

Managing Proof Files

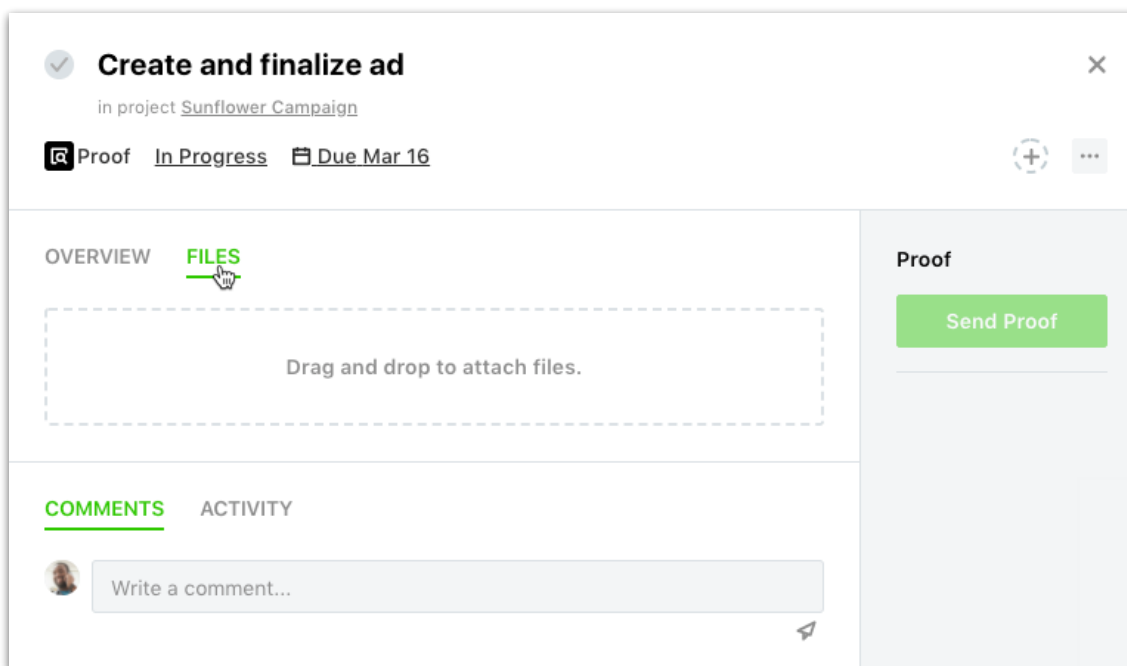
Published on 02/26/2018

Adding Proof Files

Similar to tasks, inMotion also allows you to associate file(s) with each proof for ease of use and team collaboration.

For instructions on how to upload content for review, please see [Proof Assets](http://guide-ignite.inmotionnow.com/help/proof-assets). (<http://guide-ignite.inmotionnow.com/help/proof-assets>)

From proof details, select the **Files** tab to upload or manage proof files.




You can drag and drop files from your computer into the available field. If you would like to browse your computer file menu instead, start by clicking on the drag and drop field.


✓ **Create and finalize ad** ✕
in project [Sunflower Campaign](#)

Proof [In Progress](#) Due Mar 16

OVERVIEW FILES

 truesap-ad-digitalv1.pdf
Drag and drop to attach files.

COMMENTS ACTIVITY

 Write a comment...

Proof

Send Proof


Once the file is uploaded, it will display beneath the drag and drop field. The name assigned to the proof file will default to the original file name. Similar to other fields on the proof details page, you can simply click the field to change the assigned name.

✓ **Create and finalize ad** ✕
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Proof [In Progress](#) Due Mar 16

OVERVIEW FILES

Drag and drop to attach files.

 Approved Digital Ad Concept 1 | ...

