

Online Proofing

Reviewing and approving your project to go to press.



To ensure your project meets all your expectations before it goes to print, please follow the steps below to review and approve your files through MOSAIC's new online proofing system.

STEP 1: You will receive an email from MOSAIC to review and approve your files.

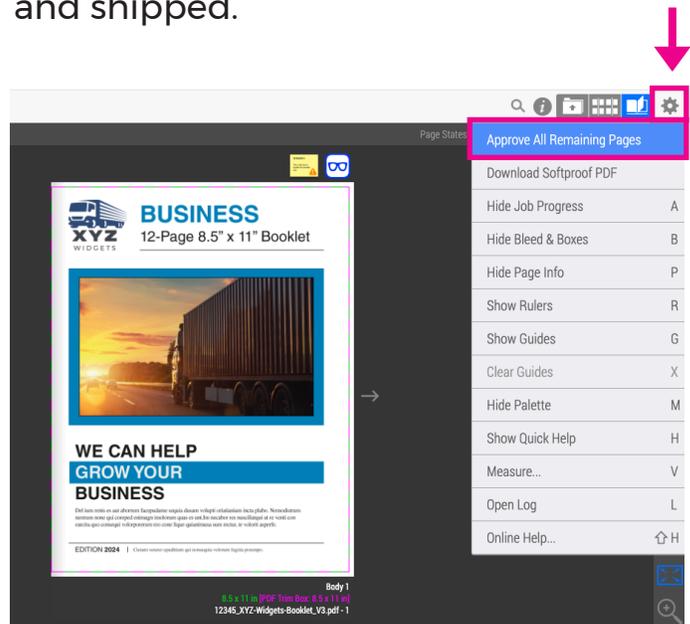
STEP 2: Click the link in your email to open your project in your browser.

STEP 3: Splash screen – close or review.

STEP 4: To review pages, hit the left and right arrows, beside each page.

STEP 5: If your project needs revisions, please contact your MOSAIC representative.

STEP 6: If your job looks good, click on the gear icon in the top right corner and select “Approve All”. Your job will then be scheduled, printed, and shipped.



If you have any questions or issues, please don't hesitate to call your MOSAIC Account Representative.