



GUIDE

How to Review Proofs with ProofHQ

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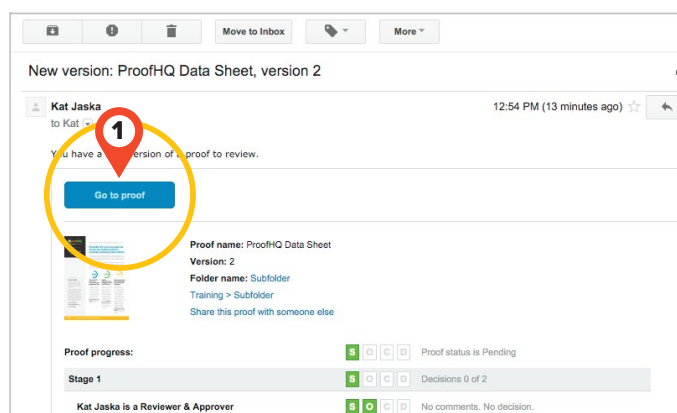
Introduction

Reviewing proofs with ProofHQ is really easy. We prepared this guide to help you get started—follow the instructions below when reviewing your first proof and you will become an expert in no time!

For more information about ProofHQ and additional help resources, please take a look at the [Resources](#) section of this guide.

Opening a proof

When somebody needs your opinion on a proof and invites you to review or approve it in ProofHQ, you will be notified by email. Opening a proof is as simple as opening the proof invitation email and clicking on the *Go to proof* link **(1)**. The proof will then open in the ProofHQ Viewer in your default browser.



First, let's take a look at navigating around your proof. To browse the pages of your proof, you can either use the thumbnails available in the left part of the Viewer **(2)** or the arrows at the bottom of the screen **(3)**. If you switch to the *Continuous view* **(4)**, you will be able to scroll through the proof pages. You can also switch to the *Magazine layout* **(5)**, if you would like to view it in magazine spreads.

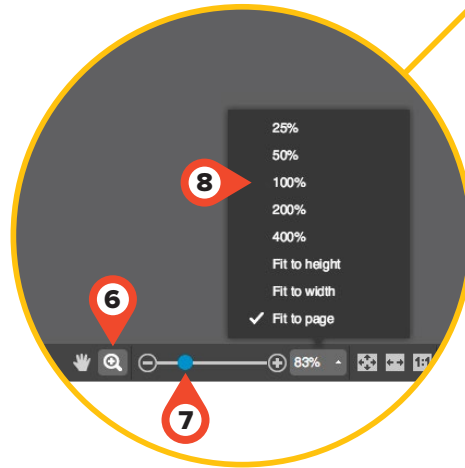
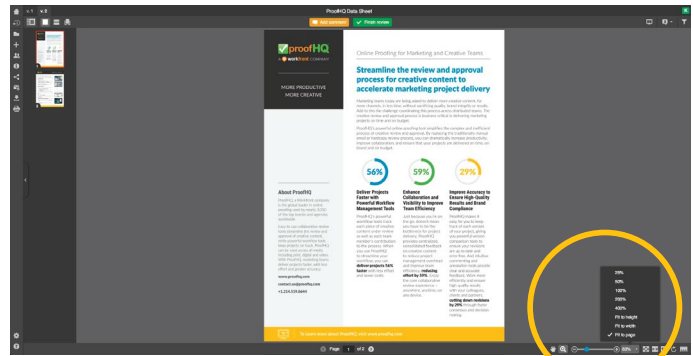


To zoom in and out, use the pan and zoom tools available at the bottom of the screen. Click on the magnifying glass (6) to zoom in and use the slider (7) to adjust the zoom level. You can also use the preset zoom levels (8) available in the dropdown.



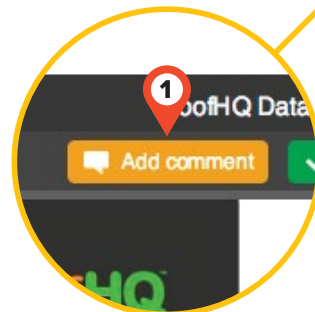
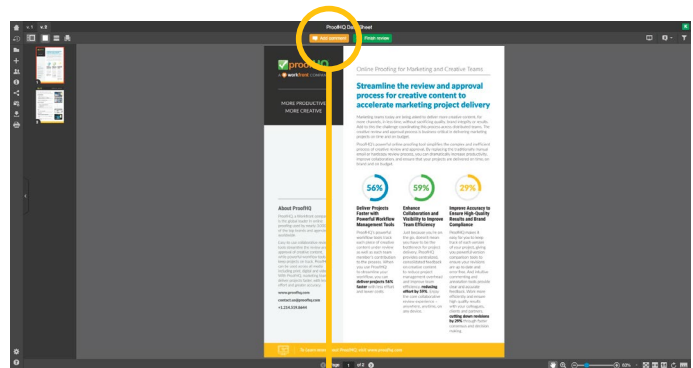
QUICK TIP: KEYBOARD SHORTCUTS

