

welcome to
BENSON
PROOFS

PROOF VIEWER NAVIGATION

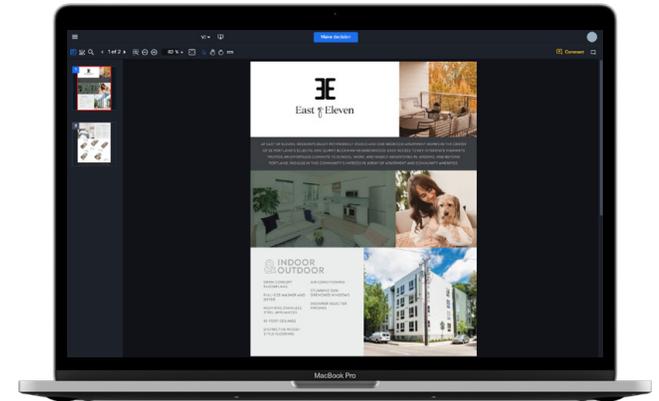


WHAT IS BENSON PROOFS?



Benson Proofs simplifies content review and approval for offline custom orders into a central user-friendly interface. Effortlessly provide feedback and track versions to raise workflow efficiency with powerful automation.

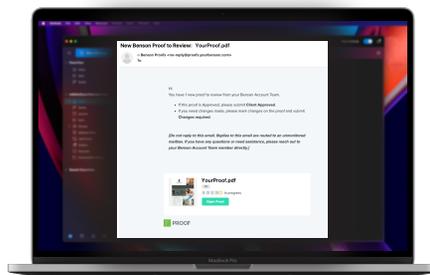
Get work approved faster with less effort so you stay focused on the work that matters most.



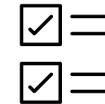
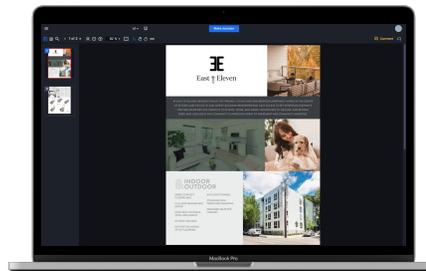
PROOF APPROVAL IS NOW JUST THREE STEPS AWAY



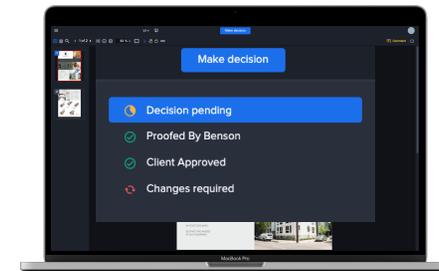
Open
Your Proof



Review
Your Proof



Make
Your Decision



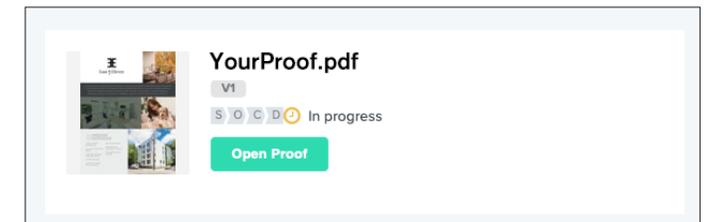
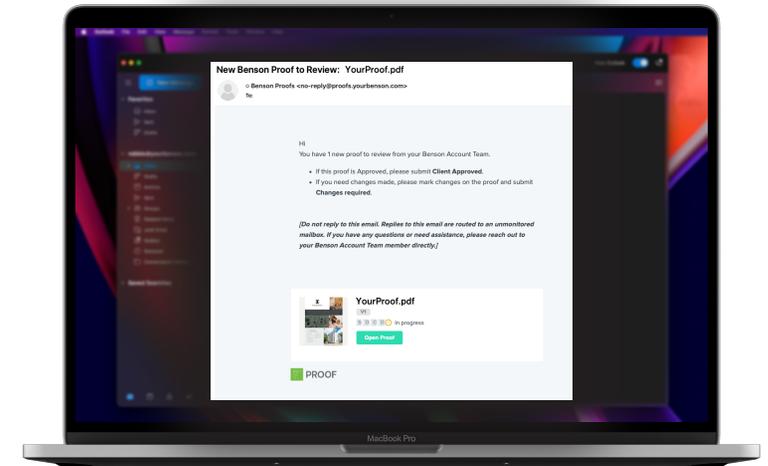
BENSON PROOF VIEWER NAVIGATION

