



# PageProof guide for Adobe CC

## 1. INSTALLATION

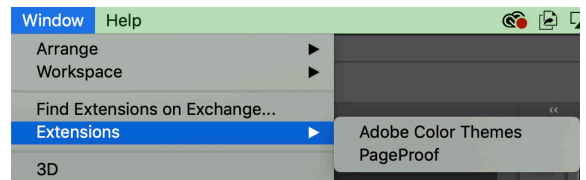
Before using PageProof within any of the Adobe Creative Cloud applications (Photoshop, InDesign, InCopy, Illustrator and Premiere Pro) you must install the add-on first. The download link and installation guide can be found at <https://help.pageproof.com/integrations/installing-the-pageproof-adobe-cc-add-on>.

**Tip:** Quit all your 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 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.



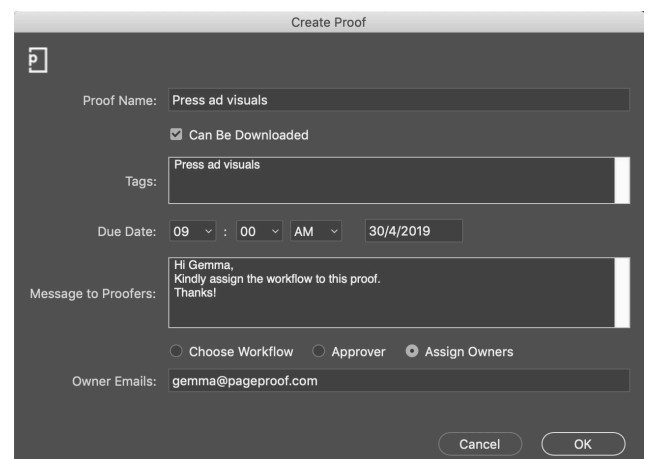
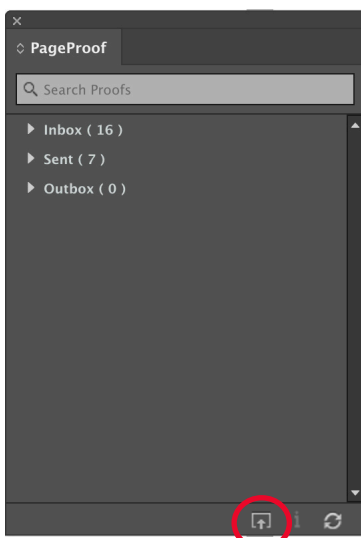
### Tips:

- Create your PageProof account and set up your workflow templates **before** using the Adobe add-on.
- When a proof is selected, click the info **i** icon to see proof information such as the status, number of comments, title 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)
- Tags (add additional tags such as a job number, project name, client name etc)
- Set the proof due date and time
- A message to reviewers





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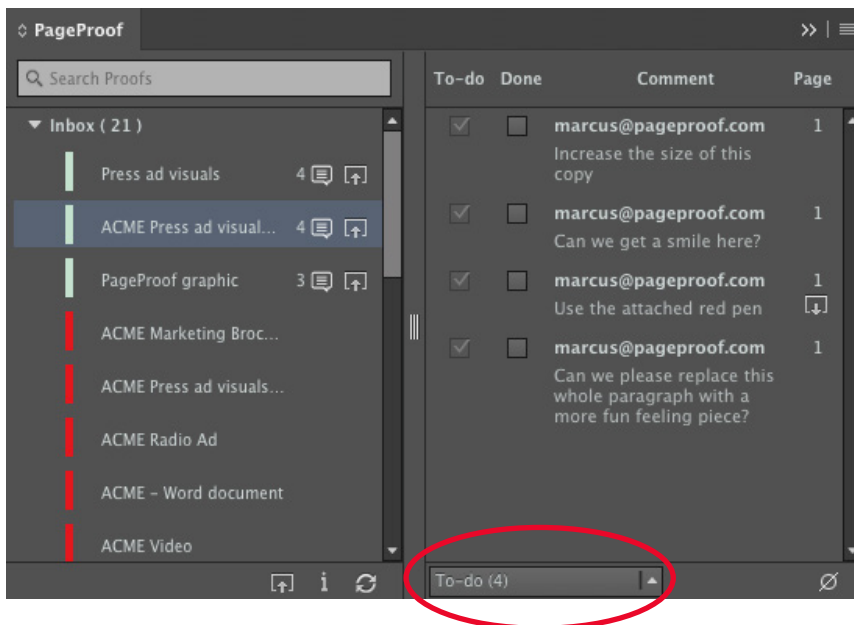
There are 3 ways to complete creating the proof:

1. **Choose Workflow:** select an existing workflow template to send the proof to one or more reviewers.
2. **Approver:** enter the email address of the approver to send the proof to a single approver.
3. **Assign Owners:** to hand the ownership of the proof over to account manager/s to complete the proof's setup, enter one or more email addresses.



## 4. ACTIONING A TO-DO LIST


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

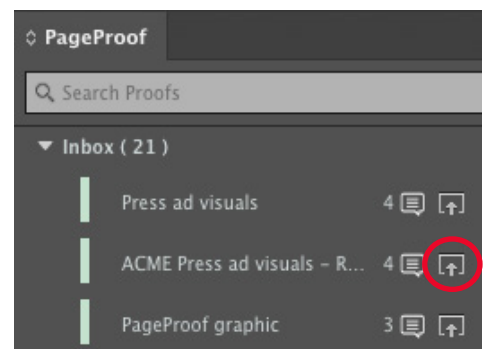
- Clicking the proof name reveals the comments panel which will default to show *to-dos*.
- Select a comment to reveal the pin position layered on the artwork.
- Then mark the comments as **done**.



### Tips:

- Triple-click the comment text to select the comment text
- If the comment has an attachment, click the download  icon in the comment to download the attachment
- To hide the pin on the artwork, click the hide pin  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.



More help is available using the in-app chat with the PageProof team, or visiting <https://help.pageproof.com> or <https://pageproof.com/youtube>.