# ProofScope Overview Training V1.5

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|---|---|---|---|
| **Document Name:** | ProofScope Overview Training | **Classification:** | Non-Classified |
| **Document Version:** | 1.5 | **Updated:** | 03/09/24 |
| **Updated by:** | Emily Hawley | **Approved by:** | Scott Chambers |

# Contents

# Main Navigation

The ProofScope viewer contains the following sections:



*Note: If you hover over a tool in the toolbox, it will display a tooltip which tells you what the tool is. For example, hovering over the speech bubble icon will display the tool tip, 'Notes'.*

**A: The Sidebar**
The left-hand sidebar displays Thumbnails and Separation data.

**B: The Toolbox**
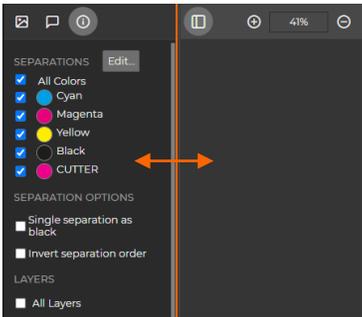This bar allows you to select different view, measure and annotation tools.

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

# Sidebar: Thumbnails and Notes

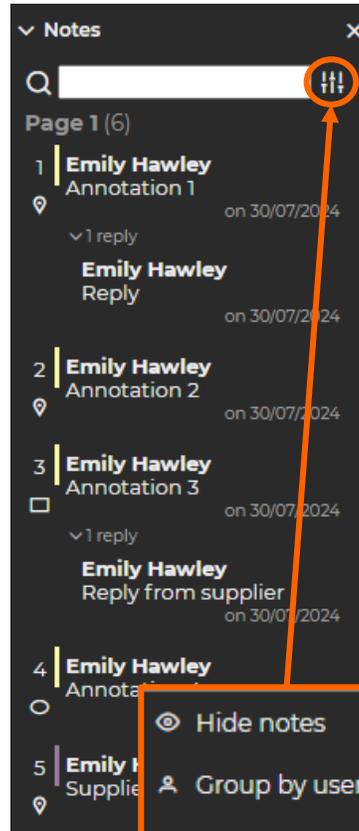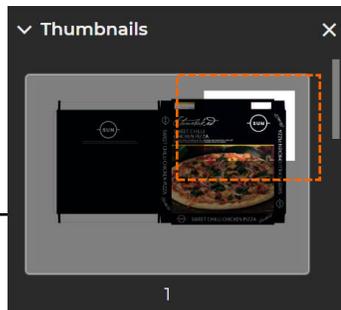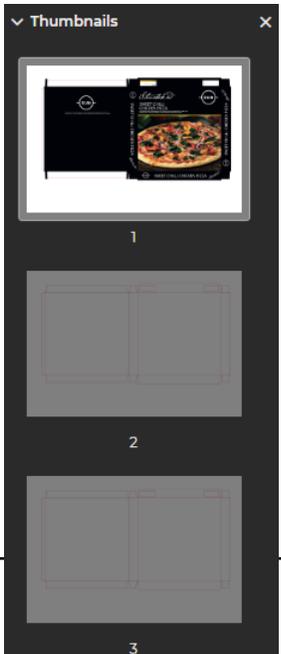 Click this icon in the toolbar to toggle the Sidebar on/off

**RESIZE** the sidebar by clicking and dragging the boundary.

## THUMBNAILS

This view gives you an overview of all pages in the file.

The thumbnail will also show you which portion of the artwork has been zoomed into. You can click and drag this box to affect the view in the large display.

## NOTES

This view 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:

- o **Hide/Filter notes** toggles notes over the artwork on and off.
- o **Group by user/page** groups notes showing in the sidebar by user or in the order of creation.
- o **Close/Open all replies** collapses or expands replies to notes.
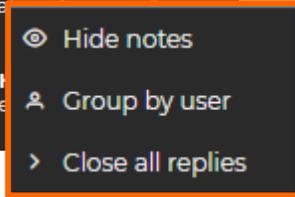
# Sidebar : Separations
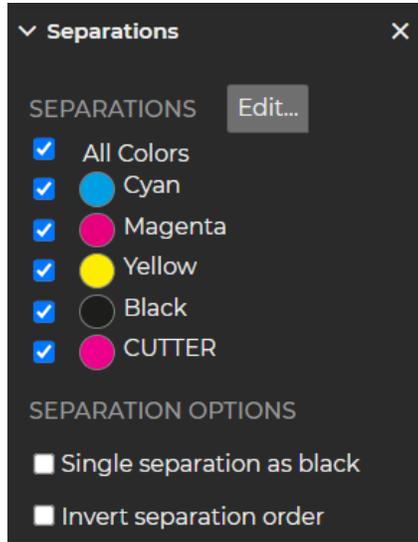


**SEPARATIONS**

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.

**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 one separation in the SEPARATIONS list.

o **Invert separation order:** By selecting this checkbox, the separation order is inverted.
- This option is only for previewing purposes and does not change the actual order of the separations.

