



## TECHNICAL TIPS & QUESTIONS

### PC Users Guide to Download Using Winzip and inserting Graphics into Microsoft Office programs

Please note that all of the high resolution image jpeg files on Logozone are in a CMYK format.

**The graphics filter in Word, Power Point Excel etc does not support cyan-magenta-yellow-black (CMYK) JPEG files.**

**If requested by a client there are low resolution RGB images available either in a jpg format or in a Word document to download. These can be copied and pasted into all Microsoft Office programs.**

Please read the Trouble Shooting Section of this document.

## To download files using Winzip.

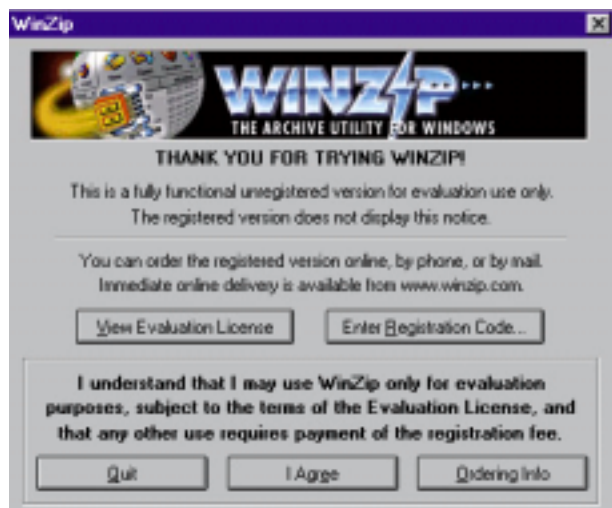
If you do not have Winzip go to <http://www.winzip.com> and download the FREE evaluation copy.

[www.logozone.com](http://www.logozone.com) -

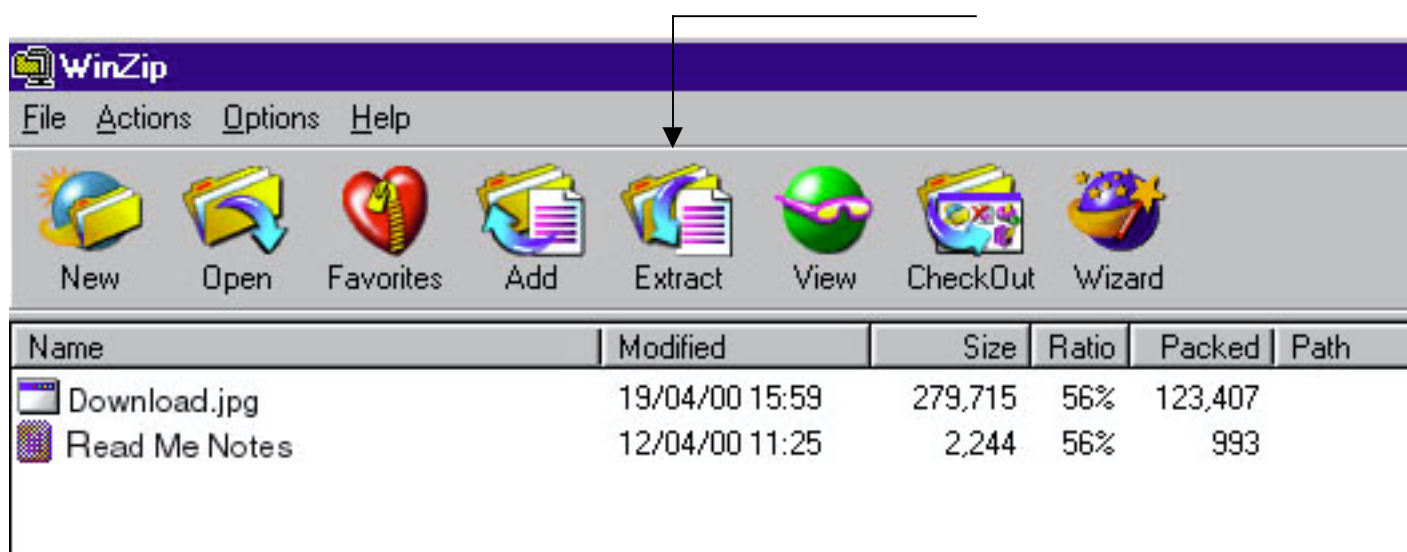
### 1. DOWNLOADING FILES FROM logozone.com

After selecting the Download button you will be asked to "Open this file" OR "Save to disk".