COMMENTS ACTIVITY

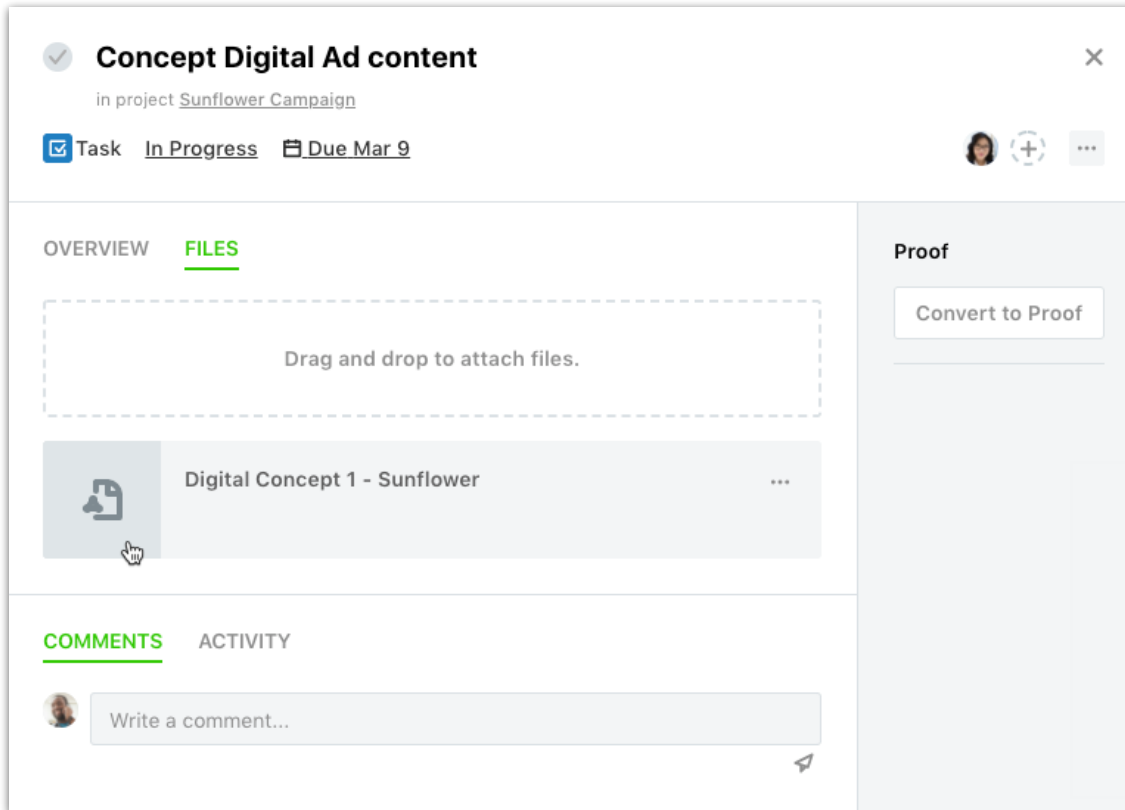
 Write a comment...

