# Reviewing Proofs in Workfront

**Updated December 2022**

**NOTE: Please respond to design routings within 1 week of receiving the notification.**

## Notification for Review

1. When a creative asset (cover design, interior design, styleguide, etc) is ready for review, stakeholders will receive an email from Workfront. **Note: For Outlook Mail, there is a chance the email will go to your "Other" tab and not focused.** Click on the "Go to proof" button to launch Workfront.
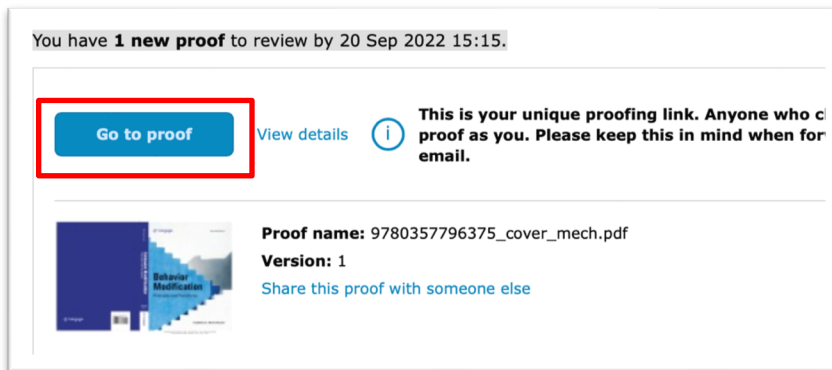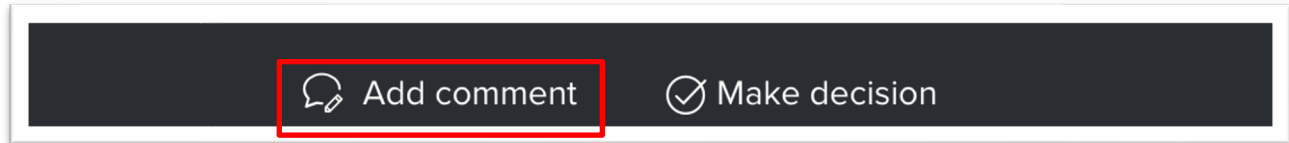


