



Exploration & Production

GENERAL SPECIFICATION

GEOINFORMATION

GS EP GIN 103

**TOTAL's standard
for Geosciences PDF document processing**

00	01/2012	Update of digitisation, profiles and integration of the rule on bookmarks. Voids and replaces GS EP SUG 103
Rev.	Date	Notes

Owner: EXPLO/IGEO

Managing entity: EXPLO/IGEO/DER



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1. Scope

This document defines the file's characteristics and specifies which PDF generator settings shall be used to create PDF documents.

Its application is mandatory for all Geosciences entities and recommended across the entire E&P Branch.

2. Reference documents

The reference documents listed below form an integral part of this General Specification. Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the EFFECTIVE DATE of the CONTRACT.

Standards

Reference	Title
Not applicable	

Professional Documents

Reference	Title
Not applicable	

Regulations

Reference	Title
Not applicable	

Codes

Reference	Title
Not applicable	

Other documents

Reference	Title
Not applicable	



Total General Specifications

Reference	Title
Not applicable	

3. Quality of digitisation

Document	Size	Type	Resolution	OCR**	Distiller Profile
Text	A4/A3	Standard	200 to 300 dpi	Yes	Total_Standard quality
Sheet, figure, map, log...	A4/A3	Standard	200 to 300 dpi	Yes	Total_Standard quality
		Technical*	300 dpi		Total_Photo quality
	Larger than A3	Standard	200 to 300 dpi	No	Total_Standard quality
		Technical*	300 dpi		Total_Photo quality

- Digitisation in greyscale for pages in B/W.
- Digitisation in colour for colour pages only.
- The document cover and back page are digitised in B/W or colour (if there are illustrations) if and when they contain any information. Digitise along with the information contained on the first page if it can be viewed through a window. Then digitise the first page.

* Documents with detailed technical illustrations (photos, seismic, log, map...)

** OCR concerns documents written in the Latin alphabet. It is integrated as hidden text.

4. File characteristics and structure

4.1 Document structure/division

- A single file per document; size limited to 50 MB.
- Files larger than 50 MB can be divided into separate documents, while recognizing the document's structure:
 - body text
 - tables
 - figures
 - plates
 - appendices
 - etc.

If after separation the files are still larger than 50 MB, they will be integrated into the internal database without being modified.

Hyperlinks will enable navigation between the files.

- Use the reference supplied by archives for naming the main document (master document), then use the same name with the extension 001, etc. for subsequent files.

Example: for a report divided into 3 PDF files: 08PDF006-0124 (master document) then 08PDF006-0124-001 for the second and 08PDF006-0124-002 for the third.

4.2 Metadata

- Use the archiving PDF #. to name the file.

If the document is divided into several files = "PDF archiving #." "-" "extension"

Example: 10PDF003-1258.pdf (for the 1st file)

10PDF003-1258-001.pdf (for the second file) and so on.

- Fill in the following metadata in the PDF properties in
Description > Title:
- Title of the document
Description > Author:
- Author of the document
Description > Key words:
- Name of the contractor or TOTAL entity that created the PDF
- Name of the software used and which version.

Example: PDF processed by IGEO/ARI/GI with Acrobat Distiller 9.3, or PDF processed by OCE with Acrobat Distiller 9.0.

4.3 Display and navigation

4.3.1 Opening the file, initial view

The file shall open on the page containing the following elements:

- Document title (1st page in general)
- Footer (PDF archiving number).

Only the first-level bookmarks are displayed when the file opens.

When the file opens, the first page shall appear in full-page format (one page), in the centre of the screen (see § 5.2).

4.3.2 Footer

The footer shall appear on all pages. Footer = PDF archiving #. (See § 5.1).

4.3.3 Hyperlinks

Hyperlinks should open in a **new window**.

If a document has been divided into several PDF, hyperlink navigation between the different files needs to be effective.



4.3.4 Thumbnails

The “Incorporate all thumbnails” option is mandatory and automatically implemented in the “Total_Standard quality” and “Total_Photo quality” profiles.

4.3.5 Text direction

All text must appear in the logical reading direction, i.e. from top to bottom. All pages that do not meet this criterion must be rotated.

