ProofScope Overview Training V1.4

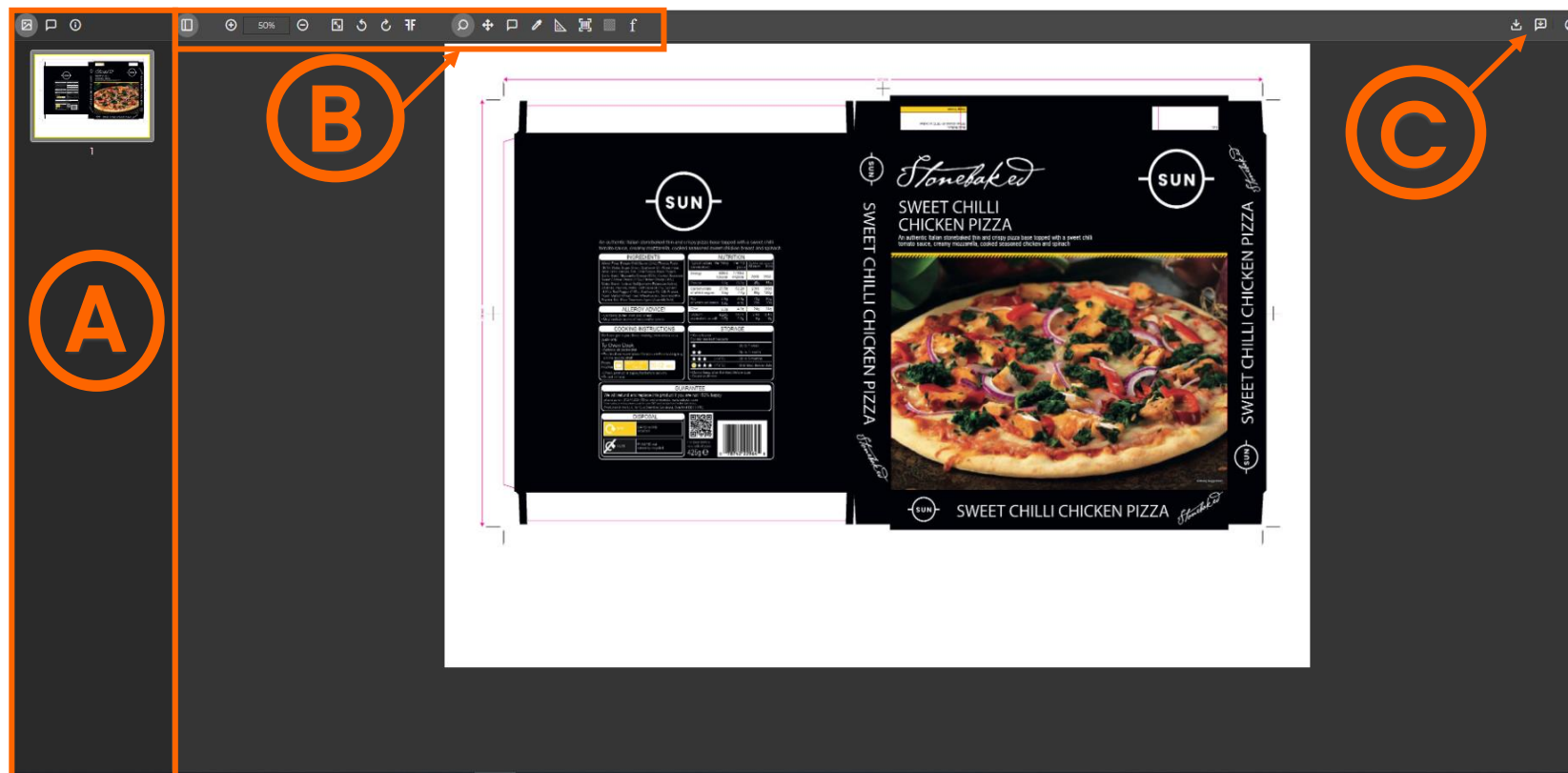Emily Hawley – 12/02/23

Contents

Main Navigation

The ProofScope viewer contains the following parts:

A: The Sidebar
On top of the left Sidebar, you can switch between the different view modes.

B: The Toolbox
The Toolbox on top allows you to switch between different types of view tools.

C: Generate a report and download file
With these buttons you can generate a HTML report of the file or download the file.

If you hover over the fin the tool bar it will display a tool tip which tells you what the tool is. For example, if you hover over features the speech bubble icon it will display the tool tip 'Notes'.

Sidebar: Thumbnails and Notes

If you are viewing a **multipage file,** this '**Thumbnails**' icon will give you an overview of all the pages.
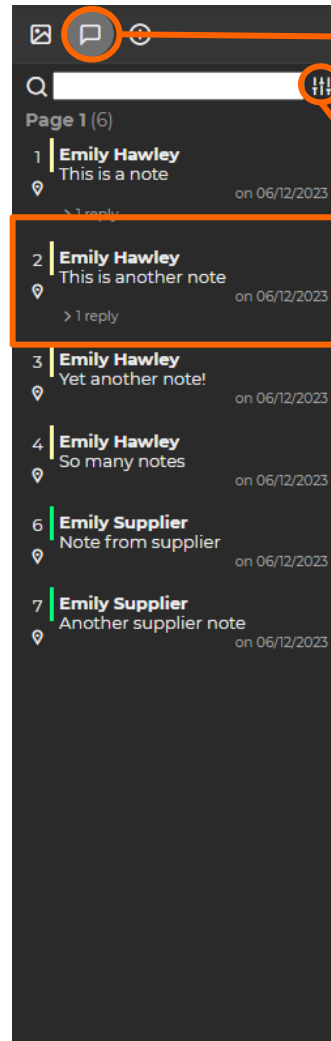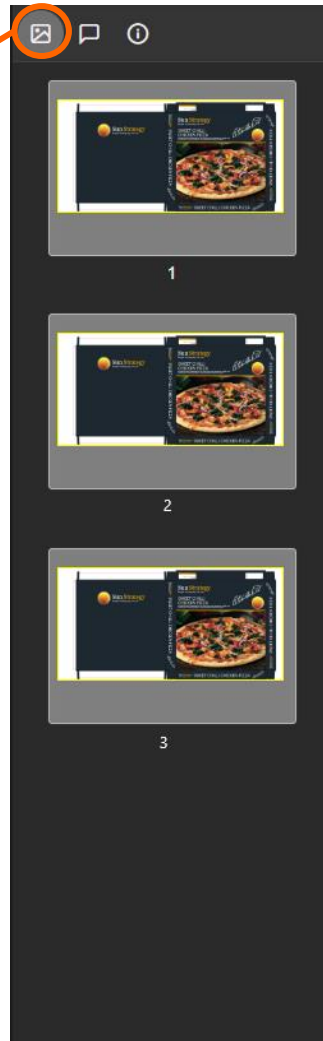
Notes gives you an overview of notes/annotations made to the artwork.

If notes in the artwork are minimized, clicking on an individual note in the sidebar will enlarge it. (Close by clicking 'x' in the corner or 'Hide Notes' via Filter Notes).

Filter Notes is used to control what annotation information is presented in the sidebar and artwork via three options:
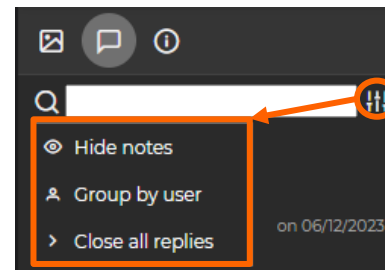
Hide/Filter notes:
Toggles notes over the artwork on and off.

Group by user/page:
Groups notes showing in the sidebar by user or in the order of creation.

> Close/Open all replies:
Collapses or expands replies to notes.


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Sidebar : Separations (page1)

This icon Displays the **Separations** panel.

Select/deselect the '**All Colors**' checkbox to display or hide all separations.

Select/deselect the checkboxes next to the separations names to display/hide individual separations.

