WORKFRONT
STEP BY STEP GUIDE

Submitting jobs and Proofing process

SUBMITTING A JOB

STEP 1: Select Workfront in Portal

STEP 2: Choose Request and Project Type

Requests

+ New Request   Requests I've Submitted   All Requests

(this is your only option)

Select a Request Type

Marketing Project Request

Welcome to the Project Request Queue!

Note: Subject Field is the TITLE of your REQUEST. Example: Email Invitation to Customer Webinar. Description Field is the SUMMARY of your REQUEST.

Marketing Project Request [?]

-- Select --

Print

Web

choose one option – if your project involves both you will submit each component separately.

If your job is a form, promotional item, printed publication, digital ad, large-format poster, or banner, choose Print.

STEP 3: Complete Request Form

Marketing Project Request ?

Print ▼

Subject

STEM at COD handcard

Primary Contact

👤 Sara Spaniol

Documents

✅ Content for STEM...docx ✕

➕ Add Documents ▾

Marketing Request Form

First Name	Last Name
Sara	Spaniol

Phone Number	Email Address	Office Number/Location
███████	███████	BIC 2H09A

To whom will the final product be delivered to

Sara Spaniol

Delivery Location

Marketing Office BIC 1D02

Job Description

update STEM at COD handcard for 2019-2020. See attached for details.

Department/Business Unit

-- Select -- ▼

Attach any documents with specific content or notes.

New written content should be submitted with a Word file.

Photos or images should be submitted with a PDF.

Job description should be reserved for a concise description, not for detailed notes (put those in your attachment instead).

To whom will the final product be delivered to

Sara Spaniol

Delivery Location

Marketing Office BIC 1D02

Job Description

update STEM at COD handcard for 2019-2020. See attached for details.

Department/Business Unit

-- Select --

Facilities
Field Studies/Study Abroad/Global Educaiton
Finance Office
Foundation
General Counsel
Honors Program
Human Resources
Information Technology
Inn at Water's Edge
Institutional Advancement
International Student Services
Latino Outreach Center
Learning Commons
Learning Technologies
Liberal Arts
Library
Marketing & Creative Services
McAninch Arts Center
Multimedia Services
News Bureau
Nursing and Health Sciences

le

pe   **Will this project be mailed?**
--   ⚪ YES   ⚪ NO

Select department from drop down list

Sara Spaniol

Delivery Location

Marketing Office BIC 1D02

Job Description

update STEM at COD handcard for 2019-2020. See attached for details.

Department/Business Unit

Marketing & Creative Services ▼

Division ?

Input Budget Account Number

(MUST HAVE BEFORE SUBMITTING JOB)

Budget Account Number ?

Budget GL Code

-- Select -- ▼

-- Select --

Project Request

-- Select -- ▼

External Printing
Staff Services Copy Center/Signage
Staff Services Color Copies
Staff Services Printing (business card/letterhead)
Advertising
No budget costs will be incurred

Select Budget GL Code

I would like a PDF copy of the final artwork
○ YES ○ NO

Printing Information

Quantity ?

STEP 3: Complete Request Form (Cont'd)

Phone Number | Email Address | Office Number/Location
BIC 2H09A

To whom will the final product be delivered to

Sara Spaniol

Delivery Location
Academic Plan/Pathway
Academic Program Guide
Banner Stand
Banner Vinyl Hanging
Booklet (Viewbook)
Brochure
Certificate
Digital Campaign
Door Hanger
Email Messaging
Envelope
Event Program
Facilities Project
Flyer
Folder
Form
Gallery Catalog
Handcard/Bookmark
InfoGraphic
Invitation

-- Select --

2020. See

Budget GL Code
Staff Services Color Copies

Project Type
-- Select --

Will this project be mailed?
○ YES   ○ NO

I would like a PDF copy of the final artwork
○ YES   ○ NO

Printing Information

Quantity ?

Choose category of project request. If unsure, contact Jim Vosicky at x2715

Project Request

Handcard/Bookmark ▼

Project Type

Reprint ▼

Will this project be mailed?
○ YES ● NO

I would like a PDF copy of the final artwork
● YES ○ NO

What is Reason for PDF Request?