Select 'Edit...' to activate the editing separations mode. When editing mode is active, a pencil is displayed in the colour box, allowing you to perform the following actions:

**Change separation name:**
o Uncheck 'Color Managed'.
o Select the name to change it.

*Note: Users are only able to change the colours of a non-colour managed ink, for example a Pantone reference.*
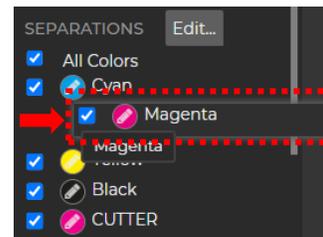
**Change the colours:**
o Change the color by moving the color picker or entering a different HEX value.

**Change colour opacity:**
o In the Opacity field enter a new opacity percentage.

**Re-arrange colours:**
o In edit mode, drag the colour to re-arrange.

*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.*

# Sidebar : Layers and General Information

## LAYERS

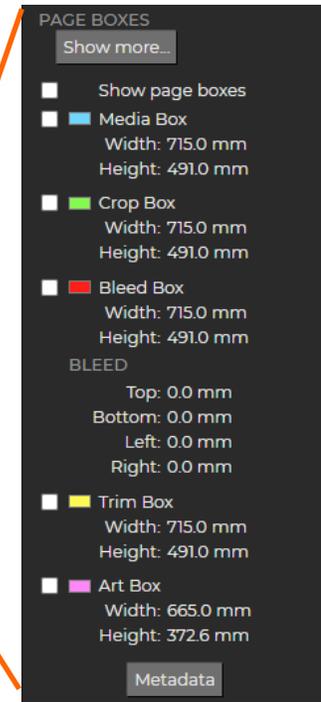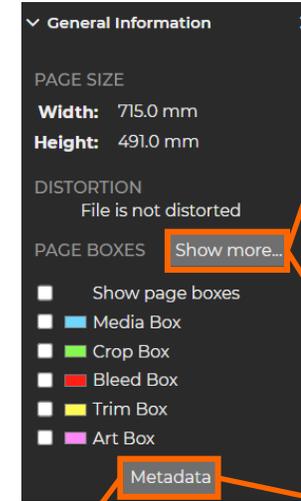Shows the layers of the asset. The user can turn these on/off by selecting/deselecting the tick box next to the layer.
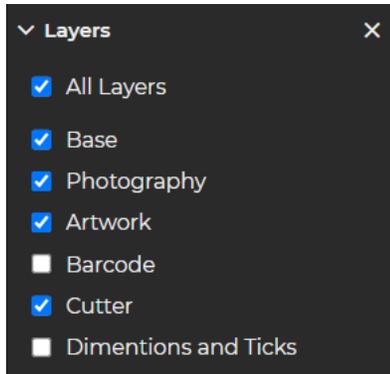


## GENERAL INFORMATION

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

**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.

**Metadata:** brings up a detailed view of all the asset's metadata, including Pageboxes, Fonts, Separations, Layers, References, XMP
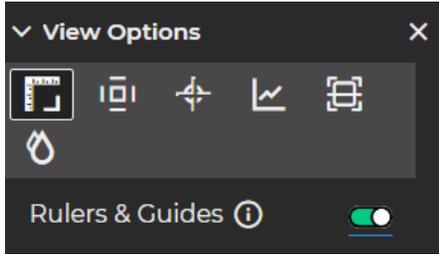
# Sidebar : View Options (page 1)



## 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.
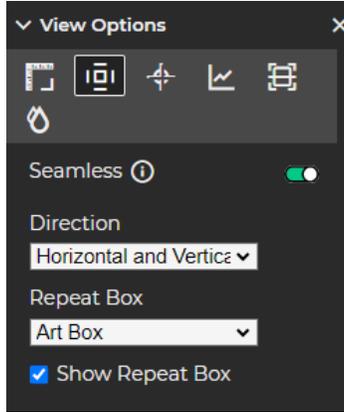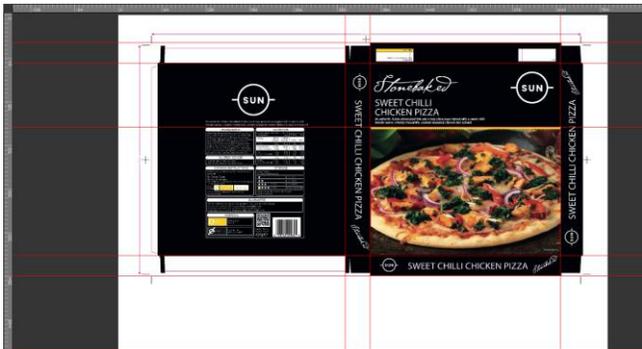


## SEAMLESS

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.

# Sidebar : View Options (page 2)
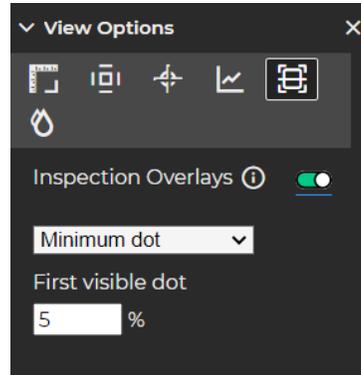


## INSPECTION OVERLAYS

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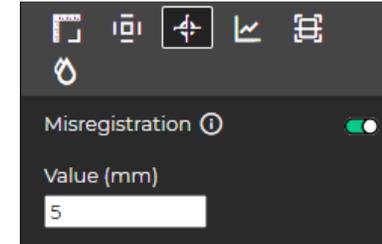
**Total area coverage:** the highlighted areas in the design have a higher total area coverage than the percentage defined in the Coverage field.

