

NADFAS TRAINING DAY Presentation notes for attendees ENGLAND

Sept2015ed

[for Wales and Isle of Man, see supplementary notes]

Historic England & Church Care Library now asking for Records to be delivered on simple digital media for them to download. Aim for this and the printed and V&A CD copies will be simple by-products. Use memory sticks. [see "List of Contents of Memory Stick" sheet]

CHURCH RECORDING HANDBOOK revisions pp. 37-46 & PHOTO SUPPS were 1-13, now 1-9 Available in Members' Section of NADFAS website under "Church Recorders' Handbook (updated May 2015)"

REQUIRED DIGITAL ENGLAND:

1. **A MEMORY STICK** for HISTORIC ENGLAND;
2. ***A MEMORY STICK** for CHURCHCARE LIBRARY, London; and
3. **ONE GOLD CD IN PDF** FORMAT V&A ART LIBRARY;

V&A unchanged. HISTORIC ENGLAND & CHURCHCARE LIBRARY new

* Anglican Churches. Other denominations, please check.

REQUIRED **PRINTED** COPIES: 1. CHURCH [Group binds and presents this]
2. DIOCESAN ARCHIVE, usually in COUNTY RECORD OFFICE [Group binds and lodges this]

Transitional arrangements for work in progress 2015 (can deliver in old form)

PHOTOGRAPHERS

SHOULD HAVE AND PROVIDE 1. PHOTOGRAPHS AS TAKEN Keep for reference
2. TIFF PHOTOGRAPHS 10-20MB
Historic England archive quality
Must be numbered as in text eg 014
3. PHOTOGRAPHS saved in JPEG about 1-3MB,
numbered identically with TIFFs & text. Working copies
for printing, photo pages, embedding

DETAIL

RAW, TIFF & JPEG, ARRAY & PIXELS

see Suppl. 4 for more information

Take in either:

RAW BEST QUALITY. NO CAMERA-ADDED DIGITAL ADJUSTMENTS OR OPERATING INSTRUCTIONS. Exactly as the camera sensors pick up the Picture, with no camera imposed adjustments, no compression. Like a negative, needs to be converted to be useable.
ADJUST MANUALLY **AND THEN "SAVE AS" TIFF**

OR

JPEG HIGH QUALITY PICTURES unsophisticated operating algorithm. CAMERA MAKES ADJUSTMENTS AUTOMATICALLY eg white balance and compression, according to camera's mode. CAMERA ADDS EVERYDAY USE OPERATING INSTRUCTIONS. These unsophisticated instructions compress and approximate the picture every time it is saved, so it deteriorates. "LOSSEY".

IMMEDIATELY “SAVE AS” TIFF which does not degrade. Do this before any processing adjustments or reproduction.

or
TIFF

HIGH QUALITY PICTURES.

CAMERA MAKES ADJUSTMENTS eg white balance, according to mode.

CAMERA ADDS SOPHISTICATED OPERATING INSTRUCTIONS.

Sophisticated algorithm. Clever instructions preserve the picture every time it is saved. The TIFF instructions are much more complicated, so the file size of a TIFF can be 5 times the file size of the same photograph as a JPEG.

TIFF is “LOSSLESS”

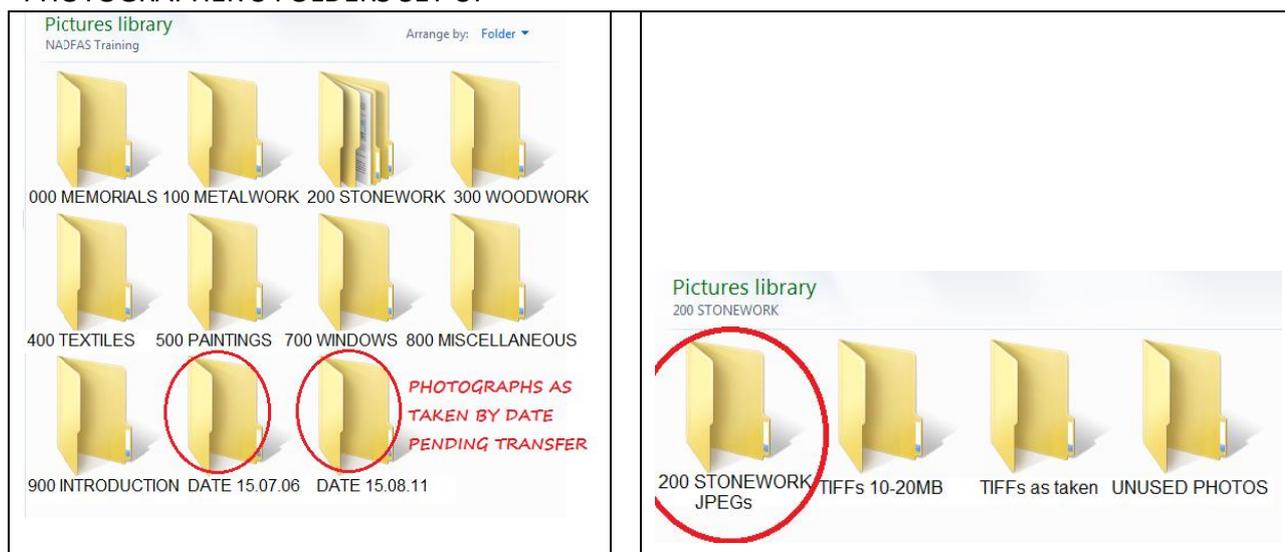
ALREADY TIFF no conversion necessary.

BUT - CHECK SAVED TIFF FILE SIZE. IF <10MB, not good enough (unless LZW compression has been used). IF >20MB, too large (needs excessive computer storage capacity). REDUCE TO ABOUT 15MB. IRFANVIEW is a good programme for this for PC users, downloadable free on the internet. [see “Using Irfanview” on NADFAS website.

