

Quick Start Guide: How to Review Content

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How to Review a Proof with in Motion

Quick Start Guide



Access the Proof

When a proof is posted for your review, you will receive an email notification. There are 2 ways to access a proof.

1. Click "Review this Proof" in the 2. If assigned by your account email notification and it will open in your browser.



administrator, login at: app.inmotionnow.com

Navigate the Screen

The Mark-up tools at the left of the screen are used to provide feedback on content. You can also add a general comment using the "Add Note" button.



Use the tools at the top of the screen to:

- · Navigate to different pages
- Zoom in and out of the proof
- Change the proof maginfication
- · Move or rotate the image.

Click the "Messages" button to read the "Message to Reviewer."



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Make Your Mark-ups

When you're ready to mark-up content:

- Choose a mark-up tool and color from the selection at the left of the screen
- Click on the proof where you want to make your mark-up
- · Type in your feedback

From this screen, you can also:

- View previous versions (if any)
- · Print and download the proof
- · Invite new reviewers

Your mark-ups are saved automatically. If you want to finish your review at a later date, you can click "Save and Exit."



Apply an Approval Status

Approved as is
Approved with changes
Change and resubmit
Contact me
Not relevant
Apply to All

When you finish your mark-ups on the first page, select an approval status and click "Next" to move to the next page (if applicable).

Continue marking up each page and apply an approval status until you complete all of the pages in the review. You can also choose an approval status for the entire proof by clicking the "Apply to All" button.

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Confirm and Submit Your Review

To confirm and submit your review:

Confirmation

×

Please read and agree to the submission disclaimer and provide a digital signature to submit your review.

- Cneck the box indicating that you accept the disclaimer
- Type your name into the Digital Signature box
- · Click the "Submit" button

You can invite reviewers from this page by clicking the "Invite Reviewers" button. See below for details on how to invite reviewers.

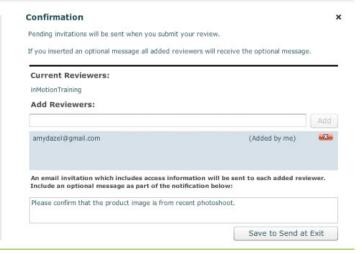


Invite Reviewers

After clicking the "Invite Reviewers" button on the confirmation page:

- Type the email address of the reviewer you want to invite
- Click the "Add" button, then add other reviewers if necessary
- Add a message to reviewers (optional)
- · Click "Save to Send at Exit"

Click "Submit" when you return to the Confirmation page.



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