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How to request graphics work

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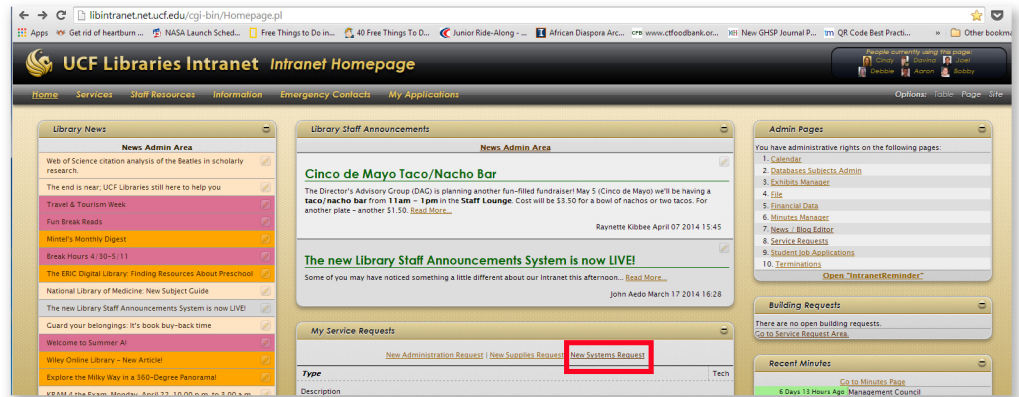
Submitting a Graphics Request

UCF Libraries

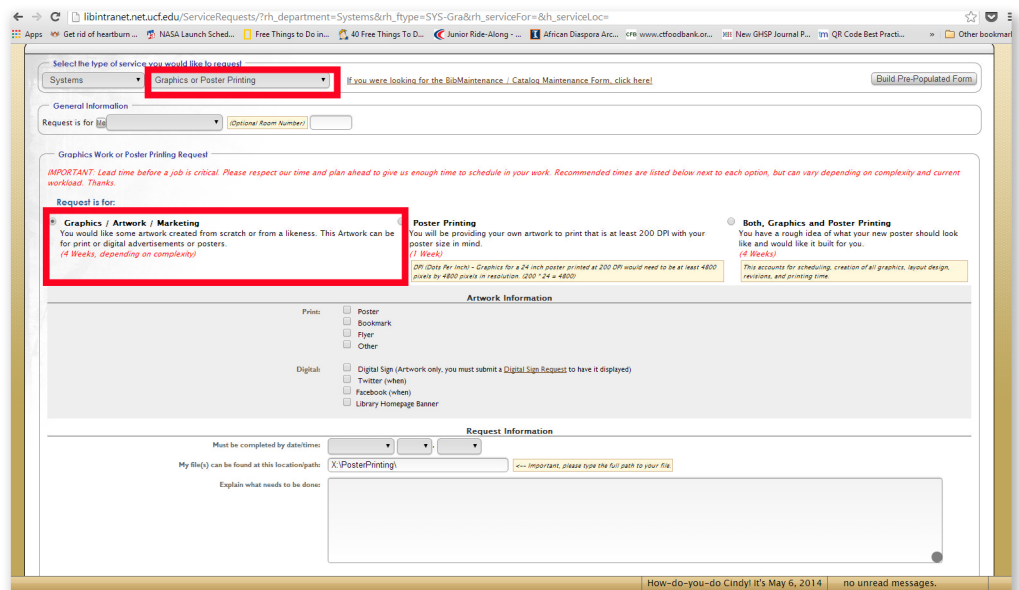
Follow the instructions below if you need help creating a logo, brochure, bookmark, flyer, website design, digital sign or need help putting something on social media. If you want it done quickly, you might also consider sending money.

1. Visit the intranet at <http://libintranet.net.ucf.edu/cgi-bin/Homepage.pl>

2. Select New Systems Request outlined in red to the right.



3. Select Graphics outlined in red to the right and choose Graphics/Artwork/Marketing also outlined in red to the right.



4. Fill in all pertinent details and click submit.

Examples of types of work you can request. Web banners/sites, logos, brochures, postcards, banners, bookmarks, digital signs, flyers and helpful cat signs.

