

Customizing Your Proof Upload Preferences

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The Upload Preferences menu allows you to set default options for the Proof Release Options. The options selected in this menu will be applied by default for each proof posted. Your users will still be able to manually adjust these features per proof by editing the Proof Release Options during upload or within the Advanced Options menu on the Proof Info Page.

Account Settings

Overview
Company Info
Users/Groups
Customize
DAM Access

GENERAL
Your Logo
Date / Time Zone
Notification
Tags
User Options
PROJECTS
Custom Fields
Project Options
Project Statuses
Project Priorities
Project Filter Groups
Job Launch
PROOFING
Upload Preferences
Proof Access
Custom Disclaimer
Reviewer Security
Approval Statuses
Streamline Upload
dropOFFER™

Settings selected below will be your default upload settings. These settings are editable on a project by project basis at the time of upload by accessing the advanced upload tab.

☒ Versioning
☒ Reviewer Forwarding
☐ Keep Original File Names
☒ Allow Asset Download
☒ Allow Asset Printing
☒ Include Help Instructions
☐ Custom ☒ System

UPLOAD STATUS
☒ Out for Review
☐ On Hold

"Previous Reviewer" Settings:
☒ Show All
☐ Hide All

Save
Cancel