



# 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**