4.3.6 Bookmarks

Bookmarks must be created to make the document legible, to simplify navigation and for the purpose of a full text search.

They refer to points in the Table of Contents and/or the lists (figures, sheets, tables, etc.) of the original document.

Only the first three levels must be used if they exist. However, when more than one bookmark resides on the same page, redundant third level bookmarks shall be skipped.

Any list indicating a part of the document is considered as a Table of Contents (contents, list of..., Index, Chapters, Table of Contents, Summary, Headlines, etc.).

If there are no table nor content nor list, only one bookmark bearing same name as the document needs to be created. For further details on the bookmarks’ expected structure, refer to § 5.3.

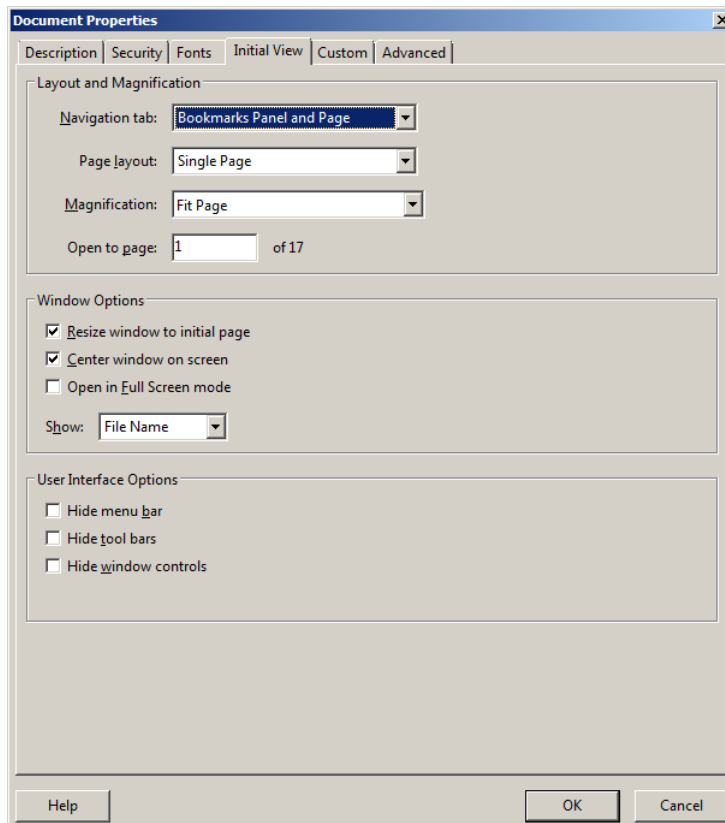
5. Configuring the generated PDF

5.1 Footer configuration

- Font: Arial
- Body: 8
- Margin (Left): 10
- Margin (Bottom): 6
- Text in the footer on the left-hand side: PDF archiving #. (e.g. 10PDF003-0125)

5.2 Display configuration

Document Properties / Initial View Tab:



Concerning description : Description Tab

The Title field must be filled in the description tab. It must be identical with the title indicated in the first bookmark.

5.3 Bookmark insertion configuration

5.3.1 Principles

A bookmark must represent each element mentioned in the Table of Contents as well as figures, tables, boards, etc lists.

The original document must be unabridged and its integrity maintained by the conversion.

The paper document reading order shall not be modified.

The PDF file must be identical to the original document. Mistakes in the Table of Contents must not be corrected. The original document was approved as such by its author.

If there are pages missing, bookmarks with cross-references shall be generated,

for example: sheets 15 to 21 (missing). As this is for information purposes only, no substitute "shadow page" may be created.

Bookmarks point out references to other PDF files (see § 4.3.3).

