CATHEDRAL AND CHURCH BUILDINGS DIVISION

Online Faculty System

Architectural Drawings

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This document provides guidance to DACs on working with electronic copies of architectural drawings and plans for the Online Faculty System.

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What file format and size should be supplied with applications?

It is difficult to outline exactly what size and format of electronic document should be submitted with a Faculty application as there are so many variables. However, the following recommendations will ensure that documents are easily accessible to everyone.

File Size

Please ensure that any document **does not exceed 5MB**. This is to ensure that everyone can download plans or drawings within a reasonable time on a standard broadband connection.

If you are compressing a file to reduce its size or have to split a large document into smaller files, please ensure that you do not lose important details within it and that it is clear to people viewing it online.

For electronic submissions, drawings should be in **A3 size** (this is the size of the printed paper). This is a common paper size on most office printers – it will ensure that drawings can be easily printed if necessary.

The Diocesan Registry might also ask that electronic files be supplied in **A1 size**. Please contact them for more details.

File Format

We recommend uploading drawings as **Adobe PDF** files.

This type of document compresses images and often reduces a file's size automatically. They are also quick and easy to upload to the Online Faculty System (which means they are quick and easy to access for everyone looking at them).

The Adobe Reader software is free to download from the internet (http://www.adobe.com/uk/products/reader.html).

Ask the Architect for Assistance

Architects should be able to supply the exact electronic format required. All you need to do is ask.

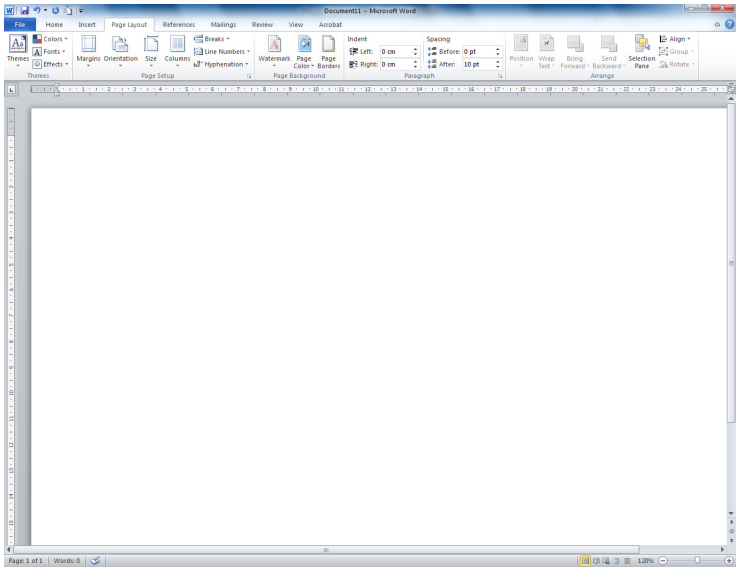
However, should the architect send you or the parish plans and drawings that are too large or in a different type of format, you can use any number of free conversion tools found on the Internet.

PDFMate (http://www.pdfmate.com) is one such free, online tool which will help you shrink the size of the electronic file and convert it to a different format. *Please note that we are not endorsing this tool nor are we saying that this is the only tool to help you compress electronic files. We are simply providing it as an example.

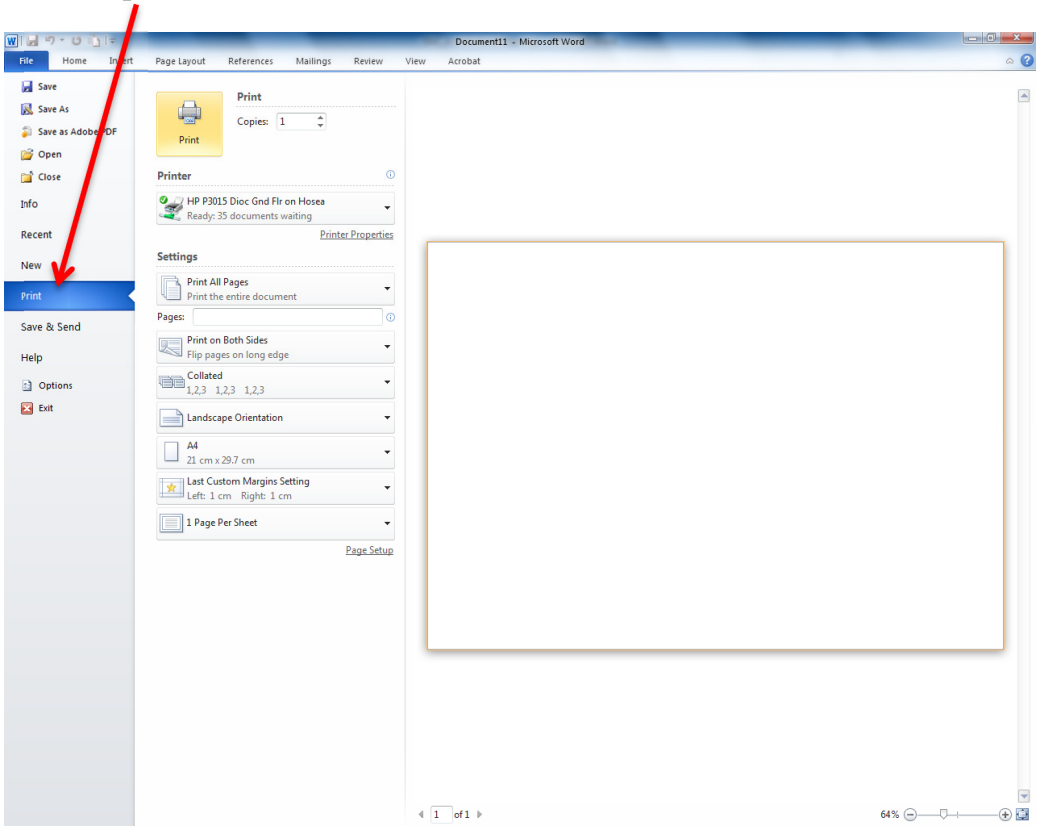
The Adobe Acrobat software (http://www.adobe.com/uk/products/acrobat.html) will also enable you to shrink PDF documents (e.g. from A1 to A3).