OPENING YOUR PROOF

The review process begins with an email notifying you that a New Benson Proof requires your input. The email contains a personalized link to the proof. Because every reviewer may have different access rights, you shouldn't share this link. Every reviewer added to the proof will receive their own personalized email and link to access the proof. If you want to share the proof with someone in your organization, you are able to share it from within the Benson Proof Viewer.

To start reviewing the file, click on the green **“Open Proof”** button, which will take you to the Benson Proof Viewer.

Now you're in! This is where you will spend your time reviewing and providing feedback on the content.



IMPORTANT NOTE: Benson Proofs sends all proof notification emails via a system email. Please do not reply to the proof email notifications. Replies to this email are routed to an unmonitored mailbox. If you have any questions or need assistance, please reach out to your Benson Account Team member directly.

BENSON PROOF VIEWER NAVIGATION

ADDING COMMENTS AND MARKUPS

The Benson Proof Viewer provides multiple ways for you to provide feedback directly on any content you're reviewing. You can annotate, comment, compare, upload graphics/images and submit decisions.

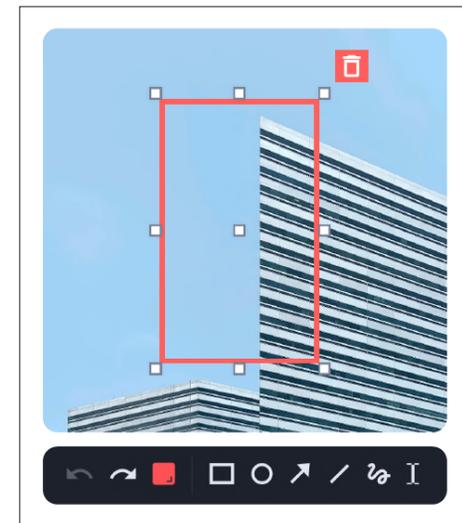
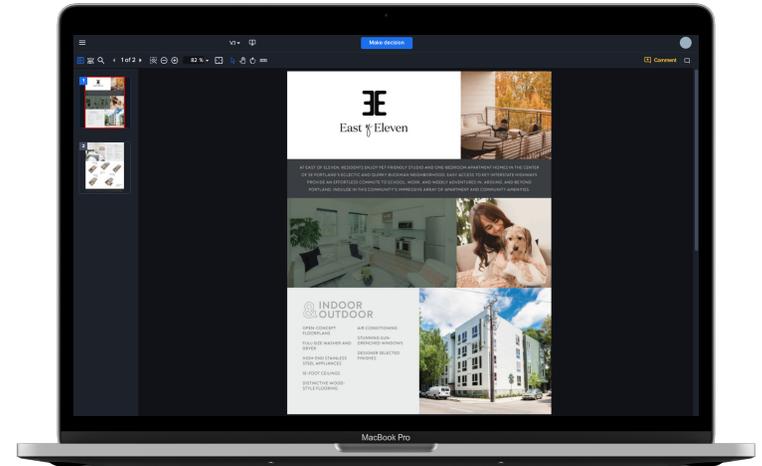
Drawing a Markup

Once you've accessed the proof, you can start the process of providing feedback using markups and comments. With Benson Proofs, you can create markups directly on the proof to communicate what you'd like to see changed. The easiest way to get started is simply by clicking where you want to start drawing or highlighting text. When drawing a markup, you have several options to choose from:

- rectangle
- circle
- arrow
- line
- freehand drawing
- text select

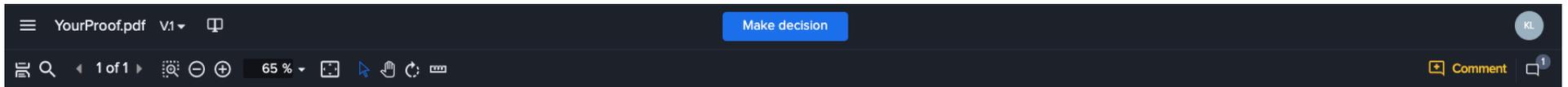
You can move the toolbar around the screen, selecting and using the appropriate drawing option to indicate wherever you have feedback. Add your message in the comment box, click **"Post"**, and your markup and comment will be published to all reviewers, including your Benson Artist or Designer!

This process can be also done in reverse. First, type your message in the comment box, add a markup, and then click **"Post"**.



BENSON PROOF VIEWER NAVIGATION

Toolbar Menu Definitions



	Proof Details Menu - Click here to see additional Proof Details.
	Versions - Click the down arrow to move between versions.
	Compare Mode - Click here to open up the Compare Mode menu. Compare Mode allows you to proof a new version to a previous version.
	Page Thumbnails - shows a preview of each page.
	Page View Mode - Choose from Single Page or Continuous Page mode.
	Find Text - Click here to search for a word(s) in the proof.
	Page Navigator - Use the arrows to scroll through pages.
	Marquee Zoom - Draw over the area you would like to zoom.

	Zoom In/Out - Use the plus or minus to zoom in or out.
	% Zoom - Click to adjust your zoom percentage or various fit options.
	Fit To Page - Click to force the page size to fit your page window size.
	Selection Arrow
	Panning Mode - Click and drag the proof around the proof window.
	Rotate Proof - Click to rotate proof by 90 degrees.
	Measurement Area - Click the measurement tool to reveal the measurement palette. This shows the page size and also allows you to view the size of a selected area within the proof.
	Comments - Click here to view comments.

BENSON PROOF VIEWER NAVIGATION

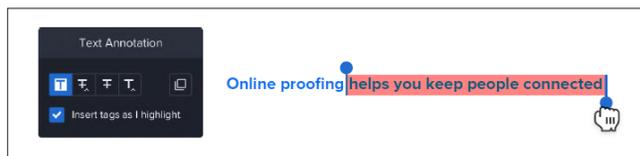
Adding & Editing Your Comments

You can simply click on the area within the proof that you want to mark up and leave a comment. Posting your comment is as easy as typing your message in the comment box and hitting “**Post**” to publish it.

To edit your comment, click the three dots in the bottom right corner of the comment and select Edit or Remove.

