



Proof Check

Downloading proofs for offline viewing

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Offline proofing

Things To Know

If this is the first time you've used Proof Check, please see the How To document **Proof Check, Qualifying your system and other things to know** and **Proof Check, Interactive Proof Check Preflight**. All How To documents can be found at <http://www.rightfromthestart.com>.

Downloading PDF Proofs

There may be times when a user needs to review proofs, however won't have an internet connection when they actually review. Or, they may be experiencing slow performance due to heavy network traffic within their office.

Low-resolution PDF proofs can be downloaded to a user's desktop and reviewed within Acrobat to address the above mentioned scenarios.

1. From the list of pages view, click the **Select All** link found at the top center of the page. (Figure 2a)
2. With all of the pages selected, click on the **Download Proof** link found at the far right side of the browser window. (Figure 2a)

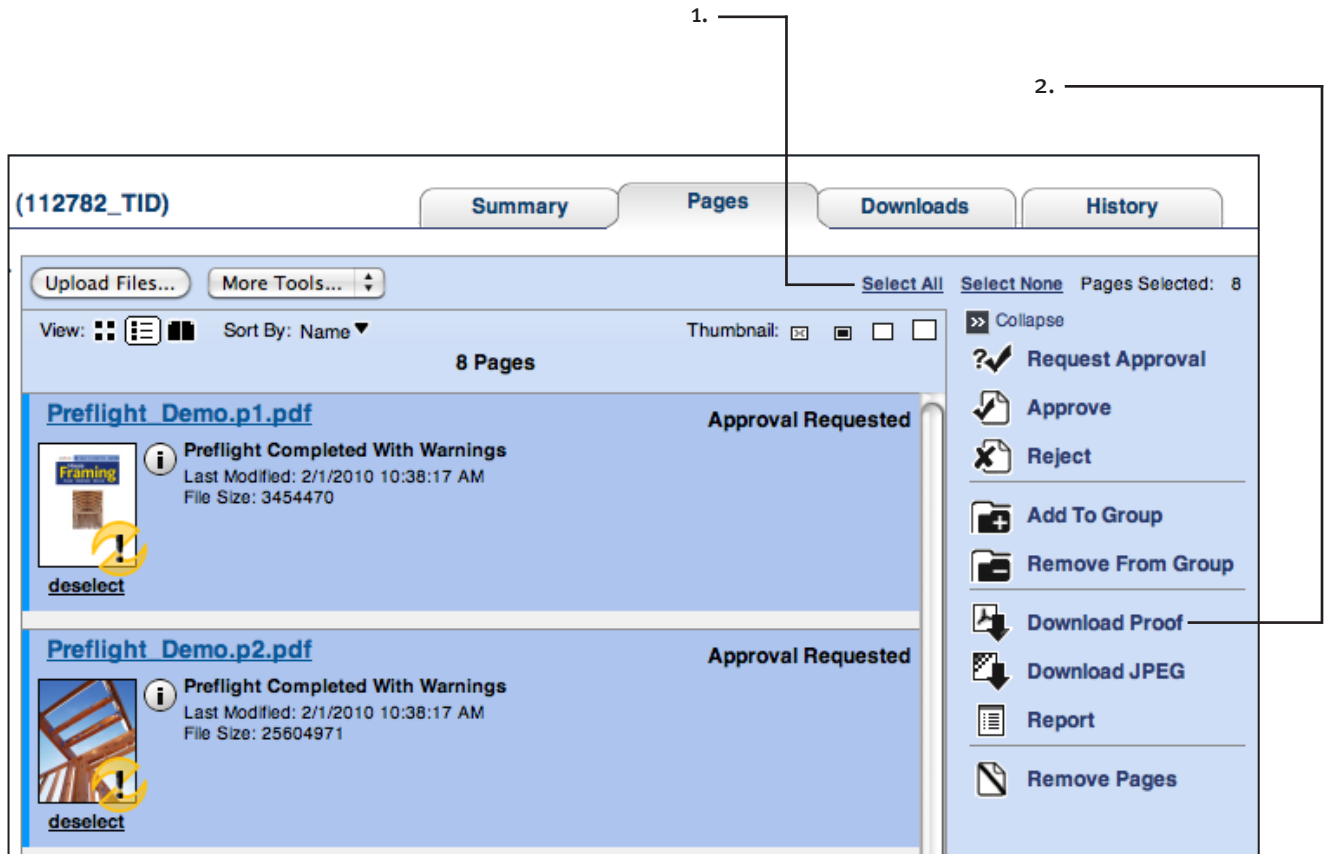


Figure 2a

3. In the Download LoRes PDF Proofs pop-up dialog box, select a destination to download to and **One PDF file with -N- pages**. (Figure 3a)
4. Click the **Download** button. Proofs are now ready for review within Acrobat.

NOTE: Please see How To document **Proof Check, Smart Review** for details on Smart Review tools, etc.

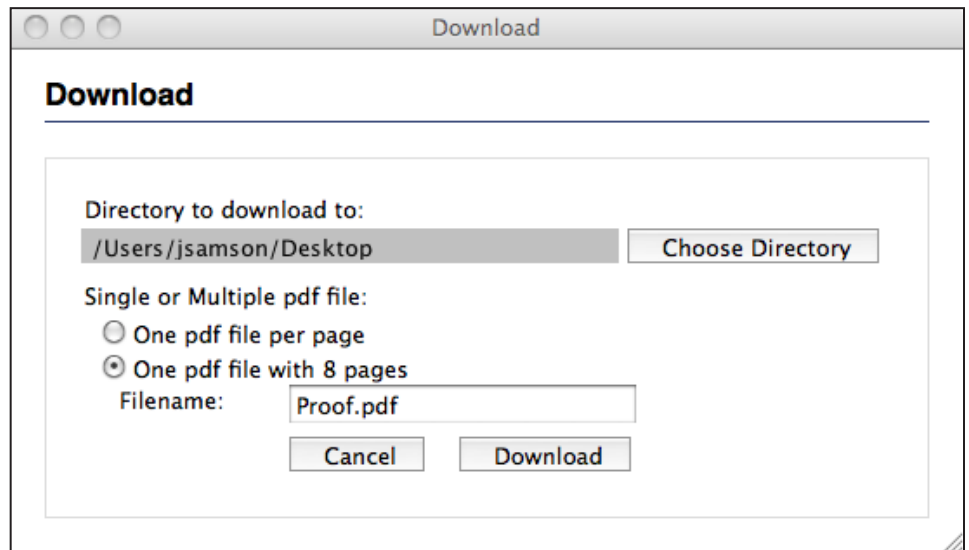


Figure 3a

NOTE: It is still important to log into Proof Check when the opportunity presents itself and use the Reject and Approve process. Doing so will automate the Reject and Approve Emails as well as historically record the approval process. Please refer to the How To document **Proof Check, Online Proofing** for details.

IMPORTANT!

Please ensure that Overprint Preview is turned ON within Acrobat. It is always recommended to turn on Overprint Preview in all applications that allow for it.

