

# Memorial Recording Workflow

Identify a Memorial to Record



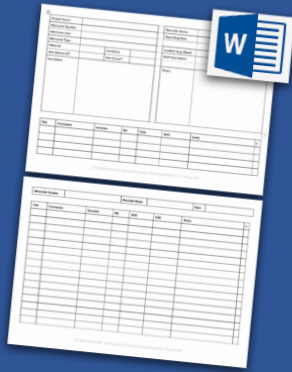
Do I already have the information I need for the spreadsheet?

NO

YES

Gather information about the memorial.

You might want to print recording sheets for site visits, they will remind you of which information to collect.



Is the information already in either a spreadsheet or a Word table?

NO

YES

Using your records, add information to the named columns in the online spreadsheet. A link to your chapel's spreadsheet will have been sent in an email. Please contact [mike@frithheritage.org](mailto:mike@frithheritage.org) with any questions.

If you've never used an online spreadsheet before... don't panic!

They're very easy to use and they do all the saving & sharing for you.

MemorialNumber	Type	Material	Fullinscription	Year	Condi
Fleetville1	Plaque	Brass	This plaque was erected by the parish of Fleetville to commemorate the grei	1895	Poor

Contact Mike. We might be able to automate the data collection and save you some typing!

ELSE

## Identify a Memorial to Record

This step is as simple as it sounds – choose the memorial that you will transcribe the information for.

## Do I already have the information I need for the spreadsheet?

You don't need to use the Recording Form if you already have the information written down somewhere. If you already have the information for the memorial you're recording then you can skip straight to the Spreadsheet stage.

If you need to visit the memorial, or if you need to gather information from several different places, it might be easier for you to use the Recording Form to gather the information in one place before adding it to the **Spreadsheet**.

If you think you might have a lot of memorials to record then ask for a pack of pre-printed Recording Forms, we'll send them out to you!

## Is the information already in either a spreadsheet or a Word table?

If you already have the memorial information in an electronic document then we might be able to automate the collection of the data. Email me to discuss any electronic records you have.

## Add Information to the Online Spreadsheet

This is the part that looks the most terrifying, it really isn't. The memorial information needs to be added to a spreadsheet so that the HCT website can read it and process it.

## What is a Spreadsheet?

A spreadsheet is a document made up of a grid. You can type words and numbers into any of the grid squares, called 'cells', and you can copy/paste these from one cell (or selection of cells) to another. Because of their grid format spreadsheets are very suited to collecting big tables of data. However, they are not as easy to read and some information (such as a full inscription) doesn't all display once you've put it into a cell.

For this project we're using Google Sheets, a spreadsheet program which runs in your internet browser. You won't need to install anything on your computer.

If you would prefer to use Microsoft Excel or LibreOffice then let me know and I'll send you a template spreadsheet for your program.