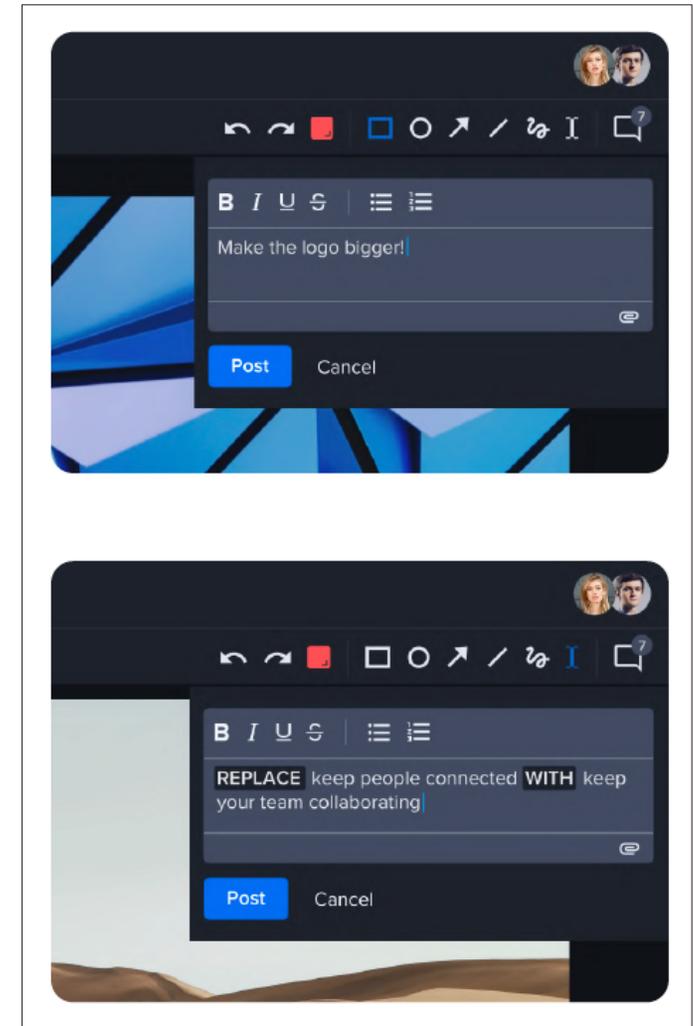
Marking Up Text

Marking up text is easy in the Benson Proof Viewer. Simply use the text selection tool to highlight, replace, delete or insert text, adding any additional notes on the changes in the comment box as needed.



As with the drawing tool, the text selection tool can be used simply by clicking on the word or phrase you want to select. Whichever tool option you last used (highlight, replace, delete, insert) will be the default, but you can easily select another option here. In this scenario, we chose the “**Replace Text**” tool. Next, add a comment describing what should be changed, and click “Post” to publish the markup and the comment.

You can also attach graphics, images or text files by clicking the paperclip icon in the bottom right corner of the comment window.



BENSON PROOF VIEWER NAVIGATION

REPLYING TO OTHER REVIEWERS' COMMENTS

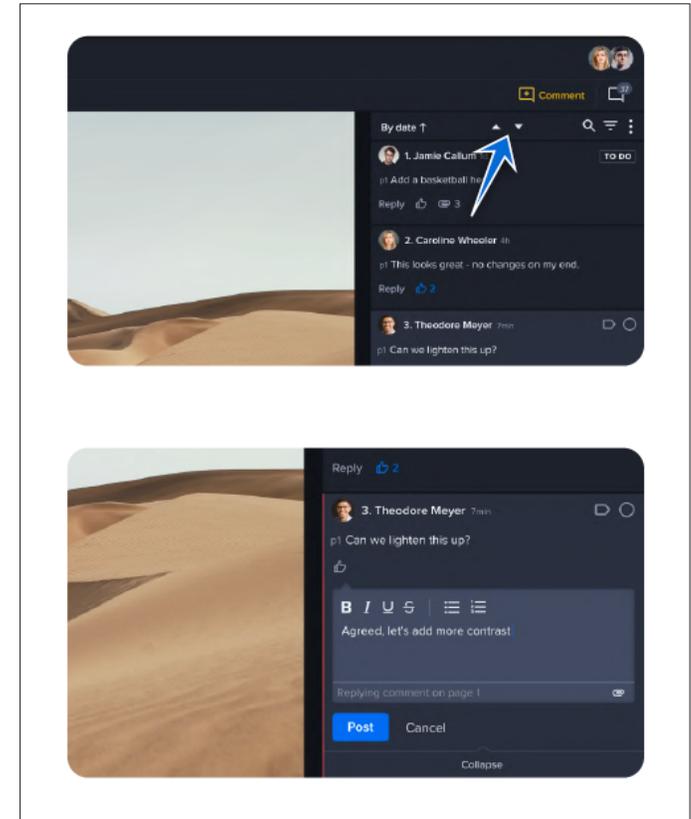
Let's say that you're reviewing a proof after other people have already made their own comments/markups on the content. You can quickly navigate to their comments and see what they said, see what part of the proof their comment or markup relates to, and add your own two cents by replying to the comment thread, too.

Reading Comments

Once you click on an existing comment, you will automatically be redirected to the page where the comment was made. You'll also see any and all replies to that comment in the same place. Comments can also be switched by clicking on the arrow buttons above the comment bar.