Some of the common functions in the ProofHQ viewer are also available via keyboard shortcuts. For example zooming in or out, adding new comments, etc. For a guide to available shortcuts, use **SHIFT+?** while in the ProofHQ viewer.



Adding comments and markups

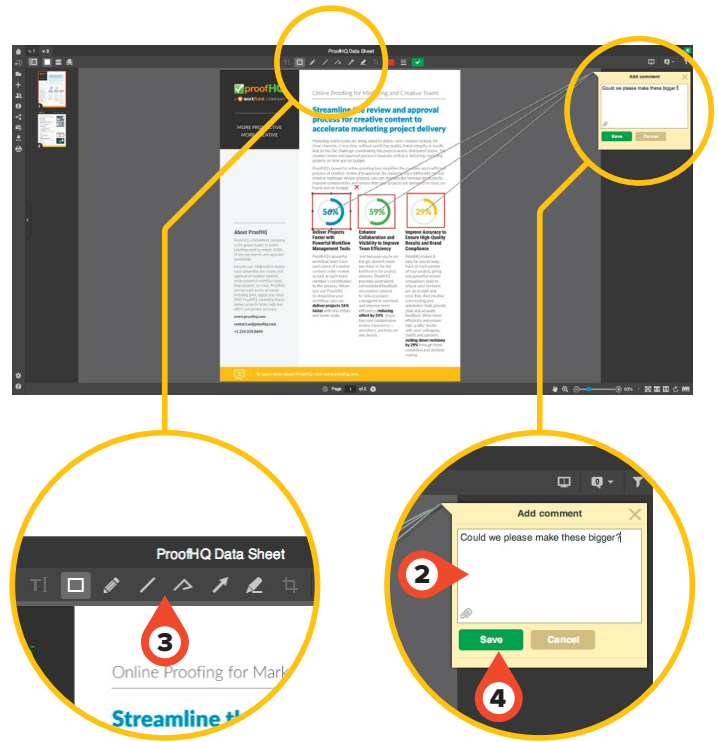
Adding comments is really simple—click on *Add comment* available at the top of the screen (1).



You will see a comment box open in the right section of the Viewer (2). Draw your markup using one of the tools available in the toolbar at the top of the screen (3), type up your comment in the comment box and click Save (4).

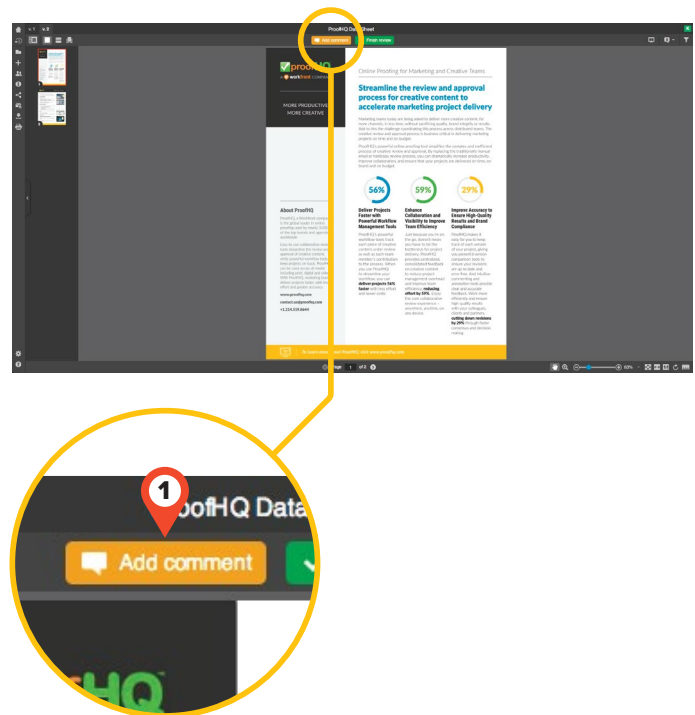
The drawing tools and the text annotation tool are discussed in more detail below.