## Where Do I Find the Spreadsheet?

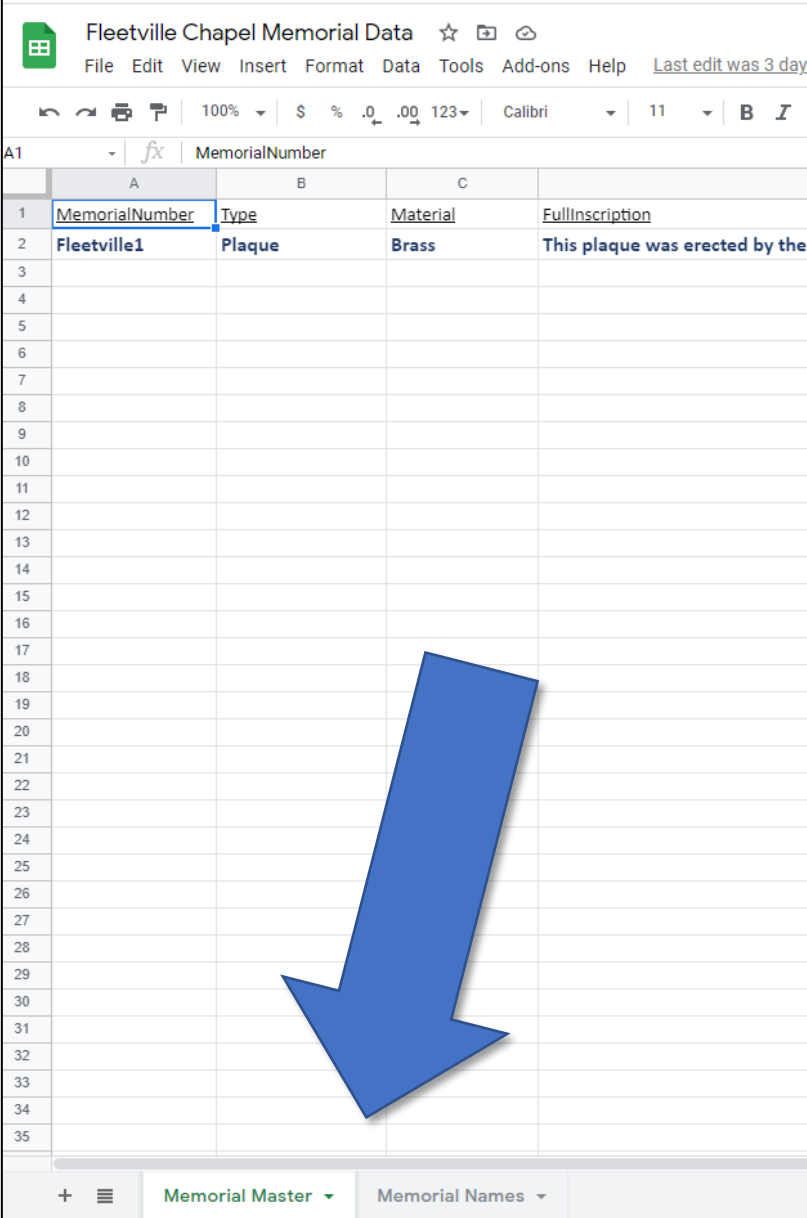
A Google Sheet has been created for each of the chapels. You will have received an email containing a link to your sheet. If you can't find this then please let me know and I'll send it again. Click the link to open the spreadsheet in your internet window.

## What if I break it?

You won't. Google Sheets are very resilient, they save 'snapshots' of editing to avoid accidental deletion, they back themselves up, and they save themselves when required. They're much more user friendly than other spreadsheet programs.

## How Do I Put Information Into the Spreadsheet?

The spreadsheet has two pages, **Memorial Master** and **Memorial Names**. You can switch between these pages using the Tab controls at the bottom of the sheet.



The screenshot shows a Google Sheet titled "Fleetville Chapel Memorial Data". The spreadsheet has a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various icons and settings. The spreadsheet content is as follows:

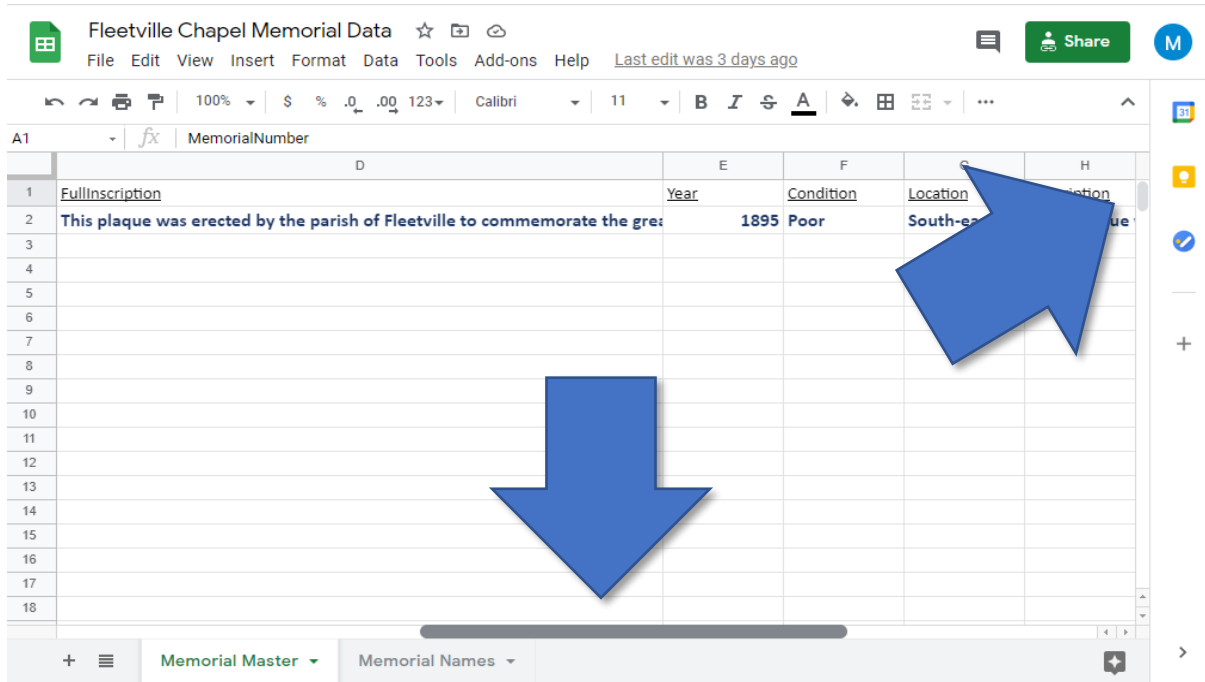
	A	B	C	
1	MemorialNumber	Type	Material	FullInscription
2	Fleetville1	Plaque	Brass	This plaque was erected by the
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At the bottom of the sheet, there are two tabs: "Memorial Master" (selected) and "Memorial Names". A large blue arrow points from the bottom of the spreadsheet area towards these tabs.

