SUTTLESTRAUS
HOW-TO

USING SUTTLE-STRAUS REMOTE PROOFING PORTAL

The remote proofing portal is a browser based tool to easily review and approve proofs prior to production. The link that goes out, is a direct connection to the pages that will eventually go to press and produce your final product.

Along with the ability to review, you can also reject and request changes using the available tools.

This document provides an overview of how to use the system.

It all starts with an email, similar to the below image, from Suttle-Straus Client Services.
Click the content pages link to begin the review process.

Proof: 123123 - 8 Page Booklet

**P** **proofs@suttle-straus.com**
To: Suttle-Straus Proofs

Please select the link below to approve or request changes.

Job Number: 123123

Project Name: 8 Page Booklet

Content pages: http://proofs.suttle-straus.com/cdms/imageviewerproof?code=9cd1aadb-e2dc-4c6b-9476-af829b1b2140wtc4qmWS

The link will launch to this example window in your default browser. Let's review some of your options.
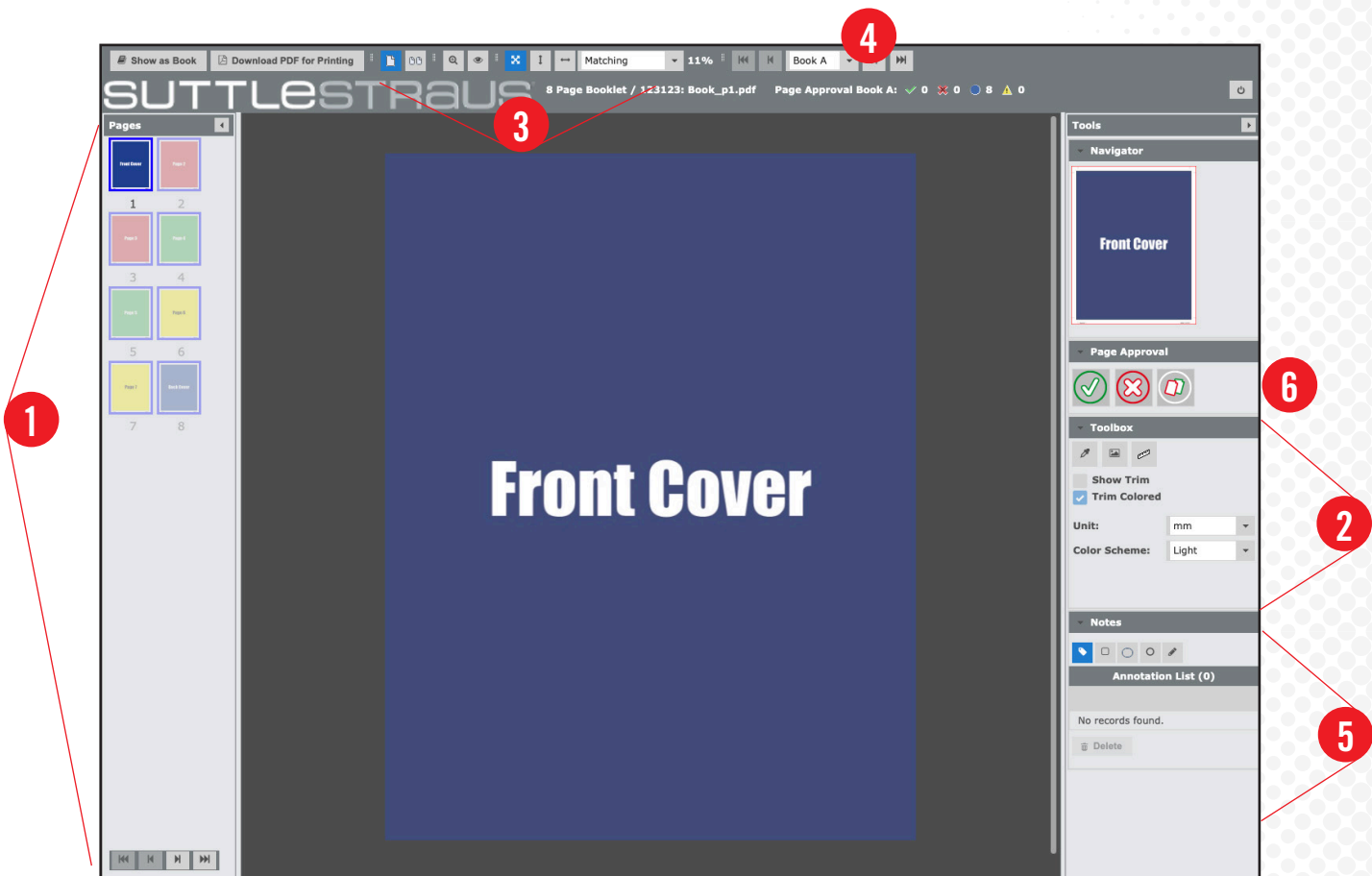
1. **Review your pages:** at first, pages will be outlined in blue. Blue means, ready for review. You can click from page to page or use the navigation buttons toward the bottom of the pages panel.

2. **Toolbox Features:**
   - **Measure color tool:** select and click anywhere on your page to get color values
   - **Image details tool:** select and get specifics about image size, resolution, or color separations
   - **Measure distance tool:** select and get a basic measuring tool
   - **Show Trim/Trim Color:** show trims and bleeds or page content only
   - **Unit:** the default is mm; change to a different unit and it will hold this preference for next time
   - **Color scheme:** set light or dark as desired

3. **Use the navigation tools to get the best view:** show in single page or spreads (bookwork); zoom select, fit width, fit height, fit to page, etc.; use scroll wheel on your mouse to move page up or down.

4. **Versions:** if your job involves versions, use pull down list to access other versions by name

5. **Notes/Commenting:** select the dialog, rectangle, elipse, circle, or sketch tool; marque an area on your page and leave a comment to direct the alteration or concern; comments will populate in annotation list below

6. **Page approval:** use the green check to approve the page you are on (page outline will change to green); use the red X to reject (page outline will become red); optionally you can review all and then use the batch approve/reject button to the right of the red X; this will allow you to approve all, reject all or page select which are approved/rejected

There are additional options to Show as Book or Download a PDF, in upper left corner of the screen.

Some caution on the show as book; while it will display/animate basic saddle stitched books properly it may not work for more complex bound items with a number of differing mechanical parts, coming together to form the book. If you run into this, do not be concerned -- the software simply cannot animate every scenario; flip back to page view and review for content only, in those cases.

Approving/Rejecting pages: ideally you would approve or reject all pages in the proof link; for rejects add a comment or two to support why you are rejecting; if you are sending PDF, reject the page and comment that a new page will be uploaded to FTP, for example.

With any approval or reject activity, that information will feed back into the system and will alert your Client Services personnel at Suttle-Straus.