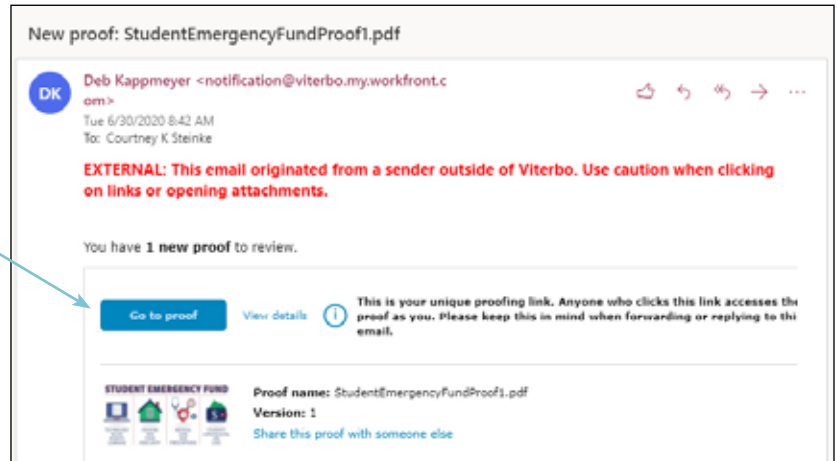


# Workfront Proofing Instructions for Campus Users

## RECEIVE A PROOF TO REVIEW

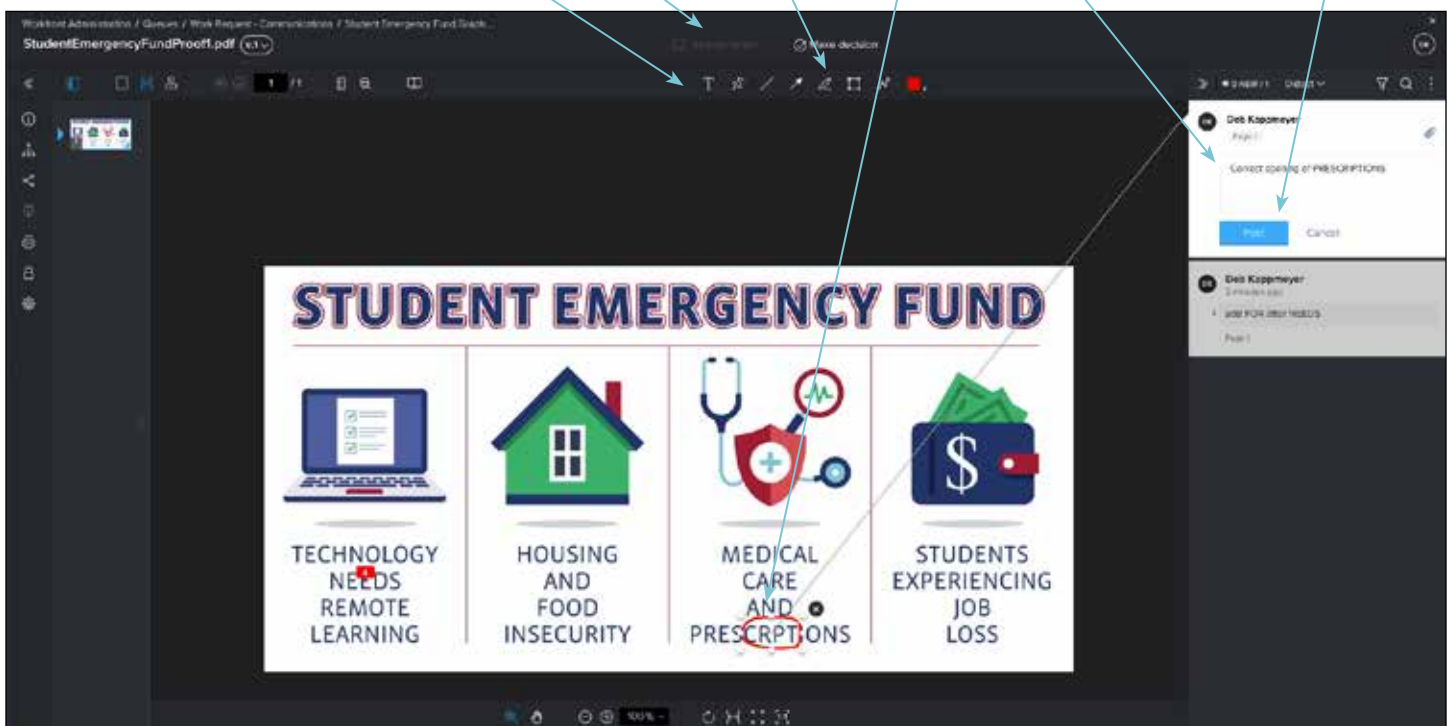
- Use the **email notification** you receive to open the new proof into the **proof viewer** by clicking on the blue **Go to proof** button.
- If you are comfortable working in Workfront, you can also find the proof in Workfront directly. **Login** with your Viterbo credentials at <https://viterbo.my.workfront.com>. Go to **Requests I've Submitted** and click on the request. Click the **Documents** tab. Hover over the proof and click on Open Proof.
- The **proof viewer** allows you to mark up directly on the proof, indicating where changes need to be made. Comments allow you to offer instructions, such as changing text or altering images.



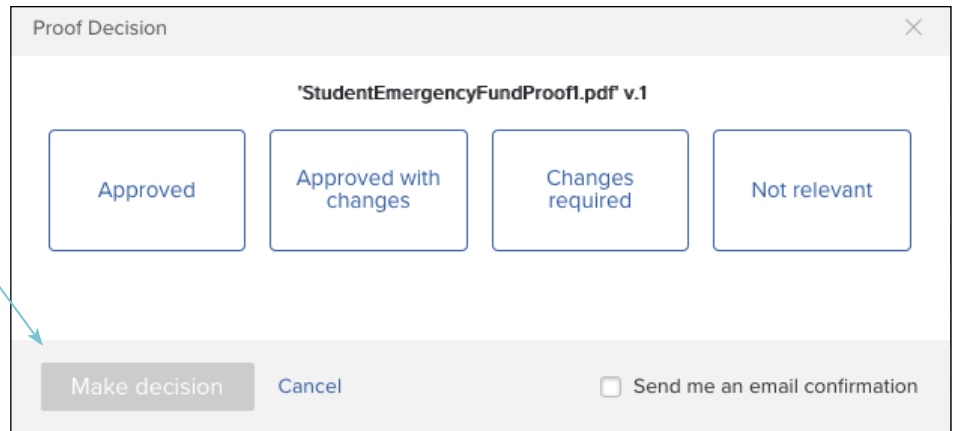
## WORKING IN THE PROOF VIEWER

1. Click **Add comment** at the top of the proof viewer window.
2. A **comment box** opens on the right side of the viewer. **Enter your text** for the comment (e.g., change/correct words, alter image, add logo).
3. Select a **markup tool** from the toolbar.
4. **Draw on the proof**, indicating the area to which your comment pertains.
5. Click **Post** on the comment box. Continue making comments and marking proof until finished.
6. Click **MAKE DECISION** at the top. This step sends notification to Communications to proceed.

