Peerstorm Proofing Tool

Getting Started...as a Reviewer

Welcome to Peerstorm

You are part of a team at your organization who are reviewing documents for your workplace. This overview will teach you briefly the thing you need to know to chat, mark up, add comments, and review the document uploaded by your Facilitator.

1. If you haven't used our tool before, you will be able to access the Proof by using the Single-Use Link in the email you received from admin@peerstorm.com.

3. You can access the site (and all your Proofs) anytime by registering using the Register Link in that same email.

2. Once you've registered you will receive an email with links to the guide, the proof, and video tutorials.

Chat: With Us and Your Team

With Us

There are two ways that you can communicate with us online: Live and through Email.

4. **Live:** when a Peerstorm Support Agent (PSA) is online, a tab located on the left of the window will be green with the words Live Chat.

5. Clicking this will open a small window. Start typing to initiate conversation, and the PSA will help you in whatever they can.

6. **Through Email:** when a PSA is not online (live chat is unavailable) you can still send them a message by clicking the tab located on the left of the window (now blue) with the words Have Questions?

7. Clicking this will open a small window. Enter your email and your questions and a PSA will respond within 24hrs.

8. **With Your Team**
   The first tab on the right side of the window (open by default) is the Document Chat. You can use this to communicate with your team live: you will see what they wrote 4 seconds after they submit it.
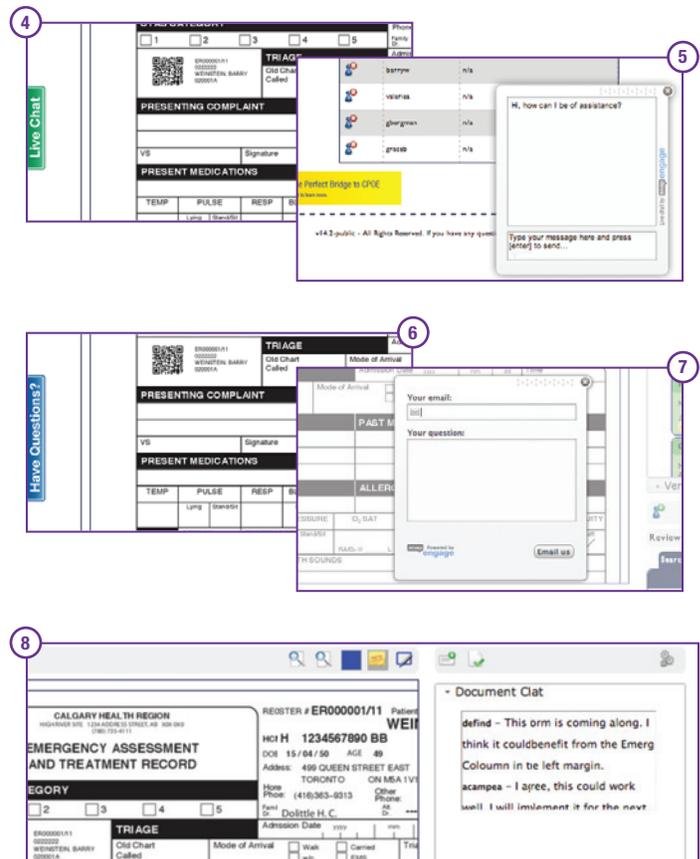
*Peer**storm*** *Proofing Tool*

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## Making Notes: Document or General

Document Notes are made on the proof and will be visible only the version they are added to and in the sidebar tab for that version.

To add a note to a proof click wherever you want to add a note and a small window will appear. Enter a title and content for the Note and click OK.

General Note are made for the whole proof. These can be viewed in the General Notes tab of the sidebar and are visible in all version of the proof.

To add a General Note click the icon and you will be taken to a new window. Enter the title and content of the note and click Post.
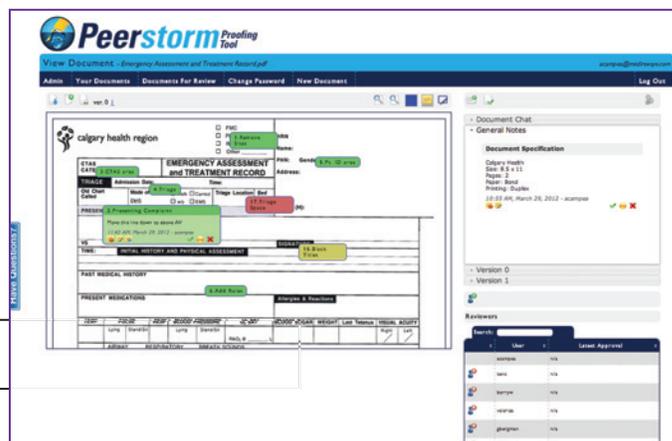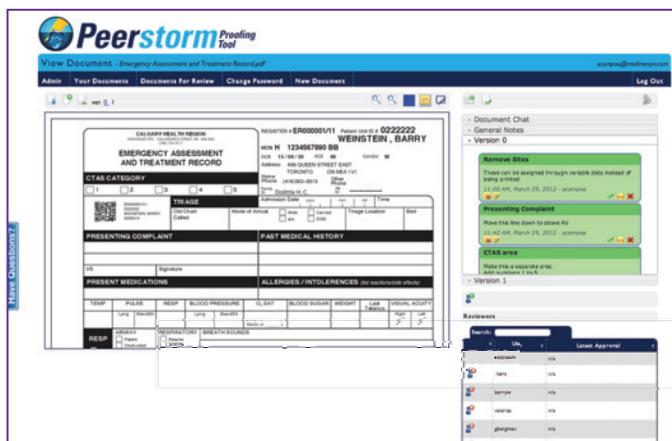
Additional Features to Help You Proof

