BLUE // Enterprise

Welcome to BLUE Enterprise™. This quick start guide will help reviewers add comments and compare files, use advanced proofing tools and reference files, complete tasks and generate reports.

PROOFING GUIDE **VERSION 6.1**

Overview

File Info

View the task name, file thumbnail (including the zoom area) and page size.

Review Tools

Finish your task, change your view, zoom, pan, select your markup tool and markup color, take info measurements, rotate the file and generate reports.

Approvals

View the user task completion states and overall file approval state.

Annotations

View all annotations, including the user who made the comment, the date and time stamp and the task in which it was made.

Options

Choose your unit preference, transparency settings and background color.

Preset Zoom

Choose a preset zoom level: Actual Size, Fit to Width or Fit to Page.

Adjustable Left Panel

Open and close the left panel. Drag the panel's resize handle to adjust its width.

Navigation & Filmstrip

Change pages, zoom and view pages in a grid or filmstrip format.

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Annotations & Approvals

Collaborate in real time. Add comments and replies with formatted text and website links.

Approvals

View the task completion states, including approvals and rejections for the proof file.

1 Finish Task / Approve or Reject

Complete your review or approval task. If prompted, enter your reasons, a comment and your username and password.

Annotations

Group annotations by date, user, color or page number. Click on individual annotation checkboxes to show and hide marks, or select and clear the master checkbox to show or hide all marks.

Add Annotations

To add an annotation, choose a markup tool and color. Draw a mark. The Create Annotation dialog opens so you can add your comment.

Delete, Edit, Reply, Add Mark

Edit and delete your annotation comments when the task is open for review. Also, reply to comments.

Click Add Mark, then draw more marks to link that comment to multiple areas on the same file.

Save Comments

- Save your comments so you can quickly reuse them again later.

Tip: Changes to annotations can only be made when the task is open for review.

2 Markup Tools, Markup Color

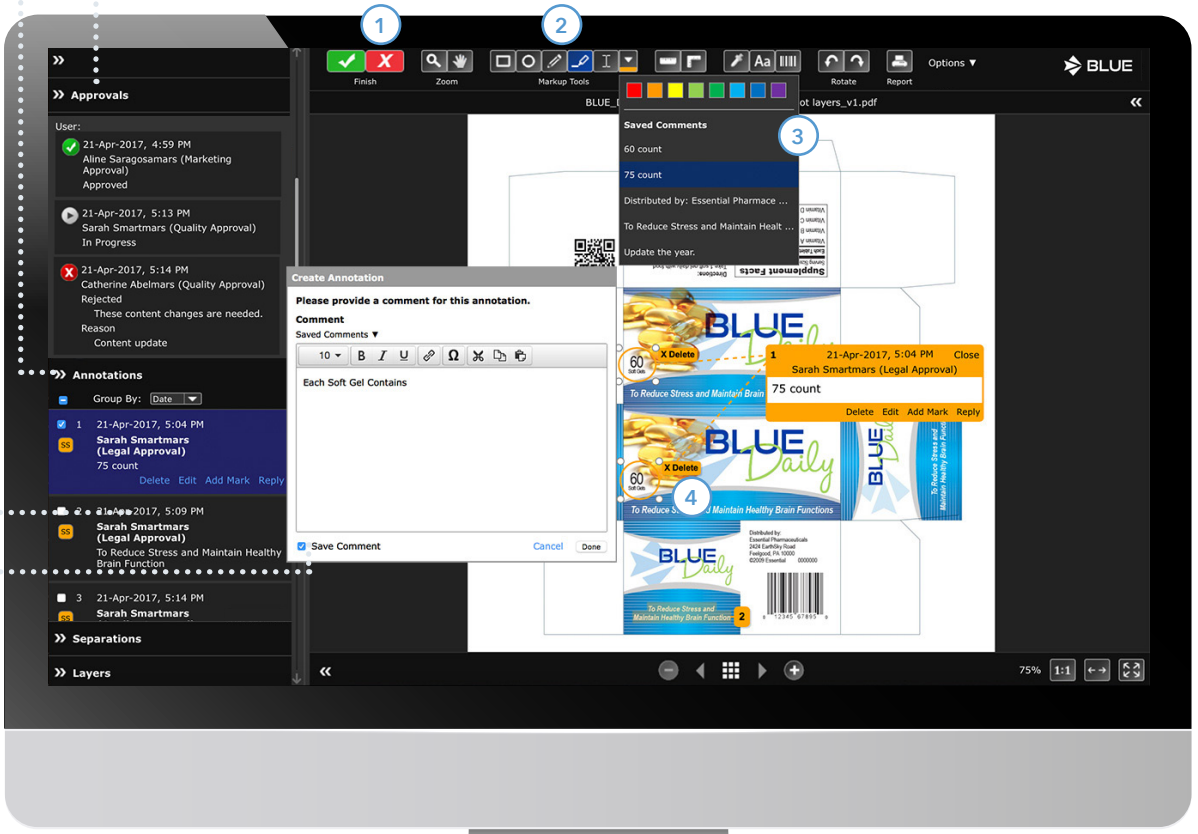
Choose from rectangle, oval, freehand, highlight and text annotation tools. Choose your markup color.