The following example shows how to transform a Word document into a PDF file and convert its size. This same process can also be applied to all other types of electronic documents if Adobe Acrobat is installed on the computer.

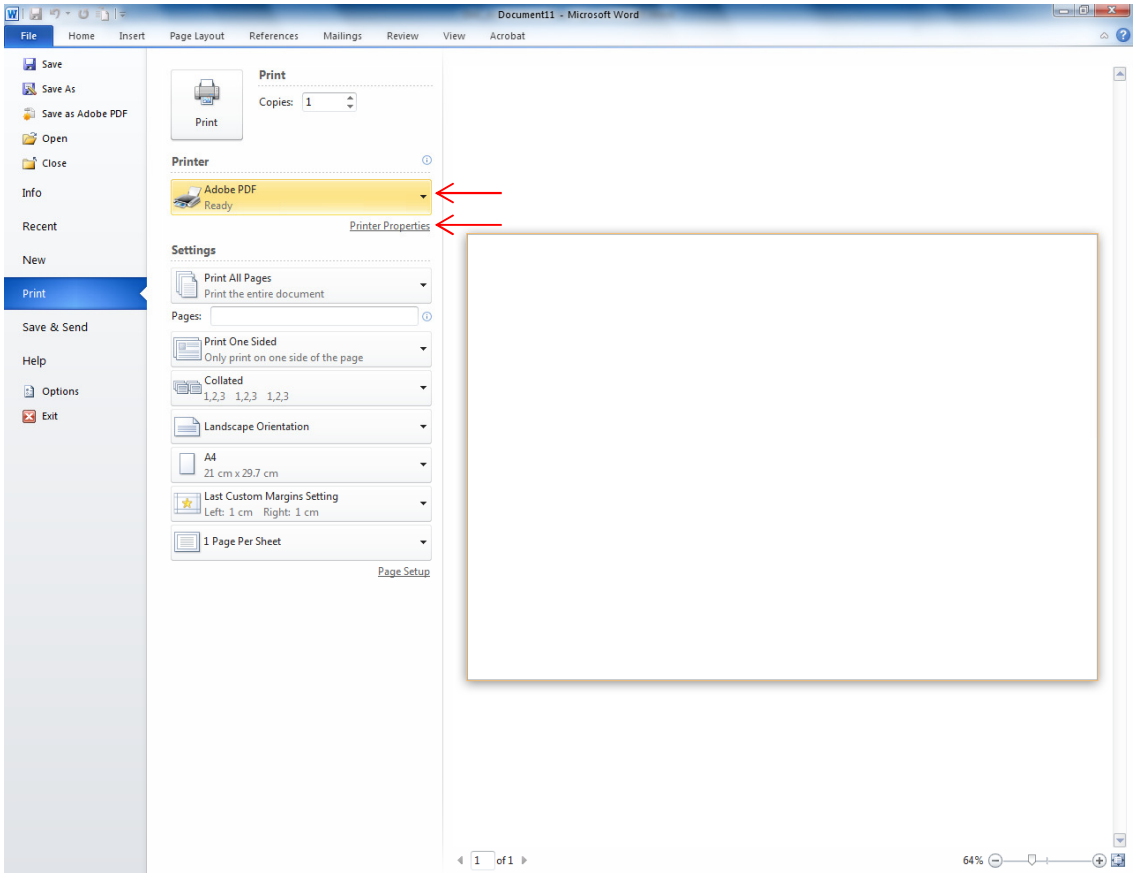
1. Open the file (Double click on the file or Right click and select open)



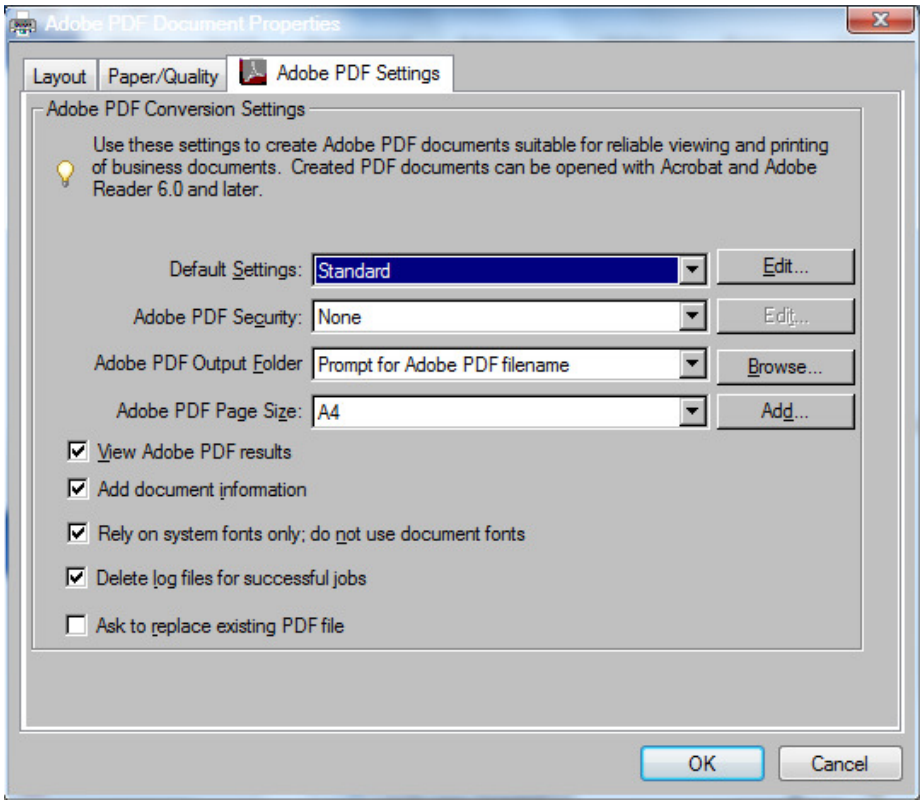
2. Open the Print screen (File + Print)



