

# U.S. FILENAMING EXAMPLES

## Organized According to Archive Folder Structure

(main folders in **bold underline**, sub-folders in **bold**, filenames normal, explanations in *italics*, notations at end)

### **978-0-679-00000-0#01**

*(generic sample for title with no author or ISBN)*

### **Binding\_End**

#### **Quark**

Auth\_9780679000000\_die\_all\_r1.qxp

*binding die quark mechanical*

Auth\_9780679000000\_ep\_all\_r1.qxp

*end papers mechanical*

Auth\_9780679000000\_pob\_all\_r1.qxp

*preprinted case mechanical*

#### **QuarkXT**

*filenaming standards do not apply to QuarkXT*

#### **Live Art**

Auth\_9780679000000\_die\_L01\_r1.eps

*binding die logo 1<sup>1</sup>*

Auth\_9780679000000\_die\_L02\_r1.eps

*binding die logo 2<sup>1</sup>*

Auth\_9780679000000\_die\_a01\_r1.tif

*1<sup>st</sup> piece of binding die art*

### **Fonts**

#### **BindingEnd\_Fonts**

*filenaming standards do not apply to font files*

#### **Jacket\_Fonts**

*filenaming standards do not apply to font files*

#### **Insert\_Fonts**

*filenaming standards do not apply to font files*

#### **Interior\_Fonts**

*filenaming standards do not apply to font files*

### **Interior**

#### **Insert**

##### **Live\_Art<sup>2</sup>**

0001\_Auth\_9780679000000\_ins\_r1.tif

*1<sup>st</sup> piece of interior insert art*

9999\_Auth\_9780679000000\_ins\_r1.tif

*last possible piece of interior insert art*

101a\_Auth\_9780679000000\_ins\_r1.tif

*art may have letters at end of the sequence number*

##### **Quark<sup>3</sup>**

Auth\_9780679000000\_ins\_all\_r1.qxp

*1 piece insert mechanical*

Auth\_9780679000000\_ins\_01\_r1.qxp

*1<sup>st</sup> piece of 2 piece insert mechanical*

Auth\_9780679000000\_ins\_02\_r1.qxp

*2<sup>nd</sup> piece of 2 piece insert mechanical*

##### **QuarkXT**

*new filenaming standards do not apply to QuarkXT*

##### **Live\_Art<sup>2</sup>**

0001\_Auth\_9780679000000\_art\_r1.tif

*1<sup>st</sup> piece of interior art, flattened version*

0001\_Auth\_9780679000000\_art\_r1.ai

*1<sup>st</sup> piece of interior art, layered version*

9999\_Auth\_9780679000000\_art\_r1.eps

*last possible piece of interior art*

101a\_Auth\_9780679000000\_ins\_r1.tif

*art may have letters at end of the sequence number*

001\_Auth\_9780679000000\_aup\_r1.psd

*1<sup>st</sup> author photo from interior<sup>4</sup>*

001\_Auth\_9780679000000\_Lgo\_r1.eps

*1<sup>st</sup> logo from interior<sup>1</sup>*

##### **Quark<sup>5</sup>**

Auth\_9780679000000\_2p\_all\_r1.qxp

*mechanical of entire book interior, including ALL fm & bm*

Auth\_9780679000000\_2p\_fm\_r1.qxp

*mechanical of entire front matter*

Auth\_9780679000000\_2p\_fm1\_r1.qxp

*front matter mechanical, 1<sup>st</sup> part (perhaps cts & ack)*

Auth\_9780679000000\_2p\_fm2\_r1.qxp

*front matter mechanical, 2<sup>nd</sup> part (perhaps frw & itr)*

Auth\_9780679000000\_2p\_c01\_r1.qxp

*chapter one mechanical*

Auth\_9780679000000\_2p\_02\_r1.qxp

*2<sup>nd</sup> piece of sequentially numbered interior mechanicals<sup>6</sup>*

Auth\_9780679000000\_2p\_cts\_r1.indd

*table of contents mechanical*

Auth\_9780679000000\_2p\_ack\_r1.indd

