



Proof Reading Report User guide

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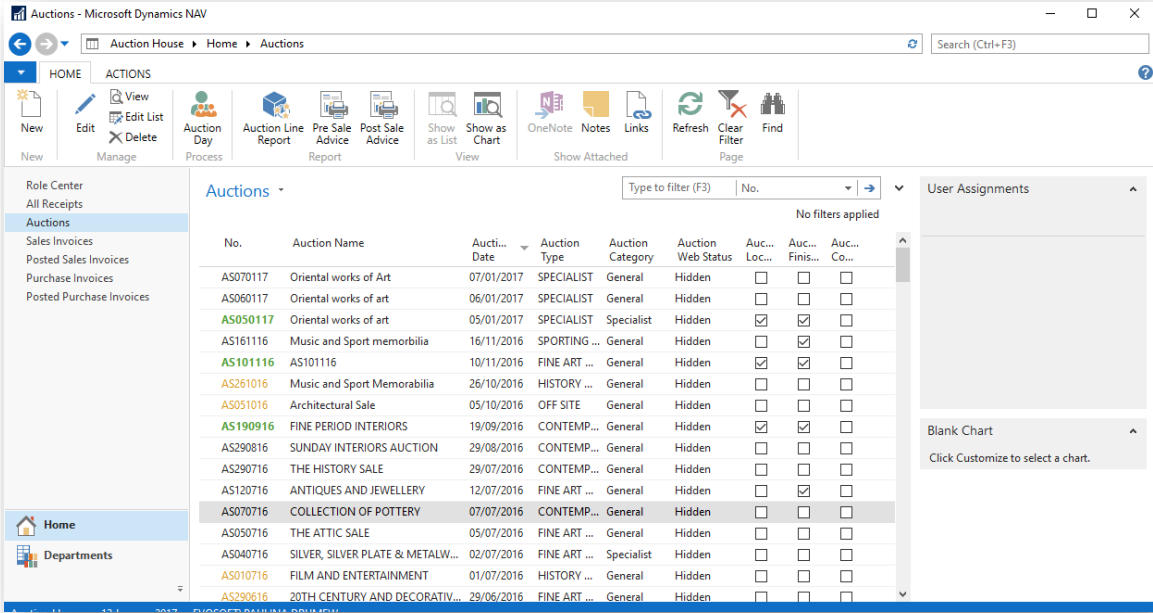
1.1 PROOF READING REPORT 3

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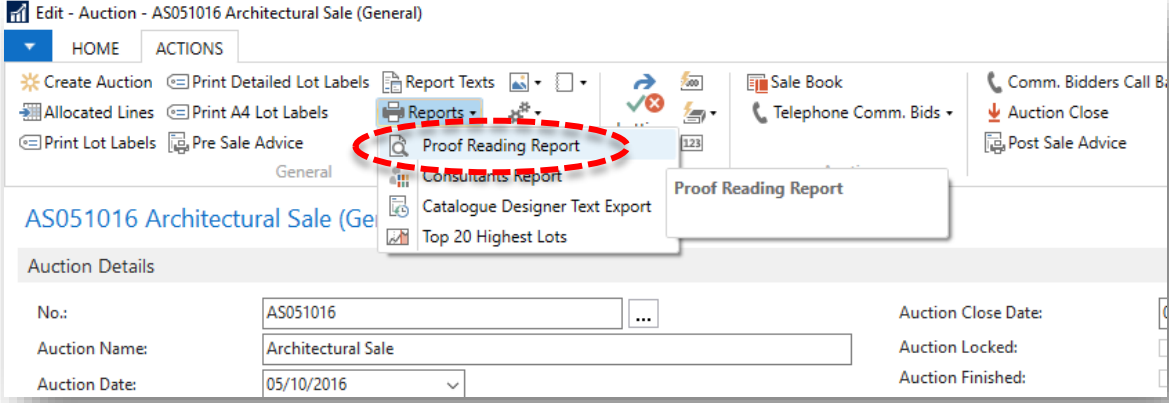
The **Proof Reading** report should be generated either before or after lotting the sale.

