M + A MATTING

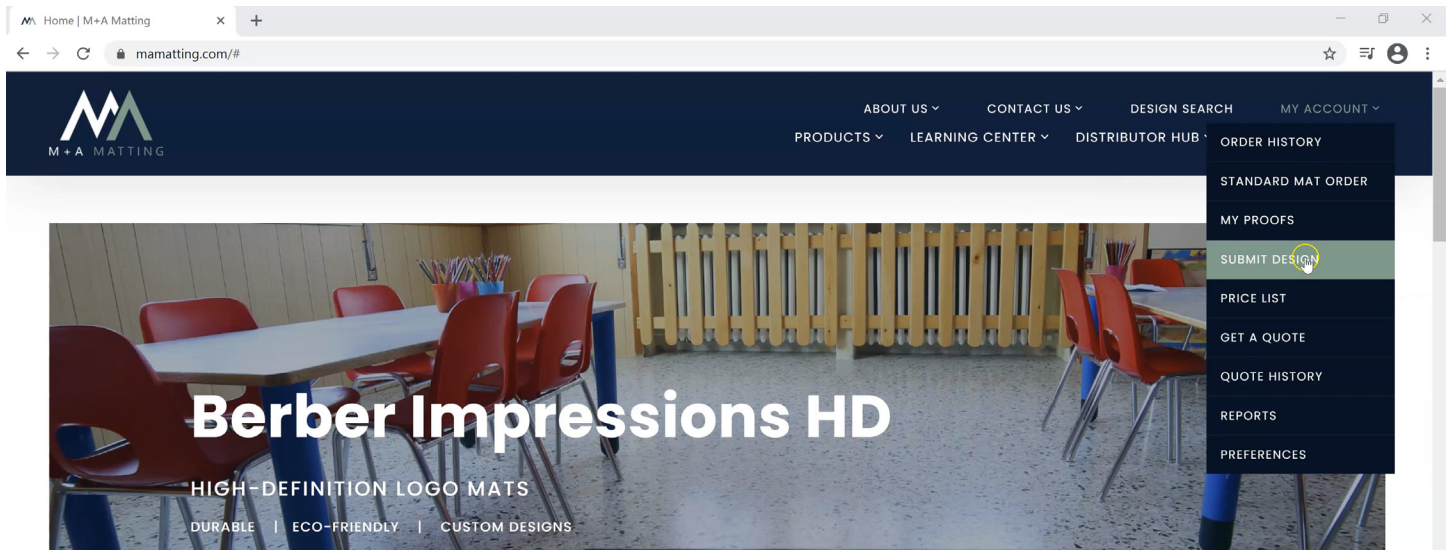# Artwork Submission Tool
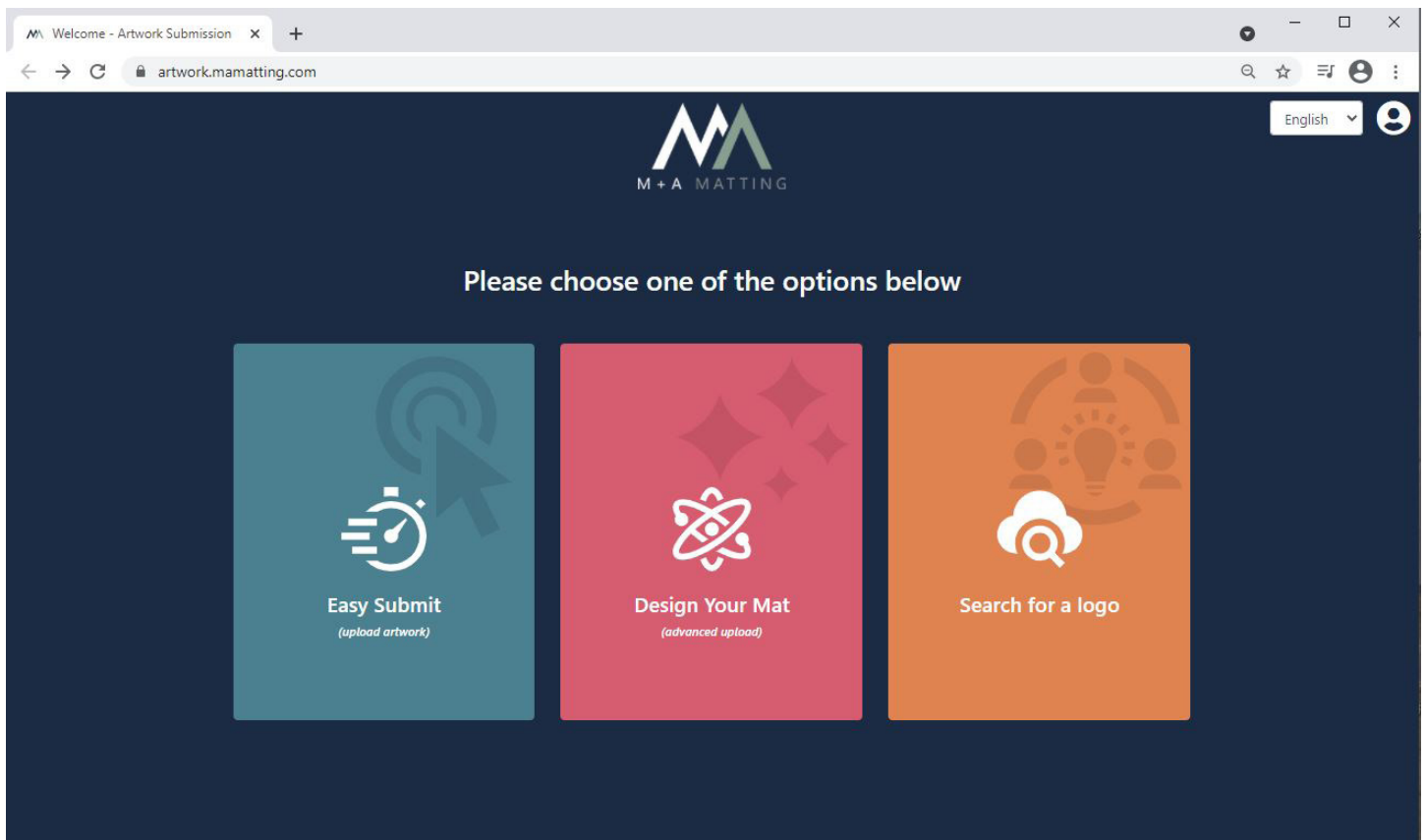
User Guide