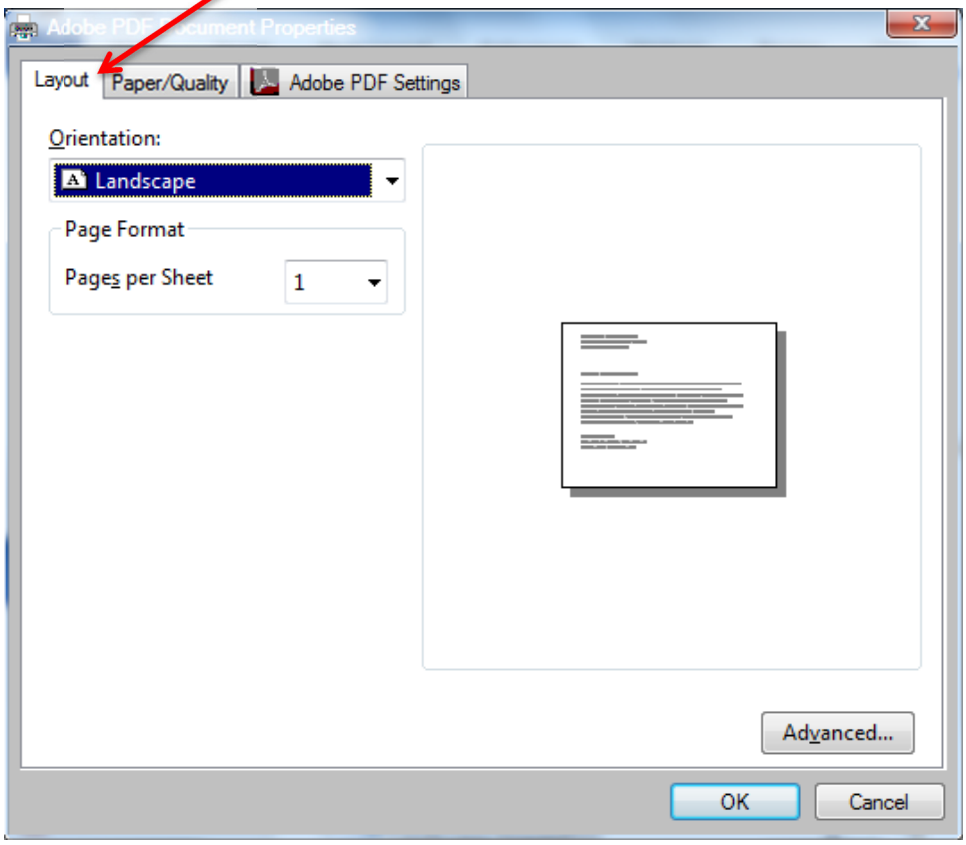
3. Select **Adobe** as the printer



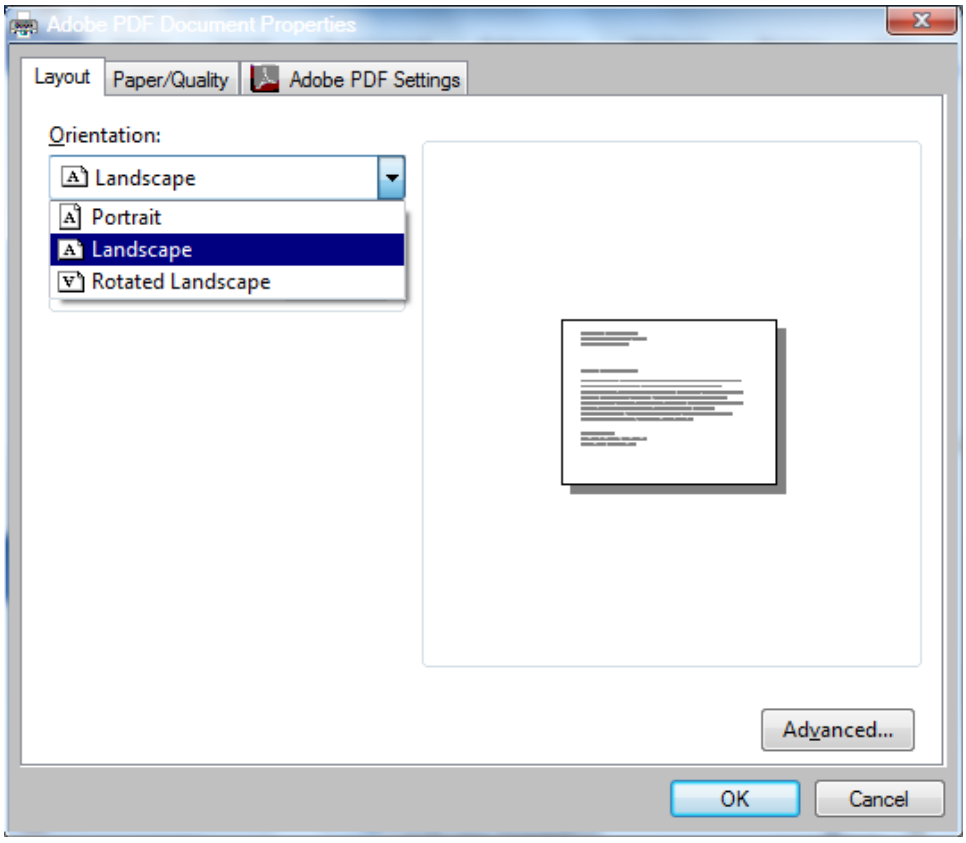
4. Select **Printer Properties**



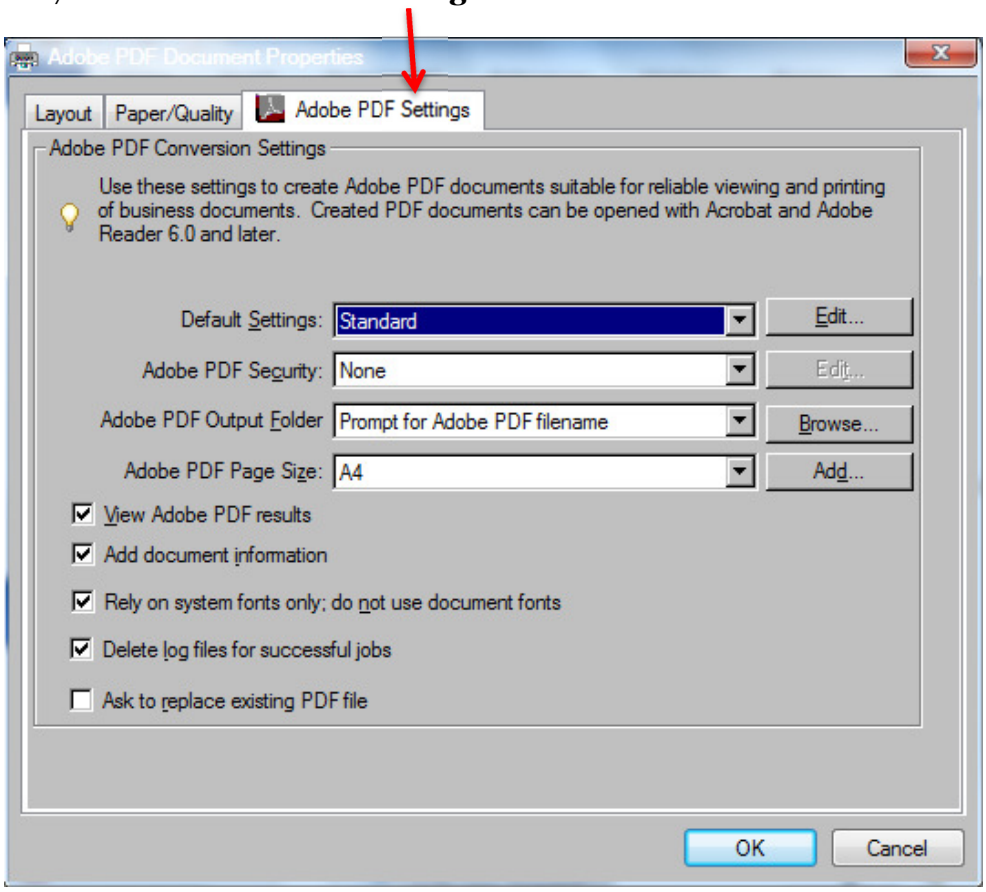
