

# Online Proofing

Uploading and approving your print-ready PDF to go to press.



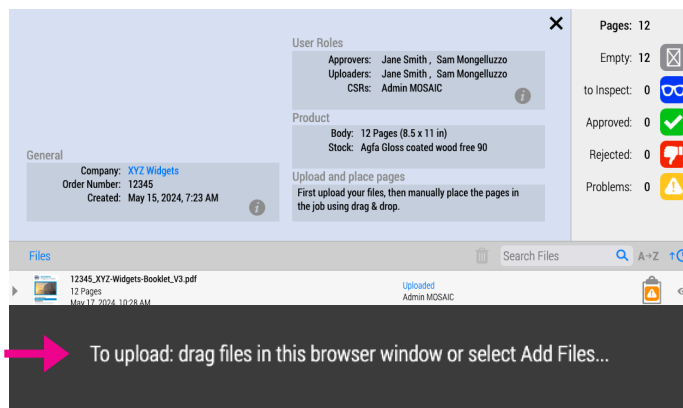
**STEP 1:** Contact customer service to create your job. You will receive a link to post your print-ready PDF. (Refer to our how-to guide for questions.)

**STEP 2:** Click the link to upload files.

**STEP 3:** Splash screen – close or review.

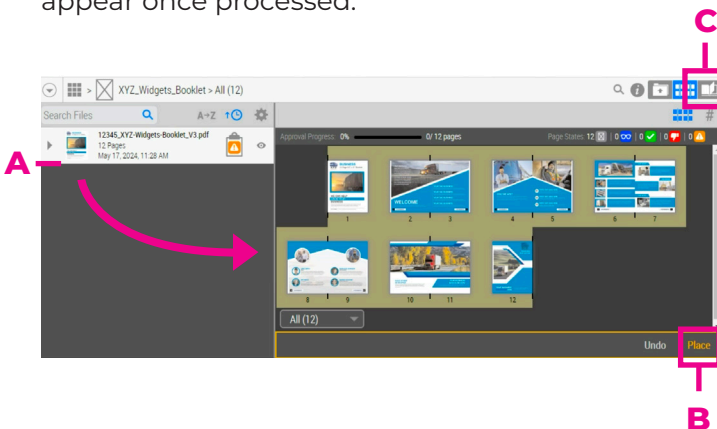
**STEP 4:** Click “Add files” (bottom left corner) or drag and drop your files into the window.

- Click Place files (bottom right corner)



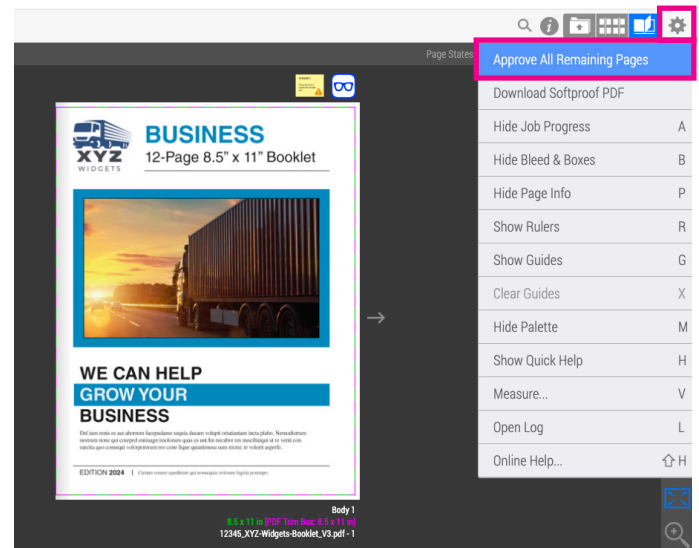
**STEP 5:** Click and drag your PDF to the empty page placeholders on the right side of the screen (A). Page thumbnails will appear. Release the PDF and click the “Place” button (B).

A progress bar will appear at the top as the pages are processed. You can switch to flipbook mode using the top right corner icon (C). Pages will appear once processed.



**STEP 6:** To review pages, hit the left and right arrows, beside each page.

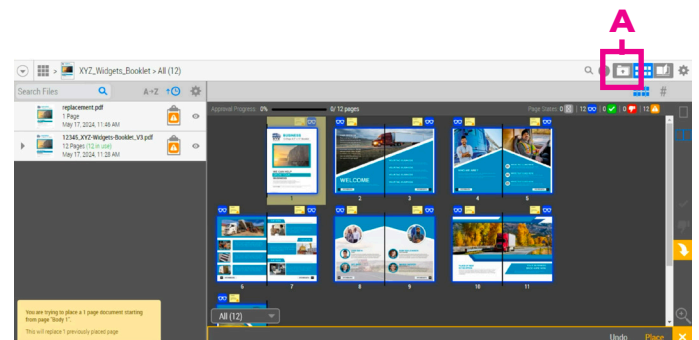
**STEP 7:** If your job looks good, click on the gear icon in the top right corner and select “Approve All”. If you need to change any pages, proceed to Step 8.



**STEP 8:** To upload a revised PDF:

Select the “Upload pages” icon (top left icon – folder with arrow) (A).

- Drag and drop the new PDF. There’s no need to remove or clear existing pages. (*The system will overwrite the old page.*)



**STEP 9:** Click “Approve All Remaining Pages”. Your job will be scheduled, printed, and shipped.

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