# KHQ

* Please use template attached (also attaching customer instructions and the internal dept workflow)
* Ensure Official Title, Author’s name and ISBN are filled out
* True-False
  + Verify both option 1 and 2 are filled out
* Multiple Choice
  + Ensure that if there is a question it has at least 2 options
* Text Limits:
  + Option 1-4: 250 character limit
* Media Files:
  + If <= 5 add to ticket if >5 provide a link to ShareRoom
  + Name in the spreadsheet needs to be exact (match file name) ensure you have .jpg, .png, .gif, .mp3, or .mp4 to the end (example attached below)
  + Images to be larger than 350x350 but smaller than 1000x1000
* Contacting Helpdesk:
  + Provide title, author name, and ISBN in ticket

Examples of media:



