

eProof Manual for Layouter

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1. INTRODUCTION

eProof is the premier and distinctive web based proofing solution that helps you conveniently proofread and correct jobs over the Internet from anywhere in the world and at any time. With eProof you can:

- Publish proofs in the online eProof system to show them to proofing users
- View jobs online on the Internet at any time, in real time
- Monitor correction requests made by users to any objects on the proof: text, images, tables, or to the proof page as a whole, - in real time
- Use a range of standard request development states to facilitate your cooperation with the proofing user
- See changes on the layout highlighted in a different color to easily distinguish between the already altered objects and those still awaiting alteration
- Track correction requests ever made in a job
- View job pages with both current and previous corrections highlighted
- Create subsequent versions of a job to show proof files after requested corrections are applied
- Obtain comprehensive status information for jobs
- Release jobs for production (if you have manager's rights)
- Share your work in a reliable and secure environment with the advanced security system of eProof

The chapters of this manual are arranged in the approximate chronological order in which the work of layouter in the proofing cycle is done. As a starting point for work with eProof, the next chapter "Logging On" describes how you can enter the system.

The subsequent chapters deal with the main layouter's tasks in the proofing process. Chapter 3 "Creating Jobs" tells how you can publish your graphic production online for proofing. Chapter 4 "Monitoring Correction Requests" discusses the different ways of viewing and processing correction requests made by the proofing users to your layout. Chapter 5 "Creating Subsequent Versions" describes how to submit subsequent versions of the job after the layout has been modified as requested by the users.

Use the **Glossary** to pin down terms used in this manual.

Please note, that due to the flexibility of the system designed to meet each user requirements, eProof graphic user interface to some extent depends on the system administrator settings thus making possible some slight discrepancies between this guide and your user interface. You may always contact your administrator or eProof support team at support@printwire.org for further assistance.

eProof's powerful image streaming technology allowing users quickly view and proof large files, zoom images until a resolution of 2 pixels on the screen and ensuring superior data transfer speeds irrespective of the quality of Internet connection.

2. LOGGING ON

To enter the system you must be a registered user, i.e. you must have a user name (a registered nickname) and a password both registered in the system. The system administrator and you agree upon your user name while he or she is entering your data into the user database. When you are provided with user name, password and URL to the eProof location you can enter the system.

To enter the system:

1. Enter the URL to eProof server location into the Address field of your browser window and click Go.
2. Specify your user name and password provided by eProof system administrator and press Logon.

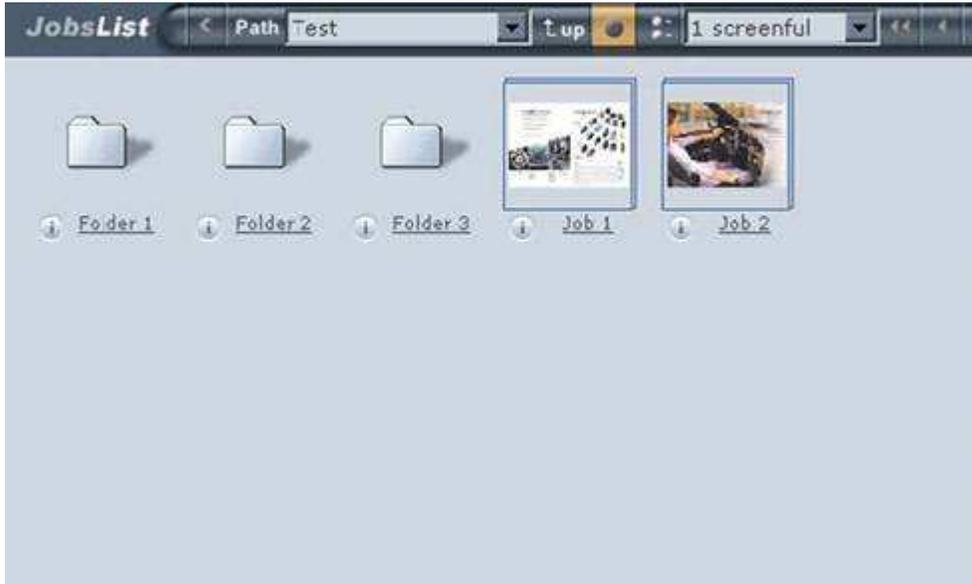
When running eProof for the first time, the Installer page is shown loading eProof Java™ technology components.

