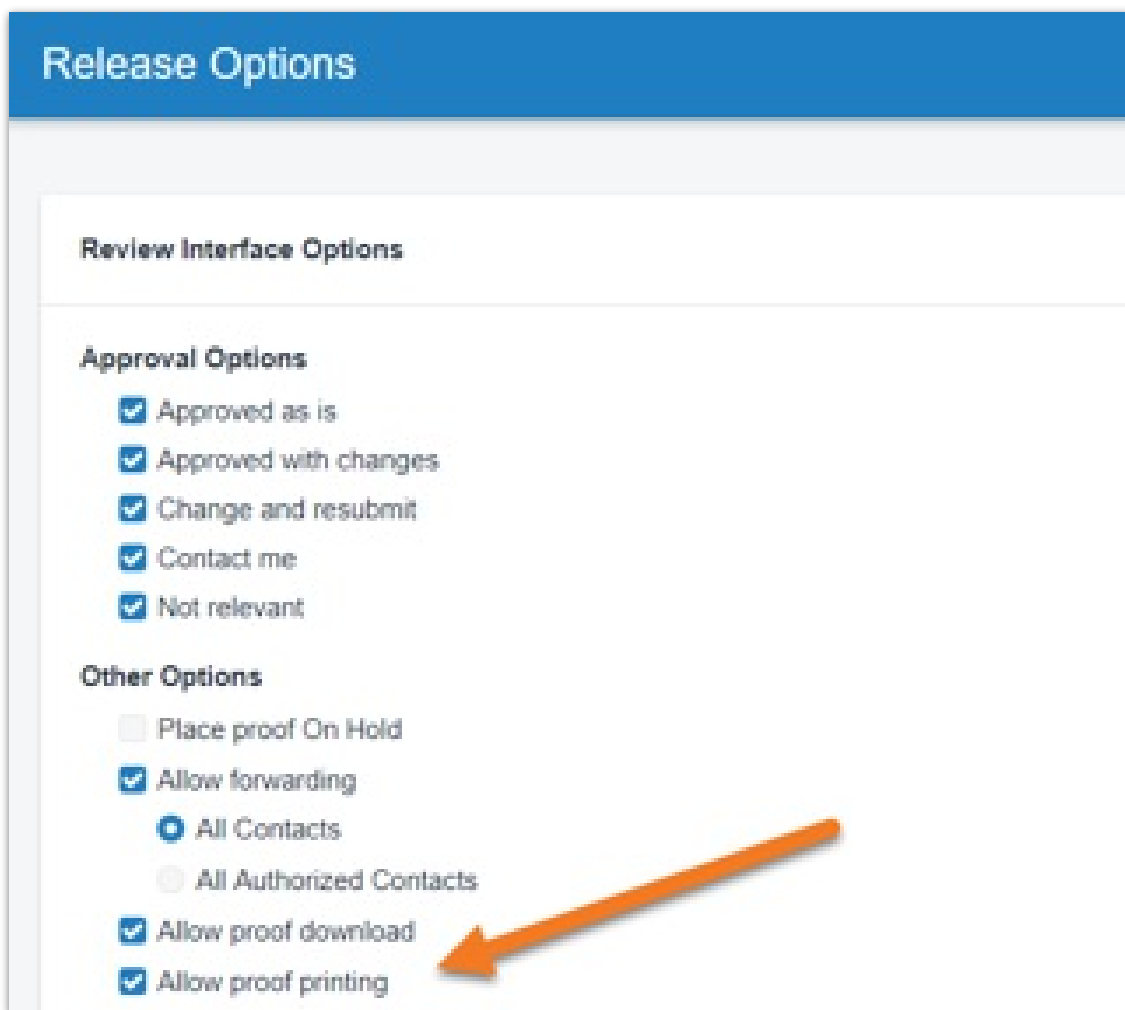# Proof Printing

Published on 01/16/2018

Enabling Proof Printing on Release

Within Review + Approval, reviewers can print a PDF of assets including comments, annotations and approval statuses. This option is available when enabled in the proof's release options.

To allow proof printing, check the box **'Allow proof printing'** in the proof release options when uploading content (http://guide.inmotionnow.com/help/post-a-proof) for review.

Enabling Proof Printing After Proof Release

You can also enable printing after a proof's release from the Proof Info page.

1. Navigate to **Proofs Workspace** and locate the applicable proof.

![inmotion logo]

2. Click on the name of the proof, or select **INFO** to the right of the proof in the Available Actions column.

3. In the bottom left corner of the Proof Info page, select **SHOW** in the section labeled Advanced Options.

Proof Details   EDIT

Proof Status

🟢 In Review

Proof Assets

[thumbnail image]   **DOWNLOAD** ⬇

Proof Name

True Hand Soap Ad

Project Name:

Access Code

c45f11

Deadline

Owner

Paul Morad

User Group

Advanced Options   SHOW

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4. Check the box **'Allow proof printing.'** Click **SAVE** in the bottom right.

