



# PROJECT REQUEST PROCEDURES

In an effort to improve our service and ability to accurately organize, track, and communicate about projects we are implementing a new project management system.

### Here are a few of the benefits:

- **Client Portal**  
Each user will have a unique login and Client Portal to submit project requests and keep abreast of their status.
- **Online Access**  
Requests can be submitted online anywhere, anytime.
- **Fast Response**  
Receive approval or a response from our office usually within 24 hours.
- **Eliminate Email Clutter**  
Communicate directly with Marketing staff through the client portal on each individual project.
- **Online Proofing**  
View, comment, and approve proofs through a web browser.

ACC  
ALBANY COMMUNITY COLLEGE  
Marketing & Media Department  
Graphics/Print Job Ticket

Submit via Email

JOB # \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date/Time Needed: \_\_\_\_\_

Originator: \_\_\_\_\_ Phone/Ext.: \_\_\_\_\_

Department: \_\_\_\_\_ Budget Number: \_\_\_\_\_

Job Description: \_\_\_\_\_

Send To:

- ☐ Web Services
- ☐ Blue Tube (Kyle Upton)
- ☐ Facebook (Sammi Sanders)
- ☐ Marquee (Amanda Smithson)
- ☐ Newspaper (John Tompkins)
- ☐ TV (Jason Nichols)
- ☐ Radio (Mark Moss)

Bindery Description:

- ☐ Fold
- ☐ Gable
- ☐ Cut
- ☐ Laminate

For Internal Use Only:

Print/Copy:	1 of Orig.	1 of Copies	Size	Black Ink	Color Copies	Price
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____

Proof Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Submitted for Billing (Date & Initial): \_\_\_\_\_

Old method - PDF form submission through email

Step 1 of 2  
Marketing & Graphic Design

Main Request

Requested By: \_\_\_\_\_

Email to Notify: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Due Date: \_\_\_\_\_

Does Your Project Require: \_\_\_\_\_

☐ Yes

☐ No

Budget Number (complete only if your project requires printing): \_\_\_\_\_

Quantity (how many printed copies?): \_\_\_\_\_

Kind of Job: \_\_\_\_\_

☐ New Project

☐ Revision to Existing Project

Target Audience - who is the intended audience for your project?

☐ Current Students

☐ Potential Students

New method - Online submission through [Workamajig](#)

# STEP 1

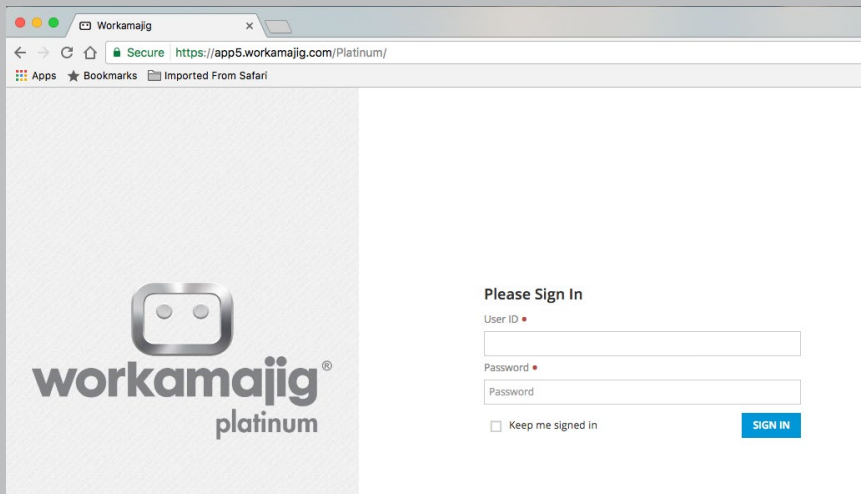
## Go to Workamajig Login Page

In your browser, type, click or copy the following website address: <https://app5.workamajig.com/Platinum/>

 **TIP:** Though compatible on mobile devices, the Workamajig website works best on a **desktop computer in Chrome and Firefox** browsers.



