SUBMITTING REQUESTS

Graphics & Printing (G&P) has a variety of customized online forms available for submitting publication requests.

1. Go to https://www.columbiabasin.edu/gp
2. Click on the Graphic Requests button
3. Find and click on the link for the publication type that you need
   
   Note: The OTHER button includes all available options
4. Fill out the form with the required information and submit it

Submitted forms are received and processed by our graphic designers. The graphic designers will create a project in Marketing Central (MC) and notify you by email when your project is ready for review.
LOGGING IN

1. Go to https://www.columbiabasin.edu/gp
2. Click on the Graphic Requests button | Click on the Marketing Central Login link
3. Log in using your MC username and password
   
   Note: If you don’t have a username and password, please contact G&P
REVIEWING THE PROJECT

Designers will notify you via email when a project is ready for your review and feedback.

1. Click on the Home tab, locate your project in the list, and click on the project’s link
2. Find the Review Area and click on the latest version’s link to open the Markup tool
3. Provide feedback using the scribbling tool or the notes
4. Notify the project designer
   
   **Note:** It is very important that the project designer receives notification once you are done with your review and feedback process
   
   a. Click on the Send Notification button
   b. Select only those you need to notify
   c. Click Send
5. Close the Markup tool by clicking on the red button in the toolbar
APPROVING THE PROJECT

Once the reviewing process is completed, designers will create an approval workflow for requestors and College Relations. Designers will notify you via email when the project is ready for your approval.

1. Follow Step 1 of Reviewing the Project to locate your project
2. Click on the Approval link next to the gray checkmark
3. Click on the Markup link to review the project
   Note: If a window pops up requesting approval, click on Cancel
4. Close the Markup tool by clicking on the red button (Step 5 of Reviewing the Project)
5. Click on the Awaiting your response link
6. Select your response from the drop-down list
7. Click Continue
8. Click Update
   Note: An approval notification will automatically be sent to the designer
COMPLETING THE PROJECT

Once the project has been approved by the requestor(s) and College Relations, it is sent to the Copy Center for printing and finishing, then delivered to the requestor.

CONTACT INFORMATION

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