

# READ ME

## How to find logos in NetX

1. Navigate to the "Logos" folder.
2. Look for your logo under the related category.
  - Academic Units
    - Colleges, Schools
  - Administrative and Executive Offices, Departments, and Campus Units
  - Affiliated Organizations
  - Branded Services or Systems
  - International Campuses
  - Economic Development Units
  - Co-Brands
  - Research Enterprise Institutes, Centers, and Programs
3. Click on one of these Gallery View icons to read the file information:
  -  **Curator view** will display a large thumbnail along with attribute data.
  -  **List view** will display a horizontal list view of small thumbnails followed by attribute data.

## How to download logos

There are three ways to download an individual logo:

1. Click the download  button that accompanies a logo file.
2. Click the download  button on a logo's detail page.
3. Right-click a logo file while viewing a gallery and select "Download" from its context menu.

There are two options for downloading all logos in a folder:

1. Load the assets into the gallery and click "Download" from the gallery action menu.
2. Right-click a folder in the left sidebar and select "Download."

## Before using logos

- Read and comply with [logo usage standards](#).
- Before using the logo on print materials or merchandise, [get approval from Licensing and Trademarks](#).