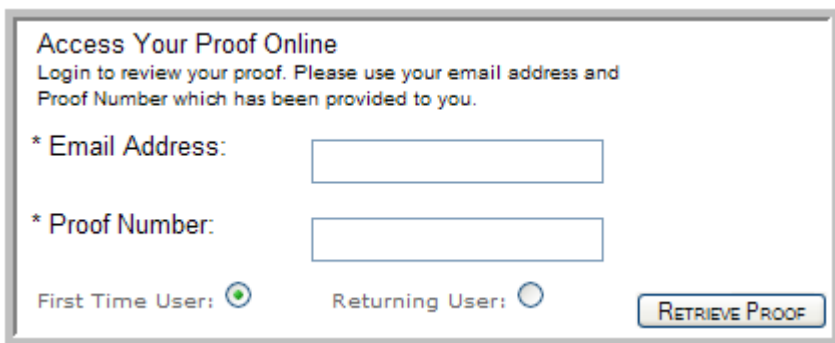
When a proof is released to a reviewer, the reviewer will receive an email notification containing the proof access URL and proof number required to access the proof. **Once you have reviewed your proof and returned it, you will not be able to access your proof again unless the person who posted it for you re-releases it to you.**

Access the URL provided using your web browser. You will see a login screen where you will enter your email address and proof number into the appropriate fields. Select "First Time User" or "Returning User" then select **Retrieve Proof**. If you are having troubles logging into the proof, please ensure that your email address and proof number were entered correctly and that you have **cookies enabled** for the site.

**If Autologin is enabled for your proof, the hyperlink in your email is all that is needed to access the proof. Just click the hyperlink and the proof will load without the need to log in.

Sample Link:

http://pol.virtualproofs.com/review/test/default.aspx?auto_login=true&email=test@mail.com&proofnumber=8a393b



Access Your Proof Online
Login to review your proof. Please use your email address and Proof Number which has been provided to you.

* Email Address:

* Proof Number:

First Time User: Returning User:

Note: Choosing "First Time User" takes you to an interim instruction page that displays the 3 easy steps to reviewing a proof then directs you to your proof.

3 Easy Steps to successful online proofing.

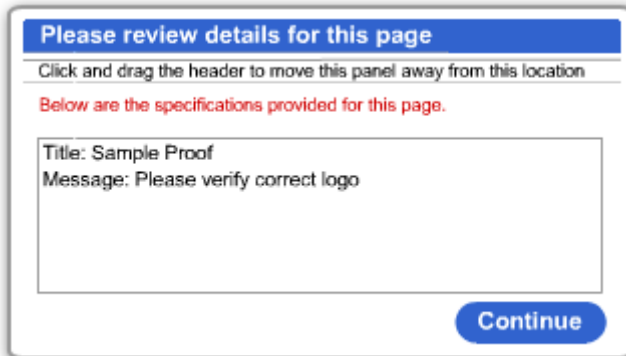
After logging into the proof, you will have 3 easy steps to perform for your review.

Step 1 - View the Proof

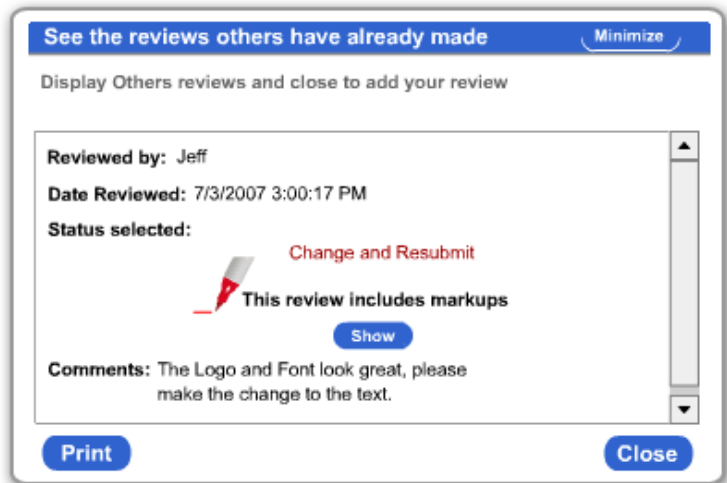
- "**Specifications**", if available, will display on top of the proof. Read the specifications for each page and click **Continue** to continue viewing the proof.
- The "**Others Reviews**" window will automatically display others have reviewed the proof prior to your review. Click the **Show** or **Hide** buttons to display the other's comments and markups and click **Close** to proceed with your own review. If no prior reviewers exist this window will not display.
- Use the **Page tabs** at the top to view multiple pages.
- Use the browser and viewer scroll bars to view the proof. When necessary, use the **zoom** features to zoom in and out and the rotate tool to **rotate** the proof. (Zoom ratio must be between 75% and 300% when marking up the page.)

