

CHAPTER 7

SUGGESTED WORKFLOW FOR PHOTOGRAPHERS

Just as a “deep litter” system does not work well with papers, so it is with photographs. These notes describe a practical workflow for a Church Recording photographer which makes life much easier than muddling along.

The **essential IT requirements** are a) a digital camera of 5 megapixels or more, with a good quality lens, b) a computer, c) a program for converting Jpeg photographs to TIFF format and back again (e.g. IrfanView, Photoshop or Lightroom), d) A program for adjusting the file size of TIFF photographs (e.g. IrfanView or Photoshop or Lightroom) and e) a home printer

Photographers and compilers will vary in their expertise and experience. The workflow described in this Chapter should work well for all levels of ability. Things which everyone must do are described **essential**. There are other things which are **strongly advised**. **Experienced** photographers and compilers may use other methods provided they comply with the **essential** and take due account of the **strongly advised**.

STEP 1	Notes	Further Guidance
Take pictures on site	<p>Essential: Must be taken in Jpeg or TIFF or RAW at 5 megapixels or more.</p> <p>Strongly advised: Ascertain the requirements from the Group Leader and Section Recorders.</p>	<p>Chapter 6 Taking Good Photographs in a Church; and</p> <p>Chapter 5 Camera basic techniques</p> <p>Chapter 9 Further information</p>

STEP 2	Notes
<p>Essential: Make a back-up copy of the pictures as taken, independent of the computer.</p>	<p>Recommended – cloud storage, an external hard drive or an USB memory stick (the last 2 are temporary).</p>

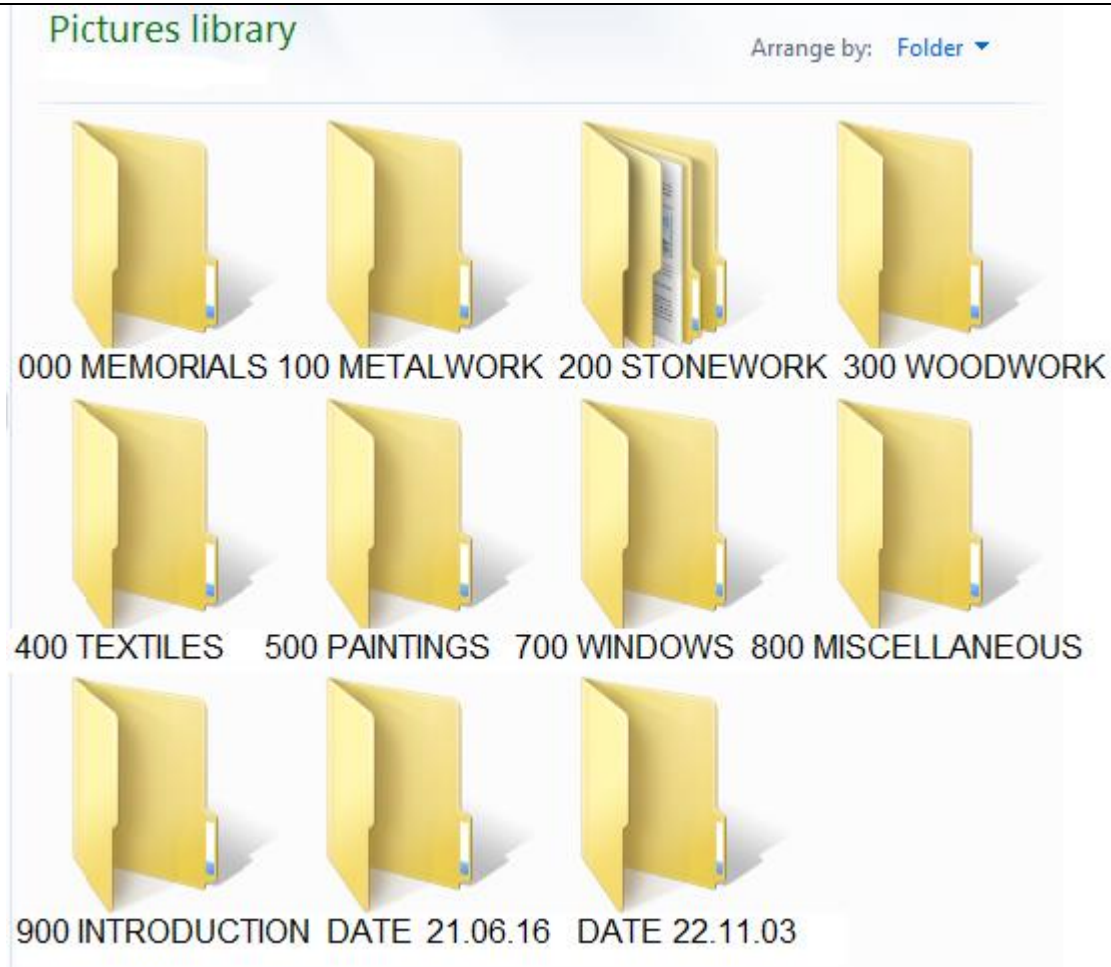
COMPUTER set up:

STEPS 3 & 4	Notes
<p>3. Create on your computer a new Folder for the new church with sub-folders as shown below</p> <p>4. Download pictures taken.</p>	<p>The following sub-folders are recommended. One for each Section (“Section Folder”) and one for each session of photography (“Date Folder”).</p> <p>Initially, download each day’s pictures into a DATE Folder. YY.MM.DD naming keeps the folders in date order. See below:</p>

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Sub-folders for the new church folder:



Sub-sub folders for each Section (see diagram):

STEP 5

Essential:

Copies of Jpeg taken pictures must be converted in TIFF format before any adjustment or processing. Save the TIFF versions into a “TIFFs as taken” Section sub-folder.

Essential:

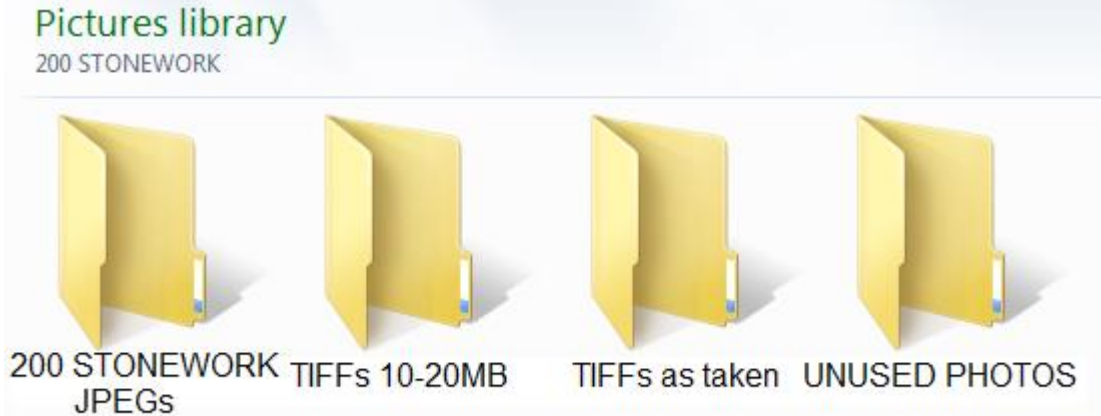
RAW pictures must eventually be converted into TIFF format, but basic adjustments (e.g. to exposure and colour temperature) may be made before saving. When converted, put them into the “TIFFs as taken” folder too.

Further guidance

[Chapter 10 Changing File Formats and File Sizes](#)

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<p>Strongly advised: In each Section Folder create the sub-folders shown below. Save the TIFFs, including those converted from Jpeg and RAW originals, into the “TIFFs as taken” folder. The other folders are explained later.</p>	<p>Essential: “TIFFs as taken” are source files which must be kept for 5 years. Essential: Make a back-up copy. Strongly advised: The naming of the Jpegs’ folder shown anticipates its being identifiable for use.</p>
 <p>The screenshot shows a Windows 'Pictures library' window titled '200 STONEWORK'. Inside, there are four yellow folder icons. Below each icon is a label: '200 STONEWORK JPEGs', 'TIFFs 10-20MB', 'TIFFs as taken', and 'UNUSED PHOTOS'.</p>	

STEP 6A	Notes	Further guidance
<p>Section by Section, select the pictures to be included in the Record and copy or move them into “TIFFs 10-20MB” making sure they are within the 10-20MB range.</p>	<p>Essential: Selection must be agreed with the Group Leader Note: Cropped photographs and those subjected to LZW compression might be smaller than 10MB.</p>	
<p>BUT: Essential: Any pictures greater than 20MB should be resized to be within the 10-20MB range. Essential: Saving the resized pictures into “TIFFs 10-20MB” folder will avoid overwriting the original in “TIFFs as taken” folder when adjusting the file size.</p>	<p>Strongly advised: reduce to about 15MB (long side – 2700 pixels for uncropped photographs) Note: Use of LZW compression is not standard but is permitted when saving a TIFF file. The file size will be reduced by about 20-30%, which is satisfactory.</p>	<p>Chapter 10 Changing File Formats and File Sizes</p>