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

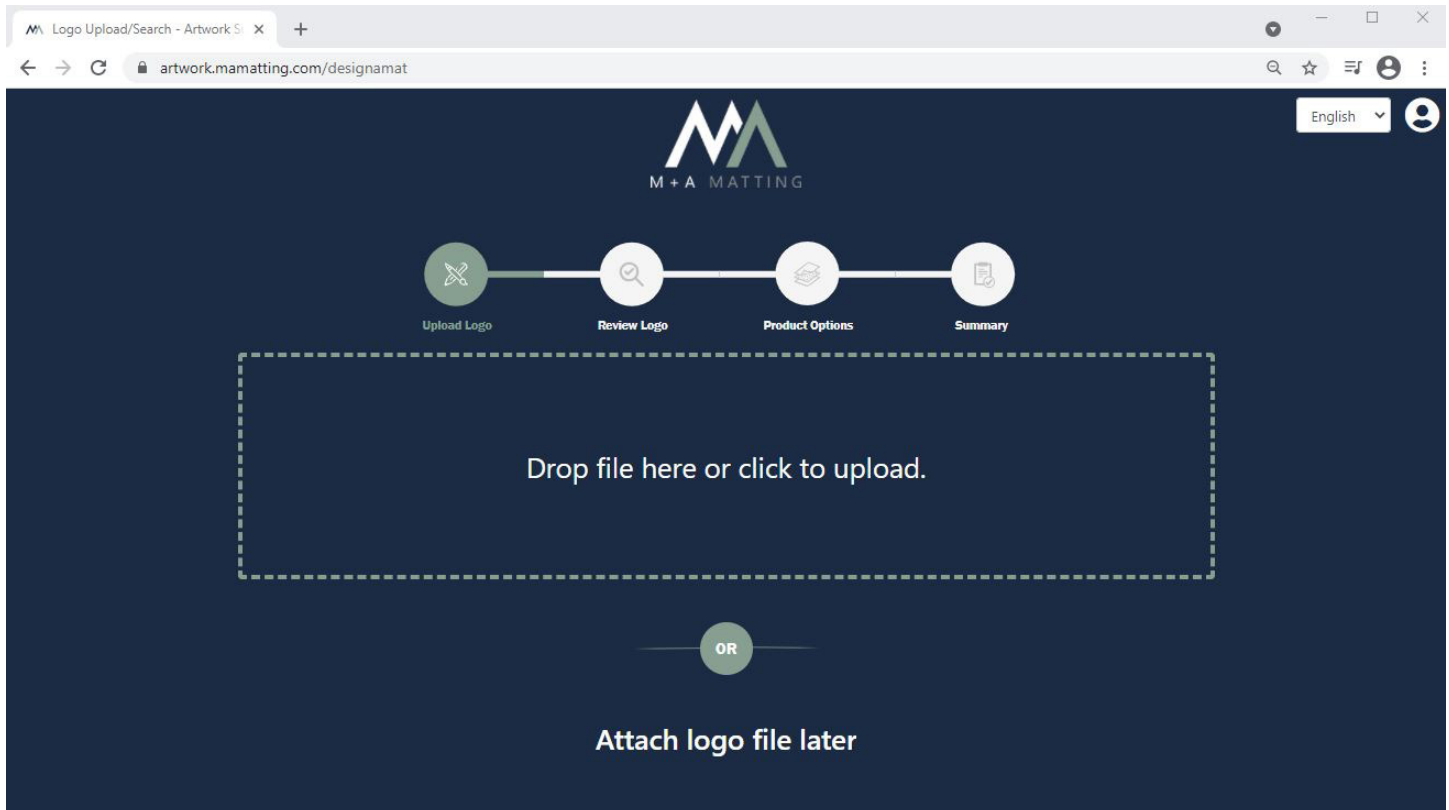- On mamatting.ca select "Submit Design" under My Account or "Submit Artwork" under Artwork

- This takes you to a page where you can choose between **Easy Submit**, **Design Your Mat**, or **Search for a Logo**
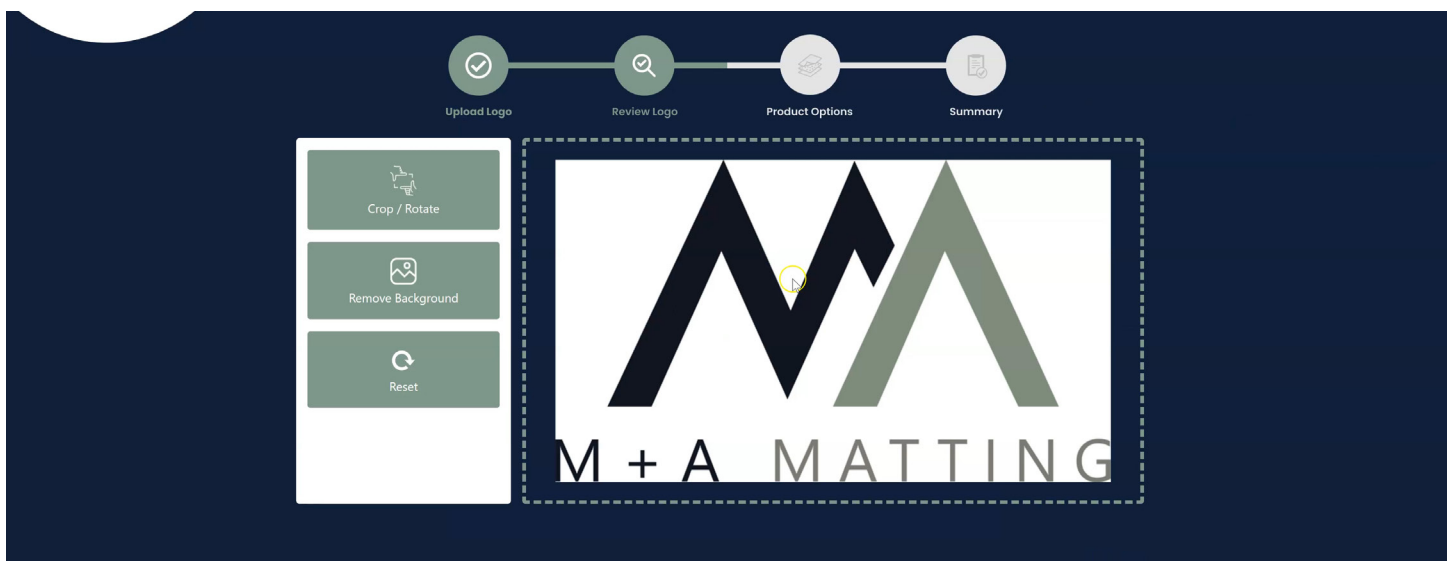
- **Easy Submit** is a rapid submission process where you upload the artwork of your choice, and fill out the required information including design name, product, size, corner shape, orientation, background color, logo color, and any special instructions

