

 **Bidvest**
SOHO
print › frame › display

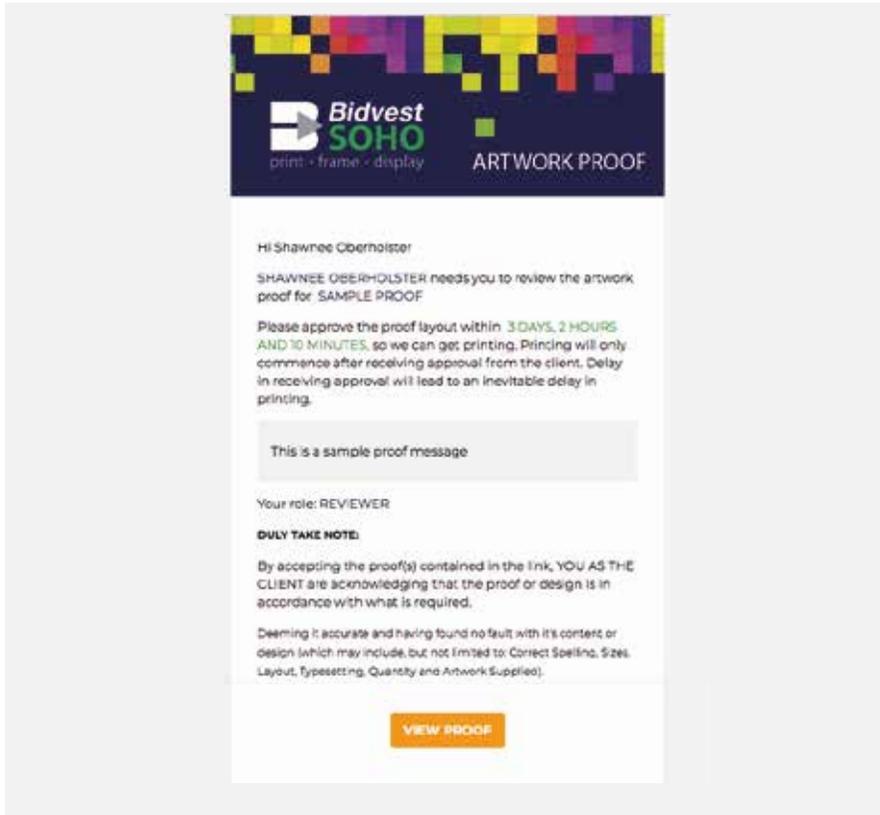
NOW MOVING FORWARD, EVEN FASTER. ONLINE PROOFING

How do I review a Proof?

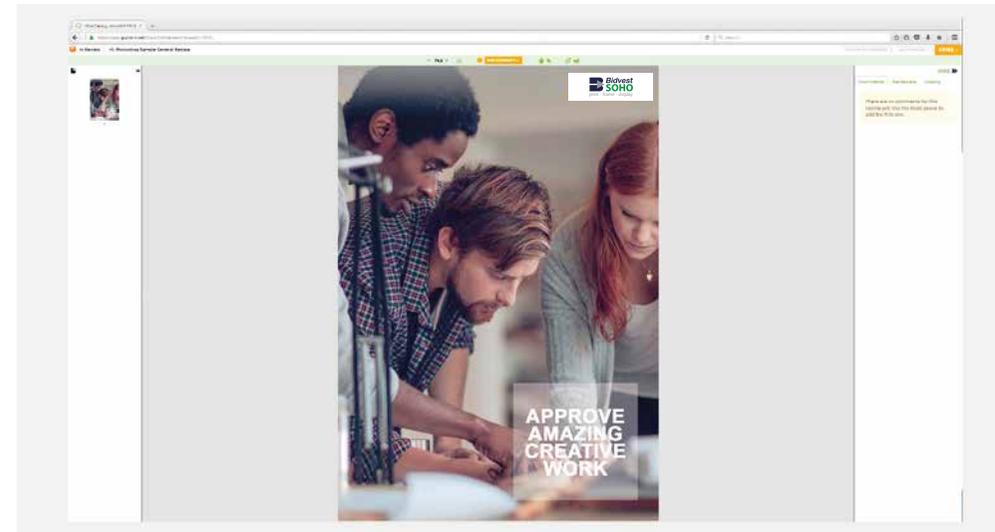
This document is intended to guide you through reviewing and signing off on your proof.