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<p>Adjust and crop each image if necessary, liaising with the Group Leader.</p>	<p>The aim of cropping is to show the item to best effect without excessive waste space. Cropped photos might be less than 10MB, but 300ppi is essential.</p> <p>Strongly advised: Adjustments should be minimal. The aim is to produce a clear and honest representation of the object.</p> <p>Essential: Always “save as” in TIFF format</p>	<p>Essential: Remember, if a photograph is to be cropped <u>and</u> enlarged, it must be taken at more than 5Mp</p>
<p>Essential: The objective of Step 6A is, for each Section, to gather the TIFF pictures selected for the Record in the “TIFF 10-20MB” folder, separate from the “TIFFs as taken” which are retained as the source.</p>	<p>Essential: Make a back-up copy</p> <p>Strongly advised: Keep in an “Unused photos” folder those not selected for use. They can become useful for another view of an object or a missing detail.</p>	

STEP 6B	Notes	Further guidance
<p>From 6A you can make available any working copies required by Recorders to help with research or transcription or creating diagrams</p>	<p>These could be prints made on a home inkjet or laser printer on any type of paper.</p> <p>Alternatively, reduced Jpeg versions of the pictures on a CD or USB memory stick, or uploaded onto a website such as Google Drive, Flickr or DropBox for Recorder access; or transferred to Recorders by WeTransfer.</p>	<p>Essential: <i>NB: Ensure any access to photos on a website is limited to the recording team, to avoid breaching the Church’s security for valuable objects.</i></p>
<p>It is better to save 1-3MB Jpeg versions to use for this purpose</p>	<p>Suggest: Using the “JPEGs” folder temporarily for these.</p>	<p>Chapter 10 Changing File Formats and File Sizes</p>

STEP 7	
<p>Go through the pictures with the Group Leader. Do any additional takes or retakes.</p>	

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STEP 8	Notes	Further guidance
<p>Essential: Group Leader, the Compiler and the Photographer go through the final draft text of the Record with the photographs</p>	<p>To agree where each picture will be and to ensure Phs and Ph is in the text.</p>	<p>Transfer any unused pictures into the “Unused photos” folder</p>
<p>Essential: Agree whether or not any embedding of photographs in the text is to be tried.</p> <p>Strongly advised: Embedding needs care. Clarity of pictures for readers and researchers is the highest priority.</p>	<p>Essential: In the Introduction, the Church external photograph will be embedded.</p> <p>Strongly advised: that the external photograph and the internal W-E and E-W pictures are each approximately 6” x 4”.</p>	<p>Each, with its label, will occupy about half a page at this size</p>
<p>Essential: Working with the Group leader, change the file name of each “TIFF 10-20MB” photograph according to the unique number assigned to the object in the draft Record.</p> <p>Use “Rename”. No full stops are allowed in the photograph number.</p>	<p>Essential: The assigned number must include any leading zeros – thus Memorial number 9 is 009.</p> <p>If any sub-headings are used to identify an object, e.g. a) b) c), A B C, or i) ii) iii), ensure that the photograph’s number is the same.</p> <p>Essential: Don’t allow Recorders to use a. or A. or ii.</p>	<p>When renaming a photograph, a simple informative title <u>after</u> the number can be helpful. Typically, this might be “700 maker’s mark”, or “103 hallmarks”, or “314 detail” or “226 exterior”.</p> <p>Stops are an instruction in some archival programs</p>

STEP 9	Notes	Further guidance
<p>Essential: When all the photographs of a Section have been agreed and numbered, from each Section’s “TIFF 10-20MB” sub-folder save copies of all the pictures, in Jpeg format, into the Section’s “JPEGs” sub-folder.</p>	<p>Strongly advised: Delete any temporary use Jpeg pictures already in the “Jpeg” sub-folder.</p> <p>Converting all the TIFFs into an empty “Jpeg” folder ensures that the numbering of the TIFFs and the Jpegs is identical.</p> <p>Strongly advised: The Jpeg reduced file size will normally be in the range 1-3.5MB. Long side 1,800 pixels which equates to 6” @ 300ppi.</p>	<p>Chapter 10 Changing File Formats and File Sizes</p>

The photographs are now ready for use in the final version of the Church Record.

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Who is going to put the text and the photographs together?

Are the photographs to be embedded or on separate photograph pages?

How is it done?

The answers are in Production & Delivery