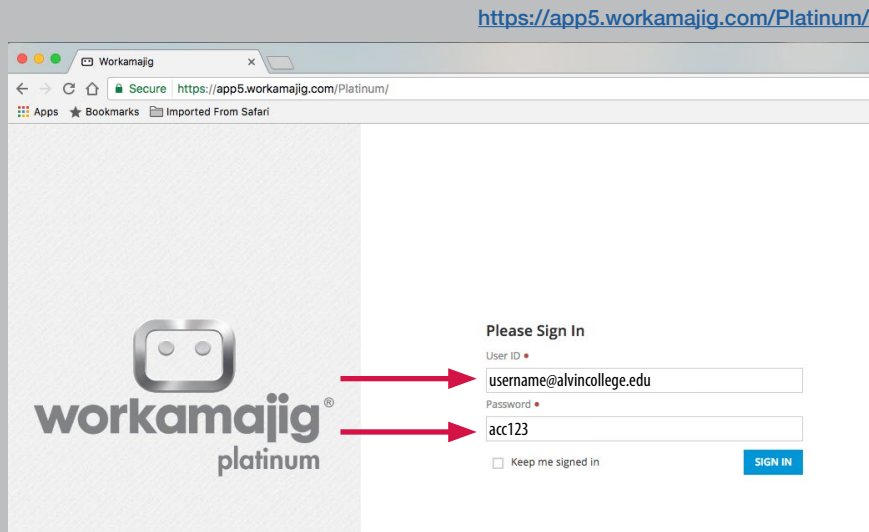
You may also want to bookmark the Workamajig login page to make it easy to find later.



# STEP 2

## Login to Workamajig

1. Type in your **ACC email address** in the **User ID** field.
2. Type **acc123** (all lower case) in the **Password** field.
3. If you have any trouble logging in, please email [marketingdepartment@alvincollege.edu](mailto:marketingdepartment@alvincollege.edu).



# STEP 3

## Change Password

1. Once you have successfully logged in, you will be prompted to change your password. Please choose a password that is easy to remember.
2. You will need to enter the new password twice to ensure it is changed. Once complete, click the blue **Sign In** button.

The screenshot shows a login interface with a red notification banner at the top stating: "Your password has expired - Please enter a new password." Below this is the "Please Sign In" section. It contains four input fields: "User ID" (with the text "username@alvincollege.edu"), "Password" (with the text "acc123"), "New Password" (with the text "New Password"), and "Confirm Password" (with the text "Confirm Password"). Each field has a red bullet icon to its left. Below the fields is a checkbox labeled "Keep me signed in". At the bottom left is a blue link "FORGOT PASSWORD ?". At the bottom right is a blue button labeled "SIGN IN". Three red arrows point from the left margin to the "Password", "New Password", and "Confirm Password" fields. A fourth red arrow points from the "FORGOT PASSWORD ?" link to the "SIGN IN" button.

Your password has expired - Please enter a new password. x

### Please Sign In

User ID •

Password •

New Password •

Confirm Password •

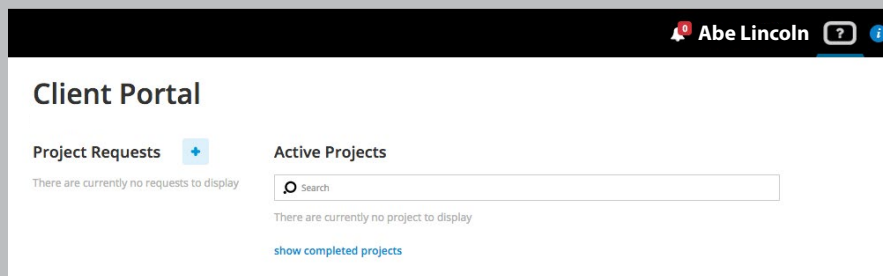
☐ Keep me signed in

[FORGOT PASSWORD ?](#) [SIGN IN](#)





# STEP 4

## View Client Portal

1. Once you have successfully changed your password and logged in, you will be taken to the **Client Portal**. This is where you can request projects, view active and complete projects and edit your contact information.