THE TIFFs 10-20MB ARE THE MASTER TOOL.

Practicalities, as suggested in the Handbook & Supplements:

PHOTOGRAPHER’S FOLDERS SET UP



5 STEPS

FIRST - DOWNLOAD PICTURES FROM CAMERA INTO A DATED FOLDER.

CHECK, CHOOSE and “SAVE AS” in TIFF FORMAT EACH GOOD PICTURE INTO THE APPROPRIATE SECTION SUB-FOLDER “TIFFs AS TAKEN”.

SECONDLY – SECTION BY SECTION, AGREE WITH GROUP THE PHOTOGRAPHS TO BE USED.

THIRDLY - ADJUST SELECTED PHOTOS TO 10-20MB RANGE, WHERE NECESSARY, SAVING THEM INTO THE SECTION “TIFFS 10-20MB” SUB-FOLDER.

FOURTHLY - AGREE NUMBERING WITH LEADER AND RENAME EVERY PHOTO IN “TIFFS 10-20MB”. The file number or name of each photograph must be the number of the subject in the text, eg 703. This is the number the Historic England computer picks up as it stores the picture. Never put a prefix in front of the number of a TIFF. You may add after the number a letter or number such as a or A or (1) if the text identifies an object that way, eg one of a set or part of a window. A short description such as “700 makers mark” or “103 detail” is okay. Never use a full stop in the number/name.

FIFTHLY - FROM THE TIFFs, SAVE INTO EACH SECTION'S "JPEGs" FOLDER JPEG VERSIONS. Will be approx. 1 - 3MB. Numbering will be replicated IF CONVERTED FROM THE "TIFFs 10-20MB" SET. Irfanview batch conversion set to "long side" at least 1,500ppi but no more than 1,800ppi (best).

CHECKING BY CRAR MARRYING THE TEXT & PHOTOGRAPHS

1. SEND TEXT AND PROPOSED PHOTOGRAPHS TO CRAR.

PHOTOS could be ON MEMORY STICK or CD. USE JPEGs not TIFFs. If the photographs are Embedded, they will be already in the text.

2. IMPLEMENT CRAR CHANGES CHANGING THE TIFFs

3. WHERE ANYTHING IN A "TIFF 10-20MB" FOLDER HAS BEEN

CHANGED, THEN CHANGE THE JPEG. If using BATCH CONVERSION, DELETE ALL FILES IN CORRESPONDING "JPEG" FOLDER. BATCH CONVERT THE WHOLE SECTION INTO THAT FOLDER AGAIN.

THIS ENSURES THE JPEGs AND THEIR NUMBERING ARE IDENTICAL WITH THE TIFFs.

If you make the changes separately, you risk making a mistake.

PHOTO PAGES OR EMBEDDING?

TECHNICAL RECORD, NOT COFFEE TABLE BOOK

The first priority is that the photographs should be good images, despite being printed on plain paper. That means they must be large enough to see and read the detail. This is why the basic standard is:

BASIC 6"x4", 6" x 4.5" OR 5.33"x4".

MEMORIALS, HERALDRY, WORDING, ASSAY/MAKER'S MARKS AND DETAIL – EASILY READABLE??

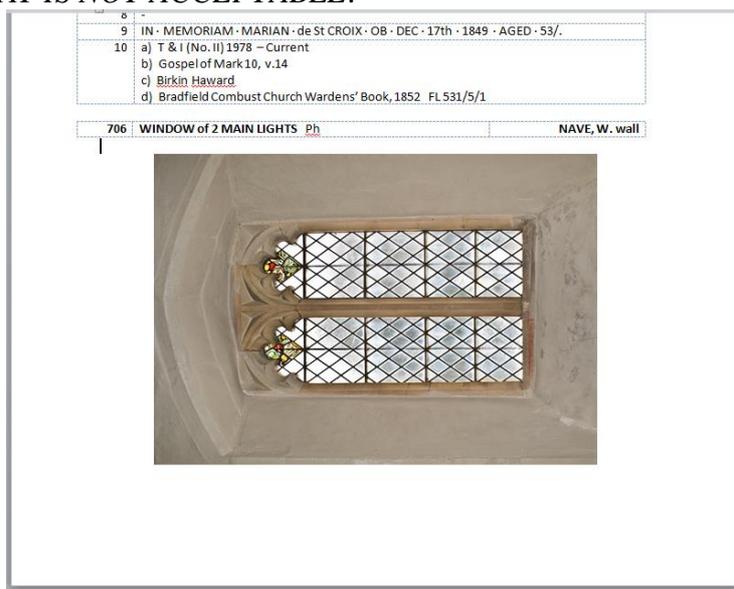
Some pictures might need to be larger, but do not do this unnecessarily because it will increase the storage size of the Record unnecessarily. Pictures of the detail of an object, eg a mark, can sensibly be smaller.

TEMPTATION TO SHRINK. WHAT IS NOT ACCEPTABLE?

When inexperienced people embed pictures, they tend to shrink and to distort them to make them fit.

There is, also, a risk that if 2 or more objects on a page have pictures, the text and the photographs will not fit. This can mean large blank spaces at the bottom of pages where the text and picture have had to be carried over to the next page. That looks worse than photo pages.

EXAMPLES OF WHAT IS NOT ACCEPTABLE:



AND:

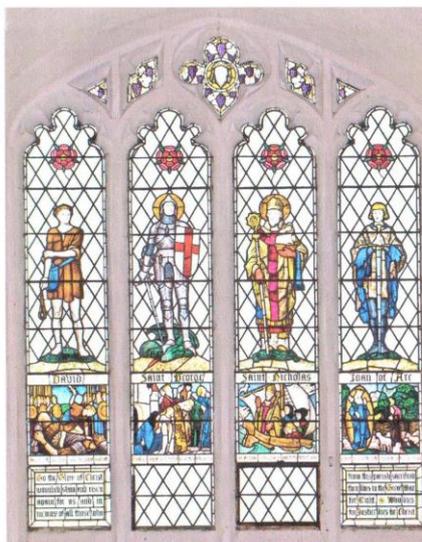
**ST THOMAS à BECKET,
GREAT WHELNETHAM,
SUFFOLK**

WINDOWS

The condition of items in this section appears satisfactory unless otherwise stated.

