

Introducing our new proofing system. It is Streamlined and Web Based. If you have questions or need assistance at any time, please contact us: 1-866-443-1442.

NO FLASH OR APP REQUIRED

HOW TO MAKE CHANGES

1. To get started **Click on a "Red Pen" tool** on the left. Click on the place in your proof where you want a change. Type your comment in the box at the right of your screen. When you are done typing your first comment, click the **Green Paper Airplane**.

Red pen
Click to add a pin.
Click + drag to draw a line.
Click + drag diagonally to draw a box.

Red Pen Tool
Menu expands when you hover

Click on the proof

Start typing your comment in this box.

Click the "Green Paper Airplane" when done.

To delete a comment:
Click on the three dots menu
Then click on Delete

*****Repeat the process as needed.*****

Please note you will need to click on the pencil tool before each comment.

2. Once you have completed adding comments, click **"Send To-Do List"** at the bottom right of your screen.

3. Follow the prompts at the bottom of the screen.

Click here to submit your review.

You will be returned to your dashboard when the Submission is complete.

Please Note: Once you send your To-Do List you will not be able to add any more comments.

If you need to leave the review click the Cactus Mailing logo in the top left to return to your dashboard. Then you can return to your review at a later time.

PLEASE NOTE: You may need to create an account with a memorable password to access this feature.

Click on our logo

A pop-up window will appear.

PLEASE NOTE

You must send the To-Do List in order to receive a new proof.

HOW TO APPROVE YOUR PROOF

1. Once you have reviewed your proof, click **"Approve"** on the bottom right side of your screen.

2. Follow the prompts at the bottom of the screen.

Click here to submit your review.

You will be returned to your dashboard when the Submission is complete.

Please Note:
You cannot approve a proof that has comments.

To delete a comment:
Click on the three dots menu

Then click on Delete

Repeat the steps for each comment.

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Menu expands when you hover

Tap on the proof

Start typing your comment in this box.

Tap the "Green Paper Airplane" when done.

To delete a comment:
Tap on the three dots menu

Then tap on Delete

Close the comment box to make additional comments

*****Repeat the process as needed.*****
Please note you will need to tap on the pencil tool before each comment.

2. Once you have completed adding comments, close the comments box & tap **"Send To-Do List"** (green pencil icon) at the bottom right of your screen.

3. Follow the prompts at the bottom of the screen.

Double tap the paperclip icon to attach files.

Tap here to submit your review.

You will be returned to your dashboard when the Submission is complete.

Please Note: Once you send your To-Do List you will not be able to add any more comments.

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PLEASE NOTE

You must send the To-Do List in order to receive a new proof.

A pop-up window will appear.

HOW TO APPROVE YOUR PROOF

1. Once you have reviewed your proof, tap **"the green thumbs up button"** on the bottom right side of your screen.

2. Follow the prompts at the bottom of the screen.

Tap here to submit your review.

You will be returned to your dashboard when the Submission is complete.

Please Note:
You cannot approve a proof that has comments.

To delete a comment:
Tap on the three dots menu
Then tap on Delete

Repeat the steps for each comment.