Once you click the Save button, the comment will be immediately saved on the proof. This means it's instantly available to other reviewers added to the proof.










Drawing tools

When you're reviewing a proof, often you might like to be able to point to something in the proof to help clarify your comment. ProofHQ offers a set of drawing tools that will help you do exactly that. The tools are available in the toolbar at the top of the screen after you click on *Add comment* (1).



The tools available in the Viewer are:

-  **Box tool** – draws a box shape
-  **Freehand tool** – draws freehand
-  **Single line** – draws a line
-  **Connected line** – draws a connected line (to stop drawing, double click)
-  **Arrow** – draws an arrow
-  **Highlight** – lets you highlight an area of the proof
-  **Mask tool** – draws a mask over the proof, great for marking the crop area

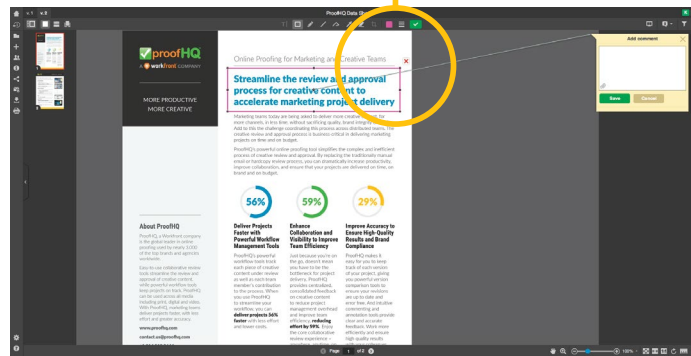
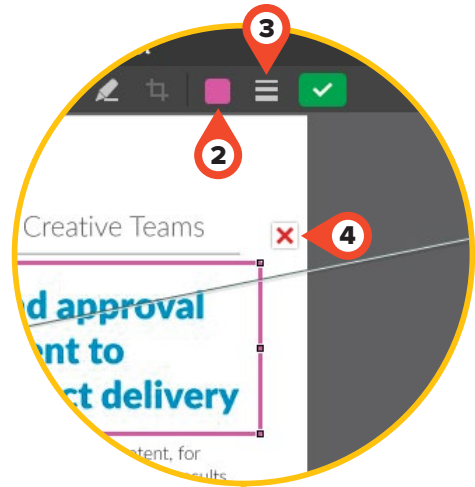
For each of the tools you can change the color of the drawing (2) and for the line tools you can also change the thickness of the line (3). The Viewer will remember the setting for each tool separately, so you don't have to choose the color every time you switch tools.

To delete a drawing, click on the red x in the upper right corner of the markup (4).

When your drawing is ready, add a comment to the comment box (if you haven't done so already) and click Save. You will notice a pin dropped in the center of the markup—this helps reviewers review the markups left by other reviewers.







NOTE: To be able to click on the pins dropped on the proof, make sure that the new comment box is closed. This will let you look at the markups one by one.