700 WINDOW of 4 MAIN & 5 TRACERY LIGHTS Phs CHANCEL, E. wall

- 1 **Stonework:** Perpendicular Gothic style with a four-centred arch under a conforming rere-arch. Mullions and jambs are chamfered and moulded. Splay w. 304 cm. There is no sill. Four metal supports in each main light are set into jambs and mullions, and there is an opening ventilator at the foot of (8). **Tracery Lights (1)-(5):** (1) and (5) are triangular, (2) and (4), are bi-lobed, and all fit between the Main lights and the arch. All are bounded by a narrow fillet of clear rectangular quarries. (3) is between these and consists of a quatrefoil with the bottom foil pointed between the arches of (7) & (8). (3) is bounded by a narrow fillet of clear rectangular quarries. The head of Christ, in the centre of (3), is similarly encircled and surrounded in all the tracery by the Vine of Sacrifice.



Main Lights (6)-(9):

David, St George, St Nicholas, Joan of Arc

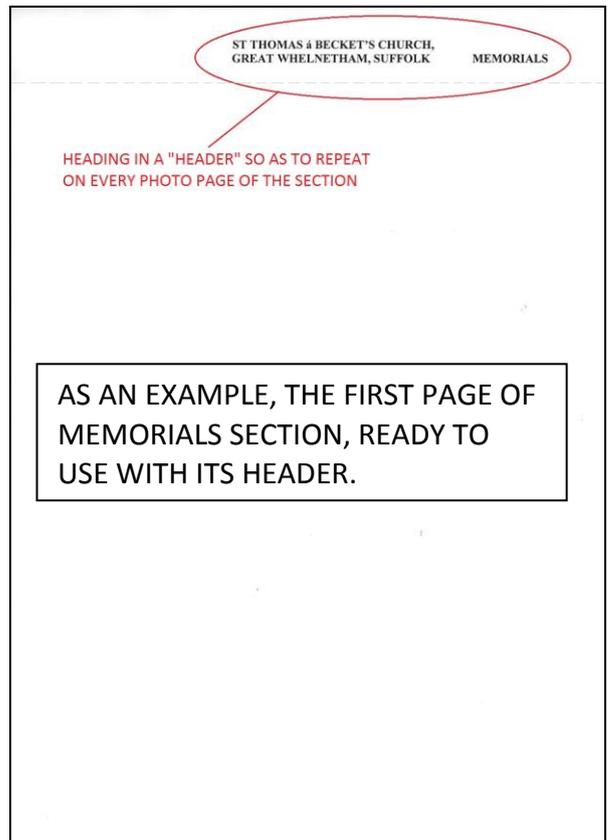
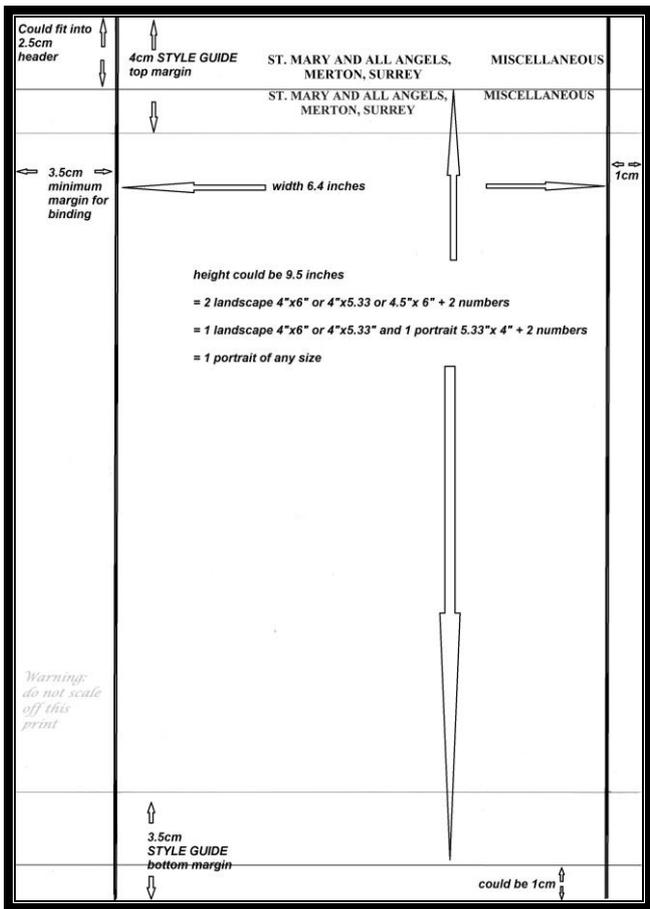
All four lights are cinquefoil-headed under drop arches, and have a clear fillet. The top of each light has a Tudor rose at the foot of the head. Each light has a separate figure therein with a title and predella beneath. In (6) & (9) there is a dedicatory inscription at the base of the light.

COMPILER NEEDS NECESSARY EXPERTISE & THE DRAFT SHOULD BE CHECKED BY CRAR. NOT RECOMENDED PRACTICE. At your own risk, don't blame the CRAR if he/she requires substantial changes.

