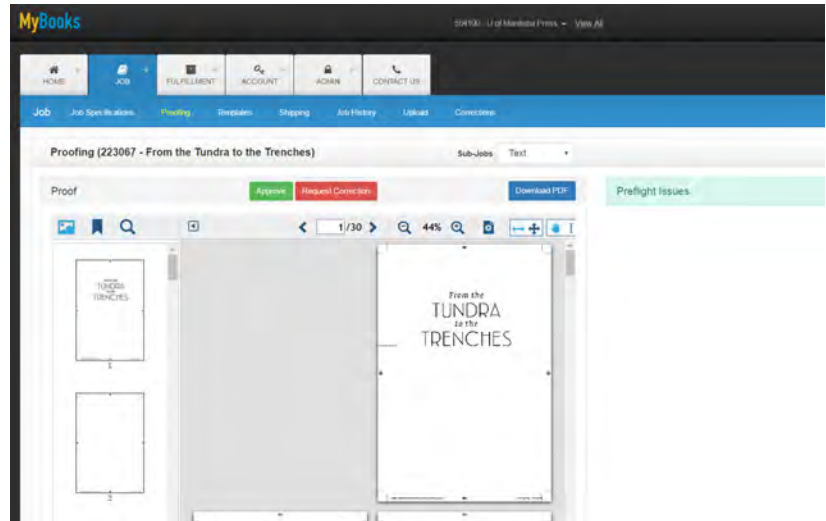


Below are details regarding the proofing and job specification approval process on the Friesens MyBooks site.

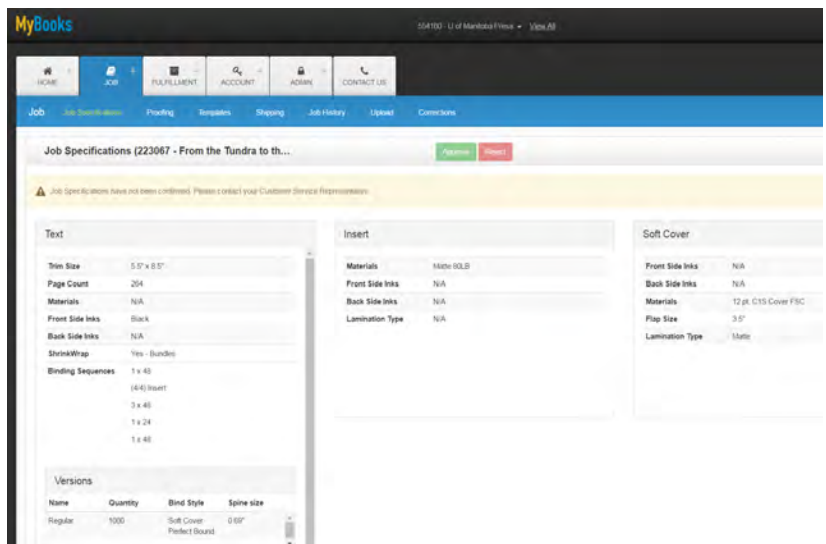
## PROOFING

- When a proof is posted for review an email is sent with a link to your proof
- Clicking the link will open a login page and once logged in transfer directly to the online proof
- Before approving or requesting corrections on a proof please respond to any preflight issues
- The preflight issues are noted on the right or on smaller screens by scrolling down in your browser window
- View the proof using the online viewer or download a PDF
- The PDF can be downloaded and printed to generate a physical proof
- Switch between different subjobs (Soft Cover, Hard Cover, etc...) with the drop down to the right of the title of the job
- Please approve or request corrections for each subjob available
- Approval let's Friesens know to proceed to print/bind the title
- If there are further corrections required select the "Request Correction" option
- When corrections for a subjob have been entered hit the "Submit to Friesens" button so Friesens can begin working on the corrections
- If there are new files required for corrections, Friesens will begin work as soon as we receive the files



## JOB SPECIFICATIONS

- When Friesens receives all of the required specifications for producing the title, we will complete the planning portion and post the job specifications for approval
- Prior to this the job specifications can be viewed, but not approved
- A note stating the specifications have not been confirmed will appear prior to the job specifications being finalized
- Please review the information presented to ensure it matches the requirements for the title
- Friesens will wait to proceed with the production of the title until receiving confirmation of the job specifications
- If there are changes made after the original specifications are approved we will send you updated approvals.



If you have questions as you use these new tools and services please contact Friesens technical support at 866.324.6401 or [bpotech@friesens.com](mailto:bpotech@friesens.com)