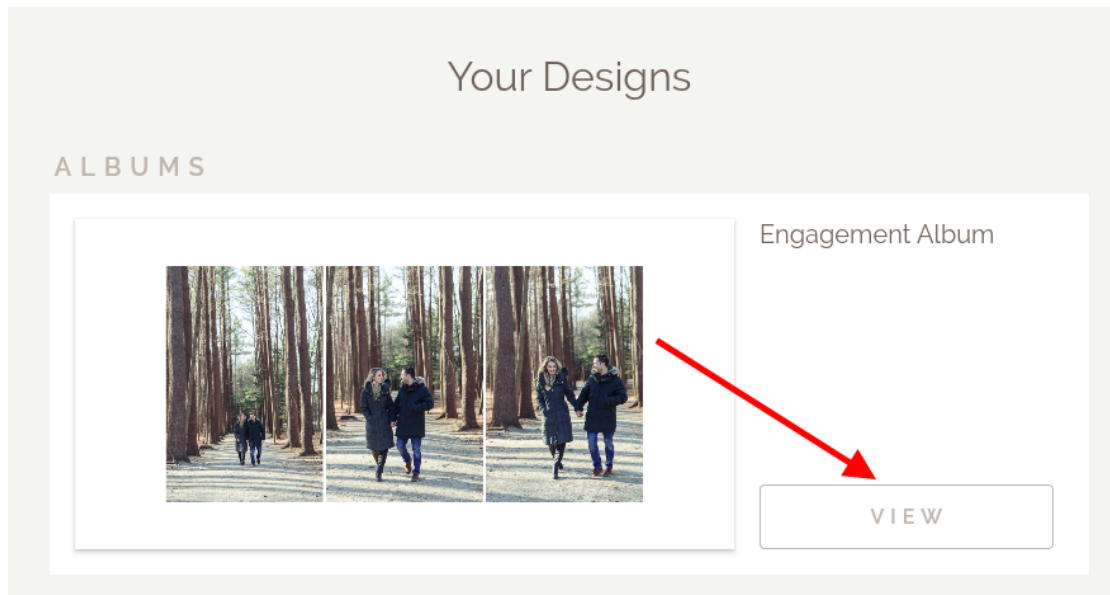


Viewing your Proofs

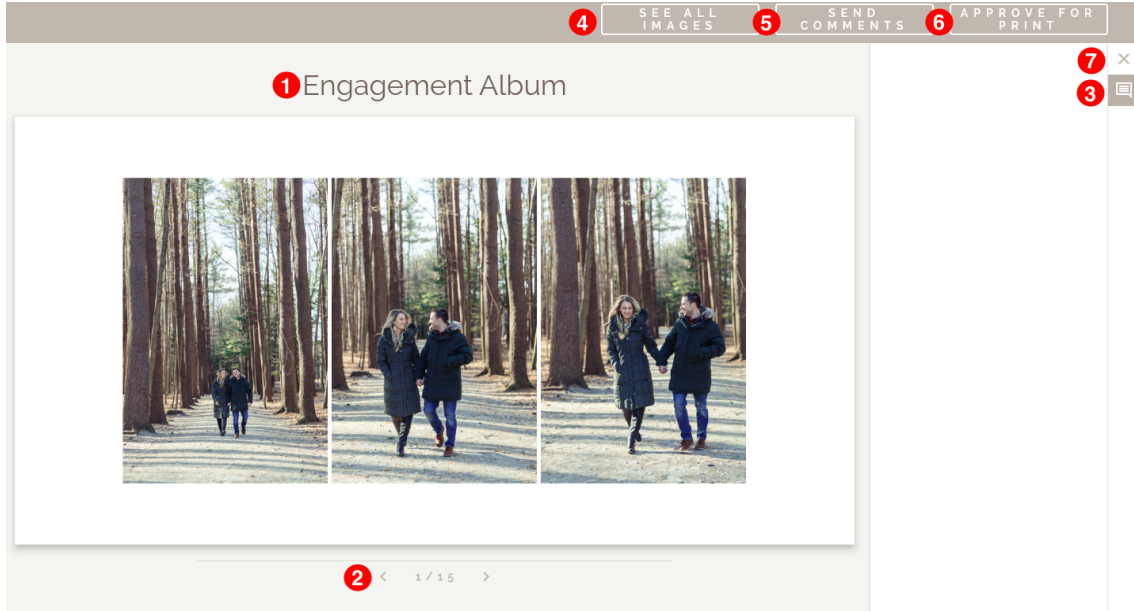
Opening a Proof:

For every design, there will be a “view” button. Clicking on it will open that design for you to view and comment.