For reference for next year and to email when requested

Reprint Information

Please attach a PDF or PDF scan of the most current artwork. If you have edits, they may be marked on this attachment.

Target Audience
☐ Current Students ☐ Prospective Students ☐ Parents
☑ Community ☐ Internal (staff) ☐ Donors
☐ Alumni ☑ Other

Target Audience Other

K-12 teachers

Original Project Number ?

MCS-18-27810(8/18)1M

Printing Information

Quantity ?

1000

[Submit Request] Cancel

If project will be mailed, you will need to have the mailing list before submitting the job.

Select your project type.

Reprints are jobs that require NO changes.

If you change any text or want to change a color or photo, then select Revision.

If the project has not been done before or involves major changes, select New.

If project is a reprint, complete additional information

This information can be found on previous print job

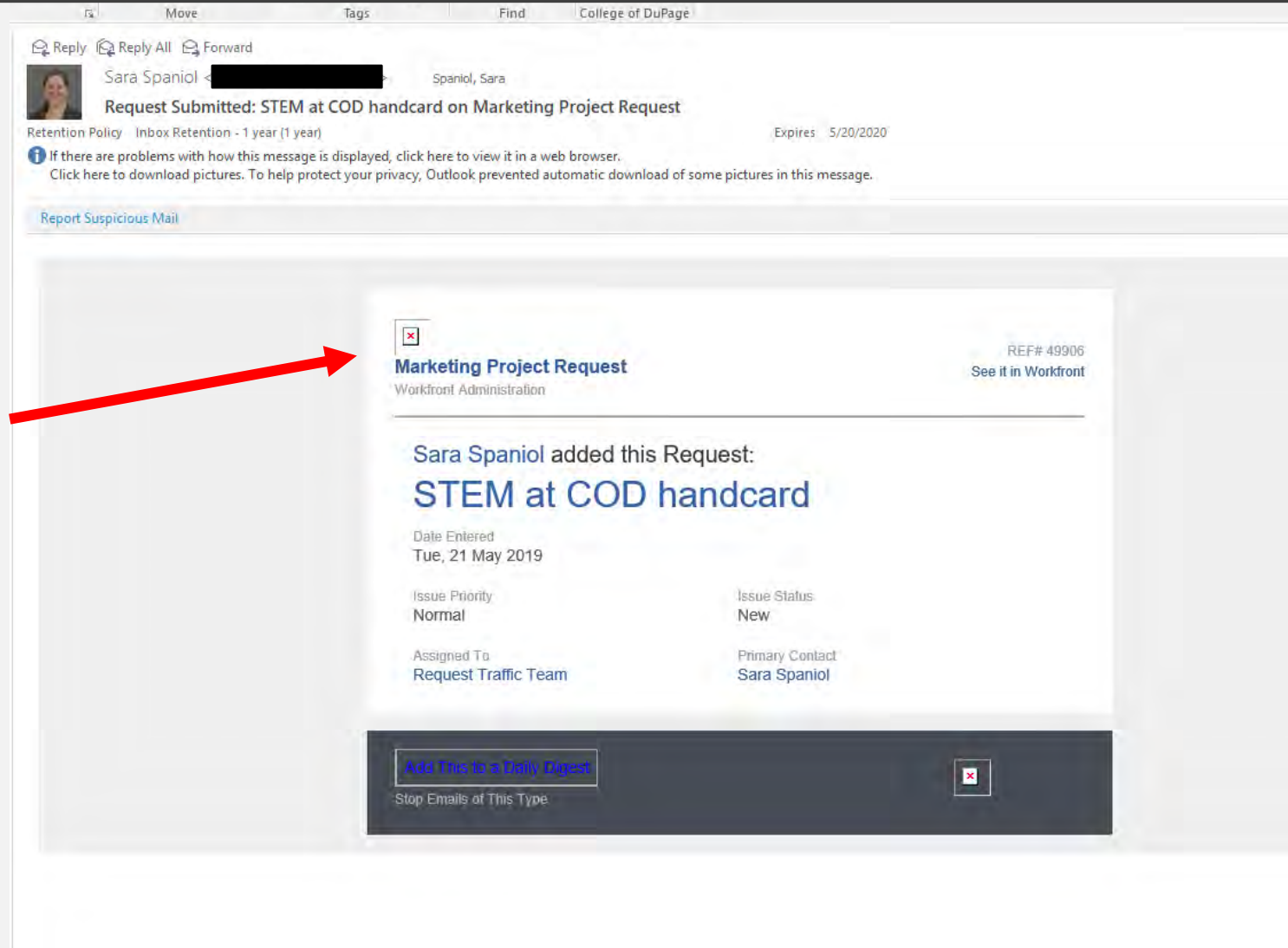# STEP 4: Submit Request Form

Once you hit "Submit Request," project will appear under "Requests I've Submitted."

