eProof User's Guide

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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:
- View your job online through the Internet at any stage of its development
- Make correction request 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
- Correct original text in formatted text editor online, thus submitting first hand corrections
- Measure any proof area size and exact color values
- See correction requests ever made in the job tree-structured in one window for quick review
- See the changes on the dummy highlighted in a different color to easily distinguish between the altered objects and those awaiting alteration
- Release your job online. You can also specify the number of issues to be printed, the delivery date for the print works and other release related information

Moreover, the eProof user-friendly interface is extremely intuitive involving basically no learn-how-to practices.

This manual guides you through the typical proofing workflow describing all the standard eProof features. Due to the flexibility of the system designed to meet each user requirements, eProof graphic user interface to some extend 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.

2. WORKFLOW OVERVIEW

Starting work with eProof is very easy and quick. As a customer, you want to view the proof file of the job you have ordered and leave the instructions for the layouter to correct the proof.

As soon as you are registered in the system, you get your user name and the password; and now it is only you and your layouter who can see your job. So, when logging on, you enter your name and the password, then select the job, and enjoy viewing your layout.

If you wish to make a correction request, you just click on the spot in question on the layout and enter your information into the appeared dialog. The layouter enters the system to check for the customer's requests and can see now what he or she is asked to alter or improve. After some of this active cooperation with the lay-outer, you come to see that the latest proof is exactly what you wanted and you are absolutely satisfied with the job. It is now the time you approved the final proof. You just select the Release Job button and the work on your job is closed (though it is possible to resume the work if you change your mind).

Go to the following chapters for detailed information on how to make the main steps on your eProof session:
- Logging On
- Navigating the System
- Viewing Proof File
- Managing Correction Requests
- Using Special Tools
- Retrieving Information
- Releasing Jobs

3. LOGING 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. When running eProof for the first time, the Installer page is shown loading eProof Java^{TM} technology components. As the installation is complete, the eProof logon page appears.
2. Specify your user name and password provided by eProof system administrator and press Logon.

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.

4. NAVIGATING THE SYSTEM

4.1 Selecting Proof File

After successful logging in, you can see a list of jobs and folders you are authorized to view with eProof. Navigation system is easy: folders contain jobs consisting of one or more proof files and/or subfolders that, in their turn, contain jobs and/or more subfolders.

To display the proof file:
1. Browse to your Job either by clicking on folder icons in the page or by selecting the folder from the drop-down list box on the toolbar. Click on ⌊t⌋ icon to go one level up if required.
2. Click on a job icon.
3. eProof downloads the proof layout into the workspace.

The Proof View page provides the workspace area where you can view proof pages and create correction requests to the layouter if you want any item on the proof to be changed or improved.
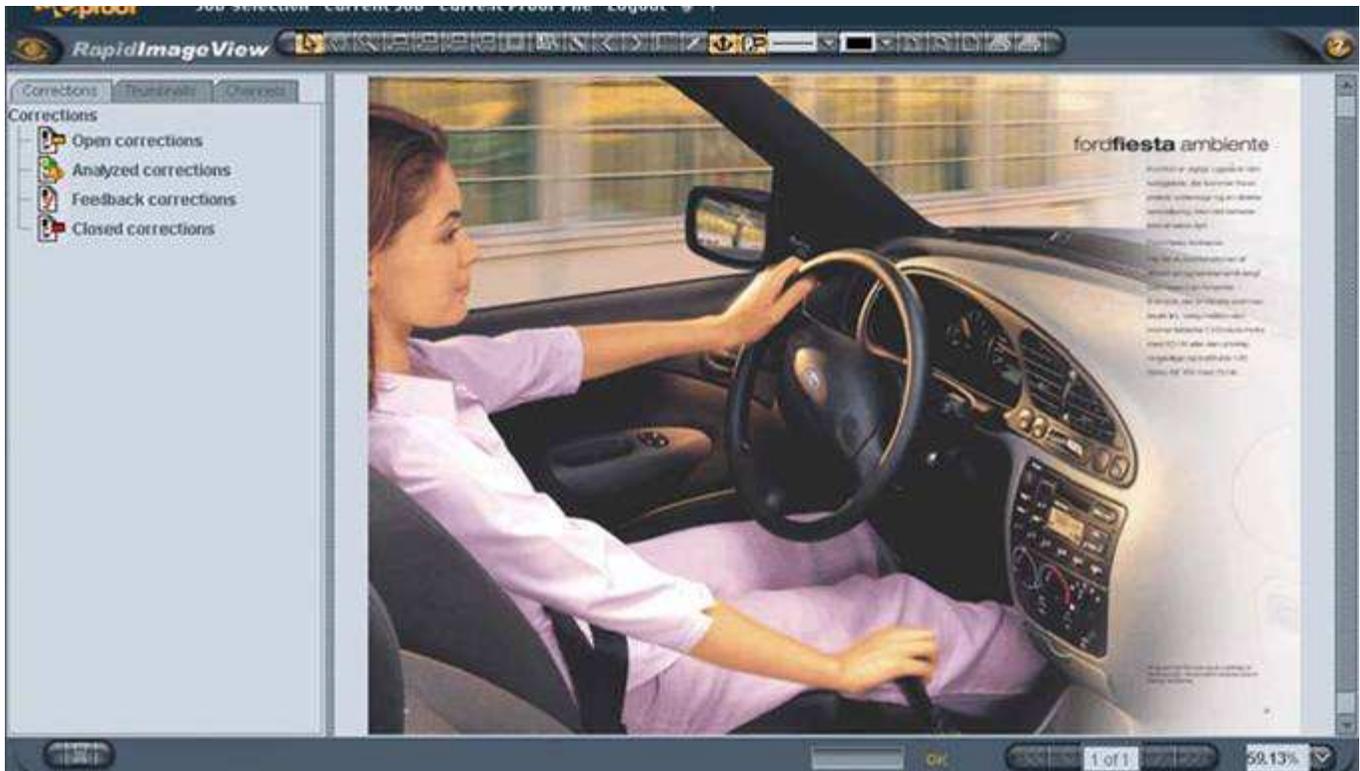
To return to the Jobs/Proof list from the Workspace choose Job Selection from the Job Selection menu.

4.2 Customizing Job/Proof List View
While browsing to the desired jobs and proofs you pass through the nested folders and jobs/proofs lists. You can customize the way these items are presented. Jobs and proofs icons can appear in small thumbnails or big thumbnails (icons) view, and be retrieved to the screen in varying numbers.

To select the desired display way click on [img] for small thumbnail and [img] for big thumbnail view. Use navigation buttons [img] First, [img] Previous, Next, and [img] Last to navigate through the list of proofs.
You may also change the number of items to be displayed in the window. For this select the desired option from the screenful drop-down list box. The options correspond to the icons quantities that can be shown in one to five application's job-view spaces. For instance, with option "1 screenful" selected, all jobs and folders that fit into your screen are displayed. To see the items that do not fit in, you will have to use buttons [img] First, [img] Previous, [img] Next, and [img] Last on the toolbar. When you choose option "3 screenfuls", all items that would fit into 3 screens will be retrieved into one, and all you have to do to see the jobs is scroll up and down the jobs list.