5. Select the **Layout** tab



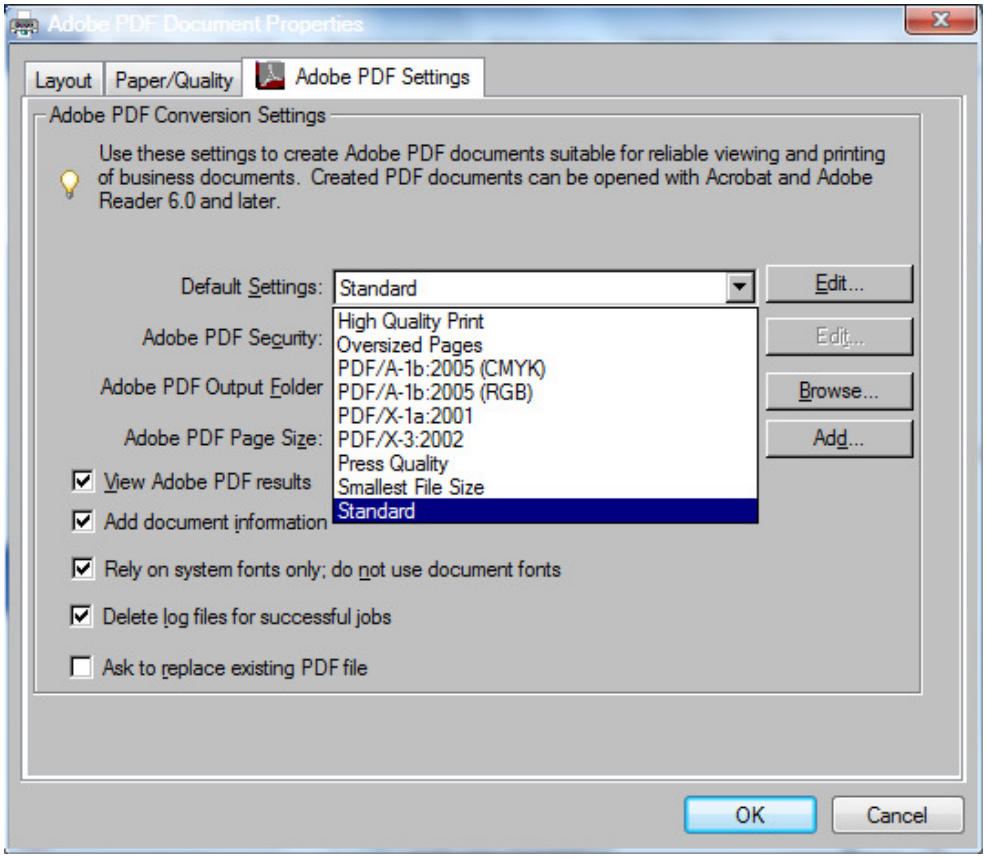
6. Ensure that the orientation is correct for your drawing or select the right option

