DESIGN MERGE PROCEDURES & SPECIFICATIONS

GAME SPECIFICATIONS ❑ NEW GAME   ❑ REMAKE EXISTING GAME   ❑ REMAKE CORRECTION

NAME:_____   FORM:_____   STRUCTURE:_____   COUNT:_____

UPS:_____   PART NUMBER:_____   TOP CODE:_____   PERM QTY:_____

IMPOSITION: ❑ VERTICAL   ❑ HORIZONTAL   RANDOMIZATION: ❑ YES   ❑ NO

❑ NUMBERS LIST (If there is a specific numbers list, put form number or file name/location here: _____

INSTANT WINNERS ❑ YES (If yes, fill out below)   ❑ NO   NUMBER OF IMAGES PER TICKET_____

   -TIER BREAKDOWN Qty: **TIER 1**_____ **TIER 2**_____ **TIER 3**_____ **TIER 4**_____ **TIER 5**_____ **TIER 6**_____ **TIER 7**_____ **TIER 8**_____

NON WINNER ❑ YES (If yes, fill out below)   **NW QUANTITY:**_____   ❑ NO

❑ ALL IMAGES   ❑ MIX OF IMAGES & NUMBERS Description:_____

   -NUMBER OF IMAGES and/or NUMBERS PER TICKET_____

HOLDS/PLAY TICKETS   ❑ YES (If yes, fill out below) **QTY:**_____

❑ ALL IMAGES or ❑ MIX OF IMAGES & NUMBERS (NUMBER COLOR/FONT) _____

BINGO NUMBER DESCRIPTION (**1-75** or **01-75** or **B-1 -O-75** or **B1 -O75** etc.)_____

   -NUMBER OF IMAGES and/or NUMBERS PER TICKET_____

GAME PLAY INFORMATION: Game Type/Play Style for Proofing_____

❑ NEW CSV file   ❑ Use existing CSV File _____

PROCEDURES

FOLDER ORGANIZATION & NAMING CONVENTION:

LOCATION: FOLDERS ARE FILED ON **ART>PREP or SNAP>TICKET STRUCTURE> GAME NAME**

FOLDER HIEARCHY: 📁 **TICKET STRUCTURE** 📁 **GAME NAME** 📁 **DM** 📁 **FORM NUMBER** 📁 **images (case sensitive, no spaces)**

ART **Create Components that make up game parts for PREP**

1. **Create 1-up BO** (if not created) **> Impose on structure template>Run Through FFC: ZT Bottom Outs RIP 300 plus Mark If new BO or remake, make with an "X" to indicate needs to go through PROOFING**
2. **Create BI symbols** (save as individual files: **vector**, **.ai**, use the correct naming conventions, see below. The artboard should be the size of the ticket (see *Ticket Structure Dimensions*) and may need to have a white background with knock outs for the template numbering and a perimeter hairline stroke)
3. **Fill out Symbols Key Sheet>Print and give to Game Engineering**

PREP

1. **Build parts using Design Merge**
2. **Create 1-up InDesign template for imposition** if not already made (**if new, need to ALIGNMENT CHECK**)
3. **Create CSV file** if not already made

PROOFING

1. **Proof at least 2 ups for game from Design Merge produced flat**
2. **Check Art symbols against WS**
3. **Check layout imposition with Top Code**

NAMING CONVENTION (case sensitive, no spaces)

TEMPLATES:

NUMBERED IMPOSITION TEMPLATE: **(WINDOW STRUCTURE) IMPOSITION TEMPLATE.INDD**

1-UP TEMPLATE: **(WINDOW STRUCTURE) 1-UP.INDD (no perf dieline visible)**

GRAPHICS: (case sensitive, no spaces)

BASE IMAGES (for master page): **base.ai** If multiple master pages **base01.ai**

HOLDS IMAGES (same for play tickets): **hold01.ai**

FREE IMAGES **free01.ai**

INSTANT IMAGES: **winner01.ai** (1 is TIER 1, 2 is TIER 2….)

PICK IMAGES: **pick01.ai**

PICK IMAGES: **dab01.ai**

NW IMAGES: **nonwinner01.ai**