## Viewing the Design

2. When the proof opens, it will look similar to this.
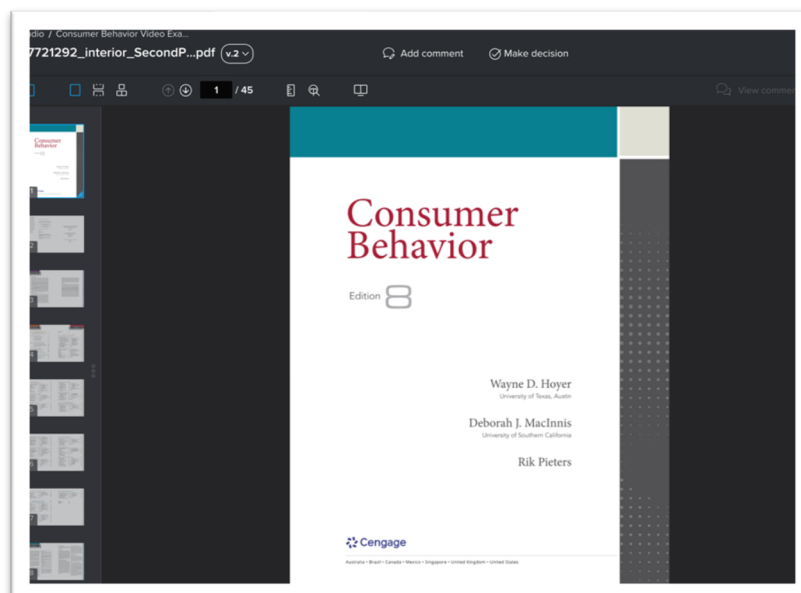
# Adding Comments

**3.** After thoroughly reviewing the design click on the "Add Comment" button from the top toolbar to add feedback.



**General Comments:**

- To make a general/global comment, a comment not about a specific design element or feature, simply type your comments into the "Add comment box" when it pops open on the right of the screen.
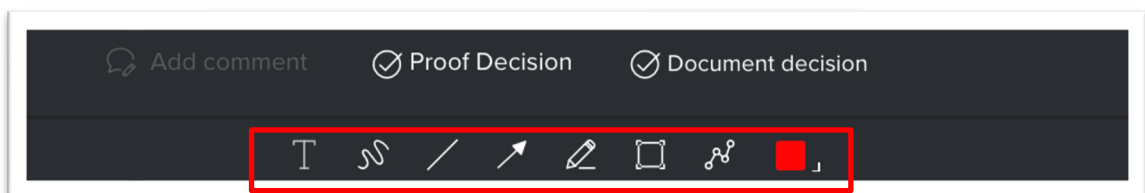
**Design Element/Feature Specific Comments:**

- To add a specific comment, click and drag to create a box around the specific area you want to comment on, and then type your comments into the Add comment box on the right of the screen.
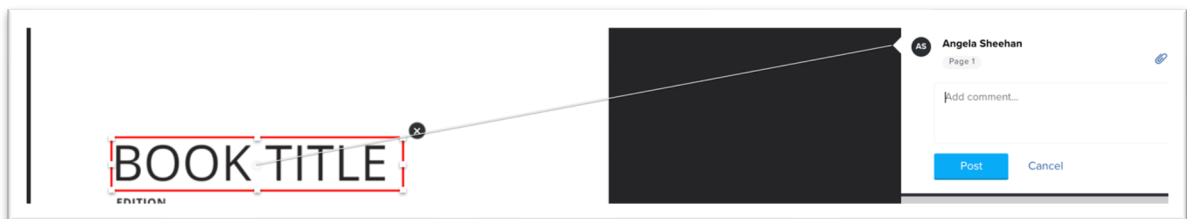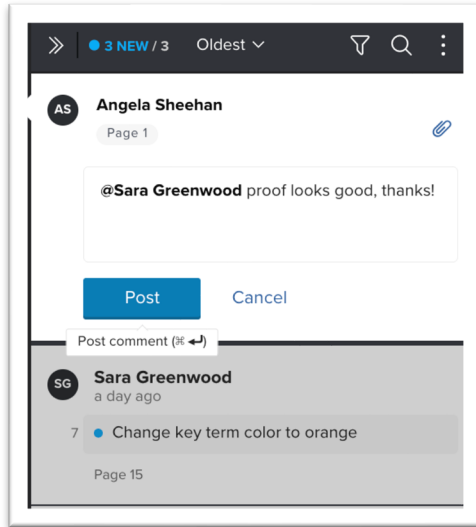


**Mark-up Tools:**

- You can use these additional tools for location specific comments.



**Direct Messages/View-and-Reply:**

- View and reply to other team members comments on the right side of the screen.
- You can also notify a team member of a comment by using @ and their name.