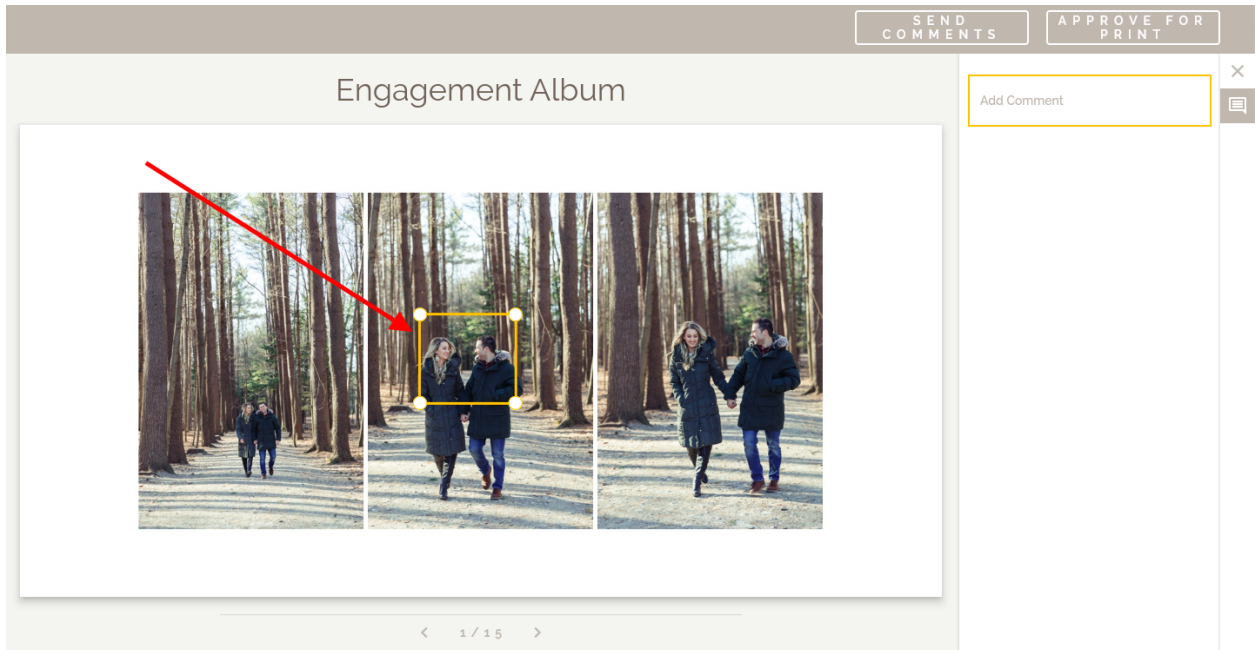
Once inside the design proof, the following will show:

1. Title of the design
2. Arrow keys to show pages in albums, rooms for wall art, or flip cards (depending on what design you are viewing)
3. Create/Edit comments button
4. A link to the gallery that displays the collection of your photos
5. Select this button to send the comments you have made on your design
6. Select this button to approve some or all of the designs for print
7. Close out of the current design

