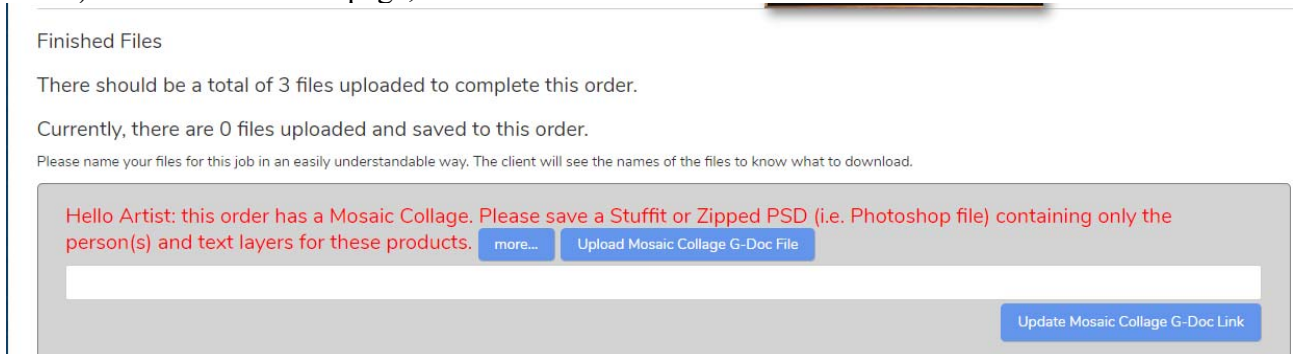


Linking ISG Google Document

Job Orders that have a Collage, Mosaic Collage or Reflection will now require the Artist to add a Google Document file for Remote Artists. The following steps will explain how to add a Google Document file.

1.) On the Job Details page, click the “more...” button for details



Finished Files

There should be a total of 3 files uploaded to complete this order.

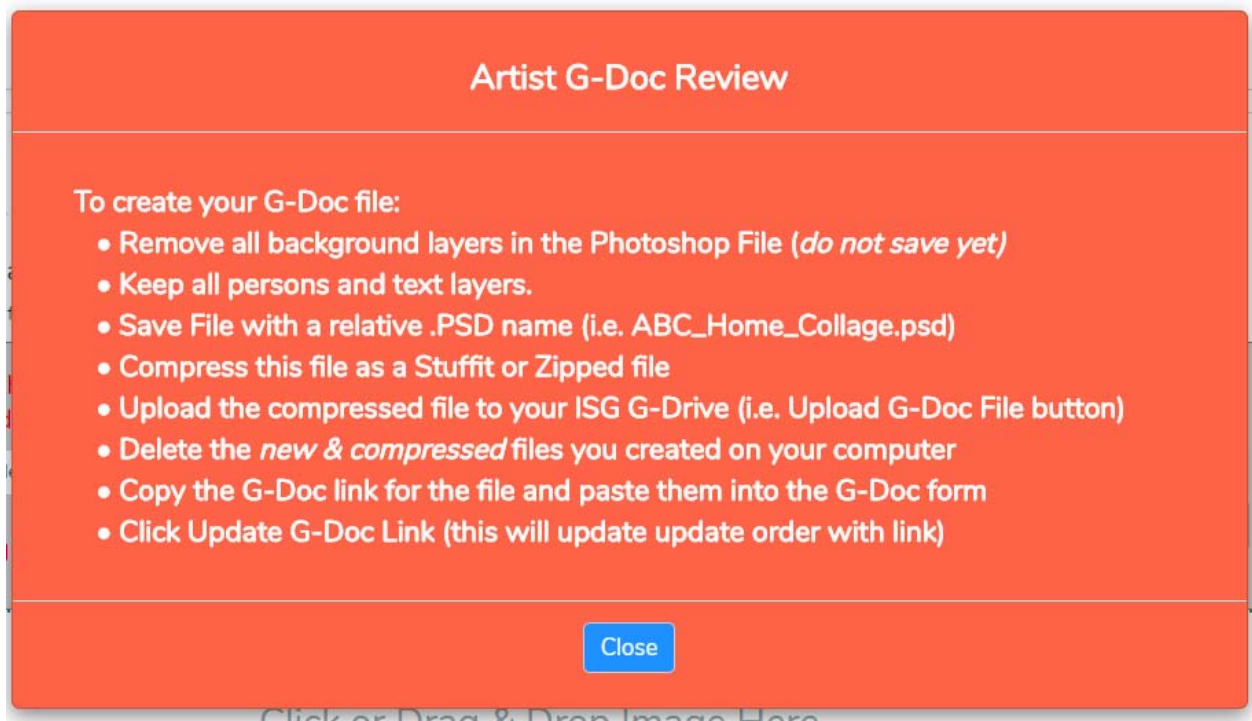
Currently, there are 0 files uploaded and saved to this order.