In order to review a proof, you will need to have been invited to do so by the designer who sent you the proof. You will have received an email notification with a link embedded that will take you to the proof / design for approval.

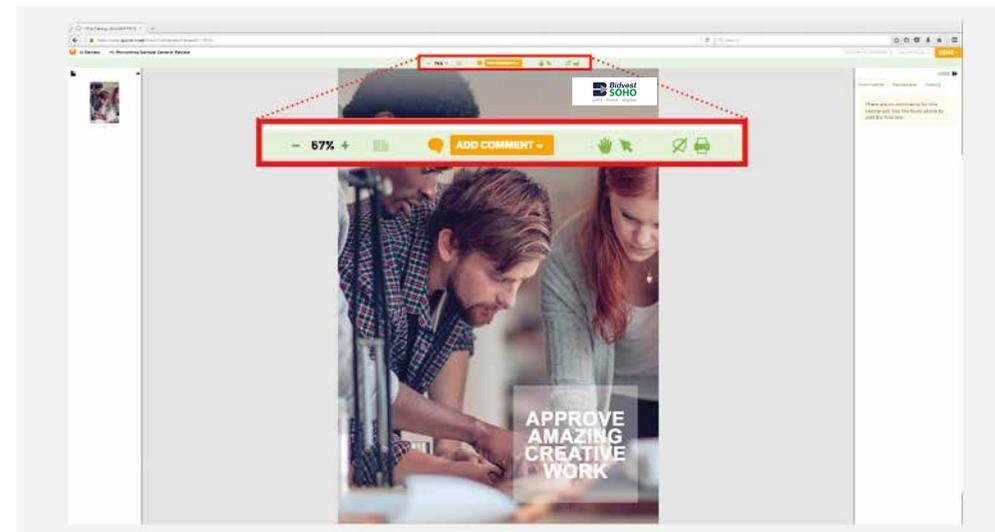
1. Click on the **View Proof** button within the Bidvest Soho review email.



2. The proof will automatically open in a web browser.



3. As a **Reviewer** or a **Gatekeeper** (see below description*) there are various tools that can be used in order to review a proof / design. These are available on the green blue / green toolbar within a proof window.



* **Reviewers** are clients, colleagues and others who receive invitations from the designer to view proofs and give feedback on them. The **Reviewer** cannot send the proof to a designer to Request Changes, neither can they Sign Off the proof, **they can just provide comments.**

* **Gatekeepers** are like Reviewers but with more responsibility. They **can Request Changes to be made to a proof.** They also **have the authority to Sign Off proofs** once they are happy with them. Once a document has been sent back to the designer with any Requested Changes or Sign Offs, no further comments can be made by anyone during this review round.

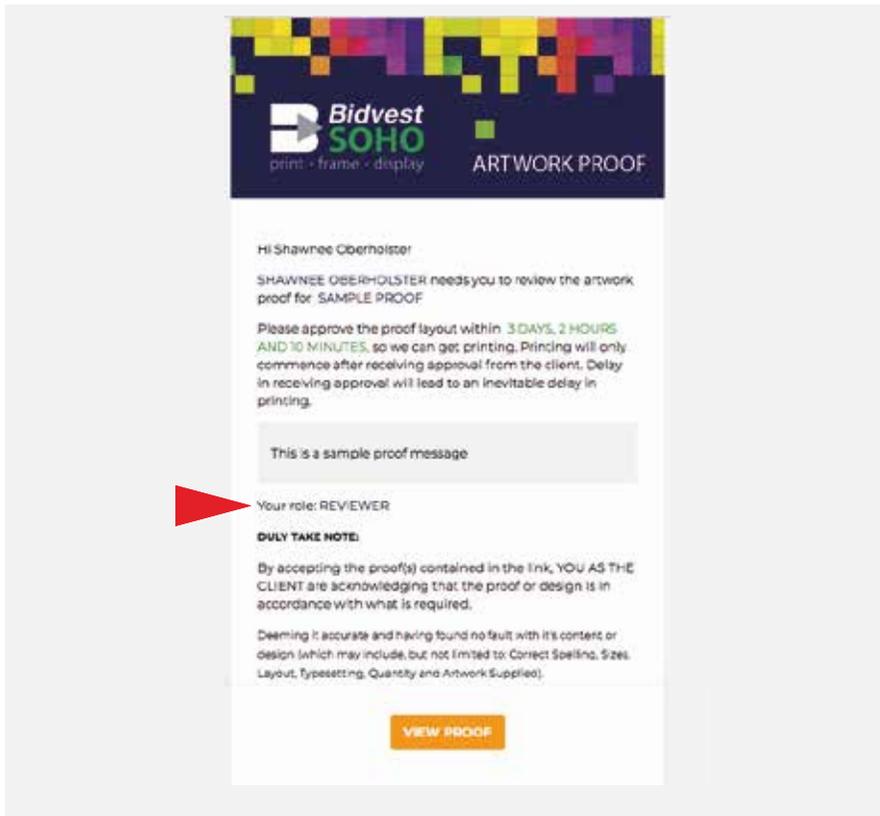
What do I do once I have finished reviewing a proof?

