

PRODUCTION and DELIVERY of a CHURCH RECORD

PRODUCTION & DELIVERY INDEX

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First read the 'Compilation and Production of the Record' extract from the Church Recording Handbook. These guidance notes expand upon and explain what is laid down in the Handbook.

Starting point

1. The text has been written, checked and is ready;
2. The Photographer has been through, with the person responsible for the text, the numbering of each object in the text. The TIFF photographs are to be renamed with the object number in the text (001, 002 etc). The photograph number can be retained. This helps traceability (001 DSC_1234, for example);
3. The Photographer has produced from the TIFFS, identically named Jpegs, having a File size between 1Mb and 3.5Mb and to the specification 300 pixels per inch (meaning 1,800 pixels 'long side' for a standard 6" x 4" photograph).

The Text

Usually compiled in WORD. Can be a publishing programme if convertible to .pdf for delivery

Each Section is normally a separate, page-numbered File. It is permissible to produce the whole text of Record as a single File numbered from start to finish, but it must have an Index of the Sections and their page numbers in the Introduction.

A Section should have inserted into it any plan, report, form or other document which relates to the Section. Either copy and paste it or scan and insert it onto a Word page of 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 should be that size or greater. A Church Plan should, also, be inserted. There is a specimen form in Introduction on the website.

Practically, everything can be done using Word or Word for Mac. Some Groups use a publishing program such as Microsoft Publisher or Affinity Page Plus for assembling a Record.

To insert a plan or other document into the Word format text, scan it and "save" to 'Pictures' in one of the picture formats (JPEG or PNG are suggested). At the appropriate place in the Word text use Insert/Picture/this device 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 its number in the case of an inserted photograph. Church

plans should have East at the top and a North sign. PDF reports can be inserted this way too, although they can often be copied and pasted.

Those who know how will use text boxes.

If it is impossible to insert a document into the Section File (e.g. a family tree only legible in landscape orientation), create a separate Word File for it, with the Church Header and the 2cm LH and RH margins and a 2.5cm top margin. It can be bound into a printed Record either LH side fastened and folded to fit, or at 90° on its side top fastened.

The Photographs

Embedding

This is now the recommended way. The photographs are “inserted” into the appropriate parts of the Word text. Some Groups use Affinity Publisher or Microsoft Publisher, but it is easily possible using Word alone. **The final document should be in Word.**

If using Word, the easiest layout is:

Text
Photograph
Resume Text

For example:

131 EXTINGUISHERS Ph

SACRISTY

- a 1 Plain, brass, cone-shaped **extinguisher** is attached to a wooden stave by a brass ferrule annulated with three incised rings. The cone has a rolled edge and an alisée patée cross finial. A cylindrical taper holder is attached to the ferrule.
- 2 Brass, wood
- 3 -
- 4 h. (overall) 92 cm: h. of extinguisher 16 x diam. (cone) 4 cm
- 5-10 -



131a & b

PRODUCTION and DELIVERY of a CHURCH RECORD continued

- b 1** Plain, brass, cone-shaped **extinguisher** attached to a wooden stave by a plain ferrule has a cylindrical taper holder attached to the rear of the cone.
- 2 Brass, wood
- 3 -
- 4 h. (overall) 101 cm; h. of extinguisher 15 x diam. of cone 6.8 cm
- 5-10 -

One way of putting Text and a Photograph side by side is to insert a 2-cell table:

Photograph	Text
------------	------

The cell border lines can be concealed by highlighting the cell and clicking on 'No borders'.

2 Photographs can be put side by side the same way.

Common mistakes

A mistake frequently made when embedding photographs is reducing 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. Detail of heraldry, inscriptions, ornament and other features 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 at least 6" x 4" or 6" x 4.5". Whole page photographs are best for some items.