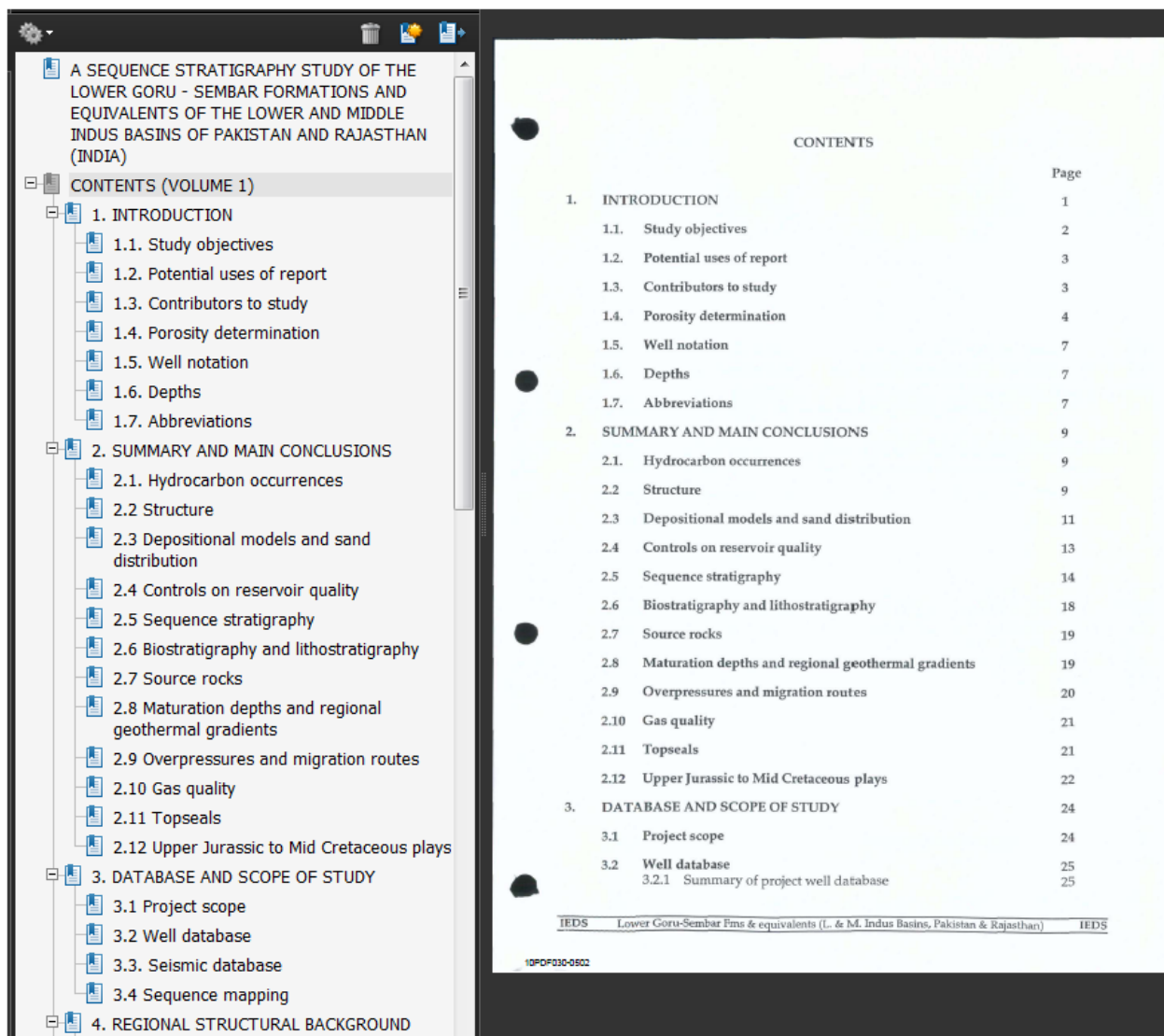
The rules for creating bookmarks must be used for each of the associated files.

In the case of a document with no Table of Contents nor list and made up of several PDF, one shall create bookmarks referring back to the first page of each file, so that it is possible to navigate through the document.

5.3.2 Document with Table of Contents

A bookmark must be created for each element identified in the Table of Contents (Index, List of chapters, etc.).

It must serve as a direct link to the identified section.



