

WINNEFOX SCANNING RECOMMENDATIONS FOR VENDORS

Preferred format:

uncompressed TIFF (.tif)

NOT multi-TIFF, even for compound objects

with alto OCR files (.alto.xml) if possible

JPG/PDF formats are OK with the following considerations:

- JPG files are supported but not recommended because the lossy compression degrades the image quality
- PDFs need to include a SINGLE digital image UNCOMPRESSED (or flate compressed) along with text, please

Preferred naming conventions:

Be consistent in file and directory/folder naming and organization. Be descriptive but brief. Ideally, directory names and file names should be 8 characters long (no spaces). Underscores (_) and hyphens (-) are allowed. Example:

Directory: Book0001

File: 00000001.tif

...

File: 00000199.tif

Directory: Book0002

File: 00000001.tif

...

File: 00000399.tif

If you can create ResCarta-ready files, this is a highly preferred option.