Photographs are sometimes inserted sideways, to save room. This should not be done as it makes things difficult for a reader (especially on screen). This is bad:

PRODUCTION and DELIVERY of a CHURCH RECORD continued

8	-	
9	IN · MEMORIAM · MARIAN · de St CROIX · OB · DEC · 17th · 1849 · AGED · 53/.	
10	a) T & I (No. II) 1978 – Current b) Gospel of Mark 10, v.14 c) <u>Birkin Haward</u> d) Bradfield Combust Church Wardens' Book, 1852 FL 531/5/1	
706	WINDOW of 2 MAIN LIGHTS <u>Ph</u>	NAVE, W. wall



And so is this (too small):

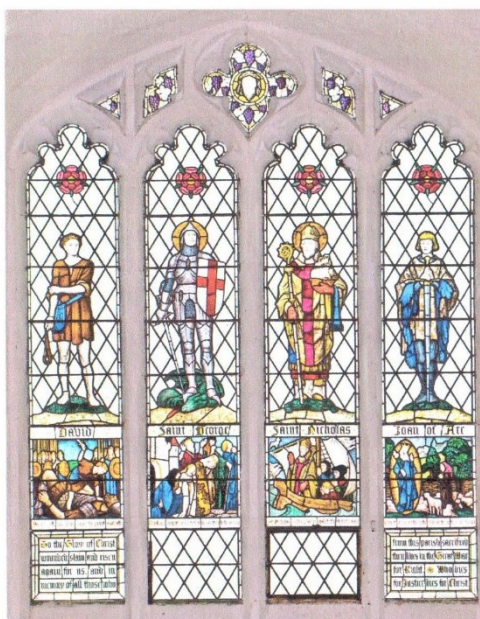
ST THOMAS à BECKET,
GREAT WHELNETHAM,
SUFFOLK

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.

.Bringing Text and Photographs together

At this point you have:

A Word File of each Section of the Record which is its text, embedded photographs and its ancillary documents (some of which might be scanned and inserted as pictures). The File is named with the Section number and name (e.g. 000 Memorials);

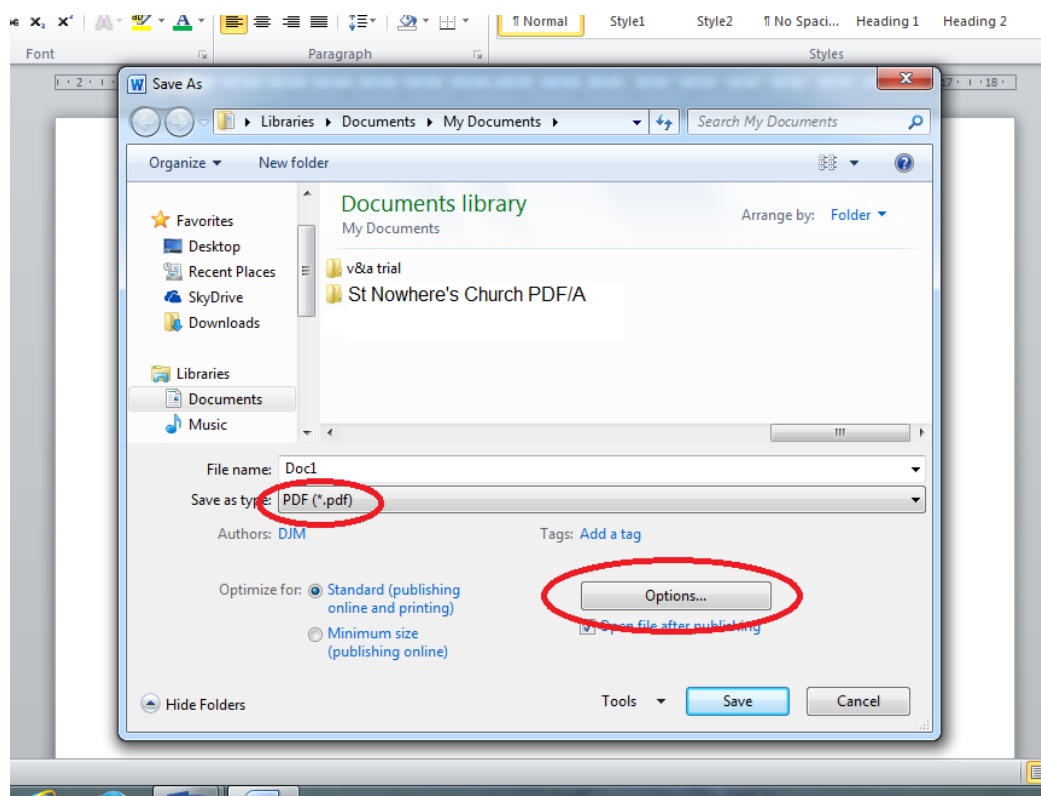
Possibly one or more separate Word Files of awkward documents, named with the Section number, Section name and a description (e.g. 000 Memorials Smith Family Tree).

