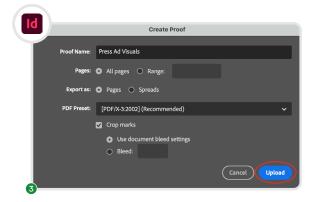# PageProof guide for Adobe CC

HOW TO INSTALL

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 plugin. The download link and installation guide can be found <u>here</u>.

1. Installation

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

2. Open the extension/plugin

Depending on whether you installed the extension or a plugin, select Window –> Extensions –> PageProof, or select the plugin from the Plugins menu. You will then be prompted to log into your PageProof account.

<u>Tips:</u>

- When a proof is selected click the info ⓘ 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.
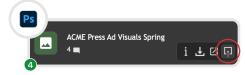
3. Creating a proof

Click the create new proof ⬆ icon and set up proof details such as:

- Proof name (this will default to the file name)
- Collection
- Tags (add additional tags such as a job number, project name, client name etc)
- Set the proof due date and time, and automated reminders
- A message to reviewers.

4. Actioning a to-do list

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

- 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:

- Hover over the comment text and click the copy icon to copy 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 in the comment to download the attachment. In the plugin for Adobe InDesign, load the cursor with comment attachments ready to be placed.

- Turn on zoom in mode to enlarge the markup – perfect if you're working on a larger screen.

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.