reviewstudio

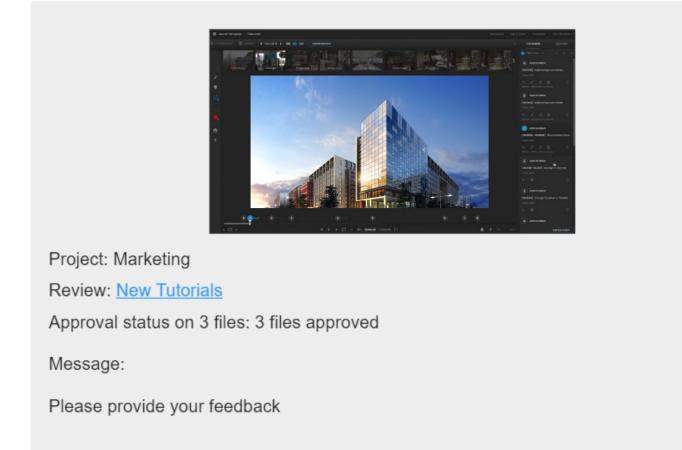# Quickstart Guide
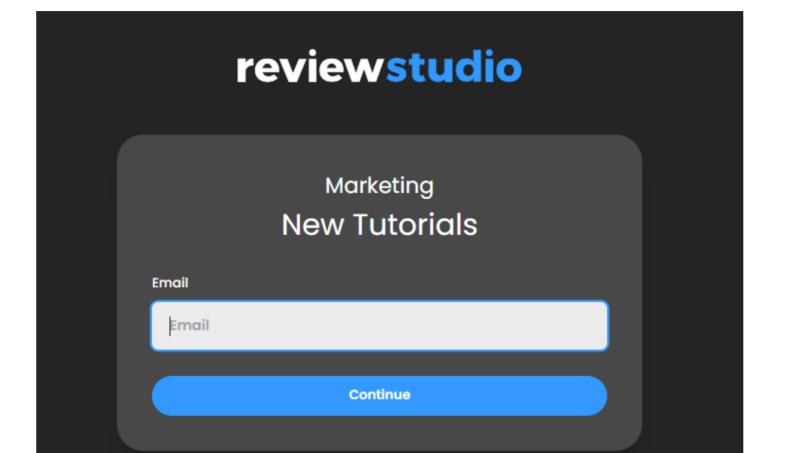
What is ReviewStudio?

ReviewStudio is an online proofing platform designed to simplify and centralize creative collaborations. It allows you to leave feedback and provide approval decisions on a wide range of digital media formats from any web browser or mobile device.
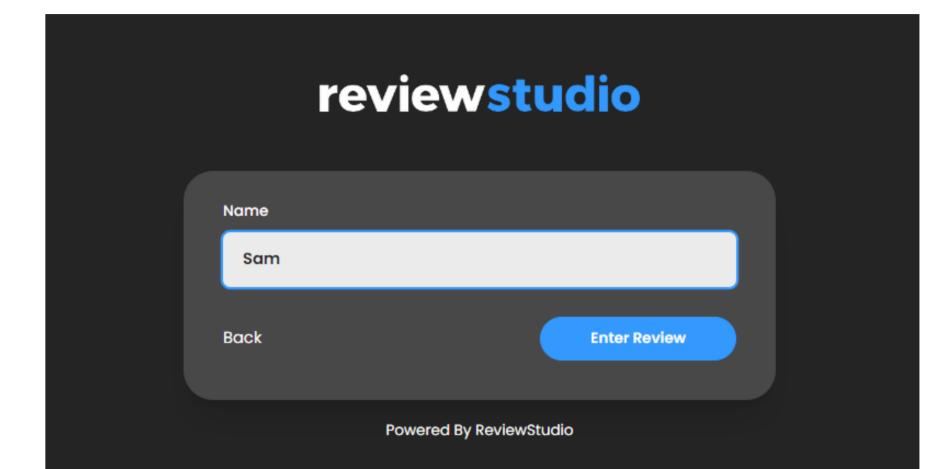
Accessing Your Review

