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1. Directory and file name structure

Columbia has scanned each page as a single image. At the center of many of the issues is a two-page spread in which the two facing pages act as a single unit. Columbia has scanned these as a single image.

Columbia has used a combination of year, issue number, and page number to create the file and directory structure. Pages within one year are consecutively numbered. Most pages have both Chinese and Western page numbers printed. Sometime there are errors in the Western page numbers, but the Chinese page numbers are most often correct.

Covers are included in the numbering scheme, although page numbers are not printed on the covers. Thus, Issue 1 of 1931 begins with the cover and the verso of the cover, neither of which is numbered. The first text page is numbered 3.

Where pages lack printed page numbers, or where the printed number is incorrect, Columbia has hand-written in the correct Western number. Occasionally there are pages which do not fit into the numbering schema, for instance in issue 79 where four unnumbered pages fall between page 1354 and 1355. These pages have been hand numbered 1354a, 1354b, etc.

Directory structure

`x:\project\year\issue\filename`

Where:

- `x` is the root directory
- `project` is LINGLUNG
- `year` is year of publication
- `issue` is issue number
- `filename` is combination of **issue number** (first three digits), **page number** (next three digits), and **d** (last digit--only applicable in case of two-page illustration)

Examples:

For 1931, Issue 10, page 10

X:\LINGLUNG\1931\010\010010.tif

For 1932, Issue 10, page 22-23

X:\LINGLUNG\1932\010\010023d.tif [two-page illustration]

For 1933, Issue 12, page 4

X:\LINGLUNG\1933\012\012004.tif

2. Capture specifications

Columbia has scanned pages with only text and/or line illustrations as bitonal, black-and-white images. Pages with color and/or halftone illustrations have been scanned in color. Heidelberg could follow the same procedure, or could scan all pages in color.

2.1. Scanning specifications

File format: tiff (tagged image file format)

For pages that have only text and/or line illustrations (i.e. no color or halftone illustrations):

Effective resolution: 600 pixels per inch (ppi)

Bit depth: 2-bit color (bitonal)

Compression: CCITT Group 4

For pages that do have color or halftone illustrations:

Effective resolution: 300 pixels per inch (ppi)

Bit depth: 24-bit color (RGB true color)

Compression: none

2.2. Capture environment

Place photo-gray paper behind the page being scanned

Crop image so that it has a ¼ inch gray border

3. Delivery of files

Columbia would prefer to receive the files on CD-ROM. If would like to deliver the files via ftp, we can discuss that possibility.