5. VIEWING PROOF FILE

5.1 Workspace Overview

While viewing files you may navigate through multi-page documents, zoom proof page, pan it (bring another area of the image into view), measure sizes and distances and retrieve exact color information. Further you can create correction requests to the layouter if you want any item on the proof to be changed or improved. All these actions and even proof and corrections printing can be performed in the workspace.

The workspace includes the following components, top to bottom: Toolbar, Information panel, Proof View area, Statusbar

Proof View Area
Proof View area is located at the right hand of the workspace and displays the document you selected for review.
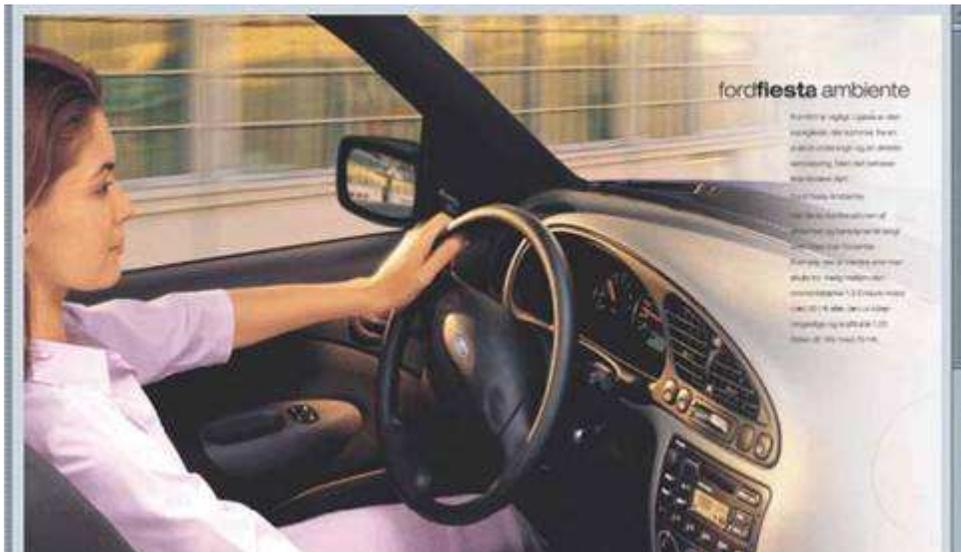
Here you can also see correction requests attached to the spots and objects on the page.

By default, the entire proof page with corrections requests on it is shown on the screen.

Information Panel
Information panel is located at the left hand of the workspace area and provides an easy way to manage corrections for a job, navigate in multi-page documents, and display proofs in a color-matching mode. The Information panel includes three tabs: Corrections tab, Thumbnails tab and Channels tab.

Corrections tab provides a convenient view of all valid correction requests created for the proof document currently displayed in the Proof View area. The corrections listed relate not only to the visible part of the document, but also to the full proof content, which may not currently fit the viewing area. Corrections are grouped according to the state and, within each group, organized in a convenient tree view. Author's comments are provided next to corrections for visual clue, if available.

To extend the request tree, click on an arrow to the left of a correction group. The requests created for the current job and sharing the same state will be shown.

To select a correction, click once on its icon.

To display the correction dialog, double click the correction. In the correction dialog, you can view and edit the request information and change the correction state.

Thumbnails tab provides a handy thumbnail view of document pages, convenient for navigation in multi-page documents.

To display the Thumbnails tab, click on the tab title. Use the scroll bar to scroll up and down the thumbnails list.

To display a page, click on the thumbnail of this page. Page area currently visible in a Proof View Area is outlined with a red frame on the thumbnail.

To show another page area, move red frame over the thumbnail.

To show bigger or smaller page area, resize the frame. For this click on the frame corner and drag any direction.

Channels tab lets display proof pages by color channels.

To display the Channels tab, click on the tab title.

To show pages using a selected color plate, just select the desired channeland click OK. The proof will be displayed using the color you have chosen.

Toolbar
 toolbar, is located across the top of the workspace area and provides a set of tools for working with proof file.
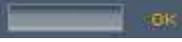
Button	Caption	Function
	Select page element	Changes the cursor shape to an arrow and allows creating correction requests to page objects by clicking on them.
	Hand tool	Allows dragging proof pages within the workspace area.
	Zoom	Increases zoom so that the selected with this tool page region fits to Proof View Area.
	Point correction	Creates an anchor -based correction associated with any point you click on the proof. Provides a convenient dialog where you enter your correction information.
	Rectangle correction	Creates an anchor -based correction associated with any rectangle area you select with this tool on a page. Provides a convenient dialog where you enter your correction information.
	Oval correction	Creates an anchor -based correction associated with any oval area you select with this tool on a page. Provides a convenient dialog where you enter your correction information.
	Freehand correction	Creates an anchor -based correction associated with any arbitrary area you select with this tool on a page. Provides a convenient dialog where you enter your correction information.
	Crop correction	Creates an anchor -based correction associated with the cropped area. Provides a convenient dialog where you enter your correction information.
	Custom page–based correction	Creates a correction associated with the whole page. Provides a convenient dialog where you enter your correction information.
	Measure tool	Measures areas on proof page within the quadrangle drawn with this tool in pixels, inches,

		centimeters, and allows creating correction request associated with the resulting figures.
	Densitometer tool	Measures exact color values on any proof spot or area and allows creating correction request associated with the resulting figures.
	Back	Restores the page to the previous view.
	Forward	Switches the page to the next used view.
	Show/Hide ruler	Displays the horizontal and vertical rulers.
	Show/Hide anchor-based corrections	Displays/hides anchor -based correction requests on the proof.
	Show/Hide element-based corrections	Displays/hides element -based correction requests on the proof.
	Correction line width	Provides a list of correction line width By default the thinnest width is selected.
	Correction color	Provides a list of correction colors By default black color is selected.
	Fit width	Adjusts the proof page t o fit the width of the proof view area.
	Fit page	Adjusts the entire proof page to fit in the proof view area.
	Actual size	Displays the proof page at its actual size.
	Corrections Print	Creates an HTML file containing summary of correction requests
	Proof Print	Allows printing high -resolution files for hardcopy proofing.
	About	Displays the version and copyright information.

Statusbar

Statusbar is located across the bottom of the workspace and provides current page, current zoom and current load status information. Here you can navigate in multi-page jobs, change the zoom level and remove unnecessary or obsolete corrections.

