

This guide will walk you through the process submitting requests and the proof review/approval process.

Submitting a request

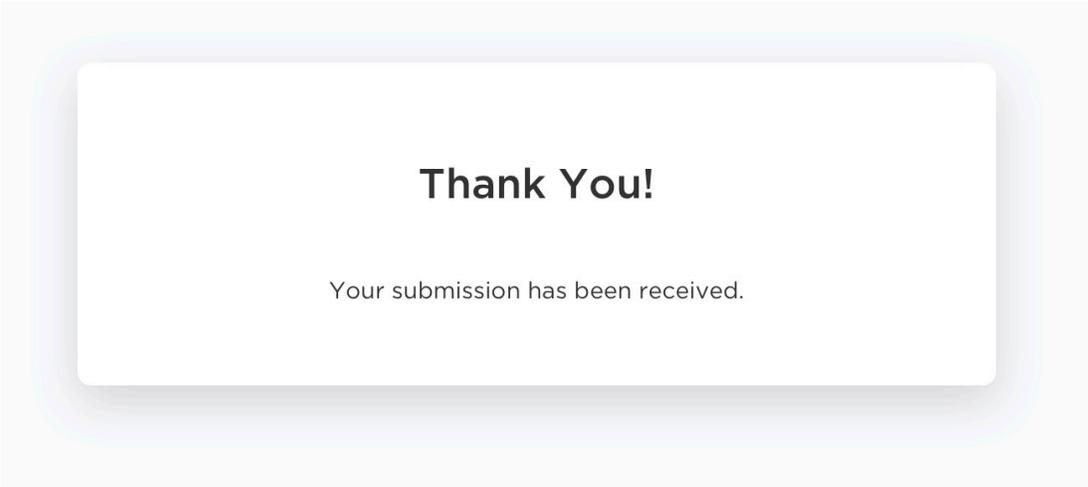
Simply click on the request form link you need and you'll be taken to the form.

Creative Design Request

Web Request

News and Event Publicity request

Once you have completed your form details click submit. You'll receive a success message like the one below. We will follow up if any clarification is needed. As always, please feel free to reach out if you have any questions to marketing@aum.edu.