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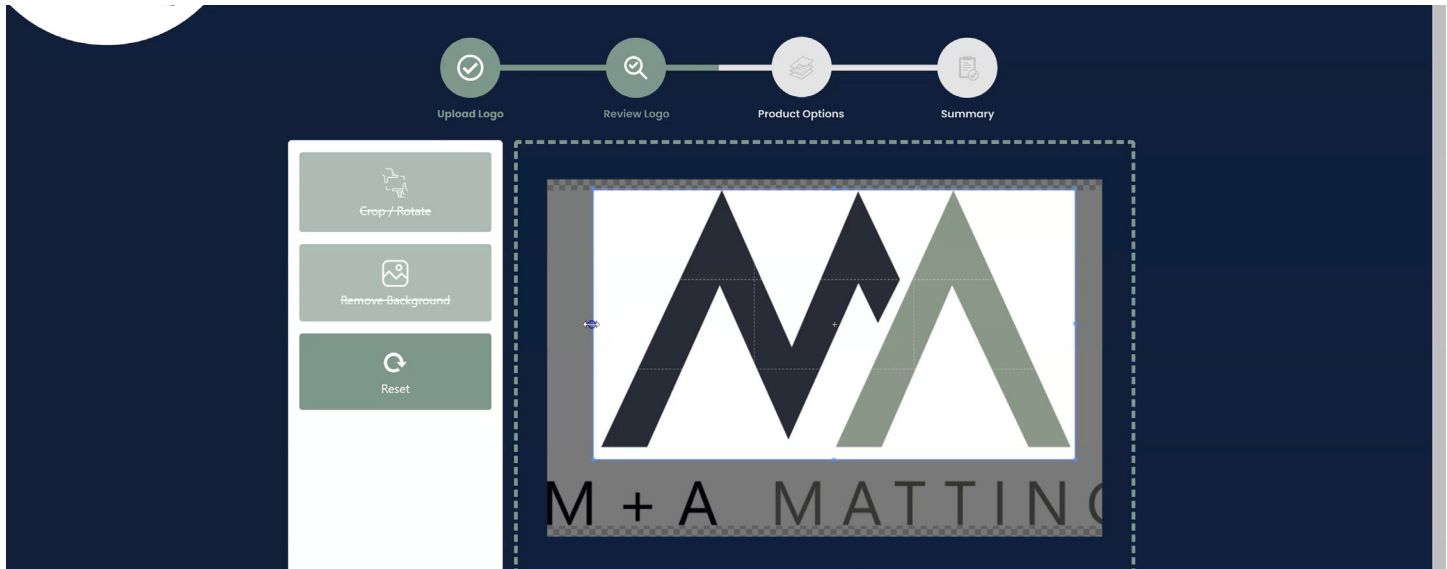
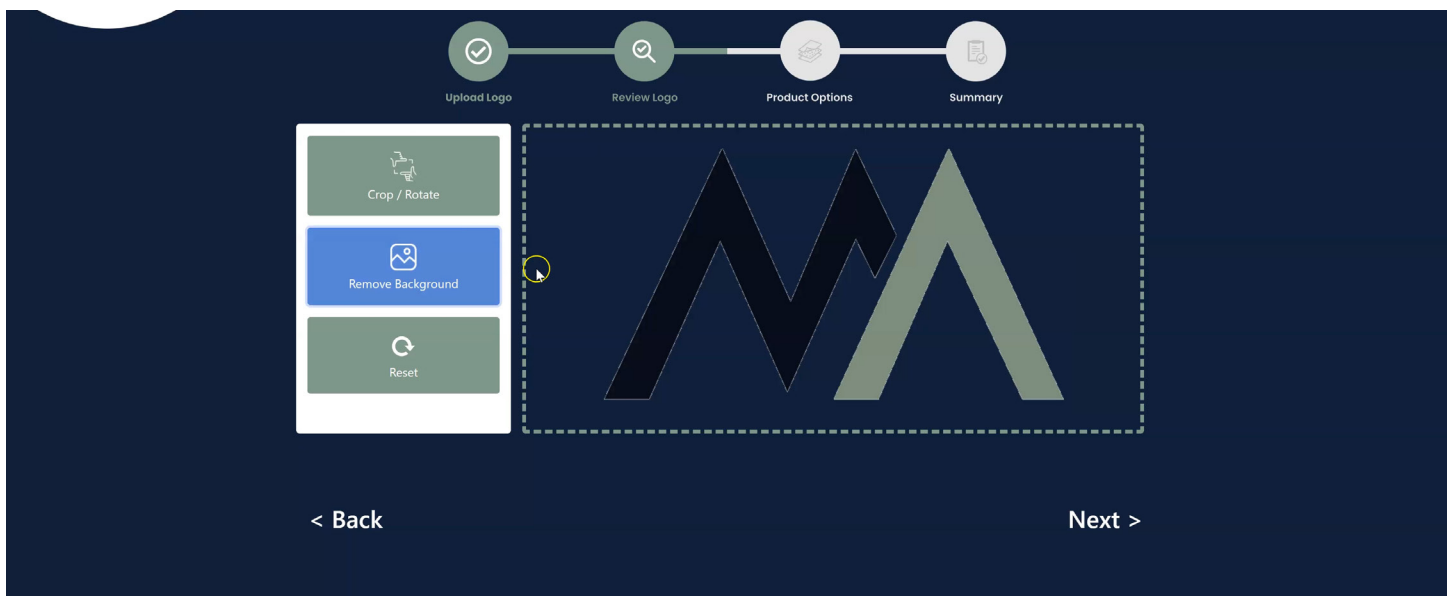- **Design Your Mat** is an advanced upload process, where you start with uploading the desired artwork

