

7 Compiling the complete Record and delivery in printed and digital forms

Background

In 2015, Historic England (formerly English Heritage), the ChurchCare Library and some Local Record Offices have asked to be supplied with the complete Record (text and photographs) digitally, instead of receiving printed copies.

For the situation in the Isle of Man, Northern Ireland, Scotland and Wales, Groups should liaise with their CRAR.

There is a transitional period for the change from printed to digital copies of the Record. Records completed in 2015 may still be presented in printed form, but the changeover should become fully implemented during 2016.

At the same time, NADFAS is working on a new, Cloud based system for the writing, production and delivery of Records, intended to simplify the work of Recording Groups. Delivery through a Cloud is scheduled to start in 2017, after it has been tried and tested successfully by a small number of Groups. There would be a new Supplement dealing with this and practical training.

This Supplement describes how all parts of the Record are brought together for printed copies and digital copies of the Record in accordance with the new requirements of Historic England and the ChurchCare Library. This is primarily the job of the **Compiler**. In addition, the previous method of production is still described for Groups having Records in progress in 2015 and for Groups delivering to bodies outside England which still require the previous method.

The Suggested Workflow in **PS3** and the procedures described in this Supplement are ways in which Groups can produce all that is required using basic equipment, programs and skills. Those having more sophisticated facilities and skills may use other methods, provided the end products are the same.

INDEX

PART A The Text

PART B The Photographs

PART C Bringing Text and Photographs together

PART D PDF and PDF/A

PART E Printing of Records

PART F Production of digital Records

PART A The Text

The **text** of each Section should be a single, page numbered file. It should have inserted into it by computer, so far as practicable, any plan, report, form or other document which relates to the Section. This should mean that the Section's text, with all its ancillary documents, is a single, page numbered file. In the case of the Introduction; there will be inserted into the text a photograph of the Church (exterior) and the 2 interior photographs E – W and W – E. The Church (exterior) should be 6" x 4", 6" x 4.5" or 5.33" x 4" and each of the 2 interior photographs that size or greater.

Practically, everything can be done using Word, provided the computer has Word 2007 or a later edition (or the Word for Mac equivalent).

7 Compiling the complete Record and delivery in printed and digital forms

To insert a plan or other document into the Word format text, scan it and “save” it in one of the picture formats (JPEG or PNG are suggested). At the appropriate place in the Word text use “Insert” “Picture” to find the document and to insert it. Adjust its size appropriately using the corner handles of the inserted image. Add any necessary description, such as the number in the case of an inserted photograph. Church plans should have East at the top.

If it is impossible to insert a document into the Section text file (e.g. a family tree only legible in landscape orientation), create a separate Word file for it, with the Church Header and the 3.5cm LH and 1cm RH margins.

PART B The Photographs

Photographic prints

In the production of Records, the photographs used to be laboratory produced prints on photographic paper, fastened to photo pages using approved adhesive fasteners. The only copy of the Record which can now be delivered with photographs in this form is the Church’s printed copy, at the Group’s discretion. See **PS9 The Church’s copy of the Record**. Some Groups present the photographs in this way and have the pages, with photographs mounted, scanned or copied page by page to produce the other copies. Whilst not recommended, this is acceptable. The scanned pages of photographs saved on the computer are equivalent to photo pages, provided they have the correct Header and margins.

Photo pages

In the Handbook and these Photography Supplements, '**photo pages**' means digital pages created on a computer which have the correct Church and Section Headings and the 3.5cm and 1cm margins and into which the photographs have been transferred or “inserted”, so that the pages can be colour laser printed or used in digital form.

Embedding

Alternatively, the photographs can be 'inserted' on a computer into the appropriate parts of the text, rather than being on separate photo pages. This is called '**embedding**' and is complicated. Photo pages are simpler and, often, more satisfactory.

Producing photo pages

Because of the way in which complete Records are to be delivered digitally to Historic England and other bodies, the photo pages of each Section (e.g. 000 Memorials) should be a single Word file. Set up the first page with the Header (Church name, location, county and the Section, as for the text), left margin 3.5cm and right margin 1cm. The top and bottom margins are flexible.

'Insert' the photographs (using the reduced file size JPEGs from the “JPEGs” folders) onto as many pages as are required for the Section, adding the photograph numbers in black below or beside the picture. Then save the file. It is not essential that the photo pages are included in the page numbering of the text. Omitting a page number Footer can allow a small extra depth for the photographs.