CONTENTS		Page
1.	INTRODUCTION	1
1.1.	Study objectives	2
1.2.	Potential uses of report	3
1.3.	Contributors to study	3
1.4.	Porosity determination	4
1.5.	Well notation	7
1.6.	Depths	7
1.7.	Abbreviations	7
2.	SUMMARY AND MAIN CONCLUSIONS	9
2.1.	Hydrocarbon occurrences	9
2.2.	Structure	9
2.3.	Depositional models and sand distribution	11
2.4.	Controls on reservoir quality	13
2.5.	Sequence stratigraphy	14
2.6.	Biostratigraphy and lithostratigraphy	18
2.7.	Source rocks	19
2.8.	Maturation depths and regional geothermal gradients	19
2.9.	Overpressures and migration routes	20
2.10.	Gas quality	21
2.11.	Topseals	21
2.12.	Upper Jurassic to Mid Cretaceous plays	22
3.	DATABASE AND SCOPE OF STUDY	24
3.1.	Project scope	24
3.2.	Well database	25
3.2.1.	Summary of project well database	25

IEDS Lower Goru-Sembar Fms & equivalents (L. & M. Indus Basins, Pakistan & Rajasthan) IEDS

10PDP030-0502

5.3.3 Document with Table of Contents and lists after the said Table

In the following document, the lists of figures and tables appear before the Table of Contents and their content appears after it.

It is then required to move the lists of Figures, Tables, Appendices, etc. to position them after the Table of Contents, and to provide details for each list, with one bookmark for each element mentioned.

3DMC MGW98 - SEISMIC INTERPRETATION & PROSPECTS EVALUATION - BLOCKS 6507/10 a 11	
CONTENT	
INTRODUCTION	
CONCLUSION-RECOMMENDATION	
1. GEOLOGICAL SETTING	
2. PAST EXPLORATION	
3. SEISMIC INTERPRETATION	
3-1. SEISMIC/WELL DATABASE	
3-2. WELL CALIBRATION	
3-3. HORIZON DEFINITION	
3-4. TIME DEPTH RELATIONSHIPS	
3-5. TIME MAPS	
4. PROSPECTS DESCRIPTION AND EVALUATION	
4-1 Y3/Y5 Prospect	
4-2 MONOCLINE AREA	
5. REMAINING PROSPECTS AND LEADS	
5-1. Y7 Lower Cretaceous Lead	
5-2. Y2 Prospect	
5-3. Y4 Prospect	
5-4. ETA Prospect	
5-5. Graben Lead	
BIBLIOGRAPHICAL REFERENCE	
LIST OF TABLES	
Table 1 : Acquisition parameters MGW-98 3D seismic survey	
Table 2: Processing parameters MGW-98 3D seismic survey	
Table 3: Y3/Y5 Prospect Reservoir parameters	
Table 4: Y3/Y5 fiche Prospect - Gam	
Table 5: Y3/Y5 fiche Prospect - Tilje	
Table 6: Y3/Y5 fiche Prospect - Are	
LIST OF FIGURES	
LIST OF ENCLOSURES	

CONTENT

3D MGW98 BLOCKS 6507/10 & 11 SEISMIC INTERPRETATION AND PROSPECTS EVALUATION.