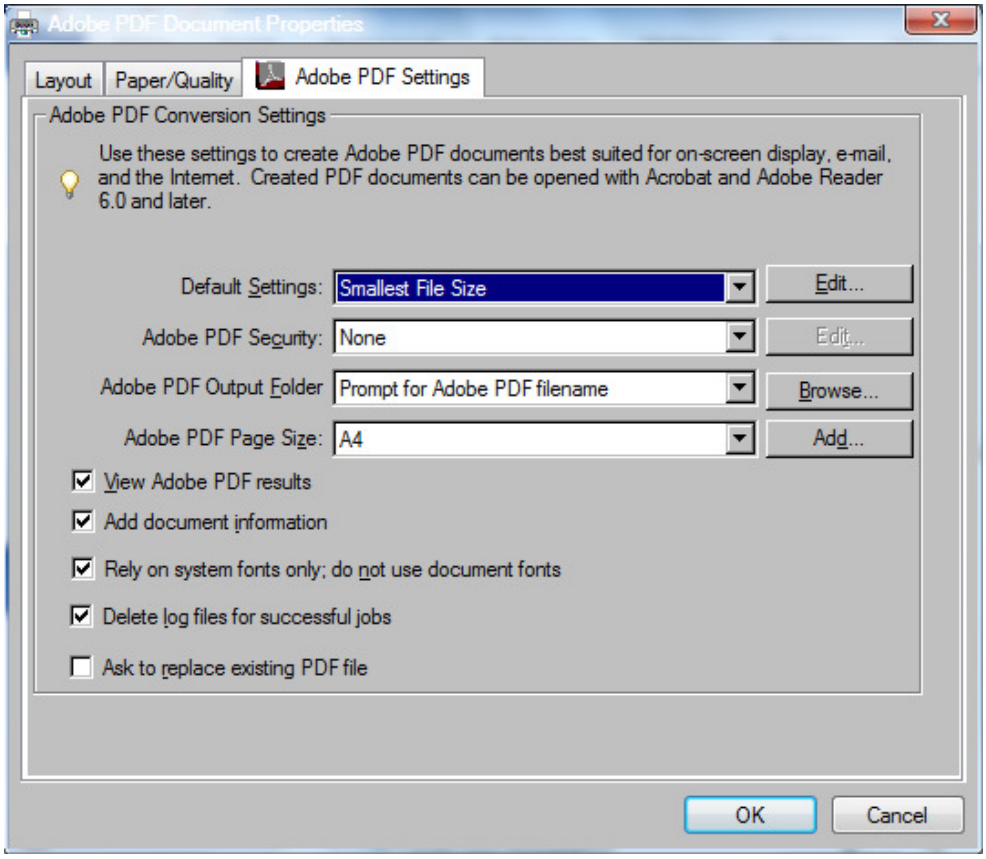


7. Select **Adobe PDF Settings** tab

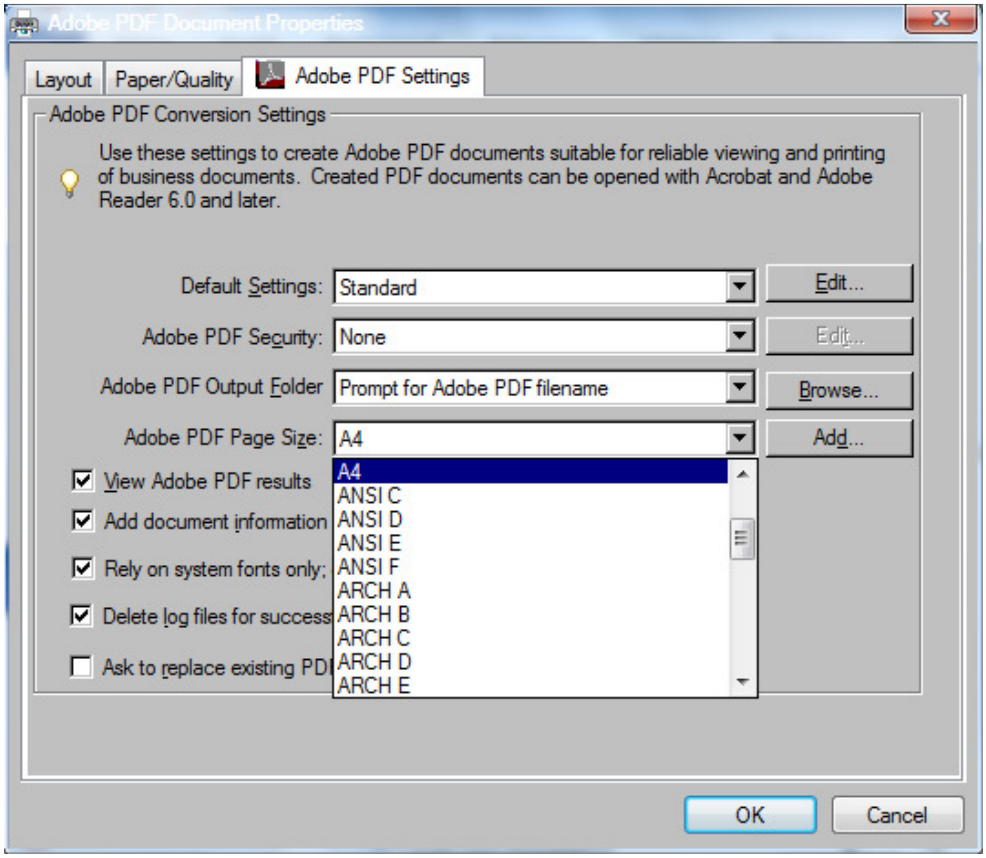


