



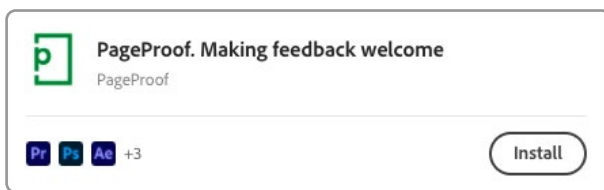
PageProof guide for Adobe CC

HOW TO INSTALL THE ADD-ON

Before using PageProof in any of the Adobe Creative Cloud applications (InDesign, Photoshop, InCopy, Illustrator, After Effects, and Premiere Pro), you must first install the add-on. The download link and installation guide can be found [here](#).

1. Installation

Quit all Adobe CC apps before installing the add-on. Once installed, you can open your Adobe creative tool and send proofs and new versions directly to PageProof. You can also bring comments back into your Adobe app layered proofs directly over your creative file, and mark off actioned comments as done.



2. Open the add-on

In your Adobe CC app select Window → Extensions → PageProof. You will then be prompted to log into your PageProof account.

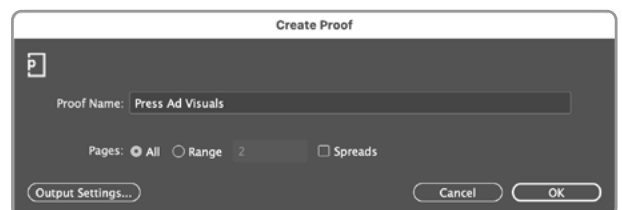
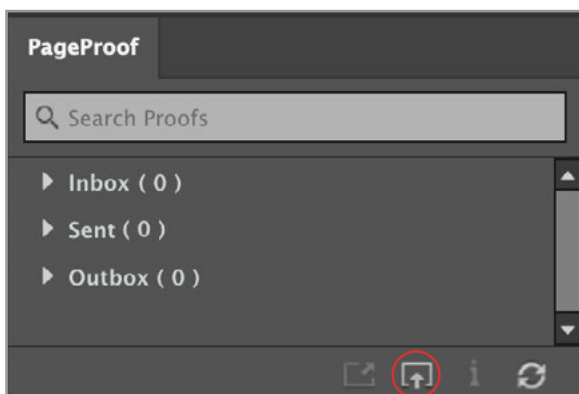
Tips:

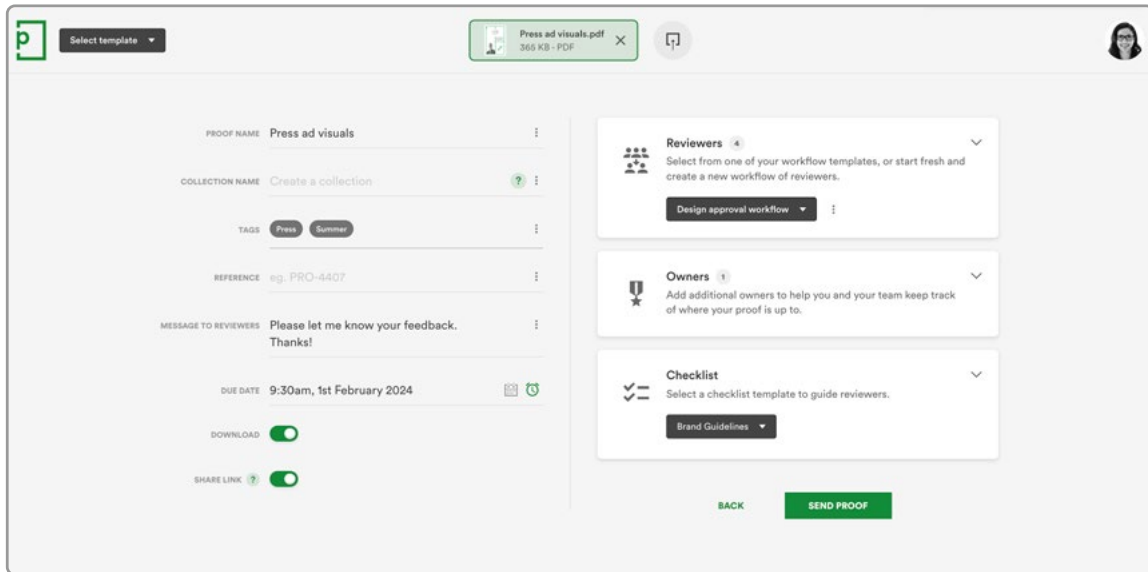
- When a proof is selected click the info **i** icon to see proof information such as the status, number of comments, name and due date.
- Click the refresh **↻** icon to refresh your dashboard to show comments and changes to proof statuses that might not have been there before.