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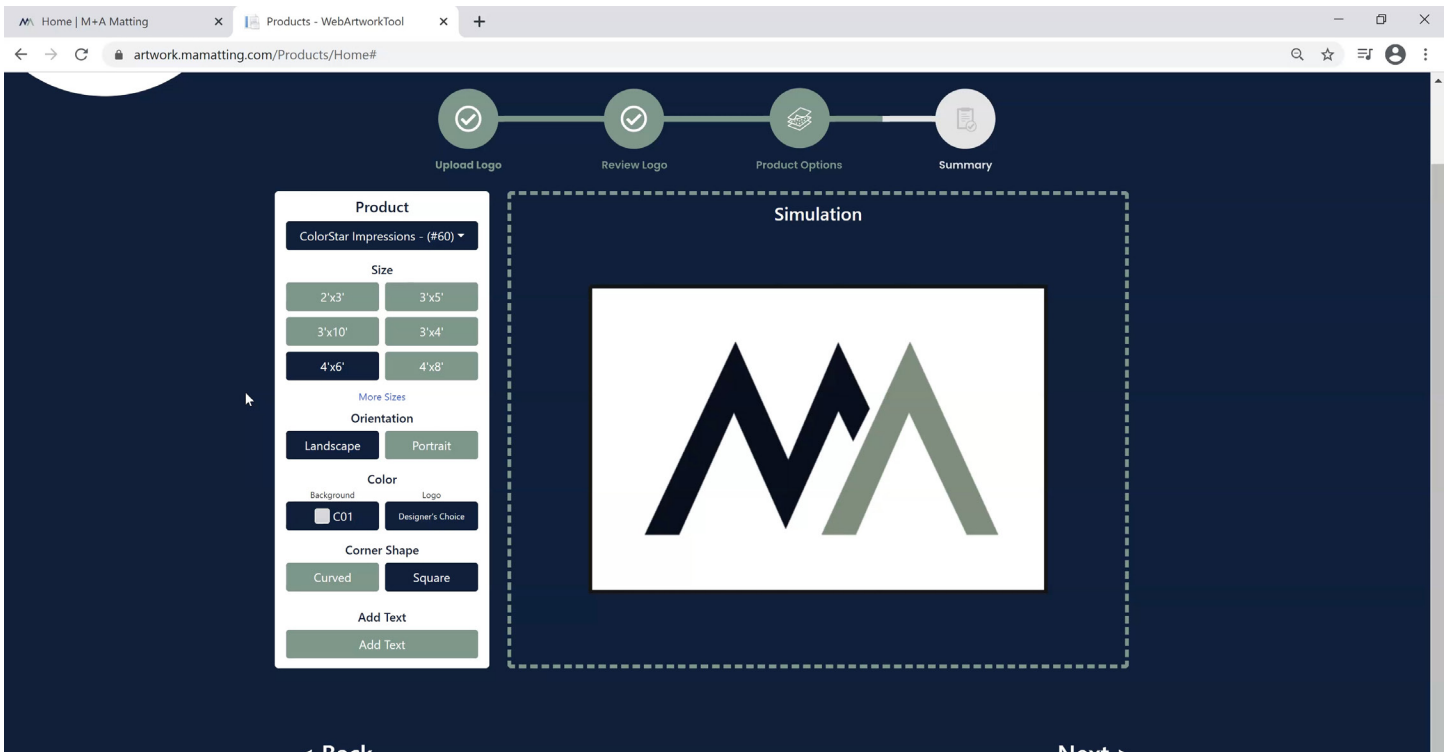
- To crop or rotate an image, select the option on the left, and use the bounding box to conform the image into your desired shape
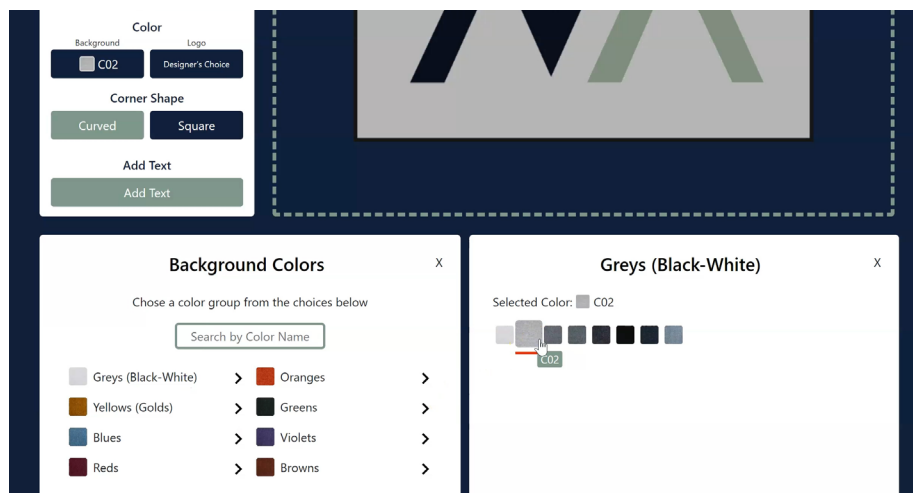