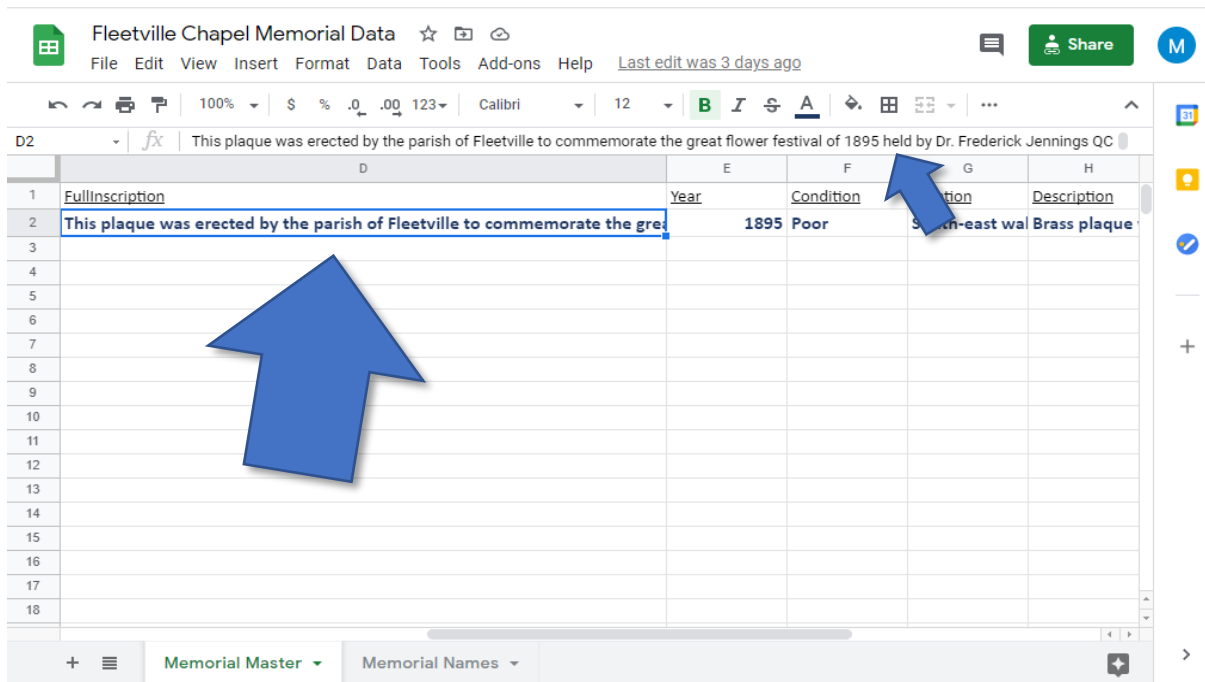
The column headings in each sheet will tell you which information is required in each column. The **Memorial Master** section contains information about each memorial itself, such as material, location, condition, and so on. This section includes a Memorial Number that must be unique for each memorial that you list.

The **Memorial Names** section lists the people identified on each memorial and any information about birth, death, and so on. This has a Memorial Number column that links the name to the memorial itself.

