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Save Time – Save Money!

Proper file preparation is crucial when submitting files. This guidebook is designed to help you prepare your files for Delano Games. It is not all encompassing, but answers some of the most frequently asked questions that arise when preparing files for print production.

Software:

Delano Games pre-press department supports the following applications:

- Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Acrobat). Delano can supply a joboptions file that can be used with these applications for saving as PDF. Please provide files in native format with all links and fonts supplied.
- Quark XPress 2019

General Pre-Press Rules

An abbreviated list of standard pre-press rules that apply to all files submitted include:

Do use a page layout application designed for commercial print output for all multi-page documents, such as rules and cards. We strongly recommend Adobe InDesign or Quark XPress. Do not use Microsoft Word or any other word processing programs - typesetting charges will apply to text provided in a word processing format. Single page documents, such as a box top, bottom, or card box may be submitted in Illustrator.

Do not set type in Photoshop. Photoshop is primarily used for continuous tone image work, not typesetting. Place your Photoshop files into InDesign or Quark and set the type in that page layout program. Any text set in Photoshop will not print with crisp edges.

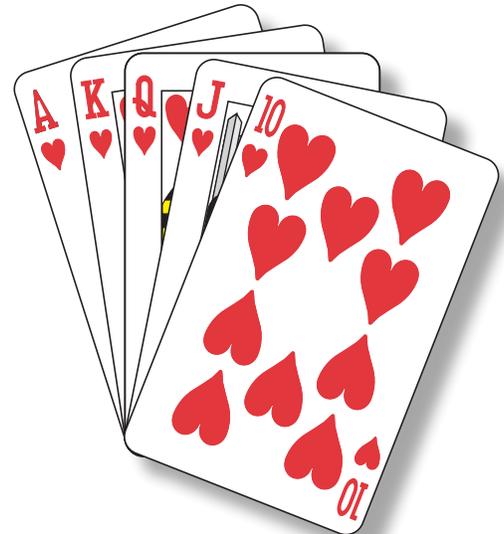
Do not use jpegs, gifs, or pict. These are compressed image formats, not designed for print production. Do use 300 dpi, CMYK for all continuous tone image work.

Submit all files as CMYK. Do not use RGB. If converting from RGB to CMYK, double check the values. Please make sure all black text converts to 100% black.

CPSIA Labeling Requirement

If your game is being marketed for children 12 years and under, laboratory safety testing will be required at the customer's expense. For more information visit <http://www.cpsc.gov>

Cards – Terminology

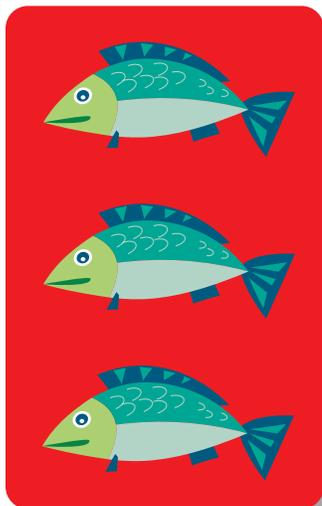


Common Side (Back)

This is the side of the card deck that remains the same or “common” throughout the deck. Some card decks have only one common, while others may have multiple commons.

Read Side (Front)

This is the side of the card deck that changes from card to card.



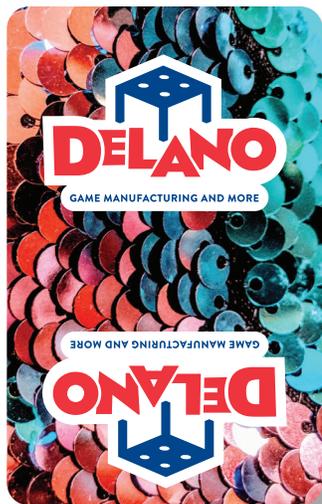
Common Border

The color surrounding the border of the card remains constant on all 4 sides of the card. In the example shown (left), the red is the same value on all 4 sides of the card.