Proof

Send Proof

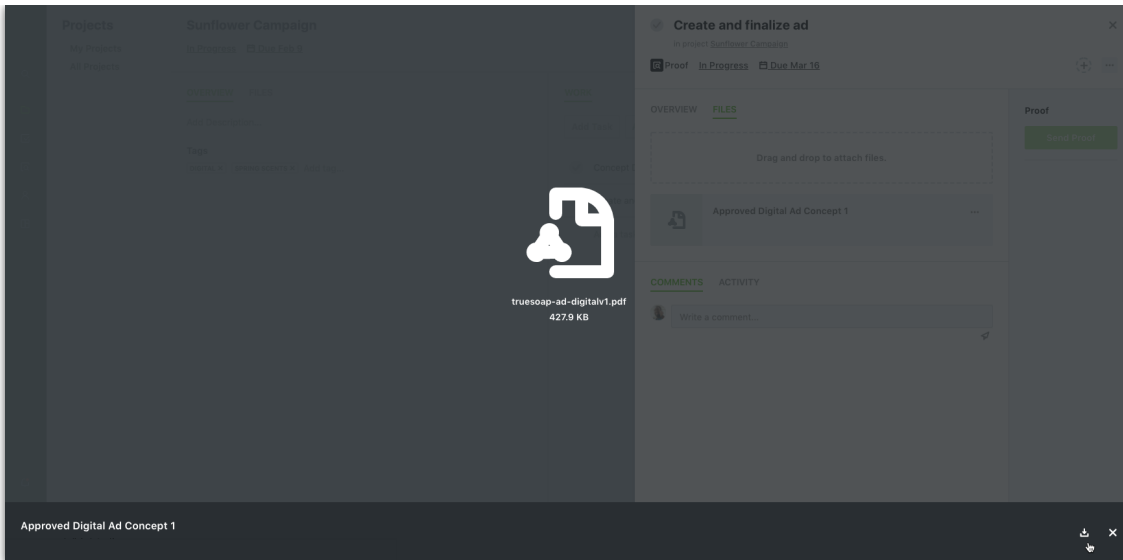
Previewing and Downloading Files

Click on the thumbnail to the left of the file card to open a larger preview of the proof file. Image files will display a preview of the uploaded file, all other file types will display a relevant icon.



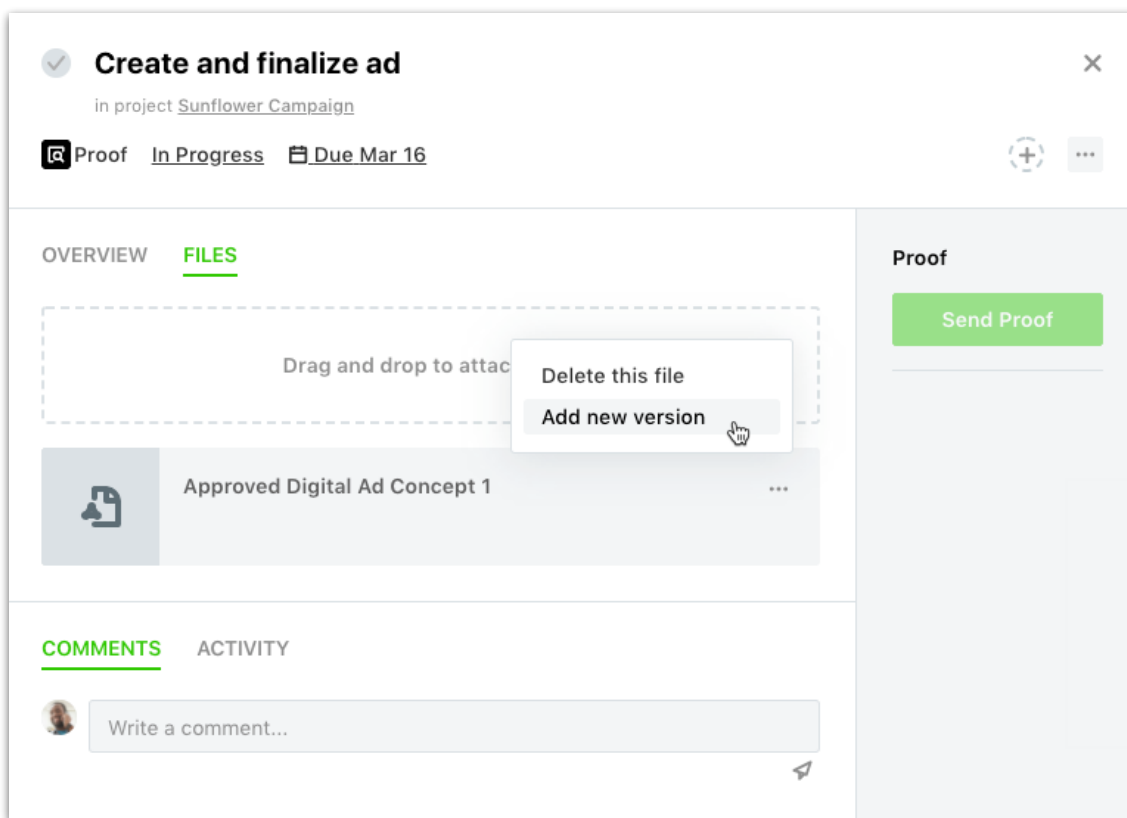
In the bottom left hand corner, the updated name and original file name will display. To download the file, click on the corresponding icon in the bottom left hand corner.

