



Training Guide

for Kroger Team
Members

David Muir

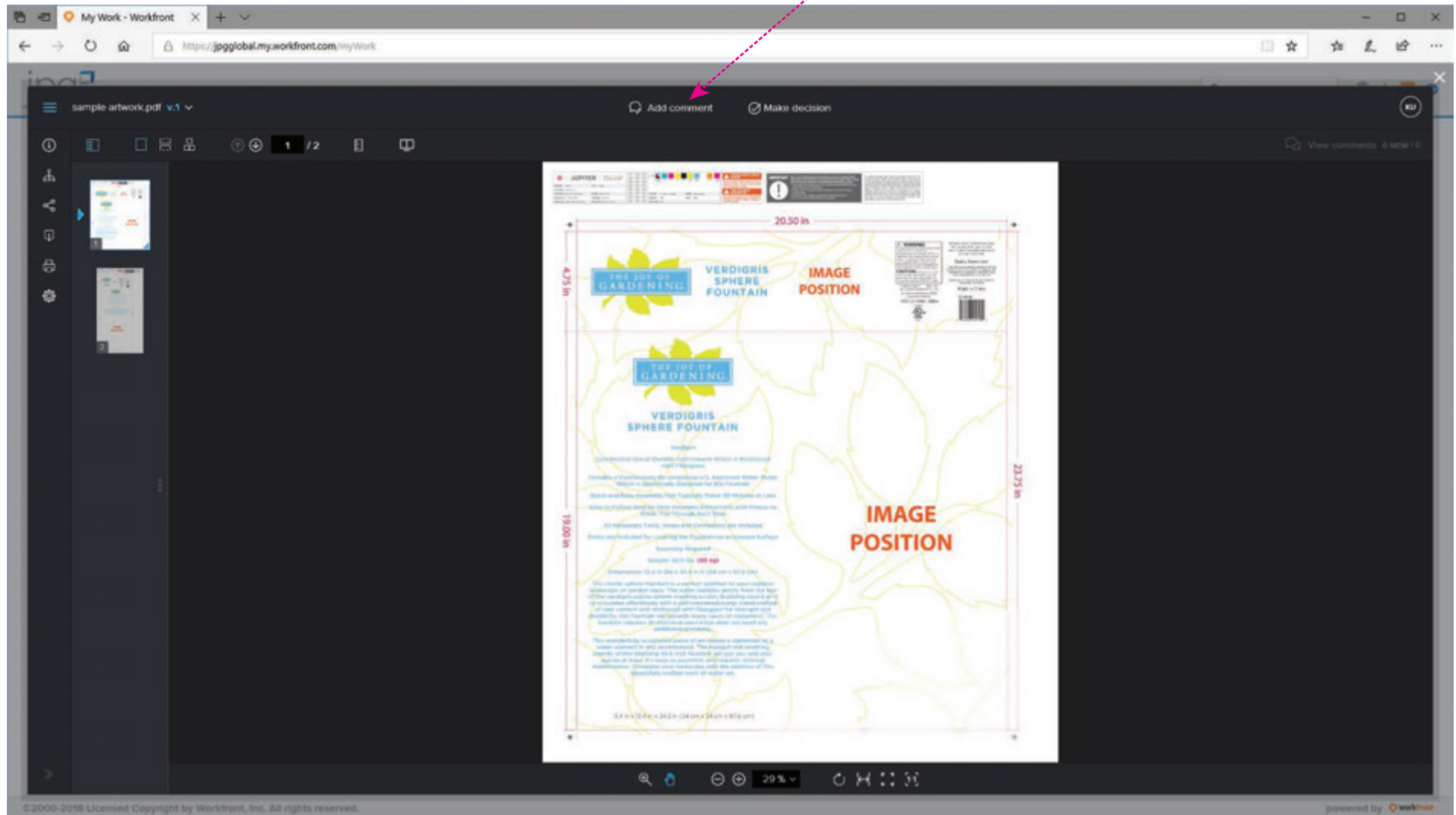
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Proofing Artwork with Kroger - Adding Comments

When it's time to proof artwork, you will receive an email with a link that will take you directly to the proof.

Simply click the 'Go to Proof' link to get to this page.

