

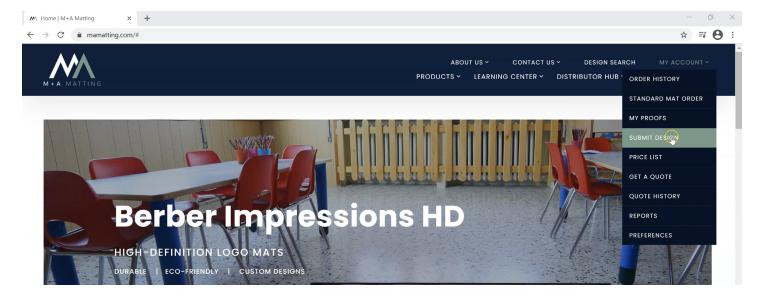
Artwork Submission Tool

User Guide

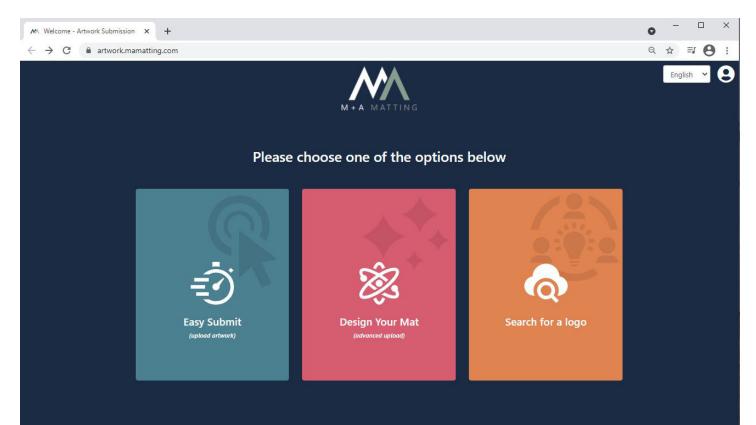
Designs can easily be submitted using the artwork submission tool on mamatting.ca.

https://artwork.mamatting.ca

On mamatting.ca select "Submit Design" under My
 Account or "Submit Artwork" under Artwork



 This takes you to a page where you can choose between <u>Easy Submit</u>, <u>Design Your Mat</u>, or <u>Search for</u> <u>a Logo</u>



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• Easy Submit is a rapid submission process where you upload the artwork of your choice, and fill out the required information including design name, product, size, corner shape, orientation, background color, logo color, and any special instructions

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Design Name* Product* Special Instructions Choose a Product	
Reference PO# Size* Choose a Size Choose a Size Corner Shape* Select Corner Shape Orientation* Landscape	
Drop file here or click to upload. Background Color Select Colors Email Logo Color	

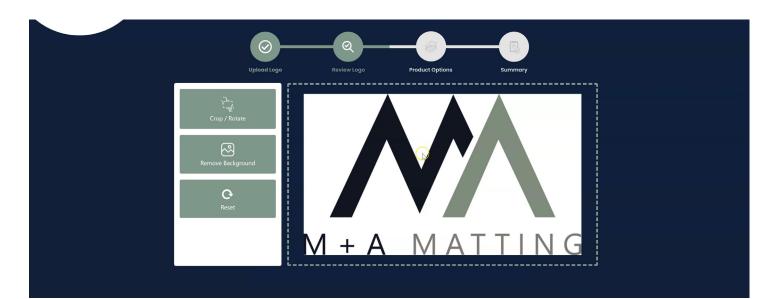
- Next, you'll hit submit at the bottom of the page
 - If you haven't already logged in, enter your email address here to pull your account up
 - You can also submit art as a guest, which is helpful if you're not the owner of your organization's M+A login
 - Here you'll submit your email address and the account number associated with your organization

No Account Detected				
Customer Login	Submit as a guest			
Email Address Submit				

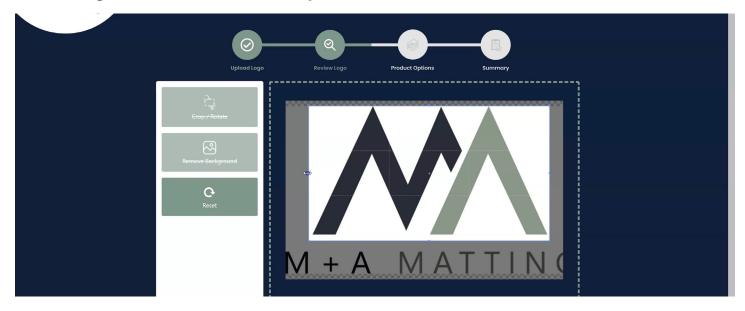
• **Design Your Mat** is an advanced upload process, where you start with uploading the desired artwork

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Upload Logo Review Logo Product Options Summary	
Drop file here or click to upload.	
OR	
Attach logo file later	

