Trouble knowing which 4.5 version you are using...?
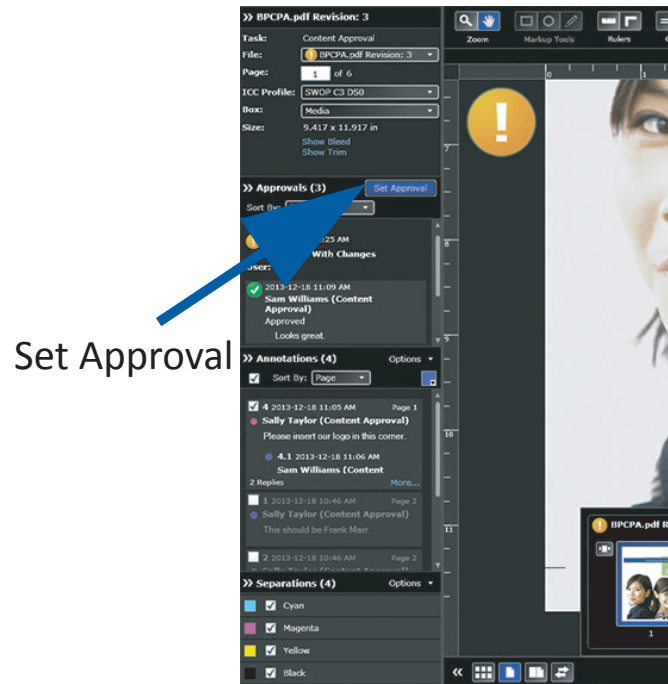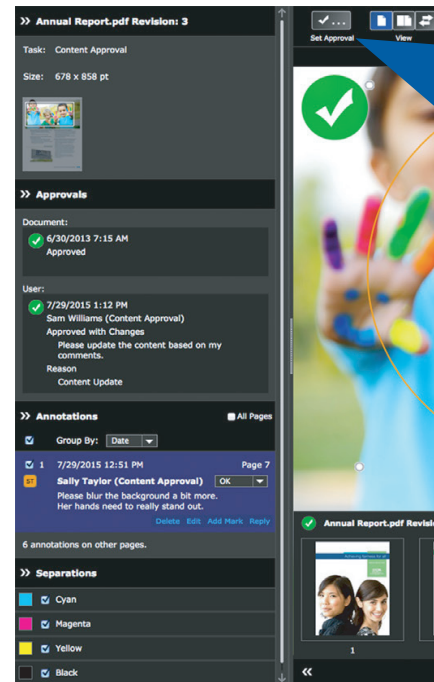
Please see below for a helpful hint!

Set Approval

Set Approval

Set Approval

Version 4.5 (Silverlight)

Version 4.5 (HTML 5)

Online Approvals User Guide
Version 4.5 (Silverlight)

1   **Zoom**: Click to zoom to a specific location or click and drag to marquee zoom. While zoomed in, use Ctrl/Command + click and drag to pan. Use Shift + click to zoom out.

2   **Pan**: While zoomed in, move around the image by clicking and dragging or using the arrow keys. Zoom with the mouse wheel or use Alt + click and drag to marquee zoom.

3   **Markup Tools**: Make rectangle, oval, freehand and point annotations with rich text comments. Based on your user role, edit, reply to, add marks, copy or delete annotations.

4   **Rulers**: Click and drag to measure distances and areas on the image. Pin the ruler to save the measurement as an annotation.

Straight Ruler   *Orthogonal Ruler*

5   **Guides**: Click to place horizontal and vertical guides, which stay in place as you rotate the image or change pages. Click and drag a guide to move it.

Horizontal Guide   *Vertical Guide*

6   **Ink Density**: Click on the image to view ink levels for visible separations. Pin the levels to save them as an annotation.

7   **Font Info**: Click on text to view the font name and font size for PDF and Microsoft Office documents. Pin the font info to save it as an annotation.

8   **Print**: Print the full report or just the screen image. For the report option, choose which elements to include from the following: **Page Image**, **Annotations**, **References**, **Approval States** and **All Revisions.** Choose which pages to include. Preview or generate a report. For the content report, choose to print the **Full Image** or **Current View**.

9   **Options**: Show or hide guides, page safety, frame rulers, image navigator, reference marks and transparency background; also, change the background color. Set the units for your page size, measurement tools, guides and frame rulers in **Millimeters, Centimeters**, **Inches**, **Picas** or **Points**. Vproof remembers your preferences.

10   **File Information**: View the task name, filename, page count and size. Go directly to a page by typing the page number in the **Page** input. In the **Box** list, select the display size for PDF files: **Trim**, **Bleed** or **Media**. Show/hide the trim/bleed. In the **ICC Profile** list, apply a color profile.

11   **Approvals**: View document and user approvals for the file grouped by **Date**, **Approval State** or **User**. Set your approval state with a reason and comment.

12   **Annotations**: View annotations for the file grouped by **Date**, **User**, **Page or Color**. Go directly to the page containing an annotation by clicking on the annotation.

13   **Separations**: View the process and spot colors in the file. Select and clear separations and see changes reflected in the image. In the **Options** list, select all or no separations.

14   **Toggle**: Collapse and expand the side panel. Click and drag the splitter bar to resize the side panel.

15   **View Modes**: View one page at a time or view in reader's spread for multiple page files. View all pages and files in a grid. Compare different page revisions side by side.

Grid   *Single Page*   *Reader's Spread*   *Compare*

16   **Page Navigation**: Move through pages and files with the arrow buttons and select pages using the filmstrip. Click the Auto/Show/Hide menu to control the visibility of the filmstrip. Click the icons to toggle Carousel mode. Click the arrow by the last filmstrip page to expand revisions.

