Basis for encoding

After analysing the various methods of encoding used by *Hachette Collections* and Hachette Livre and realising that neither consistently uses the encoding sent, nor are they always compatible with open documents- which would allow them to be re-used in the future to create new products-, a unique system of encoding has been designed. This system uses 18 digits (though it may be up to 22 digits) and is compatible with the general structure of digits of both HC and HL.

Hachette Livre encoding will sometimes include the code EAN for each work, bringing the total to 22 digits for the encoding of layout and closed files.

Our encoding does not include the code EAN13, though it is referenced in the credits document of each work and saved in the corresponding folder. This means that tracking and its incorporation are always possible.

SALVAT encoding: 1234_567_890_12_345_568

SALVAT encoding   1234_567_890+ EAN
                         1234_567 +EAN
                         1234_567_8
                         1234_5

HC encoding: 12_345_678

Publishing component files

The nomenclature for the identification of the files will be as follows:

- 1 letter to indentify the **country** of the colection:
  F = France
  I = Italy
  P = Poland
  S = Spain
  U = UK

- 4 alphanumeric digits to identify the collection of the works: Collection of fascicules, books or cards, a set of encyclopaedia… (X000_)

Of the 4 initial digits, the first must be a letter, which will determine the activity (Fascicules, Encyclopaedias, VPC) and the country (Spain, Portugal, Brazil…). These are as in the table below:

F = Fascicules Spain
E = Encyclopaedias Spain
V = VPC Spain
P = Fascicules Portugal
Q = VPC Portugal
B = Fascicules Brazil
C = VPC Brazil
M = Fascicules Mexico
A = Fascicules Argentina
H = Fascicules Chile…

As it becomes necessary to define more activities and countries, the person responsible for the File will assign more letters.

Each publishing department (Fascicules, Encyclopaedias, VPC…) will be able to establish the alphanumeric encoding of the three digits that follow the first one according to its needs and system:

SF001_
SEHU1_
SVNM1_

- 3 numbers to determine the **product number** within the series: fascicle, volume number, book… (_000_)

- 3 numbers to determine the **printing order** of the sections, pages and content of the same product. (_000_)

- 2 numbers to differentiate one section (chapter or article) in the same product from another. (_00_)

  For fascicules, the following digits are reserved for preliminary pages:
  01 Cover; 02 credits; 03 Content y 04 Back cover.

- 3 numbers + 3 more numbers indicate the first and last pages of the work included in the specific file. (_000_999)

Example: XX000_000_000_00_000_999

The different sets of digits will always be separated by underscores (_).

Marketing component files

The letters _MKT_ will be used to substitute the 3 numbers that determine the product number within the work for all those documents that have to do with its launch: Cover, fascicules 0, subscriber bulletins…

In these cases, the following numbers (_000_) will designate the product:

    000 Fascicule 0
    001 Cover, first instalment
    002 Cover, second instalment
    003 Cover, third instalment
    004 Cover, fourth instalment
    005 Cover, fifth instalment

Up to 009 are reserved for possible instalment covers.

    010 Survey sheet
    011 1st subscriber bulletin
    012 2nd subscriber bulletin
    013 3rd subscriber bulletin…
    …

Digits _02X_ are reserved for the various components that come with possible mailings.

Digits _03X_ are reserved for possible coupons for other offers from within the division (e.g. Sales of transmitters or telescopes).

Digits _04X_ are reserved for possible VPC inserts or other extra material (e.g. Disney inserts).

In these cases, the following numeric digits (_00_) will designate the covers / backs of each product: 01 cover; 02 back

The other numbers will then be eliminated.

    Example: cover of a third Subscriber bulletin:

    SF004_MKT_013_01

Photographic files

For photographic files, the original photographs will be renamed, but the original registries will be kept in the "key words" file (see below). For urgent and cases of extreme necessity, the original name of the photo may be maintained, but it must be located in the proper place in the file.