*acknowledgements mechanical*

Auth\_9780679000000\_2p\_bm\_r1.qxp

*mechanical of entire back matter*

Auth\_9780679000000\_2p\_bm1\_r1.qxp

*back matter mechanical, 1<sup>st</sup> part (perhaps epl & app)*

Auth\_9780679000000\_2p\_bm2\_r1.qxp

*back matter mechanical, 2<sup>nd</sup> part (perhaps bib & ind)*

Auth\_9780679000000\_2p\_app\_r1.qxp

*appendix mechanical*

Auth\_9780679000000\_2p\_nts\_r1.qxp

*notes mechanical*

Auth\_9780679000000\_2p\_bib\_r1.qxp

*bibliography mechanical*

Auth\_9780679000000\_2p\_tcx\_r1.qxp

*text corrections not included in original Quark layouts*

##### **QuarkXT**

*filenaming standards do not apply to QuarkXT*

### **Jacket<sup>7</sup>**

#### **Live\_Art**

Auth\_9780679000000\_jkt\_a001\_r1.tif

*1<sup>st</sup> piece of jacket art, flattened version*

Auth\_9780679000000\_jkt\_a999\_r1.tif

*last possible piece of jacket art*

Auth\_9780679000000\_jkt\_ap1\_r1.psd

*1<sup>st</sup> author photo on jacket<sup>4</sup>*

Auth\_9780679000000\_jkt\_L001\_r1.eps

*1<sup>st</sup> logo on jacket<sup>1</sup>*

Auth\_9780679000000\_jkt\_ean\_r1.eps

*EAN bar code*

Auth\_9780679000000\_jkt\_upc\_r1.eps

*UPC bar code*

Auth\_9780679000000\_jkt\_rp1\_r1.tif

*1<sup>st</sup> reader photo from jacket*

Auth\_9780679000000\_jkt\_m01\_r1.tif

*1<sup>st</sup> map from jacket*

#### **Quark**

Auth\_9780679000000\_jkt\_all\_r1.qxp

*jacket Quark mechanical (w/flaps)*

Auth\_9780679000000\_flp\_all\_r1.qxp

*flap Quark mechanical*

Auth\_9780679000000\_cvr\_all\_r1.qxp

*cover Quark mechanical (without flaps)*

Auth\_9780679000000\_jkt\_ccx\_r1.qxp

*jacket corrections not included in original Quark mechanical*

Auth\_9780679000000\_cvr\_01\_r1.qxp

*1<sup>st</sup> piece of multi-part Quark cover mechanical*

Auth\_9780679000000\_cvr\_02\_r1.qxp

*2<sup>nd</sup> piece of multi-part Quark cover mechanical*

#### **QuarkXT**

##### **WIP**

Auth\_9780679000000\_jkt\_a01\_r1.psd

*1<sup>st</sup> piece of jacket art, layered version*

### **PDF\_Docs<sup>8</sup>**

Auth\_9780679000000\_2p\_all\_r1.pdf

*PDF of entire book interior, including fm, bm & insert*

Auth\_9780679000000\_2p\_fm\_r1.pdf

*PDF of entire front matter*

Auth\_9780679000000\_2p\_fm1\_r1.pdf

*PDF of front matter, 1<sup>st</sup> part (perhaps cts & ack)*

Auth\_9780679000000\_2p\_fm2\_r1.pdf

*PDF of front matter, 2<sup>nd</sup> part (perhaps frw & itr)*

Auth\_9780679000000\_2p\_c01\_r1.pdf

*PDF of chapter one*

Auth\_9780679000000\_2p\_02\_r1.pdf

*PDF of 2<sup>nd</sup> piece of sequentially numbered interior<sup>6</sup>*

Auth\_9780679000000\_2p\_cts\_r1.pdf

*PDF of table of contents*

Auth\_9780679000000\_2p\_prf\_r1.pdf

*PDF of preface*

Auth\_9780679000000\_2p\_bm\_r1.pdf

*PDF of entire back matter*

Auth\_9780679000000\_2p\_bm1\_r1.pdf

*PDF of back matter, 1<sup>st</sup> part (perhaps epl & app)*

Auth\_9780679000000\_2p\_bm2\_r1.pdf

*PDF of back matter, 2<sup>nd</sup> part (perhaps bib & ind)*

Auth\_9780679000000\_2p\_app\_r1.pdf

*PDF of appendix*

Auth\_9780679000000\_2p\_nts\_r1.pdf

*PDF of notes*

Auth\_9780679000000\_ins\_all\_r1.pdf

*PDF of 1 piece insert*