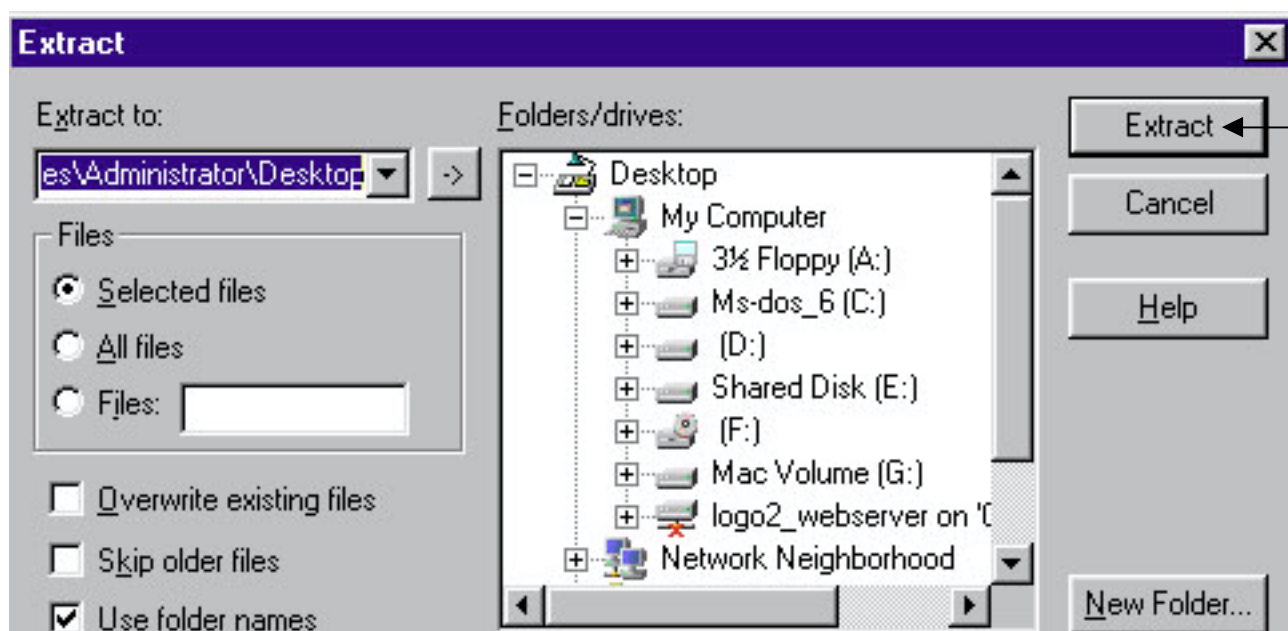
If using the evaluation copy this window is displayed.- select "I agree" to open application.



2. Winzip opens the .zip file and shows all files available - Select the EXTRACT button from the menu.



3. Select file destination and click EXTRACT. The files are ready to be inserted or opened.



## Help & Frequently Asked Questions —

### WORKING WITH **EPS** and **JPEG/JPG** files IN MS OFFICE & Picture Programs

#### QUESTION: JPEG files

Why can't I view the jpeg file I downloaded in a Microsoft Office or Picture Program?

**ANSWER:** The graphics filter in Word, Power Point, Excel etc does **NOT** support CMYK jpeg files **ONLY** RGB jpeg files (red-green-blue) suitable for viewing on screen.

The HIGH RESOLUTION (300dpi) jpeg files available to download are in a CMYK format (cyan-magenta-yellow-black) and are used for 4 color print reproduction.

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#### QUESTION: EPS files - Encapsulated PostScript (EPS) graphics filter

Why can't I view the EPS file I downloaded in Microsoft Office or Picture Program ?

**ANSWER:** You need a graphics filter installed to insert an EPS file.

You can check if the filter you need was installed by going to the Insert menu and click From File. In the List Files of Type box, click All Picture Files. If the filter you need does not appear in the list, you can rerun Microsoft Office Installer and add the graphics filter

If the graphics filter you need to import a graphic is not shipped with Word, you need to open the file in a drawing program. Then you can select the graphic, copy it, and paste it into your document. The graphic becomes a Macintosh PICT image. For information about graphics filters that ship with Word, click . Open the file in another drawing program, and then save it in a format that can be imported into Word.

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**QUESTION: EPS files - Encapsulated PostScript (EPS) graphics filter**

I have inserted the eps graphic filter but I still can't see the image!!

**ANSWER:** If an EPS file contains an embedded Macintosh preview, a representation of the image appears on the screen.

If an embedded Mac preview is not included in the EPS graphic you import, the graphic displays a message instead of a preview of the graphic in your document. However, the graphic prints correctly to a PostScript printer.

If you print an EPS graphic to a non-PostScript printer, the preview image is printed as it appears on the screen. Encapsulated PostScript graphics are designed for printing to a PostScript printer.

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**QUESTION: Accessing the Download Directory**

I am trying to access logos. I have obtained the passwords from the client and have registered, but my Company Name is not being accepted. I have successfully downloaded information in the past. Why I can not gain access?

**ANSWER:** Be sure to type in your Registered Company name exactly the way it was entered when you registered.

A Registered User is a company or individual who has previously filled in the 'New Users' registration form and received an email confirmation.

If you have forgotten your Registered User Company Name - Go to [www.logozone.com/directory.html](http://www.logozone.com/directory.html) enter your email and Logozone will send you a return email with your Registered User Company Name.

**HELP: Using Microsoft Word and Office Programs-**

Go to **Help Menu**  
select the **Contents** button - **Key Information**  
Select - **Importing Graphics and Creating Drawing Objects**  
**Inserting and Editing Graphics**  
**Working with Graphics**