

## CHAPTER 8 AFTER SHOOTING PROCESSING

**This Chapter begins with the 3 formats.** A Church Recorder will set the camera to take in one of these:

### 1. PHOTOGRAPHERS TAKING Jpeg PHOTOGRAPHS

JPEG is the basic format for every camera. Good quality, but loses quality whenever saved because of **Compression**.

***Jpeg must be saved as TIFF immediately to avoid further loss.***

Save the photographs onto the computer. See the suggested Folder set up in [Chapter 7](#)

Take a back-up copy before deleting them from the camera memory card.  
*Suggestion – use a portable hard drive such as the Seagate Expansion illustrated below. It is not essential to have a hard drive with a back-up program. Just set up a Folder and copy and paste into it. Some photographers use cloud storage.*



Now copy and save the photographs as TIFFs into TIFF Folders on the computer. To do this you need picture processing software which can change the format of a picture from Jpeg to TIFF. Be very aware that producing a set of TIFF photographs, converted from Jpegs, is the **first** step and a different process from any adjustment of photographs. Adjustments are made once you have TIFFs to adjust.

Microsoft's standard "Office" programs do not include this.

#### **Microsoft PC users**

The easiest way to produce a set of TIFF photographs from the Jpegs is to use IrfanView, which is downloadable from the web free of charge. There are full details of this in [Chapter 10](#). Using "batch conversion", large batches of photographs can be dealt with in one go.

Other programs enabling production of TIFFs from JPEGs include Photoshop Elements, Lightroom and Serif Affinity Photo (now available for Windows).

#### **Mac users**

i-Photo on older Macs was not adequate. The new Photo program might be. IrfanView does not work on Macs, but the Lightroom, Photoshop and the newer Serif Affinity Photo (originally designed for MACs) programs are good options.

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**Note:** Users of high end Canon, Nokia, Sony and similar cameras will not usually take Jpegs, but, if they do, still convert to TIFF first.

### 2. PHOTOGRAPHERS TAKING TIFF PHOTOGRAPHS

Save and back-up as for Jpeg.

These are already in the correct format and ready for any adjustments.

### 3. PHOTOGRAPHERS TAKING RAW PHOTOGRAPHS

Save and back-up as for Jpeg.

Ultimately a set converted to TIFF format will be needed. But the adjustments (brightness, sharpening, cropping etc.) are usually made to the RAW photographs before producing the TIFF version. For some, upper range, cameras, it will be necessary to use the manufacturer's own version of RAW software for processing and conversion.

For others, the programs listed above might be suitable.

RAW photographs are often taken using 12 or 16 bit technology. The TIFF photographs must be 8 bit, otherwise they will take up too much memory space. Select 8 bit when producing the definitive TIFF copies.

### ADJUSTMENT OF PHOTOGRAPHS

**The general rule is that we may improve the visibility of what is there in the photograph. We must not use creative software to artificially enhance.**

We are to produce a true image of complete integrity, not a pretty picture.

Permitted:

Rotate	Straighten	Crop	Re-size	Distortion correction
Convert to black & white (metalwork only)	Exposure compensation	Lighten	Darken	Contrast
White balance (with great care)	Brightness	Sharpen		

Not permitted:

Repair tools – brushes, stamps, paint buckets and the like	Retouching	Filter effects
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### WHAT YOU SHOULD PRODUCE FOR THE CHURCH RECORDING GROUP

First, what is it that you are to produce, for the Group to create and deliver with the Record?

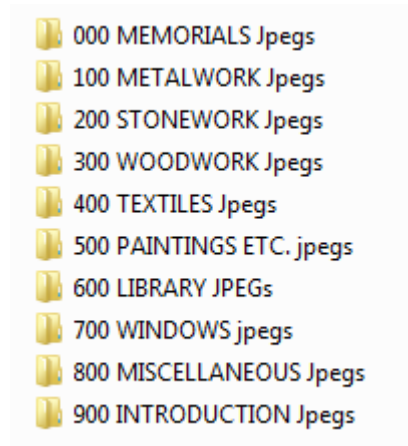
Then, what is the expected collaboration with the Group to get there?

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### THESE ARE THE REQUIREMENTS WITH EFFECT FROM 1<sup>st</sup> JANUARY 2021

#### Record production:

From the **10 - 20MB TIFFs** selected and adjusted, if necessary, for the Record, you must create the **Jpegs** which will be used in the production of the Record. If you follow the recommendations in [Chapter 7](#), you will have the following set of sub-folders available:



Using conversion software again, save Jpeg versions of the TIFF photographs into the appropriate sub-Folder. The setting for the conversion of photographs is 1800 pixels long side. The Jpegs should be between 1 and 3.5MB.