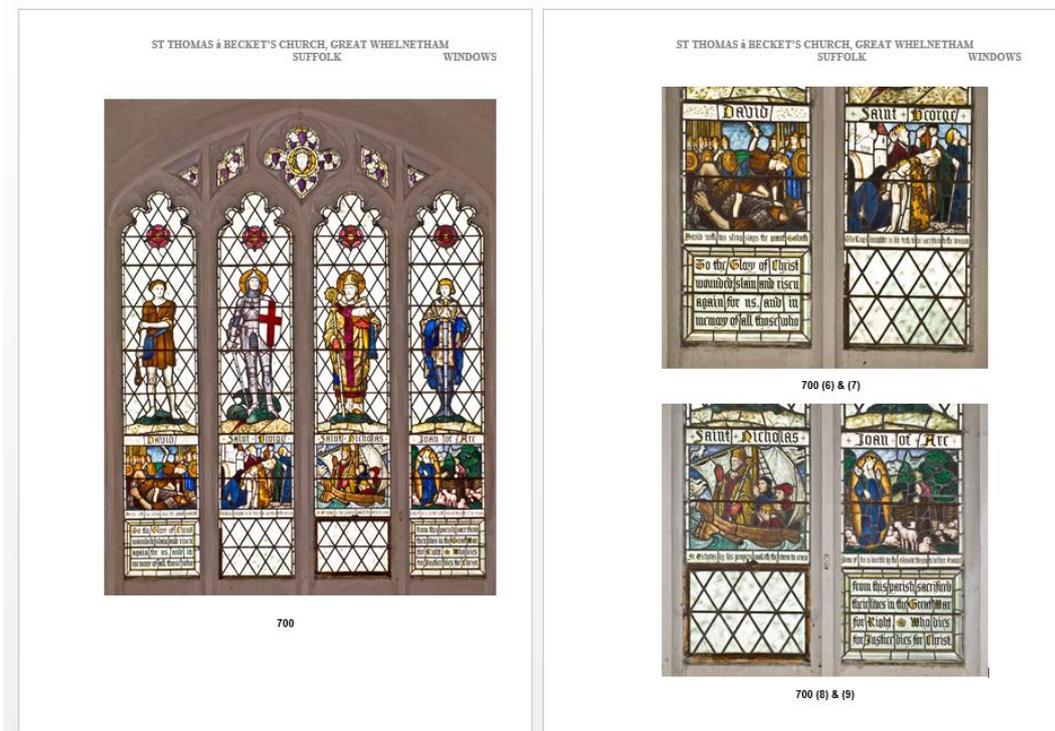
CREATING PHOTO PAGES

Can use special programs eg Microsoft Publisher (PCs), Serif Affinity (MACs). These instructions are for standard Microsoft WORD:

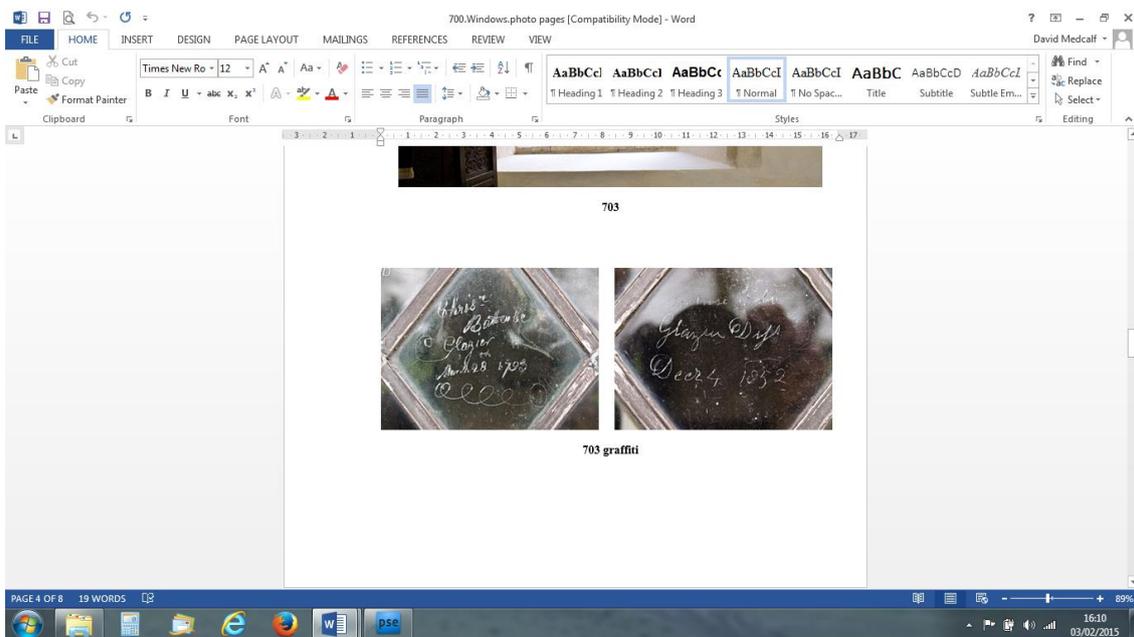
1. *REFER TO SPECIMEN (below)*. CREATE A FIRST PAGE FOR EACH SECTION AS A WORD DOCUMENT TO ACCOMMODATE 2 LANDSCAPE OR 1 LANDSCAPE + 1 PORTRAIT STANDARD SIZE PICTURES
2. SIDE MARGINS ARE FIXED Left, 3.5cm for binding. Right 1cm minimum. TOP AND BOTTOM ARE KEY - space can be increased.
3. PHOTO PAGES FOR A SECTION ARE A SINGLE DOCUMENT (FILE) MANY PAGES LONG. Don't create photo pages as individual documents. When the multi-page photo page document for a Section has been printed, the individual pages can be interleaved with the text pages.



