

# webRequest Work Request Form

(You can fill out this form online and print it out or email it.)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Deadline: \_\_\_\_\_ Reason for deadline: \_\_\_\_\_

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 **Electronic Publication** What format is the original document?  Word  WordPerfect  ASCII  
Department the publication is for:

College  CFD  FDN  HACE  TMI  
 Extension  Publications  Students  Faculty  Support  
 Alumni  Development  other \_\_\_\_\_

Number and name for new pub (Example: #CHFD-E-39, Baby Bouncer) and existing pages that link to new pub  
(URLs, please - to find the URL, look in the address bar at the top of your browser; example: <http://www.fcs.uga.edu/cfd/links.html> ).

File format requested for new page(s):  HTML  PDF (required)  other \_\_\_\_\_

Names of files submitted for new publication: \_\_\_\_\_

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 **Edit an existing page**

URL of page you want edited: (To find the URL, look in the address bar at the top of your browser; example: <http://www.fcs.uga.edu/> ).

Information you want changed (The easiest way to do this is to print the web page you want edited, then mark on that page the changes you want. To print a web page, go to the page you want to print, and click the "Print" button located at the top of the browser):

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 **Design new page for existing website**

Section of website you want page(s) added to:

College  CFD  FDN  HACE  TMI  
 Extension  Publications  Students  Faculty  Support  
 Alumni  Development  other \_\_\_\_\_

Specific area for new pages (Example: Curriculum page in Marriage & Family Therapy) and existing pages that new pages should link from (URL, please - to find the URL, look in the address bar at the top of your browser; example: <http://www.fcs.uga.edu/> ).

Title for new page or site \_\_\_\_\_

List of files and photos submitted for new page(s) or site (Please list specific file title or name)

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 **Edit database** (which one, or what information?) \_\_\_\_\_

**Design new database**

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Please send requests and files to Computer Services at Hoke Smith Annex, or use our FileExpress service available at

File formats of original files sent:

WordPerfect  MS Word  ASCII  JPG  GIF  PSD  Other \_\_\_\_\_

All Extension requests should be sent to Shirley Williams, Hoke Smith Annex.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Extension Coordinator