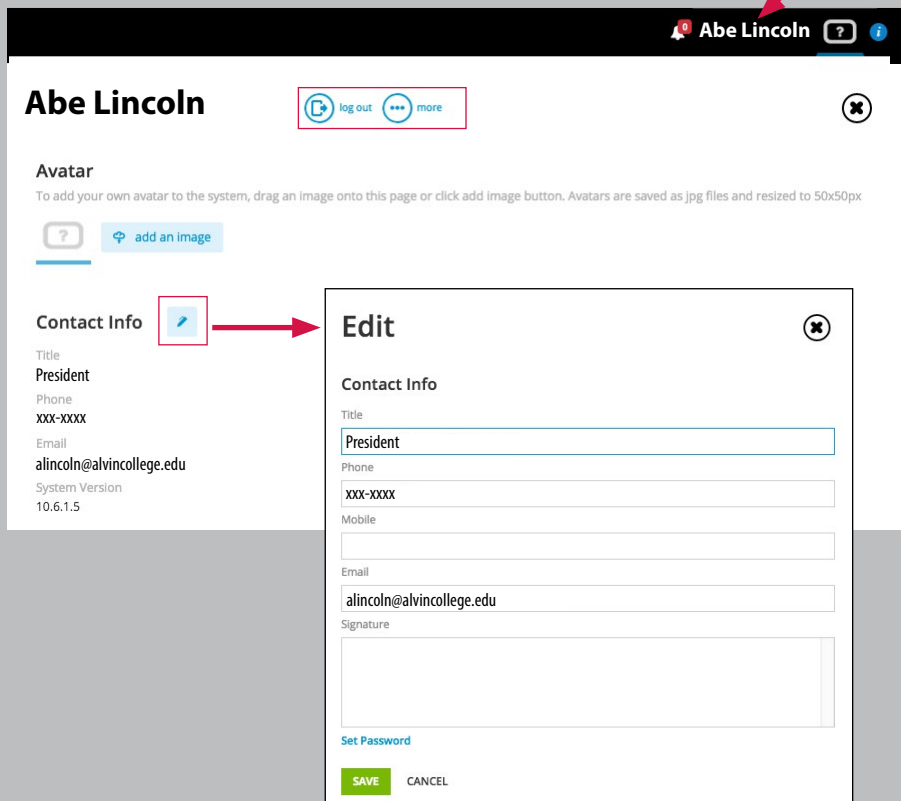
### TIPS:

-  Click the plus symbol to open up sub menus
-  Click the X button to close a window
-  Click the bell to view project notifications
-  Click the "i" button to access the Help Menu or ask a question

# STEP 4

## Verify/Edit Contact Info


1. Click on your name to setup an avatar (not required) and edit your contact information. By clicking the  more button you can remove the avatar, open the help guide, view system messages, and review release notes.
2. If necessary, click the  icon to edit your contact information. Click the green button to save your changes.
3. When complete, click the  icon to return to the client portal.
4. To log out of the system, click the  log out button.

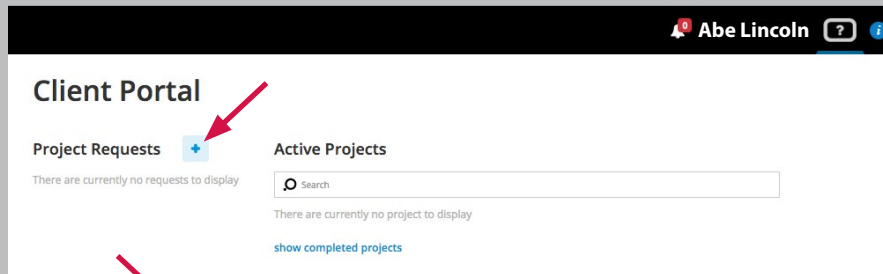


The screenshot displays the user interface for 'Abe Lincoln'. At the top, a black navigation bar shows the user's name 'Abe Lincoln' with a notification bell icon and a help icon. Below this, the user's name 'Abe Lincoln' is displayed in a large font. To the right of the name are two buttons: 'log out' and 'more'. A red arrow points to the 'more' button. Below the name, there is an 'Avatar' section with a placeholder image and an 'add an image' button. Further down is the 'Contact Info' section, which lists the user's details: Title (President), Phone (XXX-XXXX), Email (alincoln@alvincollege.edu), and System Version (10.6.1.5). A red arrow points from the 'edit' icon (a pencil inside a square) next to the 'Contact Info' header to a modal window titled 'Edit'. This modal window contains the same contact information fields as the main page, but they are now input fields for editing. At the bottom of the modal, there is a 'Set Password' link and two buttons: 'SAVE' and 'CANCEL'.

# STEP 6

## Request a Project

1. To request a project, click on the  icon as indicated in the image to the right. Once clicked, the project request form menu will appear.
2. Hover over the type of project you need and click on it with your mouse.



## Request a Project

Select the type of project you would like from the list below

### Marketing & Graphic Design

Items that require graphic design/layout and/or printing enter the Marketing and Media through this request form. Because of the large number of requests we receive, please plan and allow AT LEAST 4 WEEKS FOR COMPLETION. Send any required attachments by using the upload function on the second page of this form.

### Media Services

For assistance with audio/video set up, equipment check out, delivery and service. Please provide at least SEVEN DAYS NOTICE before your event.

### Web Services

This is the official method for college employees to request jobs from the Web Services office. Most webpage updates can be completed within 48 HOURS. However, PLEASE ALLOW 10 WORKDAYS (2 calendar weeks) FOR COMPLETION of more complex jobs. Send any required attachments by using the upload function on the second page of this form.



