

# the nw design process

Is the NW Design Package a good fit for you?

NationWide is excited to offer great design at an awesome price. Our designers take pride in the work they do and want to produce an excellent product for you. There are certain services that are not included in the

scratch. Illustrations and original photography will need to be provided by you, our client. NW Designers can create original artwork for a fee of \$80 per hour (3 hour minimum).

## Getting Your Job Ready to Print

In order for your Designer to begin designing your project, they will need all of the items found on the below checklist.

- \_\_\_\_\_ All images you wish to include. We will scan images, but High-Resolution digital images (at 300 dpi, please) are preferable.
- \_\_\_\_\_ All text typed out in a Word document or in an email exactly as you would like it to appear. (Please note: We do not typeset or proofread your text.)
- \_\_\_\_\_ An email with as much detail as you can give your Designer about the design you're wanting – i.e. the look you're wanting or preferences you may have about image placement, etc.
- \_\_\_\_\_ Font preferences, if you have any

## Design

Once you've sent all of your design elements, our Designers will check them out. If there's anything missing or if we find a hitch in any of your files, we will contact you ASAP! If there are no issues and we have everything we need from you, your Designer will get going on your design to create a professional looking print product to fit your project's uniqueness. We ask for two (2) to three (3) business days to complete your design. (Day 0 begins when we have all text, images, and any preferences you may have concerning your design.) Design may exceed the three business day period if responses from you, the client, are delayed.

Designers will use all the materials you have given us in a design layout that fits your project. They may also use stock photos from our library, apply textures, or use effects to complement your design. And, because you are using NW Designers to produce your proof, you can rest easy knowing that everything will meet print-ready standards.

## First Proof

Upon completion, your Designer will upload a PDF proof of the design that has been created for you to the NationWide Disc website. Give it a thorough review. If you're in love with it, simply click "approve". Also, let your designer know that you approve the proof. Once you click "approve", your project will be sent on to the pre-press process. If you need a few changes, that's ok too (see the Changes section on page 2 for all the details).

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## Changes

Included in the design package you purchased is one round of complementary edits. So, if you have minor design adjustments, text corrections, or you are wanting to tweak things a bit, never fear! We are more than happy to make edits for you. Please be sure to type out all corrections and email them to your Designer. We want you to be happy, so all of our designs come with a satisfaction-guarantee. If you are not satisfied with your design, we will be happy to refund your design fee. That just makes good sense! Once your designer has completed your new proof, they will re-upload it for approval. \*\*\*Please note that additional changes beyond your first round of edits will incur a \$25 edit fee, so please be as thorough as possible when directing your designer both at the beginning and, if needed, after you receive your first proof.

## Final Approval

Once you have reviewed your final proof and are satisfied, simply click the "approve" button on the website. Let your designer know that your design is good to go. Once you click approve, your design will be sent through to pre-press.

## Other fun stuff you may need to know...

If you have an idea for a specific background or image you want included in your design, we welcome your ideas. If you have a specific image or concept in mind, please search GraphicStock.com, locate the image(s) you want and send us the image title or a link to the image(s) you have chosen. In order to ensure that your images are correctly sized and proportional to your design, please allow your NW designer to secure your images. Once we've downloaded your images, we will send them to you, if you like.

## GraphicStock.com Tips & Details

To search for images you want to use in your designs, use keywords in the search field. Advanced searches will help you find exactly the kind of image you want by refining your search. You can also specify in the advanced search options (leftside menu). Images are \$16 per image and will be billed to your NW account. Once we've downloaded your images, we will send them to you, if you like.

## GraphicStock.com Keywords

Simply enter your keywords, separated by spaces in the search field, and click "Go". For compound words, use quotation marks, example: "New York" Syntax Elements The following syntax elements will help you refine your search:

- AND Find images which contain the both keywords
- OR Find images which contain either keyword
- NOT Find images which do not contain this keyword
- ( ) Group keywords and apply a syntax element to this series of keywords Complex request example: "New York" AND Night NOT (Cars OR People) > Images representing New York at night without cars or people.