PDF and PDF/A (better), producing this version

Records are delivered in .pdf format

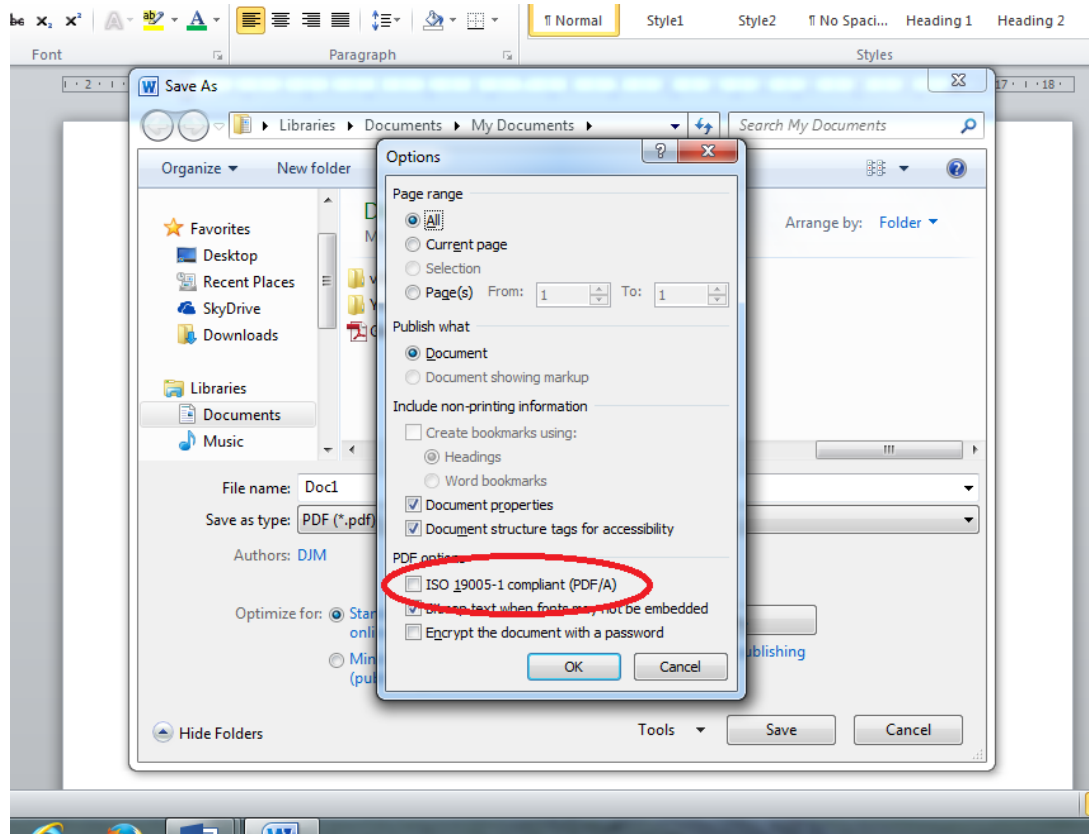
HOW TO DO IT:

1. the whole of the WORD Record (text, photo pages, plans, reports etc.) is saved in PDF/A format. Do this into a new Folder opened for the purpose. This is your **PDF Folder**. Name this Folder “1_county_parish_church_PDF Record”*
e.g. **Folder 1._Suffolk_Troston_St Mary the Virgin_PDF_Record**.
No full stops. Use underscore _
2. PDF is a more stable, less easily altered format for documents than Word. It takes less memory or disc space. PDF/A is a more stable version of PDF, now standard for archived documents.
3. 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”. Then click the “Options” button.



