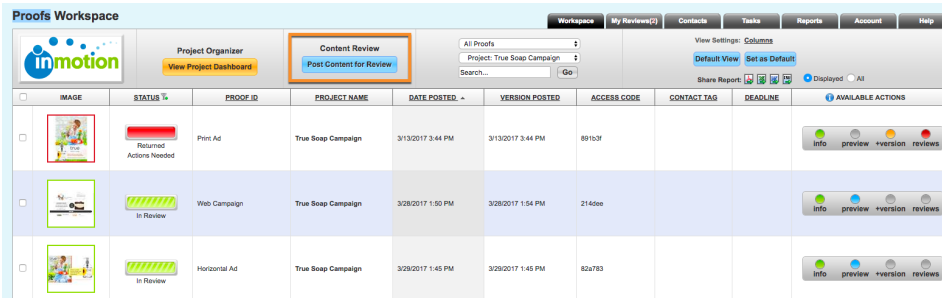


# Posting a New Proof

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## Adding Content

To post a new proof for review, navigate to your **Proofs Workspace**. Click, **'Post Content for Review.'**



1. In Step 1, Select your file(s) using one of the available selections. Your file will begin the upload progress in the right hand column. If you have a multiple page document, you will see each page load as a separate asset. You can name each asset/page accordingly. **+Note** will allow you to provide asset related notes to your reviewers.
2. In Step 2, Enter a name for your proof and assign your proof to a project when applicable.
3. In Step 3, you can attach proof reference files like Adobe CC files, logo images, etc. These are not converted by the system.
4. When you're ready to proceed, select the routing method you want to use in Step 4.


**Add Content** Help

[Expand Window](#) | [Switch to Streamline Upload](#) | [Cancel](#)


**1**


Click or drag files to upload


Or

  
 Capture URL

X Remove all


 Display Caption:  
 Part 1  
 truesoap-ad-horizontal-revised.pdf + Note


 Display Caption:  
 Part 3  
 truesoap-ad-revised.pdf + Note


 Display Caption:  
 Part 2  
 truesoap-label.pdf + Note

**2**

**Name Your Proof:**

Required (Name displayed to Reviewer)

Copy project name to proof

Choose a Template (optional)

Assign to a project (optional)

Place Proof On Hold

**3**

**Attach Reference Files (optional):**

Click or drag files to upload

**4**

**Send Proof:**

Contact(s)

Workflow

Routing Manager

## Release Options

Once you've chosen your reviewers, you will land on the **Release Options** page.

### Review Interface Options

- **Approval Statuses** - Customize the available statuses shown to reviewers
- **Place Proof 'On Hold'** - Allow another user to route a proof
- **Proof Options** - Allow proof forwarding, proof download and/or proof printing
- **Assign User Group** - Manages proof visibility in the Proofs Workspace
- **Proof Deadline** - Set a deadline for reviewers
- **Subscriber List** - Setup email subscriptions for updates related to this proof
- **Web Page URL Reference** - Add a URL in reference to this proof
- **Message to Reviewer** - Add customizable instructions on how to complete the review

### Email Options



### Release Summary

[Help](#)  
● cancel process

Please review the content, reviewers, and release options before selecting the Finalize button below.

Uploaded Content	Reviewers:	Release Options
<p>Display Caption: truesoap-ad-horizontal-revised Original File Name: truesoap-ad-horizontal-revised ...</p> <p>Display Caption: truesoap-ad-revised Original File Name: truesoap-ad-revised.pdf</p> <p>Display Caption: truesoap-label Original File Name: truesoap-label.pdf</p> <p>Assigned Project: True Soap Campaign</p> <p><a href="#">Edit</a></p>	<p>Christy christy@truesoap.com RV CA FM RM JR</p> <p>Megan megan@truesoap.com RV CA FM RM JR</p> <p><a href="#">Edit</a></p>	<p>Proof ID: True Soap Campaign</p> <p>Proof Type: Approval</p> <p>Access Code: dddd37</p> <p>Previous Reviewers settings: Show all reviewers' markups</p> <p>Instructions to Reviewer: <a href="#">Show</a></p> <p>Deadline: None</p> <p>Subscriber List: None</p> <p>Email Notification: On <a href="#">Preview Email</a></p> <p>Landing Page: None</p> <p>Assigned to User Group: Print</p> <p>Web Page URL Reference: None</p> <p>Other Options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place proof "On Hold"</li> <li><input checked="" type="checkbox"/> Allow forwarding</li> <li><input checked="" type="checkbox"/> Allow Proof Download</li> <li><input checked="" type="checkbox"/> Allow Proof Printing</li> <li><input type="checkbox"/> Live asset links</li> </ul> <p><a href="#">Edit</a></p>

Want to save this proof as a quick release template in the future? Give the template a name and click the save button.  [Save](#) [Finalize](#)



On the Release Summary page, you can also save these proof reviewers and release options as a Proof Template, if these are commonly used settings.