Hover over a separation to see the moving icon to change the order of separations. You can also re-name a separation here:
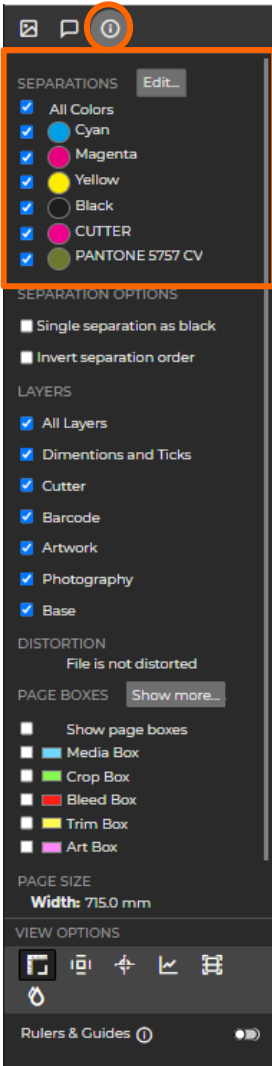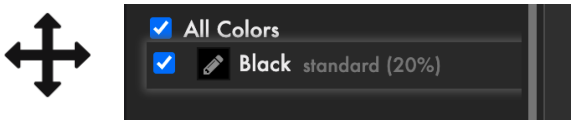
Select '**Edit...**' to activate the editing separations mode. When editing mode is active, a pencil is displayed in the separation color box. You can perform the following actions by clicking on this pencil:

CHANGE THE SEPARATION NAME:
- o Uncheck 'Color Managed'.
- o Select the name to change it.
- o Select **Save**.
  (Note: Users are only able to change the colours of a non-colour managed ink, for example a Pantone reference.)
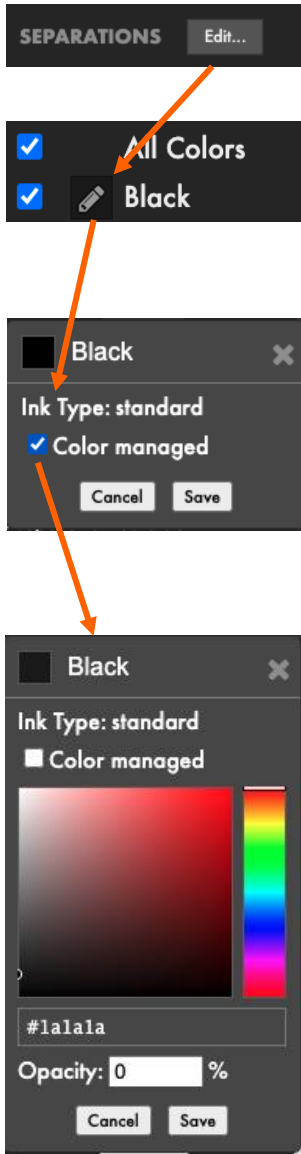
CHANGE THE COLOURS:
- o Uncheck Color Managed.
- o Change the color by moving the color picker or entering a different HEX value.
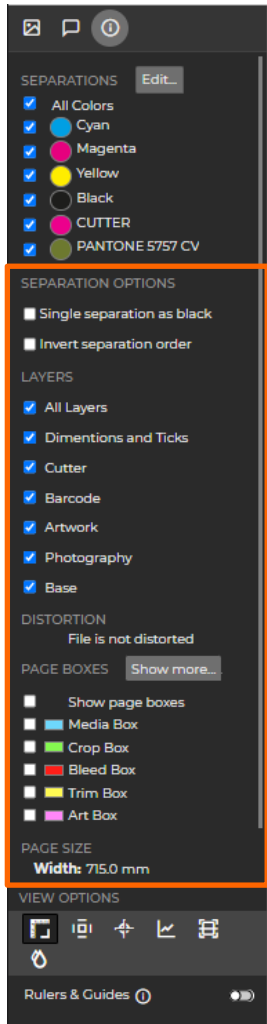- o Select Save.

CHANGE COLOUR OPACITY:
- o Uncheck Color Managed.
- o In the Opacity field enter a new opacity percentage.
- o Select Save.

Please note any changes make to the separations panel will only change the colour in the session that the user is in and refreshing the session will return the asset to its original state.

SEPARATIONS   Edit...
All Colors
Cyan
Magenta
Yellow
Black
CUTTER
PANTONE 5757 CV

SEPARATION OPTIONS
Single separation as black
Invert separation order

LAYERS
All Layers
Dimentions and Ticks
Cutter
Barcode
Artwork
Photography
Base

DISTORTION
File is not distorted

PAGE BOXES   Show more...
Show page boxes
Media Box
Crop Box
Bleed Box
Trim Box
Art Box

PAGE SIZE
Width: 715.0 mm

VIEW OPTIONS

Rulers & Guides

All Colors
Black standard (20%)

SEPARATIONS   Edit...

All Colors
Black

Black
Ink Type: standard
Color managed
Cancel   Save

Black
Ink Type: standard
Color managed
#1a1a1a
Opacity: 0 %
Cancel   Save

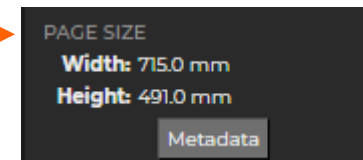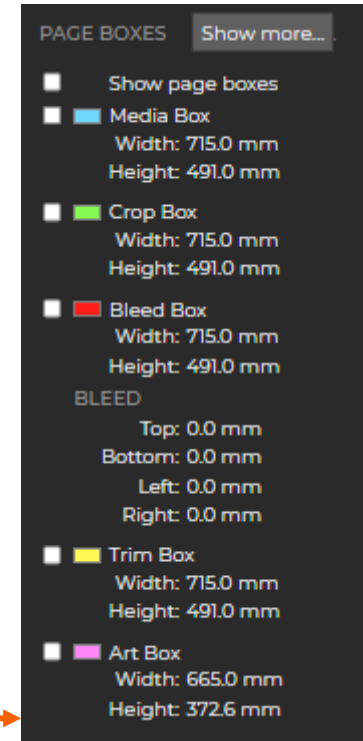# Sidebar : Separations (page2)

SEPARATION OPTIONS:

o **Single separation as black:** By selecting this checkbox, the single separation is displayed in black.

- This option should only be used if you have selected <u>one separation</u> in the SEPARATIONS list.

o **Invert separation order:** By selecting this checkbox, the separation order is inverted.

- This option is <u>only for previewing purposes</u> and does not change the actual order of the separations.

LAYERS: Shows the layers of the asset. The user can turn these on/off by selecting/deselecting the tick box next to the layer.
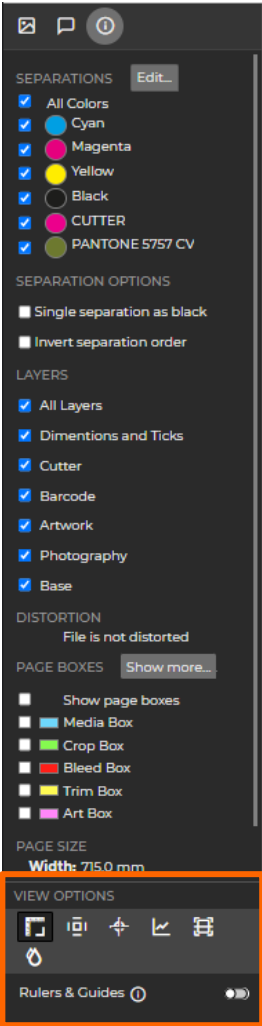
DISTORTION: Informs if and how the asset is distorted.

PAGE BOXES: Here you can select which page boxes are displayed. Select 'Show more...' for more information about the page boxes.

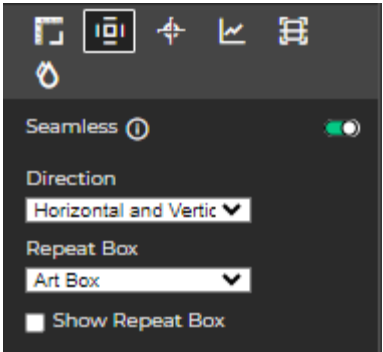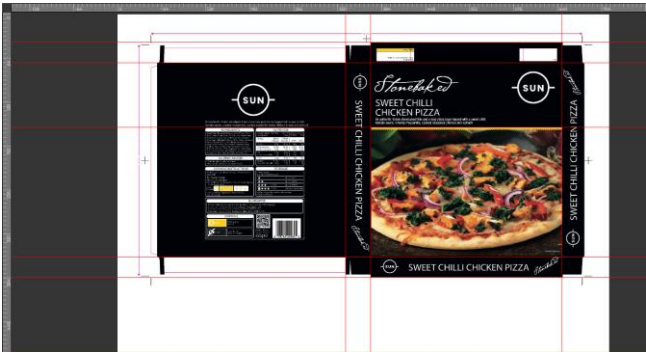**PAGE SIZE:** Here you can view information about the page size of the design.