Tip 1: To receive information on software requirements you may click the Browser Compatibility link.

Tip 2: You can change your password for entering the system while in this window. To do that, select the Change Password check box while logging on. A new page opens where you type in the desired new password and confirm it in the corresponding text boxes. Then click the Submit button to save your entry. Choose Reset to clear the changes and Cancel to exit the page without any changes.

3. CREATING JOBS

After successful logging in, you can see a list of jobs and folders you are authorized to view with eProof. Jobs are documents created in a desktop publishing program and then published online with eProof for proofing. A job consists of versions, which embody different stages of the job development and act as "editions" of the job. As you create a new job, the first version in this job is created automatically.



Jobs comprise proof files. Since jobs are documents, proof files (or just "proofs") represent pages of the documents, which are modified and improved in each subsequent version.

To be presented online, proof files are uploaded into the eProof system. After the upload, the proofs may be still inaccessible to users. Only when you mark the version containing the proofs as "published", can proofing users view the document's layout.

While proofing, users attach correction requests to page elements in need of improvement. Once you modify the proofs in line with users' remarks, you upload the new, improved, files in the eProof system. In that way, the proofing cycle is repeated over and over again until the user releases the job. Once a job is approved, the modification work on this job is closed, and the latest published version of the job is passed over to the production department.

To create a job through the application interface you need to:

- Register a job
- Upload proof files

Uploading proof files may be done either through standard or asynchronous uploader. The main difference between them is that asynchronous uploader supports connection refreshing in case of loose and during asynchronous upload you may continue working with eProof, while files are being uploaded.

There are also special requirements concerning uploading compound files of supported types (DCS, 1-BIT, TIF-IT).

3.1. Registering a Job

To enter the document into eProof system you should first register a new empty job. It may be created in your root folder or one of its subfolders. Usually jobs ordered by each client are stored in a separate sub-folder. If you want to create a job in a new subfolder you should firstly create it as follows:

To create a folder:

1. Select the existing folder in which you want the new folder to be located.
2. Choose Create Folder from the Job Selection menu.
3. Enter a name for the folder and define your choice in the other (optional) fields if desired.(*)
4. Click Submit.

() Check the Enable proofing box to enable color accurate proofing for jobs in this folder.*

Define the colour profiles to be used for jobs in this folder.

Check the Inherit notification subscriptions from parent folder box if you want your folder to have the same subscriptions as a parent one.

If the current folder is not the final destination for the job you intend to create, repeat the steps described above to produce further subfolders. Once the folder to enclose a new job is produced, you can start creating your job in the eProof system.

Job	Alfa
Brand	
Country	
Source RGB color profile	Inherited (sRGB Color Space Profile)
Source CMYK color profile	Inherited (USWebCoatedSWOP)
Source CMYK rendering intent	Relative
Use Embedded color profile(s)	<input type="checkbox"/>
Enable proofing	<input checked="" type="checkbox"/>
Destination CMYK color profile	Inherited (USWebCoatedSWOP)
Destination CMYK rendering intent	Relative
Inherit notification subscriptions from parent folder	<input checked="" type="checkbox"/>

Submit Reset Cancel

To register a job:

1. Choose Create Job from the Job Selection menu.
2. Enter Job name.
3. Define your choice in the other (optional) fields if desired.(**)
4. Click Submit

*(**) Enter brand and country for the job.*

Check the enable proofing box to enable color accurate proofing of the job.

