



Proofing Ads in CAS/Track

Locate the ad in CAS by entering the the ad number in the Find Ad field on the Inquire – Display Ads screen.

The screenshot shows the CAS/Track interface with a navigation bar at the top containing 'Home', 'Customize', 'Settings', 'Manage', 'Inquire', and 'Submit Ad'. Below the navigation bar is a toolbar with icons for 'Info', 'Runs', 'Logs', and 'Submissions'. A red arrow points to a 'View PDF' icon in the toolbar. The main content area is divided into two columns. The left column, titled 'Preview', shows a heart-shaped graphic with the text 'Love your heart, live longer.' and details about an event at Centura Public Library. The right column, titled 'Ad Summary', lists details such as Order Id: 188995, Model Ad Id: 188993, Size: 300 x 600, and Advertiser: 3 ADVERTISING LLC (111401). At the bottom of the 'Ad Summary' column, there are two buttons: 'Proof Ad' and 'Approve Ad'. A red arrow points to the 'Approve Ad' button.

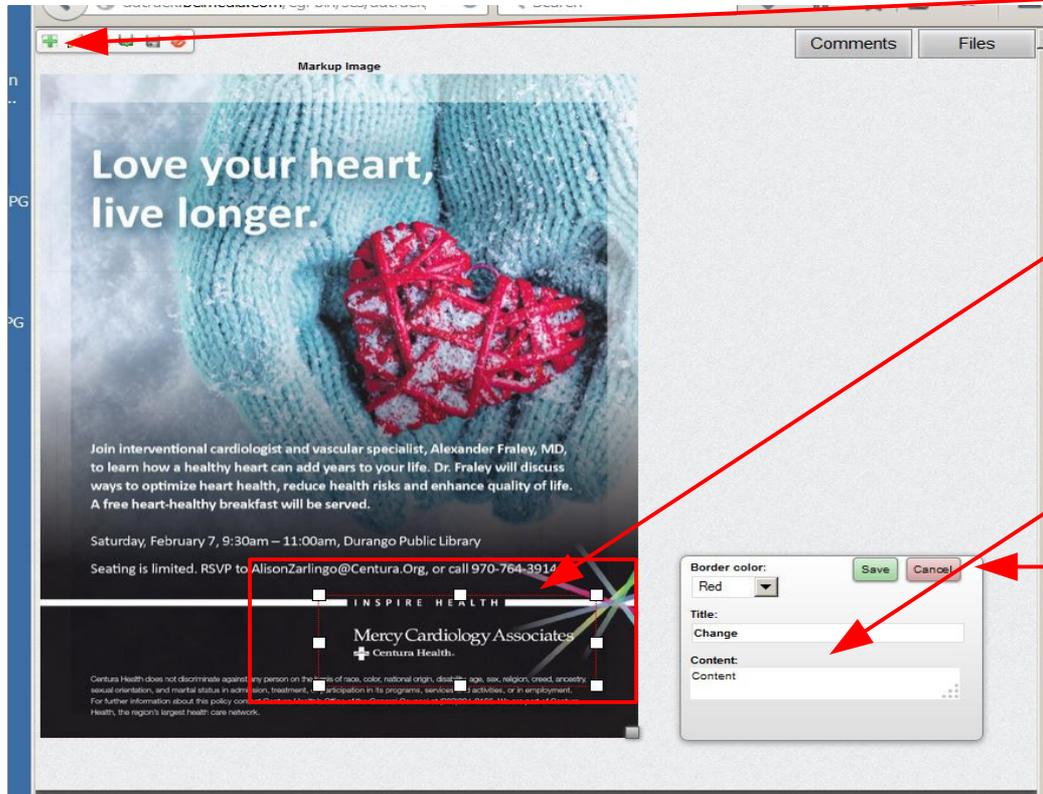
Click the View PDF icon to view a full size preview

Click the Approve Button to Approve the ad.

Click the Proof Ad button to mark-up the ad for changes.



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Click the Plus Sign in the Tool Bar or click and drag the cursor to create a mark-up box.

Outline an area on the ad preview with the mark-up box.

Input notes to indicate changes.

Click the save button to save the mark-up. Click the Cancel button to delete the mark-up.

Repeat for additional mark-up.



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Click on the Comment button to add general comments to submit with the mark-up.

Click on the Files button to upload materials with the mark-up.

Comments

This ad is past deadline. Proof Immediately.

Submit Comment

Previous Comments: Show automated comments?

The dialog box is overlaid on a webpage. A red arrow points from the 'Comments' button in the top right of the webpage to the top of the dialog box. The dialog box contains a text area with the text 'This ad is past deadline. Proof Immediately.' and a 'Submit Comment' button. At the bottom, there is a checkbox for 'Show automated comments?'.

Files

Please select your files for uploading:

File: No files selected.

Comments:

Upload Files

Filename	Notes	Image
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The dialog box is overlaid on a webpage. A red arrow points from the 'Files' button in the top right of the webpage to the top of the dialog box. The dialog box contains a 'Browse...' button, a 'Comments' text area, and an 'Upload Files' button. Below the dialog box, a table with columns 'Filename', 'Notes', and 'Image' is visible. At the bottom of the page, there is a pagination control showing 'Page 0 of 25 per page'.



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Click the Edit button to change existing mark-up.

Click the Save button to submit your mark-up for the ad.



Click the Delete button to delete existing mark-up.

Click the Cancel button to cancel any mark-up and quit without submitting.