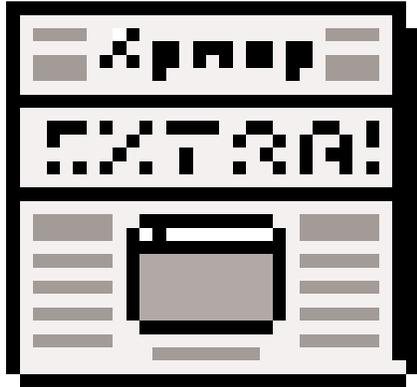
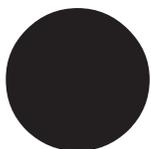




Notice this Notice!



Read Me



Network
File Server
Changes
and other
tweaks to
your
system!

ADtraffic File Server:

As of Monday, April 30th, the ROP_ADtraffic & DMI_ADtraffic file servers are being retired. We have combined these functions into one new file server called ADtraffic. This change is being implemented as a way to better organize and keep track of ads in progress. For more information and specific instructions on how to use the new folder structure, please refer to the attached memo entitled "Filename Abbreviations & ADtraffic Server"

Along with the new File Server, ATG will be installing / updating software on the Macs. This process should only take 15 minutes or so, and will be completed on Monday. If you should need to access the new ADtraffic file server before an ATG staff member has a chance to get to you, use the steps below (Manually Mounting ADtraffic Server) as a temporary means of accessing this server.

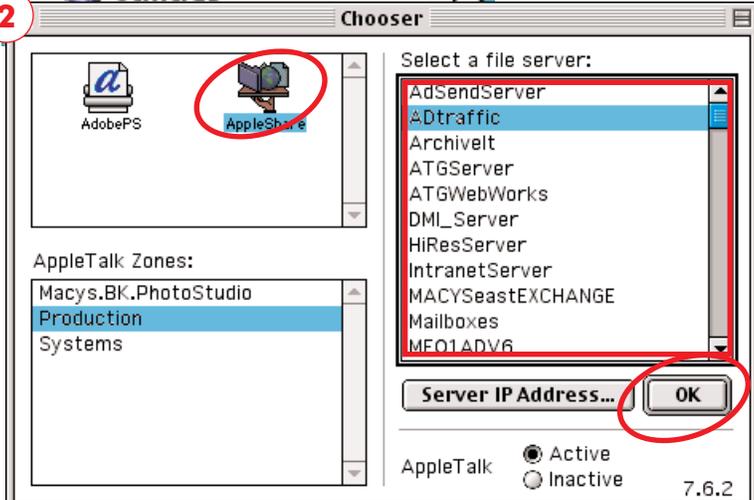
Note: Once ATG completes the installation process on your computer, all applicable file servers will automatically mount (appear on the desktop) at StartUp.

Mounting ADtraffic File Server:



Steps to mounting the ADtraffic Server:

- 1) In the **Apple Menu** at the left end of the menu bar, click on **Chooser**.
- 2) The **Chooser Window** will appear on the screen. In the top left section of the window, click the **AppleShare icon** to reveal all possible servers in the right side of the window. Choose **ADtraffic** from the list and click the **"Ok"** button.
- 3) The next screen to appear will be **Log-In Window**. Type your Network **Username** and **Password** into the appropriate fields and click **Connect**. The **"ADtraffic"** file server icon should appear on the desktop.







Federated Department Stores, Inc. – Notice To Users**What it is:**

After this installation from ATG, you will notice that your StartUp process will be a little different. In compliance with Federated's protocol, a "Notice to Users" screen will appear. This screen outlines some important FDS policies with regard to computer and internet usage.

Why its here:

This agreement is here to remind you the computers used here are the property of Federated Department Stores, Inc. Anything you do on these computers could be monitored without your consent. It also reminds you that misuse of the computers and or network may result in disciplinary action. No software (i.e. Applications, MP3s) can be added or removed from any FDS computer, except by authorized FDS computer personnel, including this "Notice To Users" agreement without violating said agreement.

What it means to you:

This agreement will appear every time you StartUp your computer. While this screen is present, you will not be able to access any part of the computer. The only way to get this screen to "go away" is to click the "Agree" or "Disagree" button. If you agree the screen will disappear and the computer is usable. However, if you disagree, the computer will automatically shutdown.

Federated
DEPARTMENT STORES, INC.
NOTICE TO USERS

This is a Federated Department Stores, Inc. ("FDS") computer operating on the FDS computer system. It is the property of FDS and may be used only by authorized users.

USERS HAVE NO EXPLICIT OR IMPLICIT EXPECTATION OF PRIVACY WHILE USING THE FDS COMPUTER SYSTEM.

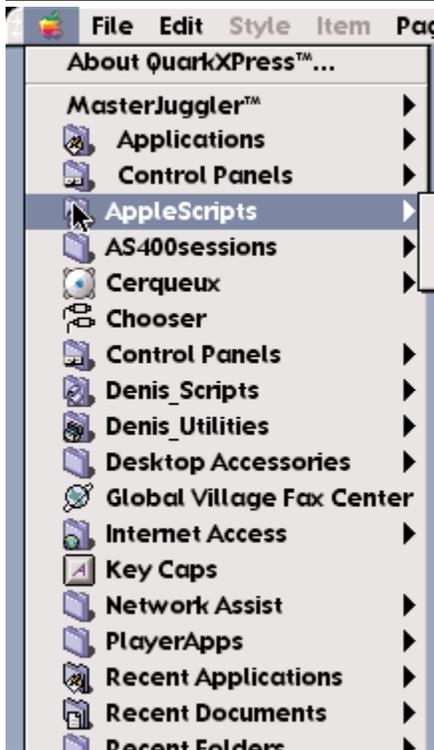
Any or all uses of this system and all files, emails and applications on this system may be monitored, intercepted, recorded, copied, audited, inspected, and disclosed to authorized FDS and law enforcement personnel, as well as authorized officials of other domestic and foreign agencies.

By using this system, the user consents to such monitoring, interception, recording, copying, auditing, inspection, and disclosure. Unauthorized or improper use of this system may result in disciplinary action, up to and including termination, as well as criminal and/or civil prosecution.

By using this system, you indicate your awareness of and consent to these terms and conditions of use, along with the terms and conditions described in the **FDS Electronic Technologies & the Internet Policy and Procedure**. You can obtain that document from your Human Resource department.

LOG OFF IMMEDIATELY
if you are not an authorized user or do not agree to the terms and conditions stated in this notice.

AppleScripts Apple Menu Items



AppleScripts:

An AppleScript is a mini-application created to save time, and energy. We've added three scripts to the new AppleScripts Apple Menu Item:

- 1) **BU/Replace Preferences** - This script will preserve a copy of your computer's network settings. If they go wonky you can then restore them from this handy backup copy. Highly Recommended!
- 2) **QuarkXpress™ § 3.32 RulerToggle** - This script will allow you to toggle between Picas and Inches in a QuarkXpress Document with the click of a button.
- 3) **UpdateAntiVirusDefinitions** - Another Federated Directive: All computers must have current Anti-virus software installed and running. This script will automate the process of distributing the Anti-Virus definitions updates.

File Cabinet "My Archive" Folder Structure

What it is:

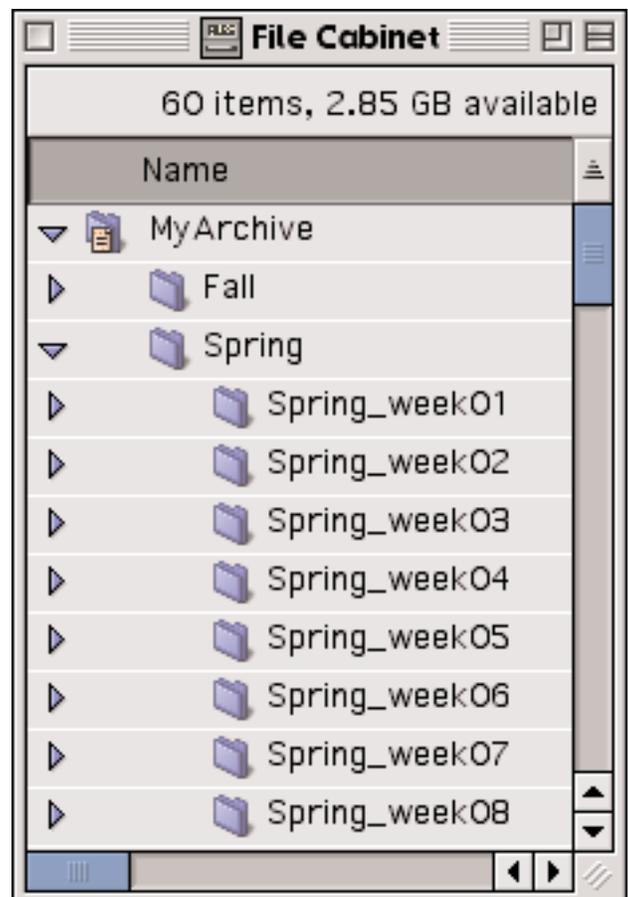
A folder containing two folders (one for each season) which each contain 26 numbered folders (one for each week in a season). The folders are there to allow you to save an archive/back-up of your work. You may rename this folder (i.e. Joe's Archive).