Define the colour profiles to be used.

Check the Inherit notification subscriptions from parent folder box if you want your job to have the same subscriptions as a folder.

As a job is registered, the system automatically creates the first version of this job. Now your next step is uploading proof files into this version.

3.2. Uploading Proof Files

Proof files are initially created in a desktop publishing program. When ready to be shown to proofing users, proofs are uploaded in the eProof system.

If you are going to upload **1 Bit Tiff, DCS, TIF-IT** files (compound files formats supported by eProof) please refer to the Uploading Compound Images section of this guide. Please note, that there are special requirements for uploading these file types.

For all the other supported file formats you have 2 options to choose from:

- Uploading Proof Files via standard uploader
- Uploading Proof files via Asynchronous uploader

Uploading Proof Files via Standard Uploader

To upload proof files

1. Choose menu Current Version -> Add Proof File .
2. Click on Browse... and select the file you want to upload. To upload more files, push the plus button and select the required files.
3. Mark the Publish the Version on Upload check box to automatically publish the current version after the files are transferred.

Note: since you have published the version you can't add any more proofs.

In the process of uploading files, all elements of the layout (images, text blocks, and tables) are recognized. However, you are enabled to opt for page elements to be assigned hyperlinks. eProof allows transferring user-defined hyperlinks instead of auto-detecting links by eProof engine itself. With this approach, the page elements that carry hyperlinks before being loaded retain the links, while the other objects remain unlinked. You can attach hyperlinks to selected elements on your PDF pages.

Choose the appropriate Hyperlinks Handling Method option. Do one of the following:

- Leave radio box Auto-Detect Objects (Paragraphs, Images) and Create Hyperlinks selected by default if you want the eProof system to process the objects on the proof pages automatically. All eligible objects (text blocks, tables, images) will be recognized and linked to associated web pages. Use this option when you want to create hyperlinks to all elements on the proof.
- Check the Scan for, and update existing hyperlinks radio box if you want the system to transfer existing hyperlinks that you could have made in the Adobe Acrobat application. Only those objects that already carry hyperlinks will have hyperlinks when uploaded in eProof. Use this option when you want to create hyperlinks to some individual objects that are anticipatorily not up to scratch or divide a big text block into passages differently from how eProof does that.

Click button Upload to submit the selected proof file(s) onto the server. The eProof system starts the uploading procedures. On checking the availability and validity of the stated files, eProof displays a web page where you can give the proof a name, change page numbering, and apply color profiles if you have not defined them for job.

Page numbers are assigned to proof pages by default. The numbers are allotted according to the “lining-up” principle. Each following page is assigned the number sequential to that of the previous page in a line of uploads or following the highest number if the numbers are inconsistent.

For example, if the last page available is number 4, the next page will be assigned number 5. If the default page numbers are not in line with the actual page numbers in the document, you are enabled to alter the values.

To modify default values, enter new numbers for the proof pages. Both consecutive and non-consecutive numbers must be separated by commas, e.g. 1, 2, 4; and a range of consecutive numbers must be denoted by a hyphen, e.g. 5 - 8. Combined approach is also allowed, e.g. 1, 3, 5 - 8, 10.

Note: The quantity of page numbers specified for proof pages must be equal to the number of the upload pages altogether. Otherwise, the system would pop up error messages until you make the numbers the same. Thus, you should define five numbers, e.g. 1, 3, 5-7, for a proof file with five pages.

Click button Submit. eProof uploads your files onto the server. When the load is complete, the current version is published, and you are taken to the list of proof files available in the current version.

Uploading Proof files via Asynchronous uploader

The asynchronous upload has several advantages over standard one:

- asynchronous uploader supports connection refreshing in case of loose
- asynchronous upload is held in background mode, so you may continue working with eProof, while files are being uploaded.