Note: The first page of the proof displays after login. Additional pages will automatically display after reviewing and setting a status on each page. You may preview pages individually by clicking on the page tabs.

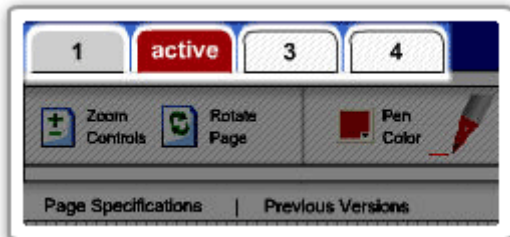
Specifications



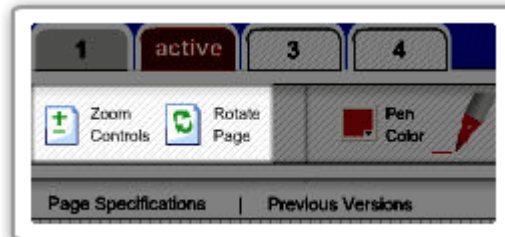
Others Reviews



Page Navigation



Zoom and Rotate



Step 2 - Review the Proof

- Use **Markup Tools** to annotate your proof.
- Use the **Your comment** button to type in a specific message for each proof page.
- Select a **Status** for each page

Markup Tools



Add your comment

Add your comment about this page

Click and drag the header to move this panel around

Add your comments about the proof here

Cancel **Save**

Select a Status

Select Page Approval Status

<input type="radio"/> Approved As Is	<input type="radio"/> Approved with Changes
<input type="radio"/> Change and Resubmit	<input type="radio"/> Contact Me

Step 3 – Confirm and Return Your Review

- Forward Proof to another person to review (if option is enabled)
- Confirm the status selected and the comments made for each page. Make changes as necessary by clicking on the **Return to Edit** button.
- Enter your name and read/check to accept the disclaimer. Then click 'Complete – Return Review. The person who uploaded the proof to you will receive an email notification when you have returned the proof.

Reviewer Forwarding (optional)

Option: Add a new reviewer

You can enable the option to add a new reviewer, allowing a colleague to add their review before the proof is returned.

Add new reviewer No

E-mail address of new reviewer:*
(multiples: name1@site.com;name2@site.com etc.)

Your email address:*
(yourname@site.com)

OK **CANCEL**

Confirm Status and/or Edit

PAGE 1 **Change and Resubmit**



Your comments:
The logo and font looks great. Please change the indicated text.

Return to Edit

Sign and Return your proof

Sign and return review.

Please enter your name:

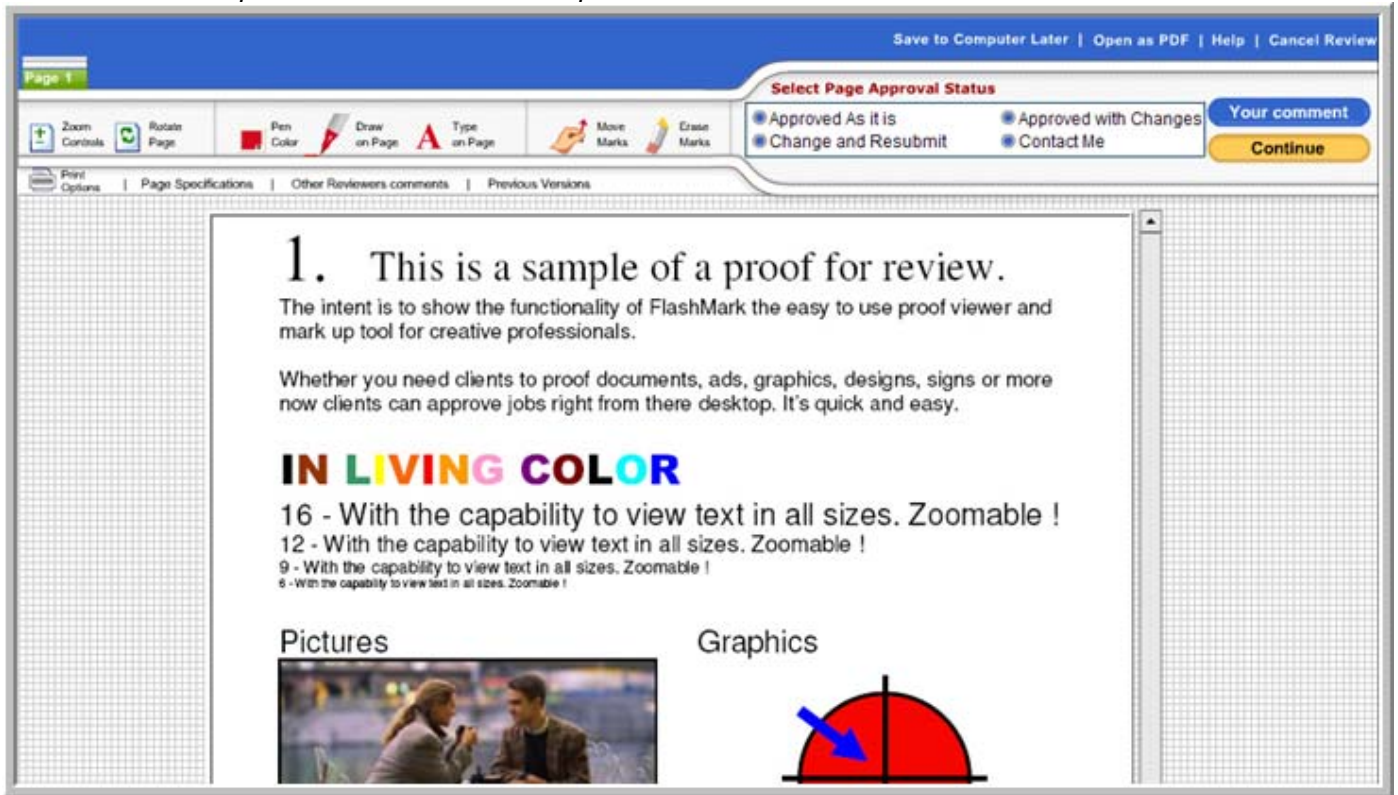
Disclaimer:
This proof remains the property of the posting company until all revisions are made and the final product is released to you. Printing or distribution of this proof for any reason other than for

I have read and accept disclaimer.

Return Review

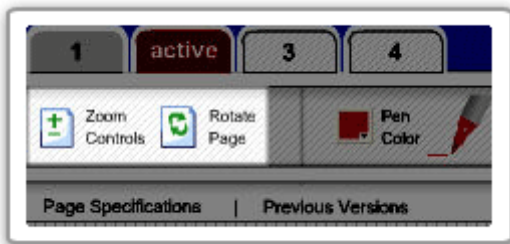
Proof Review Application

The red numbers correspond to the numbered descriptions below.