How it works:

After you have finished working on a document/page and have replaced the previous version on the ADtraffic server, drag/copy the document into the corresponding folder for the season and week of the document's release date.

What it's for:

We recommend this procedure for several reasons... It will serve as conveniently organized back-up of any document you've worked on. This will greatly cut-down the possibility of losing data. If everyone follows this method, and anything should ever happen to the file servers, the most current version of the document should "live" on someone's computer.



QuarkXpress Filename:

Illegal Characters:

The "upper ASCII" characters may not be used in a filename. These characters are: / \$ % # ! @ ^ & * ? however, a period (.), underscore (_), or dash (-), may be used.

QuarkXpress Filenaming Conventions:

Filenames are to follow these guidelines without exception. We need to use this naming procedure in order to efficiently find documents in the traffic system for printing, review & release. As a group we must understand that it is important to standardize the names of our ads, so that using Sherlock anyone can find them quickly by season, week, event, merchandise group, ad number.

The first part of the name - season, week, event (s05.ods.) will be provided in the format slug box on the bottom of DMI formats and on the upper right corner of ROP ads. & Magazines ads. You put in your merchandise group & ad number. (rtw.1234)

When you have a revise in ROP put an "R" in front of it (Rs05.) then delete the original from the traffic folder

JOB NAME: s05.ods.	AD. # 05
division:	l/o comp:

AD#XXX
JOB NAME:s01.ss.
SIZE6x13
WEEKS02/S03
RUNS0/00
RELEASE0/00
PUBSXXX
TRAFFICxxx
COPYxxx
ARTxxx
TECHxxx

Everyone *must* take responsibility in naming their files, & placing them in the proper traffic folder

QuarkXpress ROP/DM/I Filename:

s05.ods.rtw.1234

FOR DM/I AD#
06-15

Season	Week	.	Event	.	Merchandise	.	Ad number
		delimiter		delimiter		delimiter	

QuarkXpress Magazine Filename:

s99.vogue.1234.aug.merch

Season	Year	.	Magazine	.	Ad number	.	Issue	.	Merchandise
		delimiter		delimiter		delimiter		delimiter	

QuarkXpress Special Projects Filename:

sp.s05.event.123.env

Group	.	Season	Week	.	Event/Promotion	.	Ad number	.	Media
	delimiter			delimiter		delimiter		delimiter	

Merchandise Groups

<p>Mens + Kids: Kids=kid Mens=men Mens + Kids=m+k</p> <p>Ready To Wear: Innerwear=ling Ready To Wear=rtw</p> <p>Store Wide:=stw</p>	<p>Home Store: Bedding=bed Domestics/Textiles=dom Floor Covering=rug Furniture=furn Gifts=gift Home Store=hs Houswares=hswr Luggage=lug Tabletop=tt</p>	<p>Center Core: Jewelry=jewl Cosmetics=cos Dress Accessories=acc Fine Watches=watch Fragrances=frag Women's Shoes=shoes</p>	<p>Special Projects: Club=clb Macy's By Appointment=mba President's Club=presclb Premier=prem Quarterly=qrly Rewards=rwrld Special Projects=sp</p>
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ADTRAFFIC SERVER

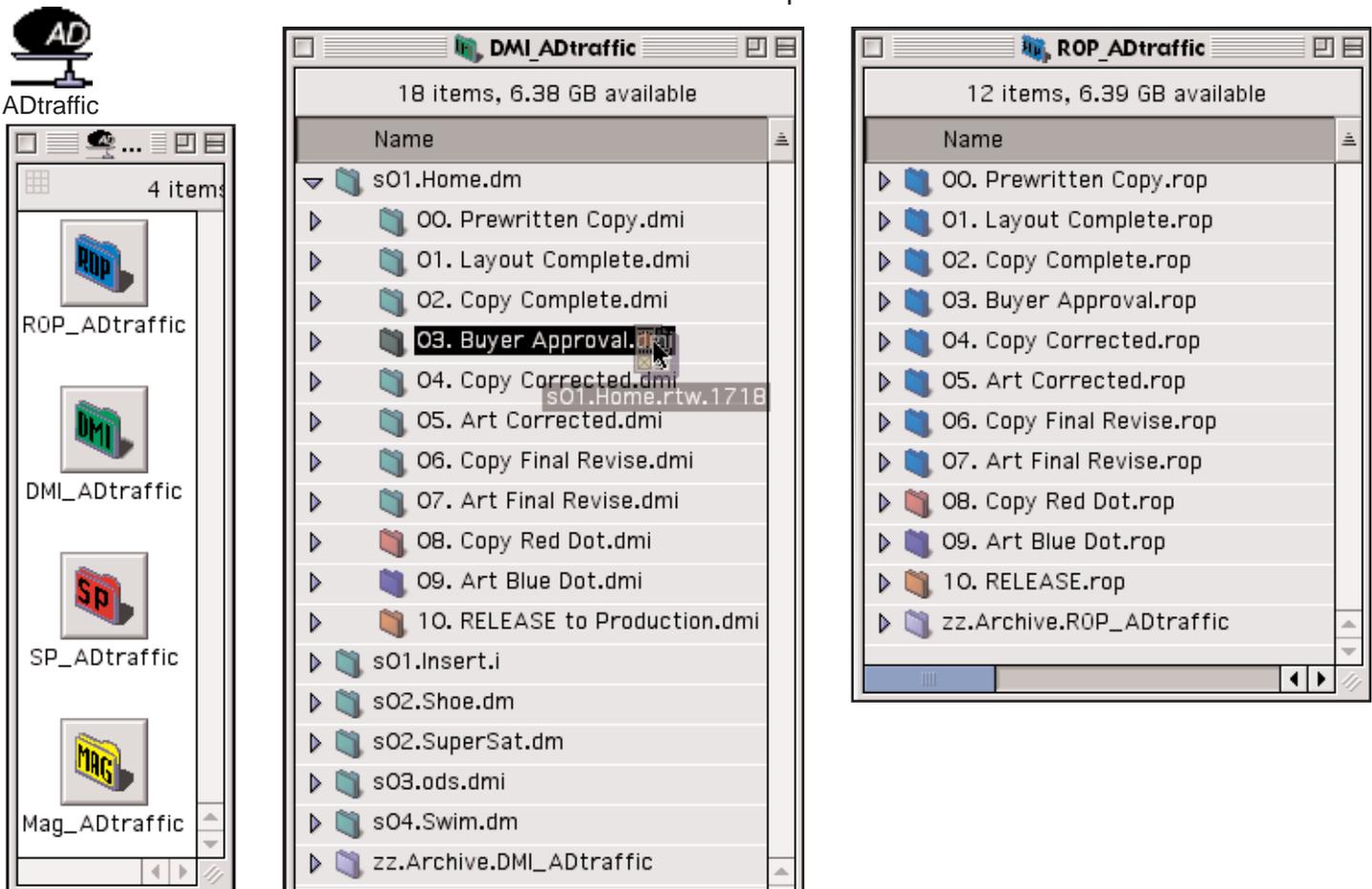
All Ad Traffic is now located on one file server called **ADtraffic**. It contains four folders categorized by media.

DM/I books will be trafficked by event. Each event/book will have its own traffic folder structure. It will be easier to keep track of the progress of individual events with this file structure.

ROP, Magazines & Special Projects have separate traffic folders which follow the existing traffic folder structure.

Ad Traffic Procedure

1. Copy the document from the traffic folder to your hard drive, work on it there.
 2. When you are finished, copy it back into the same traffic folder, overwriting the previous version.
 3. Then move it to the next traffic folder.
- Note:** You must follow this procedure in order to avoid duplicate files on the Network File Servers.



NEVER work on the network, you slow things down for everyone, and if you crash you can corrupt the your document.

These changes will begin 4/25/01. Any questions see your manager.