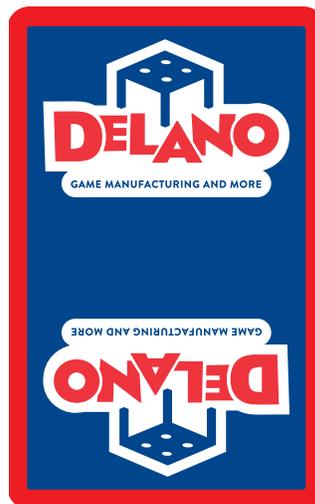
Uncommon Border

The color on the outside edges of the card is not constant, or the colors differ on the edges of the cards (top). In the example (left) the fish actually bleed or extend off the edge of the card.



4 Color Process

Four color process printing involves the use of 4 inks, cyan, magenta, yellow, and black (CMYK). Most jobs are built as 4 color process.



Spot Colors

Spot colors are special inks that are formulated to represent very specific colors. When building a document using spot colors, please provide the PMS numbers for all colors used.

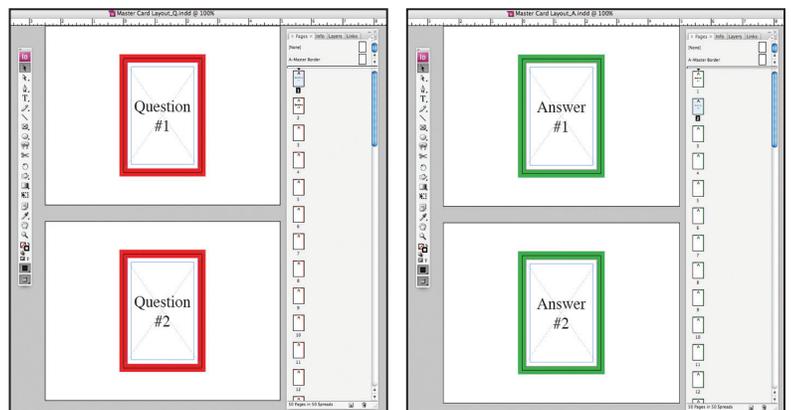
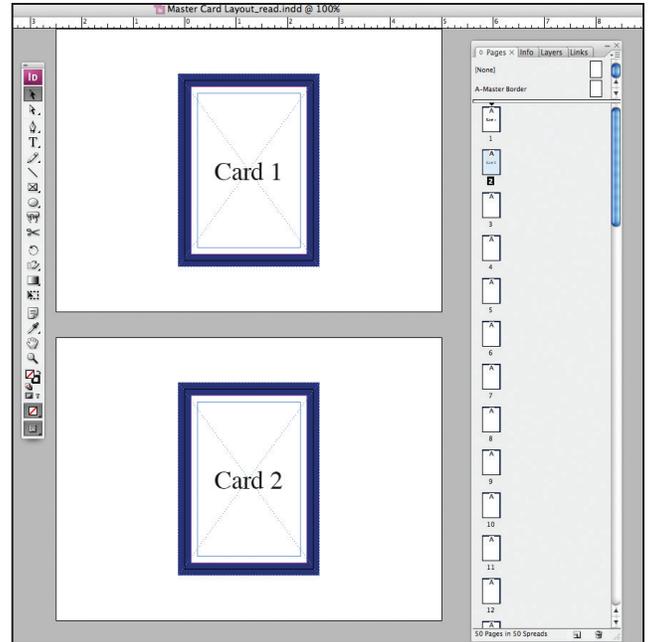
Preparing the Card Files

Creating the Document

Build the document using a page layout program designed for combining bitmaps and vector graphics with text. The example (right) represents the read side of a 50 page card document created using InDesign. The border is placed on the master page, to ensure that it will be the same size and in the same position on all cards. Text is set on each individual page. If vector or raster art is used, it should be placed in the page layout program. **DO NOT** gang many cards up on a single sheet or page.

Whether a common border or uncommon border, allow at least 1/8" bleed, if the artwork requires bleed. The example shows a 2-1/2 x 3-1/2 card, with a common border. The border extends 1/8" beyond the final trim of the card. 'Live' copy should be within 3/32" from the final trim, however, we would prefer it to be 1/8" in.