Sidebar : Separations (page 3)
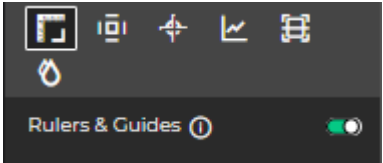
RULERS & GUIDES

This option toggles a ruler around the perimeter of the artwork. Clicking on the horizontal or vertical ruler allows you to place a guideline anywhere in the session window.
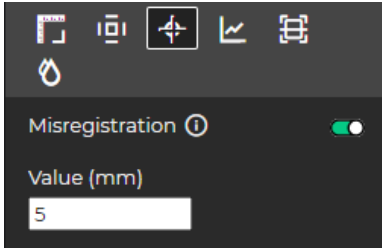
SEAMLESS

This displays the artwork in a repeated pattern of your choosing to replicate the print process.

Direction options:
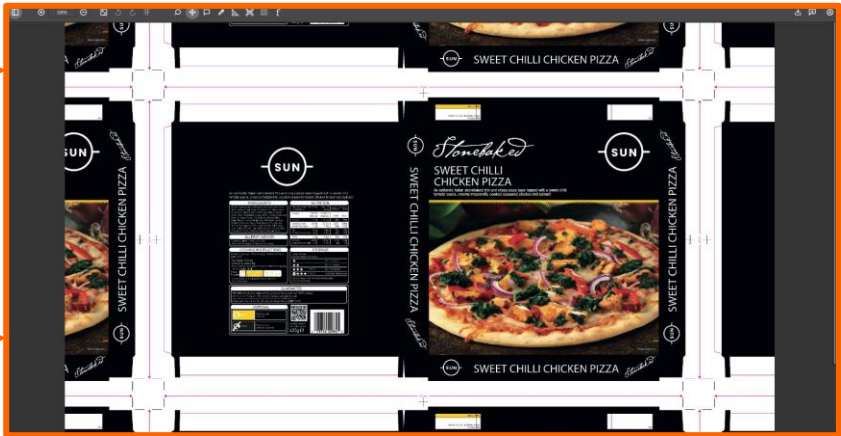- Horizontal
- Vertical
- Horizontal and Vertical

Repeat Box options:
- Media Box
- Crop Box
- Bleed Box
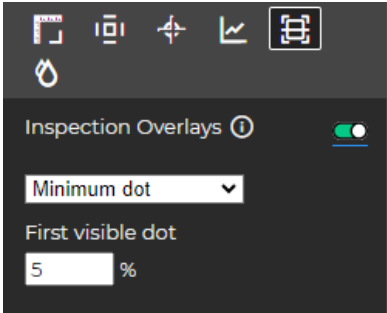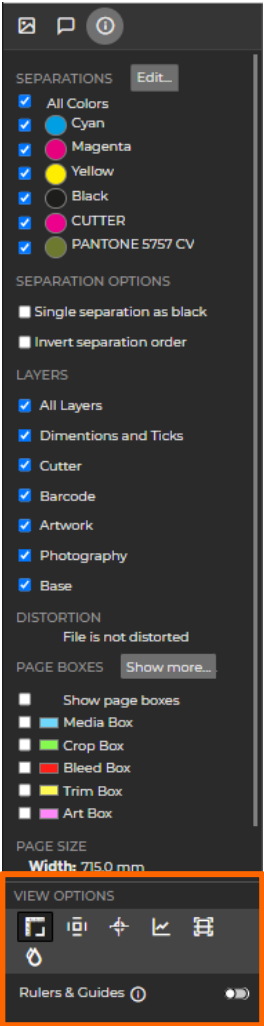- Trim Box
- Art Box

MISREGISTRATION

This option simulates misregistration on press and you can specify the width of ink registration in millimetres.

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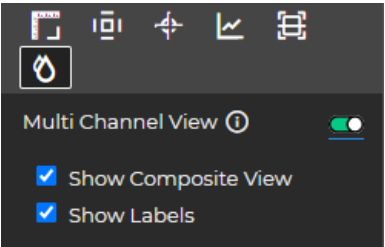# Sidebar : Separations (page 4)

INSPECTION OVERLAYS

Minimum dot: the highlighted areas have a <u>lower</u> ink percentage than the percentage value in First visible dot.

Maximum dot: the highlighted areas have a <u>higher</u> ink percentage than the percentage value in First visible dot.

Total area coverage: the highlighted areas in the design have a higher total area coverage than the percentage defined in the Coverage field.

Overprint: the highlighted areas show overlapping inks.

MULTI CHANNEL VIEW

Displays all colour separations in a given artwork on one, easy to view screen. This allows the user to check artwork build without needing to individually toggle the colour separations.

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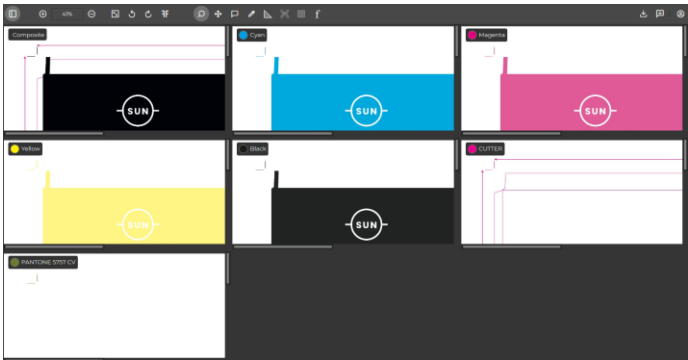
Toolbox : View Tools

Show Sidebar allows you to open or close the Sidebar on the left.

Zoom in allows you to zoom in. If you have selected the 'Thumbnails' view in the Sidebar, the part which you have zoomed in on is highlighted. You can move this highlighted part around by holding down the left mouse button and moving the mouse to change the panning zone.
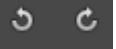
100% Zoom allows you to enter a zoom percentage.

Zoom out allows you to zoom out. Selecting **Alt** on a PC, or **Cmd** on a Mac and then clicking with the mouse will enable the zoom out mode.

Fit allows you to fit the complete asset in the window in case you are zoomed in or out.

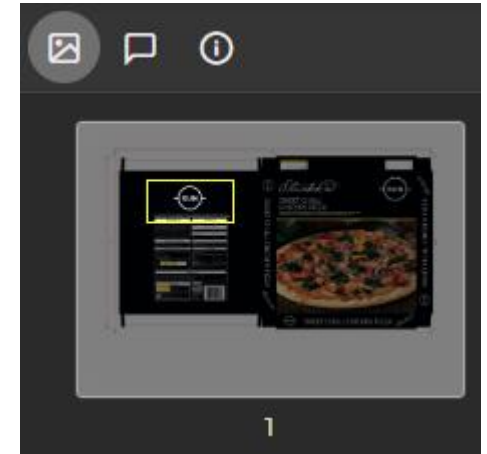**Rotate** allows you to rotate the asset to the left or to the right.

Mirror allows you to mirror the design.

Zoom allows you to magnify a selected part of the file. If you click, you zoom in, if you ALT + click, you zoom out.

Pan allows you to use panning on the artwork while zoomed in. To pan, hold down the left mouse button and move the mouse.

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Toolbox: Notes

Notes allows you to add notes to the artwork. You can add several types of notes as seen below...

Notes makes the the following icons appear to the right in the toolbar.

Note will create a note on the location where you click in the design.

Rectangle allows you to draw a rectangle around the area of the design you want to draw attention to.

Oval allows you to draw an oval around the area of the design you want to draw attention to.

Freehand allows you to draw free form around the area of the design you want to draw attention to.

Note from Text allows you to draw a rectangle around existing live text in the design. The selected text will then be copied to the text box.