3 Saved Comments Menu

Choose a saved comment and then draw a mark to apply it.

4 Move and Resize Marks

Click on an annotation to make it active, then drag the resize anchors to resize it. Hover over a mark and drag the mark to move it.



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Advanced Proofing

Info Tools

- Click to take ink density and font info (type and size) readings.
- Draw a box around barcodes to get the barcode type, value and size.
- Take ruler measurements in your preferred units.
- Pin info readings to save them as annotations.

Separations

- View the process and spot colors.
- Show and hide individual or all separations. As you show and hide separations, the page image updates to reflect your selections. When only one separation is selected, it is shown in black and white.

Layers

- Show and hide individual or all PDF layers. As you show and hide layers, the page image updates to reflect your selections.
- Reset layers back to their default visibility.

Tip: The Font Info tool works for live text that hasn't been converted to outlines.

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Compare

In Compare View, compare approval and reference files across cycles. Verify that important changes have been made using five compare modes.

Active File Toggle

- Click on the file radio button to view annotations and approvals for that cycle. Use this with the transparency slider, allowing you to view previous cycle markup on the current cycle.

Transparency Slider

- Move the slider towards a selected file to view it.
- View differences in bright green when the slider is in the green section.
- View one file overlaid on top of the other with transparency applied when the slider is outside the green section.

Sub-Process Compare

- When configured, compare files across project sub-processes. Choose files on the file drop down.

Compare mode	Description
Difference Overlay	Changes are highlighted in bright green.
Difference Only	Changes are highlighted in bright green and common areas are white.
Relative Difference Only	Changes are highlighted in shades of green: the greater the difference, the brighter the green. Common areas are white.
Toggle	Shows both files in an alternating pattern. Use the Play/ Pause button to start and stop the toggle.
Side By Side	See both cycles next to each other. Unlock the views so you can zoom and pan each page separately.