4. On the sub-screen which appears tick under “pdf options” the “ISO 1900-5 compliant PDF/A” box (the wording might be slightly different in some editions of Word):

PRODUCTION and DELIVERY of a CHURCH RECORD continued



5. Click "OK" and "Save".
6. PDF/A has not been available as part of the Mac standard packages (even Word for Mac). PDF is acceptable instead of PDF/A.

Printing of Records

Before printing, check through the Files in the **PDF FOLDER 1**. to ensure no corruption has occurred in the saving to PDF process. Particularly check page breaks.

In the **FOLDER 1**., the Files will not be in correct Record order. For example 900 Introduction will be near the end. For the printed Records, the pages can be sorted before binding.. However, it will be necessary to have them in the right order for the recording of digital Records. Better to sort it out now. See **"HOW TO ACHIEVE THIS"** below.

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

Commercial Printer – save **PDF FOLDER 1**, onto a memory stick, or burn it onto a CD. Take it to the Printing company for it 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 black and white 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.

A Group can undertake its own printing. BUT it must be a good colour LASER printer, not ink-jet, to ensure permanence. Colour quality is important.

SCANNING as an alternative (not so good)

Alternatively, but a lower quality result, there are printing companies which are able to scan, in colour at 600ppi, a printed copy of the WORD Record, saving it for you in PDF/A format on a CD or memory stick. *[Note - 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. Don’t worry too much because ordinary PDF will suffice].*

Printed copy specifications

- Colour laser printing;
- 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;
- Section Files should be printed double sided. The margins must either be equal (2cm or more) or ‘mirrored’. The Frontispiece and Copyright pages are single sided.
- Minimum 100gm, maximum 130gm. 130gm silk finish or similar (consult the printer) is a better result.

Binding

Usually, 2 copies. One hard bound presentational copy for the Church and one soft-bound copy for the Local Record Office.

Production of digital Records

These are:

For The Arts Society Church Recording

A USB memory stick containing:

Folder 1 _county_parish_church_PDF Record

Folder 2 _county_parish_church_Jpeg photographs (note - in Section folders)

Folder 3 _county_parish_church_TIFF photographs (note – in Section folders is optional)

And, optional:

Folder 4 _county_parish_church_WORD Record

For ChurchCare or other denomination national archive and equivalent body or bodies in the Isle of Man, Northern Ireland, Scotland or Wales

A USB memory stick containing:

Folder 1 _county_parish_church_PDF Record

It is possible that the Church or the Diocesan Advisory Committee Secretary would like a similar USB memory stick. These copies could be sent by WeTransfer's free service <https://wetransfer.com/>, but WeTransfer degrades the quality.

For the V&A National Art Library

A long life CD (Verbatim data-life CD-R Extra Protection recommended now gold CDs are no longer available) containing:

Folder 1 _county_parish_church_PDF Record

HOW TO ACHIEVE THIS

The procedure for producing copies of all the PDF format Section Files, ancillary documents Files of the Record in a **PDF Folder** is described in **PDF and PDF/A, producing this version** above.

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

- The Title Page (Frontispiece), copyright notice page 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;

Example of the right order:

FRONTISPIECE and COPYRIGHT PAGE

900 INTRODUCTION

000 MEMORIALS

000 MEMORIALS SMITH FAMILY TREE

100 METALWORK

100 METALWORK GOLDSMITHS' COMPANY REPORT

PRODUCTION and DELIVERY of a CHURCH RECORD continued

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 _:

Thus:

Embedded photographs	
Name	
	1_ Frontispiece
	2_ Copyright pageTASRecords
	3_900 INTRODUCTION
	4_001 MEMORIALS
	5_100 METALWORK
	6_200 STONEWORK
	7_300 WOODWORK
	8_400 TEXTILES
	9_500 PAINTINGS etc
	10_600 LIBRARY
	11_700 WINDOWS
	12_800 MISCELLANEOUS
	13_ITEMS IN
	14_ITEMS OUT

Any Appendices should go between 12_800 MISCELLANEOUS and 13_ITEMS IN.