This document is intended to guide you through reviewing and signing off on your proof.

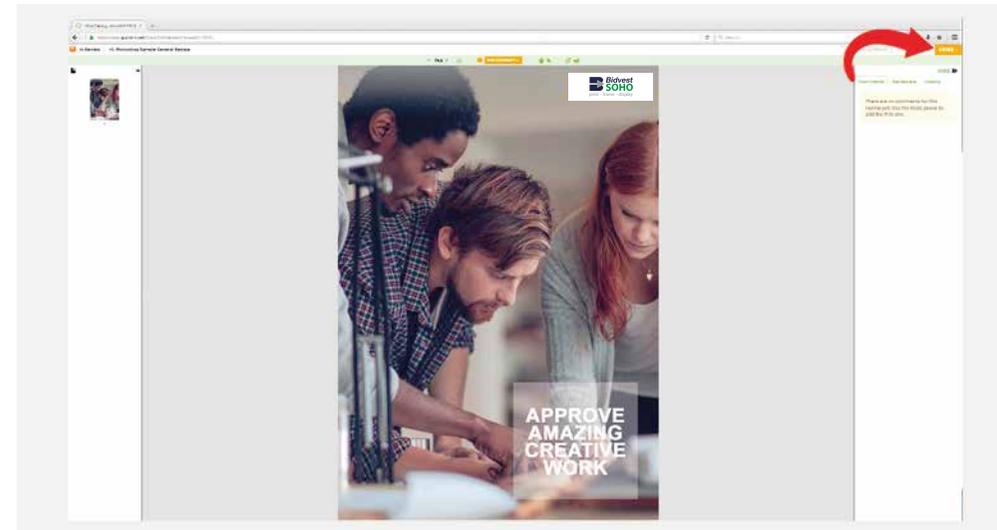
Once you have finished reviewing a proof, if your role is a reviewer, you will need to notify a gatekeeper, you will want to send the proof comments back to the designer, so they can start making the requested changes.

The options available will depend on your role within the review process.

If you are not sure what your role is, check your Bidvest Soho review invitation. The email includes your **Role** for the proofing cycle.



4. In order to complete your role within this review round, click the **Done Button**. The options displayed will depend on your role.

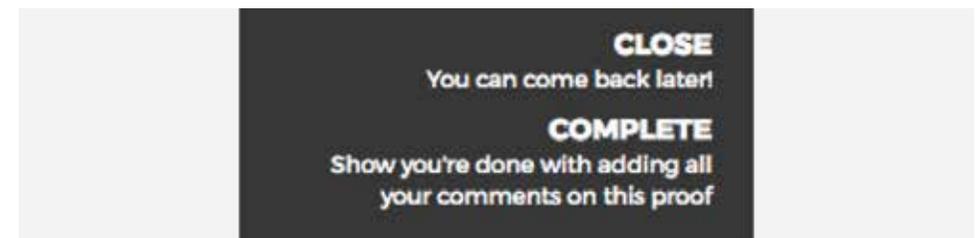


What to do when you are a **Reviewer**:

You will have two options. The first is the **CLOSE** option and the second is the **COMPLETE**.

