

# eProof Quick Steps

This paper is designed to guide you through the standard proofing procedures in the eProof. It describes the simple steps required to create, view and modify various types of correction requests and introduces the easy and intuitive eProof navigation.

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## 1. Logging On

To log on to eProof, enter the URL to eProof server location into the Address field of your browser window and click Go. eProof logon page appears. To enter the system, specify your user name and password provided in the e-mail sent to you upon registration, and press Logon.

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

As the installation is complete, you can see a list of jobs and folders available.

## 2. Selecting Proof File

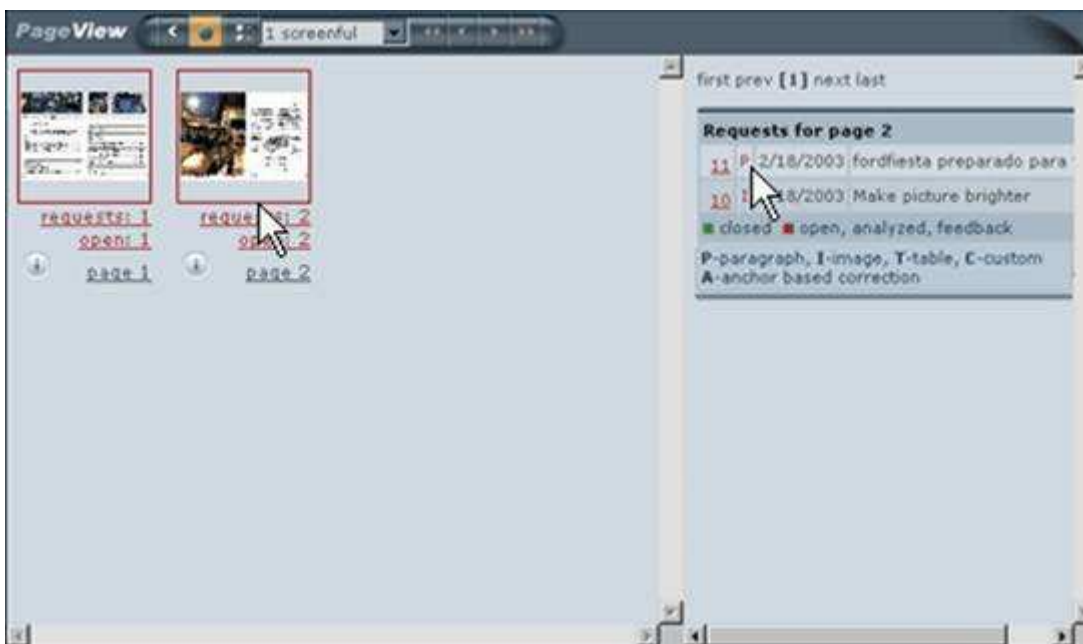
You can see a list of jobs and folders after logon. The eProof navigation system is very intuitive. Folders contain jobs consisting of one or more proof files. Folders may also contain subfolders that, in their turn, contain jobs and/or more subfolders.



To see jobs located in a folder, click on the folder icon.

Click on the job icon to enter the job and receive an overview of proof files (pages) of this job. If there is only one page in a job, this page will be displayed.

If you choose "requests" below each page icon, an overview of all correction requests created for this page opens up in the right-hand pane. Such an overview includes the request number, creation date, status and type, as well as the correction comments and text changes.