ALL PROJECTS when initially submitted will have a planned completion date of 3 weeks after submission.

This will be updated once the project is assigned to someone ****and**** all components (*i.e. Word file, PDF, budget account number, etc.*) have been received.

STEP 4: Submit Request Form (Cont'd)

Once you Submit your project, you will receive an email confirmation that you added a request.

PROOFING PROCESS

STEP 5: Receiving a Proof

Tue 9:07

New proof: MCS-19-50307 STEM at COD handcard EP.pdf

Retention Policy   Inbox Retention – 1 year (1 year)   Expires   6/3/2020

ℹ️ If there are problems with how this message is displayed, click here to view it in a web browser.

Report Suspicious Mail

You have **1 new proof** to review.

| Go to proof | View details | This is your unique proofing link. Anyone who clicks this link accesses the proof as you. Please keep this in mind when forwarding or replying to this email. |

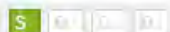**Proof name:** MCS-19-50307 STEM at COD handcard EP.pdf
Version: 1
Share this proof with someone else

Proof progress:	S O C D	Proof status is Pending
Stage 1	S O C D	Decisions 0 of 2
Mark Brady is a Reviewer	S O	No comments
Jim Vosicky is a Reviewer & Approver	S O C D	No comments, No decision.
Sara Spaniol is a Reviewer & Approver	S O C D	No comments, No decision.

workfront

When a proof is ready, you will receive an email. Click on "Go to Proof" to begin proofing process.
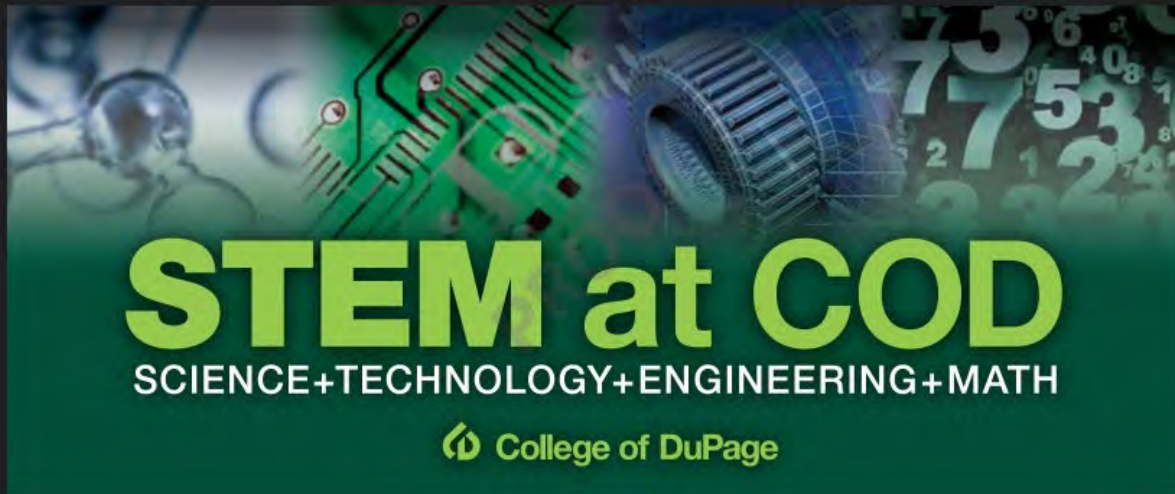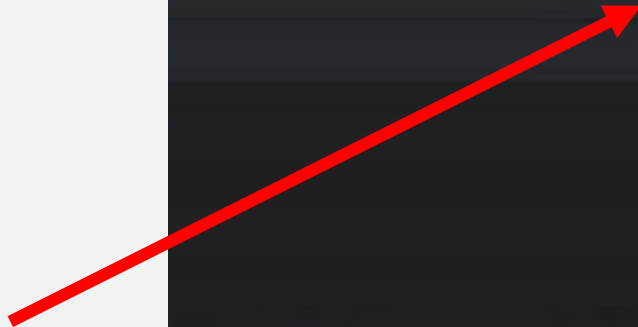
STEP 6: View Proof

If proof is more than one page, these will show up on the left side. Just click on the page you want to view.

