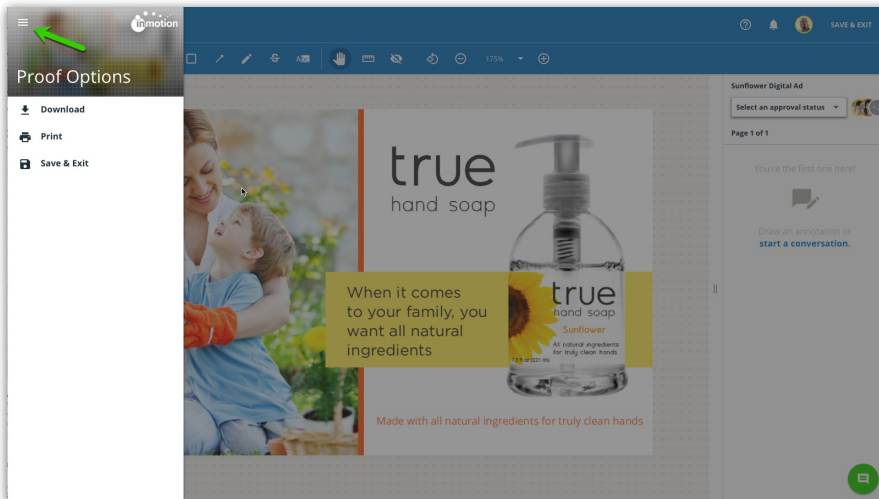


Proof Printing

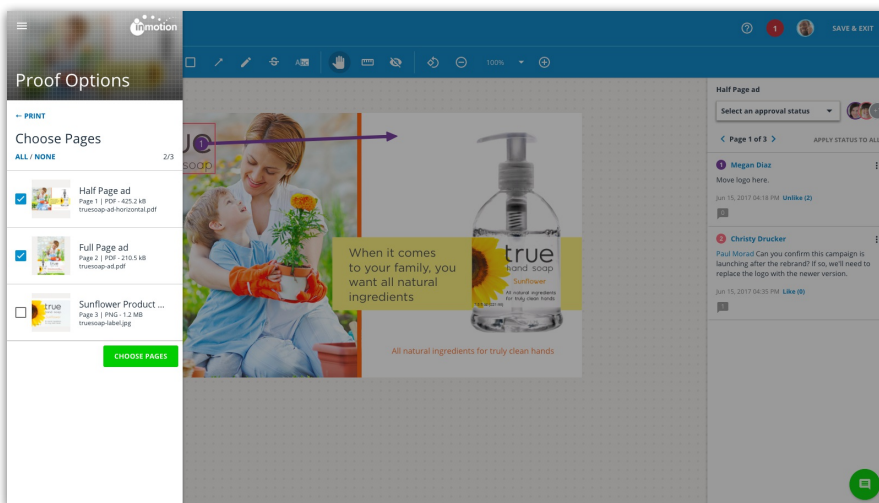
Published on 02/28/2018

From the review environment, reviewers can generate and download a PDF of assets including comments, annotations and approval statuses. You can access that option (called "**Print**") via the **Proof Options** menu in the top left-hand corner.

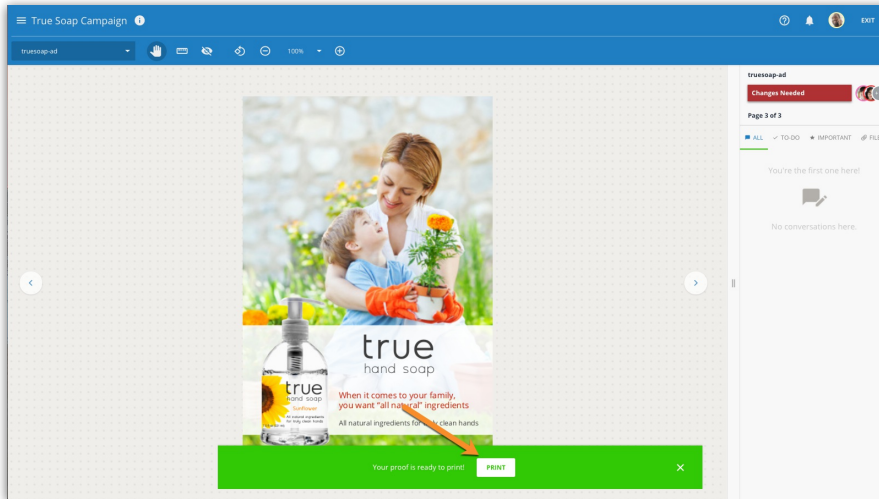


When you select **Print**, you will then be prompted to select an option to '**Print All Pages**' or '**Choose Pages to Print**' to include in your PDF report.

The **Choose Pages** menu will allow you to select the individual pages for your PDF 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 Printed Jan 16, 2018 08:44 AM EST

Asset	Approved as is	Approved with changes	Change and resubmit	Not reviewed
Page 3 of 3 truesoap-ad	Megan Diaz Jan 16 2018 08:43 AM EST	Paul Morad Jan 16 2018 08:40 AM EST	Victoria Pratt Jan 15 2018 08:41 AM EST Christy Drucker Jan 16 2018 08:43 AM EST	Grace Deng

Annotations & Comments (1 of 1)



- 1** **Megan Diaz**
Feedback
 Can we increase the size of the logo by 20%?
 ↳ **Paul Morad**
Client and Research
 I would increase by 10%

Jun 19 2017 01:00 PM EDT
Jun 19 2017 01:23 PM EDT
- 2** **Megan Diaz**
Feedback
 Can we increase the vertical scale of this font?
 ↳ **Christy Drucker**
Approved
 Agreed!

Jun 19 2017 01:00 PM EDT
Jun 19 2017 03:33 PM EDT
- 3** **Megan Diaz**
Feedback
 @christy@truesoap.com What are your thoughts on this white space?
 ↳ **Christy Drucker**
Approved
 We could probably increase the font size to accommodate.
 ↳ **Megan Diaz**

Jun 19 2017 01:06 PM EDT
Jun 19 2017 01:08 PM EDT



If you would like the proof assets without annotations, you have the option to [Download Proof](https://guide-ignite.inmotionnow.com/help/proof-downloading) (<https://guide-ignite.inmotionnow.com/help/proof-downloading>).