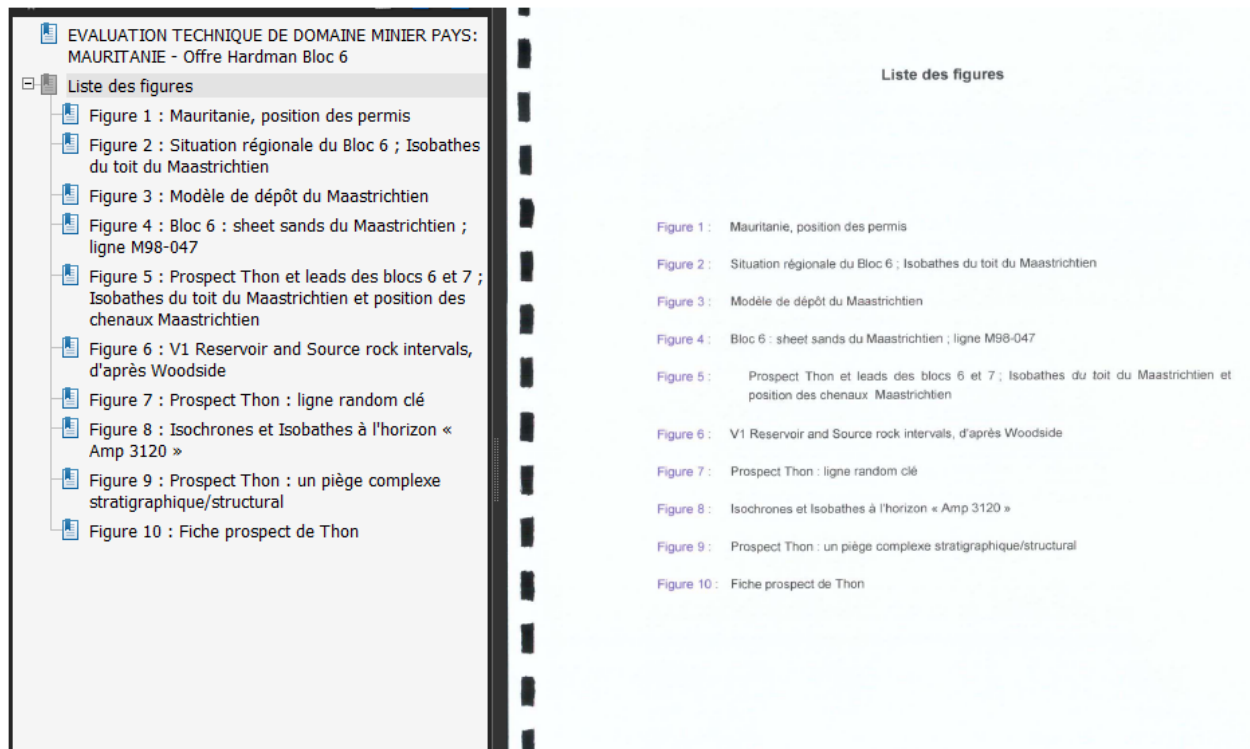
CONTENT	2
LIST OF TABLES	4
LIST OF FIGURES	5
LIST OF ENCLOSURES	7
LIST OF ANNEXES	8
INTRODUCTION	9
CONCLUSION - RECOMMENDATION	9
1. GEOLOGICAL SETTING	11
2. PAST EXPLORATION	12
3. SEISMIC INTERPRETATION	13
3-1. SEISMIC / WELL DATABASE	13
3-1-1 3D- MGW98 Acquisition and processing	13
3-1-2 3D- MGW98 Seismic Data Quality	13
3-2. WELL CALIBRATION	14
3-3. HORIZON DEFINITION	15
3-4. TIME DEPTH RELATIONSHIPS	16
3-5. TIME MAPS	16
3-5-1 BCU time map	17
3-5-2 Top Fangst time map	17
3-5-3 Coal Marker time map	18
4. PROSPECTS DESCRIPTION AND EVALUATION	19
4-1 Y3/Y5 Prospect	19
4-1-1 Trap description	19
4-1-2 Volumetrics	20
4-1-3 Risk Evaluation / Reserve estimates	21
4-2 MONOCLINE AREA	23
4-2-1 Play North Mn.	23
4-2-2 Play South Ms1.	24

5.3.4 Document without Table of Contents, but containing Lists of Tables and sheets

The following document has # Table of Contents. There is, however, a detailed list of figures.

A bookmark is created for each element in the list.

These lists may occur anywhere in the document.