To upload proof files asynchronously :

1. Choose Add Proof File Asynchronously from the Current Version menu

2. Click on Browse... and select the file you want to upload.
3. Hit Upload&Return button to switch to other page while your file is being uploaded, or

Hit Upload&Continue button to add another file to the queue.

The Add Proof File page allows to add proof files to Asynchronous uploader Queue and set some upload options.

Choose appropriate page numbering method:

- Add pages to the end - if this option is selected proof pages of the file uploading will be numbered automatically according to the quantity of existing proofs. E.g. if there are 4 proofs in the job, the pages (proofs) numbering starts from 5. If the job contains no proofs the pages are numbered starting from proof 1.
- Create pages with numbers starting from - you may manually set the number from which numbering of your proofs starts. Please note that if you enter the number of existing proof it will be replaced with the proof you are uploading.

Choose the appropriate Hyperlinks Handling Method option like in standard uploader mode.

When you start uploading the file asynchronously uploader application window appears that displays the status of files upload and processing in the queue. You can customize some uploader options with Customize button.

3.3. Uploading Compound Files (DCS, 1-BIT, TIF-IT)

eProof supports DCS (1 and 2), 1-Bit and TIFF-IT compound images files.

Uploading DCS files

To upload DCS files:

1. Choose Add Proof File from the Current Version menu.
2. Click on Browse... and select the .eps file you want to upload.
3. Push the Plus button and select the component files (repeat as necessary).
4. Mark the Publish the Version on Upload check box to automatically publish the current version after the files are transferred.
5. Click the Upload button.

Note: The system may show you the path to the missing component files if any. It is recommended to add these files to upload as described in point 3. If you upload not all the plates component files required the file will be processed anyway and displayed in eProof using the plates corresponding to uploaded component files.

Uploading TIFF-IT files

To upload TIFF-IT files:

1. Choose Add Proof File from the Current Version menu.
2. Click on Browse... and select the .FPfile you want to upload.
3. Push the Plus button and select the component (LW, CT, HC) files (repeat as necessary).
4. Mark the Publish the Version on Upload check box to automatically publish the current version after the files are transferred.
5. Click the Upload button.

Note: It is important to add for upload all the corresponding files so that the system could create the composite file properly. Component files should have the same names with the different plate name after dash or underline as in the example below:

test-cyan.tif
 test-magenta.tif
 test-yellow.tif
 test-black.tif

eProof also supports single letter plate names in file names:

test_c.tif
 test-m.tif
 test-y.tif
 test-k.tif

Pantone component files should have the same first part of the name as below:

test_c.tif
 test-m.tif
 test-y.tif
 test-k.tif
 test-pantone.tif

Uploading 1-Bit files

To upload 1-Bit files:

1. Choose Upload 1-Bit File from the Current Version menu.
2. Click on Browse... and select the component files you want to upload. Use the separate field for each component file path.
3. Mark the Publish the version on upload check box.
4. Click the Submit button.

4. MONITORING AND EDITING CORRECTION REQUESTS

As soon as job is created and the first job version is published, the proofs become accessible to users authorized to proof the job. The users go into the program and review the proof pages. When they want something to be changed, the users attach their correction requests to the desired elements or areas on the proof.

There are four types of correction requests in eProof:

- Text correction request
- Picture correction request
- Table correction request
- Custom correction request

See Making Correction Requests in User's Guide for detailed description of each correction request type and instructions on creating the requests.

After correction requests are submitted, you can go into the program to check your job for requests. eProof offers several one-click features to retrieve and display correction requests submitted for your job.

When displayed, the requests can be viewed, modified, and deleted.

eProof enables you to display correction requests organized in the following groups:

- Requests to a page element
- Requests for a proof
- Requests for a version
- Requests for a job

4.1. Viewing Correction Requests to a Page Element

As users submit correction requests associated with page elements (pictures, text paragraphs, and tables), the requests are attached to their associated objects. eProof enables you to easily see and retrieve correction requests attached to a particular element on a proof page.