Please name your files for this job in an easily understandable way. The client will see the names of the files to know what to download.

Hello Artist: this order has a Mosaic Collage. Please save a Stuffit or Zipped PSD (i.e. Photoshop file) containing only the person(s) and text layers for these products. [more...](#) [Upload Mosaic Collage G-Doc File](#)

[Update Mosaic Collage G-Doc Link](#)

2.) Follow the steps to create the Stuffit or Zipped file.



Artist G-Doc Review

To create your G-Doc file:

- Remove all background layers in the Photoshop File (*do not save yet*)
- Keep all persons and text layers.
- Save File with a relative .PSD name (i.e. ABC_Home_Collage.psd)
- Compress this file as a Stuffit or Zipped file
- Upload the compressed file to your ISG G-Drive (i.e. Upload G-Doc File button)
- Delete the *new & compressed* files you created on your computer
- Copy the G-Doc link for the file and paste them into the G-Doc form
- Click Update G-Doc Link (this will update update order with link)

[Close](#)

Click or Drag & Drop Image Here

3.) Click the “Upload ... G-Doc File” button

Finished Files

There should be a total of 3 files uploaded to complete this order.

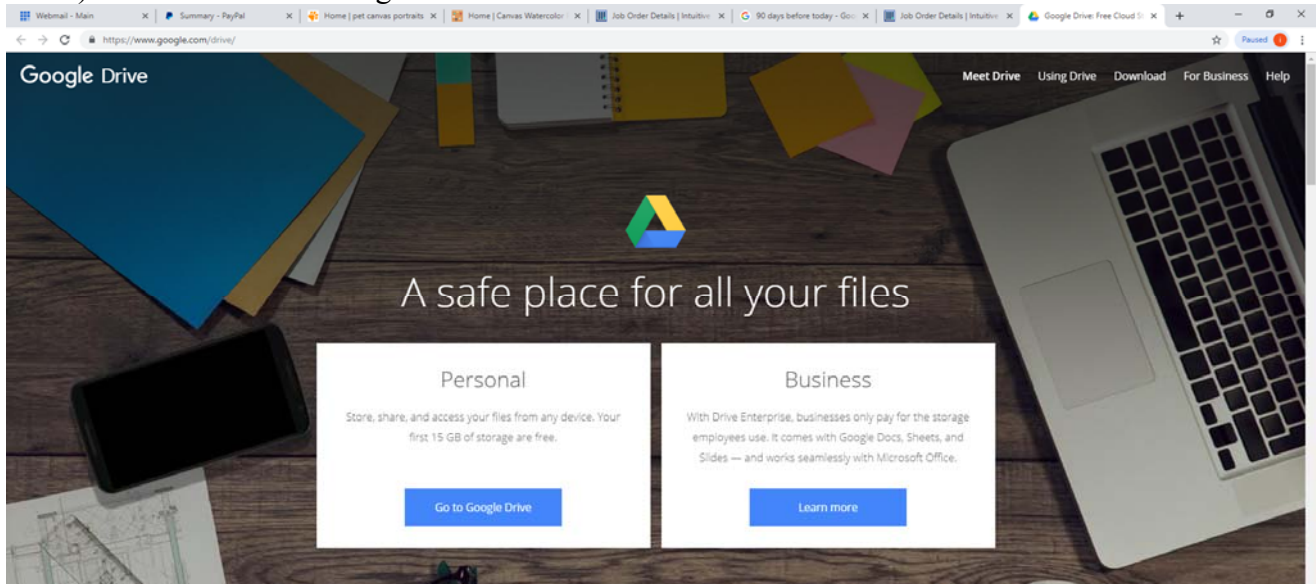
Currently, there are 0 files uploaded and saved to this order.