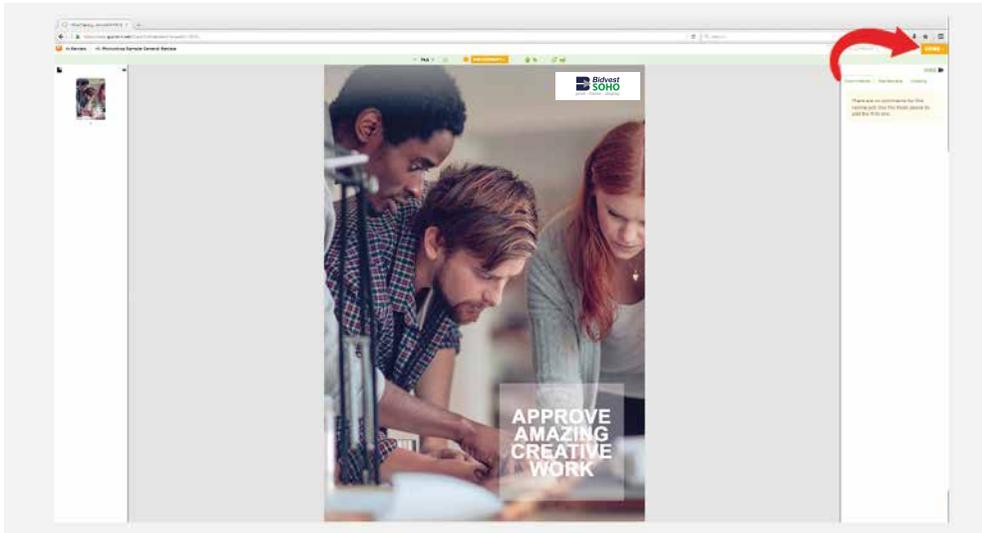
CLOSE: is for when you want to come back to the proof as you want to make additional comments.

COMPLETE: is for when you have made all your comments and are happy to say you're one with giving feedback. It lets the Gatekeeper know that you won't be adding anything else for this review round. Once completed, you can no longer add further comments.



What do I do once I have finished reviewing a proof?

4. In order to complete your role within this review round, click the **Done Button**. The options displayed will depend on your role.



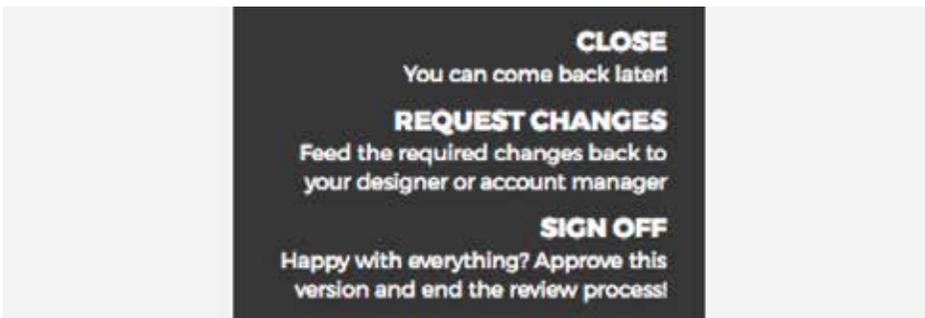
What to do when you are a **Gatekeeper**:

For Gatekeepers, the full menu opens up.

CLOSE is for when you want to come back to the proof as you want to make additional comments.

REQUEST CHANGES is used to tell the designer, that the review process is over for this review round and they can start making the changes to the design.

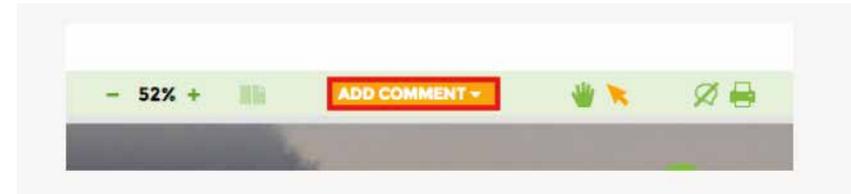
SIGN OFF, which finalises it and ends the proofing process completely and there are no further changes that need to be made.



5. That's It! You have completed your role for this review round. If the Proof was Signed Off then the entire proofing process is now over. However, if it was Sent Back for changes to be made, you can expect to receive another email invitation from the designer to feedback on the next version of the proof / design.

Different types of commenting tools to use when reviewing the proof / design

When reviewing content, there are multiple tools that can be used in order to make a comment or highlight a required change. To make a change, **select the Add Comments dropdown**, available on the top tool bar, then select the appropriate comment tool.