**Overprint:** the highlighted areas show overlapping inks.
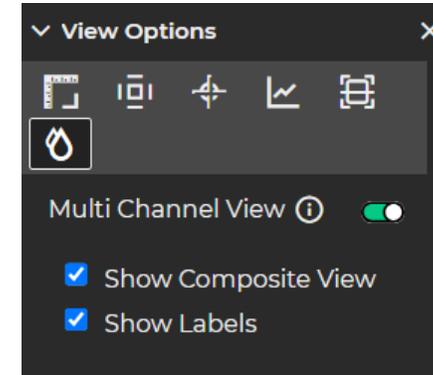


## MULTI CHANNEL VIEW

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.
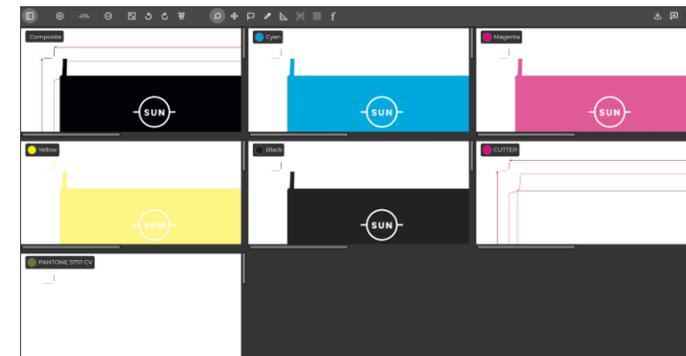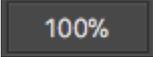
**Zoom** allows you to enter a zoom percentage.

**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.

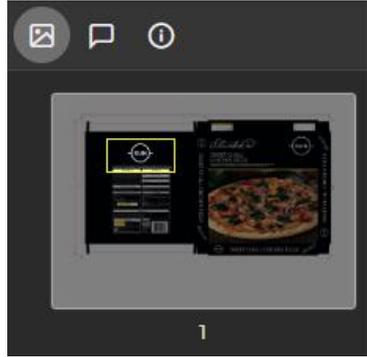**Mirror** allows you to mirror the design.

**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 annotations to the artwork. You can add several types of notes as seen below...

**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.

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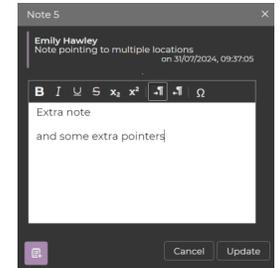
# Writing Notes

Notes can be formatted to add **Bold**, *Italics,* <u>Underlined</u> and ~~Strikethrough~~ text.
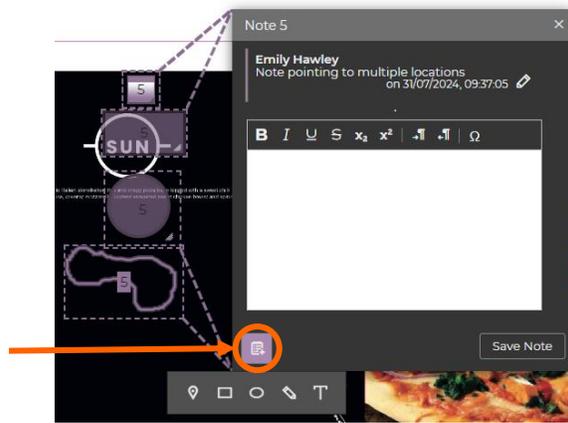
**ATTACH:**
To attach the same note to multiple locations on the asset, click the notepad button and select one of the note tools displayed below.

**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.)*
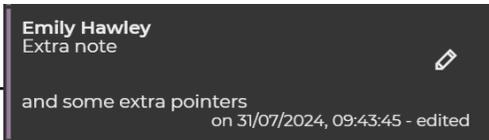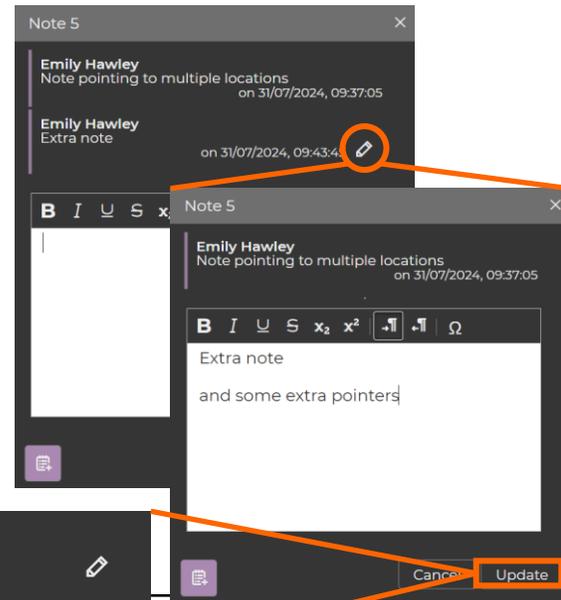
**REPLY:**
Click the note you want to update, enter text then click 'Save Note' to reply to the previous message.