Please name your files for this job in an easily understandable way. The client will see the names of the files to know what to download.

Hello Artist: this order has a Mosaic Collage. Please save a Stuffit or Zipped PSD (i.e. Photoshop file) containing only the person(s) and text layers for these products. [more...](#) [Upload Mosaic Collage G-Doc File](#)

[Update Mosaic Collage G-Doc Link](#)

4.) Click the “Go to Google Drive” button

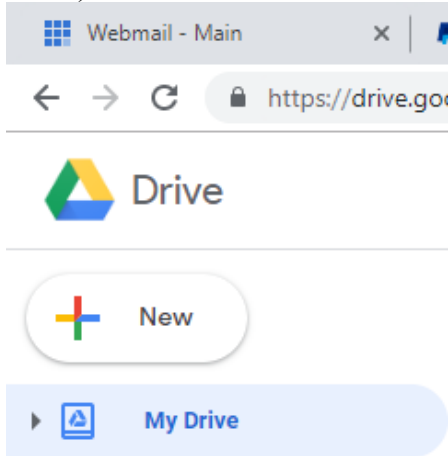


5.) Login with your “isg.kc...” gmail.com account email

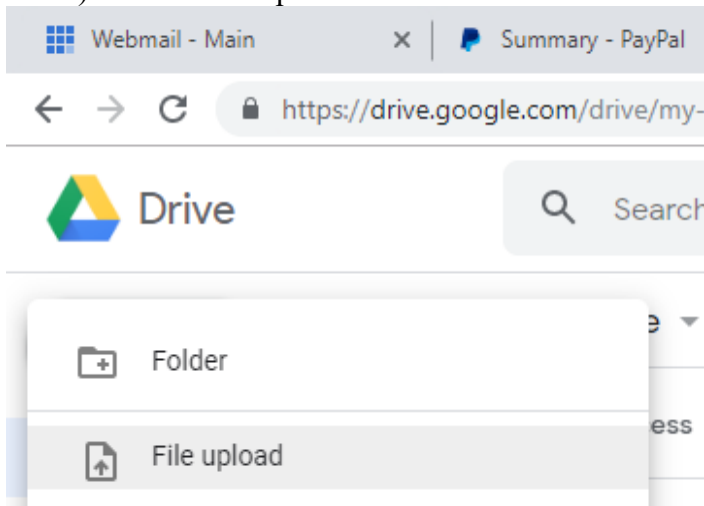
English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

