6 Supplying TIFF photographs to Historic England & other bodies in digital form

This Supplement deals with the 10-20MB TIFF format digital photograph files to be supplied to Historic England, the Churchcare Library and to any other bodies requiring them. Up to May 2015, these have been delivered to Historic England on a set of archival Gold CDs, accompanying a printed Record.

You may continue to deliver the Record to Historic England and the ChurchCare Library in printed form, with Gold CDs for Historic England, until the end of 2015. This may be easier for Records in progress. This might also continue to be the requirement of bodies receiving Records of churches in the Isle of Man, Northern Ireland, Scotland and Wales (check with the CRAR).

With that exception, from now on both Historic England and the Churchcare Library are each to receive the TIFF photographs with the whole Record and a set of the JPEG photographs on a single memory stick (sometimes known as a flash drive) as described in Part F of PS7.

This Supplement includes 'Burning CDs' for the benefit of those who will be doing that. Otherwise, apply the section headed 'Memory stick'.

The preparatory steps apply whatever the method of delivery might be.

Preparatory steps:
File format: All digital image files (digital photographs) for this archive must be in TIFF format. If the final TIFF image files significantly exceed an average of 15MB per file, (as is possible with the latest camera models) they are better than is required, using an excessive amount of memory. The file sizes can be reduced. (For advice on resizing TIFF files, see **PS5 Changing File Formats and File Sizes**).

Naming. The File Names must be made to accord with the following conventions, which will ensure that they are properly indexed in the Historic England archives:

> **File names:** The File name of each image file must be the number of that item in the Record *including any leading zeros* e.g. 009 for Memorial No 9. (But note that if there are more than 99 items in any one Section there will have to be four-digit numbers for that Section, 0112, for example.)

> There may be a suffix (e.g. 009 A or (2) or "maker's mark" or "detail") where there is more than one image of the same object. If there is a group of articles in one photograph (as often happens in the Textiles section) the File name should start with that of the first of the relevant Record numbers. "401a and b" and "403 404" would be satisfactory when there is more than one object in the photograph, provided the first number in the Record is first.

> Images used in the Introduction section of the Record, such as exterior views of the Church and interior views looking east and west are, for this purpose, to be given the prefix number 9 (e.g. 901 for the first exterior view of the Church).

> Do not use full stops within a File name. Historic England has to change each one to an underscore _ to enable its digital archive to read the files.

> *Before delivering the TIFFs, confirm with the Group Leader that the Record has cleared its final check and there will be no further changes to item numbers and therefore image File Names.*

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Memory stick (flash drive)
This is the method of delivery to Historic England and the ChurchCare Library.

Step by step: having completed the preparatory steps above:

1. On the computer, create a new Folder, renaming it:
   3_County_Parish_Church_name_ archivalTIFFs; e.g. 3_Suffolk_Troston_St Mary the Virgin_archivalTIFFs

2. Copy from the Section TIFFs 10-20MB Folders all the photographs into the new Folder. Provided the files have been named correctly, the computer will put them into correct numerical order. Copy the files, not the folders;

3. Then go to **PS7 Part F Recording on a memory stick.**

Burning CDs:

If delivery is on CDs, the images must be burned onto Gold CDs provided by NADFAS Volunteering Dept. (If any advice is needed on using software to burn the CD, see **PS8 Software and Help for Burning CDs**).

Naming

Disc Names: NADFAS uses the Church of England's numbering system for identifying Anglican churches (e.g. 34/190 for Silton Church). It can be obtained by contacting the Volunteering Department. This number must be used as the Disc Name, *omitting any slash* but followed with an underscore and the number of the disc in the series of CDs for that Record (e.g. 34190_02 for the second of the CDs of Silton Church). It should be entered as the name of that disc in its Label Area. NADFAS has its own numbering system for other churches within the UK. This should not be used for the Disc name. Instead use the OS grid reference of the Church e.g. TL901354

In "contents" on the surface of the CD the Disc Name including the sequence number of that CD (e.g. 34190_02 in the example above) should be written. When writing on the disc, use a pen (such as a Pentel, finepoint permanent marker, available from most stationery shops) that is suitable for writing on CDs.