“INSERT” PHOTOS ONTO BLANK PHOTO PAGES FROM REDUCED JPEGS FOLDER

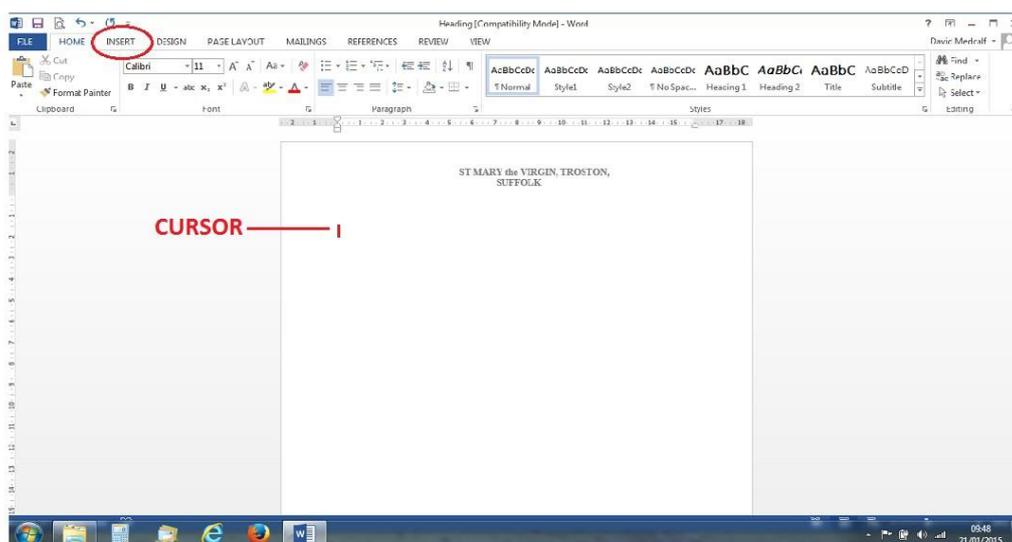


CROPPED PHOTOS OF DETAIL OR LONG OBJECTS – MORE ON A PHOTO PAGE IS POSSIBLE: eg these 2 panes of graffiti, inserted into 2 cells of a 1 row x 2 column table. More flexibility is possible using the “draw text box” facility of “Insert” “Text Box” or publishing programmes.

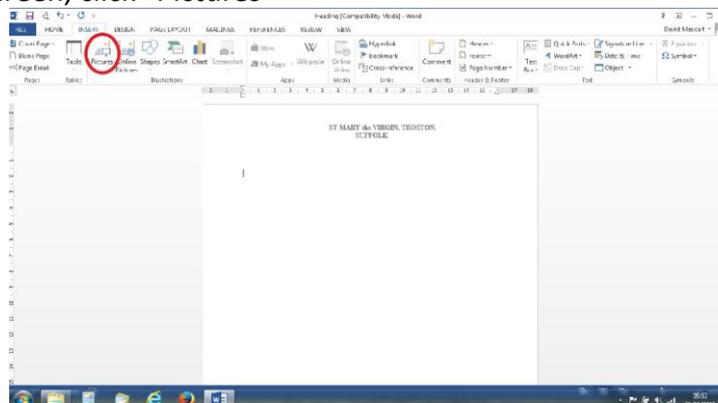


INSERT STEPS (WORD ON WINDOWS 7 PC)

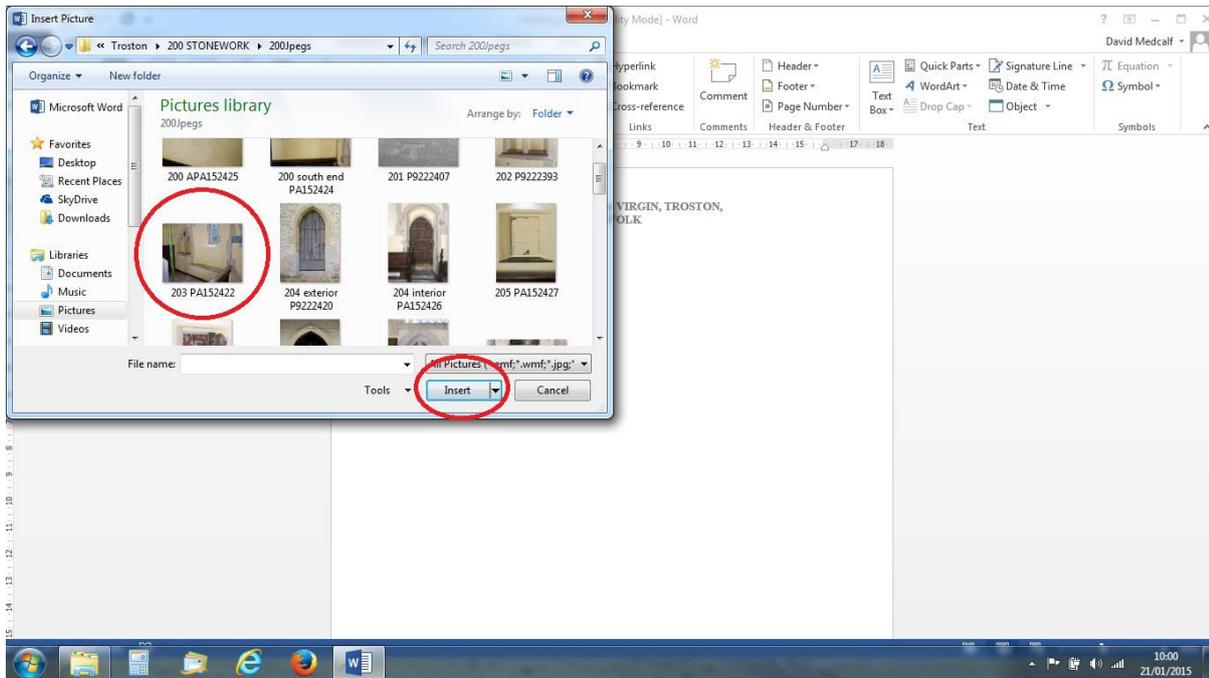
1. Click to place cursor at top left hand corner of where you want the picture. Then click "Insert".