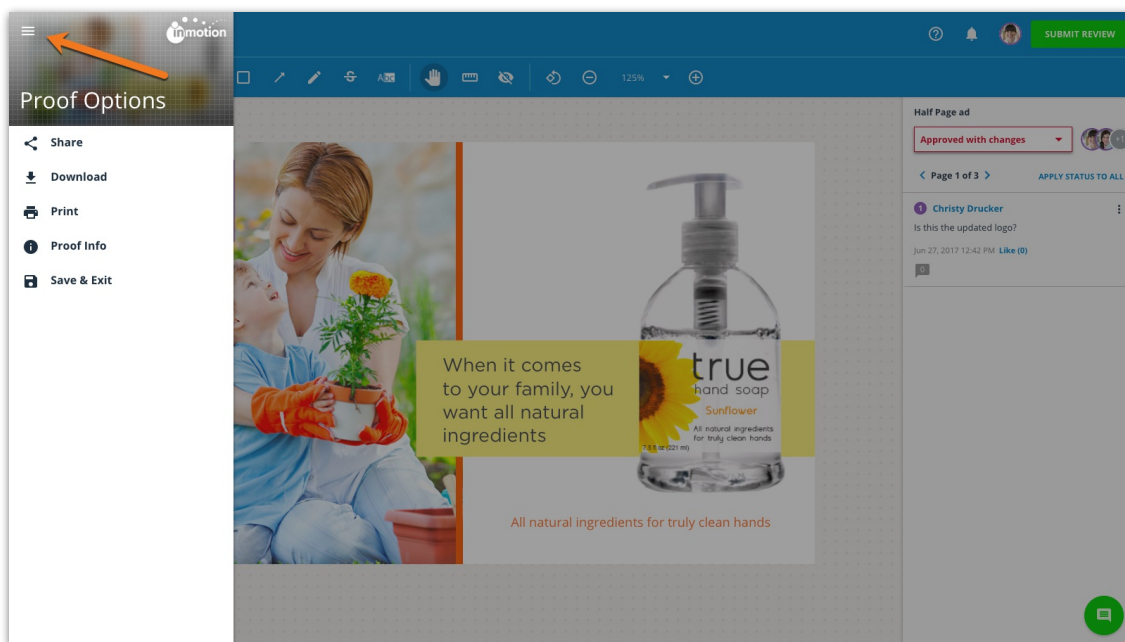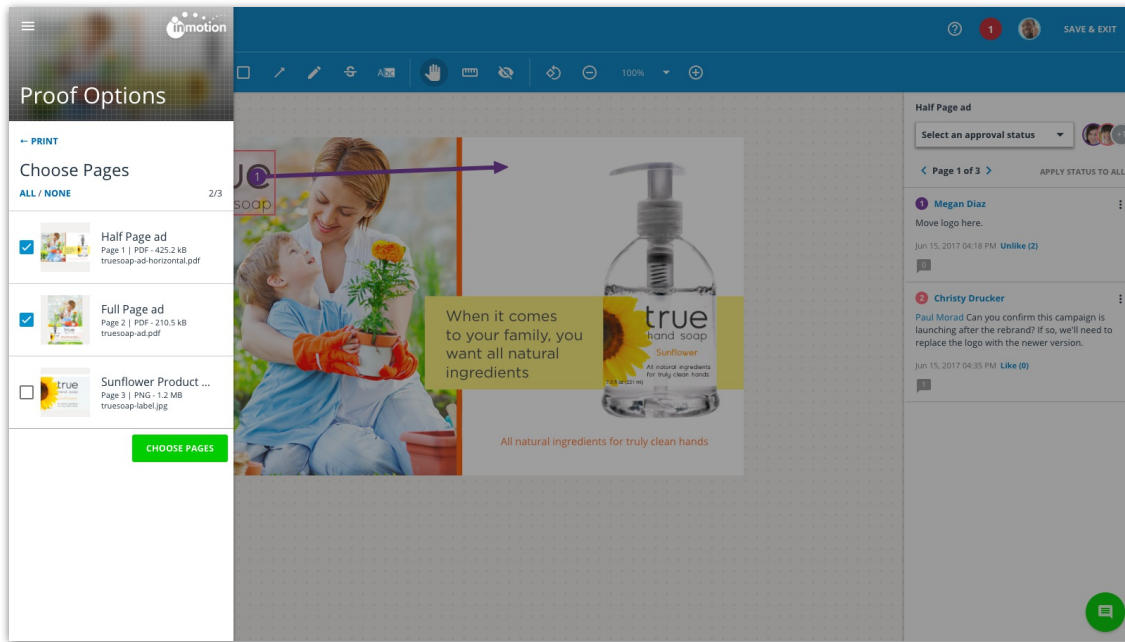
Printing A Proof with Annotations in Review + Approval