To close the file preview, click the **X** in the bottom right-hand corner or press **ESC** on your keyboard.

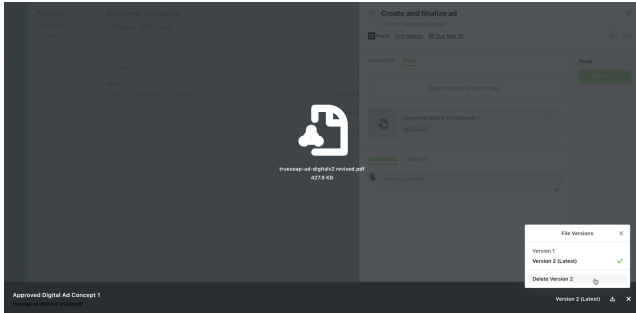


Versioning Files

inMotion will also allow you to store multiple versions of a file. If you would like to update a proof file with a new version, select the options menu to view additional options. Click **Add new version** to select the updated file from your computer.



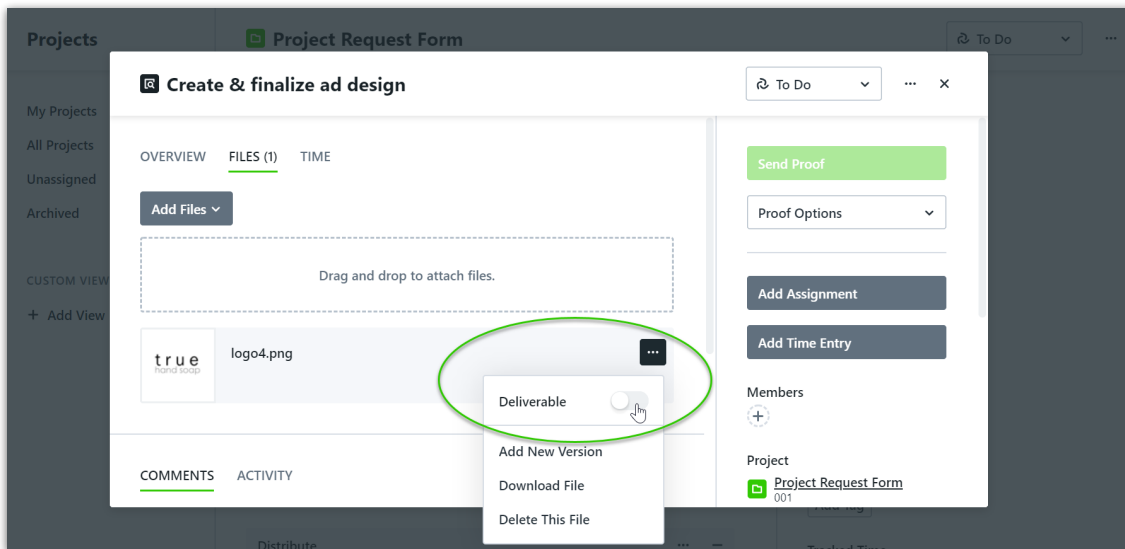
Once you have uploaded the new version, you can preview the updated file. From the file preview, you can then view the version history or delete the current version selected.



Identifying a File as a Deliverable

Files uploaded to proofs can be labeled as a deliverable, which will immediately share the file with the requester. This keeps stakeholders updated and delivers final files more quickly, even if the entire proof or project is not completed.

To mark a proof file as a deliverable, navigate to the file, click the options icon, and select **Deliverable**.



The file will then be labeled as a **Deliverable**.

Respective requesters will have access to the file prior to the project completion.

Removing Files

If you would like to delete a file, select the options menu towards the right of the file card to view additional options. Click **Delete this file** to permanently remove it from the proof. This will delete both the latest file and all associated versions.

✓ Create and finalize ad




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
 Proof [In Progress](#)  Due Mar 16




OVERVIEW **FILES**

Drag and drop to attach

Delete this file 
Add new version

 Approved Digital Ad Concept 1 

 Version 2

COMMENTS ACTIVITY

 Write a comment... 

Proof

Send Proof