

Print Department isn't using the PDF or Proof to print. They are using InDesign file, client file, or previous WO. NOTE: PDF is still needed to match.

Print Example 1

Use final design from WO 67240

File Name: Proof1-COSE-67240-#10

Print Example 2

Use final design from WO 67191; file name: RRCT-RackCard-67191.idml Location:
L:\RoyalRiverConservationTrust\67191\PRINT IN\RRCT-RackCard-67191 Folder

Proposed Naming

1. Put item name in description

Print #9 Envelope

2. If designed in Client Services

Use final file in Print In Folder

3. If art is from Client

Use final file in Original Client Files Folder

4. If art is from Previous WO:

Use final file from WO #_____

Data Processing isn't using the PDF or Proof to work with. They are using InDesign file, client file, or previous WO. NOTE: PDF is still needed to match.

DP Example 1

Use final proof from WO 67174

DP Example 2

Use final design from WO 67240

File Name:

proof2-COSE-Letter-67240

File location:

L:\Community Servings\66240\Design In\Proofs

DP Example 3

Please use final design from 67196.

Proposed Naming

1. If designed in Client Services

Use final file in Merge Folder

2. If art is from Client

Use final file in Original Client Files Folder

3. If art is from Previous WO:

Use final file from WO # _____