**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.

# Notes Attachments

**NOTES ATTACHMENT** can be added through the '**Add Attachment**' feature in e-flow.

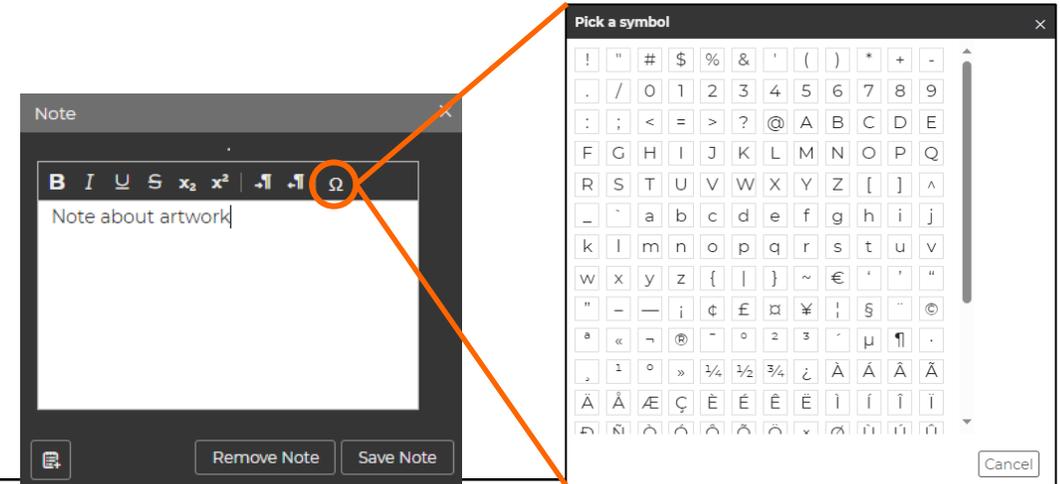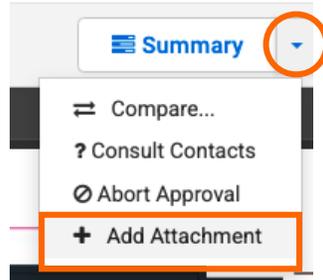1) Ensure all annotations that you require on the artwork have been saved, then select the drop-down next to the Summary, then select the '**Add attachment**' button.

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 attachments can be added to each note.
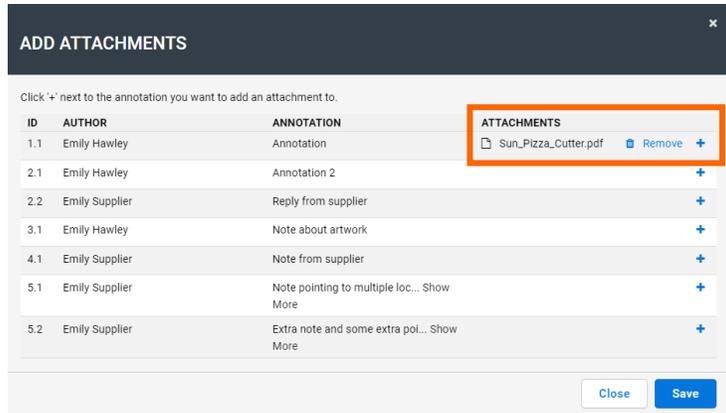


3) You will be prompted to select a file from your File Explorer. When you added all your attachments, click 'Save'.

ProofScope will refresh the session and you will find the attachments linked in their respective annotations.

4) The attachment will appear in dark blue in the annotation and under the annotation in the sidebar. Clicking on this attachment will download it.
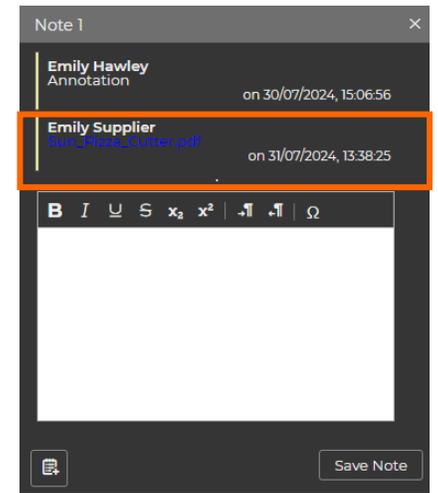
# Toolbox: Densitometer

The **DENSITOMETER** allows you to measure separations.