# STEP 7

## Marketing & Design Requests

1. Marketing & Graphic Design requests should be submitted at least **three weeks** prior to when the final product is needed.

### TIPS:

- *If possible, plan your project several months in advance and alert Marketing of work that will be needed.*
- *Review all content before sending to Marketing.*
- *Gather all content and submit it at the same time.*
- *Please allow 3-4 weeks for production of your publication. More time may be needed depending on the workload.*
- *Review your text and artwork carefully before approving*

## Request a Project



Select the type of project you would like from the list below


### Marketing & Graphic Design

Items that require graphic design/layout and/or printing enter the Marketing and Media through this request form. Because of the large number of requests we receive, please plan and allow AT LEAST 3 WEEKS FOR COMPLETION. Send any required attachments by using the upload function on the second page of this form.

# STEP 7

## Marketing & Design Requests

### 1. Complete the form by entering the following:

- **Project Name** - Enter a unique name for your project.
- **Project Description** - Enter a *detailed description* of your project. The description should include the purpose of the project, the goals you are trying to achieve, and the call to action if required.
- **Printing** - Indicate whether your project needs to be printed.
- **Due Date** - This will be pre-filled with a date at least three weeks from the current day, however, you may change it to a later date. If you need it sooner, please indicate the date in the project description. Turnarounds shorter than three weeks will be granted at the discretion of the Director, Marketing & Media.
- **Budget Number** - Please complete if your project requires printing.
- **Quantity** - Indicate how many printed copies are needed.
- **Target Audience** - Indicate the desired target audience(s).
- **Project Type** - Please indicate which type of deliverables are desired.
- **Attachments** - If you have rough drafts, images, or content documents, please click the  icon to upload them. You may upload more than one file by holding down the "control" key while clicking the files. Only the following file types will be accepted: .PDF, .DOC, .DOCX, .JPG, .PNG, .XLS, .XLSX, .PPTX, .EPS, .AI, and .INDD. Please **do not send Microsoft Publisher** files. These should be converted to PDF format.
- **Submit** - When you have finished uploading files and have completed the request form, click the **green submit button** to send your request.

Step 1 of 2

Graphic Design

Main Request

Requested by

Abe Lincoln

Email to Notify

alincoln@alvincollege.edu

Project Name

Project Description

Due Date

5/22/2017

Does Your Project Require Printing?

☒ Yes
 ☐ No

Budget Number (complete only if your project requires printing)

Quantity (how many printed copies?)

Kind of job

☒ New Project
 ☐ Revision to Existing Project

Target Audience - who is the intended audience for your project?

☐ Current Students
 ☐ Potential Students
 ☐ Faculty and Staff
 ☐ General Public
 ☐ Other

Project Type (check all that apply)

☐ Banner
 ☐ Blue Tube Slide
 ☐ Brochure
 ☐ Business Card
 ☐ Event Program
 ☐ Flyer
 ☐ Graphic/infographic
 ☐ Invitation
 ☐ Name Badge
 ☐ Postcard
 ☐ Poster

NEXT

Click the next button to move to the next screen

Request a Project

Select the type of project you would like from the list below

Marketing & Graphic Design

Items that require graphic design/layout and/or printing enter the Marketing and Media through this request form. Because of the large number of requests we receive, please plan and allow AT LEAST 3 WEEKS FOR COMPLETION. Send any required attachments by using the upload function on the second page of this form.

Step 2 of 2

Marketing & Graphic Design

Edit Details

Request Details

Attachments

Click to upload files

There are currently no attachments on this request.

SUBMIT

Click submit to send your request

# STEP 8

## Web Design & Updates

### 1. Complete the form by entering the following:

- **Project Name** - Enter a unique name for your project.
- **Project Description** - Enter a *detailed description* of your project. The description should include the purpose of the project, the goals you are trying to achieve, and the call to action if required.
- **Due Date** - Please allow 48 hours for simple updates. Please allow 10 workdays for more complex jobs such as creating new website pages and landing pages.
- **Service Requested** - Indicate the type of work for your project
- **Web Page Address** - Please enter the address of the page to be modified or the desired address for a new page.  
Ex. [www.alvincollege.edu/admissions](http://www.alvincollege.edu/admissions)
- **Priority** - Please indicate the project's level of urgency
- **Attachments** - If you have rough drafts, images, or content documents, please click the  icon to upload them. You may upload more than one file by holding down the "control" key while clicking the files. Only the following file types will be accepted: .PDF, .DOC, .DOCX, .JPG, .PNG, .XLS, .XLSX, .PPTX, .EPS, .AI, and .JND. Please **do not send Microsoft Publisher** files. These should be converted to PDF format.
- **Submit** - When you have finished uploading files and have completed the request form, click the **green submit button** to send your request.