Button or Bar	Caption	Function
	Remove correction	Deletes a selected correction.
	Progress bar	Shows the load progress while a page or a page portion is downloaded into the Proof View area on your screen from the eProof server where the data is

		stored.
	Multi-Page Navigation bar	Provides navigation options for quick switch between pages of the proof document and displays the number of the currently displayed pages along with the total number of proof pages available. Click to switch to the First page. Click to display the Previous page. Click to display the Next page. Click to switch to the Last page.
	Zoom level	Shows the zoom factor (magnification) at which the proof page is currently displayed and allows specifying an arbitrary magnification to be applied to the proof. When you click the button, the drop-down list of most commonly requested zoom values is displayed. To zoom in or out the proof page you can also select the current zoom value with your mouse and type in a new value and then push the Enter key on your keyboard.

5.2 Navigating in Multi-Page Documents

When a job is selected for view, all proof pages of the job are loaded. eProof provides many ways to navigate in multi-page documents without having to leave the workspace. You can scroll the document, use navigation buttons for quick and easy navigation, take advantage of page thumbnails, or browse pages by their numbers.

To navigate using scroll bar:
Drag the slider of the scroll bar, located at the right edge of the Proof View area, up and down to show all pages of the document.

To navigate using page thumbnails:
1. Open the Thumbnails tab of the Information panel (click on the tab title).
2. The thumbnail of the current page contains the frame outlining the currently visible portion of the proof.
3. Click on any other proofthumbnail.
4. As a result, the page/page area you've chosen displays in the Proof View area, as shown above. (In the example picture, we've selected page 2 to display.)

To navigate using navigation buttons:

On the Multi-Page Navigation bar click [>] (Next) button to show the next page or [<] (Previous) to display the preceding page. Choosing buttons [<<] and [<] will load the First and Last proof pages respectively.

To navigate by page numbers:
On the Multi-Page Navigation bar select the number of the currently displayed page and type in the number of the page you want to display. Push the Enter key on your keyboard to show the page.

5.3 Zooming proof

Adjusting the view of your proof and in order to view proof details, you can zoom the document presented in eProof.

eProof system provides several ways to enlarge the view of the currently displayed proofs. You can zoom in a particular part of the proof and immediately view the enlarged proof area, or magnify the whole document and pan the proof to show the desired proof areas. Additionally, there is a number of predefined zoom factors corresponding to some of the most commonly requested magnification levels, such as 50%, 75%, 100%, 200% as well as the Fit Page, Fit Width, and Actual Size view. These zoom levels can be quickly accessed on the system's tool and status bars. Finally, you can use the Information panel for adjustment and magnification of the proof view.
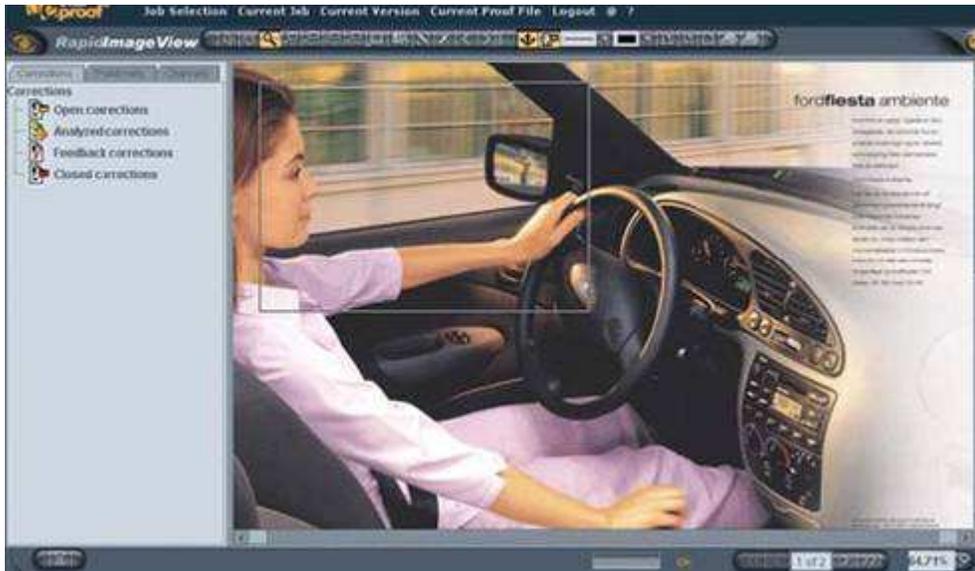
To zoom in a particular area of the proof:

1. Choose the [icon] Zoom button on the Toolbar.
2. Place the pointer on the proof next to the area you wish to zoom in and press and hold the mouse button.
3. Drag the pointer to draw a rectangle outlining the area to fit the display area.
4. Release the mouse button.

As a result, the selected proof sector will be magnified to fit into the Proof View area. The enlarged proof section retains its proportions.

You may always return to the previous zoom level using [icon] (Back) button on the toolbar or proceed to the next one clicking [icon] (Forward) button.

Note: Zoom tool does not enlarge the proof by the "click" action. It is designed to zoom in and display selected areas (rectangles) of the proof. To magnify the whole document, use one of the methods discussed next. Maximum zoom level available is 5 000%.

To zoom the proof by a predefined zoom factor do one of the following:

Click the down arrow to extend the [67.31% icon] Zoom Level drop-down list box on the Statusbar, and choose a zoom level to apply from the list.

or

On the Toolbar, click [icon] Fit Width button to show the proof fitting the width of the Proof View area, [icon] Fit Page button to show the whole proof page in the Proof View area or [icon] Actual Size button to display the proof at its actual size.

To zoom the proof by a custom zoom level:

1. Highlight the current zoom value in the Zoom Level drop-down box with the pointer.

2. Type in an arbitrary zoom factor in percent in place of the highlighted value and press the Enter key on the keyboard.

As a result, the document's magnification level will be adjusted according to your changes.

