

Graphic Design Software Standard

Introduction

Graphic design is an important part of state services and when it is done well, can enhance the user experience for our citizens as they engage with OMES and the agencies we support.

Purpose

The purpose of this document is to establish a standard for graphic design software and its expected usage.

Standard

The standard tools to be used for graphic design are the tools of the Adobe Creative Cloud. This includes, but is not limited to:

- Adobe Photoshop.
- Adobe Illustrator.
- Adobe InDesign.
- Adobe Acrobat.
- Adobe XD.
- Adobe Lightroom.

It is expected that these tools should be used for creating designs and digital assets to support the goals of state agencies, state initiatives and to create assets for the State of Oklahoma.

Requesting Access.

A request for a license to the Adobe Creative Suite is requested through the OMES service desk or service catalog.

Exceptions to the standard.

It is expected that anyone creating digital assets for the state should first try to acquire a license to the Adobe Creative Suite. If access cannot be granted, then other approved tools include:

- Canva.
- Figma.
- Paint.Net.
- G.I.M.P.
- Inkscape.
- Photopea.
- Sketch.

Any other software not included in the above list that is required to be used by the graphic designer should be requested for approval and addition to this standard before use.

Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

Revision history

This standard is subject to periodic review to ensure relevancy.

| | |
|---|----------------------------------|
| Effective date: 05/06/2022 | Review cycle: Annual |
| Last revised: 07/31/2023 | Last reviewed: 07/31/2023 |
| Approved by: Joe McIntosh, Chief Information Officer | |