Step 1 of 2

Web Services

Main Request

Requested By

Abe Lincoln

Email to Notify

alincoln@alvincollege.edu

Project Name

Project Description

Due Date

6/20/2017

Service Requested

☐ Web Page - NEW  
☐ Web Page - UPDATE  
☐ Web Page - Banner  
☐ Landing Page  
☐ Form  
☐ Call to Action

Web Page Address (or desired new page)

Please enter the address of the page to be modified or the desired address for a new page. Ex. <http://www.alvincollege.edu/admissions>

Priority (Please let us know the urgency of your request)

☐ Low  
☐ Medium  
☐ High  
☐ Urgent

NEXT

Click the next button to move to the next screen

Request a Project

Select the type of project you would like from the list below

Web Services

This is the official method for college employees to request jobs from the Web Services office. Most webpage updates can be completed within 48 HOURS. However, PLEASE ALLOW 10 WORKDAYS (2 calendar weeks) FOR COMPLETION of more complex jobs. Send any required attachments by using the upload function on the second page of this form.

Step 2 of 2

Marketing & Graphic Design

Edit Details

Request Details

Attachments

Click to upload files

There are currently no attachments on this request.


SUBMIT

Click submit to send your request

# STEP 9

## Media Services Requests

### 1. Complete the form by entering the following:

- **Project Name** - Enter a unique name for your project or event.
- **Project Description** - Enter a detailed description of your project. The description should include the purpose of the project and the goals you are trying to achieve.
- **Due Date** - Please provide at least seven days notice before your event.
- **Service Needed** - Indicate the type of work required for your project.
- **Priority** - Please indicate the project's level of urgency.
- **Attachments** - If you have rough drafts, images, or content documents, please click the  icon to upload them. You may upload more than one file by holding down the "control" key while clicking the files. Only the following file types will be accepted: .PDF, .DOC, .DOCX, .JPG, .PNG, .XLS, .XLSX, .PPTX, .EPS, .AI, and .INDD. Please **do not send Microsoft Publisher** files. These should be converted to PDF format.
- **Submit** - When you have finished uploading files and have completed the request form, click the **green submit button** to send your request.

### Step 1 of 2

Media Services

#### Main Request

Client \*

MKTG

Requested By \*

Abe Lincoln

Email to Notify \*

alincoln@alvincollege.edu

Project Name \*

Project Description \*

Due Date

8/24/2017

Service Needed (check all that apply) \*

- ☐ Audio/Video setup
- ☐ Photo Backdrop Setup
- ☐ CD/DVD Duplication
- ☐ Classroom technology support
- ☐ Kiosk Setup
- ☐ Marquee hardware support
- ☐ Security systems support
- ☐ Signage installation
- ☐ VHS to DVD conversions
- ☐ Video Recording

Priority (Please let us know the urgency of your request) \*

- ☒ Low
- ☐ Medium
- ☐ High
- ☐ Urgent

NEXT &gt;

Click the next button to  
move to the next screen

### Request a Project

Select the type of project you would like from the list below

#### Media Services

For assistance with audio/video set up, equipment check out, delivery and service. Please provide at least SEVEN DAYS NOTICE before your event.

### Step 2 of 2

Marketing &amp; Graphic Design

#### Edit Details

#### Request Details

#### Attachments



Click to upload files

There are currently no attachments on this request.

SUBMIT

Click submit to send your request

# STEP 10

## Confirmation Emails

1. You will receive a confirmation email upon successful submission of your request. If you do not receive this email within a couple hours of submission, the request was not received and you may need to resubmit.
2. The request will be reviewed and will either be approved as is, or rejected for one of the following reasons:
  - **Incomplete Information** - Marketing may request additional information about the project before approval is granted.
  - **Rush Job** - Your project may be rejected if the requested turnaround time cannot be achieved.
  - **Scope of Work** - Your project may be rejected if it is deemed outside the Marketing Department's scope of work. (Ex. personal projects, etc.)
3. Within 48 hours, you will receive a second email notifying you the request has been approved. Should your requested be rejected, you will also receive an explanation along with recommendations to rectify the issue.

Your Project Request has been submitted and is under review.  
[Click Here to view the request](#)

Project ID: GD-18

Email #1

Project request received and is *under review*

Project Name:

Marketing Newsletter

Client:

MKTG - Marketing & Media

Requested by:

[Abe Lincoln](#)

Description:

Create a newsletter of no more than 4 pages to communicate how the Marketing department is promoting the college and it's programs.