Note: When you extend the Zoom Level drop-down box, one of the listed options is highlighted yellow. If a selected zoom level exceeds the highlighted value, a proof is shown with a reduced quality.
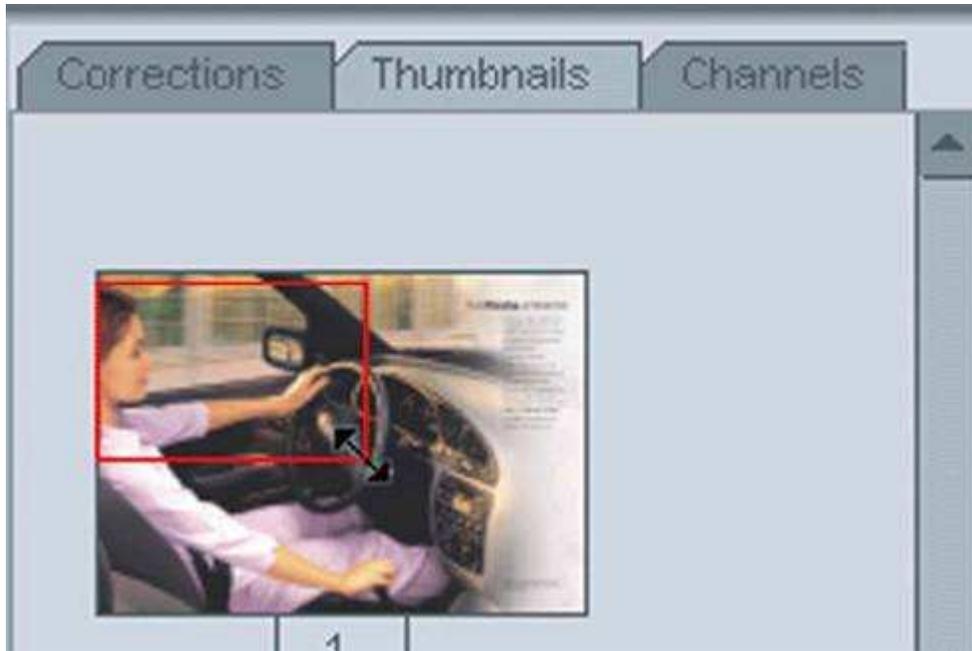
To zoom the proof using the Information panel:
1. Open the Thumbnails tab of the Information panel.
2. Place the pointer over thelower right corner of the red frame outlining the currently visible area of the proof. The pointer changes to the ⬉ shape.
3. Press the mouse button and drag the corner of the frame any direction.

As the frame is resized, the zoom level is changed in a way letting the currently outlined portion of the proof in the Proof View area.

Note: The thumbnail frame provides rather limited functions for zooming proofs. For finer adjustment of document magnification, use other methods, discussed previously in this section.

5.4 Panning Proof

While viewing the document you can pan (move) the proof within the Proof View area. You can pan the document by using the Hand tool, or the Thumbnails tab of the Information panel.
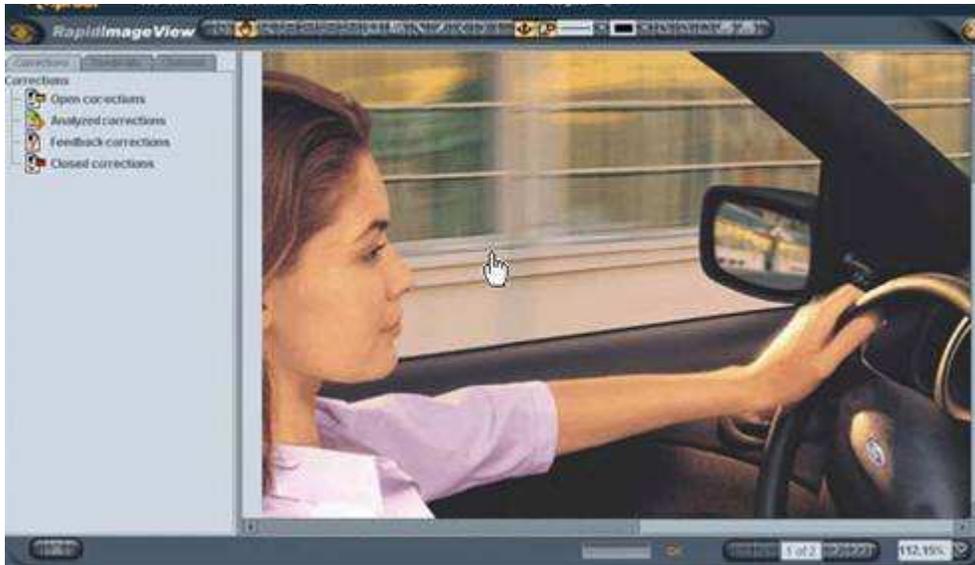
To pan the proof with the Hand tool:
1. Press the [icon] Hand button on the Toolbar.
2. Click somewhere on the proof area and hold the mouse button.
3. Move the cursor any direction. The proof will be dragged accordingly.

To pan the proof using the Thumbnails tab:
1. Open the Thumbnails tab in the Information panel. The thumbnail of the current page contains the frame outlining the currently visible portion of the proof.
2. On the thumbnail, place the cursor over the area of the frame.
3. Press and hold the mouse button down, then drag the frame any direction.

As a result, the proof will move accordingly as shown on the pictures.

5.5 Choosing the display mode

When working with proof you may to some extent modify the view of workspace. In Proof View area you may display proof page with or without correction requests on it.
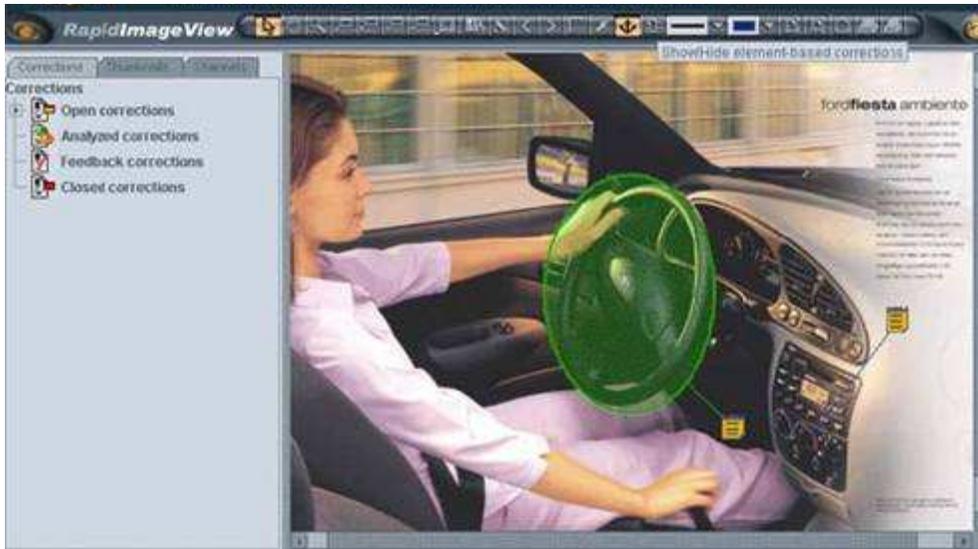
To show/hide the anchor-based corrections:

Push the [icon] Show/Hide anchor-based corrections button on the Toolbar.