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

| | Color | Percentage |
|---|---|---|
| 🔵 | 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

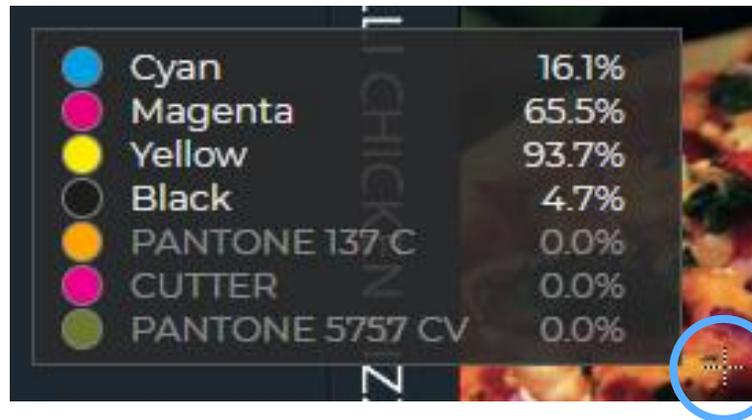**MEASURE** opens up the measure and the small distance tools to the right.

Select the **MEASURE** tool and then draw a line between two points. Holding SHIFT will keep the line straight.
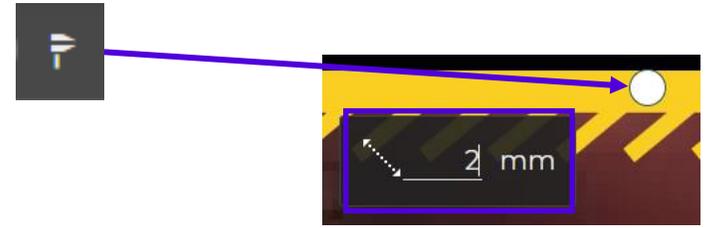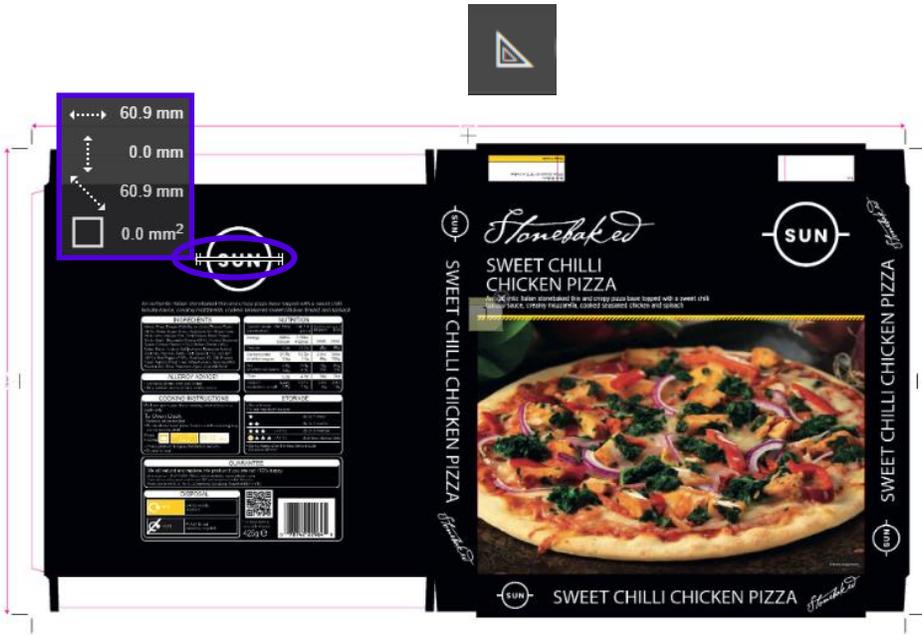
The **SMALL DISTANCE** tool can be used to measure smaller items such as font height.

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:

Small length  mm ▾  decimal precision  0

# Toolbox: Barcode Detector
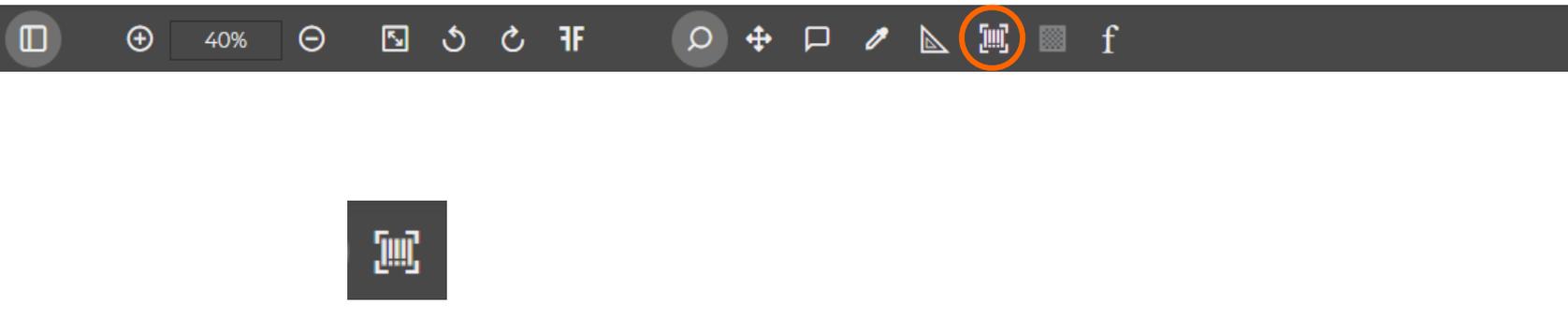
The **BARCODE DETECTOR** allows you to draw a rectangle box over the area of the barcode or QR code.