When only one common is required, the common document only needs to include one page. The read document will contain all the cards of the deck. If the cards do not include a common back, such as a Question and Answer deck of cards, prepare one document for side 1, and one document for side 2 (see example, right).



What Card is Card Number One?



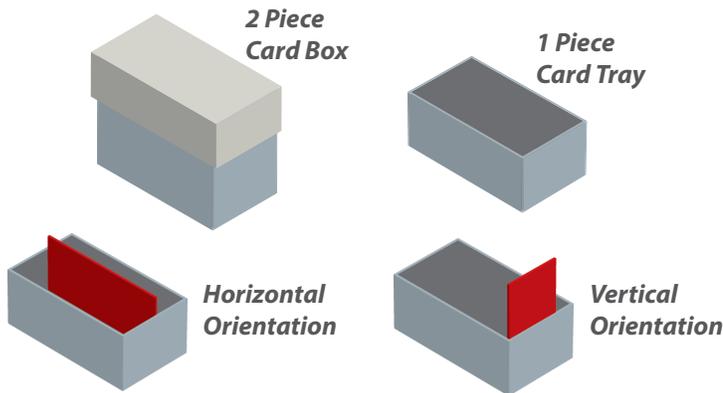
Delano always refers to card 1 as being the first card of the deck when looking at the read side. In the example above, card 1 is the "A" card and the last card of the deck is 26, the "Z" card. When creating the document, "A" would be page one of the InDesign document and page 1 of a multi-page PDF.

Set-Up Boxes and Boards

2 Piece Box

Delano Games refers to the size of boxes by the inside dimensions of the box bottom. We will send you eps files of the die lines for the box top and bottom in order for you to prepare your artwork to size. Please extend your bleed to the dotted lines at the edge of the die line. The illustration here represents a 10-1/8 x 10-1/8 x 2-1/2 box with full coverage of light blue on the box bottom, extending up the sides by 1/2 inch. Note, all artwork extends into the underwrap to 1/8" beyond final trim, as well as into the corner glue flaps. Please keep the die line on a separate layer of your art file.

CPSIA lot tracking is recommended to be placed on the box if the game is being marketed for children 12 years and under. For more information visit <http://www.cpsc.gov/ABOUT/Cpsia/cpsia.HTML>