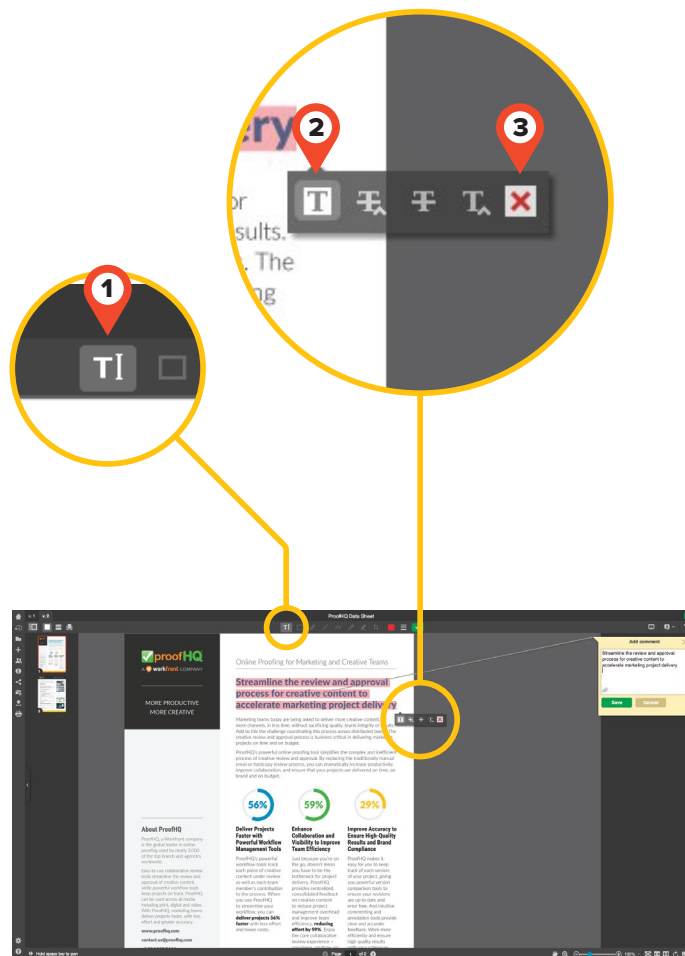


Text annotation tool

The Text annotation tool is a great tool to use with any proofs that contain text. Instead of retyping the text from the proof into the comment, you can simply highlight the text in the proof and ProofHQ will copy the text for you. Here's how it works: First, select the text annotation tool from the toolbar (1). Next, highlight the text in your proof. You will notice an additional toolbar come up (2), giving you four different options:

-  **Highlight** – highlights the text and copies it into the comment box
-  **Replace** – copies the text and adds [REPLACE] and [WITH] to the comment, making it easy for you to suggest replacement text
-  **Delete** – copies the text and adds [DELETE] to the comment
-  **Insert after** – highlights the text and adds [INSERT AFTER] to the comment

Depending on what you would like to do with the text, select one of the options, add any additional comments and save. To cancel using the tool, click on the red x in the toolbar (3).



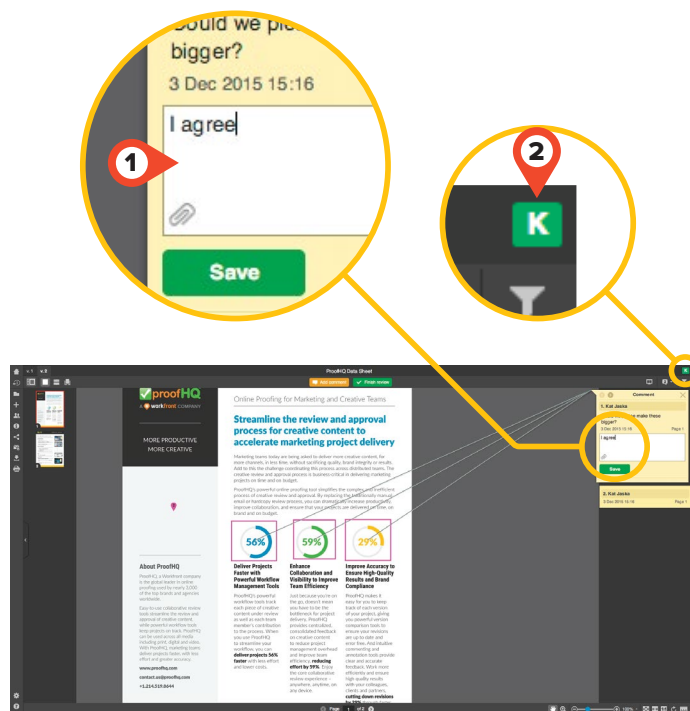
NOTE: This tool is only available if the text hasn't been rasterized (saved as an image or converted to outlines).

Reading and replying to comments

All comments saved on the proof are available in the right side of the Viewer. To read a comment, simply click on it and it will show you the text of the comment as well as the markup associated with that comment. You can use the up and down arrows on your keyboard to go through the comments one by one.

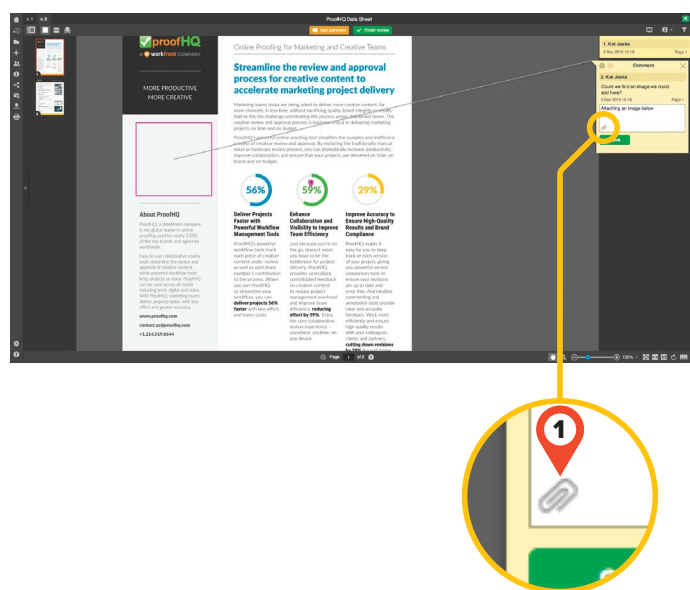
If you'd like to reply to a comment, simply add your reply to the reply box (1) and save. Your reply will be saved on the proof immediately.