Name the PDF Folder – 1_county_parish_church_PDF Record e.g.1_Suffolk_Troston_St Mary the Virgin_PDF Record

Recording on a memory stick

Use good quality USB 2.0/3.0 compatible flash drives. 8GB capacity should be enough. Some Records will need 16GB. Good memory stick makers include ScanDisk, La Cie, Lexar, Samsung. Memory sticks are not returned.

Many modern memory sticks are intelligent, meaning that they might have on them pre-recorded “execution Files” 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. Ignore them we don’t use the intelligence.

Labelling

Firmly tie or stick a label onto the memory stick with the following on it:

- i. The Arts Society Church Record
- ii. The Arts Society or ChurchCare or Church or DAC copy
- iii. The County, Parish and full Church name
- iv. The Church Recording Group
- v. The date

Recording on a CD

For the V&A National Art Library only, there is burned onto an archival CD the **PDF Folder 1**, named “1_county_parish_church_PDF Record”, containing the PDF Record;

Use exactly the same Folder as for the ChurchCare USB memory stick.

Burning a CD

- a. Place a CD in your computer's CD tray. Many computers do not have one. If so, you will use an external DVD/CD Rewritable Drive plugged into a USB socket;
- b. Start the CD burning software. For Church of England churches enter the reference number for the Church (it should be in the Introduction) 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 Files in the **PDF Folder 1** for burning onto the CD;
- d. You must burn onto the CD in one burning all the PDF Files;
- e. Instruct the software to burn the Files onto the CD at a slow rate (maximum x12);
- f. Verify the burn has been successful;

Advice: to avoid wasting an archival CD, burn onto an ordinary CD first, as a test.

Presentation:

Write on the CD where its label provides:

- i. The Arts Society – Church Recording
- ii. The date on which the CD is burned
- iii. The County, Parish and full Church name.

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. Pens which dent the surface must not be used.

We used to put the CD in a paper CD sleeve. Now we are asked to deliver in a good quality 'jewel' CD case. Cases for single CDs are available in packs of 5, 10, 20. Recommended as being of sufficient quality are:



Hama Slim CD Disc Cases, Value Pack of 20, Transparent Super slim jewel case for a single CD/DVD plus inlay card.

Available from Amazon (about £11 for 20) and good stationery suppliers.

Slip a label (inlay card) in the CD case saying:

The Arts Society – Church Recording. The date on which the CD is burned. The County, Parish and full Church name. The Church Recording Group

DELIVERY

The USB sticks and the V&A CD should be delivered to Wendy Woods, 12 Ashleigh Road, Horsham, West Sussex RH12 2LF with the following form completed:

THE ARTS SOCIETY CHURCH RECORD

CHURCH RECORDING GROUP:

COUNTY:

PARISH:

CHURCH:

DATE OF PRODUCTION:

CHURCHCARE USB STICK:

Folder 1. The whole Record in PDF format

CRS USB STICK:

Folder 1. The whole Record in PDF format

Folder 2. The photographs of the Record in Jpeg format

Folder 3. The photographs of the Record in archival TIFF format and optionally, **Folder 4** _county_parish_church_WORD Record

V&A NATIONAL ART LIBRARY ARCHIVAL CD:

Folder 1. The whole Record in PDF format

SENDER & ADDRESS:

Practicalities of burning CDs

For Apple Macs the website <https://support.apple.com/en-gb/guide/mac-help/mchl8addfd95/mac> is helpful. Some earlier Macs did not have a burn function. For Mac OS X <https://burnx-free.en.softonic.com/mac> is a free burning program. Otherwise <https://express-burn-cd-dvd-burning-software.en.softonic.com/mac> is, also, free. For slim Mac computers and **PPDFCs**, an external, plug in disc drive will be needed.

For Windows PCs the recommended software is WINDOWS 7 ONWARDS – WINDOWS EXPLORER DVD BURNER which is easy.