Other programs may be used by those proficient in them (e.g. Publisher), provided the outcome is the same.

7 Compiling the complete Record and delivery in printed and digital forms

Common mistakes

A mistake frequently made when inserting photographs onto photo pages, or embedding them, is to reduce their size too much. Think of the old 6" x 4" or 5.33" x 4" sizes as a rough standard. This is a reference archive so detail of heraldry, inscriptions, ornament and other images must be clearly and easily legible. Take separate photographs of detail if it is not clear on a picture of the whole item.

The pictures of the Church in the Introduction should be 6" x 4" or 6" x 4.5" or, possibly, 5.33" x 4". Photographs are sometimes inserted sideways, to save room. This should not be done as it makes things difficult for a reader (especially on screen).

PART C Bringing Text and Photographs together

At this point you have:

- A Word file of each Section of the Record which is its text and as many of its ancillary documents as possible. The file named with the Section number and name (eg 000 Memorials)
- Possibly one or more separate Word files of awkward documents, named with the Section number, Section name and a description (e.g. 000 Memorials Smith Family Tree);
- A Word file of each Section of the Record which is its photo pages. The file named with the Section number and name (e.g. 000 Memorials Photo Pages)

When the photographs are embedded in the text

As above, except that there will not be a separate Word file of photo pages for each Section. The photographs will have been inserted into the text file. You will have:

- A Word file of each Section of the Record which is its text, its photographs and as many of its ancillary documents as possible. The file named with the Section number and name (eg 000 Memorials).
- Possibly one or more separate Word files of awkward documents named with the Section number, Section name and a description (e.g. 000 Memorials Smith Family Tree).

PART D PDF and PDF/A

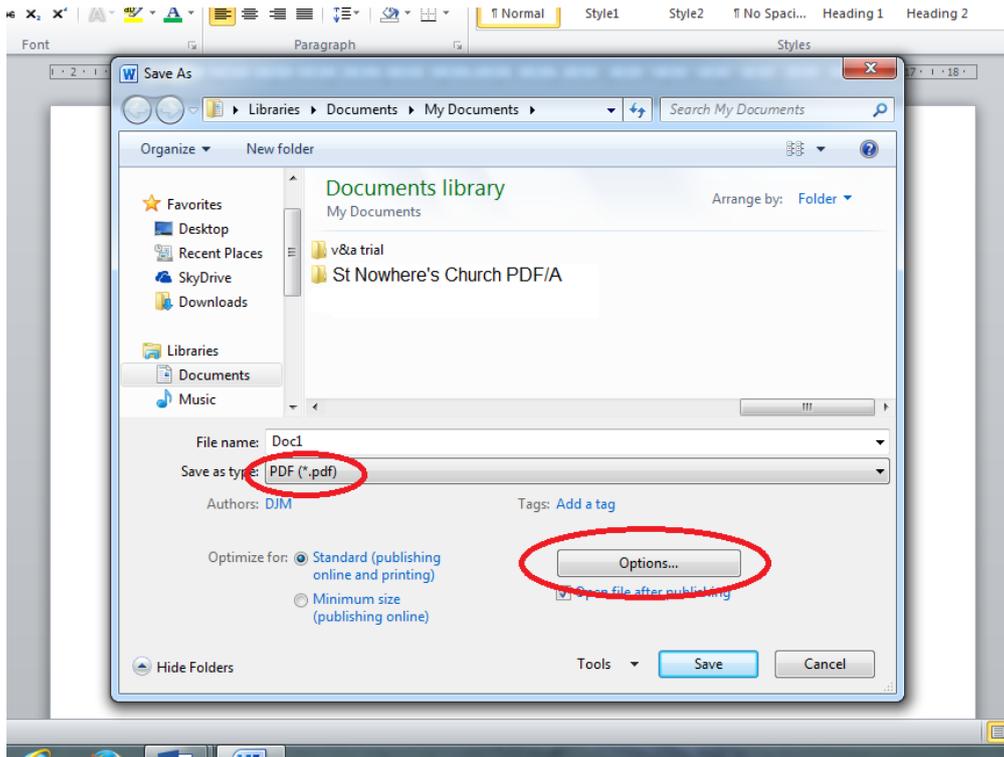
For burning onto archival Gold CDs, memory sticks or other means of digital delivery, the whole of the Record (text, photo pages, plans, reports etc.) is then saved in PDF/A format. Do this into a new Folder opened for the purpose. This is your **Production Folder**. Name this Folder "1_county _parish_church_PDF/A Record"* e.g. 1_Suffolk_Troston_St Mary the Virgin_PDF/A.Record*

*No full stops. Use underscore _.

