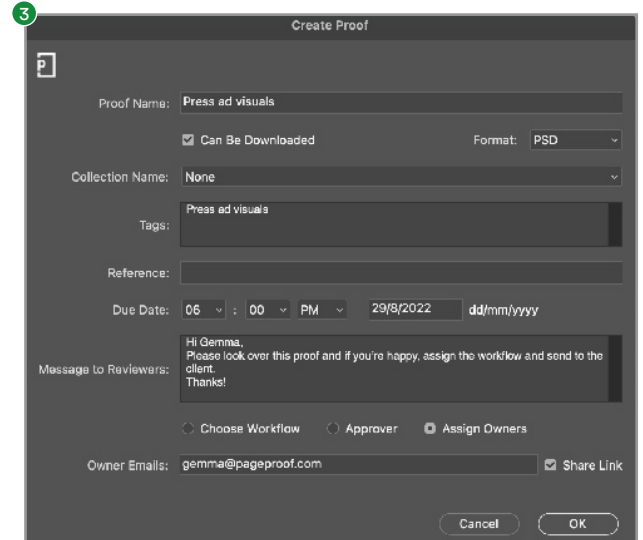
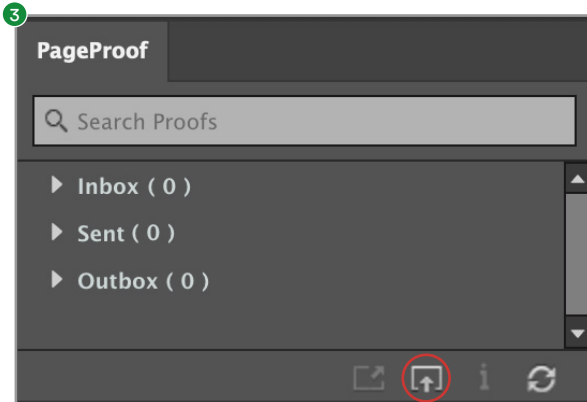




# PageProof guide for Adobe CC



## 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 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  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.

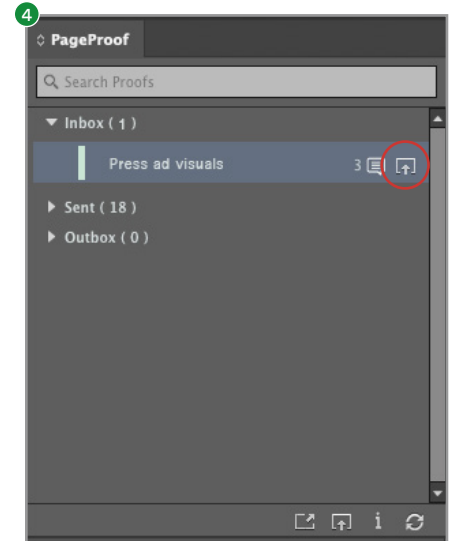
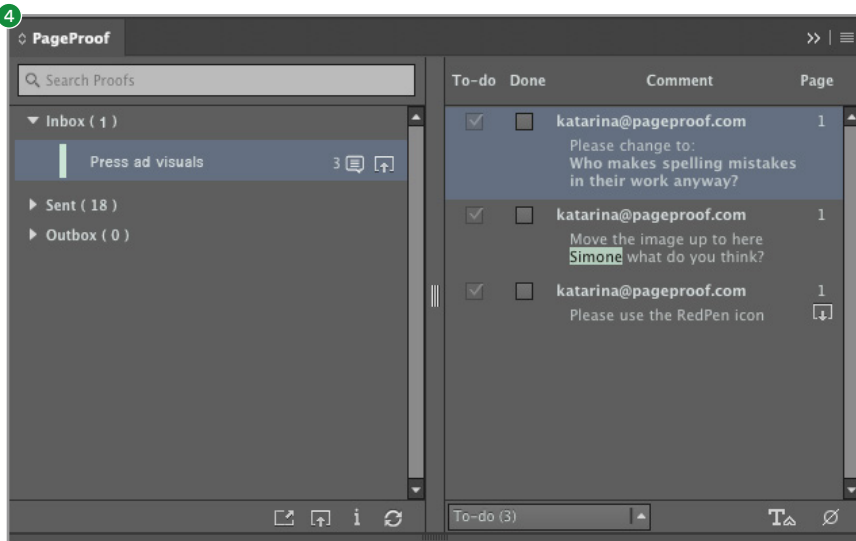
### 3. Creating a proof

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
- A message to reviewers.



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## 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.





With any of the options above, you are also able to turn on a share link for the proof.


## 4. 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.