



DIGITAL OUTPUT CENTRE

STEP-BY-STEP GUIDE TO SUBMIT YOUR FILES

Once you set up a file based on the output requirements for your project, follow the steps below:

1. Save the file on the same format as the program you used to create it (e.g. .ai for Illustrator, .indd for InDesign, .psd for Photoshop).
2. Go to the DOC website and check the available services and the specifications for what you are outputting. To get there, click or copy this link into your browser:
<https://www.ecuad.ca/on-campus/services-facilities/doc>
If you need advice on what service would work better for your project, please contact the technicians at doc@ecuad.ca
3. Adjust your file if necessary to match the specifications of the equipment to be used. Pay close attention to the sizes available for all different services.
4. In response to COVID-19, the DOC has transitioned to remote consultations, submission and payment. Send an email to doc@ecuad.ca and request an appointment to submit your file. Please describe on that email what you want to output and your availability.

You will then receive an email back with the details of your BlueJeans appointment.

5. During the consultation, the DOC technician will review and advise to ensure your file is ready for output according to the equipment specifications. Completion day and instructions for pick up will be discussed here as well.
6. You will then receive a link and its password to a secure dropbox (Sync) to transfer your file. Depending on what you are doing, you might need to save the file as TIFF (only Photoshop) or PDF. But you might also need to package your file. To do so, “Save As” the file with a name that will include your name or initials. Then go to
Main Menu: File ⇒ Package.
7. After that, you will receive an email with an invoice.
8. To pay for that invoice there are a few options:
 - You could pay by credit card over the phone.
 - You could also pay by online transfer from your bank account.
 - Or if your appointment is in person on campus, you could also pay with a “cash card”.
9. Pick up your project on the agreed date and the process is completed.

Thank you.