

# Creative Services Computer Standards

## Primary Software

Following is a list of the primary software we support for image manipulation. We always support the latest upgrades of these applications. These programs cover most all of the designs initiated by our customers.

Please inquire if you utilize an application that is not listed or if it is created in the PC (IBM) environment. If supplying PC files it is necessary to convert all type to paths, or instruct to change fonts to closest available font before sending files. All PC fonts can not be used in MAC environment.

**Preferred** • FreeHand • Adobe Illustrator • Adobe Photoshop

**Other** • Quark XPress • InDesign • PageMaker • Corel Draw

## File Formats

We utilize all resident application formats for the drawing and pagemaking programs listed above, as well as TIFF, EPS, EPSF, DCS, .PS and PICT file formats.

## File Interaction

Customer furnished computer files may be accepted from a variety of storage formats. Any standard 3.5" floppy, 250MB Zip, 1.0GB Jaz or CD in Macintosh or PC (IBM) formats (remember to include fonts).

We can also exchange files via E-Mail or FTP, please call to arrange a transfer.

E-Mail: ( art@ehg.net ) Our email has a maximum file size limit of 5 MB. If the information that you want to transfer to us is larger than 5 MB, please consider one of the alternative methods of transfer, such as FTP, Zip or CD.

FTP: (file transfer protocol) For FTP you will need an FTP client. When you call us to arrange the transfer, we will set you up with a username and password.

If sending files via E-Mail or FTP it is generally a good idea to put all your files (including fonts used) into a folder (directory) and then to "stuff" or "zip" that directory. Compressing "zipping" information protects the headers of a file during transfer. The best way for us is a .SEA (self extracting archive) file. It is created using one of the stuffit programs by Aladdin. (see [www.stuffit.com](http://www.stuffit.com))