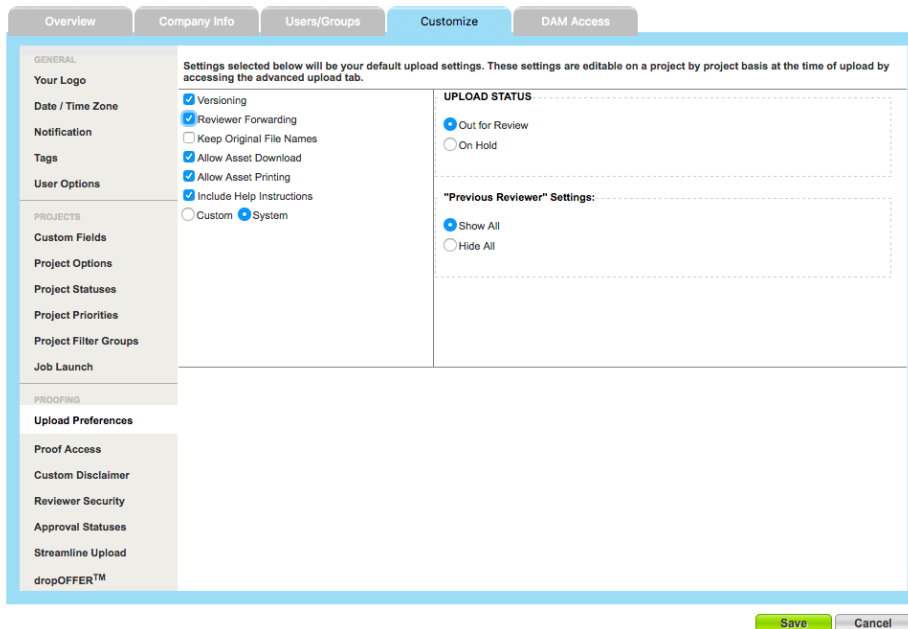


# Customizing Your Proof Upload Preferences

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The Upload Preferences menu allows you to set default options for the Proof Release Options. The options selected in this menu will be applied by default for each proof posted. Your users will still be able to manually adjust these features per proof by editing the Proof Release Options during upload or within the Advanced Options menu on the Proof Info Page.

## Account Settings



The screenshot shows the 'Account Settings' interface with the 'Customize' tab selected. The left sidebar lists various settings categories: GENERAL, PROJECTS, and PROOFING. Under 'PROOFING', 'Upload Preferences' is highlighted. The main content area displays the following settings:

- GENERAL**
  - Your Logo
  - Date / Time Zone
  - Notification
  - Tags
  - User Options
    - Versioning
    - Reviewer Forwarding
    - Keep Original File Names
    - Allow Asset Download
    - Allow Asset Printing
    - Include Help Instructions
    - Custom  System

Settings selected below will be your default upload settings. These settings are editable on a project by project basis at the time of upload by accessing the advanced upload tab.

- PROJECTS**
  - Custom Fields
  - Project Options
  - Project Statuses
  - Project Priorities
  - Project Filter Groups
  - Job Launch

**PROOFING**

- Upload Preferences**
- Proof Access
- Custom Disclaimer
- Reviewer Security
- Approval Statuses
- Streamline Upload
- dropOFFER™

**UPLOAD STATUS**

- Out for Review
- On Hold

**"Previous Reviewer" Settings:**

- Show All
- Hide All

At the bottom right, there are 'Save' and 'Cancel' buttons.