17   **Rotation**: Rotate the image clockwise and counterclockwise in **Single Page** or **Compare** view.

18   **Zoom**: Zoom by dragging or clicking on the zoom slider or with the plus (+) and minus (-) buttons. Type an exact zoom percentage. Or choose:

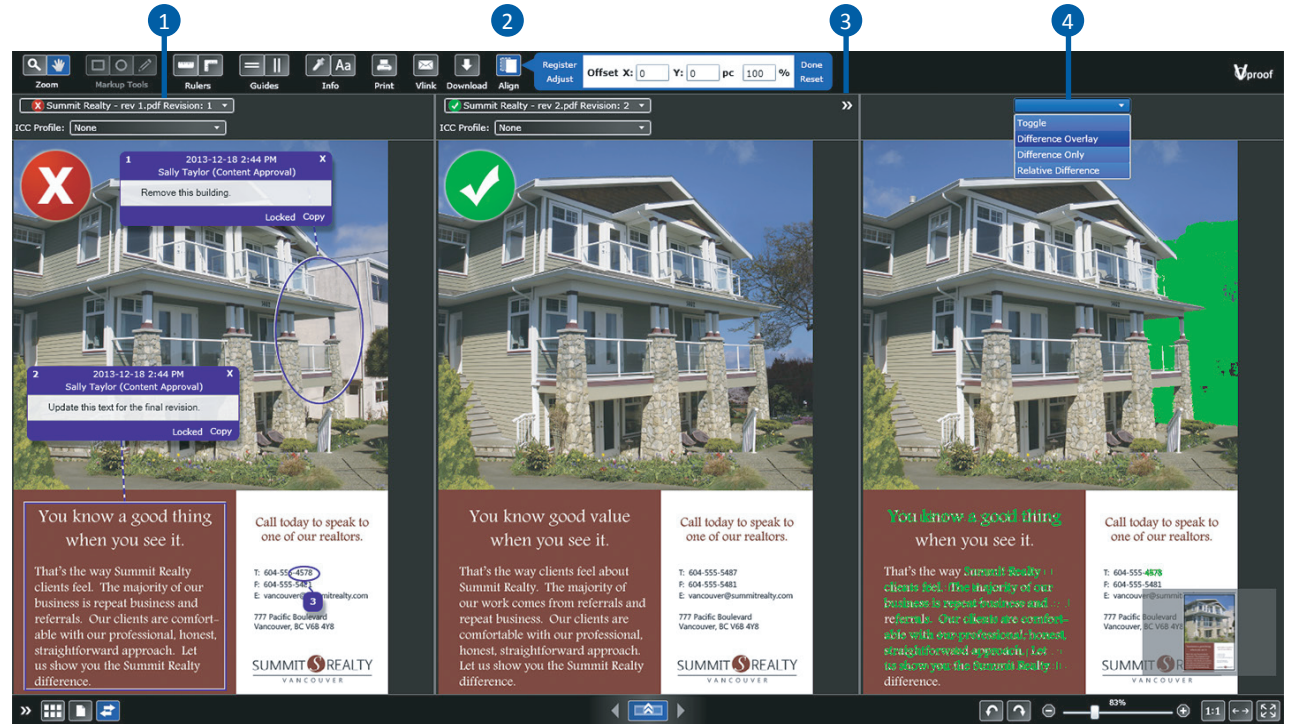*Actual Size*   *Fit To Width*   *Fit To Page*

19   **Image Navigator**: Pan the image by dragging the marquee.

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Compare View
Version 4.5 (Silverlight)

Compare view allows you to see changes between different file revisions. View annotations made on earlier revisions and ensure that requested changes have been made. The annotation, approval and advanced proofing tools are available for both revisions. The Compare pane has a configurable pixel tolerance level. Vproof performs automated alignment for easy compare.

1 **Display**: For each revision pane, select the file or page and revision to display. If available, select an **ICC Profile**.

2 **Align:** Modify the alignment between the left and right revision panes. Highlight the differences between the files:
- *Offset*: Enter values for the X and Y offset and scale.
- *Register*: Click corresponding points on the left and right revision panes to automatically set the alignment.
- *Adjust*: Manually adjust the alignment of the right revision pane with the zoom and pan tools. Use the arrow keys for fine adjustments.
- *Reset*: Clear alignment values for X and Y offset and scale.
- *Done*: Clear alignment values and close the **Align** tool.

3 **Compare Pane Toggle**: Click the Toggle to hide/show the compare pane.

4 **Compare**: In the Compare pane, four modes highlight the differences between the files:
- *Toggle*: The compare pane automatically switches between the left and right-hand files.
- *Difference Overlay* (shown): Changes are highlighted in bright green over the common areas.
- *Difference Only*: Changes are highlighted in bright green and common areas are white.
- *Relative Difference*: Changes are highlighted in shades of green (the greater the difference, the brighter the green) and common areas are white.

5 **View Modes**: Click on **Compare View** to see changes between different file revisions.

6 **Page Navigation**: Move through pages and files with the arrows. Use the thumbnail filmstrip to select a particular page for the revision panes.

Grid View

Grid view displays thumbnails for all pages and files in a Vproof session. The filename and document approval state are shown. Users can click on a thumbnail to go directly to the page in **Single Page** view. The annotation count for each page is displayed in a red text bubble in Grid view.

7 **View Modes**: Click on **Grid View** to see all pages and files in a grid.

8 **Thumbnail Size**: Change the thumbnail size by dragging or clicking on the slider.

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