Replying to Comments

If you'd like to reply to a comment, simply click the **"Reply"** button in the comment box. That will open a box where you can add a new message.



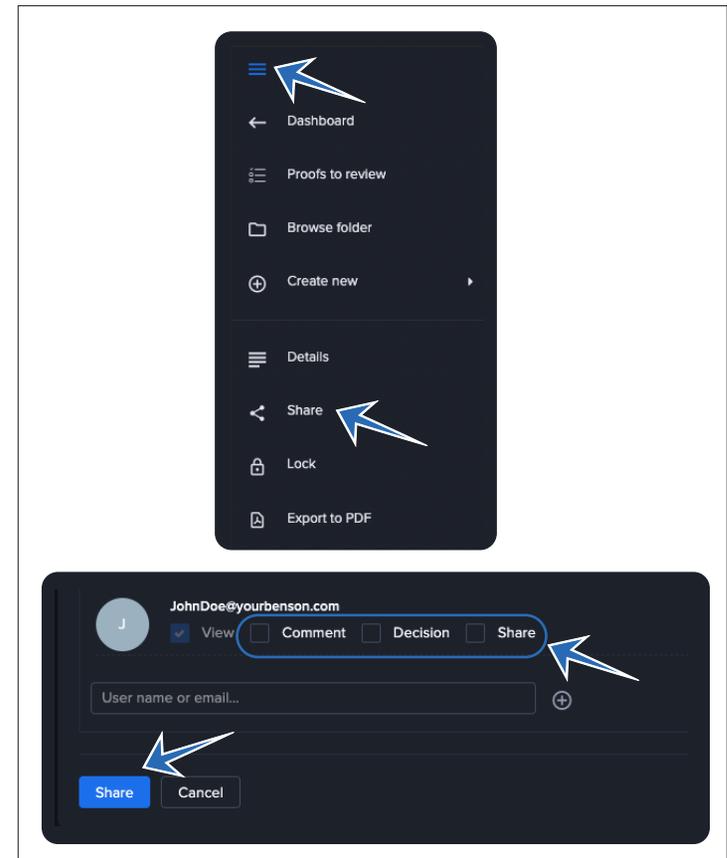
BENSON PROOF VIEWER NAVIGATION

SHARING PROOFS

You are able to add in additional proof reviewers so that they can also make markups and comments on the proof. To do this you simply click the menu icon in the top left corner of the Proof Viewer and then select “**Share**”. From here you can enter in email addresses for the additional reviewers.

You can also determine if you want to allow them to “**Comment**”, Make a “**Decision**” or also have the ability to “**Share**” the proof with others by checking the appropriate boxes under their email address.

Once you have added all the additional proof reviewers and selected their capabilities, you simply click “**Share**”. The added reviewers will receive an email notification that they have a proof to review.



IMPORTANT NOTE: We **do not** recommend you forward the email notification to additional reviewers. They will be allowed to make comments and decisions on the sender’s behalf. This could lead to confusion in the proof review and approval process.

