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): **base01.ai** If multiple master pages **base02.ai**

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

FREE IMAGES(SET 1) **free01.ai, free02.ai, free03.ai** FREE IMAGES (SET 2) **free02-1.ai, free02-2.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**