**Attach, Resolve, Flag in Comments**

- Attach: Click the paperclip icon to attach files for reference or image files to swap, as needed.
- Resolve: use the resolve button once a decision to an edit is made or when there is an update on how to move forward.
- Flag: if you want to mark the comment as required or suggested update you can by using the Flag icon but this is not needed when adding comments to the proof.
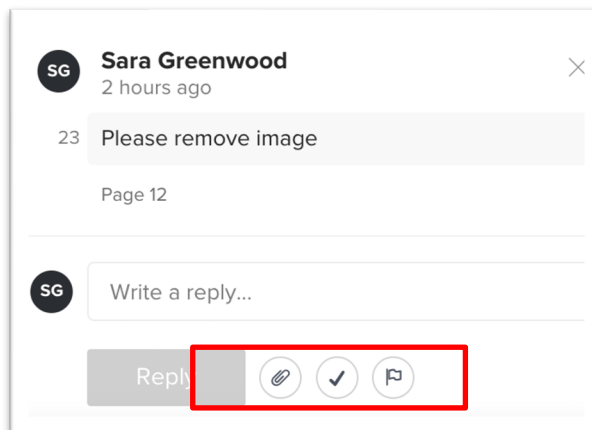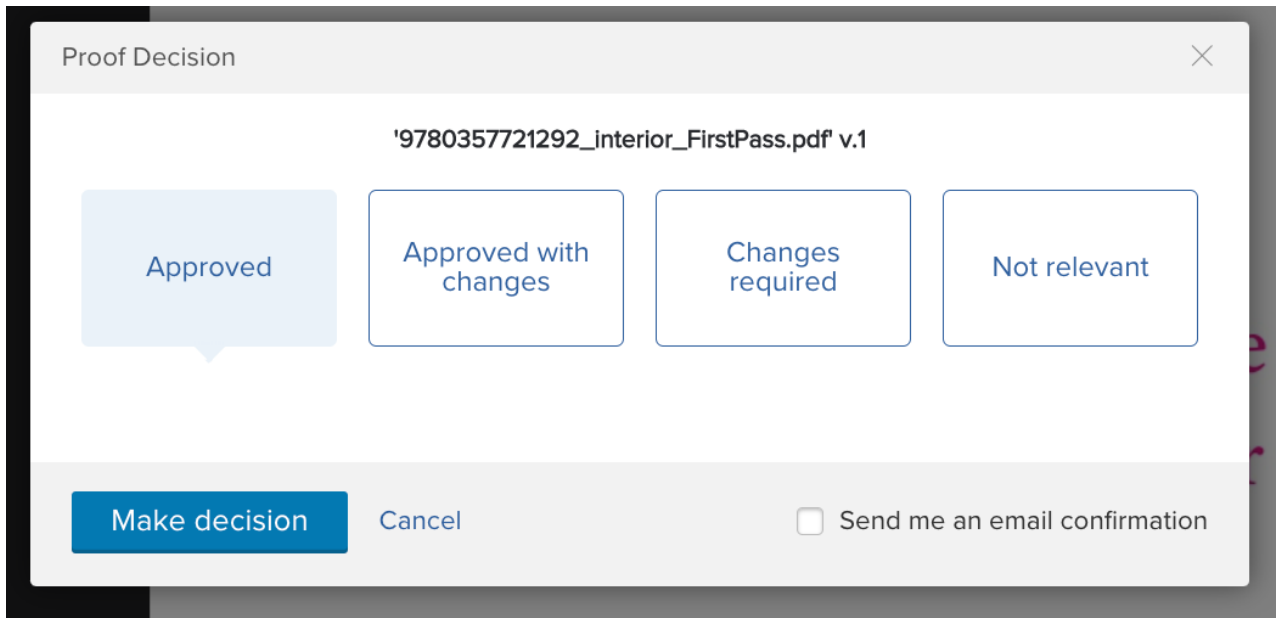


# Final Approval

4. Finally, when you are done with your review, click "Proof Decision":
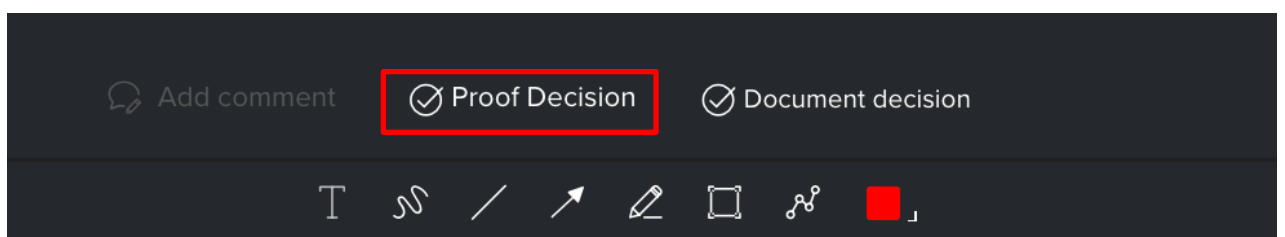
5. Select the preferred action from the pop-up window and then click the "Make Decision" button.