Delete Note (only yours): This action is permanent and cannot be undone...so be sure.

Edit Notes (only yours): This will take you too a new window, and return when you're complete.

Reply to Other's Note to agree, disagree, or add to what they suggested.

Adding Boxes by clicking and dragging to highlight specific areas for your notes.
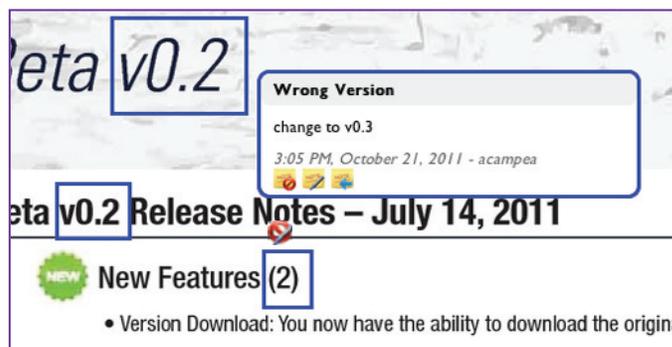
Delete a Box (only yours): Mouse over the box you want to delete to reveal this icon.

Approve a Version to tell your peers you have finished proofing the current version.

Download Original File, click this button to download the original file to your computer.

This screen shows boxes, notes, and how to edit/delete them.

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Getting Started...FAQ

Q. Why do I have to scroll all the way to the bottom of a Document/Proof before I can see the horizontal scroll bar at the bottom of the Document Pane?

A. Every web-browser (Internet Explorer, Firefox, Chrome, etc) has a scroll bar that will automatically appear when the page you are viewing is taller or wider than the size of your window. The Document Pane (area where you see the document/proof) and the Note Pane (where the General and Version notes appear) works the same way.

When your mouse cursor is over the Document Pane the wheel on the mouse will activate the Document Pane scroll bar(s). When your mouse is over the Note Pane on the side the wheel will control the note scroll bar, and when it is anywhere else on the page, it will control the browser scroll bar(s).

If you are scrolling and the browser bar is not moving (the page is not scrolling) then your cursor is likely over one of the Panes mentioned above.
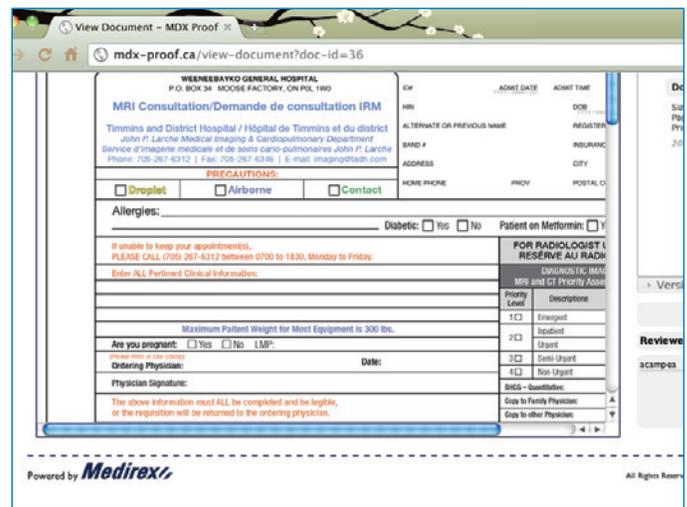
Q. How do I know where to put another User's note if I move it out of the way to see underneath it?

A. Do not worry about noting or marking down the original location. Unless you are the Owner, Facilitator, or Admin when you move another User's note it is only temporary. You see the note as moved, but the Tool has locked to its original location.

This means, once you exit the Document/Proof, Logout of the Tool, or close the browser, the notes you moved will return to where they were and the next time you open that same Document/Proof you will seem them in their original position.

Q. What do I do after I finish Proofing a Document/Proof?

A. After you finish proofing a Document/Proof you should let the facilitator know by clicking on the Approve Version button. This button can be located in the top right bar.

After clicking the Approve Version button, date and time will appear beside your name in the reviewer panel (bottom right).