NOTE: The note comments are automatically saved after 5 seconds of inactivity or when the note dialog is closed.
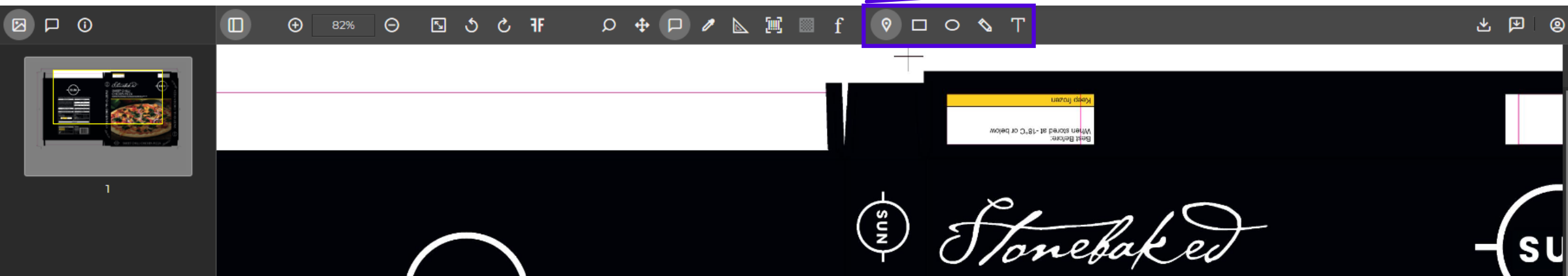
Writing Notes

○ Notes can be formatted to add **Bold**, *Italics,* <u>Underlined</u> and ~~Strikethrough~~ text.

REPLY:
Click the note you want to update and enter text then click 'Save Note'.

ATTACH:
To attach the same note to multiple locations on the asset, click the 🖹 button and select one of the note tools displayed below.

EDIT:
To edit an annotation you have added, select the pencil Icon next to your annotation and make the changes required. Select 'Update' to save or 'Cancel' to cancel the updates.

(Note: Only the <u>last</u> annotation added can be edited.)
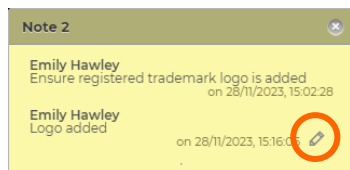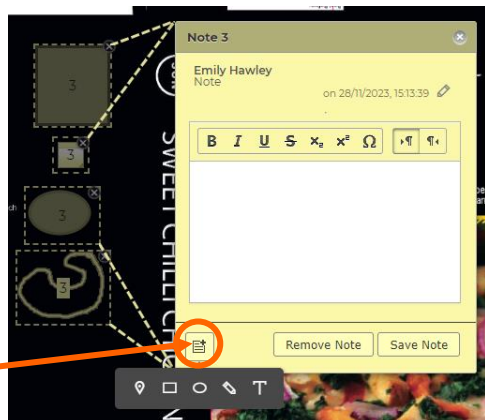

REMOVE NOTE:
Select 'Remove Note' to delete your annotation. You can only delete your annotation if you haven't already selected 'Save Note'.

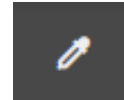**Once 'Save Note' has been selected the annotation cannot be deleted.**

SPECIAL CHARACTERS:
To add special characters into a note/comment, use the Omega symbol above the text box. This will bring a pop-up window of special characters to select from.
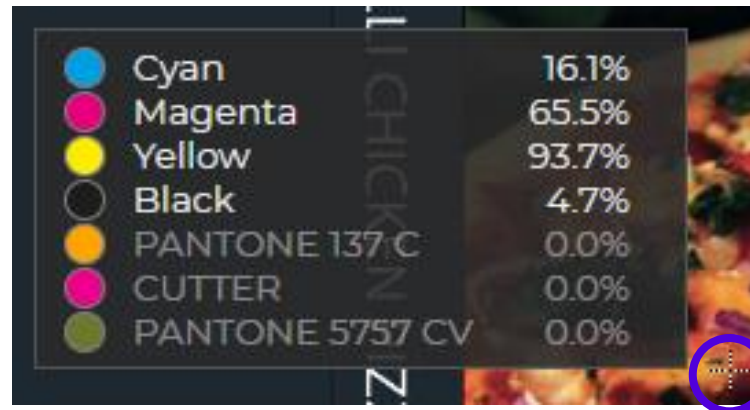
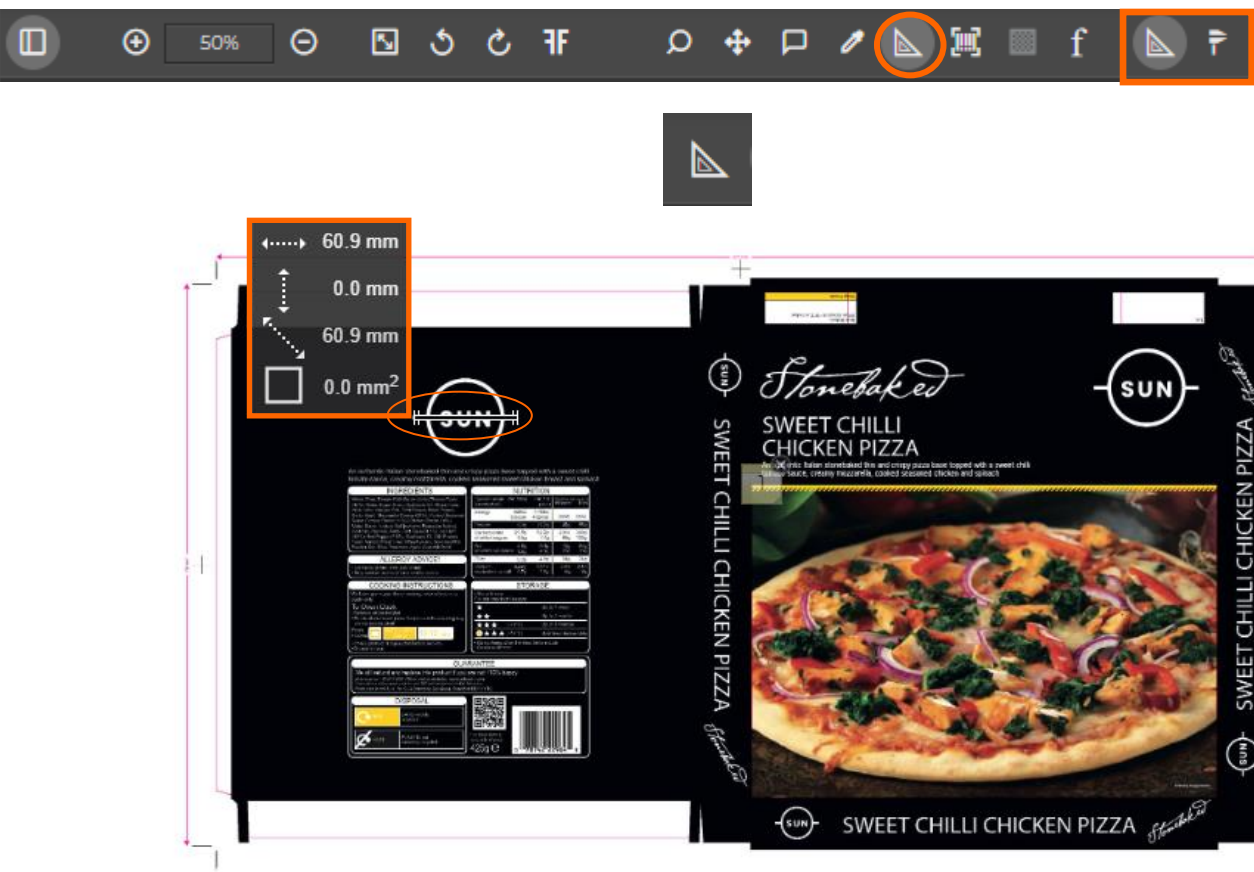