1 Click the link in your email to get started.

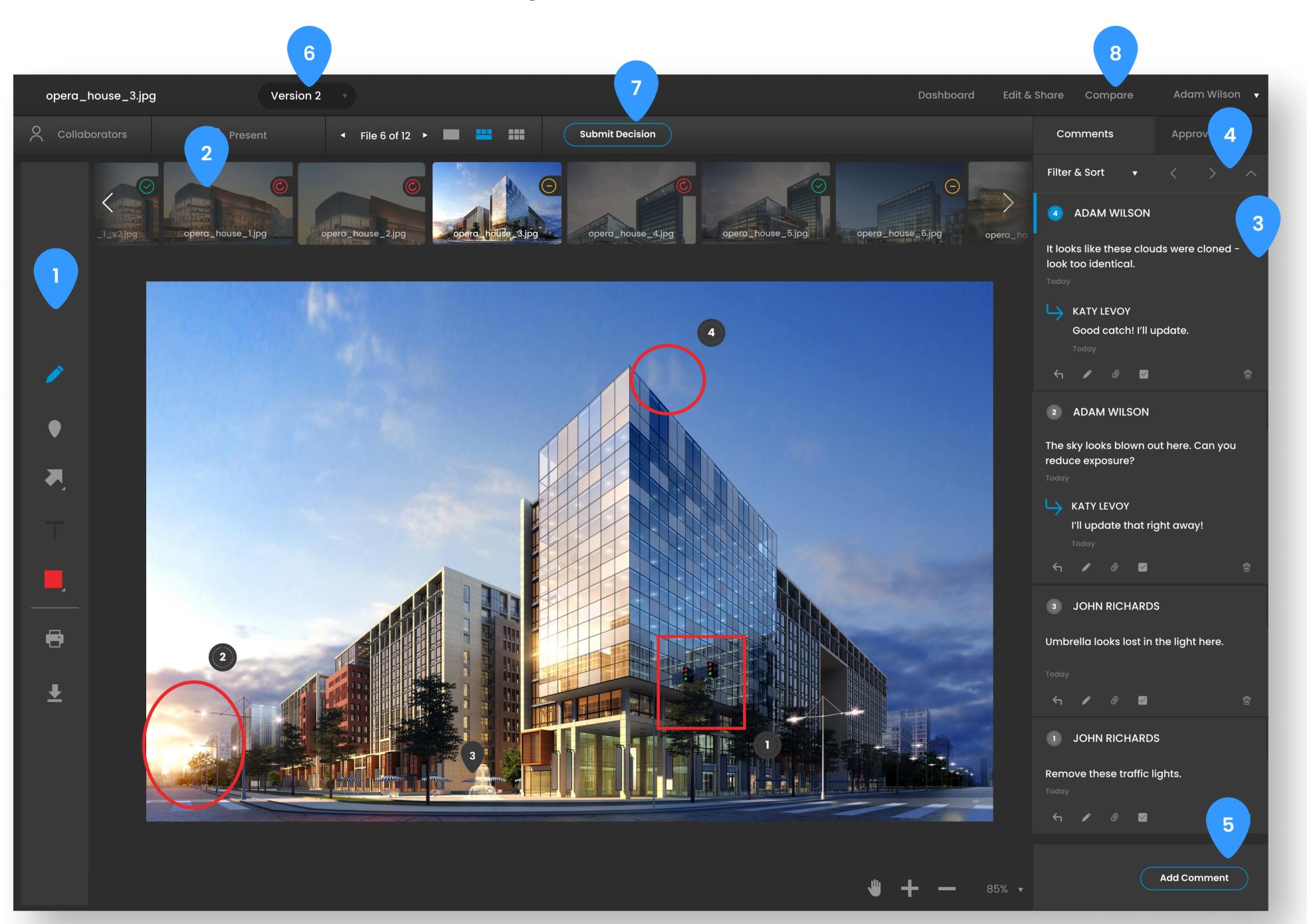**2** Enter your email address and Continue.

3 Enter your name and click Enter Review.

Note: You may be required to enter a password if required by the Review Creator.

Overview: The Review Canvas

The Review Canvas is where you will find the files and tools to review and approve the files in a Review.

1 The Toolbar with your markup tools (see below).

2 If there's more than one file in a Review, use the thumbnail strip to navigate between files.

3 Feedback appears in the Comment Bar and is threaded, in real-time and synchronized (see below).

4 Aside from Filter & Sort, you can use the [< >] arrows to collapse and cycle through comments individually.

5 "Add Comment" to add a general comment.

6 See previous versions (if any), view feedback and change history.

7 Submit your decision, whether approve, reject, or other (see below). If you don't see this, you aren't designated as an approver.

