

**Notes on PEN-International Collaboration with  
The Chinese University of Hong Kong**  
Discussion occurred at the Department of Linguistics and Modern Languages,  
Hong Kong Chinese University, December 5-6, 2005

Attending; Tang Wai Lan, DeCaro, Clymer, Project Staff

Areas of Collaboration

**1. Print Production Training for Sign Language Resources**

a. Production Steps and PEN Action Plan

i. Photography

1. Establish standards for photographing subject so that line drawings can be produced with the highest quality.

ii. Photograph Manipulation with Photoshop

1. Determine most efficient way to modify and enhance digital images and combine with segments of other photographs and graphics.

iii. Additional Graphics with Line Drawings

1. Establish standards, (image size, format, and dpi) for final line drawing of signs.
2. Establish standard images (arrows, lines, etc that are used to represent motion) that can be added to line drawings.
3. The orientation and perspective of line drawings to show movement will be investigated.

iv. Layout Program: Word or InDesign

1. Analyze layout requirements for the sign resources and determine the benefits and problems that can be expected from Word and InDesign
2. The find and replace function in InDesign will be investigated.

v. Printing / Distribution

1. Determine the most effective/efficient production process so that the print sign resources can be reproduced with highest possible quality and lowest cost. The need for frequent revisions/updating will be considered.

**2. Video Production Techniques**

a. Areas of concern include;

i. Production setup

- ii. Best video equipment
- iii. Caption guidelines for sounds
- iv. Caption rules for presentation

### **3. Web and Disc Distribution of Materials**

- a. Details of the NTID video streaming processes will be shared.
  - b. Process of putting video on DVD and program on web will be investigated.
  - c. Process of moving web-based video program to DVD will be investigated.
4. Representatives of CUHK will attend the PEN sponsored training in Vietnam in March 2006.