For more information, see below how to use each tool:

Pin Comment

1. Select the **Pin** from the **Add Comment dropdown**.
2. Click on the precise point on the proof you would like to place the **Pin**.
3. A comment box will be displayed. Enter a comment in the box and click **Save**.
4. A **Pin icon** will be displayed where you placed it on the proof.
5. The comment associated to the **Pin** will be displayed on the Comments Tab on the right.
6. If you want to **View, Edit or Delete** the comment, click on the comment to expand it. Other users will also have the option to **Reply** to your comment here.

Please continue reading the other pages for the rest of the tools

Different types of commenting tools to use when reviewing the proof / design

For more information, see below how to use each tool:

Box Comment

This is used to free draw a box comment on the proof.

1. Select Box from Add Comment dropdown.
2. Click and hold the mouse button, drag the crosshair over the area of the proof you want to draw a Box. Release the mouse button to place the Box.
3. A comment box will be displayed. Enter a comment in the comment box and click Save.
4. A Box comment will be displayed where you placed it on the proof.
5. The comment associated to the Box will be on the Comments Tab.
6. If you want to View, Edit or Delete the comment, click on the comment to expand it. Other users will also have the option to Reply to your comment here.

Strike Comment

Used as a quick visual reference to indicate that a word or block of text is no longer required and can be deleted.

1. Select Strike from the Add Comment dropdown.
2. Click and hold the mouse button, drag the crosshair over the text you want to strike through. Release the mouse button to place the end of the strike tool.

Note: A comment box is not displayed when placing a strike comment.

3. Instead, if a comment is required, select the Strike comment from the Comments Tab on the right and click Edit.
4. Enter the required comment and click Save.

Highlight Comment

Used as a quick visual reference to highlight a word, block of text or an area of the proof.

1. Select Highlight from the Add Comments dropdown.
2. Click and hold the mouse button, drag the crosshair over the area of the proof you want to highlight. Release the mouse button to place the highlighted area.
3. A comment box will be displayed. Enter a comment in the comment box and click Save.
4. A Highlight comment will be displayed where you placed it on the proof.
5. The comment associated to the Highlight will be on the Comments Tab.
6. If you want to View, Edit or Delete the comment, click on the comment to expand it. Other users will also have the option to Reply to your comment here.

Tick Comment

Used to indicate that a specific item is correct i.e Size, Qty, Item number that matches the quote. Also can be used if the entire layout is correct.

1. Select Tick from the Add Comments dropdown.
2. Click on the precise point on the proof you would like to place the Tick.

Note: A comment box is not displayed when placing a Tick Comment.

3. Instead, if a comment is required, select the Tick comment from the Comments Tab on the right and click Edit.
4. Enter the required comment and click Save.

Different types of commenting tools to use when reviewing the proof / design

For more information, see below how to use each tool:

→ Arrow Comment

1. Select Arrow from Add Comment dropdown.
2. Click and hold the mouse button to mark the starting point of the arrow.
3. Drag the crosshair over to the point on the proof where you want to end the arrow. Release the mouse button to place the Arrow comment.
4. A comment box will be displayed. Enter a comment in the comment box and click Save.
5. A Cross comment will be displayed where you placed it on the proof.
6. The comment associated to the Cross will be on the Comments Tab.
7. If you want to View, Edit or Delete the comment, click on the comment to expand it. Other users will also have the option to Reply to your comment here.

▢ Ruler Comment

1. Select Ruler from Add Comment dropdown.
2. Click and hold the mouse button to mark the starting point of the arrow.
3. Drag the crosshair over to the point on the proof where you want to end the Ruler. Release the mouse button to place the Ruler comment.
4. A comment box will be displayed. Enter a comment in the comment box and click Save.
5. A Ruler comment will be displayed where you placed it on the proof.
6. The comment associated to the Ruler will be on the Comments Tab.
7. If you want to View, Edit or Delete the comment, click on the comment to expand it. Other users will also have the option to Reply to your comment here.

? Question Comment

Question is used to direct a comment at another person who can also review the proof.

1. Select Question from Add Comment dropdown.
2. Click on the precise point on the proof you would like to place the Question

Note: If you are a Gatekeeper or a Publisher you are able to invite new users to the proof in order to ask them a question. Reviewers can only ask existing proof users a question.

3. Type your question and Click Save, the email is automatically sent to the person, advising that they have been asked a question.
5. A Ruler comment will be displayed where you placed it on the proof and the Comments Tab.