If the button is active all the anchor-based corrections are shown on the proof page.
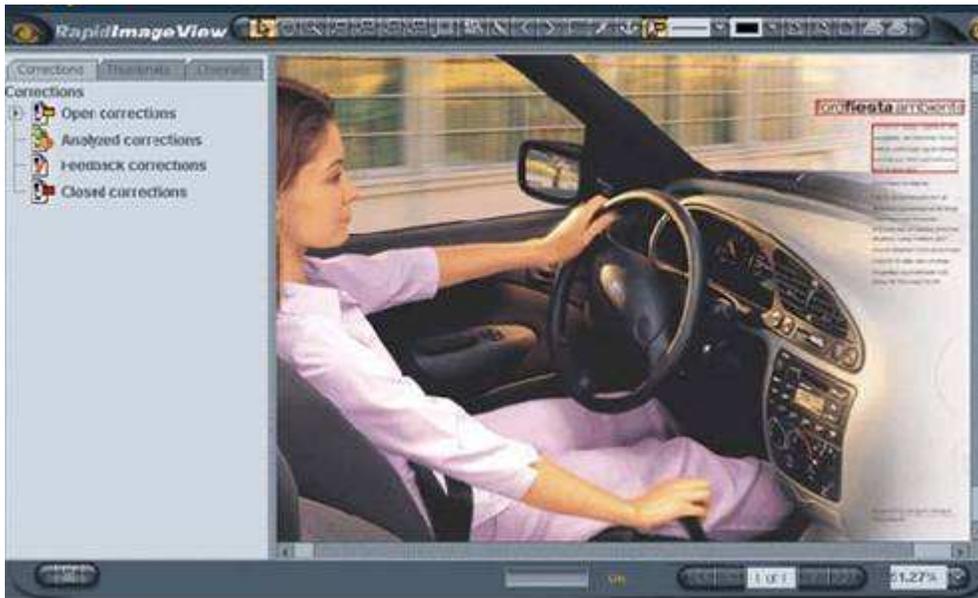
To show/hide the element-based corrections:

Press the [icon] Show/Hide element-based Corrections button on the toolbar.

If the button is active the objects carrying correction requests are highlighted.

By default, all the corrections are displayed when you download a proof file into the Proof View area.

Note: You will be able to make correction requests only when the corresponding correction layer is on. Further you may show and hide the Information panel.

To show or hide the Information panel, drag the right edge of the pane leftwards to hide or rightwards to show the pane. By default, the Information panel is displayed.

6. MANAGING CORRECTION REQUESTS

Making correction requests and submitting comments online provide quick response from the layouter to improve your job at a rapid pace. In this way, the layouter knows exactly what you want and can make job look precisely how you see it.

eProof provides the possibility to attach Correction requests 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.

Element-based requests can be of three types according to the type of the page element they are associated with:
- Text correction requests
- Table correction requests
- Picture correction requests

Anchor-based requests are "stickers" that can be attached visibly anywhere on proof pages. The "stickers" are connected with anchors, which you draw to outline specific areas on the proof page. You are enabled to create anchor-based requests of a variety of colors and of point, rectangle, oval, and freehand shapes.

Unlike the element- and anchor-based corrections, the page-based correction requests are associated with the whole proof page, rather than with any page element or area. These requests are identified as custom correction requests.

Created correction requests are represented at the Corrections tab of the left-hand Information panel. For quick and easy correction navigation, each type of correction request is identified with a specific icon. Click on the icon or on the request information next to the icon to select the associated page element or anchor on the page. Double-clicking the correction either on the page or in the Information panel causes the associated request dialog to appear, where you can edit the correction.
See the subsequent sections of this chapter for the instructions on managing each type of correction requests.

6.1 Element-Based Corrections

eProof enables you to create correction requests to every element of the proof page: text paragraphs, pictures, and tables. When a request is created, the associated element on the page is outlined red, so that both you and your layouter could immediately see which page objects carry requests. Though, in order to view the highlight, the Show/Hide Element-Based Corrections button must be pressed.

Additionally, the request information appears at the Corrections tab of the Information panel. Here, the three types of element-based corrections are represented with specific icons, and initial fragments of the correction information are shown. This allows quick and easy reviewing of corrections attached to the current proof.

See the subsections below for the instructions on how to manage the three types of element-based correction requests:

- Text correction requests
- Table correction requests
- Picture correction requests

6.1.1 Text Correction Request
Text correction request is attached to text paragraphs on proof pages. eProof provides the unique and powerful tool that enables you to modify the immediate text paragraph in rich text format. You can edit the text, apply bold, italics and underline formatting, change font face and size. Your corrections are not applied to the text on the proof, but are saved on the server to show the new variant of the text to your lay-outer.

Each text paragraph on proof pages is equipped with a hyperlink, which, upon click, calls in the formatted text editor dialog where you can make your request.

To create a correction request to a text paragraph:
1. Make sure that the ⬛ Arrow tool and ⬛ Show/Hide Element-Based Corrections button are selected on the toolbar.
2. Position the arrow pointer over the text you want to edit. The text paragraph is highlighted blue.
3. Click the mouse button. The associated dialog box appears on the screen.
4. Edit the text wording and for-matting, type your comment in the Comment field and click OK.

You may press Reset to revert the text to its original view and clear the Comment field.

Clicking Cancel will cancel your work on the text and close the dialog without saving your changes.

As the request is saved, the associated text paragraph is outlined red to show that the paragraph has a request attached. The request information appears at the Corrections tab of the left-hand Information panel. The Corrections tab shows all requests attached

to the current proof. As a visual clue, text correction requests are represented with ![icon] icon.

Formatted text toolbar
Using formatted text tools provided in the text correction dialog you can:

Cut selected text into the clipboard clicking on ![cut icon] Cut tool;

Copy selected text into the clipboard clicking on ![copy icon] Copy tool;

Paste text from the clipboard clicking on ![paste icon] Paste tool;

Apply the desired font face to the selected text choosing it from the ![Dialog] Font drop-down box;

Apply the desired font size to the selected text choosing it from the ![8] Font Size drop-down box; Apply Bold, Italic and/or Underline formatting to the selected text clicking on ![B] Set Bold, ![I] Set Italic and/or ![U] Set Underline tool;

Remove Bold, Italic and/or Underline formatting from the selected text clicking on ![unset bold] Unset Bold, ![unset italic] Unset Italic and/or ![unset underline] Unset Underline tool.

Having created the correction you may view it any time on the current or any subsequent eProof sessions.

To view the existing text correction request: click on the highlighted area or double click on the text correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.

To modify the existing text correction request:
1. Click on the highlighted area or double click on the text correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.
2. Press the Edit button and change the Text and/or Comment field as described above.
3. Click Ok when finished.

To remove the existing text correction request:
1. Select the text correction icon in the Corrections tab of the Information panel.
2. Click on the ![remove icon] Remove correction icon on the Statusbar.

Note: If you remove the upper level correction, the lower-level corrections will still remain in the system until you manually delete them as well.

6.1.2 Table Correction Request
Table correction request is attached to tables or table cells on proof pages and is associated with them as individual page elements.

To create a correction request to a table/ table cell:

1. Make sure that the ⬚ Arrow tool and ⬚ Show/Hide Element-Based Corrections button are selected on the toolbar.
2. Move the arrow pointer tothe table so that the desired area - an individual cell or the whole table is marked by the color frame, and click on it.

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

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

5. Modify the cell text wording and/or formatting and add your comments the same way as in the text correction request dialog.
6. Click OK to save your request on the server.

Press Reset to clear the Comment field.