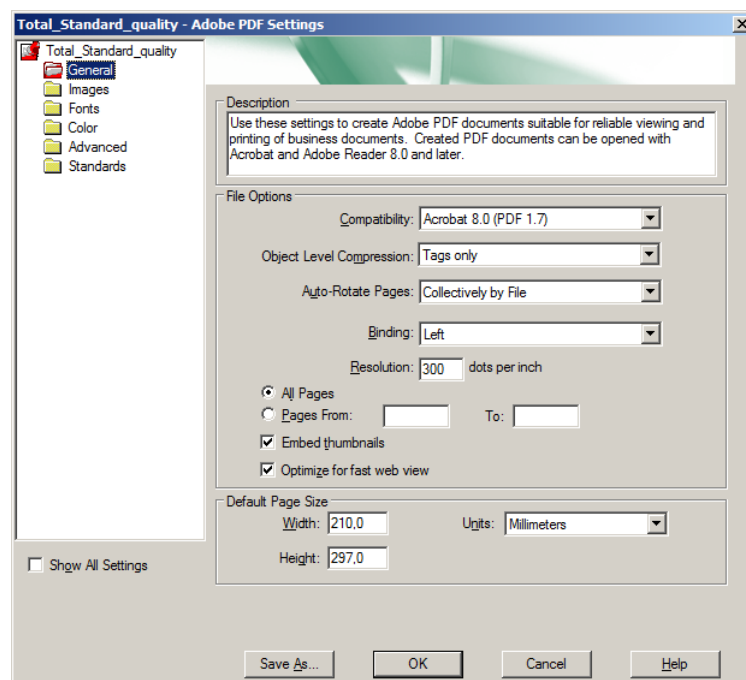


6. Total Reference

“TOTAL Reference - Acrobat Distiller 9 Profiles” is used for the quality of display and for printing the file. Two profiles are used:

6.1 Acrobat Distiller Profiles – “Total_Standard quality” option

- These options may be used for creating standard Adobe PDF documents intended to be archived for viewing and printing.



Total_Standard_quality - Adobe PDF Settings

☒ Total_Standard_quality

- General
- Images
- Fonts
- Color
- Advanced
- Standards

☐ Show All Settings

Color Images

Downsample: Bicubic Downsampling to 150 pixels per inch for images above: 150 pixels per inch

Compression: Automatic (JPEG)

Image Quality: Medium

Grayscale Images

Downsample: Bicubic Downsampling to 150 pixels per inch for images above: 150 pixels per inch

Compression: Automatic (JPEG)

Image Quality: Medium

Monochrome Images

Downsample: Bicubic Downsampling to 1200 pixels per inch for images above: 1200 pixels per inch