To create the **Proof Reading** report:

- 1. In the Search box enter **Auctions**, and then choose the related link. The **Auctions** window opens.

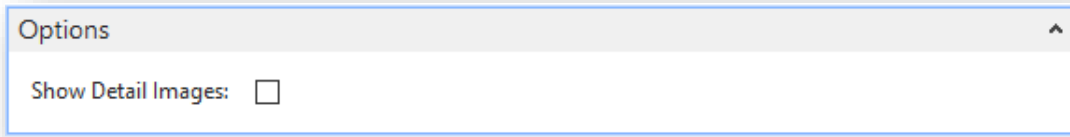


- 2. Open an auction, select **Reports** from the Ribbon, and then choose **Proof Reading Report**.

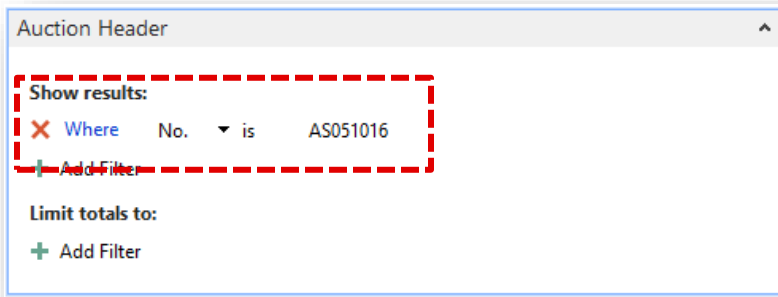


Alternatively, in the Search box enter **Proof Reading Report**, and then choose the related link.

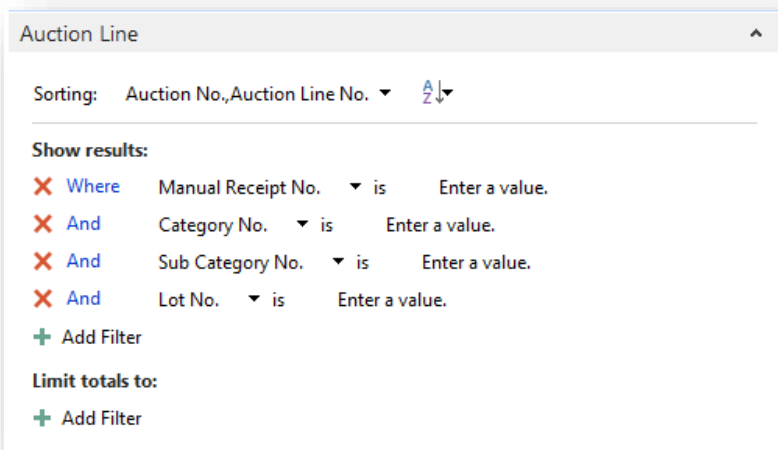
- The **Proof Reading Report** window opens.
Navigate to the **Options FastTab**, and then select the check box to include all articles' images.
Leave it blank to print only main illustration



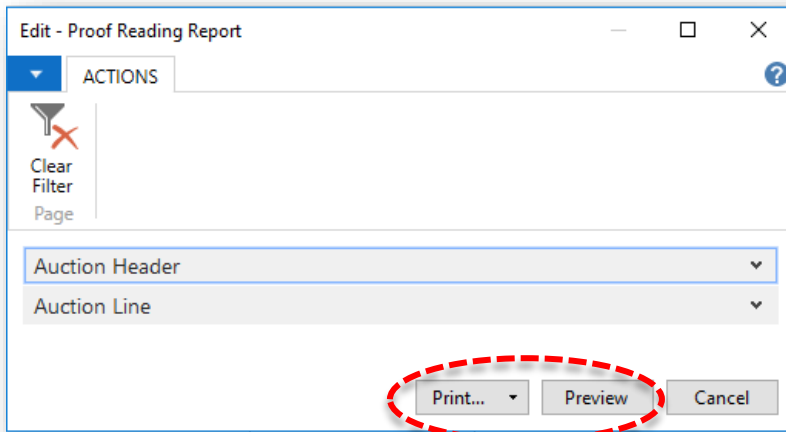
- Navigate to the **Auction Header FastTab** and use filter to select an auction. If you are accessing the **Proof Reading Report** from an auction, the auction filter is already applied by default.



