



## PREPARING YOUR ARTWORK FOR OUR DATABASE

1. High-resolution image: Any artwork that cannot be sized according to the sizes below will be automatically rejected.
  - a. Resolution 200 dpi, Mode: CMYK, no additional channel allowed, Image must be flattened.
  - b. Authorized sizes (all in inches):
    - i. 18 x 54
    - ii. 27 x 54
    - iii. 36 x 54
    - iv. 38 x 38
    - v. 38 x 42.75
    - vi. 38 x 47.5
  - e. Remove all unnecessary borders around the artwork. N.B. You are responsible for the proper cropping of your artwork.
2. JPEG: Along with the high resolution image, you are also required to provide a JPEG in this format:
  - a. 72 dpi, Mode RGB
  - b. Longest side must be 1200 pixels.
  - c. Cropping and proportion of the image must correspond precisely to the high-resolution image submitted in Step 1.
  - d. Filename must be the same as the high-resolution image.
  - e. Saved as JPEG, maximum resolution (resolution 12).
3. A spreadsheet providing the details of all submitted artwork must be supplied, with the following columns:
  - a. Artist Last Name
  - b. Artist First Name
  - c. High-resolution Image Filename
  - d. Full Artwork Title (must be unique)
  - e. Year the artwork was produced
  - f. Licensing Company, when applicable
  - g. Final Width (ref sizes in step 1)
  - h. Final Height (ref sizes in step 1)
4. NOTES:
  - a. All artwork submitted and approved will be included in all of our giclee programs, including but not restricted to: canvas giclee, photo paper giclee and archival paper giclee.
  - b. Please provide a brief biography of yourself.