If other reviewers are looking at the proof at the same time as you, they will see your updates as soon as you save them, so you can have a real-time conversation on the proof. The initial in the top right corner of the Viewer (2) will show you who is looking at the proof at the same time as you.



Comment attachments

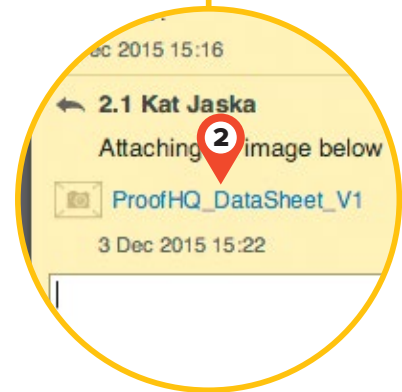
If you have any replacement images, reference documents or any other files that are relevant to the review, you can attach them to your comments. Other reviewers added to the proof will be able to download them and save them to their computers. To attach a file, click on the paperclip icon (1) and pick a file from your hard drive. Once you save your comment, the file will be available for download.



To download an attachment, reviewers need to click on the link in the comment (2). They will then be able to download the file to their computer.

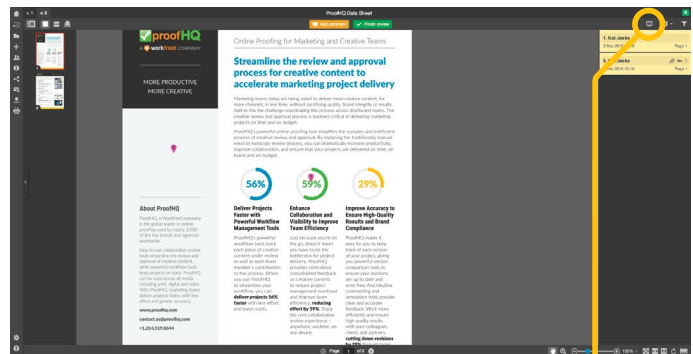


NOTE: The file size limit for attachments is 150 MB. There are no restrictions to the file type.



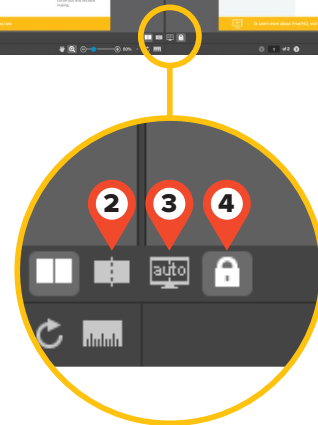
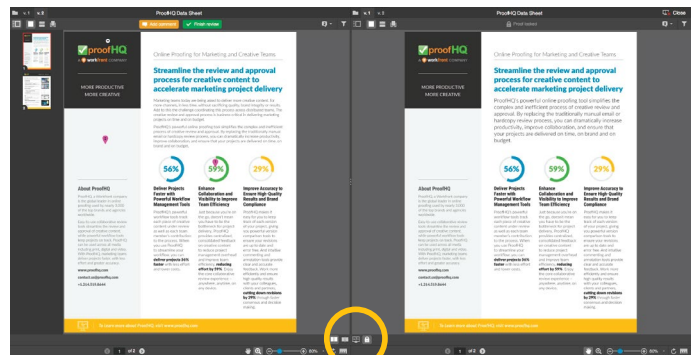
Comparing versions

The *Compare tool* is a very useful tool that allows you to compare different versions of the same proof as well as separate proofs from the same folder. To enable the comparison, click on the icon in the top right corner of the Viewer (1). You will see two most recent versions of the proof open side by side.



For a closer comparison, you can enable the overlay mode (2). Auto compare (3) is a pixel-level highlight of the differences between versions, available in the side-by-side and overlay mode.

By default, the navigation is locked for both versions. This means that both versions will pan and zoom simultaneously. If you unlock the navigation (4), you will be able to navigate each version separately, allowing you to compare different sections of the proof. Once you reposition the proofs, you can relock the navigation.



