

Basic Text Editing Guide

Proper procedure for requesting text editing from Marketing:

- *Copy* is the text that will be needed for a page.
- We request that you send any copy via a Microsoft Word file. This allows us to easily make changes.
- Begin by submitting a text editing request [here](#). Project Type will fall under the “Web” drop-down option.
- Provide a clear title of your project for easy identification. Note: we have a standard two-week turn-around time on projects. If a project is needed sooner, include “Fast Track” in your title.
- Please be very specific in the description box with what is needed and include the due date.
- Attach the Microsoft Word file to your [project request](#) along with a link to the current page that needs the copy edit. If it is not for a web page, please type “n/a” in the box.