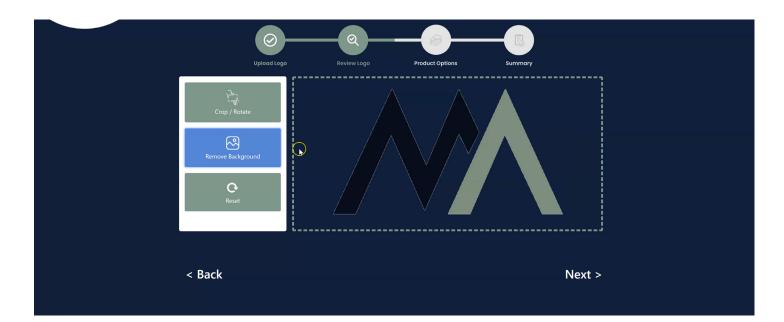
 Once submitting an image, you have the chance to review the logo. This tool allows you to crop/rotate the image, remove the background, and reset the entire design if need be



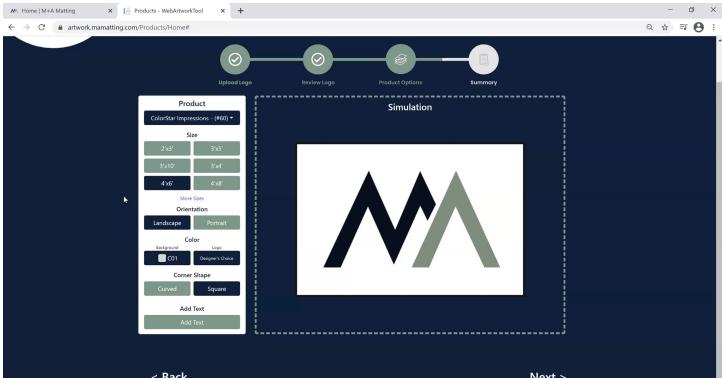
 To crop or rotate an image, select the option on the left, and use the bounding box to conform the image into your desired shape



• The tool also makes removing backgrounds easy with a click of the "Remove Background" option on the left



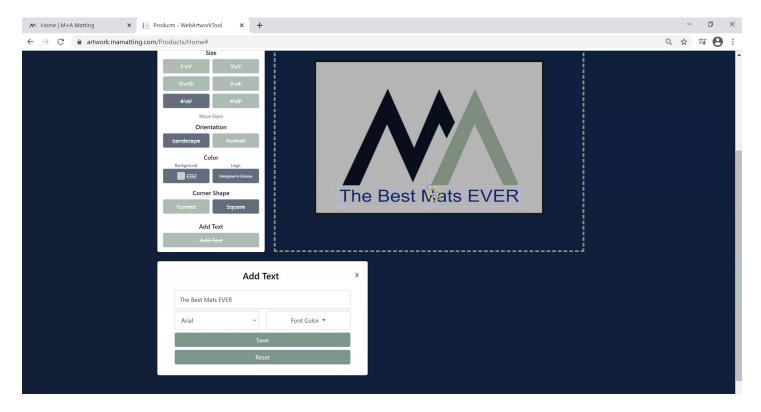
- Once you're satisfied with the logo, the next page will take you through selecting the product type, size, orientation, colors, corner shape, and any additional text you would like to add
 - Clicking the different size options will format the simulation to display correct proportions
 - Doing the same with the different orientation and corner options will also format the simulation to display an authentic image



- Colors give you the option to self select or let the final designer decide
- Colors are grouped by color family, clicking further will provide more options

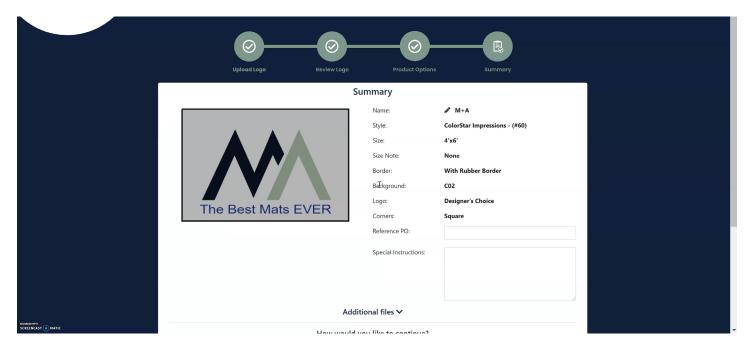


- If you'd like to add additional text, the bottom option gives you the ability to do so
 - From here you can select both font and font color, and within the simulation you can use the corners around the text to resize and move as needed
 - Resetting the text will remove it and allow you to start again



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 Once satisfied with your design you'll navigate to the next page which opens with a prompt of selecting a design name and leads to the summary page which allows you to review the information you've submitted so far, and provides the opportunity to submit any further necessary information