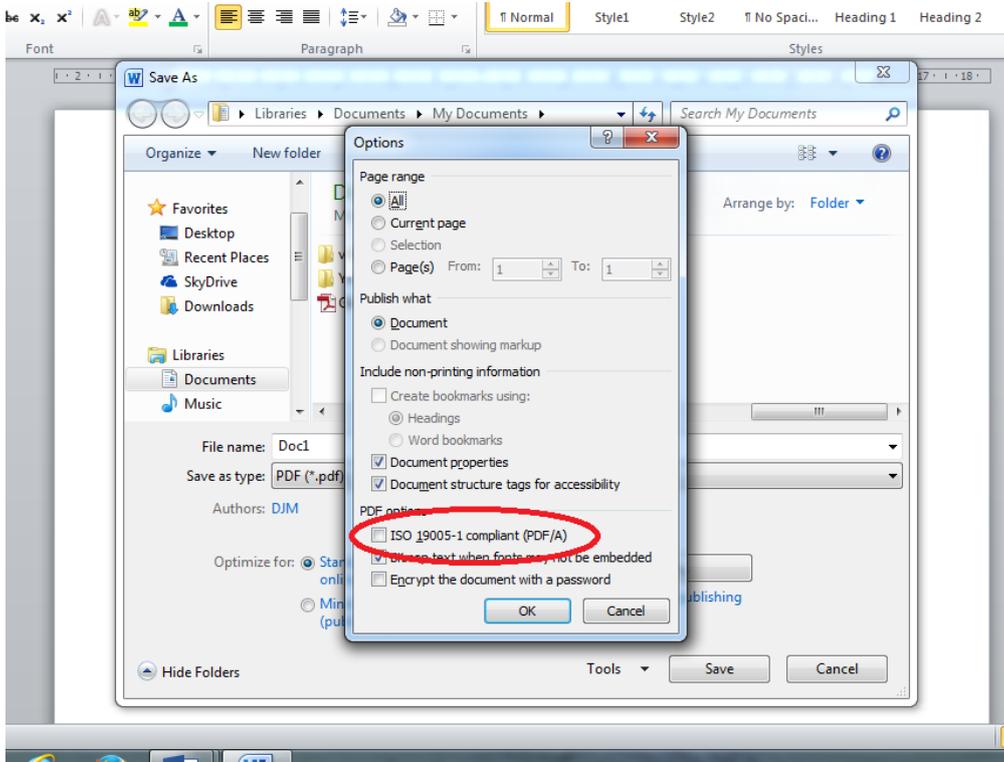
PDF is a more stable, less easily altered format for documents than Word. It takes less memory or disc space. PDF/A is a special version of PDF, now standard for archived documents, modified to reduce the risk of corruption occurring in the longer term.

PDF/A is available on PCs which have Word 2007 or a later edition. Using "Save as" to save a copy of the document, choose under "Save as type" "PDF" and then click the "Options" button.

7 Compiling the complete Record and delivery in printed and digital forms



On the sub-screen which appears tick under “pdf options” the “ISO 19005 compliant PDF/A” box (the wording might be slightly different in some editions of Word):



Click 'OK' and 'Save'.

7 Compiling the complete Record and delivery in printed and digital forms

PDF/A is not currently available as part of the Mac standard packages (even Word for Mac). It has been suggested that Adobe Acrobat Pro XI is a way to do it. The Student & Teacher version costs about £80. PDF is acceptable instead of PDF/A if a Group does not want to incur this cost.

Alternatively, a good printing company will be able to scan a printed copy of the Record, saving it for you in PDF/A format on a CD or memory stick. It might be necessary to contact several companies to find one equipped to do this. But, it has been found that printing companies are often unaware that they have PDF/A availability. If they say 'no' it is worth asking them to check whether or not their machine has this on its menu as an alternative to PDF/X (which they use more frequently). The High Street instant Printers are less likely to have PDF/A scanning. Groups who have pages of mounted photographs scanned are recommended to have them scanned direct into PDF/A format.

PART E Printing of Records

Before printing, check through the files in the Production Folder to ensure no corruption has occurred in the saving to PDF/A process.

