Changing the approval status of imposition proofs

1. Generate the imposition proof.
2. Click the **Separations** view.
3. Change the **View as** to **List**.
   A new column dynamically appears with the same name as the proof process template that you used. For example, if you used a Virtual Proof process template, a **Virtual Proof** column appears. This column contains status icons, such as , indicating that the process was successful.
4. In the table, right-click the appropriate cell in the proof column next to the element that you generated a proof of, and select **Approve** or **Reject** to set the status or select **Clear** to remove a status.
   For example, if you want to approve a virtual proof of a surface, right-click in the **Virtual Proof** column next to the name of the surface that you used, and select **Approve**.
5. In the approval dialog box, type a comment and click **OK**.

Depending on your choice, an approved icon or a rejected icon appears in the column for the proof process, if you are in list view.