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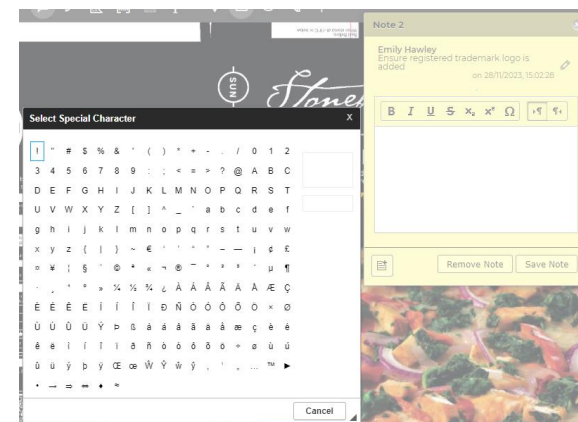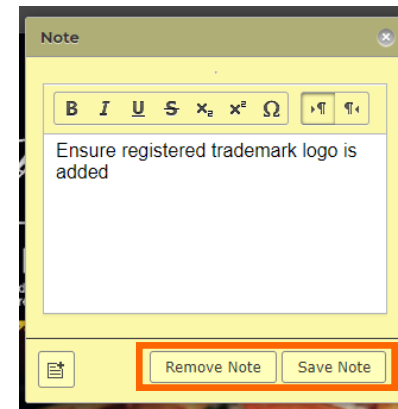
Toolbox: Densitometer
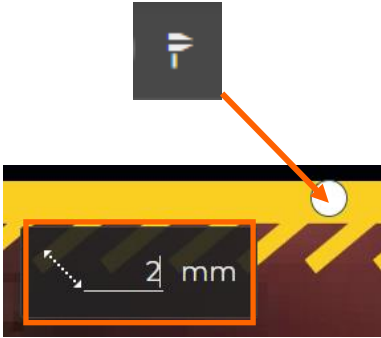
The **Densitometer** allows you to measure separations.

Select the **exact spot** in the artwork where you want to measure inks and the information window will appear.

Cyan		16.1%
Magenta		65.5%
Yellow		93.7%
Black		4.7%
PANTONE 137 C		0.0%
CUTTER		0.0%
PANTONE 5757 CV		0.0%

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Toolbox: Measure and Small Distance Tool

The **Small Distance** tool can be used to measure smaller items such as font height.

Define a diameter in the box on the bottom left, then click anywhere on the artwork. The diameter of the circle corresponds with the diameter you have defined in the box. You can move the circle by dragging it to another position.

The number of decimal places you can specify can be re-defined in the user settings in the current ProofScope session:

Select the **Measure** tool and then draw a line between two points. Holding SHIFT will keep the line straight.

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Barcode Detector

The Online Approval Tool can recognize and read barcodes.

The **Barcode Detector** allows you to draw a rectangle box over the area of the barcode.

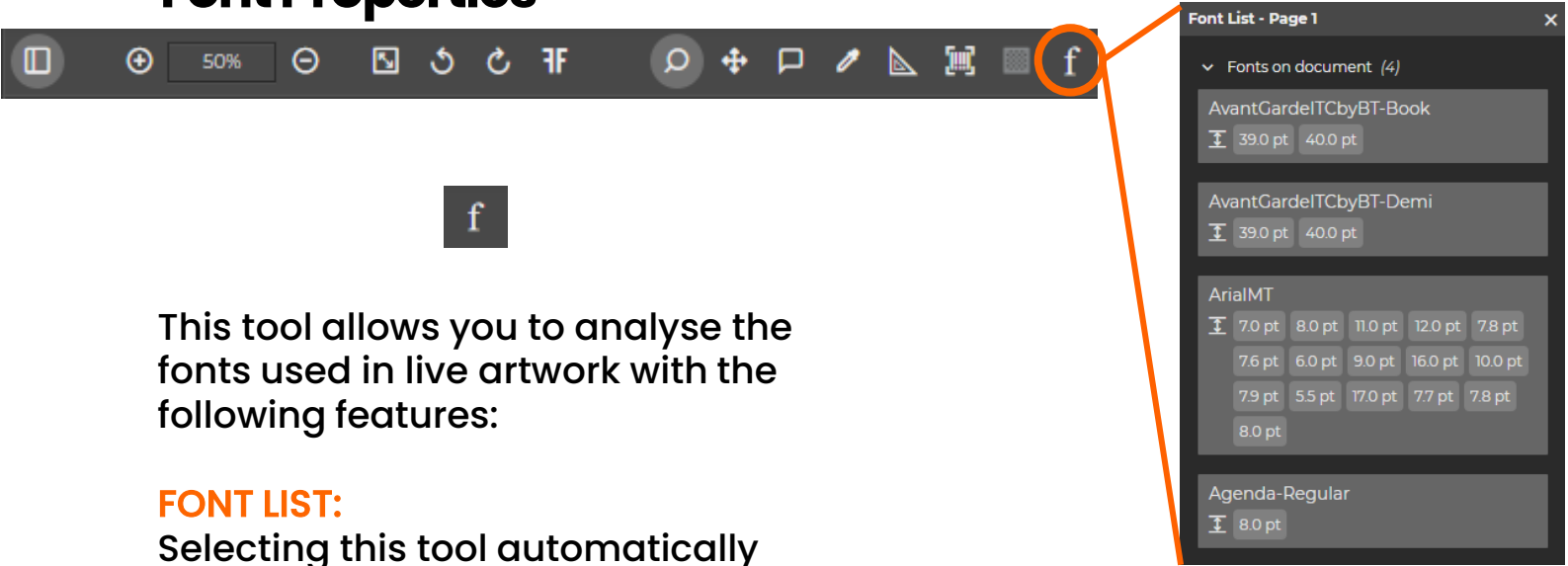If ProofScope detects a barcode in the area selected, it will display the Type, Text/number and character count. To move this into an annotation, you can copy and paste the text, and place into a comment in the notes tool.
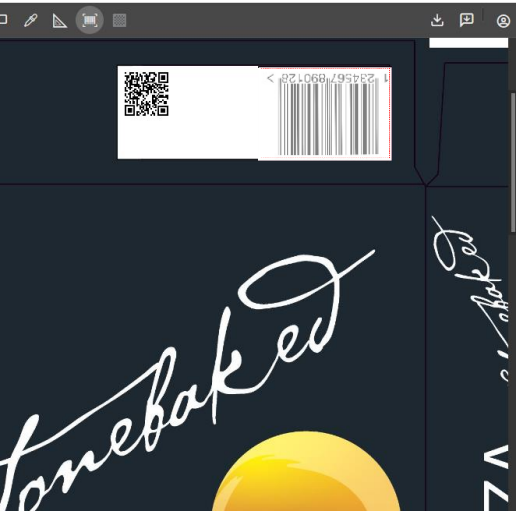
ProofScope supports the below barcode formats:

1D product	1D industrial	2D
UPC-A	Code 39	QR Code
UPC-E	Code 128	Data Matrix
EAN-8	Code 93	Aztec
EAN-13	Codabar	PDF 417
	ITF	MaxiCode
	RSS-14	
	RSS-Expanded	

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Font Properties

This tool allows you to analyse the fonts used in live artwork with the following features:

FONT LIST:
Selecting this tool automatically brings up a modal listing all the fonts and their sizes used in the file.

HIGHLIGHT:
Highlight a section to bring up a tooltip displaying the type and size of font used within that selection.

Font List - Page 1

Fonts on document (4)

AvantGardeITCbyBT-Book
39.0 pt 40.0 pt

AvantGardeITCbyBT-Demi
39.0 pt 40.0 pt

ArialMT
7.0 pt 8.0 pt 11.0 pt 12.0 pt 7.8 pt
7.6 pt 6.0 pt 9.0 pt 16.0 pt 10.0 pt
7.9 pt 5.5 pt 17.0 pt 7.7 pt 7.8 pt
8.0 pt