Clicking Cancel will cancel your work on this correction and close the dialog without saving your changes.

As the request is saved, the associated table/cell is outlined red to show that this page element has a request attached. The request information appears at the Corrections tab of the left-hand Information panel. As a ⬚ visual clue, table correction requests are represented with ⬚ icon. Table cell correction request is represented there with the same icon as a text correction

To view the existing table/cell correction request: click on the highlighted area or double click on the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.

To modify the existing table correction request:

1. Click on the highlighted area or double click on the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.
2. Press the Edit button and change the Text and/or Comment field as described above.
3. Click Ok when finished.

To remove the existing text correction request:
1. Select the correction icon in the Corrections tab of the Information panel.
2. Click on the [icon] Remove correction icon on the Statusbar.

6.1.3 Picture Correction Request
Picture correction request is associated with images on proof pages. You are enabled to create a picture correction request and attach this request to the very image you selected. Your corrections do not overlay the image on the proof, but are saved on the server to show your suggestions to the layouter.

To create a correction request to a picture:
1. Make sure that the [icon] Arrow tool and [icon] Show/Hide Element-Based Corrections button are selected on the toolbar.
2. Position the arrow pointer over the picture in question. The picture is highlighted blue.
3. Click the mouse button. The associated dialog box appears on the screen.
4. Type your information in the Comment field and click OK.

Press Reset to clear the Comment field.

Clicking Cancel will cancel your work and close the dialog without saving your changes.

As the request is saved, the associated picture is outlined red to show that this page element has a request visual clue, picture correction requests are represented with the [icon] icon.

To view the existing picture correction request: click on the highlighted area or double click on the picture correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.

To modify the existing picture correction request:
1. Click on the highlighted area or double click on the picture correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.
2. Press the Edit button and change the comment as described above.
3. Click Ok when finished.

To remove the existing picture correction request:
1. Select the picture correction icon in the Corrections tab of the Information panel.
2. Click on the [icon] Remove correction icon on the Statusbar.

6.2 Anchor-Based Corrections

eProof enables you to associate requests with specific areas on proof pages using anchor-based correction requests. You can mark specific page areas with the four different methods of visual annotating and then associate your correction requests with these markups.

The markup area is the anchor of the correction. It can be placed anywhere on a proof page allowing to associate requests with various areas on proof pages. These areas may or may not be related to a single page element. For example, you can mark up an area that includes neighboring portions of a picture and a paragraph, or outline and comment on different objects on a single picture.

The anchor is connected with an annotation icon, which represents the request text. On double-clicking, the icon shows the created correction in a request dialog.

The correction anchor can be of point, rectangle, oval, and arbitrary shapes. The four different anchor shapes correspond to the four types of anchor-based corrections, which are as follows:
- Rectangle correction request
- Oval correction request
- Freehand correction request
- Point correction request

6.2.1 Rectangle and Oval Correction Requests
Rectangle and oval correction requests allow you mark up rectangle/oval areas on proof pages and attach your request to these areas.
The markup area is the anchor of the correction. The anchor can be placed anywhere on a proof page. The anchor is connected with an annotation icon representing the request information.

To create a rectangle/oval correction request:

1. Press ▣ button for rectangle or ▣ button for oval correction request on the Toolbar.
2. Click on the page area you want to annotate and drag your mouse so that it is marked by a color frame.
3. Release the mouse button.

The anchor shape is saved and annotation icon is positioned over its border.

4. Click the mouse button to place the request icon on the anchor border or drag the pointer sideward and click the mouse button again to place the icon aside from the request's anchor. The correction dialog is displayed on the screen.
5. Type your request information in the Text field.
6. Click OK to save your correction request on the server.

As the request is saved, the request information appears at the Corrections tab of the left-hand Information panel. As a visual clue, rectangular and oval requests are represented with the ⬜ and ⬜ icons respectively.

To view the existing rectangular/oval correction request: double click the annotation icon on the proof or the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.

To modify the existing rectangular/oval correction request:
1. Double click the annotation icon on the proof or the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.
2. Press the Edit button and change the comment as described above.
3. Click Ok when finished.

Note: If you want to change the correction state you do not need to press the Edit button. Just double click the annotation icon on the proof, select another status from the drop-down box and click OK.

To remove the existing correction request:
1. Select the correction icon
2. Click on ⬜ Remove correction icon on the Statusbar.

6.2.2 Freehand Correction Request
The freehand correction request allows marking up arbitrary areas on proof pages and associate correction requests with the outlined areas.

To create a freehand correction request:

1. Press ⬜ button on the Toolbar.
2. Click on the page area you want to annotate and drag your mouse so that it is marked by a color frame. The anchor shape is saved and annotation icon is positioned over its border.
3. Click the mouse button to place the request icon on the anchor border or drag the pointer sideward and click the mouse button again to place the icon aside from the request's anchor. The correction dialog is displayed on the screen.
4. Type your request information in the Text field.
5. Click OK to save your correction request on the server.

As the request is saved, the request information appears at the Correction tab of the left-hand Information panel. As a visual clue, freehand request is represented with ⬜ icon.

To view the existing freehand correction request: double click the annotation icon on the proof or the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.

To modify the existing freehand correction request:
1. Double click the annotation icon on the proof or the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.
2. Press the Edit button and change the comment as described above.
3. Click Ok when finished.

To remove the existing correction request:
1. Select the correction icon.

2. Click on Remove correction icon on the Statusbar.

6.2.3 Point Correction Request
The point correction request can be attached to any area on proof page. This type of correction does not outline areas but rather indicates the exact location of the questionable place on the page "sticking" to that very page spot. The point markup is the anchor of the correction.

To create a point correction request:

1. Press button on the Toolbar.
2. Click on the page area you want to annotate and hold down the mouse button.
3. Release the mouse on the spot you clicked or aside. Request icon appears where you released the mouse button and correction dialog is displayed on the screen.
4. Type your request information in the Text field and click OK.

As the request is saved, the request information appears at the Corrections tab of the left-hand Information panel. As a visual clue, point request is represented with icon.

To view the existing point correction request: double click the annotation icon on the proof or the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.

To modify the existing point correction request:
1. Double click the annotation icon on the proof or the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.
2. Press the Edit button and change the comment as described above.
3. Click Ok when finished.

To remove the existing correction request:
1. Select the correction icon.

2. Click on Remove correction icon on the Statusbar.

6.3 Custom Correction Request

Custom correction request is attached to the whole proof and is aimed at submitting general remarks on the document view and/or contents.

*To create a cust*om *correction request:*

1. Select [icon] button on the toolbar. The custom correction dialog box appears on the screen.
2. Type your information in the Comment field and select the desired values for the custom options, if any.
3. Click OK to save your request on the server.

The dialog consists of the Comment and custom options areas.

The custom options area may include a set of proof-related options. The set of options is determined by an administrator. Your system may be set up not to show any options in this dialog. Then, the dialog will include the Comment area only.