In Review + Approval, you can access the printing option via the Proof Options menu in the top left-hand corner.
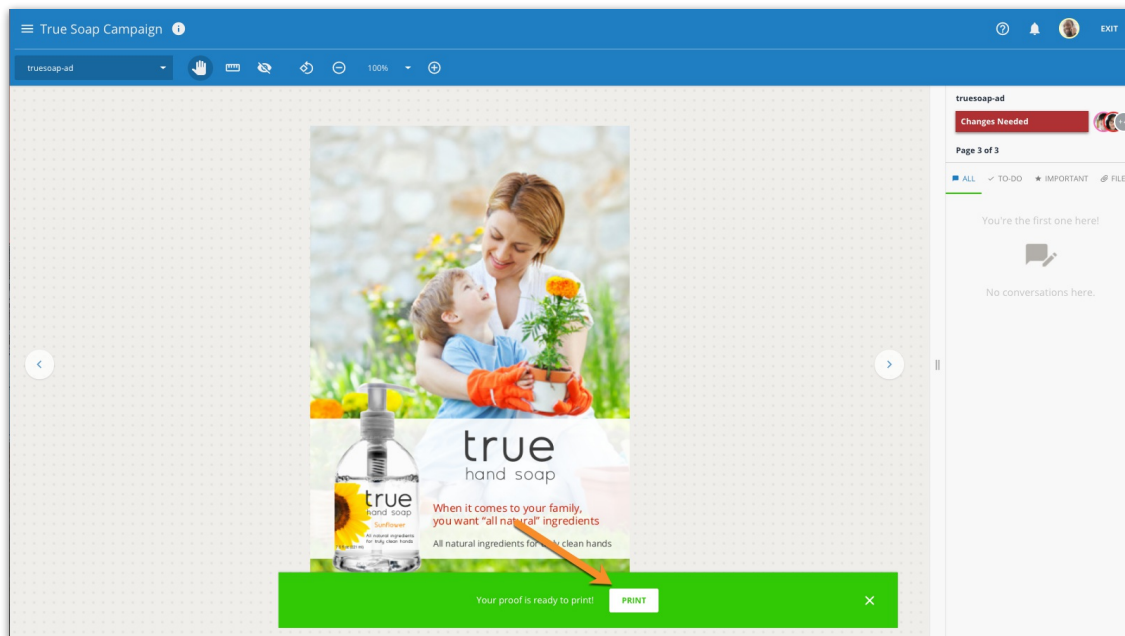

When you select **Print**, you will then be prompted to select an option to **'Print All Pages'** or **'Choose Pages to Print' t**o include in your PDF report.

The **Choose Pages** menu will allow you to select the individual pages for printing via a checkbox.

Once you have selected the pages you would like to include, click **CHOOSE PAGES** and then click the final **PRINT** button. Banners will then appear at the bottom of the review environment indicating PDF preparation and readiness. Once the PDF is ready to download, you will select the **PRINT** button located in the green banner at the bottom center of the screen.

The generated PDF file will include a cover page with a summary of reviewer approval statuses. Each subsequent page will then show images of the included assets with annotations alongside reviewer collaboration.

Sunflower Campaign

Asset	Approved as is	Approved with changes	Change and resubmit	Not reviewed
Page 1 of 1 truesoap-ad	Megan Diaz Jan 16 2018 08:43 AM EST	Paul Morad Jan 16 2018 08:40 AM EST	Victoria Pratt Jan 16 2018 08:41 AM EST Christy Drucker Jan 16 2018 08:43 AM EST	Grace Deng

Annotations & Comments (1 of 1)

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1 **Megan Diaz**
Approved with changes
Can we increase the size of the logo by 20%?
Jun 19 2017 01:00 PM EDT

↳ **Paul Morad**
Change and resubmit
I would increase by 10%
Jun 19 2017 01:23 PM EDT

2 **Megan Diaz**
Approved with changes
Can we increase the vertical scale of this font?
Jun 19 2017 01:05 PM EDT

👍 Christy Drucker

↳ **Christy Drucker**
Approved as is
Agreed!
Jun 19 2017 03:33 PM EDT

3 **Megan Diaz**
Approved with changes
@christy@truesoap.com What are your thoughts on this white space?
Jun 19 2017 01:06 PM EDT

↳ **Christy Drucker**
Approved as is
We could probably increase the font size to accommodate.
Jun 19 2017 01:08 PM EDT

👍 Megan Diaz