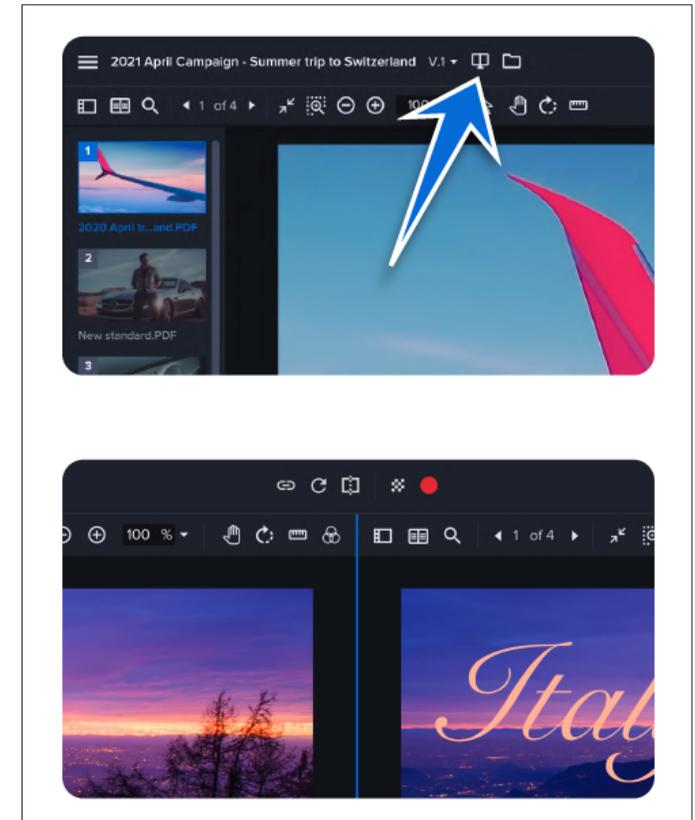
BENSON PROOF VIEWER NAVIGATION

COMPARING PROOFS

Often times, there is more than one version of a proof routed before a final approval is reached. In these cases, you can use the handy Compare Mode to compare two versions (older and newer) of the content. Compare Mode can be accessed from the upper left portion of the screen. The top toolbar offers multiple ways to compare proofing, including:

- Using pixel-by-pixel comparison
- Locking navigation for compared proofs
- Re-syncing compared proofs
- Using the Overlay Mode

Plus, you still have access to all of the usual markup/commenting tools at the bottom of the screen in Compare Mode.



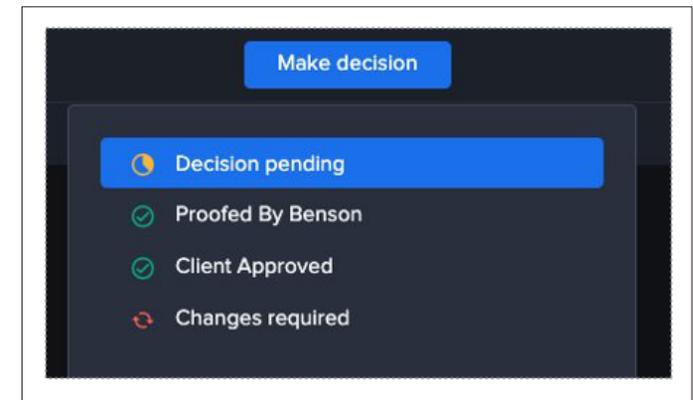
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MAKING YOUR DECISION

When you've completed your markups, you will need to make your decision. You will be able to select an action indicating the results of your review including:

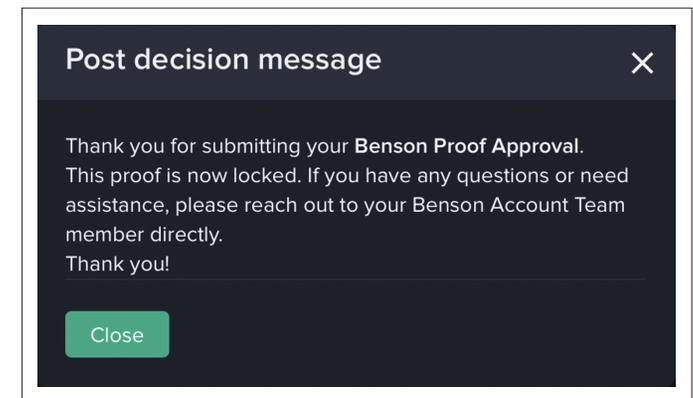
- **Client Approved** - if your proof is approved and no more changes are needed.
- **Changes required** - if you have changes that need to be made prior to submitting your approval.

You will also see a **"Proofed By Benson"** decision, this is for Benson internal use only, please **do not** select this decision.



Post Client Approved Notice

When you select **"Client Approved"** you will be notified that the proof is now locked. If you have any questions or need assistance please reach out to your Benson Account Team member directly.



QUESTIONS?

REACH OUT TO YOUR
BENSON ACCOUNT MANAGER

thank you!