- The tool also makes removing backgrounds easy with a click of the "Remove Background" option on the left
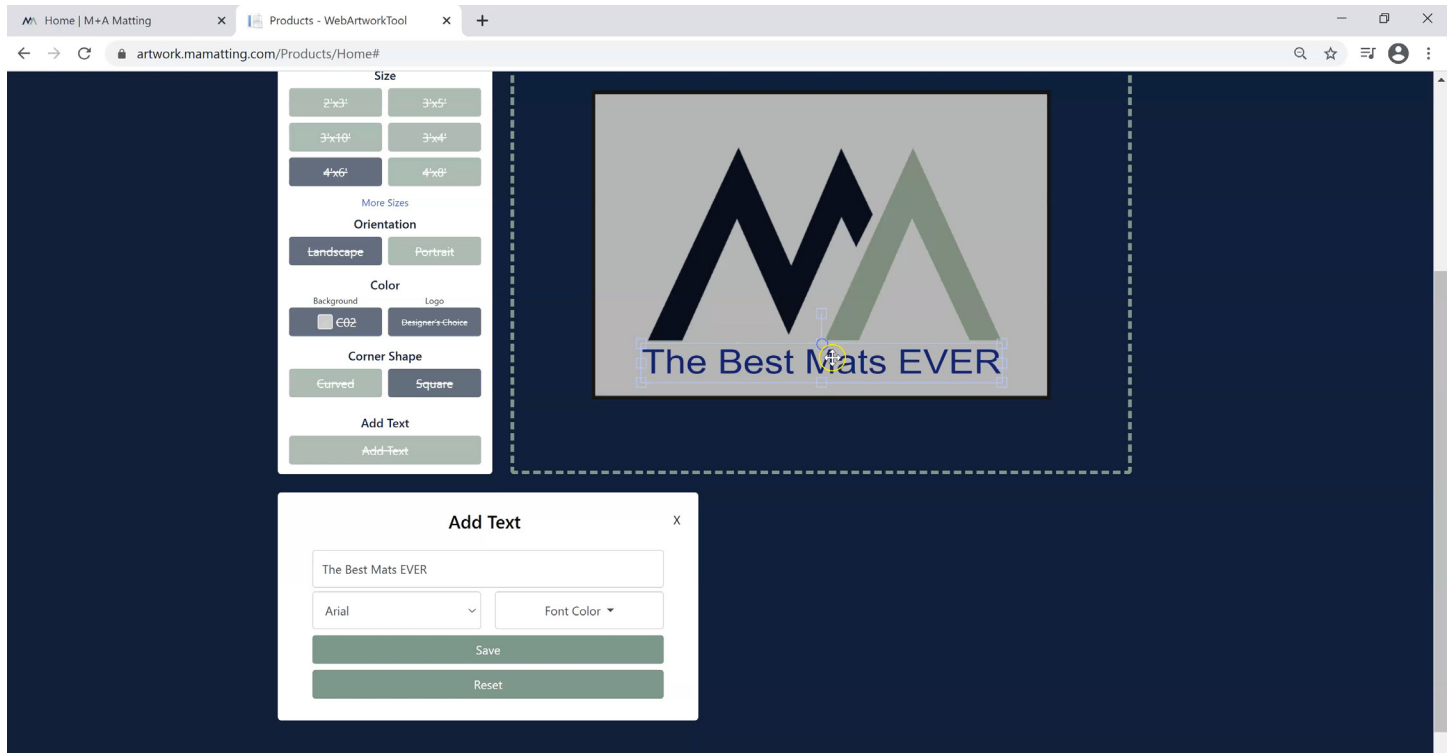
- Once you're satisfied with the logo, the next page will take you through selecting the product type, size, orientation, colors, corner shape, and any additional text you would like to add

  - 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
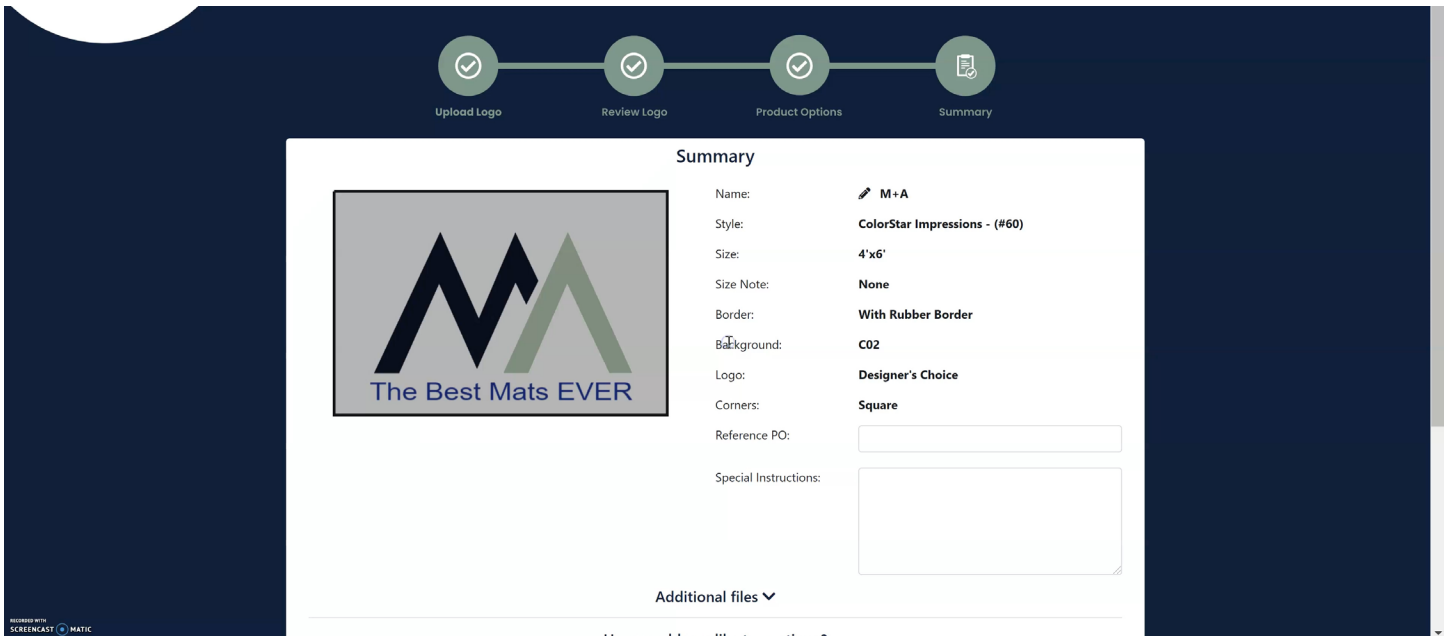

