

# E-Proofing Procedures: Spring 2015 Registration Guide



## PROOF

Get e-Proof: [August 12, 2014](#)  
Return e-Proof: [August 27, 2014](#)

### Important Notes

#### We purposefully:

- Added a [header](#) to all proofs.
- Used the following MS Word features: (1) [track changes](#) and (2) [password protection](#).

#### Content Accuracy

- Please ensure the accuracy of [all](#) content, including contact information (phone numbers, email addresses, and URLs).

#### No Changes

- If your e-proof does not need any changes, please [email us](#) (to let us know) and [do not attach](#) the unchanged e-proof.

#### Running Late

- If you anticipate being late with the return of your proofs, please [email us](#) and, if at all possible, give us an [estimate](#) of the delay.

#### Subject Lines

- Please reply to our [original email](#) and do not change the subject line.

#### RegPub Email Account

- All Registration Guide-related communication must be conducted exclusively through our [ar-regpub@fsu.edu](mailto:ar-regpub@fsu.edu) account.

## Step-by-Step Instructions

### Step I: Receive the File

1. Receive the distribution email from [ar-regpub@fsu.edu](mailto:ar-regpub@fsu.edu).

**NOTE:** You can tell our official registration guide emails by the subject line (example: *Proof Out: Summer/Fall 2012 Registration Guide*)

2. Save the attached files (i.e., proofs) to [your desktop](#).

### Step II: Edit the File

3. *Open* the file you wish to review.

4. *Read* the file carefully and:

- **Add any missing information** → How? → Place the cursor at the insertion point and start typing.
- **Change any incorrect existing text** → How? → Select the obsolete information and start typing over.
- **Delete any obsolete information** → How? → Select the obsolete information and press "Delete" on your keyboard.

### Step III: Add Your Last Name to the End of the File

5. *Add your last name* to the end of the file → How?

- Go to **File** >> **Save As**.
- Add an [underscore](#) and then *type your last name* right before ".doc" (example: *AcadCalendar\_Doe.rtf*).
- Save the updated file on your desktop.

### Step IV: Return the File

6. *Return* your edited files as an attachment to our [ar-regpub@fsu.edu](mailto:ar-regpub@fsu.edu) email account → How?

- Go to your email application and find our [original email](#) from [ar-regpub@fsu.edu](mailto:ar-regpub@fsu.edu).
- *Do not change* the [subject line](#).
- Click **Reply**.
- *Attach* the files you saved with your last name (from **Insert** >> **File**).
- *Type* a comment in the body of the email, if you'd like.
- Click **Send**.

**NOTE:** You will receive a message, indicating that your email was received.

### Step V: Ask for Assistance

7. Please do not hesitate to send your questions, comments, suggestions, and/or requests to:

Contact	RegGuide Email	Personal Email	Phone	Office	RegGuide Role
Elizabeth Stone	<a href="mailto:ar-regpub@fsu.edu">ar-regpub@fsu.edu</a>	<a href="mailto:estone2@fsu.edu">estone2@fsu.edu</a>	(850) 644-3027	UCA 3921	Coordinator & Editor