Preview displays your job as a flipbook using Flash. In Preview, you can only approve or reject pages, but you can NOT review page errors and will have limited proofing tools. As the name implies, Preview is best for viewing pages and NOT final proofing.

Note: If you prefer to proof your job using Preview mode, your CSR can request a list of any errors from Prepress.

Clicking Preview to view pages, will open a proofing window with page thumbnails at the bottom of the screen. The page Approval status is indicated at the top of each page.

A pop out menu for page approval is collapsed to the right of the window. Clicking the small arrow will show approve and reject options. Other options from this menu include launching Smart Review and downloading a proof.

If you are approving the job, click Approve Job at the bottom-right hand corner.