*Continued on next page*

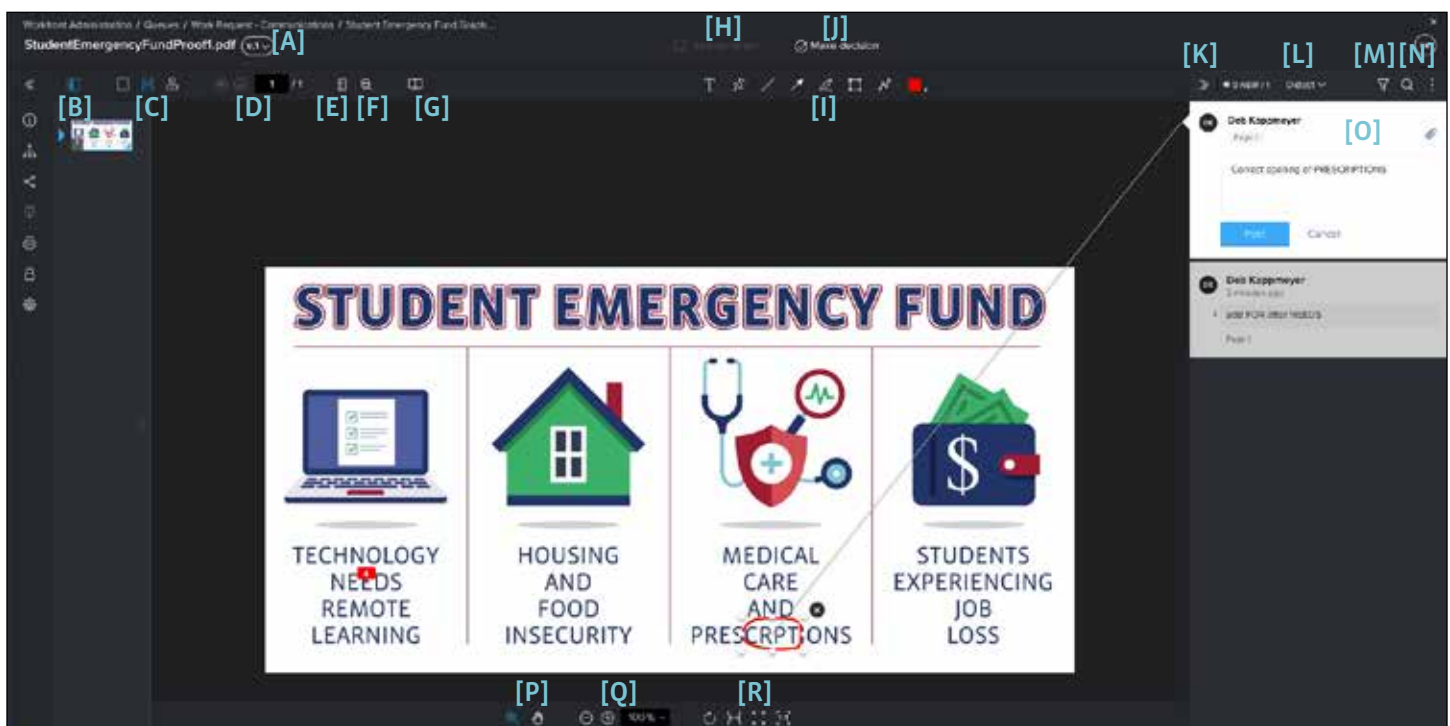


7. A box with decision options will open. Select the option that applies and click **Make decision**.
8. Your decision will be sent to the person who furnished the proof to you. If **Approved** or **Approved with changes** are selected, the project will proceed. If **Changes required** is selected, you will be notified when a revised proof is ready for your review.



## PROOF VIEWER OVERVIEW

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>[A] Access previous versions of the proof.</li> <li>[B] Hide/display the thumbnail view panel.</li> <li>[C] Choose between single-page display, continuous scroll, or magazine layout.</li> <li>[D] Navigate through the pages of the proof.</li> <li>[E] Measure an area of the proof.</li> <li>[F] Search content of the document (available for specific file types).</li> <li>[G] Compare versions of the proof.</li> <li>[H] Add comment and/or markup.</li> <li>[I] Markup tools are available after clicking Add comment.</li> </ul> | <ul style="list-style-type: none"> <li>[J] Make a decision on the proof.</li> <li>[K] Collapse comments column.</li> <li>[L] Sort comments.</li> <li>[M] Filter comments.</li> <li>[N] Search comments.</li> <li>[O] Make a comment, reply to a comment, attach a file to a comment, etc.</li> <li>[P] Move the proof around within the window.</li> <li>[Q] Change zoom percentage of the proof.</li> <li>[R] Options for fitting the proof within the proof viewer window.</li> </ul> |
|--|---|



## MARKUP TOOLS

Use markup to point to any section on the proof to help clarify a comment or question.

**[A]** Text – highlight text on the proof. The annotation tools appear after you've highlighted text: highlight, delete, replace, insert, bold, italics, underline.

**[B]** Freehand line – draw freehand on the proof.

**[C]** Line – Add a straight line on the proof.

**[D]** Arrow – draw an arrow to point to a selected area of the poof. The point of the arrow draws at the end of the line.

**[E]** Highlight – highlights selected area of the proof.

**[F]** Rectangle – draw a box around part of the proof.

**[G]** Polyline – draw a connected sequence of line segments. You can alter the shape by moving the points. Use to highlight an odd shape on the proof.

**[H]** For each of the tools, you can change the color of the highlight or drawing. For the drawing tools (line, arrow, box, etc.) you can also select the opacity of the line and the thickness of the line. Select the tool, then select the color options before you start to draw.

