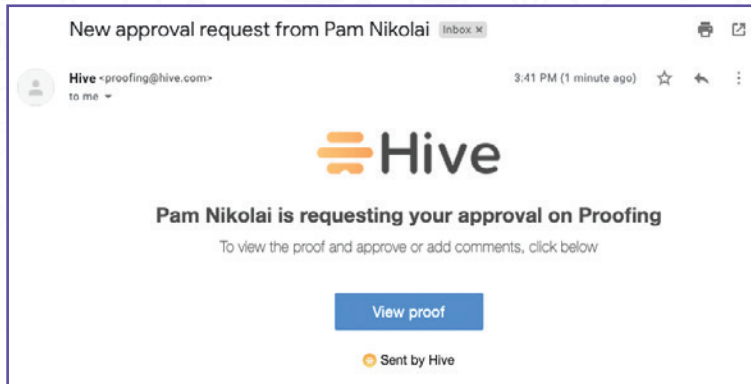


Hive Proofing Guide



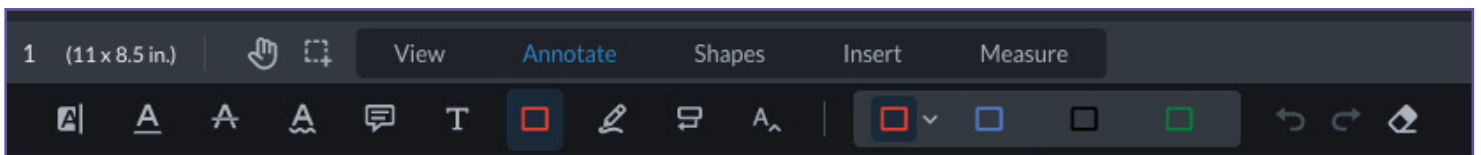
Getting Started



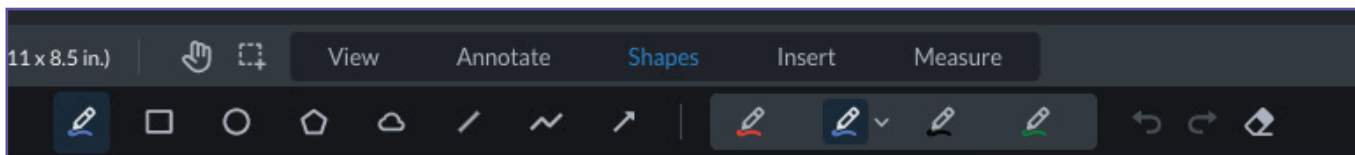
- When we send a proof, you will receive an email similar to the one on the left.
- We recommend only viewing Hive proofs on desktop.
- Add **proofing@hive.com** to your address book to ensure you receive proofs.



- This is your proofing space.
- From here you can **accept** with the green box or make comments and then hit the red box if you're **requesting changes**.
- To request changes, use the tool bar along the top. There are multiple ways to comment.



- The easiest way to make a comment is to click on the “Annotate” and choose one of the options; highlight text, underline text, strikeout text, under squiggle text (like misspelling), create a note, add text, draw a rectangle or freehand draw around where you’re referring to, use a call out to point at the area you’re commenting on, add text with the caret tool.



- You can also use the “Shapes” to specify what your comment refers to.



Next Steps

- If approved you're all set
- If you send comments back, we'll review, make changes, and send another version for your approval.

Video Proofing



- Proofing a video is similar to other proofings to start. You will receive an email, once you click through, your proofing space will look and function like any other proofing space.



- The main difference with video is you can watch the video and comment at different time stamps.
- From here you can **accept** with the green box or make comments and then hit the red box if you're **requesting changes**.

Next Steps

- If approved you're all set
- If you send comments back, we'll review, make changes, and send another version for your approval.