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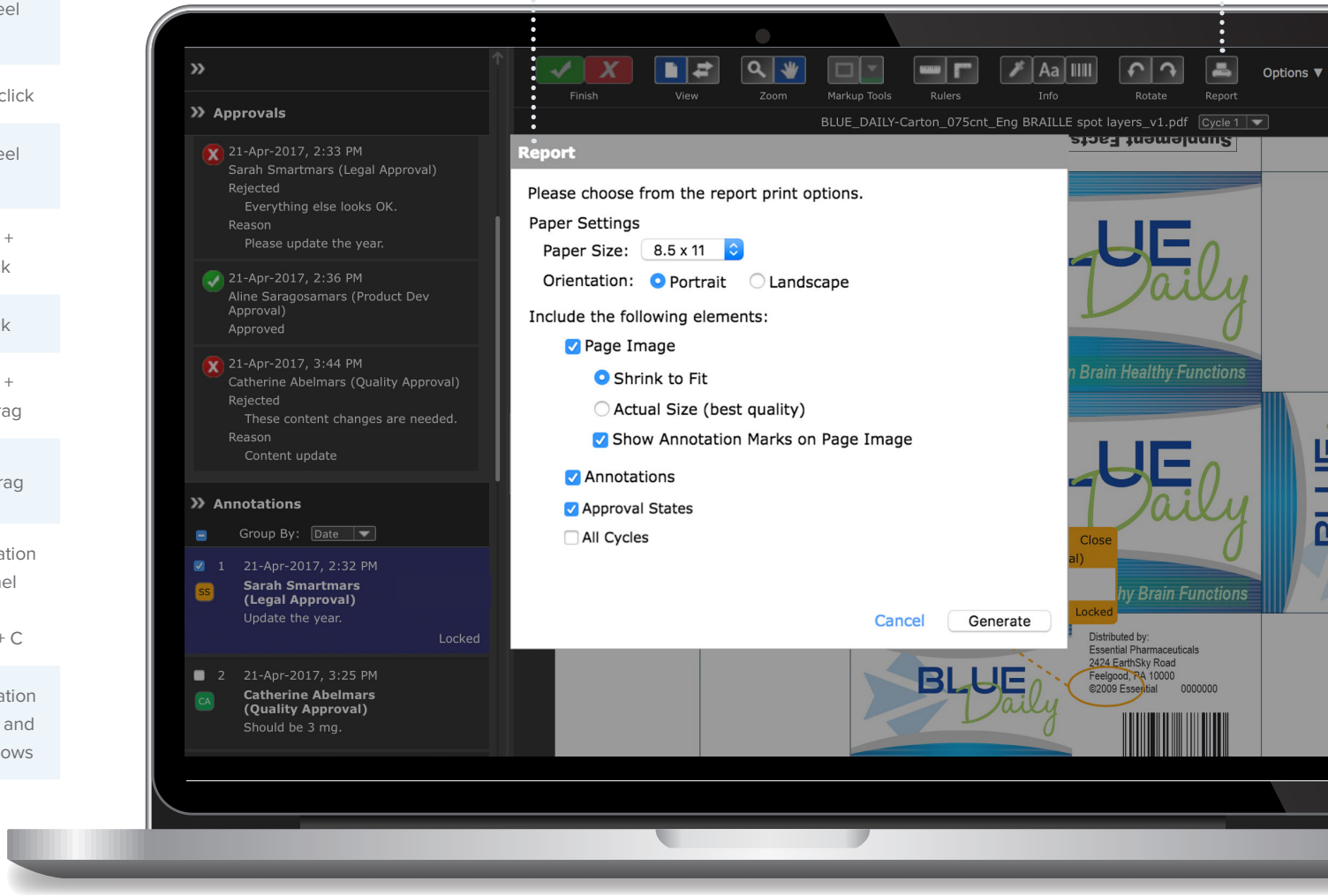
Tool Shortcuts

Action	Tool Selected	Shortcut
PAN	Any	Ctrl/Command + click and drag
ZOOM IN	Any	Mouse-wheel zoom
ZOOM IN	Any	Alt/Option + click
ZOOM OUT	Any	Mouse-wheel zoom
ZOOM OUT	Any	Alt/Option + Shift + click
ZOOM OUT	Zoom	Shift + click
MARQUEE ZOOM	Any	Alt/Option + click and drag
MARQUEE ZOOM	Zoom	Click and drag
COPY COMMENT	Any	Select annotation in side panel and Ctrl/ Command + C
SCROLL ANNOTATION LIST	Any	Select annotation in side panel and Up/Down arrows

Reports

Generate custom proof reports with your preferred page size, orientation and elements for either the current cycle or all cycles.



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Reference Files

Reference files are resources such as marketing reports, research papers, regulatory requirements, product shots or instructions that can be viewed next to the proof file.

Reference Panel Toggle

Open and close the reference panel. Drag the panel's resize handle to adjust its width.

Reference File Selector

Change the reference file that is shown next to the proof file.

Tip: 3D PDFs, video, document and raster files are supported reference file formats.

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View Task Details

View the task details next to the proof file. When a task has required attributes that must be filled in prior to completing the task, this panel opens by default so you can fill in these attributes.

Task Details Panel Toggle

Open and close the task details panel to see the task and its attributes.

Edit Attributes

Edit task attributes while viewing the proof file.

Left Panel Toggle

Open and close the left panel to see the Approvals, Annotations, Separations and Layers. Drag the panel's resize handle to adjust its width.