Press Reset to clear the Comment field. Clicking Cancel will cancel your work and close the dialog without saving your changes.

As the request is saved, its details appear at the Correction tab of the left-hand

Information panel. As a visual clue, custom correction requests are represented with [icon]
 icon.

To view the existing custom correction request: double click the request icon in the Corrections tab of the Information panel. The request pop-up dialog displays.

To modify the existing custom correction request:
1. Double click the annotation icon on the proof or the correction icon in the Corrections tab of the Information panel. The request pop-up dialog displays.
2. Press the Edit button to change the comment or press the Create Custom Page-Based Correction butto nto create a new correction to the whole proof.
3. Click Ok when finished.

To remove the existing correction request:
1. Select the correction icon.

2. Click on Remove correction icon on the Statusbar.

7. USING SPECIAL TOOLS

7.1 Measuring Sizes and Distances

eProof enables you to measure sizes of proof objects and distances between two points on the proof. Additionally, you can obtain the diagonal and angle values of rectangles drawn to measure object sizes. Further, measurement information can be inserted into the correction requests.

You can measure sizes and distances using ▧ Measure tool and ▧ Ruler.

To measure with the Measure tool:

1. Click the ▧ Measure Tool button on the toolbar. The measurement dialog appears on the screen.
2. Click on the proof and drag the mouse over the area to be measured.

Measurement information is presented in the special dialog fields and shows the width (dx field) and height (dy field) as well as the horizontal (x1,x2) and vertical (y1,y2) pairs of coordinates of the measured rectangle area. These values are measured relative to the top left-hand corner of the document. Along with the width and height of the rectangle, the diagonal (D) and the angle (angle) between the diagonal line and the bottom side of the rectangle are provided. The default measurement units are pixels though they can be easily changed to inches and centimeters from the Units drop-down box.

Having measured the area you may create the correction including the measurement information. For this click on the Create Correction button and insert the desired comment into the appeared dialog's fields. Press OK when finished. For more information on how to manage correction requests please see the Managing Correction Request chapter.

To measure with the ruler:

1. Click ![ ] Show Ruler button on the Toolbar. The horizontal and vertical rulers appear on the top and left sides of the Proof View area.
2. Click on the horizontal ruler and drag the ruler rightwards to locate the origin of the ruler (0) at the left endpoint of the object you want to measure. Release the mouse button.
3. Perform the similar actions with a vertical ruler.

Now you can see on the ruler the horizontal and vertical measurements of the desired object. The default units of measurement are inches. Current measurement units are shown in the corner between the ruler origins (0; 0) and can be easily changed to centimeters. For this right-click on the ruler and, in the appearing menu, select either inches or centimeters. The rulers adjust their grid according to your changes, and the new measurement units are identified at the ruler origin. To revert the rulers to their original location, double-click on the rulers.

7.2 Measuring Color Values

eProof enables you to measure the exact color values for the selected proof area.

To measure color values:

1. Click ![ ] Densitometer tool button on the toolbar. Densitometer dialog appears on the screen. The dialog shows only cursor position until you click on the proof to specify the color measurement area.
2. Click on any proof area. The fields of the dialog provide the numerical information on the exact color values as well as measurement and cursor position.

You may change the measured area size moving the slider over the slide bar of the dialog. The smallest area to be measured is 1 pixel, the largest being a square of 65x65 pixels.

Having measured the exact color values you can create the correction request containing the densitometer information. For this click on the Create Correction button and insert the desired comment into the appeared dialog's fields. Press OK when finished. For more information on how to manage correction requests please see the Managing Correction Request chapter.

7.3 Cropping

eProof provides the possibility to crop proof files. You can darken the proof except a selected area and further attach correction request to the markup.

To crop a proof file:

1. Click the Crop correction tool on the toolbar.
2. Position the pointer over the area you want to crop and hold down the mouse button.
3. Drag the pointer sideward to outline the area in question and release the mouse button when the crop area is of the desired size.
4. Click on the proof to call up the Correction request dialog.
5. Specify your comment to the cropped area in the dialog, and click OK.

For more information on how to manage correction requests please see the Managing Correction Request chapter.

7.4 Printing Proofs with Correction Requests

eProof enables you to print a representation of the current job accompanied by a list of correction requests associated with this file. The correction mark-up is laid over the proof presentation. Each correction is accompanied with a number, which corresponds to the definite request in the request list below the proof.

To print a proof file with correction requests:

1. Click the Corrections Print button on the toolbar. As a result, an HTM file presenting the proof file and its correction requests is shown.
2. Choose File>Print...
3. Configure the printing settings in the appearing Print dialog, and click Print.

A sample of the Correction Print HTM file is illustrated next.

Correction List

ID	Modification Date	User	Status	Comment	Text
1	9/1/2003 1:46:00 PM	admin	O	Change the formatting as below	
2	9/1/2003 1:46:52 PM	admin	O	Change the view in the mirror to that from the previous version	Change the view in the mirror to that from the previous version
3	9/1/2003 1:49:01 PM	admin	A	Make more distinctive and eye-catching	Make more distinctive and eye-catching

7.5 Printing Proofs for Hardcopy Proofing

eProof enables remote users to print proof files to a digital printer for hardcopy proofing. This feature transmits the original data from the original proof file to the client side and recreates this original file for proofing purposes. Please note that printing proofs on Windows and Mac clients is slightly different as described below.

Printing Proofs on Windows
Under Windows, you can print a proof in High and Low resolution mode.

To print a proof file from Windows:

1. Click the [icon] Proof Print button on the toolbar. Proof print dialog appears.
2. Configure the printing settings and click Print. A standard Windows Print... dialog appears.

Configuring printing settings:
Select the printing resolution - choose Low Resolution Proof for printing with 150dpi or High Resolution Proof for printing file in its original resolution.
Smart page fit mode (Optional) -Check th is box when printing e.g. A3 proofs on A4 paper to ensure fitting the proof into the print area of two A4 pages. Please note that this feature may shrink the printed document size up to 10%.
Draw proof border (Optional) -Check this box to outline the proof area on the paper. This may be useful when printing proofs with white background on white paper.
Fast / Color Accurate printing mode - If Color Accurate mode is selected, tries to print from CMYK separations without extra color conversions. When printing from CMYK separations is not possible (due to printer limitations or eProof configuration), prints in Fast mode.

Printing Proofs on Mac
Under Mac, you can print Hi-Res images remotely.

To print a proof file from Mac:

1. Click the [icon] Proof Print button on the toolbar. A standard Mac Print dialog appears.
2. Configure the printing settings in the Print dialog, and click Print.

The status window appears in the lower left corner of the workspace showing the proof status as "Printing...". The window will disappear as soon as printing is complete.

8. RETRIEVING INFORMATION

In eProof, each user can view the information concerning folders, jobs and proofs this person can see.