8 Compare allows you to compare two file versions side-by-side.

Overview: The Toolbar

In the toolbar you'll find all the tools you need to leave accurate and precise markups and feedback.
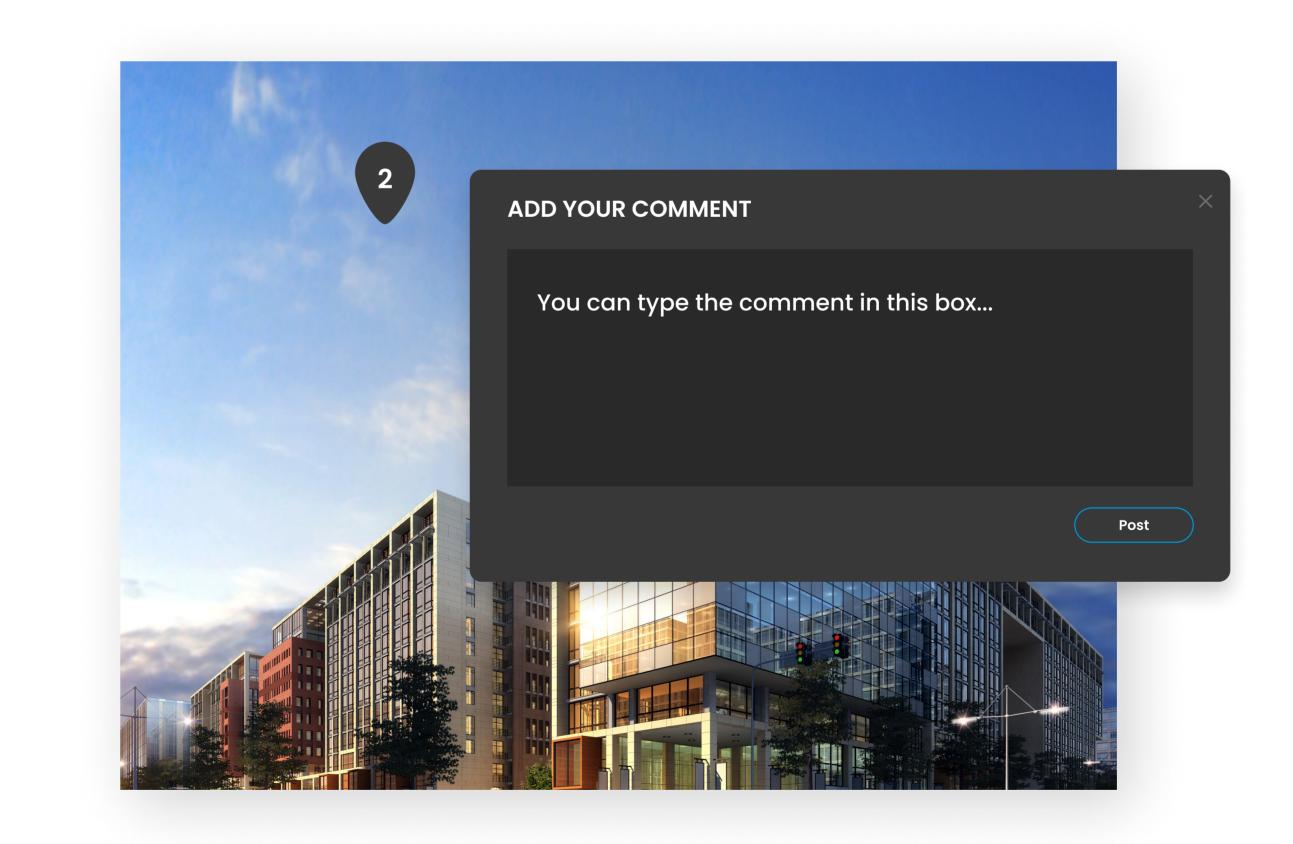
- → Pencil Tool for freehand draw.
- → Note Tool to drop a pin.
- → Shapes tool, flies out for additional tool options.
- → Text Tool, activates when file contains text.
- → Edit Tool Properties, such as tool color, pixel size and opacity.
- → Prepare a Print Page to print or save comments & approval decisions.
- → Download original file, if enabled.

