



Let's get you started with PageProof

To start online proofing with PageProof, you need an account – it's simple and free to do so. If you have already been invited to review a proof, click the **CREATE ACCOUNT** button in the email you received from PageProof, or:

1. Visit <https://pageproof.com/create-account> in any modern browser
2. Enter your email address
3. Choose a password
4. Click **CREATE ACCOUNT**

Let's create your account.

EMAIL

PASSWORD [FORGOT YOUR PASSWORD?](#)

CONFIRM

BY CREATING AN ACCOUNT YOU AGREE TO OUR [TERMS](#) AND [PRIVACY](#).

[BACK](#) [CREATE ACCOUNT](#)

You will be emailed an activation code. This may take a minute to be received by your mail client. If you are worried it has not been sent, you can click **GENERATE NEW CODE** for a new email to be delivered. Enter the activation code into the next screen and click **ACTIVATE ACCOUNT**.

...and enter your activation code.

CODE

WE'VE EMAILED YOU A CASE-SENSITIVE ACTIVATION CODE THAT IS VALID FOR ONE ATTEMPT.

[GENERATE NEW CODE](#) [ACTIVATE ACCOUNT](#)

You'll then be taken to your dashboard. PageProof's dashboard gives you a secure workspace prioritised to help you collaborate with others to meet their proofing deadlines, as well as your own.



Let's start proofing

Proofs you have been invited to collaborate on will be found in your dashboard's **INBOX**. Click on the proof tile to open the proof. The proof may take a moment to decrypt.

Proofing tools

When the proof has opened, you have the following tools available:



Comment (shortcut key = c)

Use the red pen tool to place a reference pin on the proof, write your comment and if you need to, add an attachment as well – we encrypt all comments and attachments.



Click



Click + drag up/down/sideways



Click + drag diagonally



Once you have added a comment, you can move the pin to relocate it – click the pin and click-hold-drag to move it. Other proofers can reply to your comment and also agree to your comment. You can do the same for other comments on the proof. To print a list of comments, click the print icon at the top of the comment pane.



Zoom (shortcut keys = 0, 1, 2, 4 (fit, 100%, 200%, 400%))

After zooming a page, you can click-drag the page or use your mouse scroll wheel/trackpad to pan the page around.



Proof info (shortcut key = i)

The proof info pane will inform you who else is able to view the proof, who has finished reviewing, deadline and proof owner's message.

In a multi-page proof, the footer will display left and right arrows to move through pages and a page grid icon to quickly jump through pages. A keyboard shortcut icon on the left reveals the full set of proofing shortcuts, all of which can be customised.



Once you have finished reviewing the proof and adding any comments, click the green button, you'll see one of the following:

FINISHED

Said all you need to? Say you're finished.

APPROVE

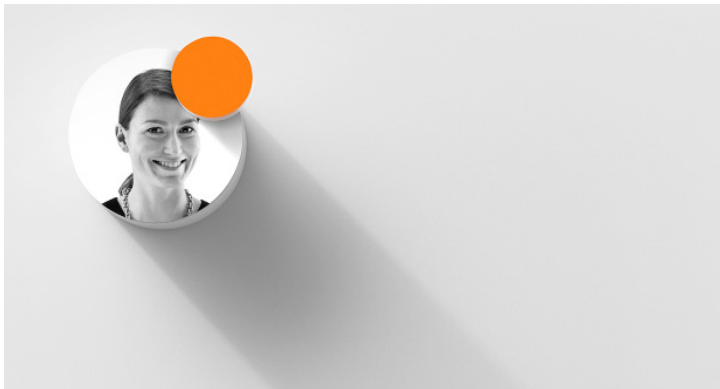
Like what you see? Say you approve.

SEND TO DO LIST

Marked to-dos? Send a to-do list.

PageProof automatically archives proofs you've finished with, but don't worry you can get back to your proof by clicking on the link in your email, or in your notifications on your dashboard. You can always use the search on the dashboard too.

Reviewing the proof as an approver vs a final approver



In both cases if you have been invited to proof as an approver in the proof's workflow, you will be presented with an onscreen message asking if you'd like to lock the proof to review it. Locking the proof will prevent other proofers from adding further comments. You can leave the proof open until you're ready to lock it if you like.

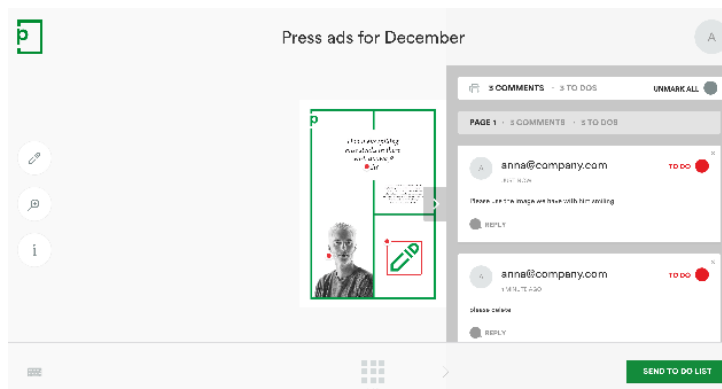


Approver

If you are an approver on the proof, you're a gatekeeper in the proof's workflow. Decide whether to let the proof continue on through the workflow by clicking **APPROVE & UNLOCK**, or stop the workflow from progressing further by marking comments for action as **TO-DO** and returning the proof to the proof owner by clicking **SEND TO DO LIST**.

Final approver

If you are the final approver on the proof, the proof's workflow ends with you. Decide whether you like what you see (with no changes to be requested) by clicking **APPROVE**, or review all comments on the proof, and mark ones for action as **TO-DO**. The corresponding pin on the proof will change from grey to red. Do this in the comment pane (keyboard shortcut = < or > to reveal the pane). When you're finished, click **SEND TO DO LIST**.



In both cases above, after clicking **SEND TO DO LIST/APPROVE** you will be able to add a message to the proof owner. This message will be sent with the email notification to the proof owner that you've finished reviewing the proof.





Let's look through versions

If the proof you're reviewing has multiple versions, the footer will display a list of versions. Here's a guide to the coloured pins you may see on previous versions:

RED: The pin's comment was marked by the final approver as a **to-do**

GREEN: The pin's comment was marked for action and the proof's owner marked it as **done**

GREY: The pin's comment was not marked for action

Let's take a look at your profile

You can update your PageProof profile at any time – add an avatar for yourself, upgrade your PageProof plan, change your password, set your email notifications for example – this is all done from the main menu.

1. In the top right hand corner of PageProof, click on your avatar (if you don't have a picture of yourself yet, this will be a circle with the first letter of your email address)
2. Select Profile from the menu

PageProof™. Sign-off made simple.