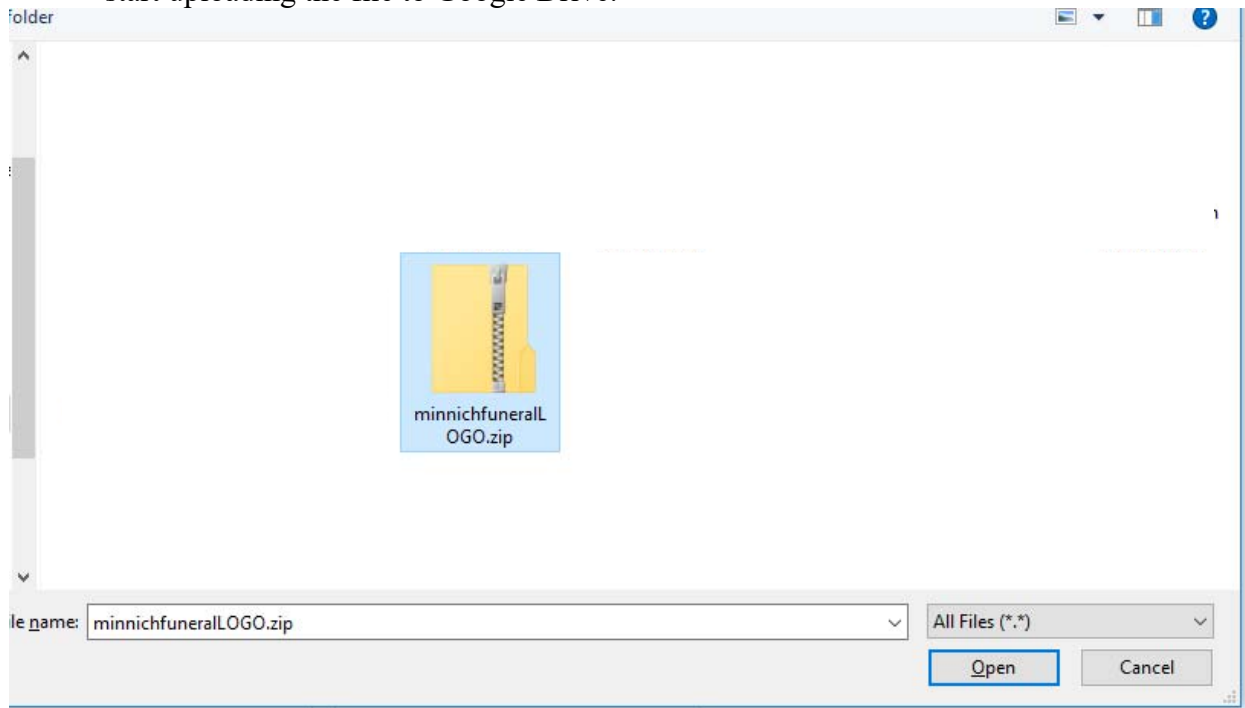
6.) Click the “+ New” button



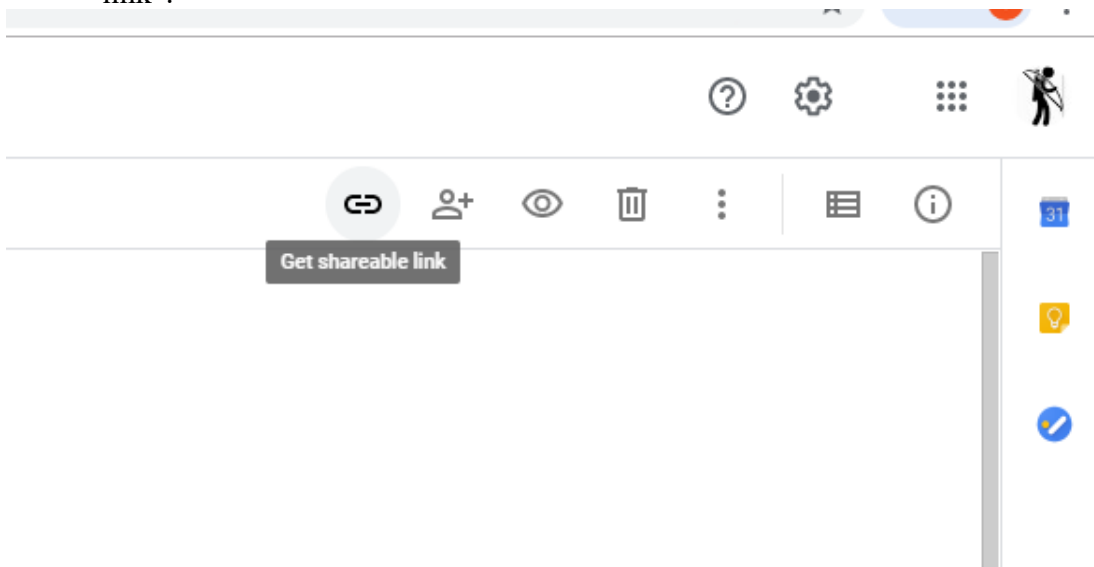
7.) Select “File upload”