Project Due Date:

9/6/2017

Does Your Project Require Printing?

Yes

Budget Number (complete only if your project requires printing)

xx-x-xxxxx-xxxxx

Quantity (how many printed copies?)

50.0000

Kind of Job

New Project

Target Audience - who is the intended audience for your project?

Faculty and Staff

Project Type (check all that apply)

Other

Your request has been reviewed and approved. Comments:  
[Click Here to view the request](#)

Project ID: GD-18

Email #2

Project request reviewed and *approved or rejected*

Project Name:

Marketing Newsletter

Client:

MKTG - Marketing & Media

Requested by:

[Abe Lincoln](#)

Description:

Create a newsletter of no more than 4 pages to communicate how the Marketing department is promoting the college and it's programs.

Project Due Date:

9/6/2017

Does Your Project Require Printing?

Yes

Budget Number (complete only if your project requires printing)

xx-x-xxxxx-xxxxx

Quantity (how many printed copies?)

50.0000

Kind of Job

New Project

Target Audience - who is the intended audience for your project?

Faculty and Staff

Project Type (check all that apply)

Other

# STEP 11

## Notification of Proof

1. If your project requires design or content creation, you will receive an email notification when a proof is available to review.
2. Click where indicated or copy and paste the address in the yellow highlighted box to view and comment on the proof.
3. Please review the proof, add comments, and approve or request another proof **within 72 hours of notification**.
4. You will receive a reminder within 24 hours of the due date to ensure the project stays on schedule.

### Visual Cues Newsletter

17-MKTG-18 - MARKETING NEWSLETTER

#### Internal Review 1

Decision due by Monday, July 31, 2017 4:00 PM

[Click here](#) To add and view comments.

Copy & paste this address into your browser if the above link does not work:

<https://app5.workamajig.com/platinum/launch.aspx?link=1589144AFAD51E81ED95B9A2625FF34B>

**WARNING:** This email contains a private token for you only. Use the "Invite Others" option within the review application if you wish to forward this email.

Description

First proof

#### Reviewers

No Decision

Lorrent Smith

# STEP 12

## Online Proofing: Overview

- 1. After you have clicked the link provided in the email you will be taken to the review page in your browser. If you are not already logged in, you will be prompted to login to view the proof.
- 2. The review portal allows you to view, comment, and markup the proof within your browser. All edits and comments will be saved and automatically forwarded to Marketing staff upon approval or requesting another proof.

Internal Review 1

more

make a decision

17-MKTG-18 - Marketing Newsletter / Visual Cues Newsletter

Due date → Due: Mon, July 31 2017 by 4:00 PM


file name → Visual Cues\_1\_March2017\_1nl.pdf

viewing area

ISSUE NO. 1 / March 2017

**VISUAL CUES**

The Marketing & Media Newsletter of Alvin Community College



### What To Do When Contacted by the Media

Our relationship with the media plays an important part in building and maintaining a positive image of Alvin Community College in the community. We are always excited whenever members of the media are interested in doing a story about the college, its students or staff.

Should you be contacted by the media via phone or email, or if a reporter shows up unexpectedly, please contact John Tompkins immediately. Media should not contact faculty or staff directly unless it has already been cleared through the Communications Department. Also contact John if you're a member of the ACC community seeking publicity for news or an event.

Additionally, please remember to request permission from the President's Office for any local newsmakers to appear at campus events. Contact Tammy Giffow for more information.

#### CONTACTS

<b>MEDIA CONTACT</b> John Tompkins Communications Coordinator 281-756-5551 jtompkins@alvincollege.edu	<b>PRESIDENT'S OFFICE</b> Tammy Giffow Executive Media Assistant 281-756-5578 tgiffow@alvincollege.edu
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**Branding**  
The Power of Principles & Purpose  
page 2