Elements on proof pages are highlighted in different colors to indicate that there are correction requests attached to these elements.



To view the desired correction request:

1. Display the desired proof in eProof.
2. Double-click on the marked-up page element. A pop-up window containing the request information is displayed.

Another way to view the single correction request is to click on the desired correction in the correction tree located in the left-hand panel.

4.2. Viewing Correction Requests for a Proof

A proof file contains various elements - pictures, tables, and text paragraphs, which may have one or more correction requests attached. Aside from these, there are custom correction requests associated with the proof page as a whole. eProof enables you to retrieve a list of all correction requests associated with a proof file. All correction requests attached both to any element of a particular proof and to the proof file as a whole will be shown.

There are two modes of displaying requests: the Quick Preview mode and the Full-Scale View mode. The Quick Preview mode allows showing correction requests while still in the Proofs List window. You will not have to go to a next page to see a list of correction requests associated with a selected proof. However, the requests list provides correction information on a limited scale.

The Full-Scale View mode lets show correction requests associated with a selected proof in a new window. The requests are represented by the full correction request information.

Furthermore, the Full-Scale View mode enables you to filter existing correction requests by several attributes. You can set to show corrections submitted by all users and filtered by a number of request development states. Corrections created in previous versions can also be shown. These filter settings can be either used for the current review session or made default.

To retrieve requests for a proof in the Quick Preview mode

1. Click on your job to show a list of job's proof files. The appearing Proofs List page displays a list of proof files available in the selected job.
2. Click on "requests" under the proof file you want to explore. The right-hand pane, Requests for Page, changes to display a list of requests associated with the current proof.
3. Click on a request number to view the full request information shown in a separate window.

To retrieve requests for a proof in the Full-Scale View mode:

1. Click on your job to show a list of job's proof files.
2. Press the Information button under the thumbnail of a desired proof file.
3. Choose List Correction Requests for Proof File from the Current Proof File menu.
4. Click on the number of a correction request to view the request details.

You are enabled to customize the requests list. You can set to show corrections submitted by all users and filtered by a number of request development states. You can also choose to include requests created in previous versions and group the corrections by their associated page element.

Furthermore, you are enabled to set these filter settings default. Then, next time you enter this page, you will be presented the requests sifted out according to the settings you have made default. Customizing the correction requests list.

You can set up the system to show correction requests filtered by a particular combination of their development states and originating users. You can also set up the requests list to include corrections created in previous versions. The customized settings can be made default or used only for the current review session. Additionally, you are enabled to group corrections by their associated object. This feature is particularly useful when objects have multiple requests attached. You can arrange the multiple requests by their associated object, so that it is easy to view all requests attached to a particular element of your proof page.

Unlike the filtering feature, grouping by associated objects can be applied only for the current review session. Once you exit the page with grouped requests, the groupings are disarranged. When you show the requests next time, they appear organized by number.

To filter correction requests for the current review session:

1. Select the desired request development state(s) in the box at the bottom of the page. By default, the box has all states selected. To deselect or select a state again, click it having the Ctrl key depressed.
2. Leave a checkmark in the Show Correction Requests from Past Versions check box to include requests created in previous versions into the correction requests list.
3. Leave a checkmark in the Show Correction Requests from All Users check box to show requests created by all users.
4. Click button Refresh. The correction requests list is updated to show the requests filtered according to your settings.

To filter correction requests for all subsequent review sessions:

1. Repeat Steps 1-3 of "To filter correction requests for the current review session" above.
2. Leave a checkmark in the Save as Default check box.
3. Click button Refresh. The correction requests list is updated to show the requests filtered according to your settings. Next time you enter this page, the correction requests list will show in line with the new settings.

To group correction requests by their associated page element:

1. Click button Group by Object.
2. Click the desired page element to show the element's correction requests.

You are enabled to adjust the current page view, making it more suitable for printing. The page embellishment will be removed, and the correction requests list will occupy the entire printable area of the window. Adjusting the page view to your liking, you can also show or hide fields of the correction requests list.