STEP 7: Add Comments

To edit document and add comments, select the "Add Comment" button at the top of the page.

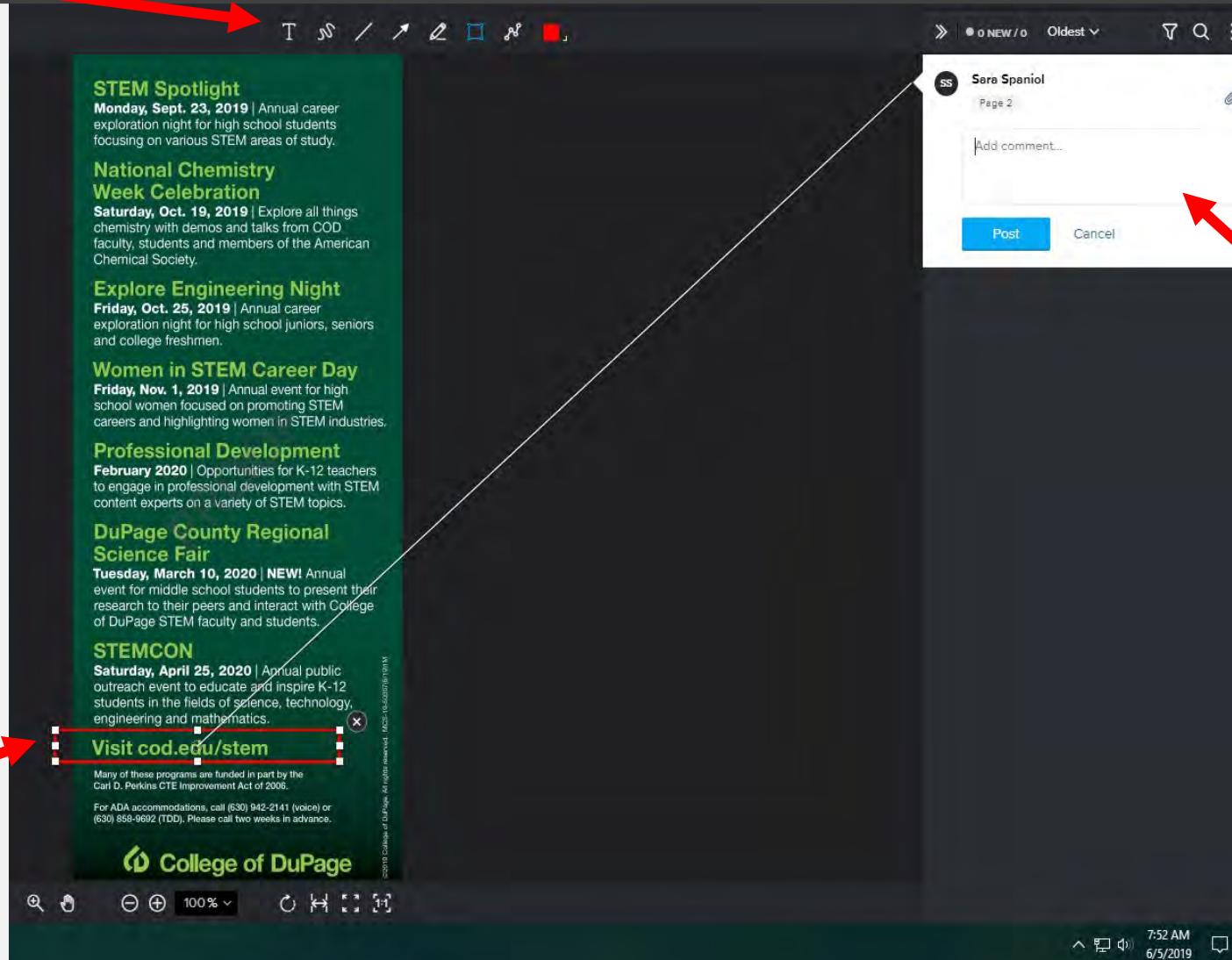# STEP 7: Add Comments (Cont'd)