Agenda-Regular
8.0 pt

SIDEBAR:
You can also view all fonts used the blue sidebar (right-hand side).
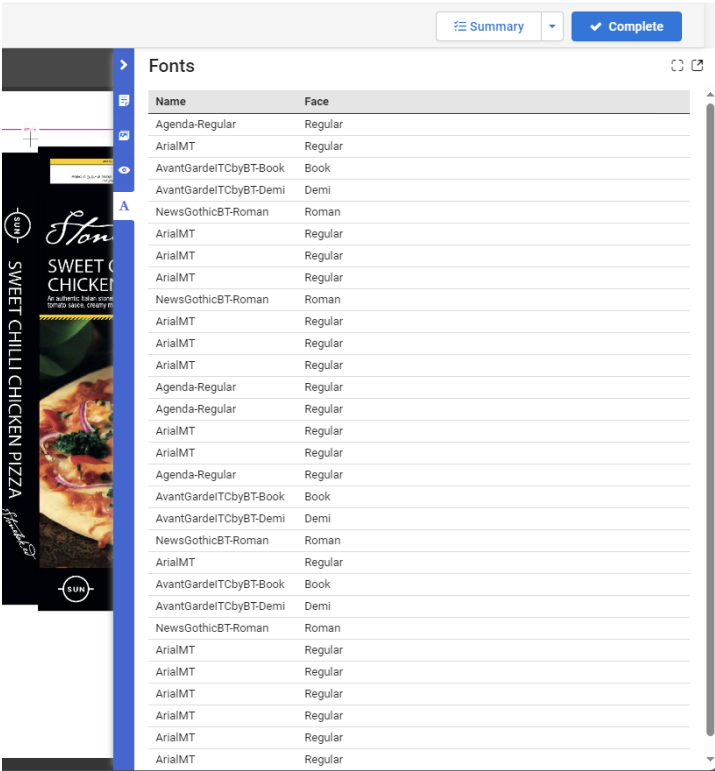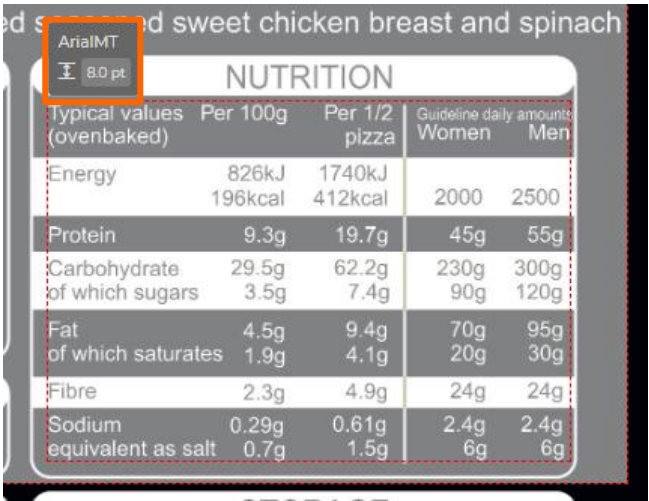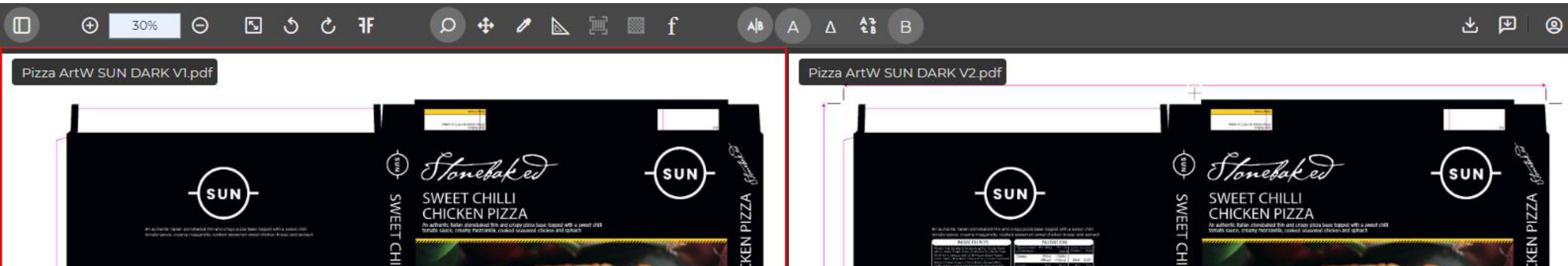
File Comparison

A Compare session is activated, using the button.

Once compare is selected, artworks can be selected against Version A and Version B to compare against each other.
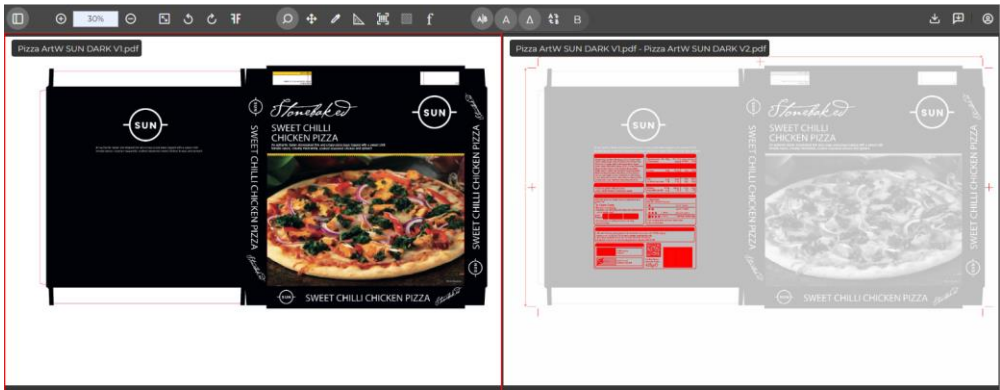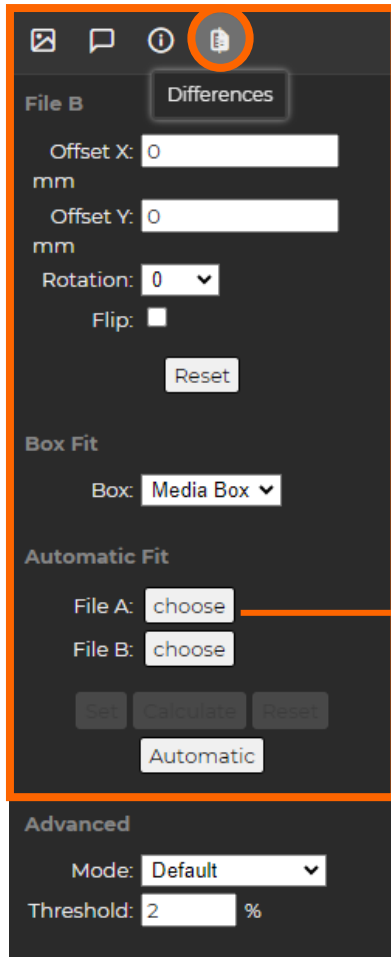

A	Represents the artwork selected in Version A
Δ	Shows the 'Delta' (differences) between the two artworks in red.
⇄	Flicks between A & B.
B	Represents the artwork selected in Version B

Pizza ArtW SUN DARK V1.pdf

Pizza ArtW SUN DARK V2.pdf

SWEET CHILLI
CHICKEN PIZZA

SWEET CHILLI
CHICKEN PIZZA

Aligning Artworks for Comparison (part 1)

FILE B:

- **Offset X & Y** allows you to offset artboards B to align correctly with A.

- **Rotation:** Here you can select the amount of rotation of file B with respect to file A. Options are 0°, 90°, 180° and 270°.

- **Flip:** Flip B into a mirror image.

BOX FIT:

- **Box:** Use an Art Box, Bleed Box, etc., as a reference to align the two assets.

AUTOMATIC FIT:

- Select 'choose' against **File A & B.** After each selection, click an alignment point on the artworks.

- **Set:** Will aligned exactly on the two reference points you have defined.

- **Calculate:** This button will use the reference point you have defined but will use information of the images (such as colors) to align the artworks more exactly.