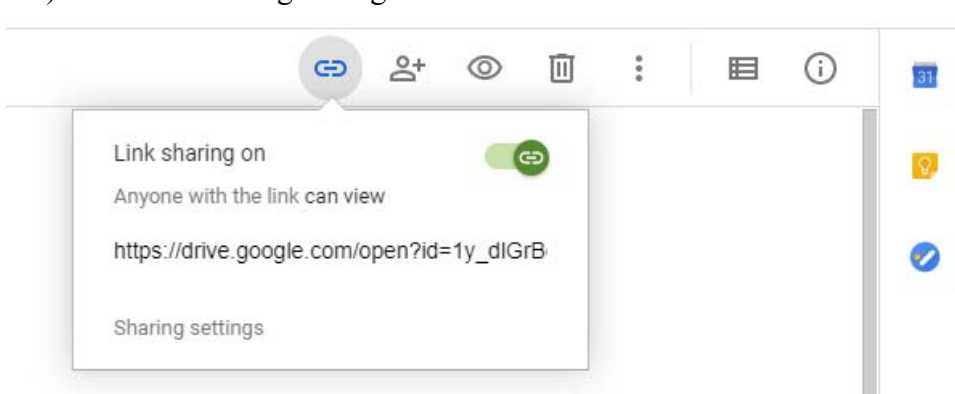
8.) Locate the “Stuffit or Zipped” file you created and then click “Open”. This will start uploading the file to Google Drive.



