



# Proof Downloading

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## Enabling Proof Download on Release

Within Review + Approval, reviewers can download the original files uploaded for review. This option is available from the **Proof Options** menu when enabled in the proof's release options.

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

## Release Options

### Review Interface Options

#### Approval Options

- ☒ Approved as is
- ☒ Approved with changes
- ☒ Change and resubmit
- ☒ Contact me
- ☒ Not relevant

#### Other Options

- ☐ Place proof On Hold
- ☒ Allow forwarding
  - ☒ All Contacts
  - ☐ All Authorized Contacts
- ☒ Allow proof download
- ☒ Allow proof printing

## Enabling Proof Downloading After Proof Release



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

1. Navigate to **Proofs Workspace** and locate the applicable proof.
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**  
 [DOWNLOAD](#) 

**Proof Name**  
True Hand Soap Ad

**Project Name:**  
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**Access Code**  
c45f11

**Deadline**  
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**Owner**  
Paul Morad

**User Group**

**Advanced Options** [SHOW](#)

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

### Advanced Options

☒ Versioning


☒ Allow proof downloading

☒ Allow proof printing

☐ Include reviewers list in the email

☒ Allow reviewer forwarding

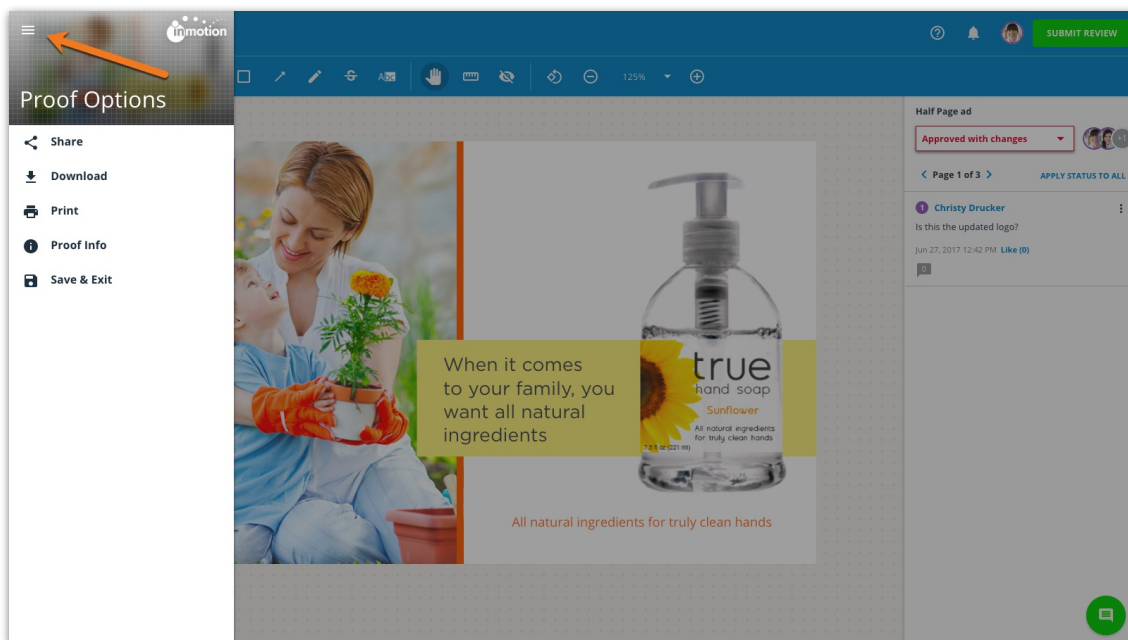
[HIDE](#)



[SAVE](#)

## Downloading A Proof in Review + Approval

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



When you select **Download**, you will then be prompted to select which pages to download. Make your selections and click **DOWNLOAD** to receive each asset in its original format.