8. Change the **Default Settings to <u>Smallest File Size</u>**

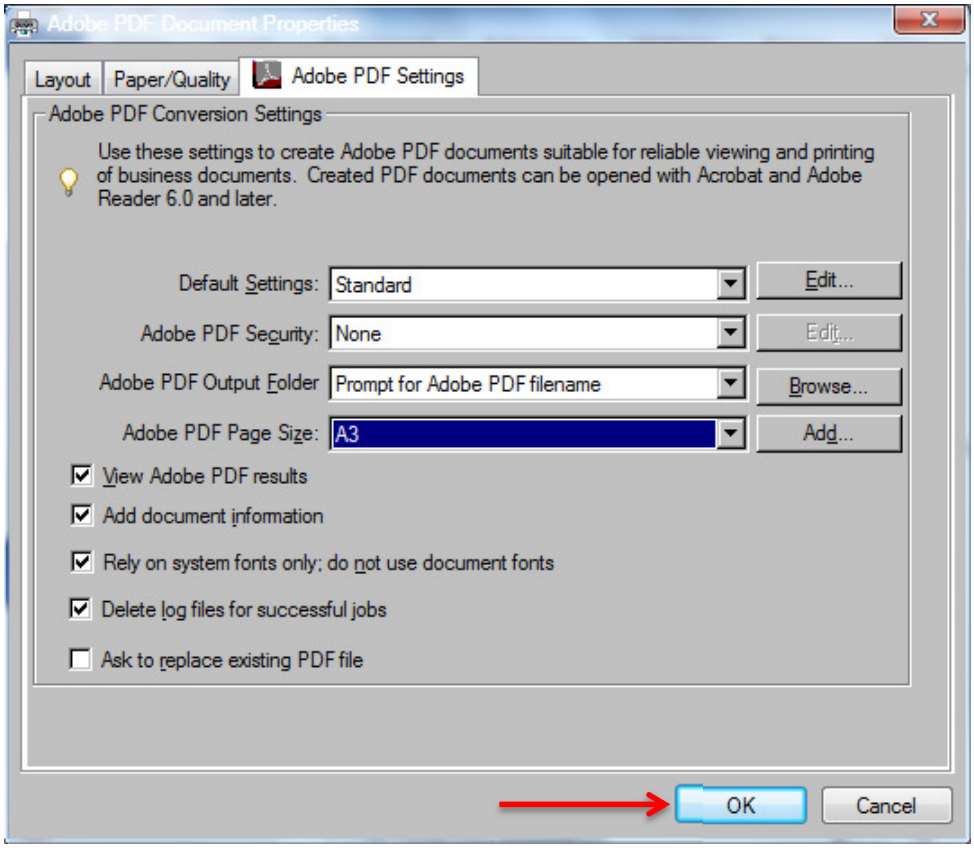




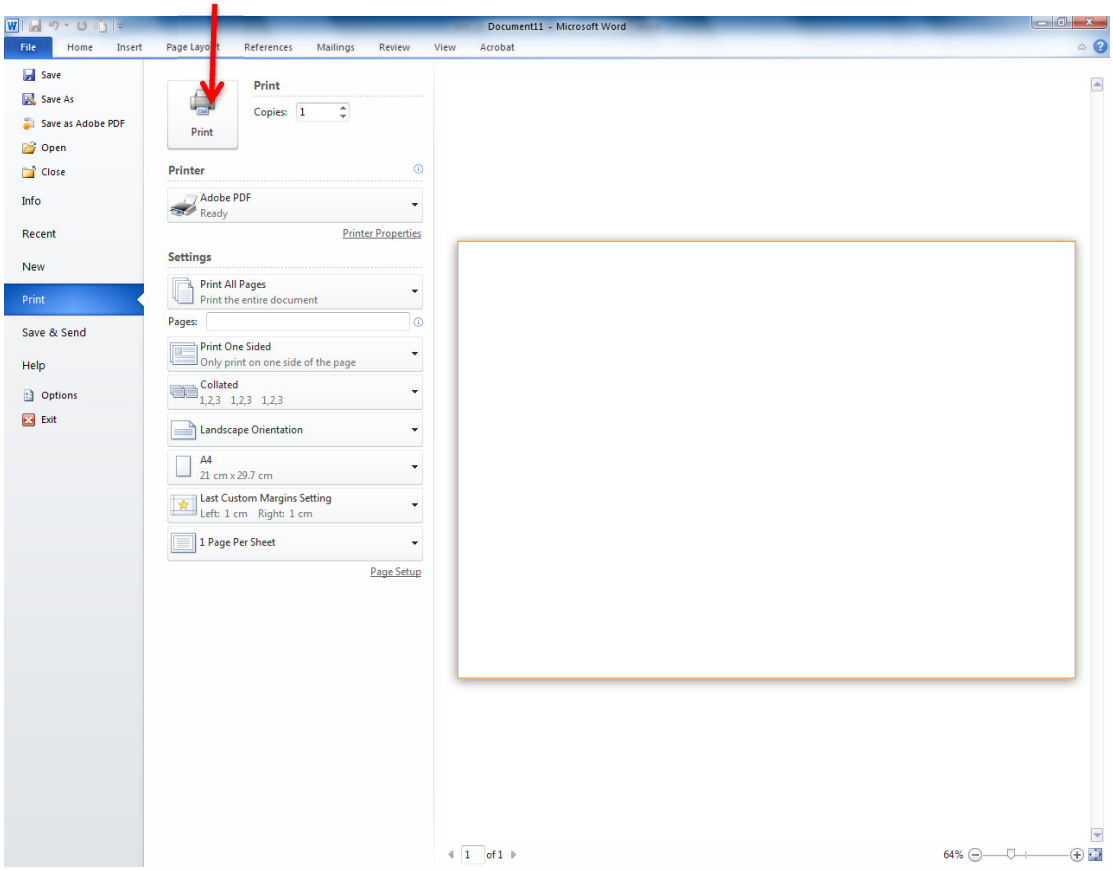
