

DIRECTORY STRUCTURE FOR COMPENDIUM PUBLICATION WORKING FILES

The file naming convention used for compendium volume is as follows:

The first two digits = article number

The next letter (f= figure, t=table)

Next two digits = figure or table number

Example: 05f04a.cdr

05t01.cdr

Storing working files for a compendium publication

This is the basic structure which will be used for storing all of the native/working files for a monograph publication.

V:\Bull:

This is the main directory which houses all of the active publications in the Bulletin series.

545:

This is the main directory for one active compendium bulletin. The directory is named using the series number. As digital files are received in advance of the series number being assigned, this directory is named using the Author surname.

Author's name:

This is the directory which holds the individual report files when they are initially submitted. These directories are later renamed to number (e.g. 01, 02) to help in managing the figure files.

Original:

This directory contains the digital files as submitted by Author. These originals are maintained untouched.

Revised:

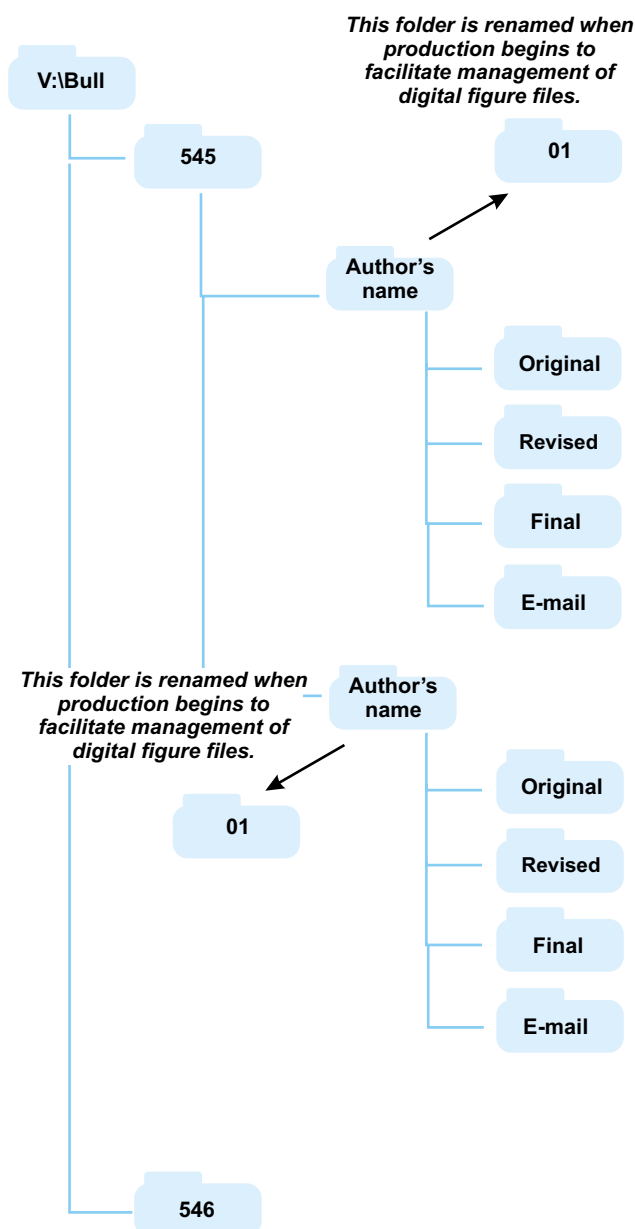
This directory contains the digital files which have been through triage and with all of the Editorial changes applied.

Final:

This directory contains all the "final" versions of the figures, after revision and conversion if required.

Archive:

The contents of the above sub directories (other than "Original" are archived to CD-ROM and job end.



September 10, 2002