

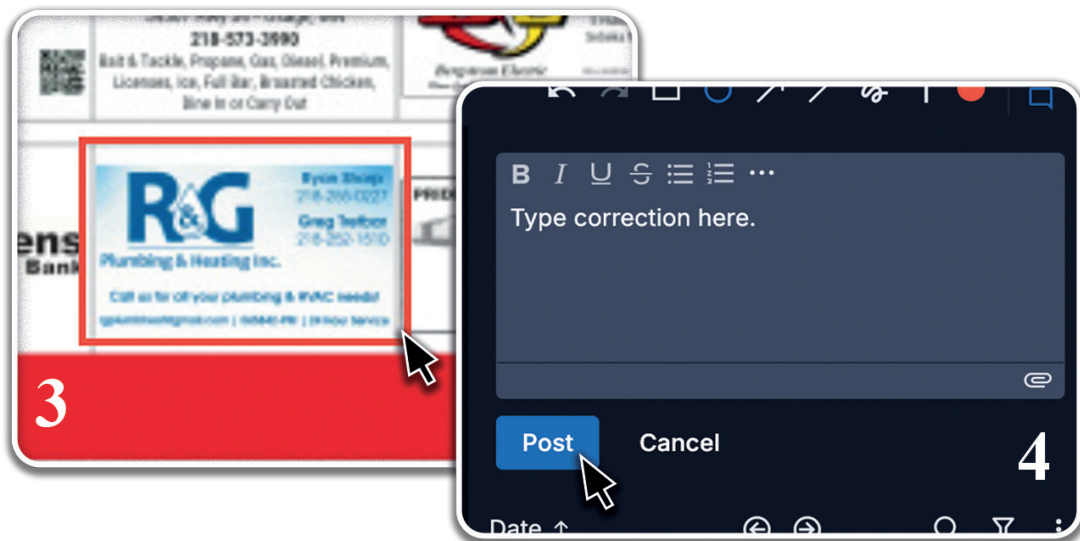
Simple Proof Viewer Instructions

Step 1: Review the Proof Content

Carefully review the content for errors in text (spelling, missing or incorrect content, listings or dates)

Step 2: Add Corrections

Click Comment (*top right*) and use the rectangle tool to click and drag around the area/ad that needs a correction. (see screenshot below) Then type your correction in the comment box. Click Post when finished. (Repeat these steps for additional corrections.) If needed you may also upload a new file by clicking on the paperclip icon. (shown in the screenshot below)



Step 3: Make Decision

Click Make Decision (*top center*). If there were no corrections click Approved. If you have made any corrections click changes required and you will receive a revised proof when the changes are completed. You may also check Send me a confirmation email if you wish to receive one.