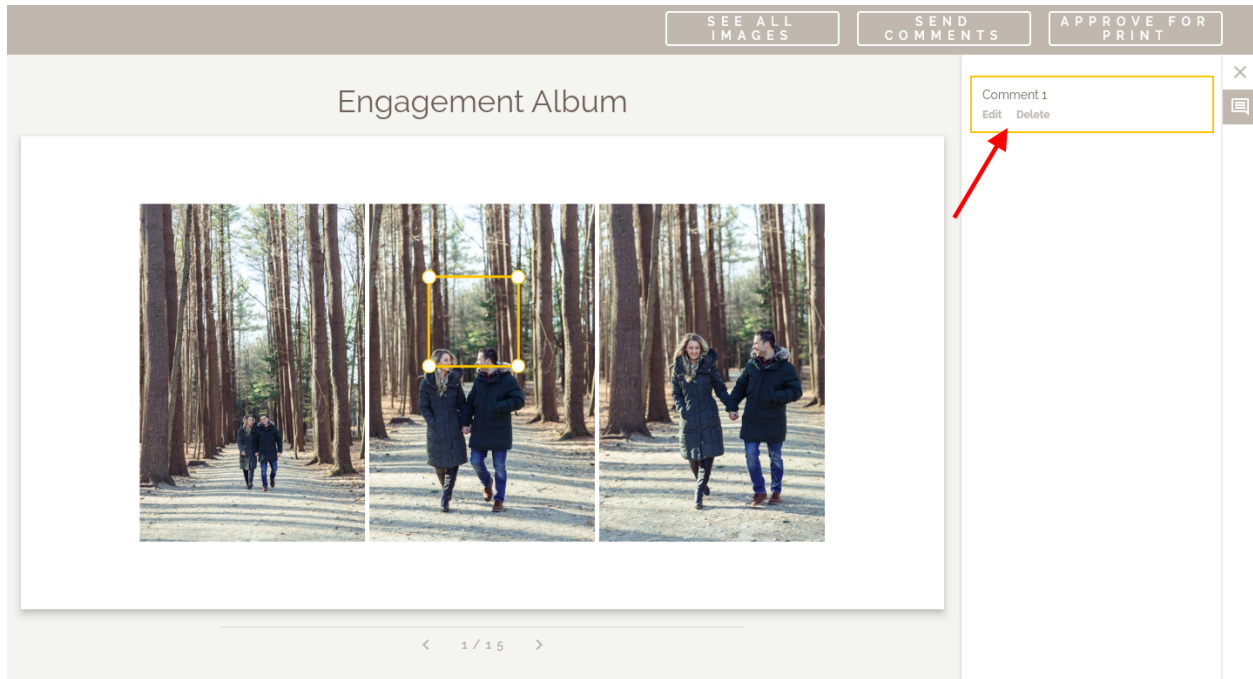


Commenting:

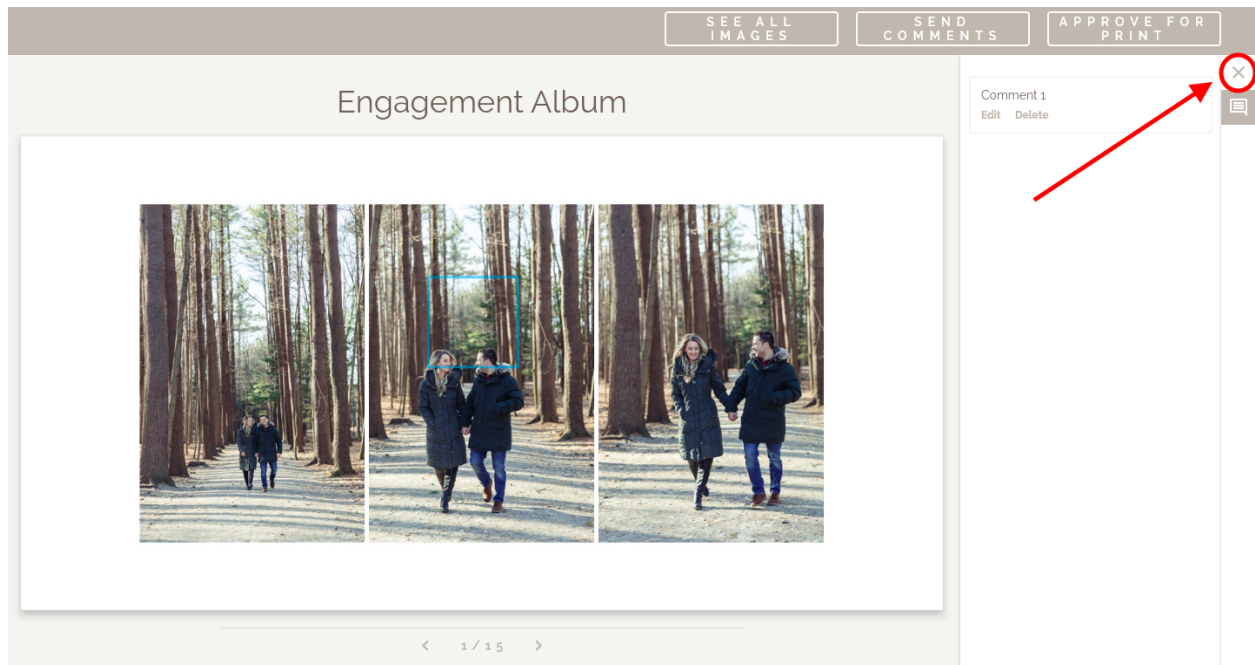
To make comments, click on the spread, room, or card, where you would like your comment to be located. This can be an image, face, text, or whatever needs to be commented on. By clicking onto the design, a box will pop up indicating where the comment will be located. The box can be adjusted in size and location if necessary.