**Defenders of the Brand**  
Keep your email signature clean and professional  
page 3

**ACC Website 3.0**  
An extensive website makeover.  
ACC style  
page 4

1 of 4

rotate left & right

ruler

zoom in/out

66%

fit width

fit height

actual size

fit both

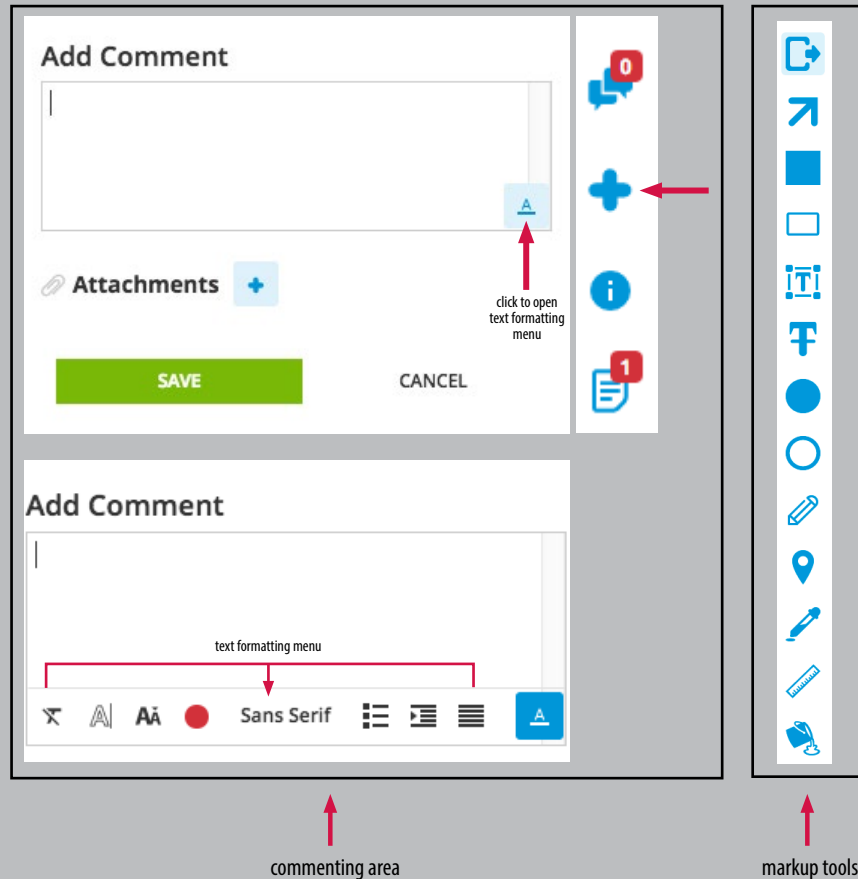
fullscreen

# STEP 12

## Online Proofing: Comments & Markup

1. Click the **Plus Sign** sign to add a comment.
2. Enter your comments in the text box provided. You may add as many comments as needed.
3. You can also choose a tool to markup a section of the file that relates to your comment.
4. If necessary, you can format text by clicking the **Blue button** in the lower right corner of the comment box. This will open up the text formatting menu.
5. You can add an attachment that relates to your comment by clicking the **Plus Sign** next to the word **Attachments**.
6. Click the green button so save your changes.


**TIP:** Hover over any icon with your mouse to reveal its function.





# STEP 12

## Online Proofing: Approvals

1. Click the  [make a decision](#) button at the top of the screen to either approve, approve with comments, or request another proof.
2. You can only make one choice and there is no way to change this decision once made.
3. If another proof is required, you will receive another email when it is ready for review. Marketing staff will create no more than **three proofing rounds**. For most projects, please allow 24-48 hours for additional proofs.

### Round 1



more



[make a decision](#)

17-PRES-2 - Test Project / Test Art Review

Sent: Wed, May 17 2017

#### Your Decision

*Due: Fri, May 19 2017 by 4:00 PM*



[I approve](#)




[I approve with comments](#)





[Please resubmit](#)

# STEP 12

## Online Proofing: Download & Print


1. To obtain a printed copy of the proof(s), click the  **more** button and select **Print**. Follow the instructions for your printer.
2. To download a copy of the proof click the **Paper** icon.
3. Hover over the preview image in the dropdown file menu and click the download option.

Internal Review 1  **more**  **make a decision**

7-MKTG-18 - Marketing Newsletter / Visual Cues Newsletter

Due: Mon, July 31 2017 by 4:00 PM

Visual Cues\_1\_March2017\_7d.pdf



Visual Cues - 1 Ma...

ISSUE NO. 1 / March 2017

**VISUAL CUES**

The Marketing & Media Newsletter of Alvin Community College

Select a file to view or download

**What To Do When Contacted by the Media**

Our relationship with the media plays an important part in building and maintaining a positive image of Alvin Community College in the community. You are always excited whenever members of the media are interested in doing a story about the college, its students or staff.

Should you be contacted by the media via phone or email, or if a reporter shows up unexpectedly, please contact John Tompkins immediately. Media should not

click **Paper** icon to open file menu



Hover over bottom of image to reveal the download option and click.