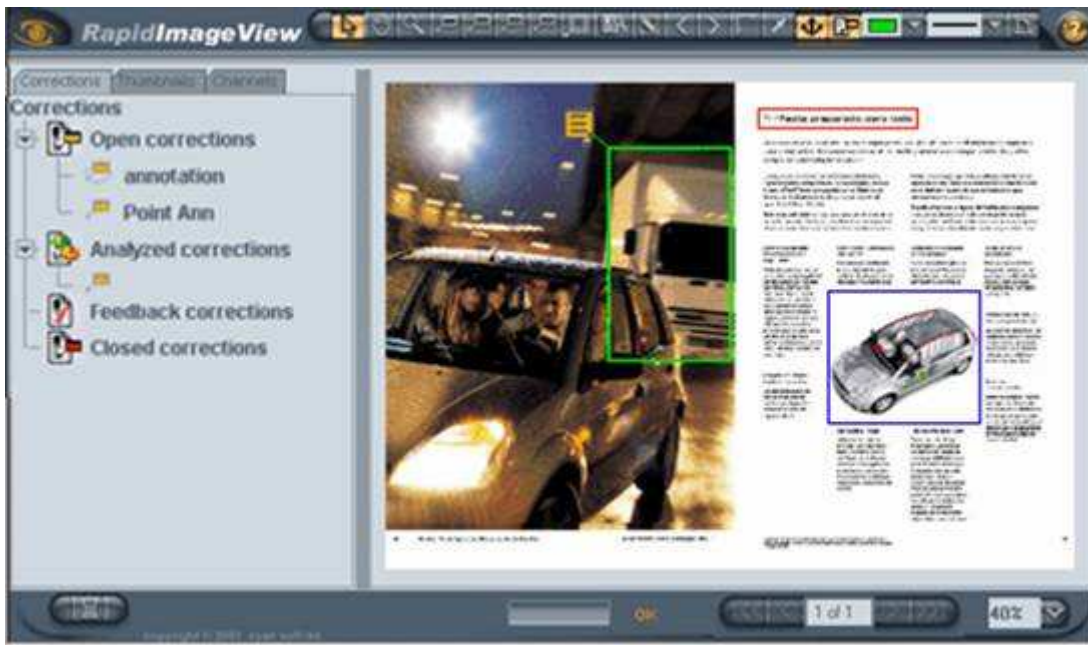


To get more details on a request, click on its number. A page with the full correction request information is displayed - Request Details.

On this page (Request Details), you may choose to modify or comment on the request, or view the history of changes to this correction.

### 3. Creating Correction Requests to Proof File


To view a proof file, click on the proof file icon. Now you may review and modify existing correction requests, if any, and create new ones.



An object to which a correction request is attached is marked by a color frame and/or an annotation icon - anchor.

Correction requests may apply to individual page elements (text blocks, images and tables) and to any custom area on the proof, as well as to the proof page as a whole.

#### 3.1 Text Correction Request


To create a text correction request, click with the arrow tool  on the desired text block (paragraph) on the document. The request pop-up dialog containing the selected text block appears.

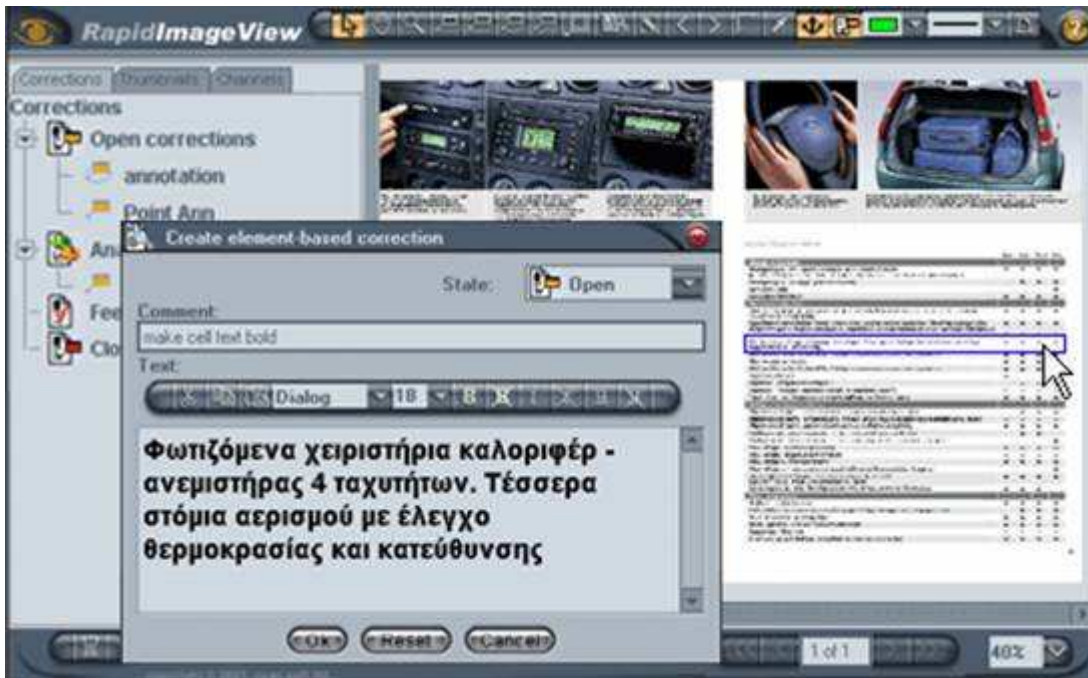


Change the text wording and/or modify its formatting in the Text field and enter your comment into the Comment field. Click OK when finished.