- Colors give you the option to self select or let the final designer decide

- Colors are grouped by color family, clicking further will provide more options
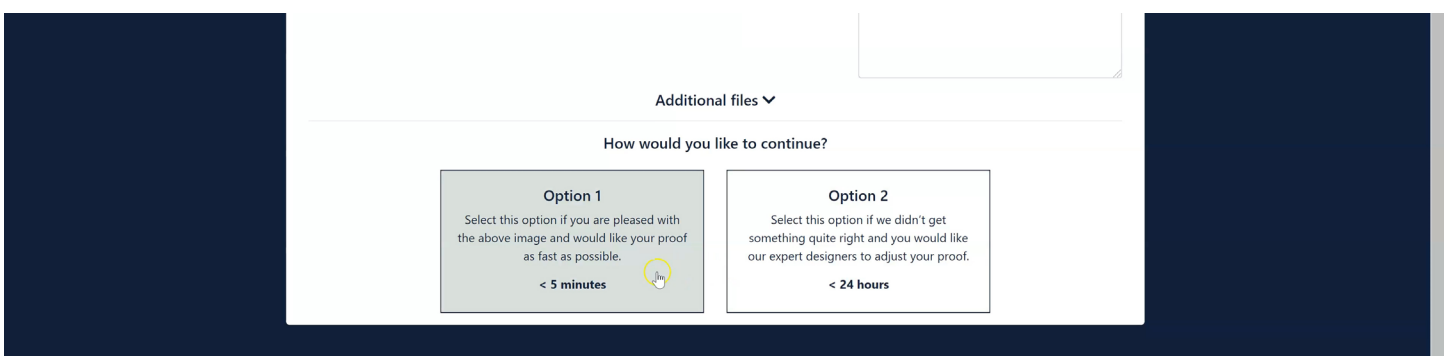
- If you'd like to add additional text, the bottom option gives you the ability to do so

  - 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

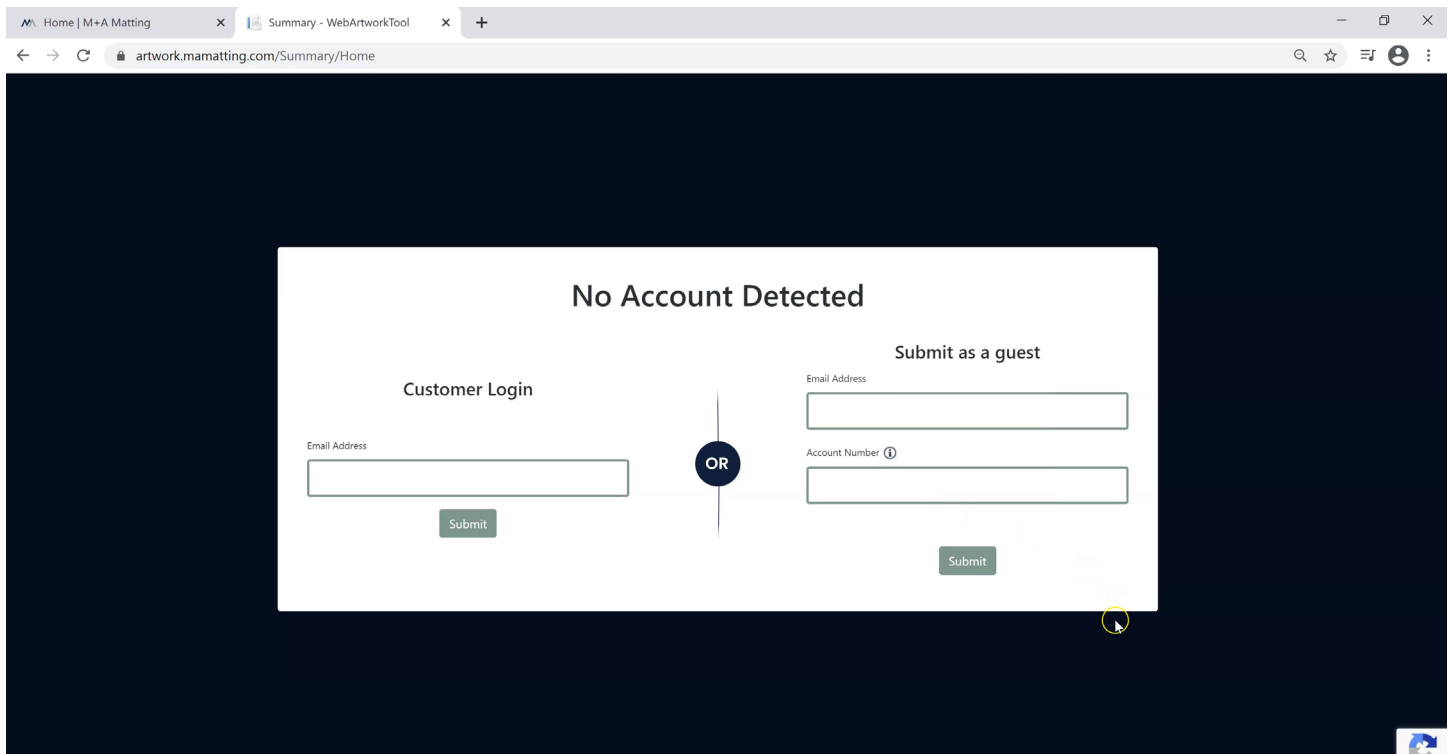 - Resetting the text will remove it and allow you to start again

- 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
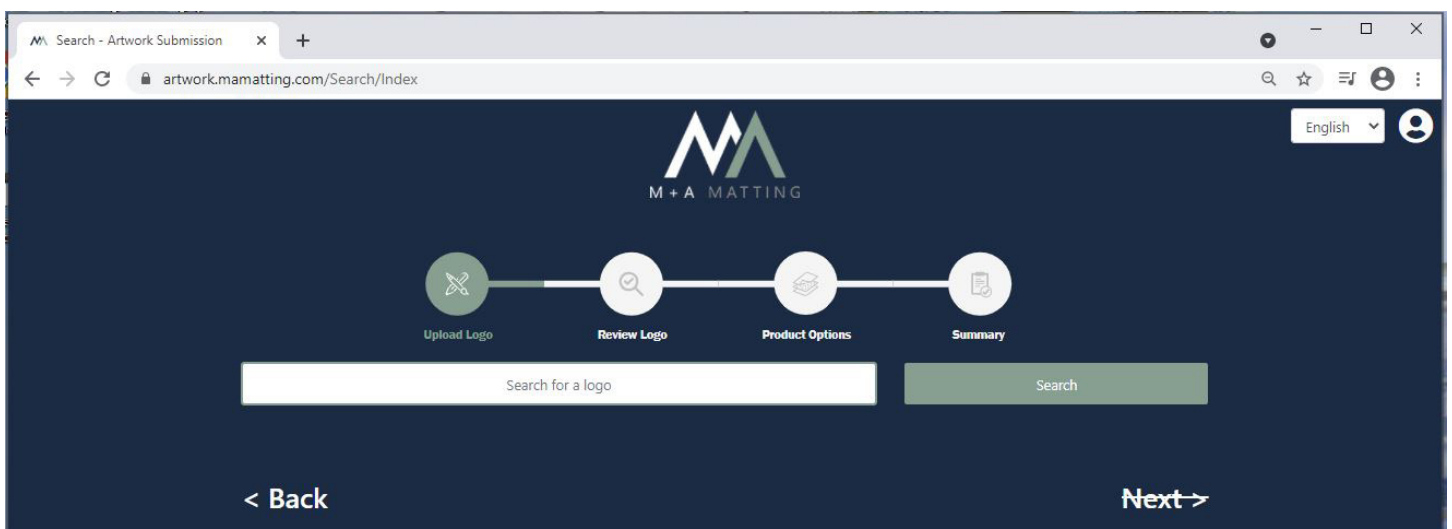