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.

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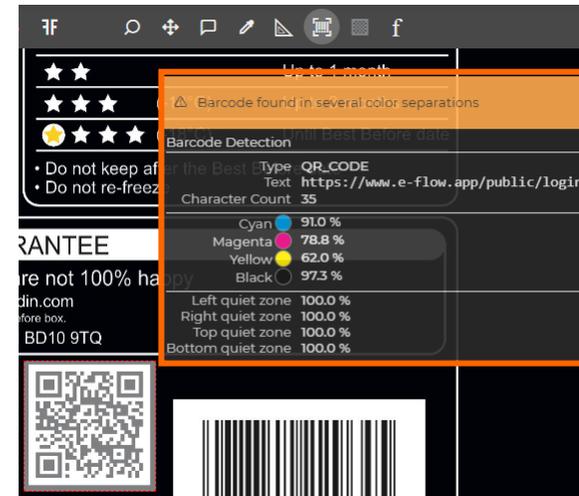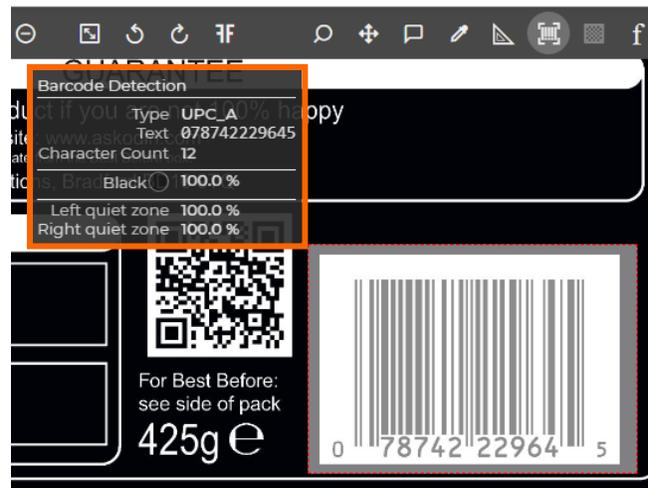
# Toolbox: Font Properties



**FONT PROPERTIES** allows you to analyse the fonts used in live artwork with the following features:
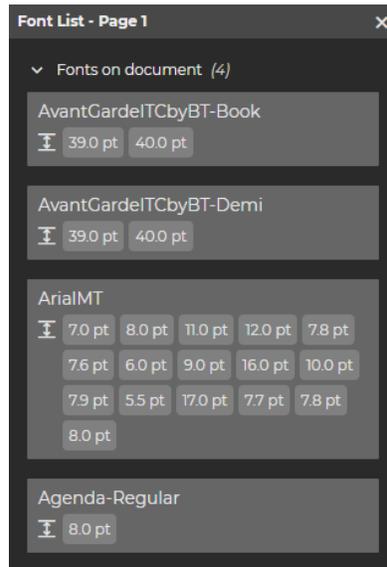
**Font List:** selecting this tool automatically brings up a modal listing all the fonts and their sizes used in the file.
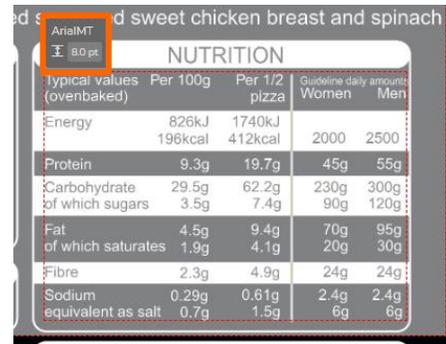
**Highlight:** while the Font tool is selected, drag a box around section to bring up a tooltip displaying the type and size of font used within that selection.
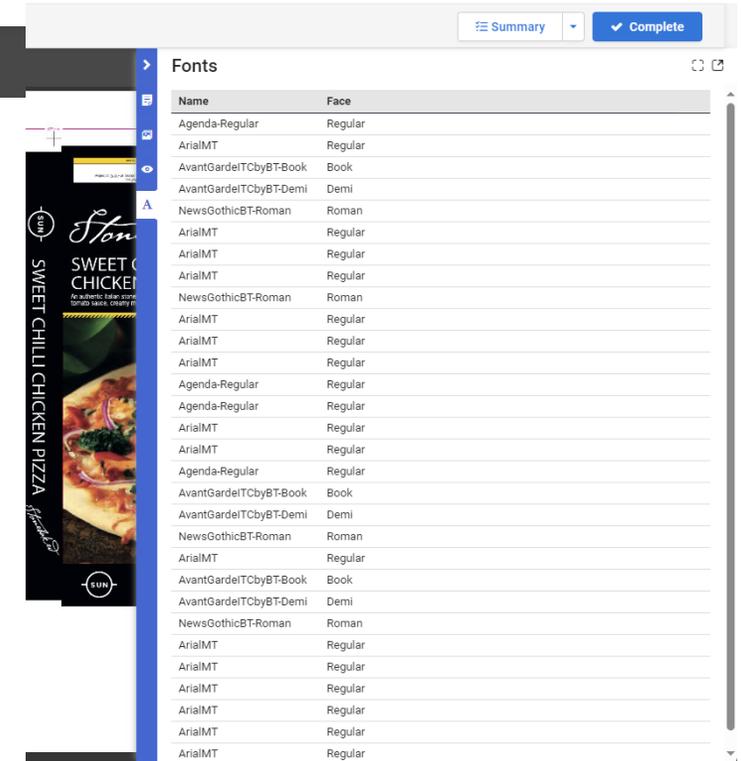
**SIDEBAR**
You can also view all fonts used the blue sidebar (right-hand side).

