

Generating proof reports

A proof report is a report that summarizes the status, the annotations, and other information of a task(s). You can generate a proof report for multiple elements in a task or for a single element across multiple tasks.

- To generate proof reports, perform the following actions:

From the Tasks view:

- a. Select a task from the Manage Tasks view or the Projects, Libraries view.
- b. From the **Task** menu, select **Generate Proof Report**.

Proof Report: Fall Coverpages

Elements: ☒ Catalog24023_Coverpage.pdf ☒ Catalog2402_Coverpage.pdf

☒ All ☐ None
☐ Include previous element revisions

Contents: ☒ Image
☒ Annotations on image
☒ Annotations list
☒ Task status
☒ Chat log

Resolution: 72 dots/inch
Format: 17x11_2up

Send To: ☒ Browser window ☐ Project or Library ☐ My email address
As: ☐ PDF ☐ Single Report PDF ☒ ZIP file

- c. In the **Elements** area, select the elements that you want to include in the report.
- d. Select the required options and click **Create**.

From the Elements view:

- a. Select an element that is a part of at least one task.
- b. From the **Task** menu, select **Generate Proof Report**.
- c. In the **Task** area, select the tasks that you want to include in the report.
- d. Select the required options and click **Create**.

From Smart Review:

- a. While you are viewing a task element, click the **Proof Report** button.

b. Select the required options and click **Create**.