Windows Explorer

- a) Insert a CD
- b) If given the choice on a pop-up screen, select “Burn Files To Disc”

Then:

Burning a complete PDF copy of the Record onto a single CD	
	c) Rename the CD with the Church number (Anglican Churches) or OS Grid reference (other Churches) see b. above.
	d) Select all the PDF <u>Files</u> from the designated PDF FOLDER . Then click “Burn”. In Windows 10 you might have to click on ‘Manage Drive Tools’ in the ribbon at the top of the screen and click ‘Finish burning’.
	e) Select a burn speed of 12X or less
	f) after burning, eject the CD and re-insert it to check the contents

If in doubt burn an ordinary CD first as a trial. It can be kept as a back-up.

An archival CD, nominally 700Mb, should accommodate 650Mb – enough for any PDF version of the Record. If the PDF Record is too large, there are 2 possible reasons:

1. Some photographs inserted into the Word version, before conversion to PDF, are not 1-3.5Mb JPEGs. A few TIFFs will increase the File size hugely; or
2. Conversion to PDF has been to ‘Publishing’ grade, not ‘Standard’ grade.

Exceptionally, a very large church might run to 2 CDs or a DVD.

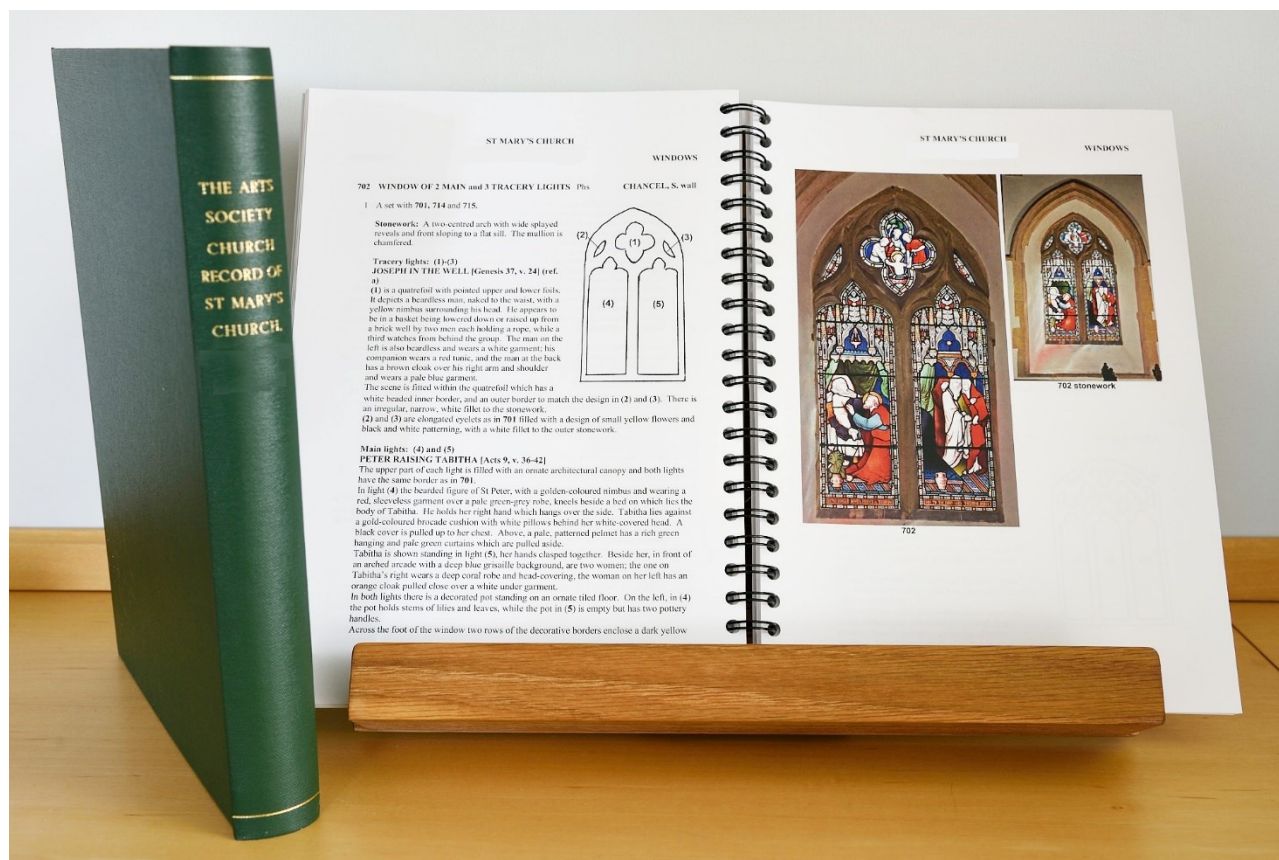
The Church's copy of the Record

The copy of the Record for the Church is printed and bound. It should be all the text Files, ancillary documents Files and the photo page Files printed on 100-130gm plain white paper by laser printer. The ancillary documents (plans, reports etc.) should be interleaved between the text pages in the appropriate order. Printing can be double sided except for the Frontispiece and Copyright pages. See **Printed copy specification** above.

Binding

It is strongly recommended that this copy of the Record should be firmly bound so as to prevent individual pages being removed. In most cases this is a hard bound presentational copy.

Examples of the Church's hard bound copy and a soft bound copy for the LRO:



DEPOSIT OF RECORDS AT A LOCAL RECORD OFFICE OR ROMAN CATHOLIC ARCHDIOCESAN ARCHIVE [England & Wales only – for Scotland see Scotland in Sections on the website]

The following notes are for the guidance of Group Leaders when passing the ‘Diocesan’ copy of an Anglican Record for archiving in the County Record Office or equivalent (see * below) which normally stores Diocesan archive material or to a Roman Catholic Archdiocesan Archive. Please adapt as appropriate for other denominations.

- a) It is now generally accepted by the Anglican Diocesan authorities that a copy of each The Arts Society Church Record should be sent or taken directly to the relevant LRO, rather than to a Diocesan official (e.g. Archdeacon, DAC Chairman, etc.). However, always please send a letter to the DAC Secretary to inform them the Record has been completed and a copy lodged with the LRO; if it is possible, some DAC Secretaries appreciate a digital copy.