To view an existing text correction request, click on the highlighted area. The request pop-up dialog displays. To modify the request, click on the Edit button and change the Text and/or Comment field as described above.

### 3.2 Table Correction Request

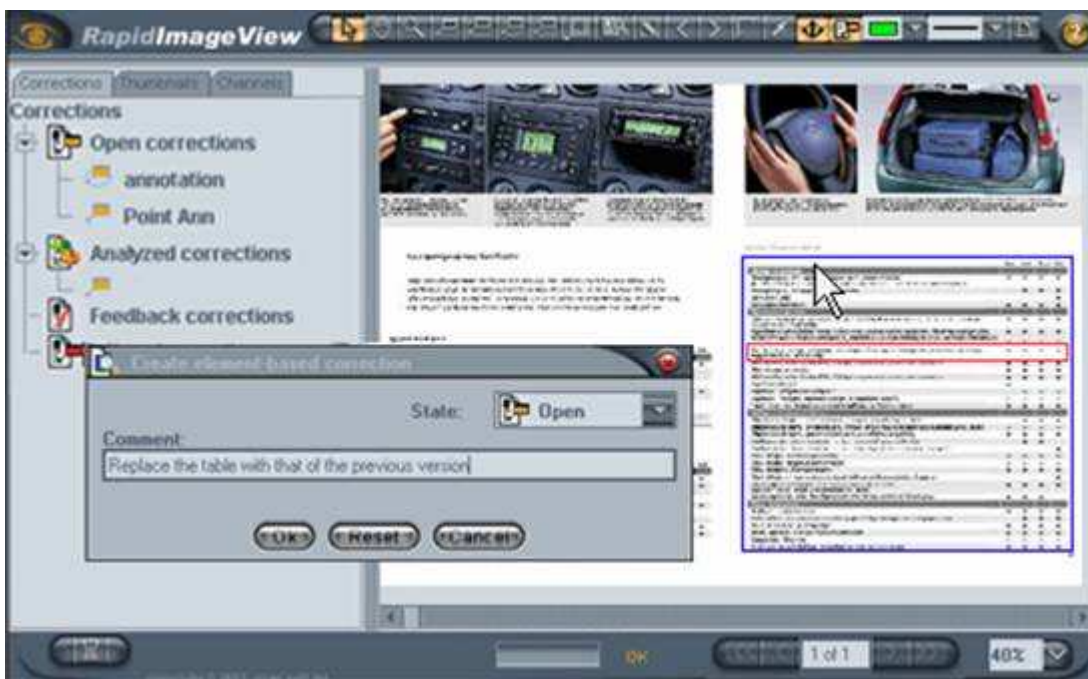
To create a table correction request, with the arrow tool  move the cursor to the table so that the desired area - an individual cell or the whole table - is marked by the color frame, and click on it.



When an individual cell is selected, the request pop-up dialog containing the selected cell's text is displayed.

You may modify the text wording and/or formatting as well as add your comments the same way as in the text correction request dialog. Press OK when finished.

When the whole table is selected, the request pop-up dialog containing the Comment field appears on the screen.