- **Approved:** No further changes are needed

- **Approved with changes:** The design is approved after the changes noted are made. This means there will not be another round of review.

- **Changes required:** The design needs another round of review after changes are made.

- **Not relevant:** Please do not select this option until you discuss it with your **CSD** first.
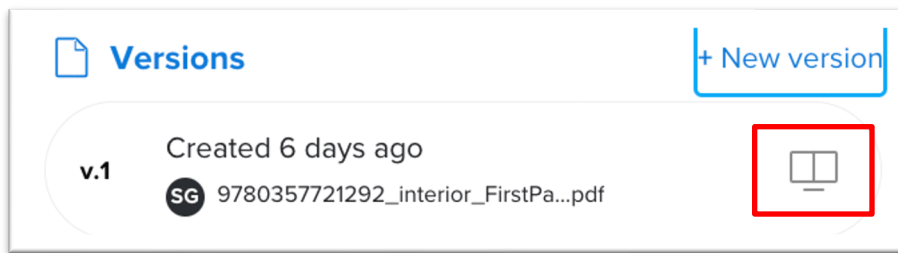
## Additional Rounds of Review

- If subsequent routings are needed, proofs will show a new version number to differentiate them. You can find the version number in the top left.
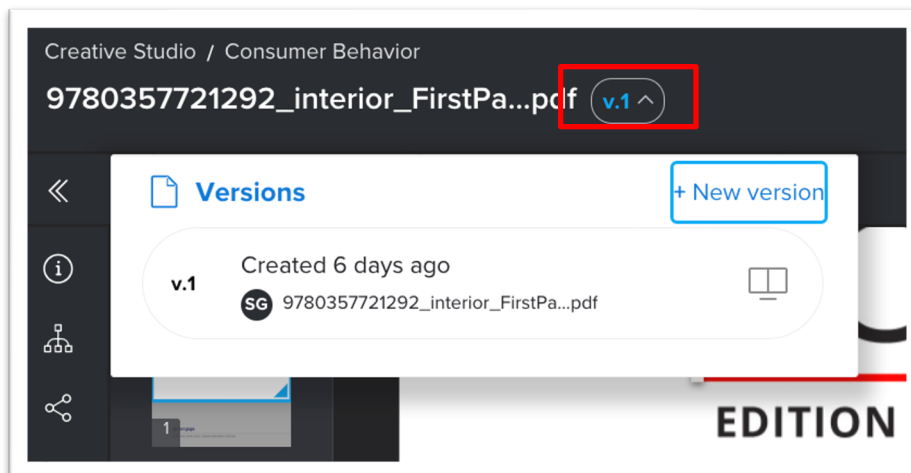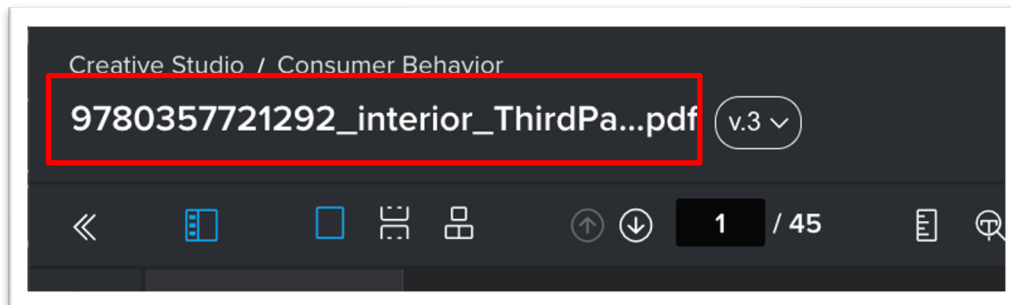
**Feature: Compare between layout versions**

- New for Workfront, you can click the side-by-side icon to compare two versions of the proof.



## Misc

- Clicking on the proof title will bring you back to the Proof dashboard.



- You can download the PDF from the left sidebar menu.