Compression: CCITT Group 4

Anti-alias to gray: Off

Policy

Save As... OK Cancel Help

Total_Standard_quality - Adobe PDF Settings

☒ Total_Standard_quality

- General
- Images
- Fonts
- Color
- Advanced
- Standards

☐ Show All Settings

☒ Embed all fonts

☐ Embed OpenType fonts

☐ Subset embedded fonts when percent of characters used is less than: 100 %

☒ Only fonts with appropriate permission bits will be embedded

When embedding fails: Warn and continue

Embedding

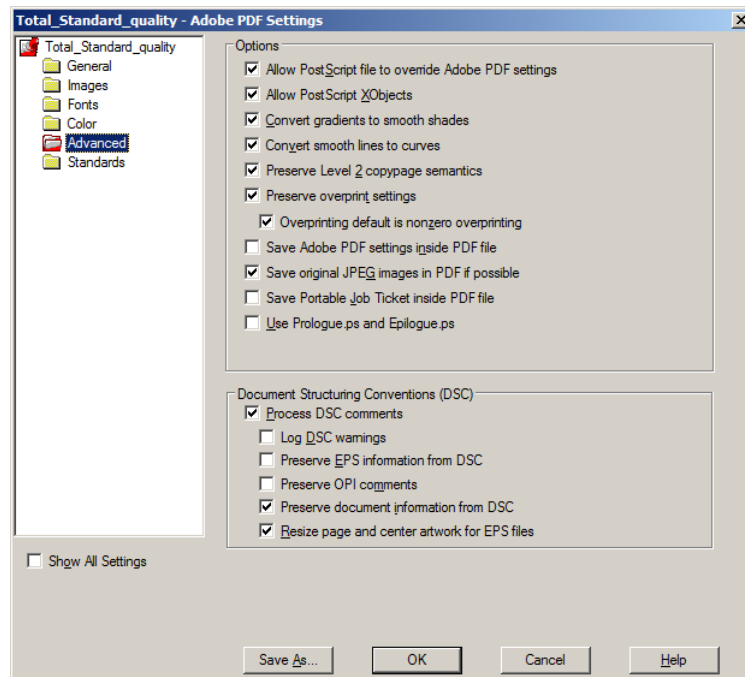
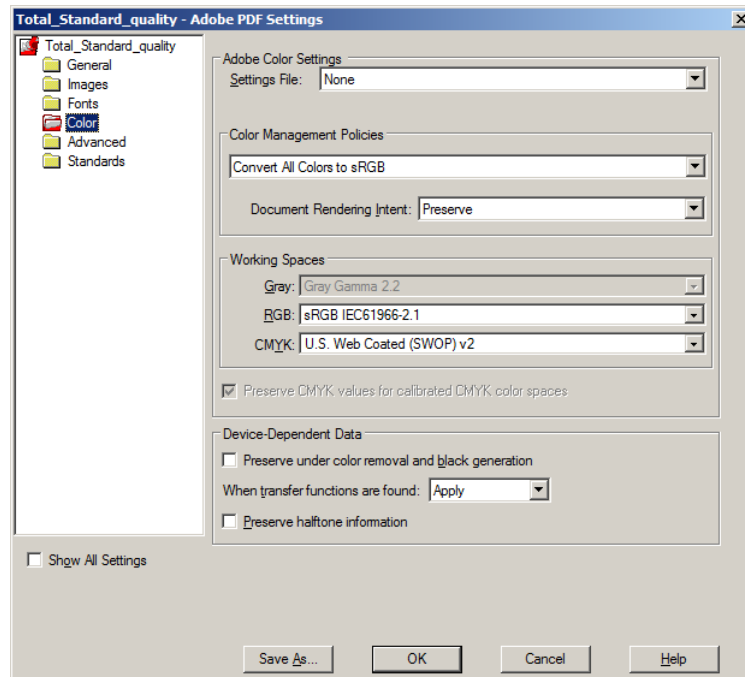
Font Source: C:\Windows\Fonts\

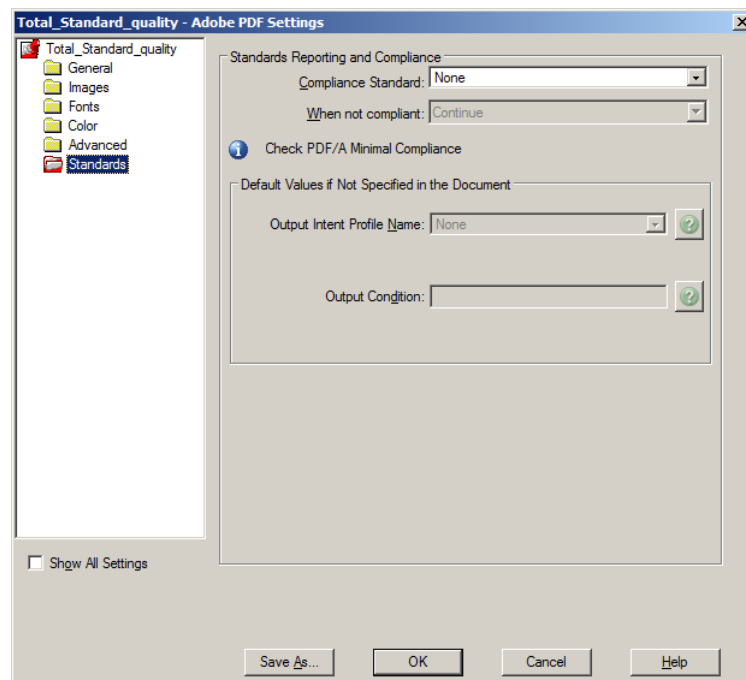
Always Embed:

Never Embed:

Add Name... Remove

Save As... OK Cancel Help





6.2 TOTAL Reference – Acrobat Distiller Profiles – “Total_Photo_quality” option

- These options may be used for creating Adobe PDF documents containing technical photos intended to be archived for viewing and printing.
- The “Total_Photo_quality.joboptions” profile may be used for creating PDF from all digitised files with a resolution of 300 dpi.