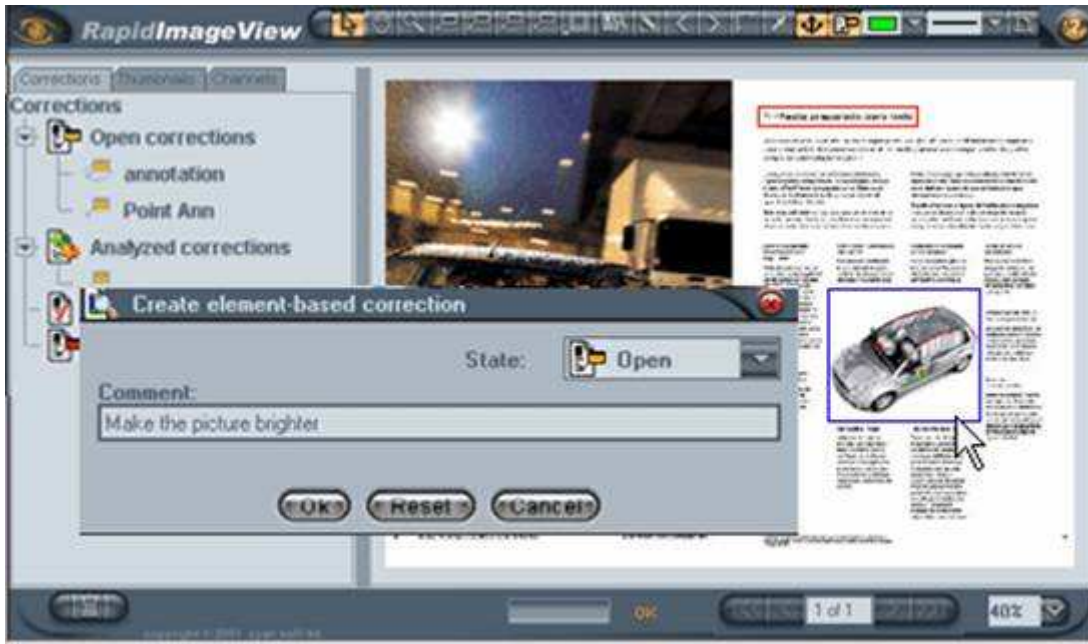


Enter your correction request referring to the table into the Comment field and click OK.

To view an existing table correction, double-click on the request icon in the left-hand Corrections tree. The request pop-up dialog appears. To modify the request, click on the Edit button and change the Comment.

### 3.3 Picture Correction Request

To create a picture correction request, click with the arrow tool  on the desired image. The request pop-up dialog displays.




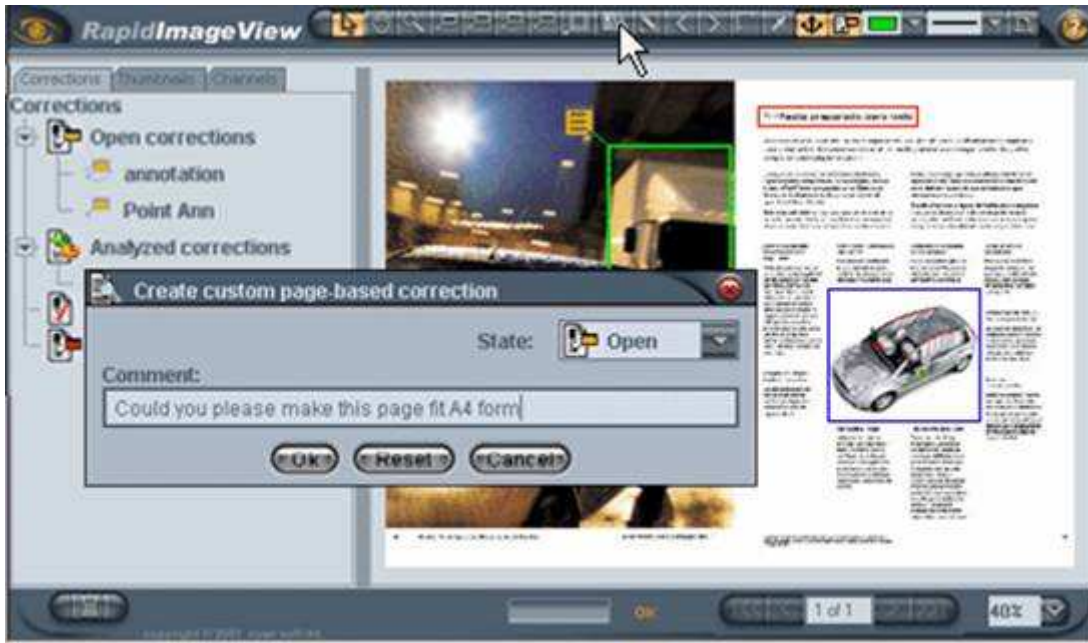
Enter your picture improvement ideas into the Comment field. Click OK when finished.

