

## **Guidelines for Submitting Documents in Electronic Form**

If the documentation provided for your artist's file will be sent in electronic form (CD-ROM / DVD documentation), please use the following formats. This will ensure that your information will be readily available for educational and curatorial use. If your materials do not conform to these formats, we will be unable to include them in the Resource Centre.

### **For Documents:**

- PC Compatible
- Save documents as .rtf, .pdf or .html formats

### **For Images:**

- Please submit images that are **72 dpi with maximum dimensions of 1024 X 768 pixels**
- Please label each images with a number and title which correspond to a printed list of a description of visual materials
- Save images in RGB colour mode
- Save images as .jpg, .tiff, or .bmp file formats

### **For Video:**

- Please submit a printed description of visual materials
- Save video files as formats compatible with Quicktime or Windows Media Player

### **For Audio:**

- Save audio files on an audio CD or in mp3 format compatible with Quicktime of Windows Media Player

### **Some helpful tips:**

- Avoid submitting zipped or stuffed files
- Avoid submitting files compatible **only** with MAC

Please test all of your CDs and DVDs before submitting them to the Centre A Library Resource Centre.

Feel free to update your artist file periodically (3-4 months) by sending us new materials.

We appreciate your co-operation and look forward to receiving more information on you.