To switch to the print mode and filter the table columns:

1. Push button Print Mode at the top of the requests list.
2. Click button Filter Fields.
3. Check the columns you want to be displayed and uncheck those you elect to be hidden.
4. Press button Submit.

4.3. Viewing Correction Requests for a Version

eProof enables you to retrieve a list of correction requests made for a version. All requests created for all proof files of a particular version will be shown.

Furthermore, you are enabled to filter correction requests by several attributes. You can set to show corrections submitted by all users and filtered by a number of request development states. Corrections created in previous versions can also be shown. These filter settings can be either used for the current review session only or made default.

To retrieve requests for a version:

1. Click on the desired job.
2. Choose List Correction Requests for Version from the Current Version menu.
3. Click on the number of the correction request you want to review.

You can set up the system to show correction requests filtered by a particular combination of their development states and originating users. The customized settings can be made default or used only for the current review session.

To filter correction requests for the current review session:

1. Select the desired request development states in the box at the bottom of the page. By default, the box has all states selected. To deselect or select a state again, click it having the Ctrl key depressed.
2. Leave a checkmark in the Show Correction Requests from All Users check box to show requests created by all eligible users.

3. Click button Refresh. The correction requests list is updated to show the requests filtered according to your settings.

To filter correction requests for all subsequent review sessions:

1. Repeat Steps 1-2 of "To filter correction requests for the current review session" above.
2. Leave a checkmark in the Save as Default check box.
3. Click Refresh. The correction requests list is updated to show the requests filtered by your settings. Next time you enter this page, the correction requests list will show in line with the new settings.

To switch to the print mode and filter the table columns:

1. Push button Print Mode at the top of the requests list.
2. Click button Filter Fields.
3. Check the columns you want to be displayed and uncheck those you prefer to be hidden.
4. Press Submit.

4.4. Viewing Correction Requests for a Job

eProof enables you to retrieve a list of correction requests made for your job. All requests attached to proof pages and to their elements in each of the job versions are retrieved and displayed in one window. This grouping of requests provides a full view of all correction requests created in a particular job.

Furthermore, you are enabled to filter correction requests by several attributes. You can set to show corrections submitted by all users and filtered by a number of request development states. These filter settings can be either used for the current review session only or made default.

To retrieve requests for a job

1. Select the desired job in eProof.
2. Choose List Correction Requests for Job from the Current Job menu to show requests tagged to the proofs of the current job.
3. Click on the number of a request to view the request details.

You can set up the system to show correction requests filtered by a particular combination of their development states and originating users. The customized settings can be made default or used only for the current review session.

To filter correction requests for the current review session:

1. Select the desired request development states in the box at the bottom of the page. By default, the box has all states selected. To deselect or select a state again, click it having the Ctrl key depressed.
2. Leave a checkmark in the Show Correction Requests from All Users check box to show requests created by all eligible users.
3. Click Refresh. The correction requests list is updated to show the requests filtered according to your settings.

To filter correction requests for all subsequent review sessions:

1. Repeat Steps 1-2 of "To filter correction requests for the current review session" above.
2. Leave a checkmark in the Save as Default check box.
3. Click Refresh. The correction requests list is updated to show the requests filtered according to your settings. Next time you enter this page, the correction requests list will show in line with the new settings.

To switch to the print mode and filter the table columns:

1. Push button Print Mode at the top of the requests list.
2. Click button Filter Fields.
3. Check the columns you want to be displayed and uncheck those you prefer to be hidden.
4. Press Submit.

4.5. Editing Correction Requests

Editing correction requests may be necessary for enhancing cooperation between users and layouters and include editing adding comments to requests and changing their development states.

Correction request development states indicate stages of correction development and are assigned to every correction request. Both the layouter and the originating user can assign and re-assign states.

