

# 3P PHOTOGRAPHY'S SCHOOL PROOFING GUIDE

## STEP 1

Sign in

Follow the link provided in your email.  
Click on "Sign In". Enter the email address "photos@3p.net.au".

## STEP 2

Add comment

Click "Add comment" and draw a RED box to highlight the element of the photo needing correction.  
Specify in the comment box what correction is needed and click "Save" when done.  
You can add any number of comments to the images.  
To only view comments made for previewed image click "Filter" and check the box "Current page only"

## THINGS TO LOOK FOR:

- All student & staff names correct
- All students listed
- Absentee list correct
- Class title correct
- No inappropriate gestures by students

## STEP 3

Finish review

When all proofs are completed click "Finish review".  
You can revisit the proof at any time to make additional comments prior to deadline

## AFTER DEADLINE

Once the deadline has been reached the 3P Photography Production Team will review all comments and make the requested changes when possible.  
Where a change cannot be made, an explanation will be left for you to view.  
Should you wish to discuss further please contact our Production Team on 92506244

Note: It will be assumed that any photos with no comments made are correct and require no changes.