- The next to last step is to select either option at the bottom of the page
 - Select Option 1 if you're satisfied with the above image and would like your proof as fast as possible. This typically takes less than 5 minutes because it's automated
 - Select Option 2 if your design needs further work and you would like one of our expert designers to adjust the proof. This usually takes less than one full business day

Additio	nal files 🗸
How would you	I like to continue?
Option 1	Option 2
Select this option if you are pleased with	Select this option if we didn't get
the above image and would like your proof	something quite right and you would like
as fast as possible.	our expert designers to adjust your proof.
< 5 minutes	< 24 hours

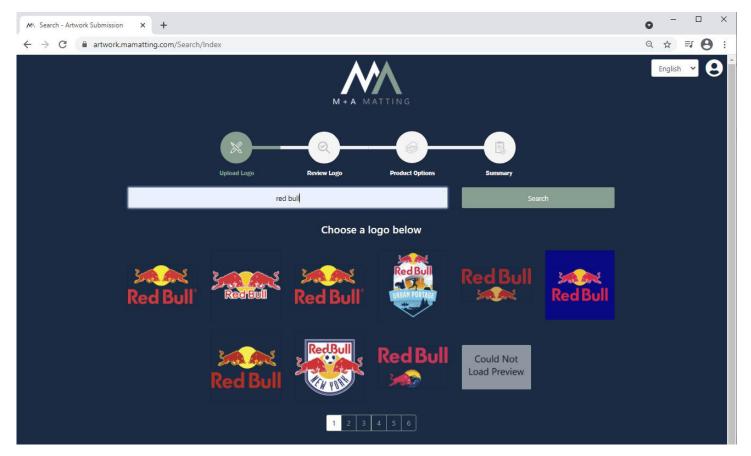
- Finally, you'll hit submit at the bottom of the page
 - If you haven't already logged in, enter your email address here to pull your account up
 - You can also submit art as a guest, which is helpful if you're not the owner of your organization's M+A login
 - Here you'll submit your email address and the account number associated with your organization

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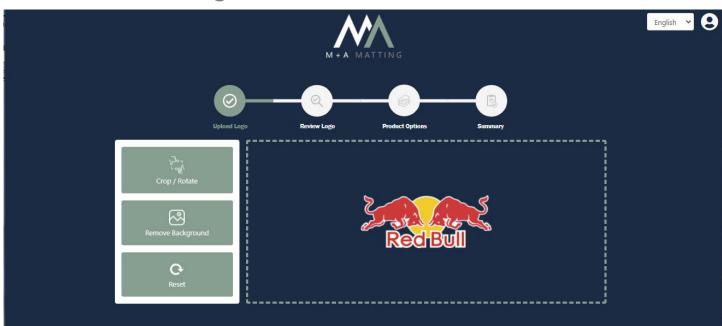
• The third option, **Search for a Logo**, allows you to search for a desired logo

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	Upload Logo	Review Logo	Product Options	Summary		
	Search	for a logo		Search		
< Back					Next >	

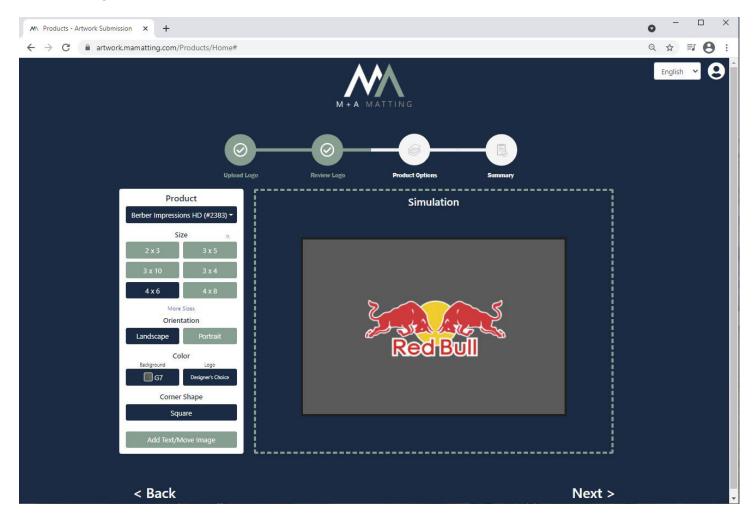
 Use the search bar to find the logo you are looking for, and the numbers at the bottom of the page enable you to scroll through options



 After selecting an option, you have the ability to crop/ rotate the image, remove the background, and reset the entire design if need be



 Once you're satisfied with the logo, the next page will take you through selecting the product type, size, orientation, colors, corner shape, and any additional text you would like to add



The rest of the process is identical to Design Your Mat

Any questions, concerns, or issues regarding the artwork submission tool may be resolved by contacting the M+A Matting support team by phone:

· 800-665-5336