In the Folder, they will not be in correct order. For example the Introduction will be near the end, being numbered 900. For the printed Records, this can be sorted out and the photo pages interleaved with the text after printing. However, it will be necessary to have them in the right order for the digital Records, so this could be done now. See "How to achieve this" below in Part F.

Own Printer - Groups with access to a good laser colour printer can print the files themselves;

Commercial Printer – save all the PDF files onto a memory stick, or burn them onto a CD to take to the printing company for them to laser colour print the printed copies of the Record.

Good commercial printers have machines which can detect which are pages with colour and which are greyscale (shades of black) for billing purposes. Make sure they can because colour pages cost 3 to 4 times black and white. If your printer can do this, it should not be necessary to separate black and white pages from colour printing pages.

Alternatively – if the Group has a really good *inkjet* printer which will print the photographs well and in true colour (which most *inkjets* do not), it may print the files and then a) have colour *laser* printed photocopies made for the deliverable Record and b) have the print scanned to record a PDF/A copy ready for digital form Record production. The *inkjet* print of the Record must not be used as one of the formal copies.

Printed copy specifications

- The paper on which a Record is printed must be the same throughout. Do not use special paper for pages on which pictures are printed;
- A4 plain white;
- On one side only;
- Minimum 100gm, maximum 130gm. 130gm silk finish is better for the printed pictures but it is more expensive;
- Refer to the Handbook for the binding requirements.

7 Compiling the complete Record and delivery in printed and digital forms

PART F Production of digital Records

Aim

- To produce a complete digital Record for each of Historic England, the ChurchCare Library and the National Art Library at the V&A Museum. Possibly for a Local Record Office as well;
OR to produce this for an equivalent body or bodies in the Isle of Man, Northern Ireland, Scotland or Wales.
- A digital Record which is easy for readers and researchers to use on screen.

HOW TO ACHIEVE THIS

The procedure for producing copies of all the PDF/A format text files, ancillary documents files and photo page files of the Record in a **Production Folder** is described in **PART D** above.

Check the order of the files in the Folder. For ease of use by readers and researchers:

- The Title Page, copyright notice and all parts of the Introduction should come first, and in that order;
- Then should follow the Sections in numerical order (000, 100, 200 etc.). Any ancillary documents of a Section should immediately follow it;
- If the photographs are on photo pages and not already embedded in the text, the photo pages file of each Section should immediately follow the Section's text file. It is not necessary to interleave electronically all the photo pages into the text itself – but it can be done if wished.

Example of how it should be:

900 INTRODUCTION (including Title page and copyright notice)

000 MEMORIALS

000 MEMORIALS SMITH FAMILY TREE

000 MEMORIALS PHOTO PAGES

100 METALWORK

100 METALWORK GOLDSMITHS' COMPANY REPORT

100 METALWORK PHOTO PAGES

etc.

But, the files will not be in the right order. To correct this, add a prefix number to the file name of each to get them in the right order. *No full stops. Use underscore _

01_900 INTRODUCTION (including Title page and copyright notice)

02_000 MEMORIALS

03_000 MEMORIALS SMITH FAMILY TREE

04_000 MEMORIALS PHOTO PAGES

05_100 METALWORK

06_100 METALWORK GOLDSMITHS' COMPANY REPORT

07_100 METALWORK PHOTO PAGES

etc.

Rename the Production Folder – 1_county_parish_church_PDFa Record

e.g.1_Suffolk_Troston_St Mary the Virgin_PDFaRecord

Who receives what digital copy of the complete Record?

V&A – an archival gold CD.

Historic England and the Churchcare Library – a memory stick to download onto their systems;

Local Record Office – to be ascertained by the Group.

Equivalent bodies in the Isle of Man, Northern Ireland, Scotland and Wales – check with CRAR.

7 Compiling the complete Record and delivery in printed and digital forms

Recording on a memory stick

This is the new method of delivery to **Historic England**, the **ChurchCare Library** and any corresponding body asking for this specification.

Use good quality USB 2.0/3.0 compatible flash drives. 8GB capacity should be enough. NADFAS labelled 8GB memory sticks are available from the Volunteering Section at about £2 each. Otherwise good memory stick makers include SanDisk, La Cie, Lexar, Samsung. Historic England says it will return memory sticks for re-use.

Whilst the CDs previously used were blank, most modern memory sticks are intelligent, meaning that they might have on them pre-recorded “execution files” making them work and enabling such things as password protection. When opening a new memory stick you might find execution files already on it (often 2) including instructions for use (current NADFAS memory sticks do not have these on them).