Aligning Artworks for Comparison (part 2)
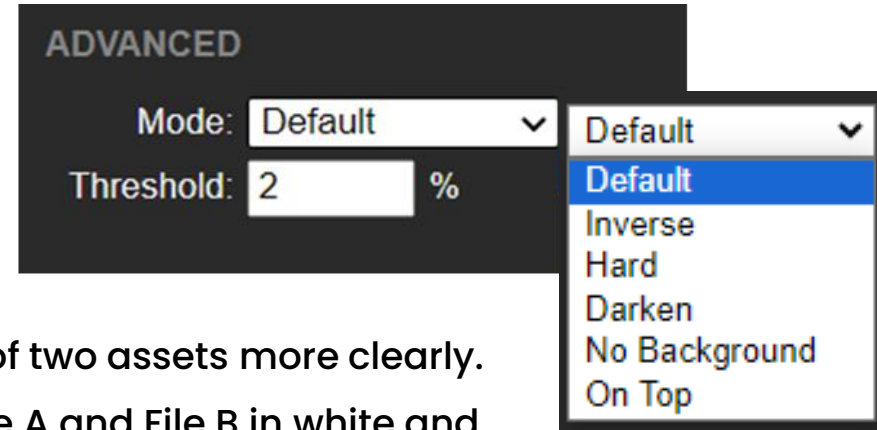
ADVANCED

You can select a different view mode to visualize the differences of two assets more clearly.

o **Default:** the default mode will display the common pixels in File A and File B in white and the pixels that are not common in red. The pixels that are present in File A and not in File B are displayed in a darker red, the pixels that are present in File B and not in File A are displayed in a lighter red.

o **Inverse:** in this case the common pixels will be displayed in black and the pixels that are not common will be displayed in red. The pixels that are present in File A and not in File B are displayed in dark red, the pixels that are present in File B and not in File A are displayed in lighter red.

o **Hard:** in this case the common pixels will be displayed in gray. The pixels that are present in File A and not in File B will be displayed in blue, and the pixels that are present in File B and not in File A will be displayed in red.

o **Darken:** in this case, both the common pixels and the pixels that are not common will be displayed in the original colors.

o **No Background:** removes the common pixels.

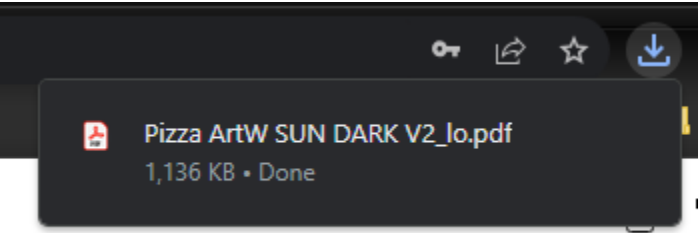# Generate Notes Report and Download File

This allows you to download all the notes that have been added to the asset. You will have a preview off each note along with the creator's name and a timestamp in a PDF. Please see the image below:
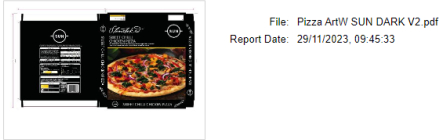
This allows you to download a low-resolution PDF of the asset. You'll see a notification in the download hub of your browser.
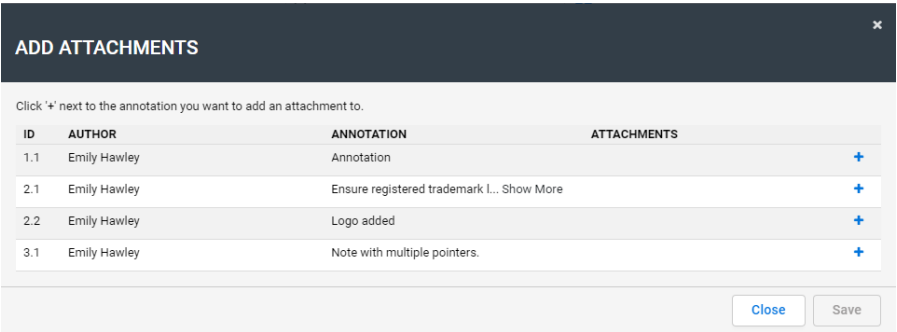
Annotation Attachments

Annotation attachments are now added through the '**Add Attachment**' feature in e-flow.

①

Ensure all annotations that you require on the artwork have been saved, then select the drop down next to the Summary tab in the top right of the screen, then select the 'Add attachment' button.
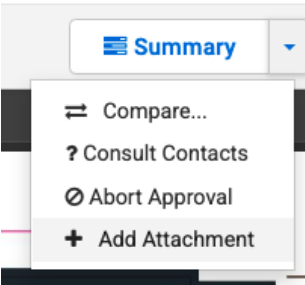
②

This will open a popup showing all the comments on the artwork. Click on the '**+**' next to the annotation you want to add an attachment to. Multiple annotations can be added to each note.
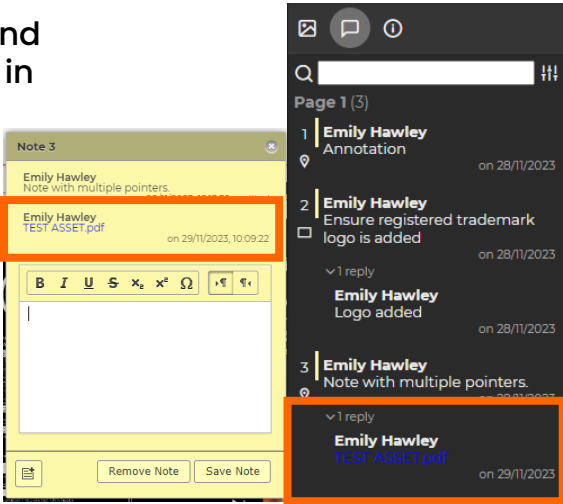
③

When you have finished attaching all your attachments, click 'Save'.
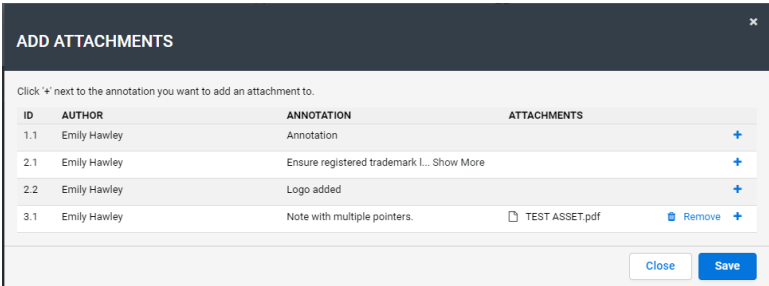
④

ProofScope will refresh the session and you will find the attachments linked in their respective annotations.
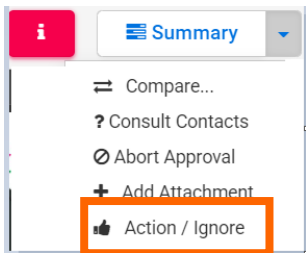
Clicking on the attachment will download it.

Action/Ignore Annotations

Users have the right to dictate to the production studio whether certain annotations should be **actioned** or **ignored**.

① Within the approval, click on the downwards arrow next to 'Summary' and click **'Action/Ignore'**.

② You will be given the annotations in a list format and can select which annotations you wish production to action (Green) and which you wish them to ignore (Red).

③ The ProofScope session will refresh to update the changes made to the annotations. These instructions will be visible in the notes and side panel.
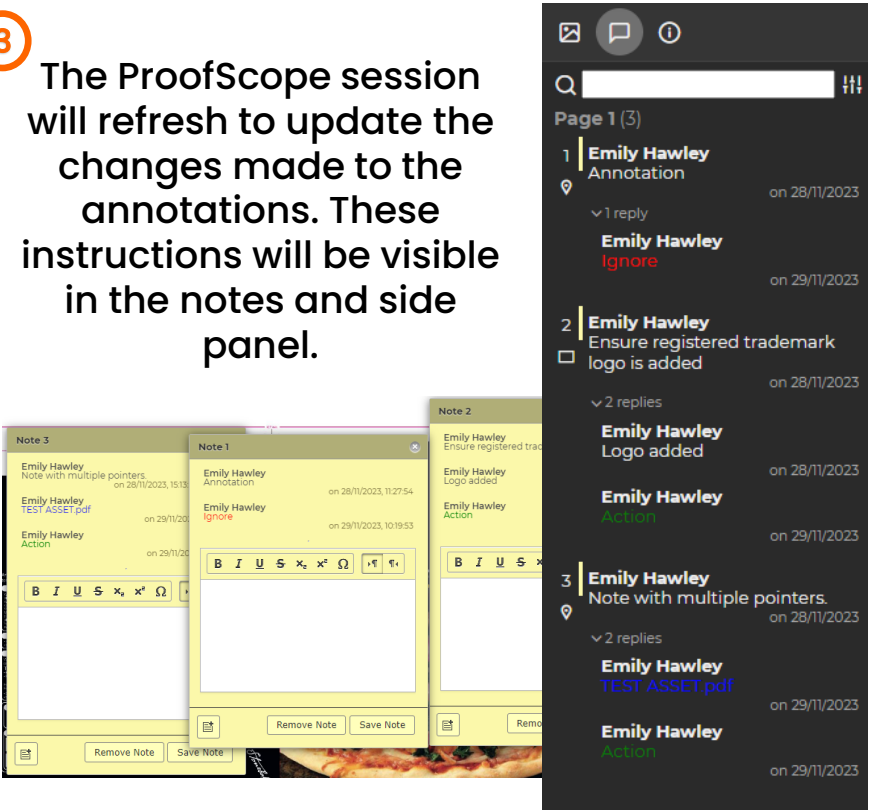
User Settings (part1)