This information includes:
- folder/job details
- proof page details
- lists of all correction requests created for jobs and proofs
- details of any request

Refer the subsequent sections for instructions on how to retrieve this information.

8.1 Folder/Job Details

To retrieve the job/folder information:
1. Browse to the desired folder or job.
2. Click on ⓘ information button below the Folder/Job icon.

To retrieve information on job currently open in Workspace, choose Job Details from the Current Job menu.

To return to the JobsList view click "Back" button.

Folder Details page provides the following information:
Folder name
Comment to the folder provided by layouter or administrator
List of jobs and subfolders located in this folder
Source and destination color profiles for jobs located in the folder

Job Details page provides the following information:
Job name
Brand this job refers to
Country this job refers to Job creation and modification date
Job phase, either "in development", or "OK to print" depending on whether the manager approved it for printing or not.
Folder containing this job
Number of proof files this job contains
Source and destination color profiles for the job

Note: In the Job Details Page you can also display the proof page overview and retrieve the list of correction requests for this job clicking on the corresponding buttons.

8.2 Proof Page Details

To display the proof page details:
1. Browse to the job containing the desired proof page.
2. Click on ⓘ information button below the Job icon.

3. In the Job Details page, click on the Proofs button.
4. Click on the information button under the Page icon. Selected proof details are displayed in the right-hand panel.

To retrieve information on proof currently open in Workspace:
1. Choose Select Proof file from the Current Job menu.
2. Click on the information button under the Proof page icon. Selected proof details are displayed in theright-hand panel.

Proof Details *pane provides the following information:*
The name of proof file
Page number in job
Page size in kilobytes
The name of the user who uploaded the file
Page creation and modification date
Source and destination color profiles for the file

Note: In the Page view you can also see the number of correction requests created for the proof page under each page icon. Clicking on "requests" you retrieve the overview of requests in the right-hand panel.

8.3 Job/Proof Request Lists

To retrieve the list of requests created for the job:
1. Browse to the desired folder or job.

2. Click on ⓘ information button below the Job icon.
3. In the Job Details page, click on the Display Job Correction Requests button.

To retrieve list of requests created for Job currently open in Workspace:Choose List Correction Requests for Job from the Current Job menu. Correction Requests page appears on the screen.

To retrieve the list of requests created for the proof page:
1. Browse to the desired folder or job.

2. Click on ⓘ information button below the Job icon.
3. In the Job Details page, click on Proofs button
4. Click "requests" under the desired Proof page icon. A list of requests created to the selected proof details is displayed in the right-hand panel..

T*o retrieve list of requests created for proof currently open* in Workspace:
Choose List Correction Requests for Proof File from the Current Proof File menu. Correction Requests page appears on the screen.

Correction Requests page provides the list of corrections created for the job or proof file. Here you can see basic information on each request presented in a table mode.

Click on the table column header to sort requests list by the desired property.

Here you can also retrieve more information on each request clicking on its number and display the proofpage clicking on "View Proof File" in Page N column.

8.4 Request Details

To retrieve the information on correction request:
1. Browse to the desired folder or job.

2. Click on   information button below the Job icon.
3. In the Job Details page, click on the Display Job Correction Requests button.
4. Click on the number of desired request in Correction Requests table. Request Details Page displays on the screen.

The details of correction requests represent the information you specify while creating requests. In the text paragraph, the changed words are colored red and crossed out, the suggested words are colored blue and underlined, so that the changes are immediately visible.

In this page you may choose to modify or comment on the request, view the history of changes to this correction, remove the correction or display the proof file by clicking on the corresponding buttons.

9. RELEASING JOBS

After several proofing sessions when you are absolutely satisfied with the latest proof you decide to approve the final proof. Now you can make the final step in proofing workflow - release the job.

Job release is the realization of your approval of the latest version of the job and the confirmation of your desire to have it printed. It also invokes full stop of any correction work on it. While releasing a job, you can specify the number of issues to be printed, determine the date for the print works to be delivered and leave whatever comment you find necessary with the release request.

To be able to release a job, a user must have manager's rights. That means that not each user having access to the job and being able to make correction requests to it can make a release. Only one user is registered in the category of managers with eProof, which allows him or her to release a particular job.

To release a job in eProof:
1. Select the job to be released in eProof (click on this job).
2. Choose Release Job from the Current Job menu.
3. Select OK to Print check box and specify the appropriate values for the options.
4. Click the Submit button.

If you change your mind, you may wish to call off the release.

To call off the release:
1. Click on the Job icon.
2. Choose Undo Release from the Current Job menu. The Undo Job Release window opens up.
3. Push Submit to confirm the cancellation of the job release.

Pressing the Cancel button will take you back to the previous page without any changes.

GLOSSARY

Anchor
Proof area marked up using one of four different methods of visual annotating. Anchor can be placed anywhere on a proof page allowing to associate requests with various areas on proof pages. The correction anchor can be of point, rectangle, oval, and freehand shapes.

Anchor-based correction request
A correction request made to proof area marked up using one of the four different methods of visual annotating. According to the anchor shape there are four types of anchor-based correction requests: Rectangle, Oval, Point and Freehand.

Approve
When you approve the latest version of your job you confirm that you are satisfied with the job and want to have the job printed. The realization of your approval is the release of the job that you make to print the job.

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

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

Custom correction request
A correction request made to the proof 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.

Formatted Text Editor
Formatted Text Editor is the eProof feature that allows users modifying text elements on the layout rather than requesting these modifications, which helps prevent any possible misunderstanding when submitted to the layouter. With eProof Rich Text Editor, you can change the text wording and text color, the font face and font size for the text; and apply the Bold, Italics and Underline formatting.

Job
A Job is a document that is created by the layouter and presented for the user's view. The Job undergoes certain proofreading 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.

Layouter
In eProof User's Guide, Layouter is the designer that makes the layout of a job and co-operates with the user on improving the job.

Manager

In eProof User's Guide, Manager is a person in charge of proofreading and releasing a job.

Object
An element on the proof page, which eProof singles out and equips with a hyperlink to a Web page. There are 3 types of objects: Text block, Table, and Picture.

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

Proof
A layout of your job that is created and then uploaded in the system by layouter. It could be any file of the supported format displayed in eProof and intended for the users' proofreading and review. Also Proof File, Document.

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

Release password
A password you enter when releasing a job. Release Password is used to secure the release procedure.

State
States are intended to indicate the current stage of the correction development. States can be assigned both by the layouter and the user that submitted the request. There are four request development states: Open, Analyzed, Feedback, and Closed. The current state of a request is displayed on the Request Details page of the associated request.

Table correction request
A Correction Request made and attached to a table on the proof.

Text block
A text passage as a separate part of a big text on the proof that is equipped with a hyperlink to a web page. When you click on a Text Block, you are immediately taken to the associated web page to make your correction request to the present text block.

Text correction request
A correction request made and attached to a text block on the proof.

User
In eProof User's Guide, User is a person in charge of proofreading a job.