

# Quick Start Guide: How to Review Content (PDF) CO

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## How to Review a Proof with inMotion

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 email notification and it will open in your browser.
2. If assigned by your account administrator, login at: [app.inmotionnow.com](http://app.inmotionnow.com)

To:   
Subject:

Dear Reviewer,

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Proof "New Content" is pending your review.  
[Review this Proof](#) (additional details below)  
Access Code: a1b2cd

**Client Login**

User Name:




Password:




[Login](#)




[Forgot User Name?](#) [Forgot Password?](#)




### 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.




Comment:   

Arrow:   

Rectangle:   

Freehand:   

Highlight:   





Strikethru:   







General: [Add Note](#)

Use the tools at the top of the screen to:

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

Click the "[Messages](#)" button to read the "Message to Reviewer."

Go To:    Zoom:   [Fit Page](#) 

    Area View:   [Messages](#)

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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

Next

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.

- Check 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.

**Optional:**

**Required:** ☐ [Accept Disclaimer](#)

**Digital signature:**

Please Accept the Disclaimer.

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**True Soap Ads** Pages Reviewed: 2 of 2

Click on a page image to navigate to that page.



Part 2

Status: **Approved with changes**



Part 1

Status: **Approved as is**

## 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.

### Confirmation

Pending invitations will be sent when you submit your review.

If you inserted an optional message all added reviewers will receive the optional message.

#### Current Reviewers:

inMotionTraining

#### Add Reviewers:

amydazel@gmail.com
(Added by me)

An email invitation which includes access information will be sent to each added reviewer. Include an optional message as part of the notification below:

## How\_to\_Review\_a\_Proof\_with\_inMotion.pdf

([http://dyzz9obi78pm5.cloudfront.net/app/image/id/58cda6a4ed121c52328b45f6/n/How\\_to\\_Review\\_a\\_Proof\\_with\\_inMotion.pdf](http://dyzz9obi78pm5.cloudfront.net/app/image/id/58cda6a4ed121c52328b45f6/n/How_to_Review_a_Proof_with_inMotion.pdf))