

# Image standards

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This document contains the digital image standards of the Monasterium.net virtual archive.

## Technical specifications

Image resolution	400 dpi
Colour depth	24 Bit RGB
File format	Both TIF and JPG
TIF Compression	None
JPG Quality	100% (Best Quality)
File naming	See below
Metadata in file	none
Filters or Image processing	none

## File naming

Due to the need to import the images into the Monasterium.net database, the filenames need to meet certain requirements:

- Non-ASCII characters are to be avoided entirely. Possible characters for file naming are:

*Letters, upper- and Lowercase (aA-zZ)*

*Numbers (0-9)*

*Hyphen (-)*

*Underscore (\_)*

- Every other character (for example ä or š) is strictly forbidden.
- A proper filename, which is needed to identify the original charter the image was taken of, consists of several sections with fixed content separated from each other by an underscore (\_). These sections are: Abbreviation of the

country (country), Abbreviation of the *archive name* (*archive*), name of the archival collection (*collection*), *date* and / or *signature* and *page number* (*number*), followed by the file extension.

*country-archive\_collection\_[date\_signature]\_number.JPG*

- *Date* and *signature* have to be entered according to the archive's custom. They both are not mandatory, if a charter doesn't have a *signature*, the field can be omitted. The same is valid for the *date*. It is important to stress, that it should in any case be possible to discern the origin of the image. If both *date* and *signature* are missing, this could be impossible.
- Depending on the charters type (simple sheet of paper or parchment, libellus, book...) the *page number* fields contents needs to be entered as follows:
  - If the charter consists of just a front side as well as a back side, the resulting two filenames' *page number* field needs to be either *r* or *v* for recto (front side) or verso (reverse side).
  - If it is required to take more than just one picture of either side (e.g. the charter is too big to fit on one single image) the filename's *page number* field has to read *r-1*, *r-2* and so on for every image of the same side.
  - If the charter consists of more than one sheet or page, the *page number* field simply equals the number of the digitized page (*01*, *02*, *03*...*10*, *11*). The numbers should be padded with leading zeros. As previously stated, if it is necessary to take more than one picture of one page, the *page number* field should refer to the individual images (*01-1*, *01-2*...).

## Image structure

The individual image has to be composed of the charter, lying right next to a *Kodak Colour Separation Guide Q13*. The images' background should be of a light grey colour. It is important that everything on the charter is visible. Special care must be taken of writings or marks under the 'plica' (the folded part of some charters, where the seal is hanging from).

## Filename Examples:

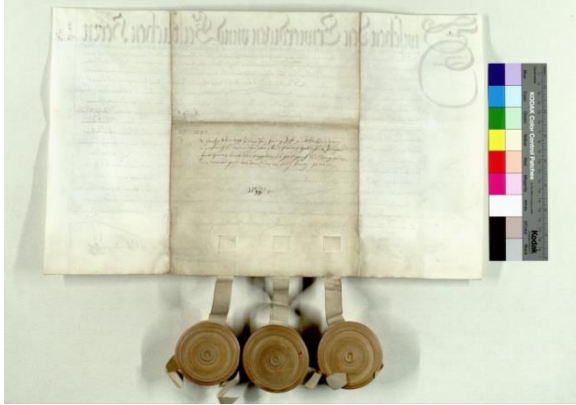
Archive name	Date	Signature	Page	Resulting Filename
Stiftsarchiv Kremsmünster	1583-07-27	none	recto	AT-StAK_Urkunden_15830727_r.JPG
Stiftsarchiv Kremsmünster	1583-07-27	none	verso	AT-StAK_Urkunden_15830727_v.JPG
Národní archiv - Maltézští rytíři	1314-08-27	1702	recto	CZ-NA_RM_13140827_1702_r.JPG
Národní archiv - Maltézští rytíři	1314-08-27	1702	verso	CZ-NA_RM_13140827_1702_v.JPG
Klosterarchiv Einsiedeln	1279-06-02	02-1-a	1	CH-KAE_12970602_02-1-a_1.JPG
Klosterarchiv Einsiedeln	1279-06-02	02-1-a	2	CH-KAE_12970602_02-1-a_2.JPG
Klosterarchiv Einsiedeln	1279-06-02	02-1-a	3	CH-KAE_12970602_02-1-a_3.JPG
Haus- Hof- und Staatsarchiv Wien	1412-09-23	none	recto #1	AT-HHStA_AUR_14120923_r-1.JPG
Haus- Hof- und Staatsarchiv Wien	1412-09-23	none	recto #2	AT-HHStA_AUR_14120923_r-2.JPG
Haus- Hof- und Staatsarchiv Wien	1412-09-23	none	verso	AT-HHStA_AUR_14120923_v.JPG



### Image Examples



AT-StAK\_Urkunden\_15830727\_r.JPG



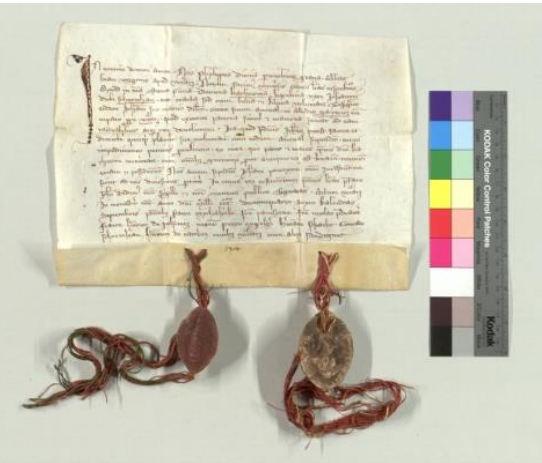
AT-StAK\_Urkunden\_15830727\_v.JPG



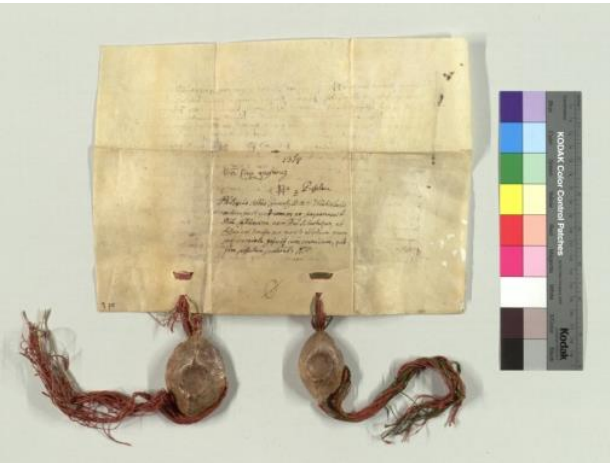
AT-StAR\_14620921\_1006\_r.JPG



AT-StAR\_14620921\_1006\_v.JPG



CZ-NA\_RM\_13140827\_1702\_r.JPG



CZ-NA\_RM\_13140827\_1702\_v.JPG