To view an existing picture correction request, click on the marked area or double-click on the request icon at the left. The request pop-up dialog appears.

To modify the request, click on the Edit button and change the Comment field as described above.

### 3.4 Custom Correction Request





Custom correction request refers to the whole proof page. To create a custom correction request, select the  tool. The request pop-up dialog appears.

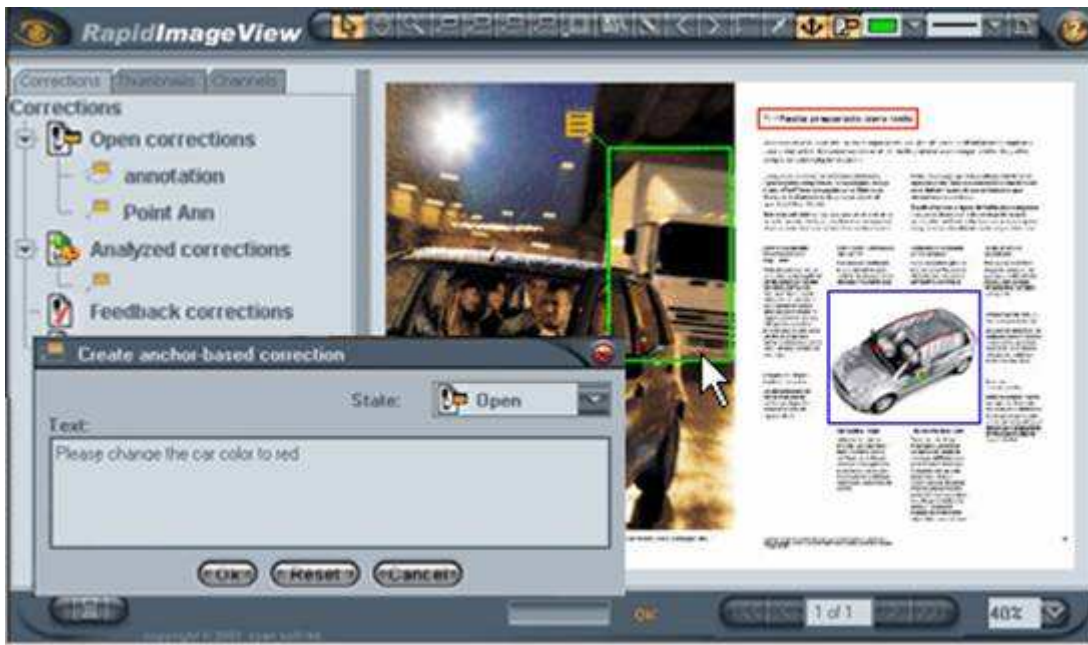


Enter your information referring to the proof page into the Comment field and click OK.

To view an existing custom correction request, double-click on the request icon in the Corrections tree at the left. The request pop-up dialog appears. To modify the request, click on the Edit button and add your ideas. Click OK when finished.

### 3.5 Anchor-Based Correction Requests

Anchor-based correction requests may be attached to any area on the proof page. To create a rectangle, oval or freehand correction, select one of the    tools on the toolbar. Then click on the page and drag your mouse so that the desired area is marked by a color frame, and release the mouse button. To make a point correction, use  tool. As you release the mouse button, the request dialog is displayed.






Specify your request in the request dialog and click OK.

To view an existing correction request, double-click on the annotation icon at the left. The request pop-up dialog appears.

To modify the request, click on the Edit button and add your ideas to the Text field. Click OK when finished.

### 3.6 Correction requests with densitometer, measure and crop tools

You may also create anchor-based correction requests with  densitometer,  measure and  crop tools. For this select one of the special-purpose tools (measure tool for measuring size or densitometer tool for retrieving exact color information). An active tool window appears. Click on any proof area to view the desired information about it. Then, to call in the request dialog, click on the Create correction button in the active tool window. The correction request dialog appears. Specify your request in the text field under the displayed data and click Ok when finished.





To view an existing special-purpose correction request, double-click on the annotation icon at the left. The request pop-up dialog appears.

To modify the request, click on the Edit button, change the Text field and click OK.

#### 4. Logging Out

To finish your work with eProof, choose the Logout command from the Logout menu. This operation is necessary for security purposes.