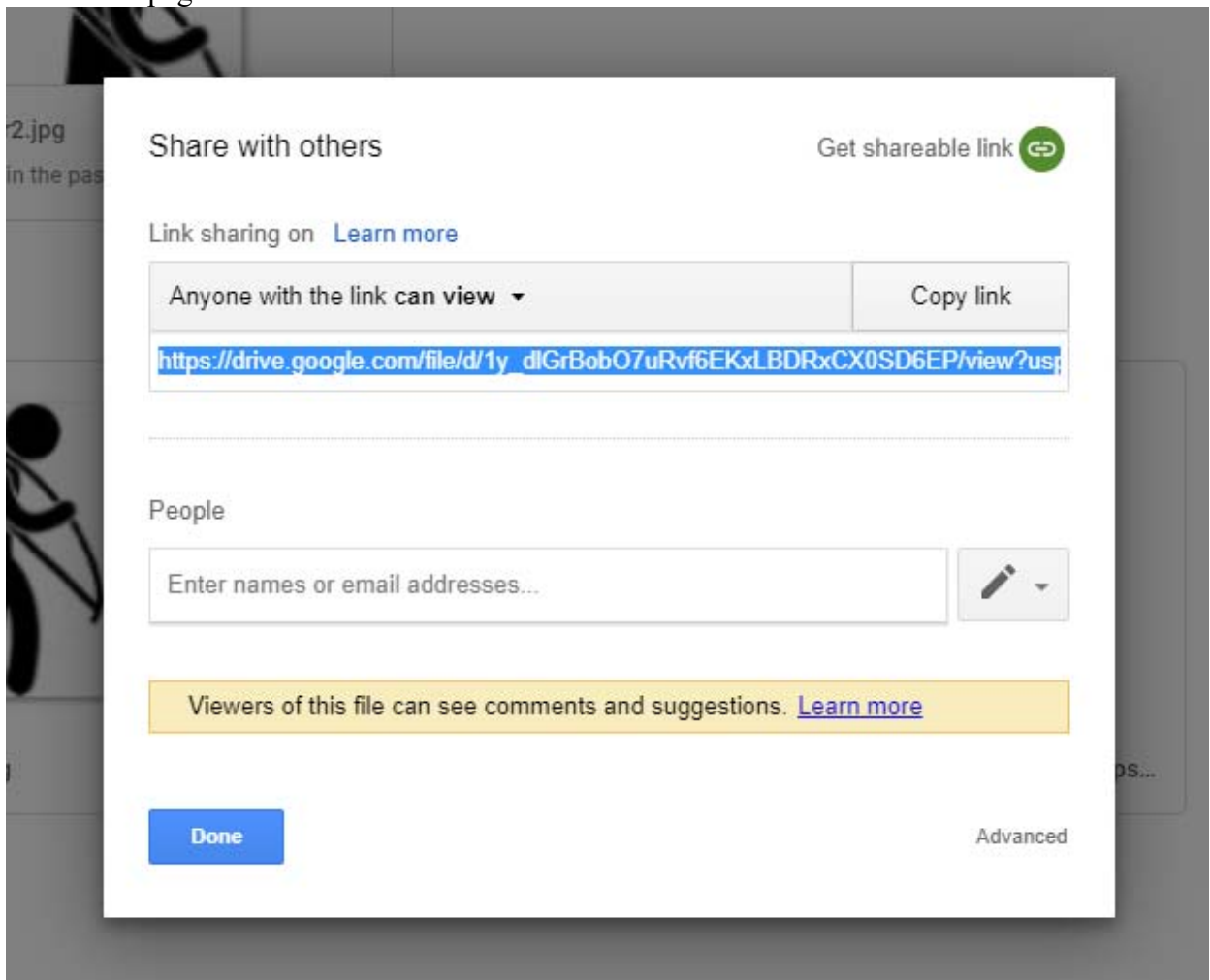
9.) Once file is finished uploading, select that file and then click the “Get shareable link”.



10.) Click “Sharing settings” link.



11.) Click the “Copy link” then click the “Done” button. Go back to the ISG Job Details page.



12.) Paste the link you copied and click the “Update ... G-Doc Link” button.

Finished Files

There should be a total of 3 files uploaded to complete this order.

Currently, there are 0 files uploaded and saved to this order.

Please name your files for this job in an easily understandable way. The client will see the names of the files to know what to download.

Hello Artist: this order has a Mosaic Collage. Please save a Stuffit or Zipped PSD (i.e. Photoshop file) containing only the person(s) and text layers for these products. [more...](#) [Upload Mosaic Collage G-Doc File](#)

[Update Mosaic Collage G-Doc Link](#)

Click or Drag & Drop Image Here

Files need to be 15MB or smaller

[Save Final Art Files](#)

13.) Remote Artist or Artist picking up job click the “Download ... G-Doc file” button.

Finished Files

There should be a total of 3 files uploaded to complete this order.

Currently, there are 0 files uploaded and saved to this order.

Please name your files for this job in an easily understandable way. The client will see the names of the files to know what to download.

Hello Artist: this order has a Mosaic Collage. Please save a Stuffit or Zipped PSD (i.e. Photoshop file) containing only the person(s) and text layers for these products. [more...](#) [Upload Mosaic Collage G-Doc File](#)

[Update Mosaic Collage G-Doc Link](#)

Artist Picking up this job: [Download Mosaic Collage G-Doc File](#)

Click or Drag & Drop Image Here

Files need to be 15MB or smaller

[Save Final Art Files](#)

14.) No worries, the Google Document file is ok to download. Click the “Download” button. Please allow the file to download completely before leaving browser page.