3. Creating a proof

Click the create new proof **📄** icon and complete details in the Create Proof pop-up such as:

- The proof name
- Setting the page range, spreads, and other output settings. Note: These settings are different for each Adobe CC app.

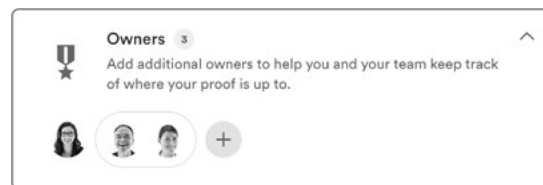
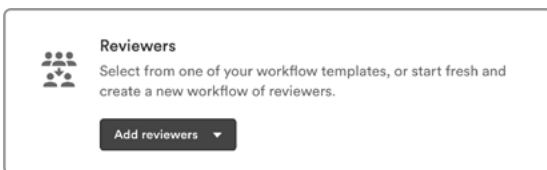




4. Sending the proof

In the proof setup screen, check the details for the proof, including:

- Proof name, tags, due date, settings etc.
- In the reviewers section, click add reviewers. Choose whether you want to create a workflow from scratch, or use a workflow template that you've created beforehand, or had shared with you.
- In the owners section, to hand the ownership of the proof over to account manager/s to complete the proof's setup, enter one or more email addresses.
- Add a checklist if you like.

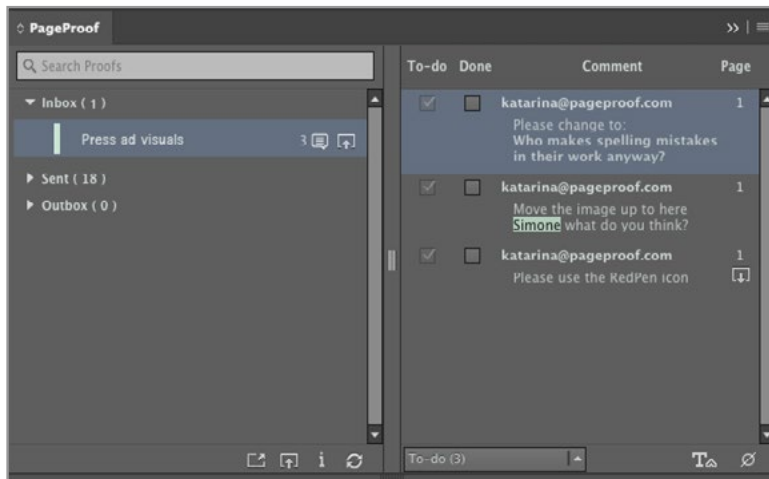








5. Actioning a to-do list

When a to-do list has been returned, you can view the comments inside your Adobe add-on.

- Clicking the proof name reveals the comments panel which will default to show to-dos.
- Select a comment to reveal the markup layered on the artwork, or on the timeline for video and audio proofs.
- After making the change, mark the comment as **done**.



Tips:

- Triple-click the comment text to select the comment text.
- In InDesign with the document's text selected, use the replace text  icon at the bottom of the panel to replace text with the comment text.
- If the artwork you have open doesn't match the proof, the  icon will be shown.
- If the comment has an attachment, click the download  icon in the comment to download the attachment.
- To hide the pins on the artwork, click the hide pins  icon.

When all the changes have been made to the artwork, click the upload new version  icon to the right of the proof name to upload a new version of the proof.