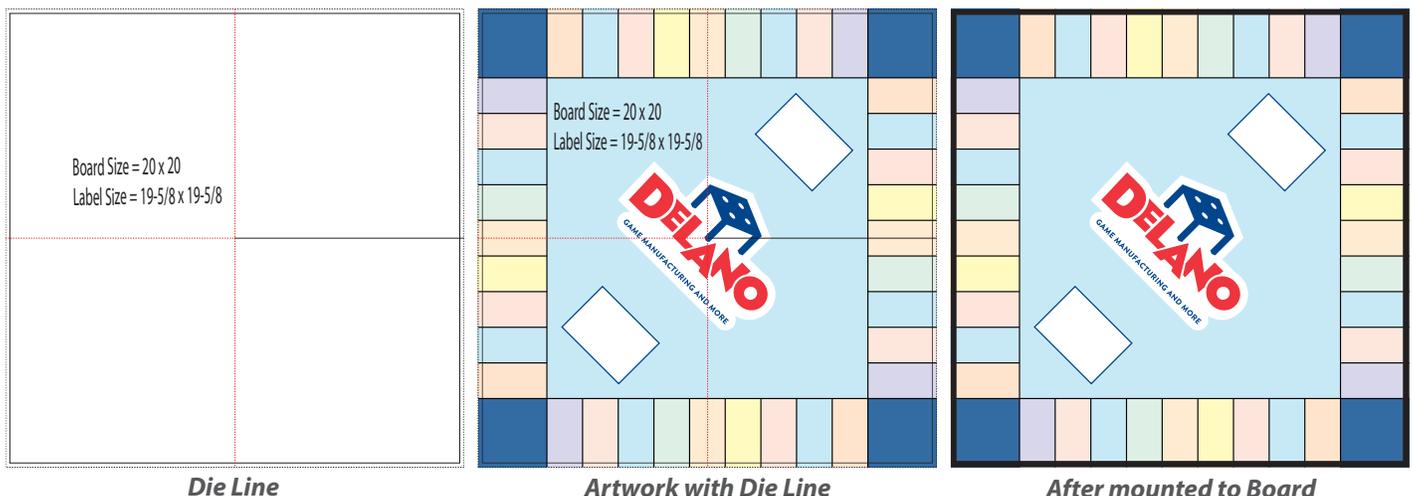
Card Box or Card Tray

Your game may include a card box or card tray. A card box has a top and a bottom, whereas, a card tray only consists of a bottom. Delano Games will provide die lines if you desire to have printing on the card box or tray. Please inform your Account Manager as to whether you wish the cards to be horizontal or vertical in the box or tray.

Game Boards

The die line you will receive for the game board will show both the size of the board, and the trim size of the label. The label is trimmed 3/8" smaller than the game board and mounted to the board. When preparing the files, please keep the die line on a separate layer above the artwork. Bleed the artwork to the final size of the board.

CPSIA lot tracking is recommended to be placed on the board if the game is being marketed for children 12 years and under. For more information visit <http://www.cpsc.gov/ABOUT/Cpsia/cpsia.HTML>

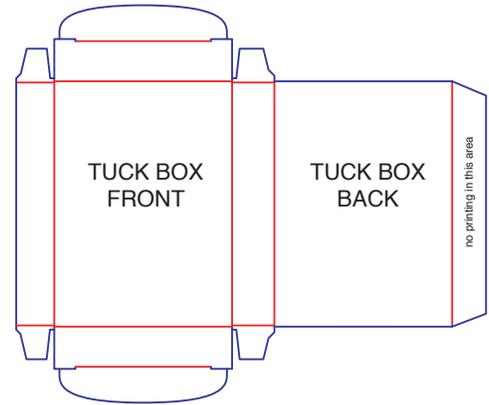
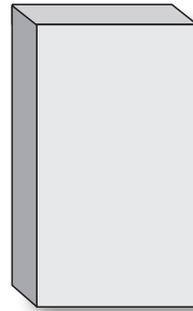




Tuck Boxes

Tuck Top, tuck Bottom (Straight Tuck Box)

This box has a tuck top and bottom. It is only glued on the side flap. Delano Games will provide a die line for the preparation of your files.



Avoid Costly Mistakes

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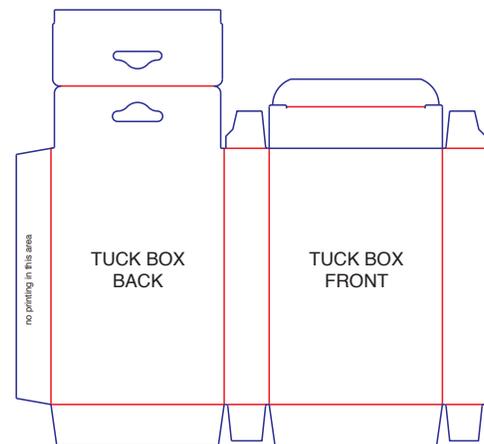
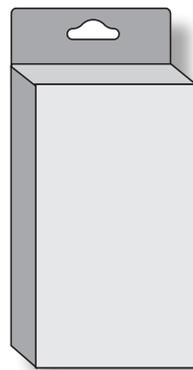
Follow these guidelines

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- Use CMYK, not RGB.
- Prepare files using software we support.
- Make sure to add bleed.
- Do not use RGB black for text or images.
- Set type in a vector program, not in Photoshop or a word processing program.
- Keep die lines on a separate layer.
- Include all links and fonts.
- Check with Delano Games for card sizes and corner radius. You may be able to save the cost of new dies.
- Any questions? Please ask us, we are here to help you!

Glue Bottom Hang Panel

This box has a glued bottom flap and glued side flap as well as a hang panel. Delano Games will provide a die line for the preparation of your files.



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UPCs & ISBNs

When supplying a UPC or ISBN, please provide a vector file. If a raster file is provided, we will regenerate the code here in a vector format. Delano Games can also generate the file for the code, if provided the digits for the code.