To write a comment, simply type in the text box and hit enter. The comment will then save with options to edit and delete. If these options do not pop up, the comment will not save.

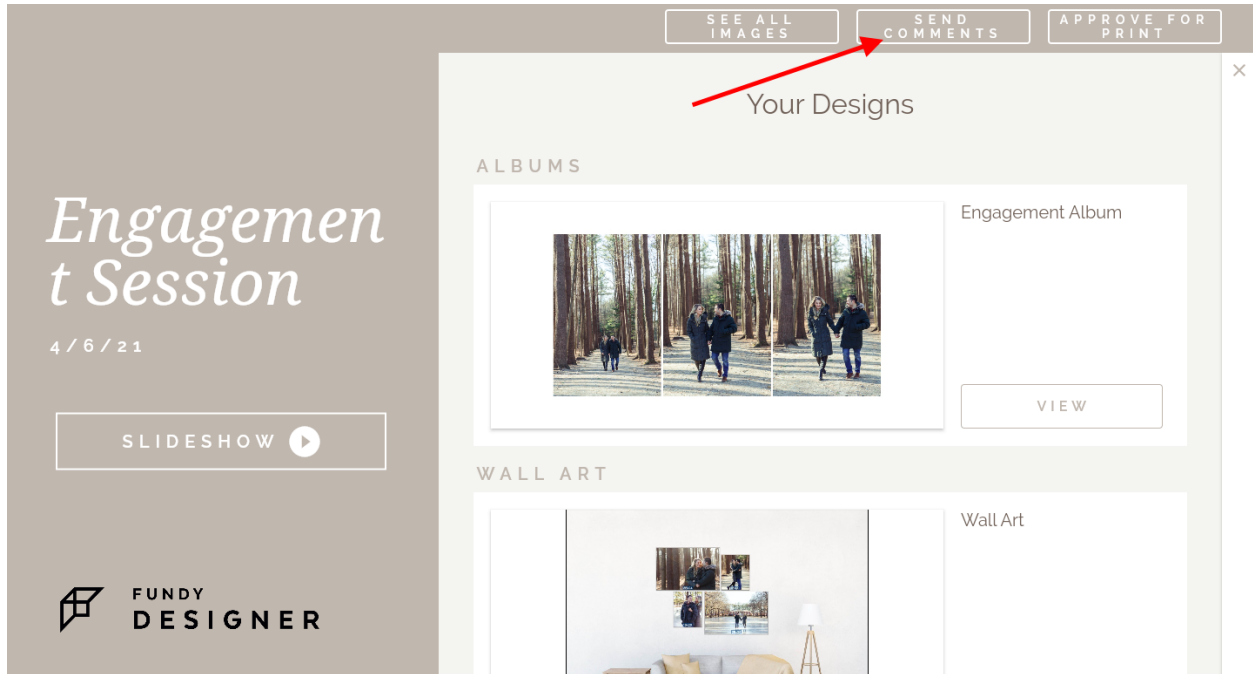


Once the necessary comments have been made, click on the “X” icon above the comments icon to exit that design.



