

- U4-100 Job was initiated with designer by email from Development Campaign Administrator
- U4-101 Designs begin in meetings
- U4-102 Images come from the Art Director in Development
- U4-103 Designer makes sketches during initial kick-off meeting
- U4-104 Content for the design comes to the designer in the form of a Word Document via email
- U4-105 Images are transferred on the file server
- U4-106 Development Campaign Administrator decides what images to use
- U4-107 Designer completes work order request and hands it to SID intake staff
- U4-108 Intake staff enters job into SID system
- U4-109 Intake staff creates printed copy of the job and gives it back to the Designer
- U4-110 Designer uses template that she had saved on her desktop
- U4-111 Designer had downloaded template from the identity standards site previously
- U4-112 Added guide to Quark document to show where the perforation is on paper she knows it will be printed on to
- U4-113 Designer got sample of pre-printed sheet from her file cabinet
- U4-114 Designer swapped the Medical Institution logo with the Medical Foundation logo
- U4-115 Designer imported the text from the Word Document
- U4-116 Designer changed the font to Palatino because she knew that from her experience
- U4-117 Copied the images from the server to Designer's project folder
- U4-118 Designer used the column guides on the template but does not use the horizontal guides
- U4-119 Designer did not check if the colors in the photograph
- U4-120 Assumed that since photos were given to her from the Art Director were the correct color
- U4-121 Created folder on hard drive to store job with job number and customer name
- U4-122 Got templates for envelopes from Publishing Analyst who had them on the Print Shop server
- U4-123 Designer swapped out logo on envelope template
- U4-124 Q: Did designer know that envelopes use 90% logo

- U4-125 Q: Did designer use the logo correctly when she changed the logo on the template?
- U4-126 Used images from the first piece on the envelope
- U4-127 Printed design mock-ups to the laser printer
- U4-128 Emailed Dev. Admin. that proofs were ready
- U4-129 Proofs were looked at on paper by Dev. Admin and Designer
- U4-130 Proof were taken by the Dev. Admin for approval of the larger team
- U4-131 Dev. Admin gave approval via a phone call
- U4-132 Designer sends (inter-clinic mail) Request for Publication to Publishing Analyst with samples
- U4-133 Request for Publication template resides on Designers hard drive
- U4-134 Designer saves the design files to the Print Shop server
- U4-135 Proof type was not indicated on the Request for Publication
- U4-136 Designer says she goes to press checks
- U4-137 Designer not sure of the type of proof
- U4-138 Proofs are given back to Dev. Admin
- U4-139 Designer only sees proof back if there is a problem
- U4-140 Files are archived after the job is completed
- U4-141 Files are archived to Archive folder on Visual
- U4-142 Designer sends email to archivist to tell her that job is there
- U4-143 Designer "hopes" to get samples
- U4-144 Designer rarely gets samples back when external vendors are involved
- U4-145 Q: Did Publishing Analyst send request for samples to print vendor
- U4-146 DI: Create downloads link to all design elements
- U4-147 Couldn't find policy information on use of doctors in photos
- U4-148 Designer knows the logos are different sizes on different pieces, but doesn't know what size to make them or how to find that info
- U4-149 Designer would like to know the exact position (x y coordinate) for bleed bars and logos so that she can re-position rather than copy to a template
- U4-150 Q:Did we over-automate with templates rather than give the designers the information they need to align manually
- U4-151 Designer hasn't looked at the identity standards site for awhile