All Users have their own settings where they can update:

LANGUAGE:
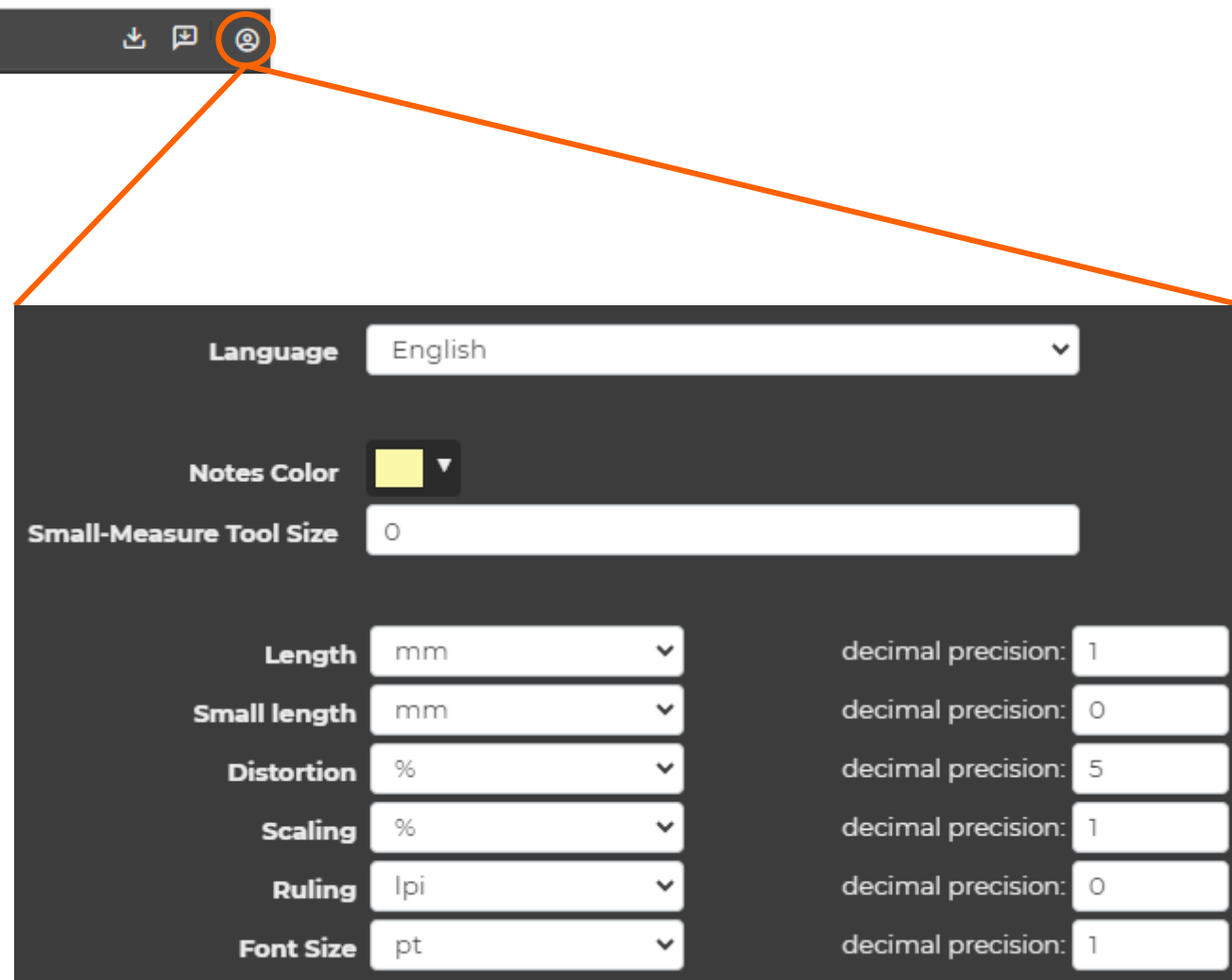Allows user to update their preferred language

GENERAL:
o **Notes Colour:** change the colour of your annotations.
o **Small-Measure Tool Size:** sets the default size of the small-measure tool (its size can still be changed while the tool is selected).

UNITS:
Allows a user to dictate their preferred units and decimal preference.

(Note: when you update your preferences, the session you're working in will refresh to save your preferences.)
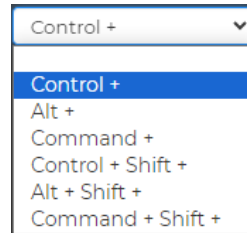
SUN

User Settings (part 2)
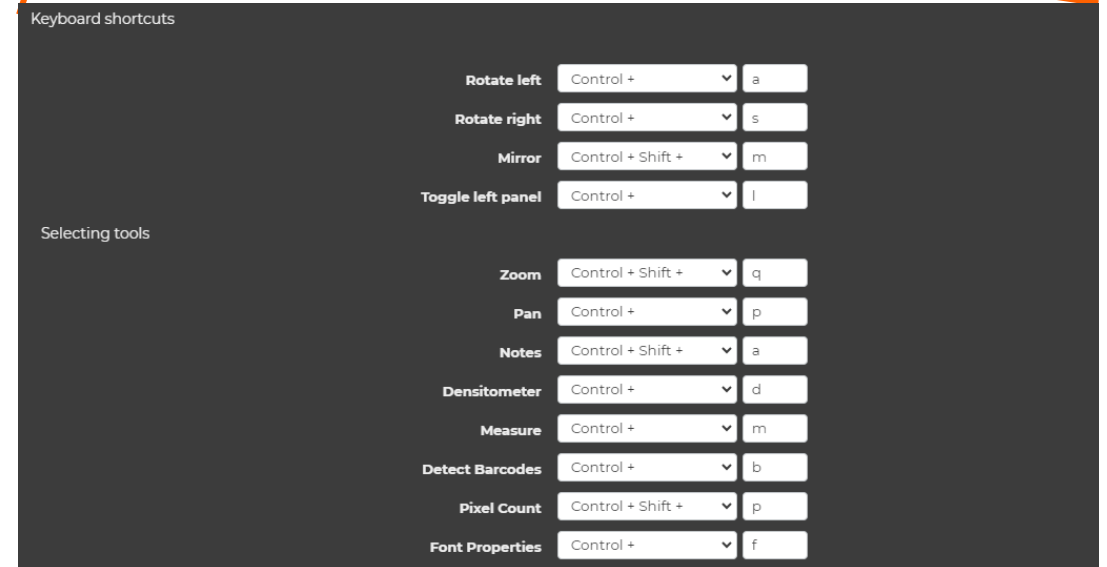
KEYBOARD SHORTCUTS:

Users can create their own keyboard shortcuts for various tools in ProofScope. From the drop-down next to the tool, you can choose a modifier key from:

- Control
- Alt
- Command
- Control + Shift
- Alt + Shift
- Command + Shift

The following rules apply to setting a shortcut:

- The secondary key is limited to **A-Z characters**.

- Existing browser shortcuts **cannot** be mapped to ProofScope, e.g., Ctrl + N (opens a new window) and Ctrl + W (closes the tab).

Control +

Control +
Alt +
Command +
Control + Shift +
Alt + Shift +
Command + Shift +

Keyboard shortcuts

Rotate left	Control +	a
Rotate right	Control +	s
Mirror	Control + Shift +	m
Toggle left panel	Control +	l

Selecting tools

Zoom	Control + Shift +	q
Pan	Control +	p
Notes	Control + Shift +	a
Densitometer	Control +	d
Measure	Control +	m
Detect Barcodes	Control +	b
Pixel Count	Control + Shift +	p
Font Properties	Control +	f

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Thank you for your time