Auth\_9780679000000\_ins\_01\_r1.pdf

*PDF of 1<sup>st</sup> part of 2 piece insert*

Auth\_9780679000000\_ins\_02\_r1.pdf

*PDF of 2<sup>nd</sup> piece of 2 piece insert*

### **Specs<sup>9</sup>**

Auth\_9780679000000\_spc\_sap\_r1.doc

*SAP network information*

Auth\_9780679000000\_spc\_acl\_r1.pdf

*Archive Checklist pdf*

Auth\_9780679000000\_spc\_nts\_r1.rtf

*Archive Notes text document*

Auth\_9780679000000\_spc\_log\_r1.doc

*Art Log file (if available)*

### **zImprint**

*(**SHOULD** be filled out to reflect job's Imprint)*

*Empty reference folder. "Imprint" is replaced by the title's imprint, leaving the z at the beginning for sorting purposes.*

### **zTitle**

*(**SHOULD** be filled out to reflect job's Title)*

*Empty reference folder. "Title" is replaced by the books's title, leaving the z at the beginning for sorting purposes.*

### **NOTES**

1. When naming logos, use an upper case L. If a lowercase l is used, it can be confused with the number 1. Additionally, when logos appear in the interior of a book, element 3 should use Lgo and element 4 should use a sequence number (001, 002, 003, etcetera). When logos are used on the exterior of a book (jacket, binding die, slipcases, etc), element 3 should relate to the part of the book (jkt, cvr, die, slc, etcetera) and element 4 should be a sequence number beginning with the letter L (L01, L02, L03, etcetera). It is strongly suggested that Logos be in EPS format.

2. For Interior and Interior Insert Artwork, you may move element 4 to the beginning of the filename. You may use a letter after the number.

3. The Interior Insert Quark Mechanicals are always placed within the Interior/Insert folder, NEVER in the Interior/Quark folder.

4. When identifying author photos used in the interior of a book, element 3 should use aup and element 4 should use a sequence number (001, 002, 003, etcetera). When author photos are used on the exterior of a book (jacket, slipcases, etc), element 3 should relate to the part of the book (jkt, cvr, slc, etcetera) and element 4 should be a sequence number beginning with the letters ap(ap1, ap2, ap3, etcetera).

5. Interior files (with the exception of Insert files) are always identified in element 3 by the designator #p, with # equaling the pass number of the files. For the purpose of these examples, it is shown as 2p, signifying that this book was in its 2<sup>nd</sup> pass at the time of printing. If the pass number is unknown, then use xp to indicate this. Otherwise, this designator begins as 1p, and is increased by one number as a new pass is begun. NEVER USE ANY OTHER DESIGNATOR FOR INTERIOR FILES (like int or txt). Interior files may be created with either Quark or InDesign.

6. Begin with 001 and work upwards to sequence the files.

7. For Jacket materials, it is acceptable to use either jkt or cvr in element 3.

8. PDF filenames MUST match the pass numbers of the Interior Quark docs. The PDFs should either be in sections matching the Quark sections or preferably one concatenated "all" file.

9. As of 3/12/01, it is now required that all spec file auths contain the Revision Identifier (\_r#)