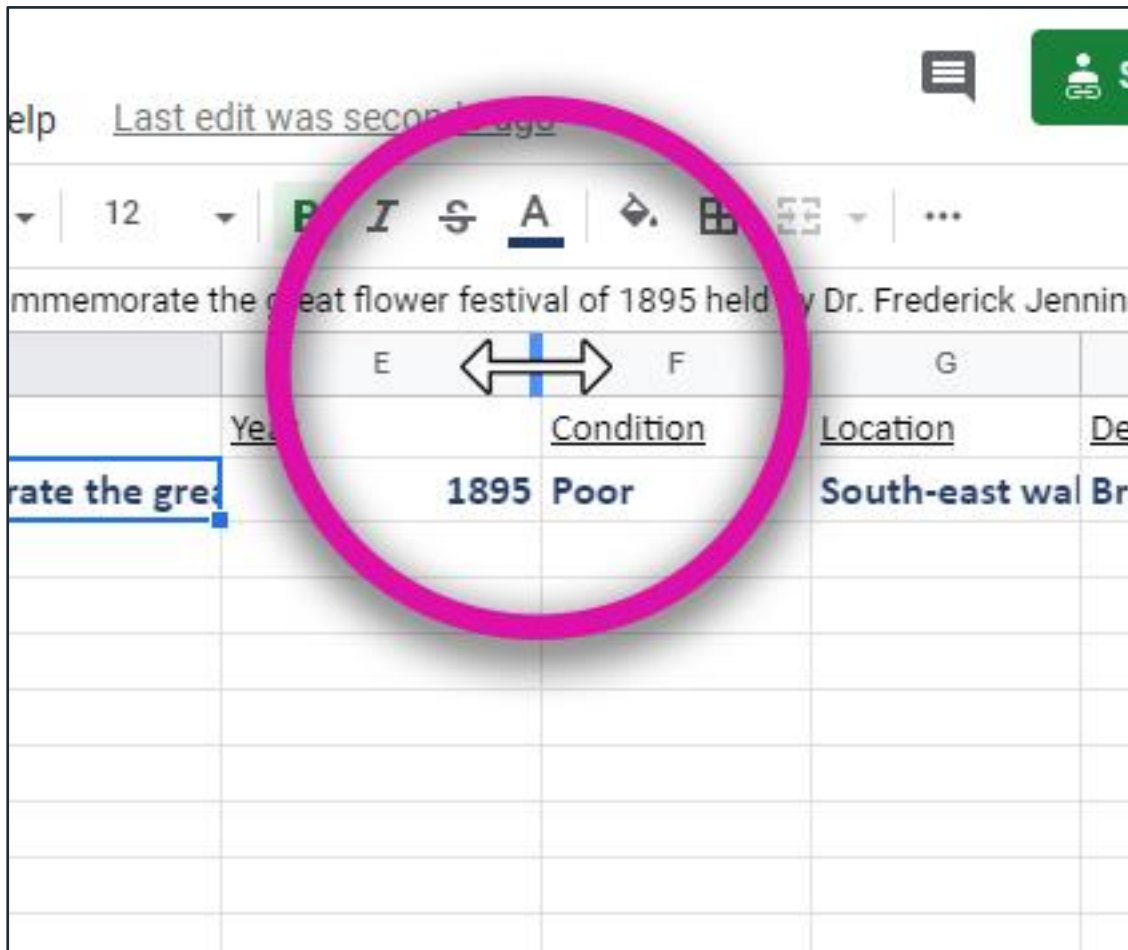
Use the scrollbars to move around the sheet, or select a cell and use the ←↑→↓ keys on your keyboard to move around.



Before you start typing you must click on a cell to select it. In the following example I've clicked a cell in the **FullInscription** column. You can see that the text is too long to display in the cell. However, selecting the cell has also put the text into the Edit Bar above the sheet which makes it much easier to edit the text.



You can also make columns more readable by changing their width. This is done by 'grabbing' the dividing line between the column letters and dragging it left or right.



### When Can I Start?

You can start as soon as you like. Feel free to put some made-up data in just to try it, you can go back and change things at any time.

You can also experiment on the example sheet by clicking [this link](#).

### How Long Do We Have to Complete the Data Entry?

Ideally, we'll be importing some data from the spreadsheets by the end of February. By that point the mechanism for adding media to the memorials will be in place and we'll have met online to learn about it. A second upload will take place in mid-March, and the project formally completes at the end of March.

I will continue to work on the Memorial Database and will be available to give digital support throughout this year, so updates will be able to continue through that time.

By the end of 2021 the database will be fully user-editable and communities will have been able to gather the skills to update memorials, photographs, videos, audio recordings, articles, and hopefully will be sharing those with increased audiences, local or otherwise.