Leaving a Comment

Once you selected a tool from the Toolbar, click where you want to leave the comment, and a popup box will appear, looking like this:
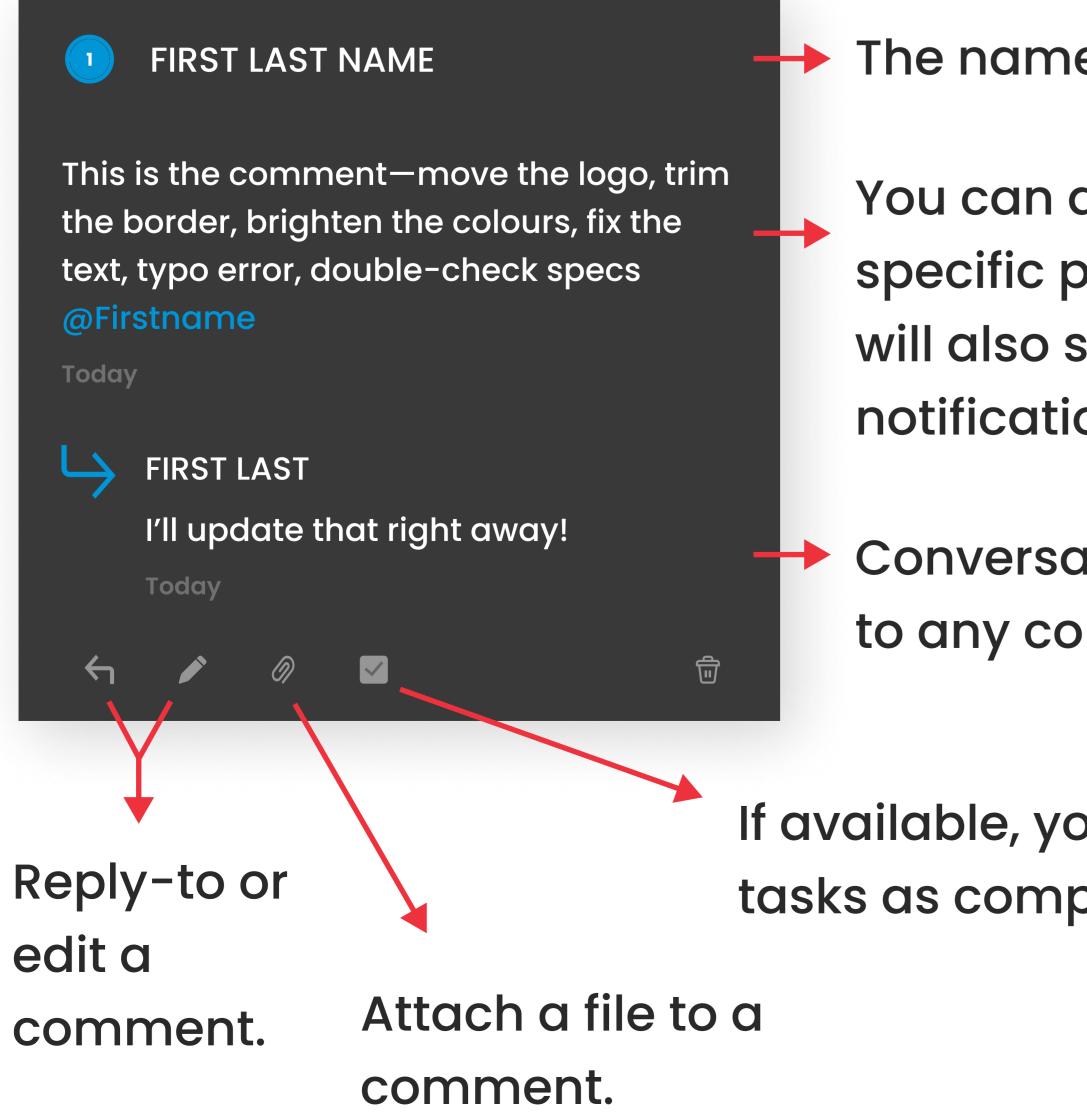

Clicking **Post** will save the comment to the Comment Bar or ☒ to cancel.

Overview: Comments in the Comment Bar

As comments are posted, they appear in the Comment Bar. Clicking one will highlight the associated markup on the Canvas.

- → The name of the commenter shows here.
- → You can direct a comment or reply to specific people by using an @mention. This will also send them an immediate email notification.
- → Conversations are threaded. Leave a reply to any comment to gain clarity.

Reply-to or edit a comment.

Attach a file to a comment.

If available, you can assign or mark tasks as complete.

Submitting an Approval Decision

Once you've gone through your Review, if you are designated as an Approver, you will see the **Submit Decision** button. Clicking it will provide you with the approval options provided by the Review creator.