

James Buchanan Resource Center

Naming Files from Scanned Printed Pages

All file names for one book will contain the same four-digit Unique Item Number as assigned through the Excel worksheet "Their Own Words."

For Pre-text Pages:

"0000f000" → Unique Item Number followed by "f" and an assigned triple digit page number

For All Numbered Text Pages:

"0000p000" → Unique Item Number followed by "p" and a triple digit page number

For Unnumbered Inter-text Pages:

"0000i000" → Unique Item Number followed by "i" and an assigned triple digit page number

For Post-Text Pages:

"0000a000" → Unique Item Number followed by "a" and an assigned triple digit page number

For Miscellaneous (Altered) Page Images:

"0000x000" → Unique Item Number followed by "x" and a triple digit page number

Note: Assigned page numbers should be marked lightly in pencil on the upper corner of the page.