- The next to last step is to select either option at the bottom of the page
    - Select Option 1 if you're satisfied with the above image and would like your proof as fast as possible. This typically takes less than **5 minutes** because it's automated
    - Select Option 2 if your design needs further work and you would like one of our expert designers to adjust the proof. This usually takes **less than one full business day**
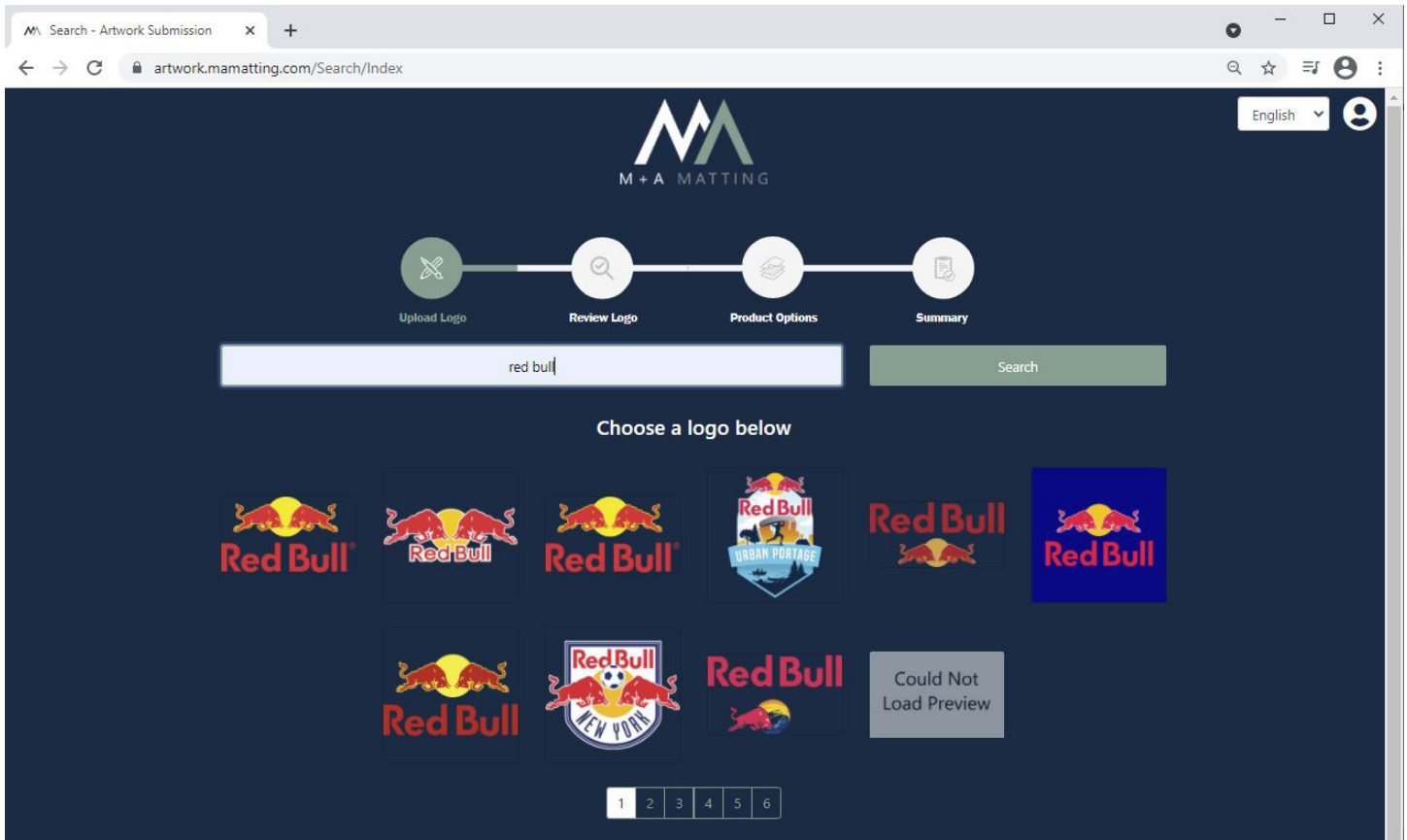
- Finally, you'll hit submit at the bottom of the page
  - If you haven't already logged in, enter your email address here to pull your account up
  - You can also submit art as a guest, which is helpful if you're not the owner of your organization's M+A login
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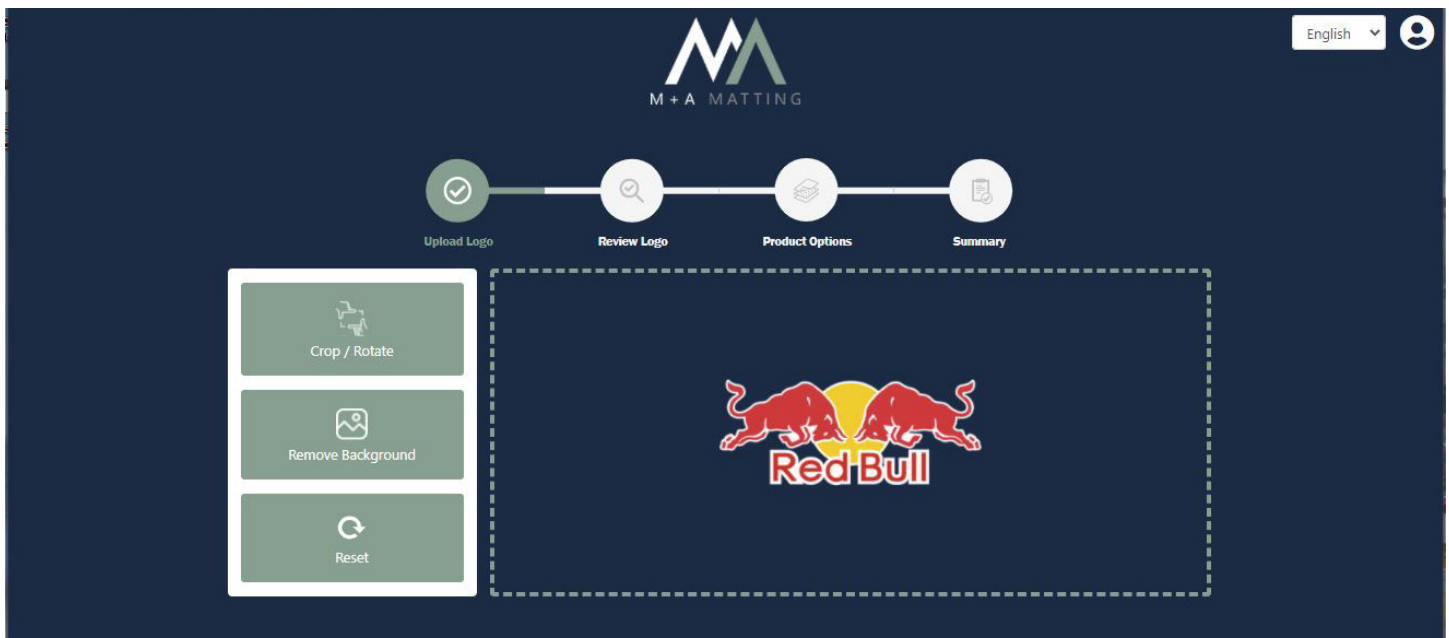