There are four correction development states in eProof:

Open
Analyzed
Feedback
Closed

State **Open** is the default state assigned to a request at creation time. This state indicates that the request has been submitted recently, and the layouter has not considered it yet.

State **Analyzed** is typically assigned by the layouter when the layouter has perused the correction request and is now analyzing/implementing it.

State **Feedback** is typically assigned by the layouter when the layouter has made the requested modification and is now awaiting the user's approval of the correction made.

State **Closed** is typically assigned by the user when the user has viewed and approved of the correction done and closes work on this correction.

Aside from the development states, there are comment and modification comment options. You can specify your information on the modification you have applied to the request. Alternatively, you may just want to comment on the correction requested by user.

To edit a correction request:

1. Display and review details of a desired correction request.

2. Click the Modify button.
3. Select a development state you want to assign to the current request from the State drop-down box.
4. Alter the request text in the Comment text box, if desired.
5. Enter your comment in the Modification Comment text box, if necessary.
6. Click Submit.

5. CREATING SUBSEQUENT VERSIONS

Job versions are editions of a job in eProof. Versions enclose consecutive productions of job's proof files after each correction session.

The first version presents job's proof files in their initial state. Modifying proofs in line with users' correction requests, you create ensuing versions, which present the new, improved, proof files. However, previous versions are retained for history and invoice functions unless you delete them.

When users are absolutely satisfied with the "look and feel" of their document, they release the latest published version of their job. Job release invokes full stop of any correction work on jobs. You are unable to make modifications to a "released" version. With job release, the proofing cycle is over, and the signed-off job is passed on to the production department.

Working with versions you should remember that some eProof functions are executable only when the activated version is published or unpublished.

Functions executable when version is:	
published	unpublished
Create correction requests	Add new proof file
Modify correction requests	Replace proof file
Remove correction requests	Modify proof file

To perform an action that cannot be executed within the current published or unpublished state of the version, you can toggle the state and then execute the function. However, you should keep in mind the accessibility switch proofing users would face when you toggle the states. For proofing users, versions are reachable while published and inaccessible while unpublished in the system.

To create a subsequent version:

1. Choose Create Version from the Current Job menu.
2. Specify a name for the new version.
3. Leave or remove the check mark in the Inherit Proofs from Previous Version check box to indicate whether or not the system should copy the proofs of the previous version into the new version.
4. Do one of the following:
 - a. Replace one or more proofs with the new proof files (if proofs have been inherited).
 - i. Push button Proofs.
 - ii. Click the Information button under the proof file you want to replace.
 - iii. Choose Replace Proof File from the Current Proof File menu.
 - iv. Click on Browse and locate the proof file that will substitute the previous file. If you want to replace the file with multiple files, click the button and specify the path to each subsequent file.

- v. Choose one of the hyperlinks handling methods and mark the Publish the Version on Upload check box to publish the current version once the file(s) is(are) uploaded.
- vi. Press Replace.
- b. Add new proof files into the new version (if proofs have or have not been inherited).
 - i. Choose Add Proof File from the Current Version menu.
 - ii. Click on Browse and locate the proof file you want to upload. If you have multiple files to upload, click the button and specify the path to the each subsequent file.
 - iii. Choose one of the hyperlinks handling methods and mark the Publish the Version on Upload check box to publish the current version once the file(s) is(are) uploaded.
 - iv. Press Upload.
- 5. Specify the label for the new proof file and edit the page number, if necessary.
- 6. Click Submit.

6. GLOSSARY

Approve

When users approve the latest version of your job, they confirm that they are satisfied with the job and want to have the document printed. The realization of the approval is job release.

See also: **Release**

Correction

- 1) A modification done to an object on the proof or to the proof as a whole.
- 2) The same as Correction Request.