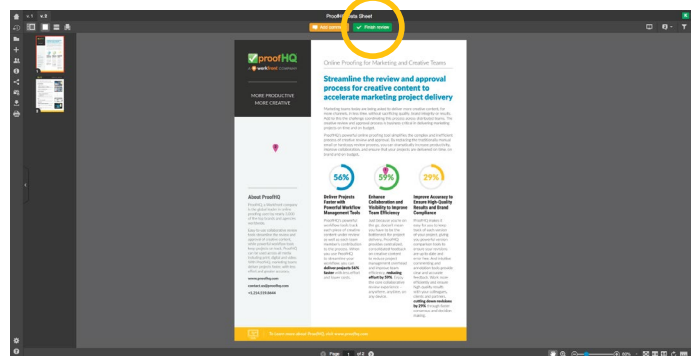
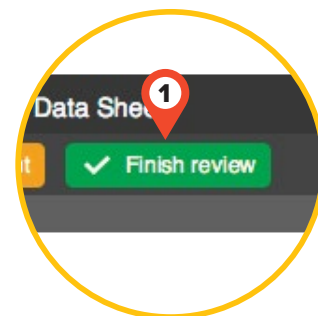
Making a decision on a proof

Once you are done making comments, you can make a decision on the proof.

Decisions in ProofHQ can have two different meanings. You can make a decision because you need to formally sign off on the proof but also it's simply a very good way of letting others know that you are done reviewing the proof.

If you don't see the *Finish review* button at the top of the page, this means that the proof manager doesn't need you to make a decision on the proof. If you think that you should be able to make a decision, please contact the proof manager. They will be able to update your proof role to allow you to make a decision on their proof.

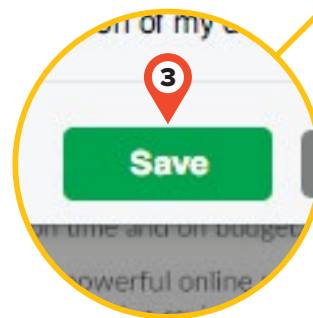
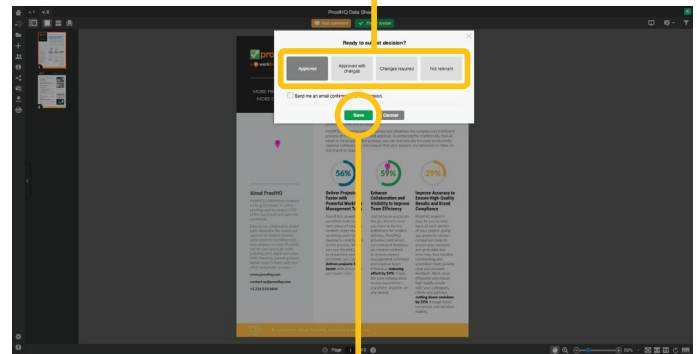
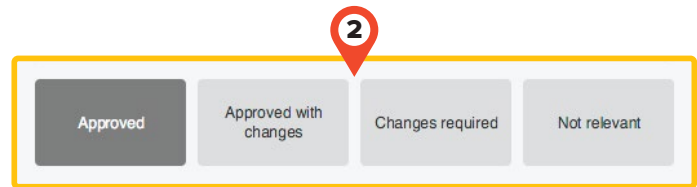
To make a decision on a proof, please click *Finish review* (1).



Next, pick one of the decision options available **(2)** and save **(3)**.



NOTE: Depending on the account settings, you may see different decision options. Select and Premium plan account Administrators can customize the decisions, so you may see different options and some of the decisions may not be available.



Additional tools



Print summary – generates a summary of all of the comments and markups left on the proof. This document can be generated across all versions of the proof shared with you. You can print it, export the proof to a PDF and export it to an Excel file.



Email alerts – lets you change your email alert settings for this proof. Depending on your role in the review, you can choose a different option for yourself for each proof. To find out more about different email alert options, please visit the [ProofHQ Help Center](#).



Folder browser – lets you browse between different proofs from the same folder that were shared with you. This is a convenient way of accessing the proofs you have for review without having to go back to your email inbox.



Download original file – lets you download the source file that was used to create the proof. The file doesn't include any comments, markups or decisions made by the reviewers. If you don't see the download icon in the sidebar, it means that this function was disabled on the proof.

Additional resources

For more information about ProofHQ, please visit our [Help Center](#). You can also contact our Support team:

by email: support@proofhq.com

by phone (US): **+1 866 441 0001**

by phone (UK): **+44 [0] 1256 807352**

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