Sending comments:

Once all designs have been reviewed, the next step is to send your comments back to your photographer. Sending comments can be done within the designs themselves or from the overview.



After clicking the “**Send Comments**” button, options to send comments for the different designs will be given. Be sure to select the correct ones and click “**send**”. This will send an email to your photographer letting them know that you’ve made comments so they can review.

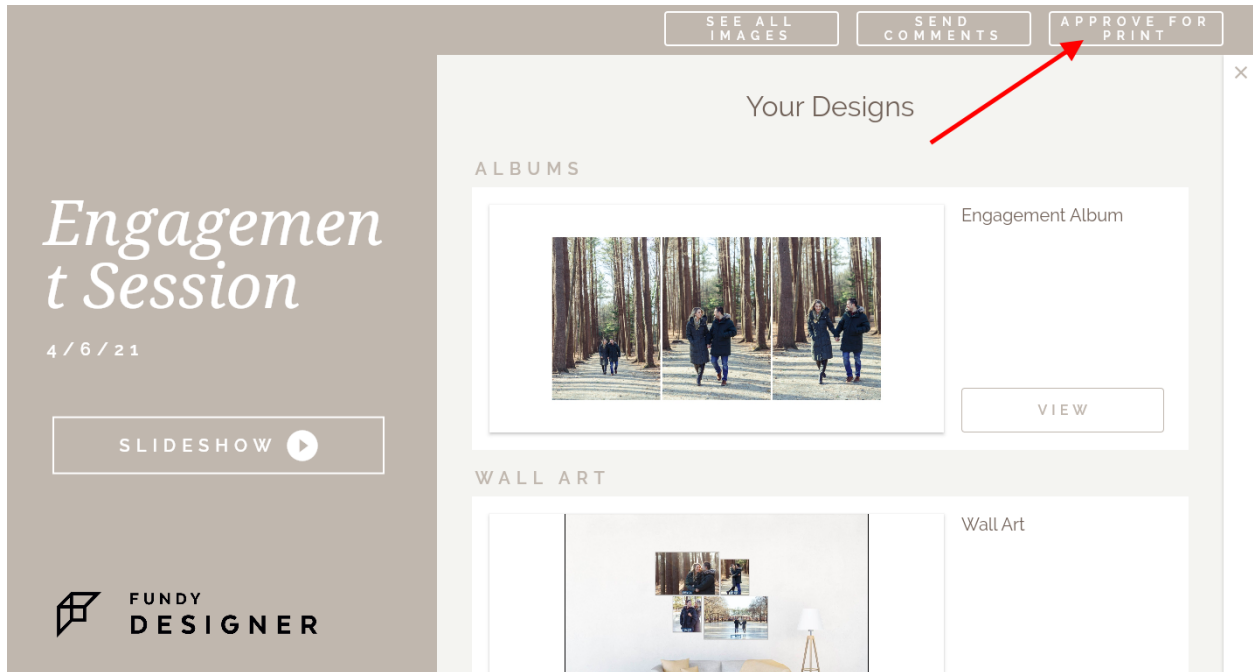
Check all designs that require revision.

- Engagement Album
- Wall Art
- Save the Date
- Card

Cancel Send

Approve for print:

Once you've thoroughly reviewed your designs, you can choose **"Approve for Print"**



Once again, options for which design(s) are approved to print will be given. Be sure to select the correct ones, check the final box, initial, and click **"send"**. This will send an email to your photographer letting them know that you've approved your designs and they are ready for printing!

Check all designs that are ready for print.

- Engagement Album
- Wall Art
- Save the Date
- Card

Please check and initial ____ that the above designs are ready to be printed

Cancel

Send