Although nominally 700MB, a Gold CD will hold about 650MB of data. As far as possible Sections should be grouped on CDs so as to make best use of disc space but *without splitting any Section between CDs.* (see note below if a Section's photographs exceed 650MB).

It is essential that each CD is burned in one pass as a single ISO[1] image.

To achieve this, take the following steps for each CD:

a. **PS3 Step 2** describes how tohave each Section's 10-20MB TIFFs in a separate Folder.

b. Prepare a CD List, as in this example:

CHURCH RECORDING				
ST THOMAS á BECKET'S CHURCH, GREAT WHELNETHAM, SUFFOLK				
Unique Church Number, underscore and 2 digit CD no.		List of CDs		
Section	**No. of CD**	**No. of Files**	**Initial File Nos**	**MB**
INTRO	33235_01	3	900-900WE	24.74
MEMORIALS	33235_01	13	001-010	107.1
METALWORK	33235_02	25	100-115	382
STONEWORK	33235_02	17	200-214	252
WOODWORK	33235_01	23	300-338	354
TEXTILES	33235_03	16	400-414	239
PAINTINGS	33235_01	8	502-505	130
WINDOWS	33235_04	30	700-722	478
MISCELLANEOUS	33235_03	2	800-803	17.49

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[1] International Organisation for Standardisation

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The total megabytes of a Section's photographs can be found by hovering the cursor over the Section Folder in which they are. Using those figures, work out how to arrange the Sections in the minimum number of groups each totalling no more than 650MB. In this example, INTRO 24.74MB, MEMORIALS 107.1MB, WOODWORK 354MB and PAINTINGS 130MB, total 615.84MB. They will all fit on 1 CD. In this example, it is CD 01.

The other details on the List are:

"No. of files" - the total number of photographs in the Section;

"Initial File Nos" - the File Names of the first and last photographs of the Section.

A printed copy of the List must accompany the CDs when delivered to NADFAS

Note – if the photographs of a Section exceed 650MB, first try reducing the file sizes using LZW compression, if not already used on them. Secondly put as near to 650MB worth on 1 CD and the balance on a second CD with another Section or Sections. In the List, create an additional row and describe what is on each CD.

For example:

WINDOWS   33235_03   31   700-731   663

WINDOWS   33235_04   14   732-745   378

c. Place an approved Gold CD in your CD writer.

d. Start the CD burning software and enter the correct Disc Name (see above).

e. Select all the images from the Section Folders (but <u>not</u> the Folder itself) for burning onto the CD. There should be no Folders on these CDs, only Files.

f. Instruct the software to burn these images onto the CD at a slow rate (maximum x12)

g. Verify the burn has been successful

h. Insert the CD in a protective sleeve as described below

i. Repeat the same steps from c. above for each CD.

(NB: In the unlikely event that you use an external CD writing machine, some software allows for files to be dragged and dropped onto the CD writer as if it were an additional drive on the computer, or for CD-burning to take place over several sessions. *<u>Do not use either of these approaches</u>* as the UDF[2] software employed can cause compatibility problems.)[3] Dragging and dropping within your computer is not a problem.

Presentation: Each CD should be placed in the paper sleeve which comes with the CD, identified <u>in pencil</u> in the top left corner of the front of the sleeve with:

- NADFAS Church Recording

- The date the CD is burned

- The County, Parish and full Church name in that order

- The Disc Name, including the sequence number of that CD (see Disc Names above)

- The Initial file numbers on the disc (e.g. "Files 100–125 & 200–215")

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[2] Universal Disk Format developed by Optical Storage Technology Association. This is not a stable standard.
[3] For the technically adept, or those who simply want to explore the 'Advanced' button in their software, select the following options: 'Disk at once (DAO), Closed.' File system: 'ISO+Joliet'. Do <u>not</u> select 'ISO+Joliet+UDF' nor 'ISO Level 2'.