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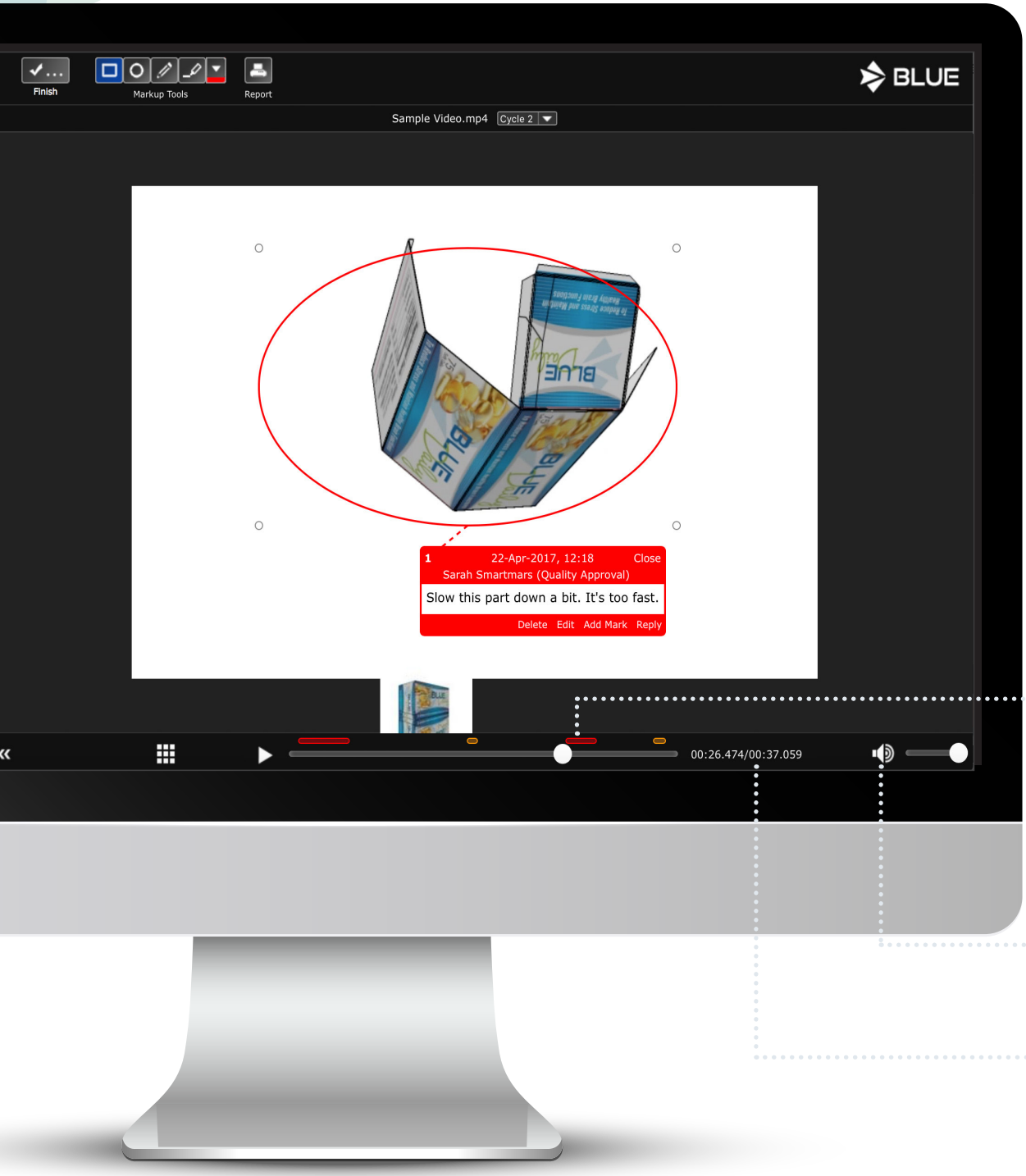

Video

Approvals

View the video's task completion states, approvals and rejections.

Annotations

Mark up video files and add your comments and replies. The video automatically pauses when you start adding marks. Optionally, set the annotation's duration.

Timeline and Slider

Move the slider along the timeline or click on any position on the timeline to navigate to that point in the video.

Video Thumbnail

Move your cursor over the timeline to see a thumbnail image for that time position.

Annotation Bars

The location of an annotation, its duration and markup color are represented as bars on the timeline. Click on a bar to go directly to that annotation.

Audio Controls

Turn the sound on and off. Adjust the volume.

Time Display

See the elapsed and total time in minutes and seconds.

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