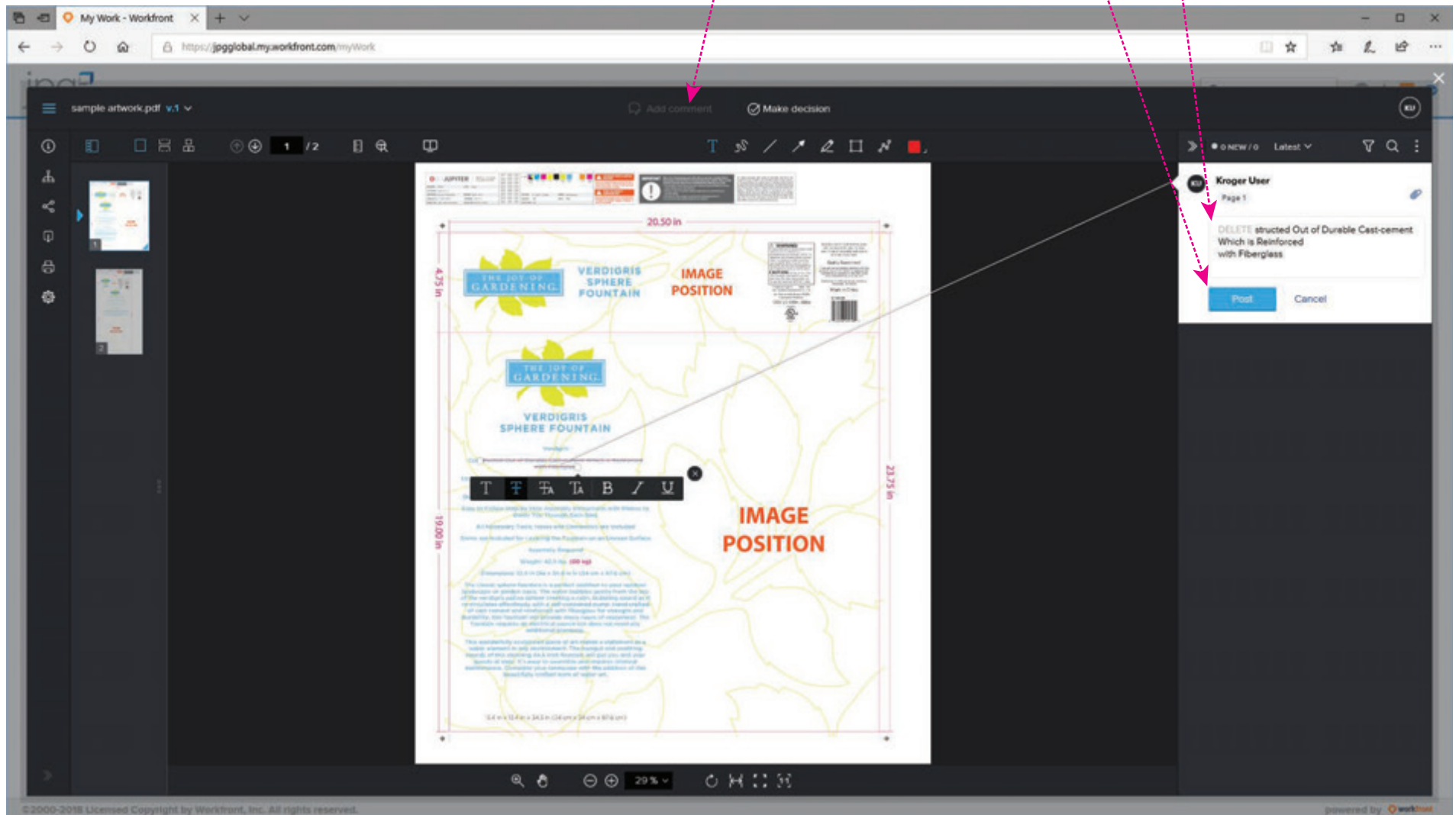
1 Add Coment.



Proofing Artwork with Kroger - Adding Comments, Continued.