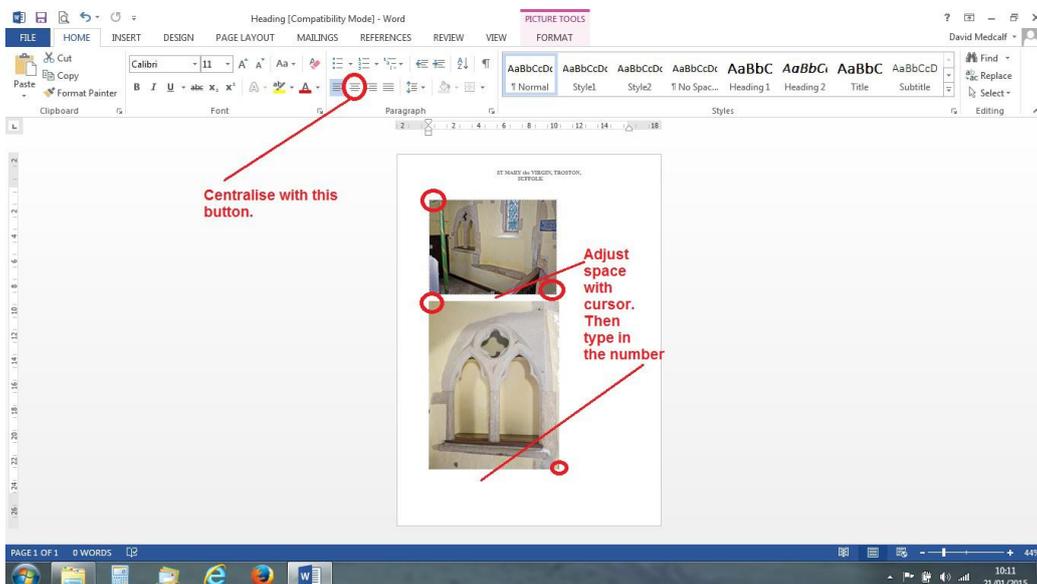
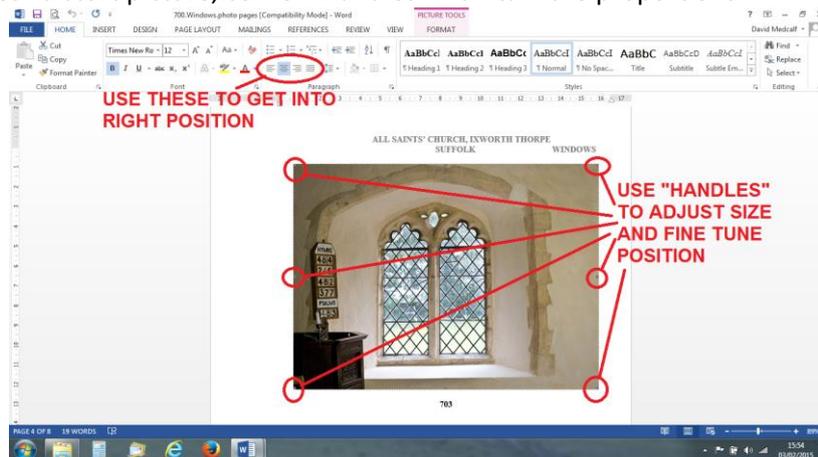
2. On "Insert" screen, click "Pictures"



3. Select the photograph and click "Insert".



4. Use the handles and the left, centre, right placing tools to adjust to the desired size and position:
 Note – side “handles” distort picture, corner “handles” maintain the proportions:



5. THEN ADD NUMBER/NAME BELOW OR BESIDE USING THE CURSOR [TEXTBOX? I FIND IT TAKES MORE ROOM AND IS MORE DIFFICULT TO MOVE AROUND].

COMPLETE RECORD PRODUCTION

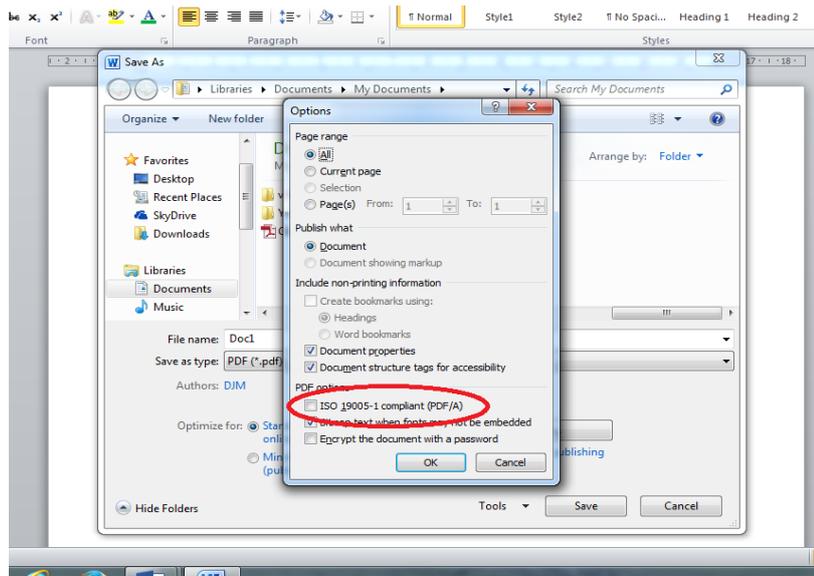
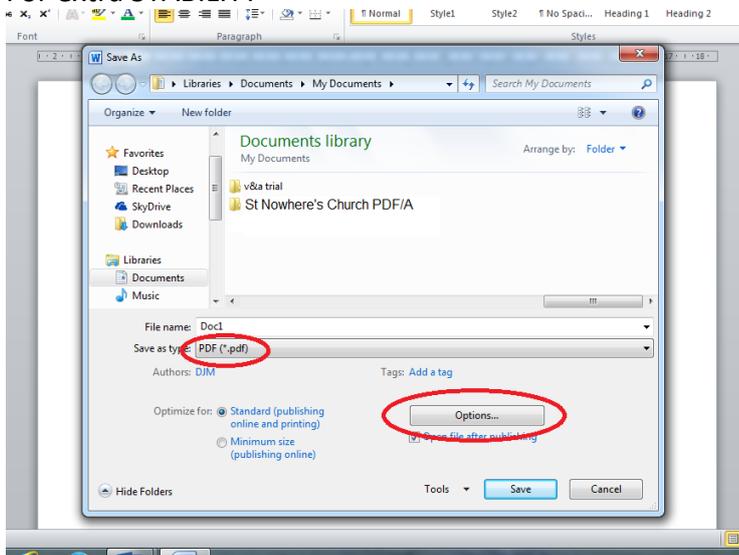
YOU WILL NEED:

Arial 11 or Times New Roman 12

1. TEXT PAGES - EACH SECTION AS WORD DOCUMENT (file), EACH SECTION IS PAGE NUMBERED. Use a Header for Section heading and a Footer for page numbering
2. PHOTO PAGES (IF NOT EMBEDDED) – EACH SECTION AS WORD DOCUMENT, NO NEED TO INCLUDE IN PAGE NUMBERING. [[MOUNTED PHOTOGRAPHIC PRINTS see below.](#)]
3. ALL THESE WORD DOCUMENTS (files), “SAVE AS” **PDF/A** DOCUMENTS INTO A NEW FOLDER **PRODUCTION FOLDER**

PDF/A

For extra STABILITY



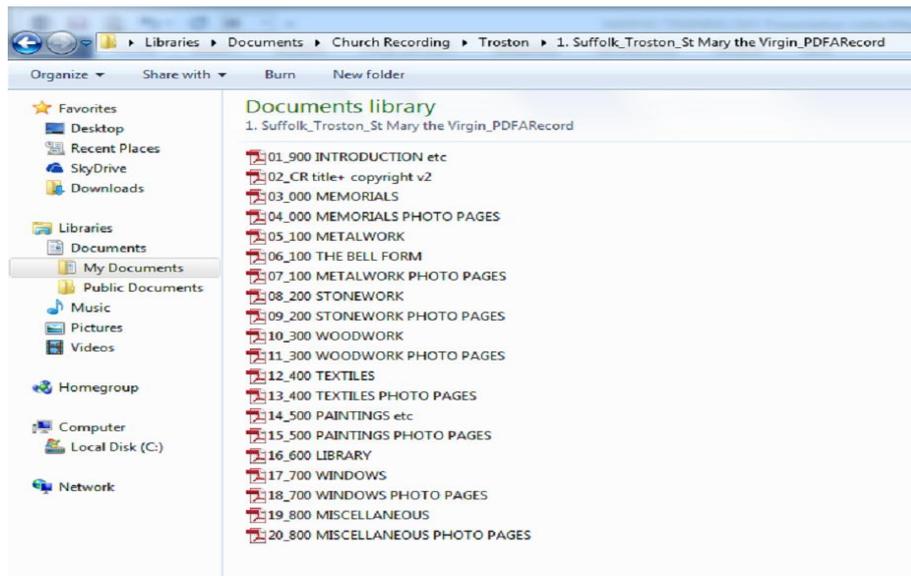
MAC USERS WORD FOR MAC PDF/A not available in Word for Mac. PDF will be good enough.

DIGITAL RECORD DELIVERY

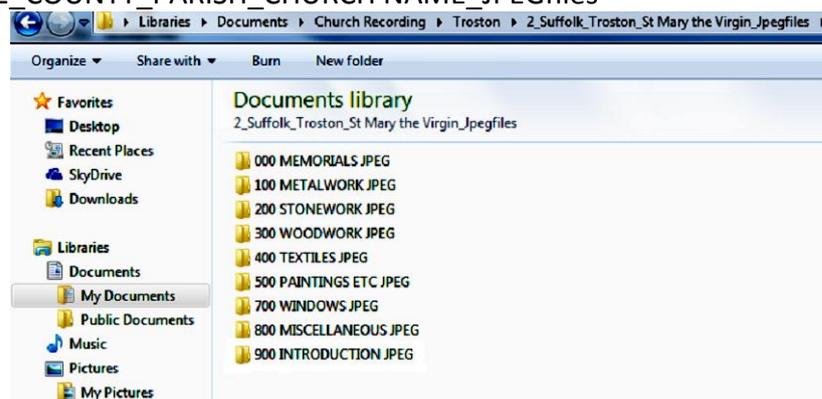
MUST HAVE:

1. **PRODUCTION FOLDER** WHOLE RECORD IN PDF/A or PDF
 - a. NAMED: 1_COUNTY_PARISH_CHURCH_NAME_PDFARECORD

- b. CONSECUTIVE NUMBERING ADDED TO THE FILE NAMES TO ACHIEVE CORRECT ORDER. UNDERSCORE NOT FULL STOPS:

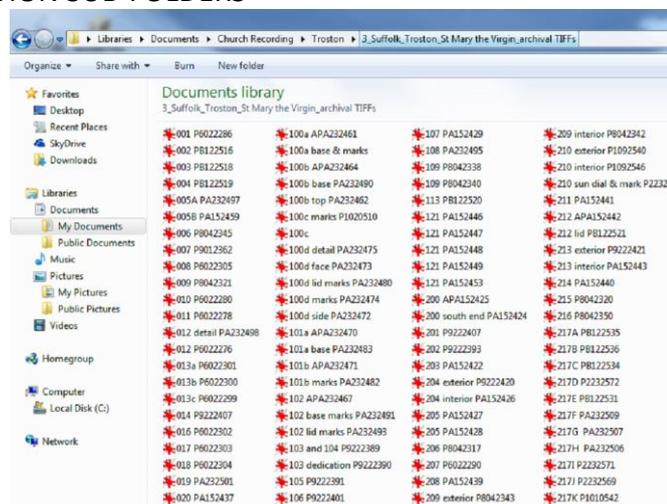


2. JPEG PHOTOGRAPH FOLDER, with SECTION SUB-FOLDERS NAMED: 2_COUNTY_PARISH_CHURCH NAME_JPEGfiles

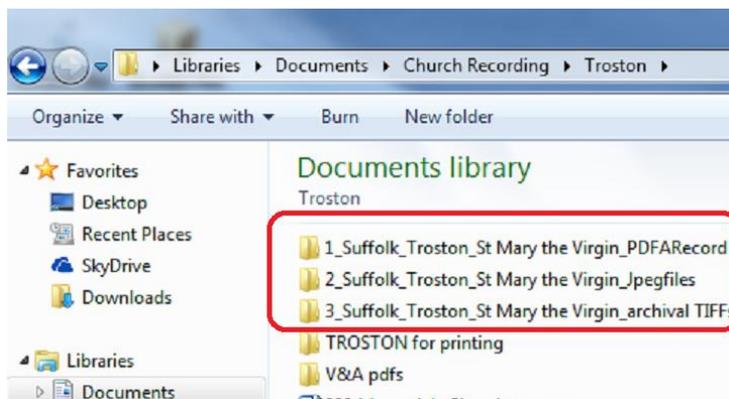


3. THE TIFF 10-20MB PHOTOGRAPHS

- a. IN A SINGLE FOLDER NAMED: 3_COUNTY_PARISH_CHURCH NAME_archivalTIFFs
 b. NOT IN SECTION SUB-FOLDERS



Example of these 3 Folders in My Documents Library, ready for use:



MEMORY STICK 8GB. RE-USEABLE.

INSERT MEMORY STICK and open it. Some sticks have execution and instruction files on them. Ignore or delete.

COPY & PASTE OR “SEND TO” THE 3 FOLDERS to the memory stick

CHECK THE MEMORY STICK

Firmly tie (best) or stick a label (dicey) 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, full Church name and Church number
- iv. The organization for which it has been produced e.g. ChurchCare Library

make and print a LIST OF CONTENTS: see Suppl. 7 Page 7

NADFAS CHURCH RECORDING
LIST OF CONTENTS OF MEMORY STICK

COUNTY Suffolk
PARISH Troston
CHURCH St Mary the Virgin
CHURCH NO. 33221

DATE OF PRODUCTION 20 May 2015

**USE FOR PRINTED AND
V&A
CD COPIES AS WELL**

- 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	Number of files	First and last numbers
000 Memorials	23	001-020
100 Metalwork	33	100a-121
200 Stonework	38	200-217M
300 Woodwork	53	300-336
400 Textiles	10	400a-410c
500 Paintings	13	500-503k
700 Windows	26	700-715
800 Miscellaneous	3	800-800a
900 Introduction	4	900 A-900 West-East

Deliver to NADFAS House 2 memory sticks, 2 Lists and 1 V&A gold CD

PRINTING

EITHER:

1. TAKE/SEND TO PRINTER PDF FORM TEXT AND PHOTOS FOR THE PRINTED RECORDS; and
2. AFTER PRINTING, IF USING PHOTO PAGES, INTERLEAVE PHOTO PAGES INTO THE TEXT

OR: [NOT AS GOOD]

1. PRINT AND INTERLEAVE 1 COPY. CHECK IT and
2. HAVE THIS INTERLEAVED COPY PHOTOCOPIED BY PRINTER. **SOME GROUPS HAVE PAGES OF MOUNTED PHOTOGRAPHS SCANNED, RATHER THAN INSERTING PHOTOGRAPHS BY COMPUTER.**
3. IF PHOTOCOPYING, RECOMMEND GET SCANNED AND SAVED IN PDF/A. WILL BE BEST FOR MEMORY STICK RECORDS. SCAN IN SECTIONS SO THAT EACH SECTION'S PHOTOGRAPH PAGES IS A SINGLE PDF/A FILE.

If you have a high quality home printer, the copy to be taken to the Printing firm for Scanning can be home printed, even on an inkjet printer. But, it must be very good (excellent colour production and high resolution (300dpi or more). Most home printers are not good enough). That copy must not be used as a final copy of the Record if printed by inkjet (it will fade).

KEY PRINTING POINTS:

1. ONE SIDE OF A4 WHITE PAPER
2. MINIMUM 100gm. STORAGE ISSUE IF HEAVIER
3. PAPER FINISH – DISCUSS WITH PRINTER. QUALITY AGAINST COST & THICKNESS No more than, say, 130gm because of bulk. Printers can recommend plain paper which takes photo prints better, but consider cost too. Silk finish paper?
4. SAME PAPER FOR TEXT AND PHOTOGRAPHS. No pictures on heavier photographic paper.
5. TEXT PAGES MUST BE NUMBERED SECTION BY SECTION. PHOTO PAGES DO NOT HAVE TO BE INCLUDED IN THE NUMBERING
6. ALL LASER PRINTED FOR PERMANENCE

For burning the whole Record onto an archival CD for the V&A see the notes "**Burning the V&A CD**". Use Folder 1 PDF/A text and photographs or JPEG sub-folders of photographs.

For burning TIFF photographs onto archival CDs for Historic England ask for the notes "**Burning archival CDs of TIFF photographs**".

djm.11.09.15 themedcalfs@hotmail.com