EDITING KEY:

T — Highlights text

〰 — Draw freehand line

╱ — Draw a line

↗ — Points to a direct spot in text

✎ — Highlight area with color

▢ — Selects an area with a box in the document

⋰ — Polyline

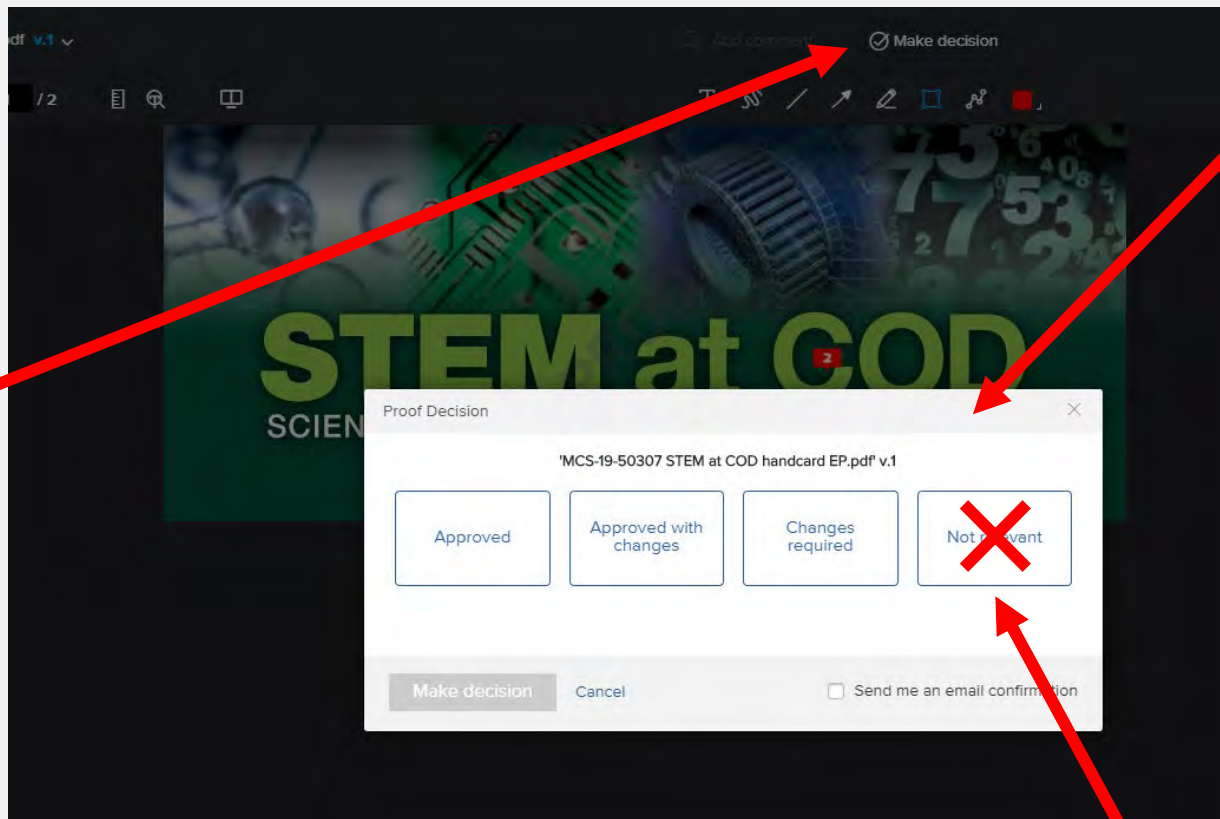🔴 — Change the color of the highlight area

Highlight area you want changed.

Add your comment in the box that appears. When finished, click Post.

Continue this process for any additional changes.

STEP 8: Make Decision

When finished with edits and comments, click on "Make Decision."