# File Comparison



A Compare session is activated by selecting the drop-down next to Summary, then clicking 'Compare'.

The next modal prompts you to select an asset to compare against the current asset under review.
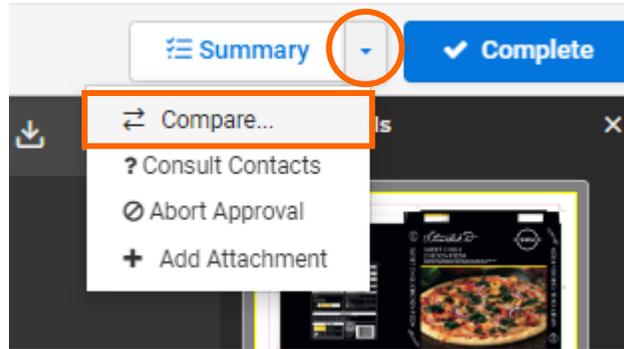
| | |
|---|---|
| A\|B | Toggles split-view. |
| A | Represents the artwork selected in Version A. |
| Δ | Shows the 'Delta' (differences) between the two artworks in red. |
| ⇅ | Flicks between A & B. |
| B | Represents the artwork selected in Version B |

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

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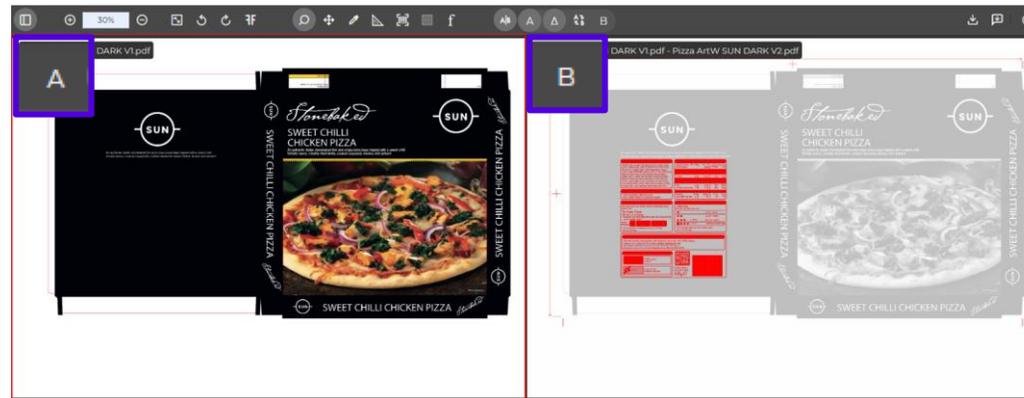
# Aligning Artworks for Comparison (page 1)

Creating a compare session adds a 'Differences' palette to one of your sidebars.

o **Vertical Layout** changes the comparison layout from horizontal (default) to vertical.

**FILE B:**

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

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

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

**BOX FIT:**

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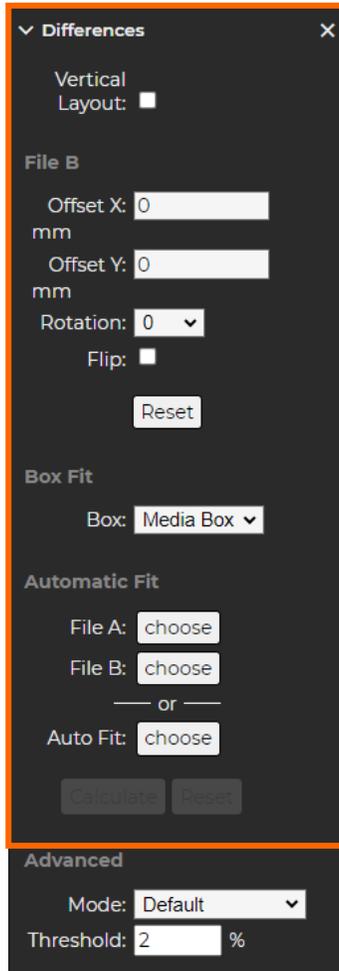
**AUTOMATIC FIT:**