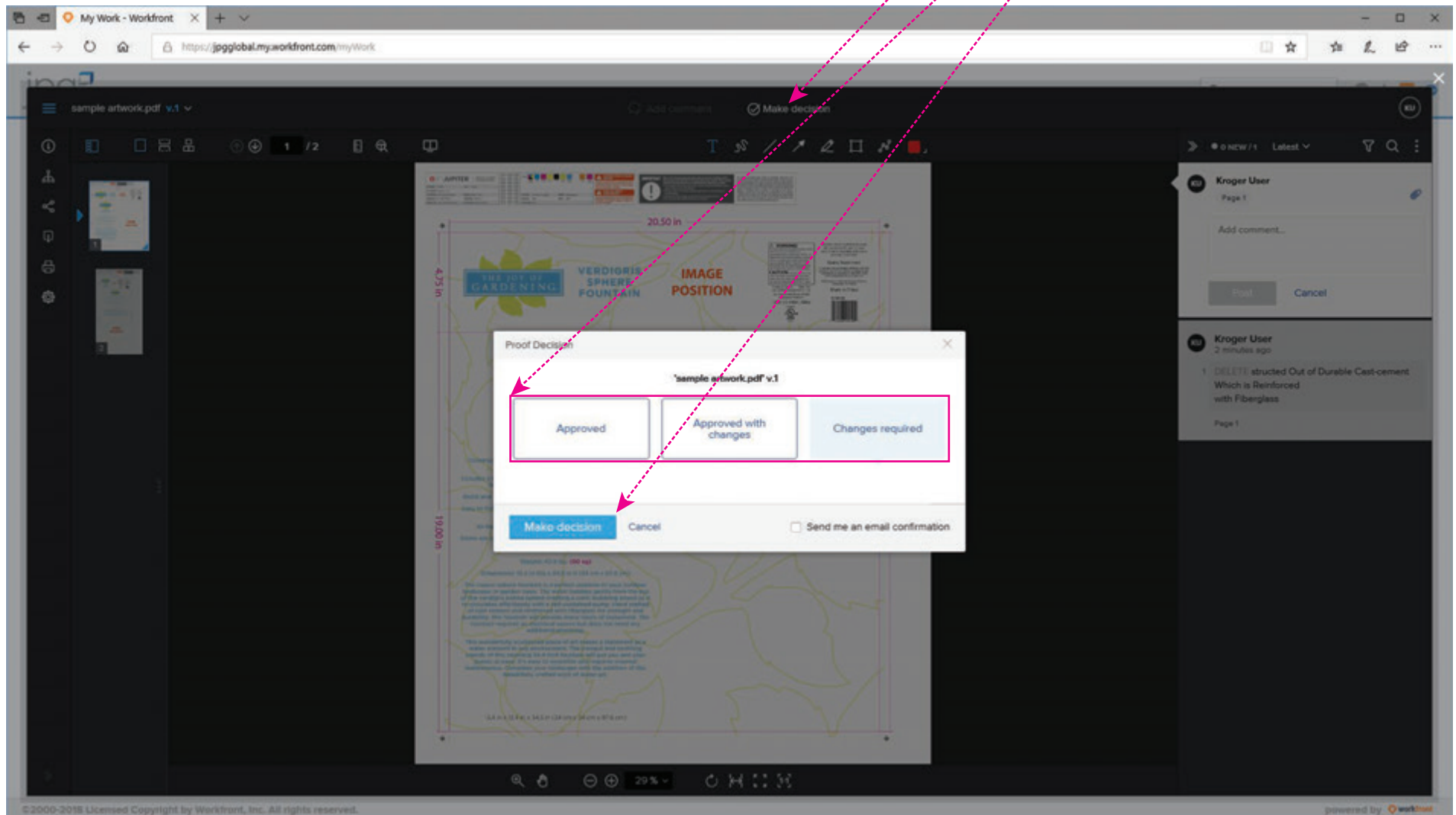
2 Select the tool you wish to use.

Type your comment, then click Post. **3**



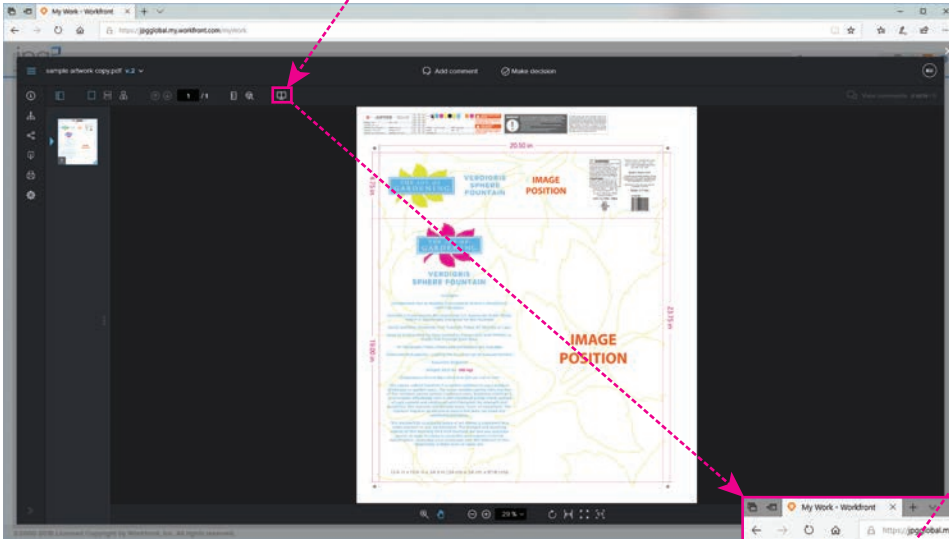
Proofing Artwork with Kroger- Making Decisions

- 1 Click 'Make Decision.'
- 2 Select the appropriate decision.
- 3 Click 'Make Decision. (There is not an Approved With Change Button for this client)



Proofing Artwork with Kroger - Comparing Versions

Click this button to reveal side by side comparison.



Select which previous version you want displayed here.

Click to Page Down/Up.

Click to Measure an Area.

Click to Search for Text.

Click to close previous version.

Click to Auto-Compare.

Click for an Overlay Comparison.

Click to Zoom.

Click to Rotate.