- Navigate to the **Auction Line FastTab** and apply filter to generate report for specific category or specific lot range. Leave it blank to include all lines from selected auction.

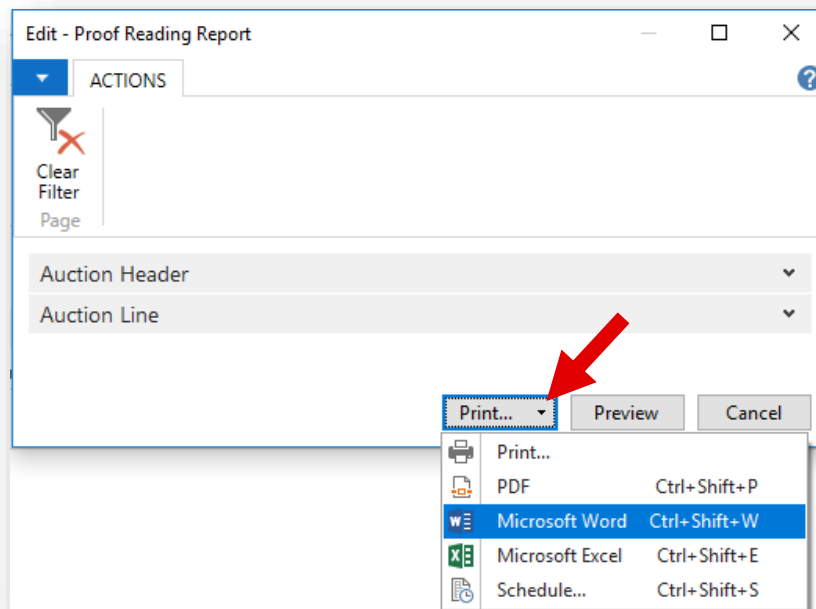


6. Select the **Print** button or the **Preview** button.



NOTE


To save the report, select arrow on the **Print** button and then choose a format.



Example report:

Proof Reading Report


PAULINA.DRUMEW **Proof Reading Report for Auction A760**



Miss Paulina Drumew **Two 19th Century Japanese carved ivory netsuke in the form of seated figure together with a pair of ...**

The Upper Courtyard	69615-1	100 - 150
The Old Dairy	Lot No.:	23
Swindon	Location	
Wiltshire	Reserve	80 - Fixed
SN4 0EU	Cat \ SubCat(s)	WOA \ ANGIND
(69615)	Illustration Cost	0


Two 19th Century Japanese carved ivory netsuke in the form of seated figure together with a pair of similar 19th Century figures (a/f) Good condition



Miss Paulina Drumew **Pair of Japanese Meiji period dark patinated bronze figures of musicians (one minus instrument), ...**

The Upper Courtyard	69615-2	500 - 800
The Old Dairy	Lot No.:	10
Swindon	Location	
Wiltshire	Reserve	500 - Discretion
SN4 0EU	Cat \ SubCat(s)	ASIAN \ JAP
(69615)	Illustration Cost	0

Pair of Japanese Meiji period dark patinated bronze figures of musicians (one minus instrument), 13.5ins and 11.5ins high respectively



Miss Paulina Drumew **Collection of Chinese interior painted snuff bottles, of varying forms and floral designs, seven in ...**

The Upper Courtyard	69615-3	60 - 80
The Old Dairy	Lot No.:	1
Swindon	Location	
Wiltshire	Reserve	50 - Fixed
SN4 0EU	Cat \ SubCat(s)	ASIAN \ CHI
(69615)	Illustration Cost	0

Collection of Chinese interior painted snuff bottles, of varying forms and floral designs, seven in total, five minus stoppers

