SOP Reference #:  DP027

| Operation/Task: | **Creating Die-Line or Spot Coating Files** | | | Equipment: | **Adobe Acrobat – Pit Stop/Illustrator** |
|---|---|---|---|---|---|
| **Owner:** | DP Manager | **Date Created:** | 10/07/14 | **Department:** | Data Processing |
| | | **Revision History:** | See last page | | |

ALERTS (see below):   Critical Step ◆      Quality Check ☑      Tip ☺      Team Safety ✚

**Purpose:  This SOP/work instruction describes the process of creating a Die-line or Spot Coating File**

| Step # | Alerts | Step Description - "What to Do" | "How to Do it" | "Why to Do it" |
|---|---|---|---|---|
| 1 | ◆ | Save an imposed die-line or spot coating file to the Pre-Media folder. | Copy a final imposed press sheet with the die-line or spot coating  as a spot color called "DIELINE" to the "CAD" folder in the PreMedia job folder. | The Pre-Media section in the ticket says to create a new die or the ticket calls for a spot coating in the pressroom notes. |
| 2 | ◆ | Delete all content in the CAD PDF besides the DIELINE spot color. | You can manually delete non-CAD content from the PDF using Illustrator or you can use the pit-stop plugin to delete them in Adobe Acrobat | The people who make the dies and spot coating blankets need a PDF file with only the CAD content. |
| 3 | ☺ | Use a pit-stop action in Acrobat to delete all art besides the DIELINE spot color. | You can set-up an automated "Action" in pit-stop. Create an action that deletes all objects except those with the "DIELINE" spot color. | Easier than trying to select specific graphics and deleting them. This will make sure that only the art with the "DIELINE" spot color stays in the file. |
| 4 | | Create Illustrator and Auto-cad files. | Open the PDF in illustrator and save as an .ai file. Select the DIELINE art and choose "Export" from the menu. Select the .dxf format and make sure that "Export Selected Art Only" is checked. | Some vendors need the files in an alternate format besides PDF. |
| 5 | ☑ | Double check that the CAD file matches the sheet size and that the placement matches in your final print file and your CAD file. | Open your final CAD PDF in illustrator or acrobat and copy and paste it "in place" on a final print PDF. They should be the exact same size and in the same position | If the CAD file does not match the imposed press sheet it will not be cut accurately. |

Notes:
You will need to do the imposition in Quadient Inspire Designer instead of using an indigo template so you can be sure the die-line file is imposed the same way as the final press sheet.
The digital presses should have ¼" gutters between die-lines.

Definitions:

| Revision History | Description of Changes | Requested by | Date |
|---|---|---|---|
| Rev 1 | Revised SOP to new format | Kathy Osterberg | 10/7/14 |
| Rev 2 | Lead and Manager review for relevancy.  Replaced GMC reference with Quadient Inspire Designer; updated to current SOP format. | Kathy Osterberg | 2/21 |

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