9. Select the correct **Adobe PDF Page Size to <u>A3</u>**



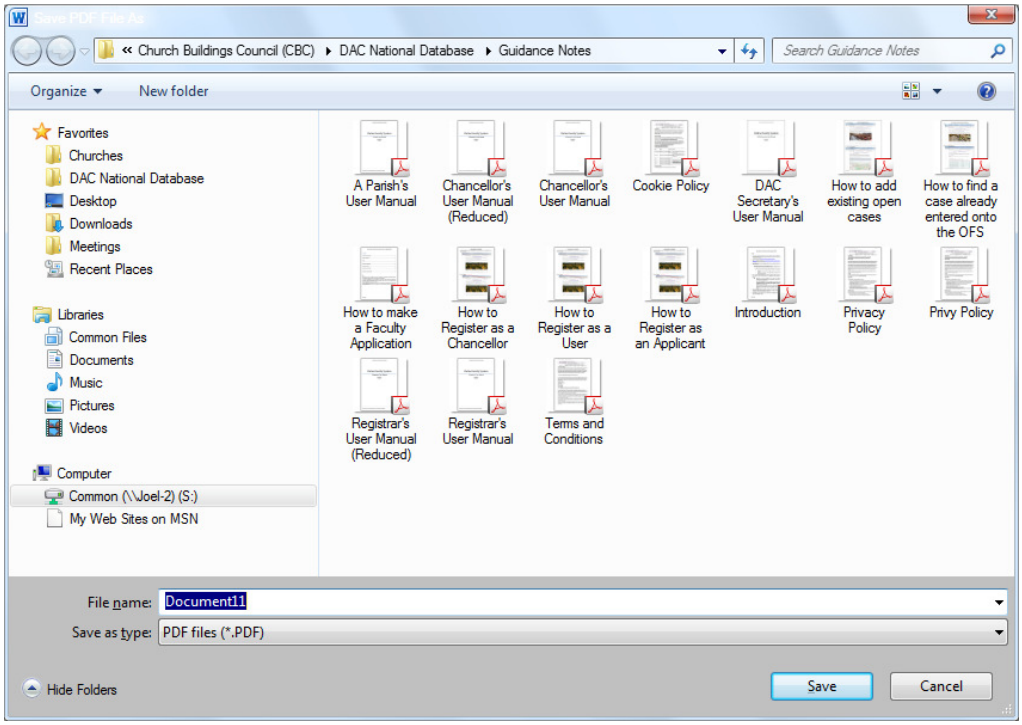
10. Click **OK** to return to the print screen