First, the following are “sent to” or “copied and pasted” to the memory stick in this order:

1. The Production Folder, named “1_county_parish_church_PDFARecord”, containing the PDF/A whole Record;
2. A Folder named “2_county_parish_church_JPEGfiles”, containing copies of all the JPEG photographs in their Section folders. No full stops. Use underscore _ ;
3. A Folder named “3_county_parish_church_archivalTIFFs”, No full stops. Use underscore _, containing copies of all the TIFF files. Do *not* put the TIFF files into sub-folders. It is one new folder with all the TIFF photographs in it and nothing else.

Notes:

- The Folder names are pre-fixed 1, 2 and 3 to ensure that they record onto the memory stick in the correct order;
- Setting up Folder and Sub-Folders is dealt with at the beginning of **PS3 Suggested Workflow**. The setting up and naming recommended there means that they are ready for memory stick production.
- The Section Folders of JPEGs must be named “section number section name JPEGs” e.g. 000 Memorials JPEGs. This is for ease of use by readers and researchers.
- Preparation of the archival TIFFs is described in Suppl. 6.

Secondly, check the items on the memory stick to ensure that they are complete and correct.

Thirdly, firmly tie or stick a label onto the memory stick with the following on it:

- i. “NADFAS Church Recording”
- ii. The date on which the memory stick has been created
- iii. The County, Parish and full Church name
- iv. The organization for which it has been produced e.g. ChurchCare Library

Fourthly, write a printed list of the contents of the memory stick as follows:

NADFAS CHURCH RECORDING LIST OF CONTENTS OF MEMORY STICK

COUNTY
PARISH
CHURCH
DATE OF PRODUCTION

7 Compiling the complete Record and delivery in printed and digital forms

1. Folder The whole Record in PDF/A format

2. Folder The photographs of the Record in Jpeg format in the following sub-folders:

- 000 Memorials
- 100 Metalwork
- 200 Stonework
- 300 Woodwork
- 400 Textiles
- 500 Paintings
- 700 Windows
- 800 Miscellaneous
- 900 Introduction

3. Folder The photographs of the Record in archival TIFF format:

Section	No. of files	Initial File Nos
000 Memorials		
100 Metalwork		
200 Stonework		
300 Woodwork		
400 Textiles		
500 Paintings		
700 Windows		
800 Miscellaneous		
900 Introduction		

*Note – the No. of Files and Initial File Nos are the same as on the CD List **PS6** Burning CDs*

Burning each gold CD

This is the continuing method of production for the **V & A** and any corresponding body asking for this specification.

- a. Place an approved Gold CD in your computer's CD tray;
- b. Start the CD burning software. For Church of England churches enter the NADFAS provided reference number for the Church as the Disc Name, e.g. 34/190 which is written as 34190. For other churches use the OS grid reference e.g. TL901354;
- c. Select all the PDF/A files in the Production Folder for burning onto the CD;
- d. Then, if a Group prefers to deliver the photographs in JPEG format, rather than PDF/A format, select for burning at the same time every Section's "JPEGs" folder (see **PS3 Suggested Workflow** Steps 5 to 9).
- e. So, you will burn onto the CD in one burning all the PDF/A text and photo files *or* all the PDF/A text and all the reduced JPEG photographs, the photographs being in Section Folders for easy reference;
- f. Instruct the software to burn the files onto the CD at a slow rate (maximum x12);
- g. Verify the burn has been successful;

7 Compiling the complete Record and delivery in printed and digital forms

- h. Insert the CD into a protective sleeve as described below;
- i. Repeat the same steps from a. above for as many CD copies as are required.

Presentation:

Write on the CD where its label provides:

- i. 'NADFAS Church Recording'
- ii. The date on which the CD is burned
- iii. The County, Parish and full Church name; and
- iv. As the Disc No. "01".

When writing on the CD, use a pen (such as a Pentel, finepoint permanent marker, available from most stationery shops) which is suitable for writing on CDs.

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

- v. 'NADFAS Church Recording'
- vi. The date on which the CD is burned
- vii. The County, Parish and full Church name
- viii. The organisation for which it has been produced eg. the V & A

Burning CDs: Archival Gold CDs provided by NADFAS Volunteering Dept. must be used. All the files must be burned onto the CD in one burning. (If any advice is needed on using software to burn the CD, see **PS8 Software and Help for Burning CDs.**)