Correction request

Information submitted by user to the layouter requesting changes or improvement of an object on the proof or the proof as a whole. Correction Requests are the main means of proofreading cooperation between the user and the layouter. (Also Correction, Request) Correction requests can be of four types:

- Text correction request
- Table correction request
- Picture correction request
- Custom correction request

See also: **Text correction request, Table correction request, Picture correction request, Custom correction request**

Custom correction request

A correction request made to a proof page as a whole. Custom correction request is aimed at submitting general remarks on the document view and/or contents, e.g. the document layout, background color, font size, font style, page embellishment, etc.

Job

The order for the graphic works you make to your partner company or within your own company. A job is also a document that is created by the layouter and presented for the user's view. The job undergoes certain proofing and modification, and is finally released by the manager. A job consists of one or more proof files uploaded by the layouter in eProof for the user's review.

Label

The name of the proof page assigned by layouter on upload.

Layout

The artwork of the job that layouter has crafted and submitted for user's review in eProof. If you are satisfied with the layout of your job, you release the job. (Also: Proof)

Layouter

Layouter is the designer that makes the layout of a job and cooperates with the user on improving the job.

Manager

Manager is a person in charge of proofreading and releasing a job.

Page element

This is an element of a proof page. There are 3 types of page elements: Text Paragraphs, Tables, and Pictures. eProof singles out these objects and equips them with hyperlinks to Web pages that allow users to create correction requests to the associated page elements. (Also Element, Object)

Picture correction request

A correction request made and attached to a picture on the proof.

Proof

See: **Proof file**

Proof file

This is a PDF file displayed in eProof and intended for users' proofreading and review. Each proof file represents a particular page of the document being crafted. (Also Proof, Document)

Publish

Assign label "published" to a version in order to make the version's proof files visible and operative for proofing users. See also: **Published Version**

Published versio

On creating a new version and uploading proof files in it, you publish the version in the eProof system, thus submitting it for users' view. When a job version is published, it becomes visible and operative for users. Typically, users cannot see job versions if the versions are unpublished. Unpublished versions are usually versions in development, which are not complete enough to be shown to proofing users. Only managers (the persons that can release the job) are allowed to see unpublished versions.

Release

When users release a job, they officially confirm their approval of the latest version of the job and desire to send the job to printer. It also invokes full stop of any modification work on the job.

See also: **Approve**

Request

See: **Correction Request**

Request development state

Request development states indicate several stages of correction development and are assigned to every correction request. They can be assigned by both the layouter and the user that has created the request. There are four correction development states in eProof: Open, Analyzed, Feedback, and Closed.

State **Open** is the default state assigned to a request at creation time. This state indicates that the request has been submitted recently, and the layouter has not considered it yet.

State **Analyzed** is typically assigned by the layouter when he or she has perused the correction request and is now analyzing it.

State **Feedback** is typically assigned by the layouter when he or she has made the requested modification and is now awaiting the user's approval of the correction done.

State **Closed** is typically assigned by the user when he or she has viewed and approved of the correction done and closes work on this correction. The current state of a request is provided in the request details.

Table correction request

A correction request made and attached to a table on the proof. **Text correction request**

A correction request made and attached to a text paragraph on the proof. Text correction requests are created in Formatted Text Editor, which enables users to edit the proof's text along with its original formatting.

User

User is a person in charge of proofing the job. User is contrasted to Layouter and Manager.

User account

A record of user information that determines the user's access to system objects and actions related to these objects. The information is stored in the system. Each eProof user has his or her user account.

User name

The account name assigned to users of a computer system. Typing your user name in the Logon eProof dialog box is part of the login procedure that identifies you to the system.

Version

This is an edition of a job in eProof. Versions enclose consecutive productions of job's proof files after each correction session. The first version presents job's proof files in their initial state. Job proofing cycles cause you to modify the proofs. To show users the new, corrected, proof files, you create new versions and add the new files into these versions. You publish a version to make it accessible to users and unpublish it to make changes to the version's proof files.