The contents of a typical Sub-Folder will look like this:

307	JPEG image	1,743 KB
308	JPEG image	1,458 KB
308	JPEG image	1,674 KB
309 north	JPEG image	1,456 KB
309 south	JPEG image	1,716 KB
309 south grattit	JPEG image	2,127 KB
309a	JPEG image	1,563 KB
309b	JPEG image	1,927 KB
309c	JPEG image	1,616 KB
309d	JPEG image	2,239 KB
309e	JPEG image	2,219 KB
309f	JPEG image	1,477 KB
309g	JPEG image	1,451 KB
309h	JPEG image	1,683 KB
309i l	JPEG image	1,269 KB
309j l	JPEG image	1,835 KB
309j l	JPEG image	1,640 KB
309k detail	JPEG image	1,752 KB
309k	JPEG image	1,861 KB
309l detail	JPEG image	1,532 KB
309l	JPEG image	1,968 KB
312	JPEG image	1,062 KB
313 north	JPEG image	1,582 KB
313 south	JPEG image	1,530 KB

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These are the photographs to be delivered to, and used by, whoever brings the text and photographs together to produce the Church Record. See **Production & Delivery** under **Compiling and Production** on the website.

These are probably best delivered on a USB stick, unless your Group adopts a cloud storage system.

It is no longer necessary to deliver the Jpeg photograph Folders for the national archives.

### Record archive:

You should produce a Folder containing all the photographs which are in the Record in **TIFF** format. These are copied from the Section TIFF folders into the one folder, not divided into Sections. They will automatically sort into the correct number sequence.


#### A FOLDER of the Photographs in the TIFF format

The average file size in TIFF should be 12 - 15 megabytes. None should exceed 20 megabytes and the minimum is about 10 megabytes. 2 exceptions:

1. If LZW compression is used, minimum about 7 megabytes;
2. If substantially cropped.



They will look like this:

	<table border="0"><tr><td>TIFF image</td><td>14,657 KB</td></tr><tr><td>TIFF image</td><td>14,529 KB</td></tr><tr><td>TIFF image</td><td>14,532 KB</td></tr><tr><td>TIFF image</td><td>11,710 KB</td></tr><tr><td>TIFF image</td><td>14,758 KB</td></tr><tr><td>TIFF image</td><td>16 mb</td><td>16,036 KB</td></tr><tr><td>TIFF image</td><td>12 mb</td><td>12,180 KB</td></tr><tr><td>TIFF image</td><td>10.4 mb</td><td>10,412 KB</td></tr><tr><td>TIFF image</td><td>14,707 KB</td></tr><tr><td>TIFF image</td><td>10,813 KB</td></tr><tr><td>TIFF image</td><td>12,756 KB</td></tr><tr><td>TIFF image</td><td>14,605 KB</td></tr><tr><td>TIFF image</td><td>7,897 KB</td></tr><tr><td>TIFF image</td><td>14,511 KB</td></tr><tr><td>TIFF image</td><td>11,993 KB</td></tr><tr><td>TIFF image</td><td>9,474 KB</td></tr><tr><td>TIFF image</td><td>9,508 KB</td></tr><tr><td>TIFF image</td><td>9,561 KB</td></tr><tr><td>TIFF image</td><td>10,985 KB</td></tr><tr><td>TIFF image</td><td>19,796 KB</td></tr><tr><td>TIFF image</td><td>19,171 KB</td></tr><tr><td>TIFF image</td><td>10,654 KB</td></tr><tr><td>TIFF image</td><td>12,280 KB</td></tr><tr><td>TIFF image</td><td>14,597 KB</td></tr></table>	TIFF image	14,657 KB	TIFF image	14,529 KB	TIFF image	14,532 KB	TIFF image	11,710 KB	TIFF image	14,758 KB	TIFF image	16 mb	16,036 KB	TIFF image	12 mb	12,180 KB	TIFF image	10.4 mb	10,412 KB	TIFF image	14,707 KB	TIFF image	10,813 KB	TIFF image	12,756 KB	TIFF image	14,605 KB	TIFF image	7,897 KB	TIFF image	14,511 KB	TIFF image	11,993 KB	TIFF image	9,474 KB	TIFF image	9,508 KB	TIFF image	9,561 KB	TIFF image	10,985 KB	TIFF image	19,796 KB	TIFF image	19,171 KB	TIFF image	10,654 KB	TIFF image	12,280 KB	TIFF image	14,597 KB
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### Collaboration

1. Go through the TIFF photographs with the appropriate people to decide which are to be used in the Record;
2. Change the numbering (file name) of every photograph to its number in the Record. It must be the same as in the Record e.g. “700”, “700 (3)” or “700 maker’s mark”;
3. Produce from the renamed TIFFs, the sub-folders of Jpeg versions and the TIFF folder;
4. The person in the Group who puts the photographs into the Record needs the Jpeg folders. The person who puts the Record and TIFF photographs onto USB memory sticks needs the TIFF folder.
5. The Group uses your Jpeg versions to insert into the Record (the TIFFs are too large);

**So that you know**, in England, the Group delivers Church Recording Society:

1. An USB memory stick containing:

**Folder 1** the complete .pdf Record. The folder is named: County\_Place\_Church\_PDF/A Record

**Folder 2** the Folder of TIFF photographs. The folder is named: County\_Place\_Church\_TIFF photographs

In the Isle of Man, Northern Ireland, Scotland and Wales you produce the same two Folders, even though the delivery of the Record by the Group is different.

2. An USB memory stick containing:

**Folder 1** the complete .pdf Record. The folder is named: County\_Place\_Church\_PDF/A Record

3. A gold archival CD for the V&A containing:

**Folder 1** the complete .pdf Record. The folder is named: County\_Place\_Church\_PDF/A Record. The disk envelope is marked: Church Recording Society Church Recording, Church Record of County\_Place\_Church