① Proof Navigation Tools

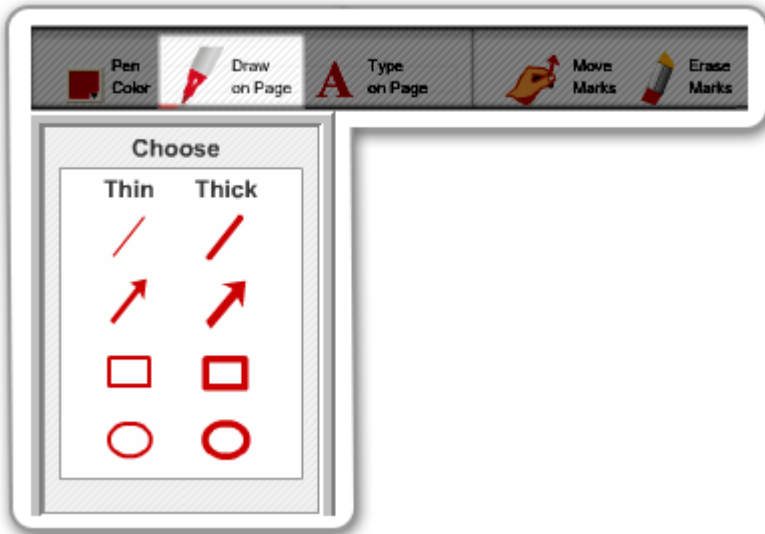
Use the Zoom and Rotate tools to position and manipulate the proof for ease of marking up your image. While you can make your desired markups when the proof is rotated, **you are limited to making markups in the 75%-300% zoom range,**



② Markup Tools

Use the markup tools to markup the image. Mouse over the tool and then click an option from its dropdown if applicable.

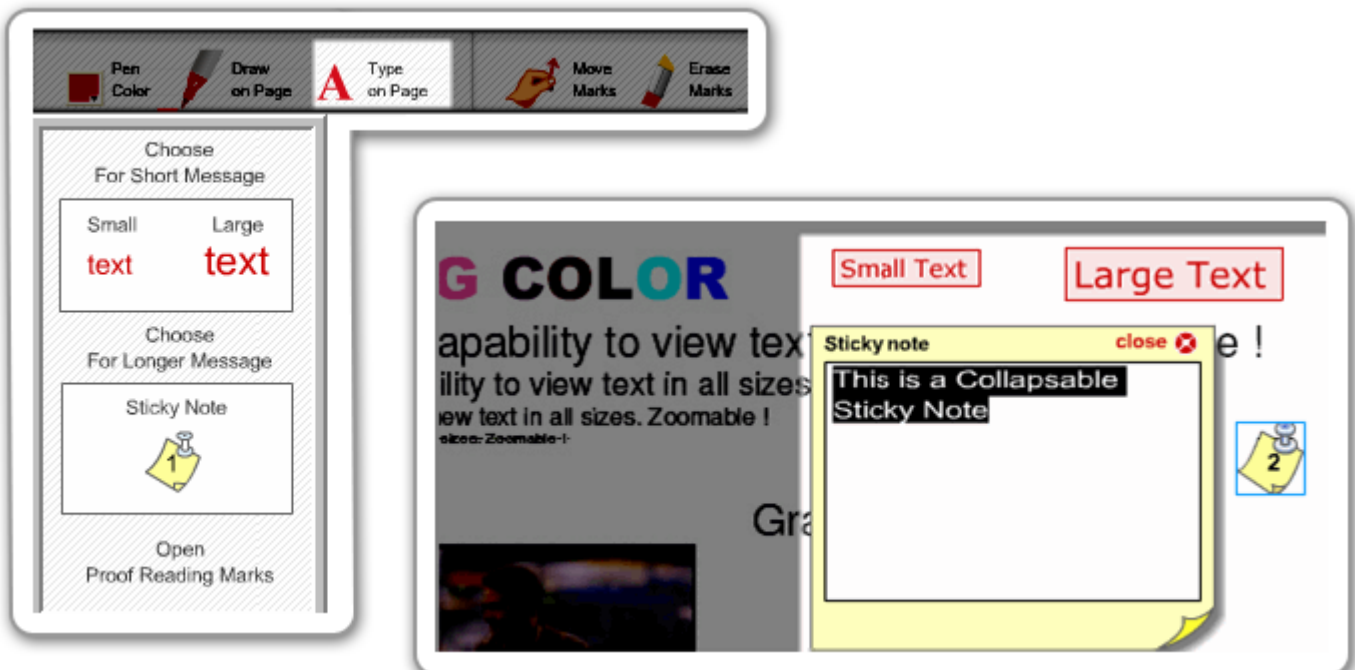
Draw tool - Choose a drawing shape by weight then annotate your proof.