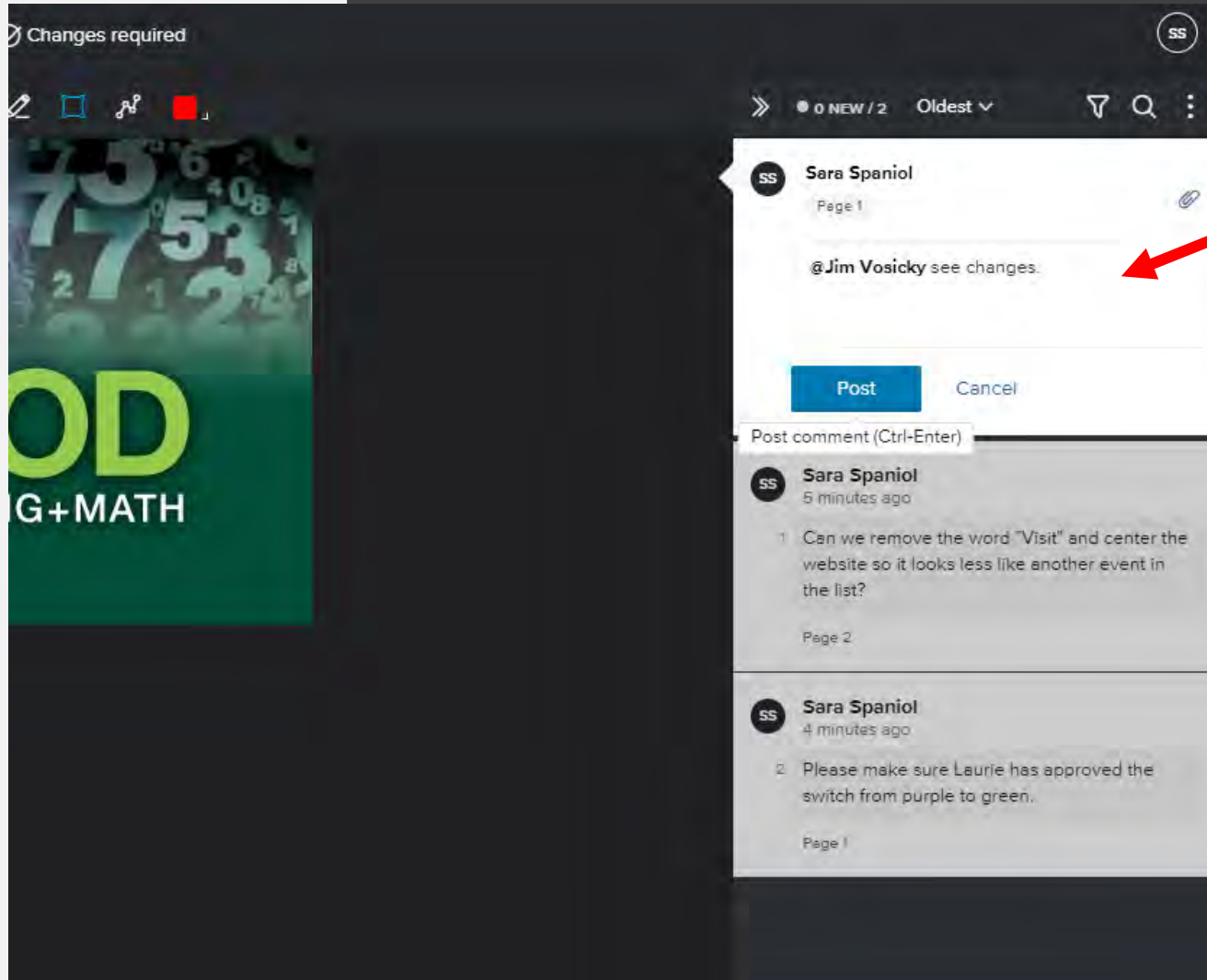Select one of the following options, then click "Make Decision."

Approved: this item is ready to go to print

Approved with changes: you have minor changes and do NOT need to see the proof again. After edits are completed, the job will go to print.

Changes Required: you have major changes and would like to see another proof

Never select "Not Relevant"

STEP 9: Finish Proofing

After clicking "Make Decision," **ADD** one final comment to let the editor know you have finished proofing.

Use the following format:

@(name of editor): Approved

-or-

@(name of editor): See changes