The designations for illustration files will follow two main criteria:

1/ Designations for illustration files included only in the product sections:

    Collection of works: XX000
    Product: _000_ o _ MKT_ o _GEN_...
    Photograph number: _000_

The rest of the digits are eliminated and 3 numbers are included (_000_) only for those **photographs** that belong to specific files, which will be numbered 001 to 999 depending on the order they appear, with the possibility of skipping numbers (jumping from 04 to 06, for example, if a photograph was removed during editing).

Example: the third photograph that appears in the fourth section of fascicule 32 in a work: SF004_032_003

2/ Designations for general illustrations, that is, those that are not directly linked to specific section(s) and that may be used in different parts of the work: presentation fascicules and credits pages, as well as different headers, logos and cover photos…

In these cases, the letters MKT_ or _GEN_ will be used (depending on whether they have been generated by the packager or marketing designer) to substitute the 3 numbers that determine the product number within the work.

Then the 3 numbers (_000_) will be included, which will be from 001 to 999 including the possibility of skipping numbers (jumping from 04 to 06, for example, if a photo-graph has been removed during editing).

Example: SF004_GEN_003

Metadata. The system will allow the creation of a file for each photograph that will serve to identify its origin, content and characteristics in order to facilitate possible searches for future uses.

The following data will be specified in this section for **Key words**:
- Official and original nomenclature or registry of the image
- Source (Agency, Hachette or Created internally)
- If it was created internally: photograph
- Uses, editions and countries available
- Thematic parameters (to be determined)

Comments

The numbers will be supplied to the packager or team of writers by Salvat at the beginning of the work. When the time comes, the exact designation and internal control process will be determined for these digits within Salvat. This designation must accompany the work throughout all processes, in its various stages of creation and providers, and may only be modified by the initial packager under written instruction from the person responsible at Salvat.

The nomenclature that appears on the side of each of the pages in the French works by Hachette Collections will only be applied in our documents if it can be auto-mated from the name designation in the file, as entering it manually may cause a lar-ge amount of human errors that would affect the ordering of the work.

Organising the documents on the server

The documents will be organised as follows:

One folder for each **country**:

> F = France
> I = Italy
> P = Poland
> S = Spain
> U = UK
> …

One folder for each **publishing department**:

> F = Fascicules Spain
> E = Encyclopaedias Spain
> V = VPC Spain
> P = Fascicules Portugal
> …

Inside each main folder, the following folder structure will be used for **each work**:

> SF001_; SF002, F… for fascicules for Spain
> SEHU1_; E… for Encyclopaedias
> SVNM1_; V… for VPC
> …

There will be three sub-folders in the folder each for work:

- **Editorial** (_000_) for the documents and files having to do with Publishing.
- **Marketing** (_MKT_) for the documents and files having to do with Marketing.
- **General** (_GEN_) for the common documents and files and those that define the characteristics of the work: images, typography files, lists…

Inside the **Editorial** or the **Marketing folder**, we arrange the works by **fascicules** or by **issue number**.
There will be two more sub-folders within the **fascicules** or by **issue number** sub-folders::

- **PDFs.** Containing the PDF files for reference. These documents can be organised page by page or by chapters, depending on the work dynamic established with the production department.

- **Quarks.** Containing the Quark files with the content of each fascicule. Access to and/or viewing of this folder will be restricted.

  In these folders, due to the file names that include the order of the documents, all the documents will be in order in these folders, without having to use any sub-folders.

The following sub-folders will be used in the **General** sub-folder:

- **Common Images**: With all the sources of the product. Access to and/or viewing of this folder will be restricted.

- **Control Files**: With all the photographs of the product. Access to and/or viewing of this folder will be restricted.

- The folder of **Common Images** will be organised automatically by the documents, as their names will categorise them by GEN, MKT and numbers.

- General documents folder (_gen_): All documents necessary for identifying each of the gadgets or non-publishing components that are included in the collection are located in this folder, and these will coincide with the publishing material for the fascicules for future reference and possible changes in later editions.