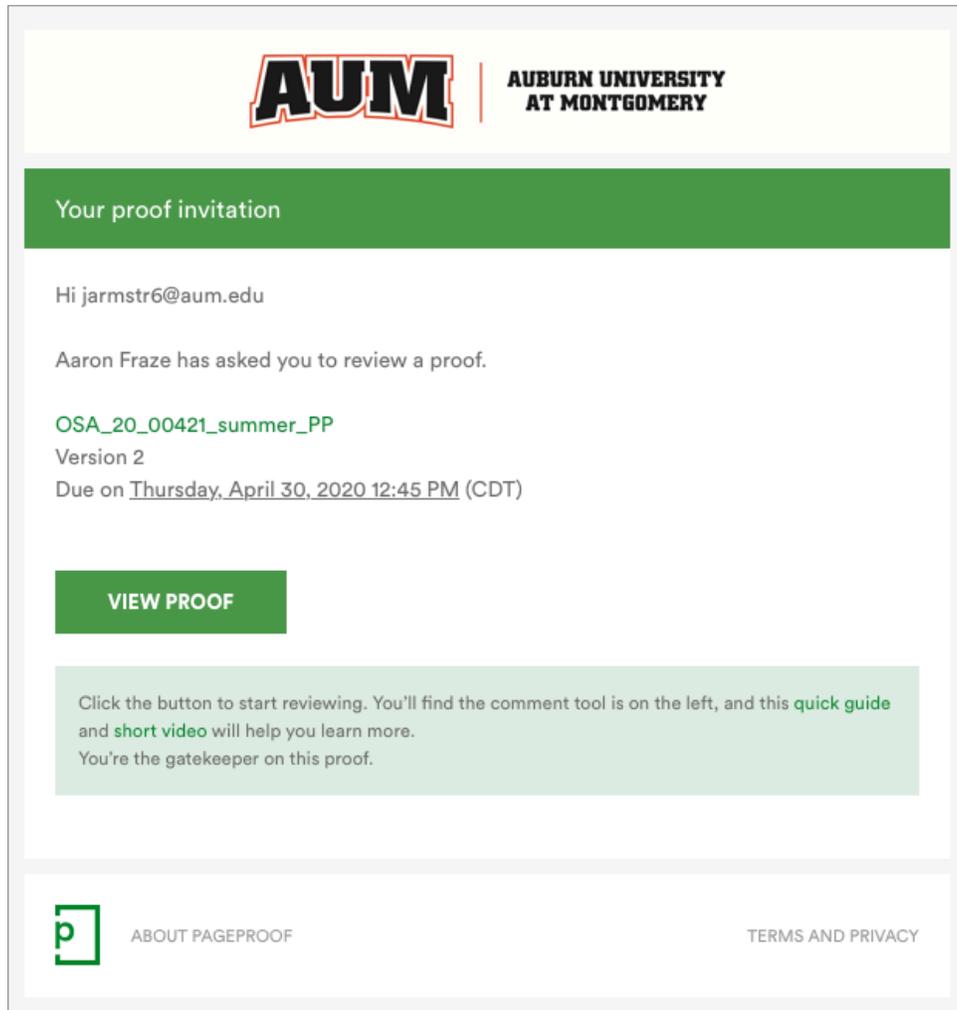


Thank You!

Your submission has been received.

Accessing a Proof

When a proof is ready to be viewed for your review/approval, you will receive an email from PageProof that you can click to access the proof. No need to log in; proof notifications are handled via email just like they were in inMotion and Hive.



The screenshot shows an email interface for Auburn University at Montgomery. At the top left is the AUM logo, and at the top right is the text "AUBURN UNIVERSITY AT MONTGOMERY". Below this is a green header bar with the text "Your proof invitation". The main body of the email contains the following text: "Hi jarmstr6@aum.edu", "Aaron Frazee has asked you to review a proof.", "OSA_20_00421_summer_PP", "Version 2", and "Due on Thursday, April 30, 2020 12:45 PM (CDT)". Below this text is a green button labeled "VIEW PROOF". Underneath the button is a light green box containing the text: "Click the button to start reviewing. You'll find the comment tool is on the left, and this [quick guide](#) and [short video](#) will help you learn more. You're the gatekeeper on this proof." At the bottom of the email, there is a footer with a small logo on the left, the text "ABOUT PAGEPROOF" in the center, and "TERMS AND PRIVACY" on the right.

The PageProof Proofing Workspace

Giving feedback is essential to successful collaboration on work. Here's the tools available to provide feedback in PageProof.

To add a comment:

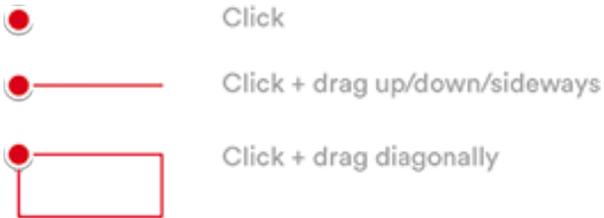
Step 1:

Choose any of the red pens available:



Step 2

There are 5 ways to use the red pen.
The *regular pen* does the following:



The *highlighter pen* selects a text from the artwork which gets carried over to the comment pane where you can style it (bold, italics, strikethrough, underline).

The *drawing pen* lets you leave free-hand markups on the artwork.

Step 3

Type your comment. Click save.

Step 4

Click the send icon (or use the shortcut key shift+enter or cmd+enter)



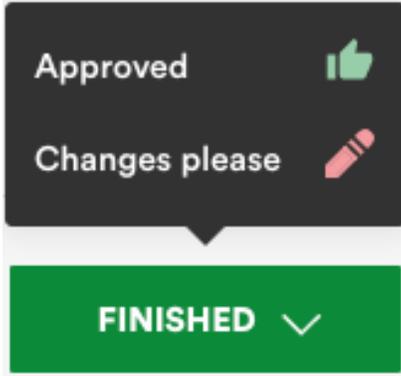
The work that you're checking and reviewing is most important on the proofing screen so you'll see that we hide the comment pane away once you've added a comment and that the red pins you're placing on the page are subtle.

If needed, you can add attachments by clicking the paper clip icon in your comment before you save it.

Step 5:

When a reviewer or mandatory reviewer has finished reviewing the proof, clicking the finished button will present them two options:

- Approved
- Changes please



If returned, the proof will return to the designer and they will make the edits and submit another proof for review.

Here's a link to a quick video that walks you through the review process (you can disregard the later parts concerning gatekeepers and final approvers).

<https://www.youtube.com/watch?v=uO8XZ-UpSdI&list=PLzAPm-ZtJWHVSVuBBBEZwk5ZOdCE5aODw&index=5>

Please contact us if you have any questions. Thanks!