# STEP 13

## The Client Portal Dashboard

- 1. Once you have submitted a project request, your dashboard will begin keeping records of all requests that have been approved, been sent for approval, and not sent.
- 2. You can click any of these categories to view more information about the project requests.
- 3. To review a request, click on the project name and a separate window will appear.

### Client Portal

President's Office

#### Project Requests

Not Sent For Approval

1

>

Sent For Approval

1

>

Approved

2

>

### Project Requests

Approved

Search in the Subject and Request ID fields

Request ID	Subject	Due Date
GD-7	Foundation Gala Invitation	Tue, Aug 1 2017
GD-1	Test Project	Mon, May 22 2017

GD-1

more

Marketing & Graphic Design

#### Test Project

Marketing & Graphic Design

This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly.

Does Your Project Require Printing?

Yes

Budget Number (complete only if your project requires printing)

11-7-15400-71100

Quantity (how many printed copies?)

100.00

Kind of Job

New Project

Target Audience - who is the intended audience for your project?

Potential Students,General Public

Project Type (check all that apply)

Brochure,Flyer,Poster

More Detail

#### Spec Sheets


You currently do not have any spec sheets set up for this project request

# STEP 13

## The Client Portal Dashboard

1. When a project request has been approved, a new project based on the request will be created. Your dashboard will display all active and completed projects.
2. Click on a project to view files submitted, deliverables (proofs) and to send a message (conversation) to Marketing staff.

### Active Projects

 Search

**17-PRES-2 - Test Project**

This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly.

**17-PRES-4 - Foundation Gala Invitation**


Create an invitation for the 2017 Foundation Gala

**17-PRES-3 - Test Project**

This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly.

[show completed projects](#)

### Completed Projects

 Search

**17-PRES-2 - Test Project**

This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly.

**17-PRES-3 - Test Project**

This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly. This is a test submission to see if the form is working properly.

[hide completed projects](#)

# STEP 14

## Portal Conversations

1. To start a conversation click the **New Conversation** button.
2. Type in a subject and then the content of your message.
3. Click the **Email To** button to add recipients. If you do not see your recipient listed, click the **Blue Bar** at the top to sort through the categorical listings or use the search function.
4. Once you have highlighted the recipients by clicking the open square next to their name, click the blue **Add Selected** button or **Select All** at the bottom of the window.
5. If you need to add a file to your message, click the **Attachments** button and select the file(s) to upload.
6. When you are ready to send the message, click the green **Save** button. Your message will be sent instantly.
7. Your message will now appear in the Conversations section. Click **Subscribe** to get instant notification of all correspondence.

**17-MKTG-18**  
Marketing Newsletter / Marketing & Media

**Project Details**

Files >

Deliverables >

**Client Notes**

**Conversations** + new conversation 0 Posts

Search

there are currently no conversations for this project

**New Post**  
17-MKTG-18 - Marketing Newsletter / Marketing & Media

Corrections ← Subject

Please send another proof. ← Message

**Attachments** +

No attachments selected

**Email To** + → Add People

No emails added

**Project Team**

Search For

- ☒ Brooke Dienst  
bdienst@alvincollege.edu
- ☐ Cammy Guggisberg  
cguggisberg@alvincollege.edu
- ☐ Kyle Upton  
kupton@alvincollege.edu
- ☒ Lorrent Smith  
lsmith@alvincollege.edu
- ☐ Neisha Pander  
npander@alvincollege.edu
- ☐ Wendy Del Bello  
wdelbello@alvincollege.edu

**SAVE** CANCEL

**Corrections**  
Abe Lincoln  
July 31, 2017 / 8:59 AM  
Please send another proof.

**0 Replies**

[Reply to this post](#) | [Edit](#) | [Subscribe](#)

**ADD SELECTED** select all

Get instant  
notification of all  
correspondence

## Additional Information

All artwork proofs are subject to Marketing review and grammatical/punctuation changes per Associated Press style rules.

All publications will align with ACC's Branding Standards. Read more about our Branding and Graphics Standards at **[www.alvincollege.edu/marketing/brandstandards](http://www.alvincollege.edu/marketing/brandstandards)**.

## Need Help?

If you have any questions regarding the Project Request process ACC's Marketing & Media Office will be glad to help you. Call Lorrent Smith at ext.3569 or email [ljsmith@alvincollege.edu](mailto:ljsmith@alvincollege.edu).

## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



ALVIN COMMUNITY COLLEGE

Office of Marketing and Media  
C-Bldg, Room 236  
281.756.3567  
[marketingdepartment@alvincollege.edu](mailto:marketingdepartment@alvincollege.edu)