



Canada Council
for the Arts

Conseil des Arts
du Canada

The Do's and Don'ts of Submitting Digital Support Material to the Visual Arts Section

These guidelines will assist you in your submission of computer-based electronic files to the Canada Council for the Arts. Each CD-ROM or DVD must be clearly marked with your name and must include a description of the contents and clear viewing instructions. This support material will be projected during the peer assessment committee meeting.

Please test your material before you submit it to make sure that it is readable. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format. Please respect the program guidelines and submit only the requested support material.

Excess support material will not be shown to the peer assessment committee.

DO's

- Do submit PC-compatible images.
- Do use .jpg, .tif, or .bmp file types.
- Do submit 72 dpi files **ONLY**.
- Do submit files with a resolution of 1024 X 768 pixels.
- Do submit files in RGB colour mode **ONLY** (No CMKY).
- Do label each image with a number and title.
 - Start the number of the first nine images with a zero (01title.jpg, 02title.jpg ... 10title.jpg). to ensure they are presented chronologically.
 - Do not put any signs or quotation marks (# / - @ &) in the file name.
- Do submit movie or video files that can be accessed with one of the following plug-ins: Quicktime, RealPlayer, Shockwave, Windows Media Player or Flash (or submit a DVD).
- Do list the images you are submitting digitally in the part of the application form titled *Detailed Description of Slides and Videotapes*. You must submit this page in paper format.
- Do submit slides **OR** digital images, not a combination of both formats.

DON'Ts

- Don't submit Mac-compatible files.
- Don't exceed a resolution of 1024 X 768 pixels per file.
- Don't submit CMYK colour mode files.
- Don't submit zipped disks.
- Don't include hyperlinks to Internet sites with your images.
- Don't submit software to be downloaded. You must submit files in the formats listed above.
- Don't submit your images by e-mail.
- Don't submit any other component of your application electronically. You must submit the application form in paper format.