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

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

o **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 (page 2)
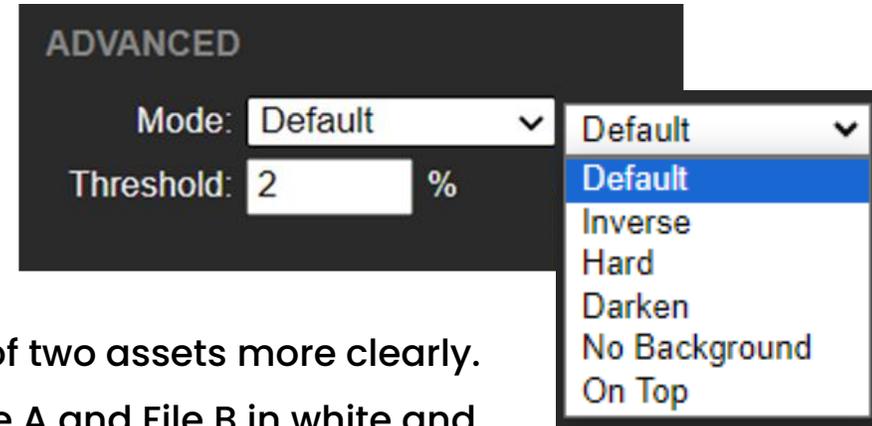


## ADVANCED

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

## DOWNLOAD NOTES REPORT

This generates a HTML page which aggregates all the notes currently saved to the asset version being viewed.
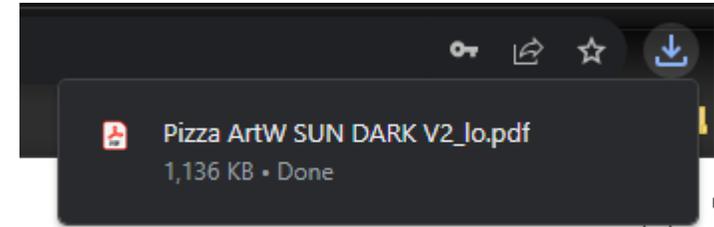
To download this as a PDF, please see our guide:
https://helpdesk.sunbrandingsolutions.com/hc/en-gb/articles/20263521025053-P2-Downloading-a-Notes-Report-in-the-Online-Approval-Tool
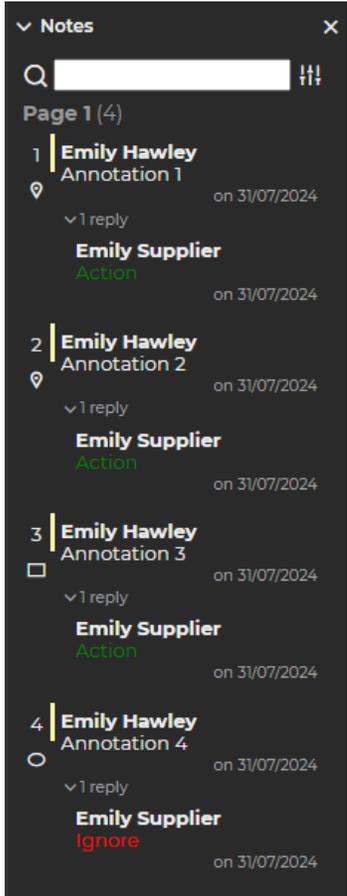
## DOWNLOAD LOW RESOLUTION FILE

This downloads a low-resolution PDF of the asset. You'll see a notification in the download hub of your browser.

Pizza ArtW SUN DARK V2_lo.pdf
1,136 KB • Done

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# Action/Ignore Annotations



In certain Activity templates, annotations can be marked as 'Action / Ignore' to communicate to production whether a comment needs to be **actioned** or **ignored**.

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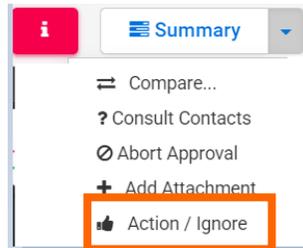


2) You will be given the annotations in a list format and can select which annotations you wish production to action (Green) and which you wish them to ignore (Red).
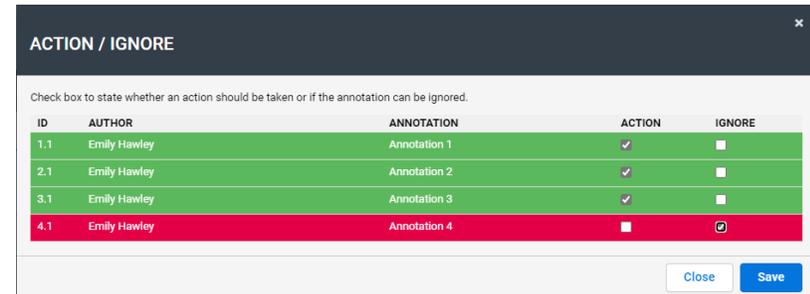


3) The ProofScope session will refresh to update the changes made to the annotations. These instructions will be visible in the notes and side panel.

# User Settings (page1)

**USER SETTINGS** lets you update the following elements:

**Localization:** allows user to update their preferred language.

**General:**
- **Notes Color:** change the color of your annotations.
- **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.)*
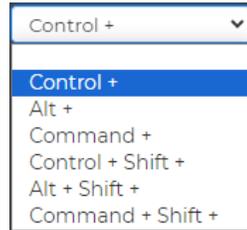
## Keyboard shortcuts and Selecting tools:

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:

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

The following rules apply to setting a shortcut:

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

- o 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 |
| Toggle right panel | | |

Selecting tools

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

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# Thank you for your time