- The third option, **Search for a Logo**, allows you to search for a desired logo
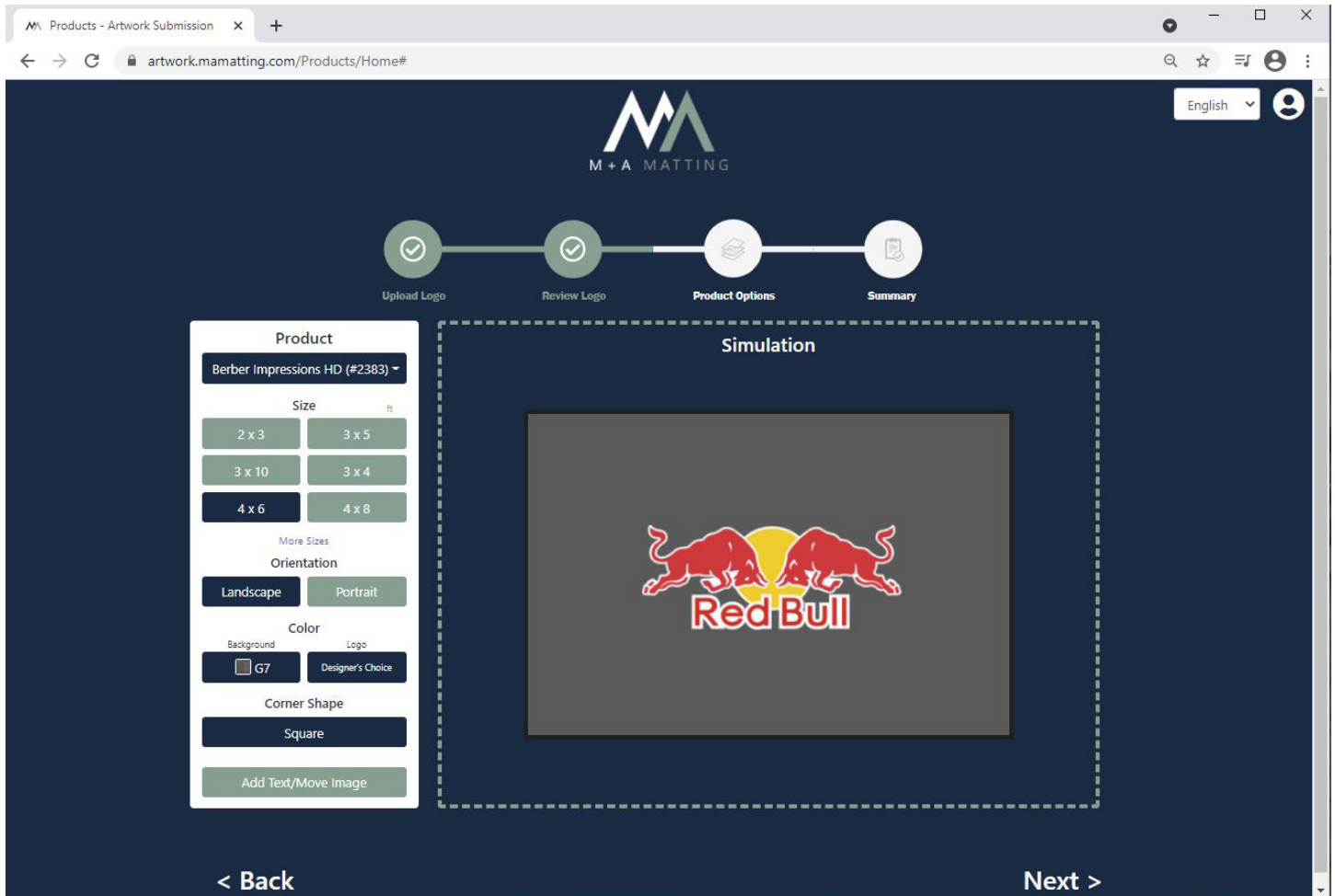
- Use the search bar to find the logo you are looking for, and the numbers at the bottom of the page enable you to scroll through options

- 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*