Process Begins when
Central and school offices request publications layout, photography, and illustration support

Completed graphic files are provided to the requesting office or submitted to the print shop.

GUIDES

Graphic Arts
for instructional, administrative, and public information support

ENABLERS

DMM-EGPS Customer Service Desk
EGPS graphics manager, graphic designers, photographer, and digital imaging specialist

Job order forms
Work order processing database
EGPS standard procedures

Job details, samples, and guidance by office or school requesting support
Computer graphics workstations and proofing systems
Photography equipment

Completed digital graphic files and hardcopy proofs
Production report