

GRAPHIC NEWS

QUICK GUIDE

Using the service is very easy. Start by going to the news bulletin on the home page <http://www.graphicnews.com>. This is updated every time a new graphic is released. The bulletin includes links to view and download related graphics.

SEARCH LINKS: The top row of links select the latest graphics in the categories indicated -- News, Sport, Science, Entertainment People, Flags & Maps. Graphic Search link searches all categories, i.e. the whole archive.

Search options depend on the category and can include graphic number, event date, and collections such as Motorsport, Olympics, Euro 2008. You can view results as a list of headings with 12, 24, or 36 per page, with one selected to view at the top.

Language versions: Most graphics are available in more than one language as indicated by the flags next to the list. To see graphics in a particular language use the flag link by the list or on the left of the web page.

ALERTS: Although some editors are happy to log on to our website to find out what is new, others prefer to receive alerts personally or via their own editorial system.

E-alerts give images and descriptions of new graphics. They are convenient as they can easily be forwarded for instance to your technical department. To be alerted of all new graphics request NEWS and SPORT.

RSS feeds equivalent to the e-alerts are available for individual editors or for integration into editorial systems. These show thumbnails and descriptions and include links to view more detailed previews and download graphics.

FTP feeds: Previews of graphics can be sent to your photo desk by ftp. These are not for publication. A clear watermark prevents publication by mistake. Ftp feeds are available for English language and/or translated graphics.

USER TERMS: Graphics available from the Graphic News website are licensed subject to the payment of the agreed fee and the User Terms available on our web site. In particular, please note:

- 1) Graphics may only be used in the context of your own editorial coverage. They may be used in print, or on the web, or TV, or mobile, etc., provided these publications are specified in your agreement.
- 2) Graphics can be used as supplied, or they can be translated, edited and modified, or the graphical elements used separately, provided an appropriate credit is included.
- 3) Although you may download as many graphics as you want, you must NOT archive material on your own computers for future use. You must delete all downloaded material at the end of your subscription or trial period.

TECHNICAL: Graphics are in Adobe Illustrator CS2 (.ai) format compressed to .zip using Aladdin's Stuffit. Zip files may expand automatically if you double click on them, or can be decompressed using Stuffit Expander, included with many browsers and available free of charge. We recommend you keep a copy of Expander on your desktop so you can drag .zip (or archive .sea) files onto it to expand them. Alternatively Adobe Acrobat (.pdf) format files can be opened and viewed with Adobe Acrobat which is freely available, or are fully modifiable and editable within Illustrator CS2. Helvetica family fonts are used (usually included as standard) plus Franklin Gothic Condensed for headlines (which may need to be purchased). Arabic graphics use Adobe Arabic font (included with InDesign).

HELP, SUGGESTIONS, QUESTIONS -- Contact the Graphic News Helpdesk helpdesk@graphicnews.com or call: - Tel +44 207 404 4280