Type tool - Choose a tool type to overlay text on your proof or add detailed messaging.

Short Message – Use this option for very short text message. Such as a word replacement.

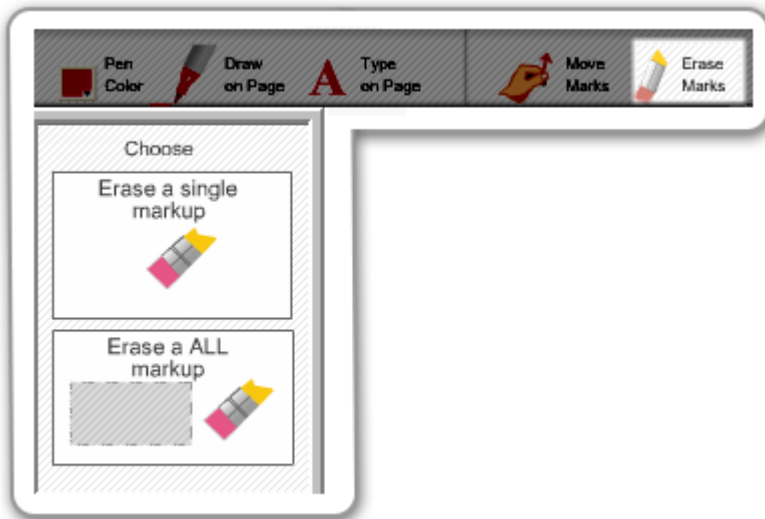
Long Message – Select the sticky note and type your note. Position the sticky note by dragging and releasing to the desired location on the proof. To re-open or edit the sticky note, double click the notes icon.



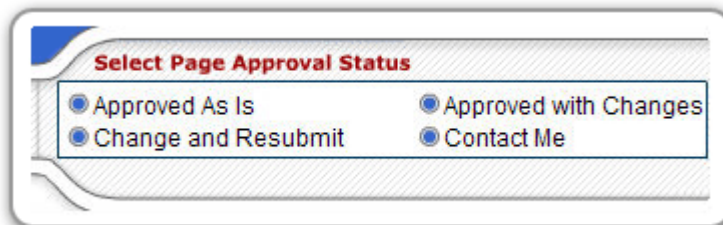
Move Marks – Move Marks allows you to reposition the markups you have already made. Choose this tool and use the pointer to click and drag your markups to another position.



Erase tool - The erase tool allows you to remove the markups you have made. Choose the Erase Marks tool and select to pick a markup to erase or you may remove all markups. Once erased, the action cannot be undone.



③ **Select a Status** – After performing your markups you must select a status for each page. You will not be able to return your review until a status has been selected. Below are the possible approval statuses you may have access to when reviewing



- **Approved As Is** – Indicates that you approve the image as is. Not changes requested.
- **Change and Resubmit** – Indicates that you have made changes and would like to see another version of the proof with the corrections.
- **Call Me** – Indicates that you have changes and would like the proof Uploader to contact you.
- **Approved With Changes** – Indicates that you have changes, but do not need to see another version of the proof.
- **Not Relevant** – The page is not relevant or does not need to be reviewed by you. *(this may be useful in the event there are multiple reviewers for a proof where someone does not need to review a particular page) To select this status, select Continue without selecting a status and select the option “Skipped”*

-
- ④ **Your Comment** - Click the **Your comment** button to add your page specific comments. Type your comments and then click 'Add'. Click 'Edit comment' if you would like to change your comment.

The dialog box has a blue header with the text "Add your comment about this page". Below the header, it says "Click and drag the header to move this panel around". There is a text input field with the placeholder text "Add your comments about the proof here". At the bottom, there are two buttons: "Cancel" on the left and "Save" on the right.

- ⑤ **Specifications**
The proof specifications display on the initial launch of each page. You can reopen the specifications window by clicking on the specifications tab found in the upper right of the screen. If specifications are not available for a particular page the specifications window and the tab will not appear.

The dialog box has a blue header with the text "Please review details for this page". Below the header, it says "Click and drag the header to move this panel away from this location". There is a red line of text: "Below are the specifications provided for this page." Below that is a text area containing "Title: Sample Proof" and "Message: Please verify correct logo". At the bottom right, there is a blue button labeled "Continue".

- ⑥ **Previous Versions**
If versioning is enabled on your proof (controlled by the person who released the proof to you) and there are previous versions for your proof the **"Previous Versions"** option will be displayed. When this option is selected, you will see a version menu display arranged by date/time of each version. Clicking on a date will pop a new window with that version and allow you to see the markups and comments for that version. The previous version displayed will be a read-only format only.

The menu is titled "Choose Version" and "Arranged by most recent". It contains a list of dates in a table format:

Choose Version Arranged by most recent
April 7, 2007
April 4, 2007
April 1, 2007
April 1, 2007
April 1, 2007
April 1, 2007

7 Other Reviews

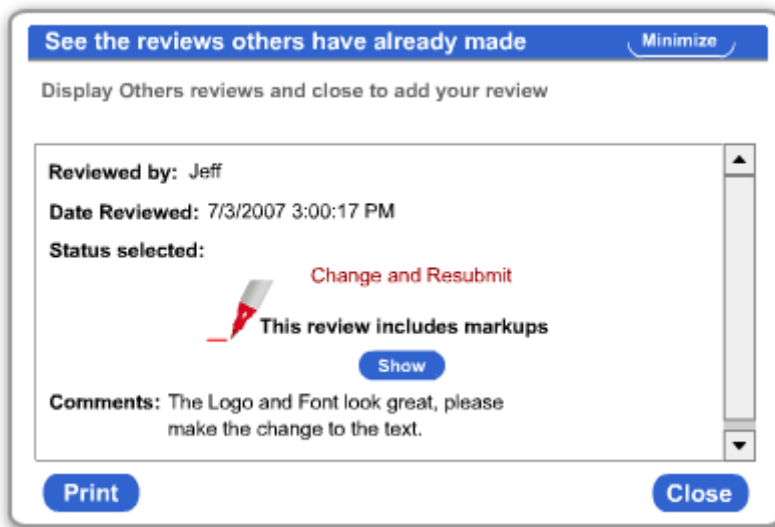
The Other Reviewers window displays on the initial launch of each page after the specifications window. To display a reviewer's markups click the 'show' button. To turn off a reviewer's markups click the 'hide' button.

To print their comments and markups click the 'print' button. All comments will print and the markups currently displayed will print.

Click the 'minimize' button to minimize the window to easily view the markups displayed. Click the 'open' button to reopen the window.

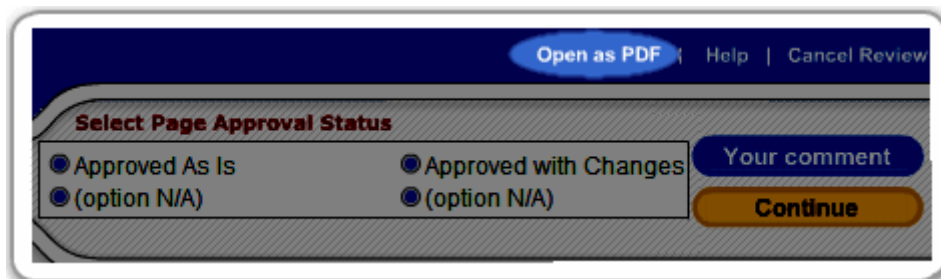
Click 'close' to close the window so you can make your own markups.

To reopen the other reviewers window click the 'other reviewers' tab in the top right of the screen.



8 Open as PDF

If PDF access is allowed you will see an 'Open as PDF' button in the upper right of the screen. If you click on this it will open the original PDF file in a browser window.



Note: You must have acrobat reader installed for this link to work. Visit www.adobe.com to download the free Acrobat Reader.

9 Print

Print the proof before you make markups for reference. Or click print after you make your markups for future reference. When you click print from the top right of the screen it will print that page of the proof with markups that are currently displayed.