- b) The Diocesan copy of a Record of a Catholic Church is normally held in the Archdiocesan Archive. The copy should be sent to the Diocese.
- c) Each LRO and Archdiocesan Archive has its own forms which you are asked to complete when material is deposited with them. These are often inappropriate.

When depositing a diocesan copy, the following form should be suggested:

[name of Church Recording Group] is depositing a copy of the Church Record it has made of the furnishings and artefacts of [church, parish, location]. This copy is a Diocesan record which is deposited to be part of the archives of the Diocese. The copyright of the contents of the Church Record is held by The Arts Society. No part of this Record may be reproduced, in a retrieval system or transmitted by any means, electronic or mechanical, photocopying or otherwise, without the prior permission of The Arts Society. The Arts Society has granted a general licence permitting the copyright material to be used as follows:

- A. Non-commercial use by the church recorded with the permission of the Church Recording Group’s Leader;
- B. By a diocese of a church, or the equivalent body of another denomination, in dealing with the care of the church; and
- C. With the prior permission of the church recorded and the Church Recording Group’s Leader, for non-commercial use by a local body such as a local history society or a village website.

No further permission is required for these uses.

Description of Record: It is requested that the Church Record should be indexed as “[County, place, church] The Arts Society Church Record [date]”. Depositor details: The depositor is The Arts Society, on whose behalf it has been deposited by the Group Leader of [name of Group]. The name of the depositor may be made public.

PRODUCTION and DELIVERY of a CHURCH RECORD continued

Public Access: a. It is for the Diocese and the church recorded to decide and instruct upon public access to the whole or parts of the Record; b. The Arts Society recommends that the Records are not to be kept on open shelves, but c. are to be made available on request to members of the public who possess a valid reader's ticket, with extra care in relation those parts containing information about valuable or vulnerable artefacts.

Terms of Deposit: A gift/ permanent deposit. *Delete one*

* E.g. Borthwick Institute, York; Cathedral Archives, Canterbury.

Any queries about this should be referred to the Church Recording Society
churchrecordingsociety@gmail.com