11. Select **Print** to be prompted for the file location



12. Give the file an appropriate name (e.g. Drawing 1234-01 – Church Plan as existing) and **Save**.

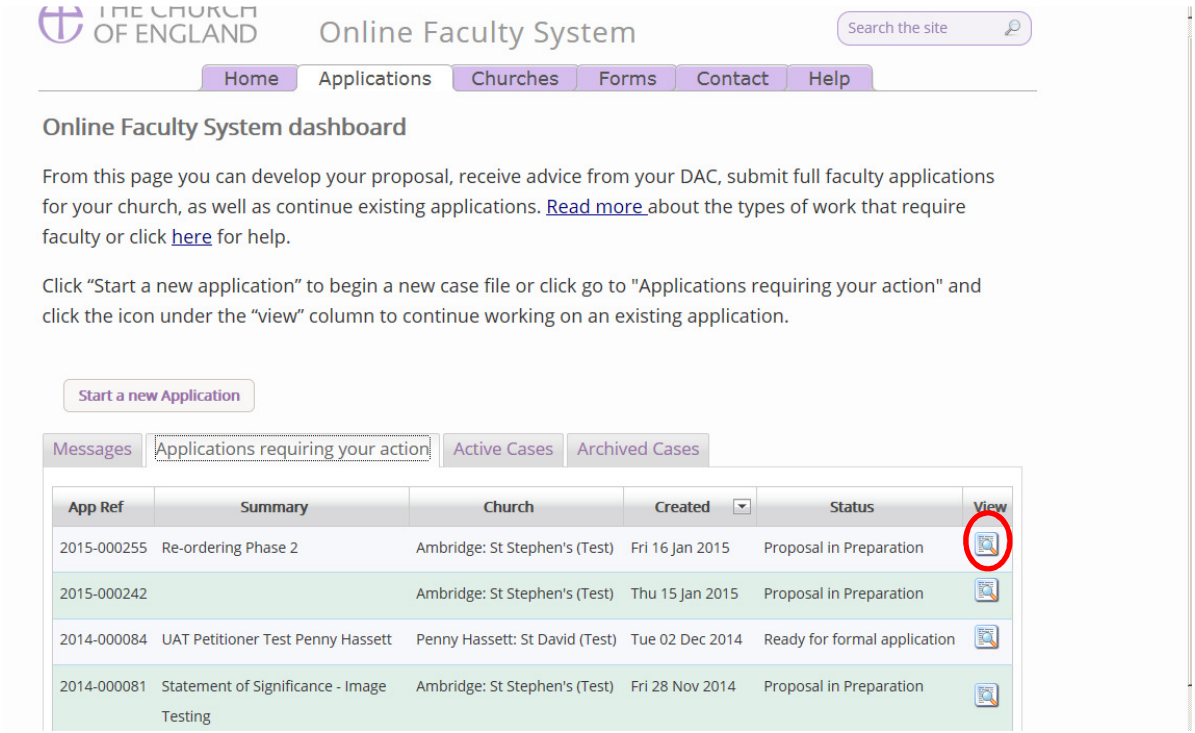


Uploading Plans and Drawings Online

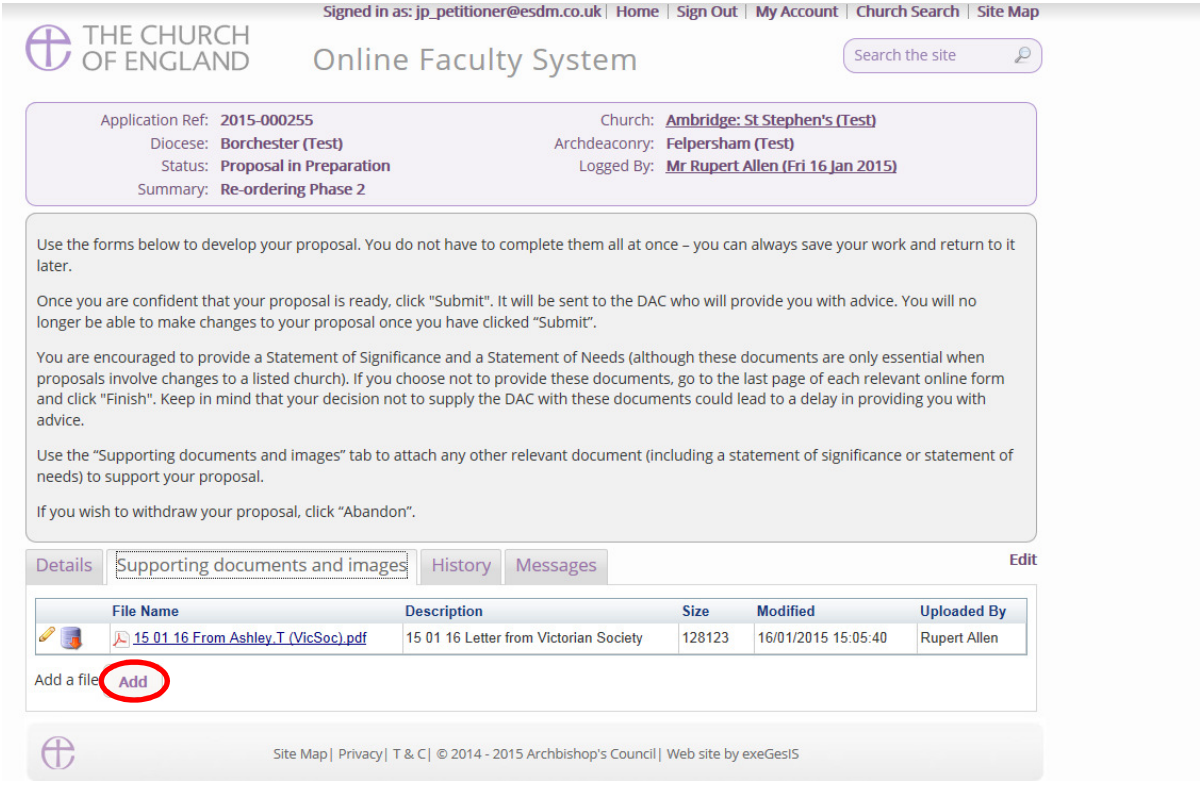
Once you have obtained all the necessary plans and drawings, you can proceed to upload them to the Online Faculty System.

1. Go to the main page and sign into your account.

2. Find the correct Faculty application on your Dashboard and click the "**View**" icon to open.

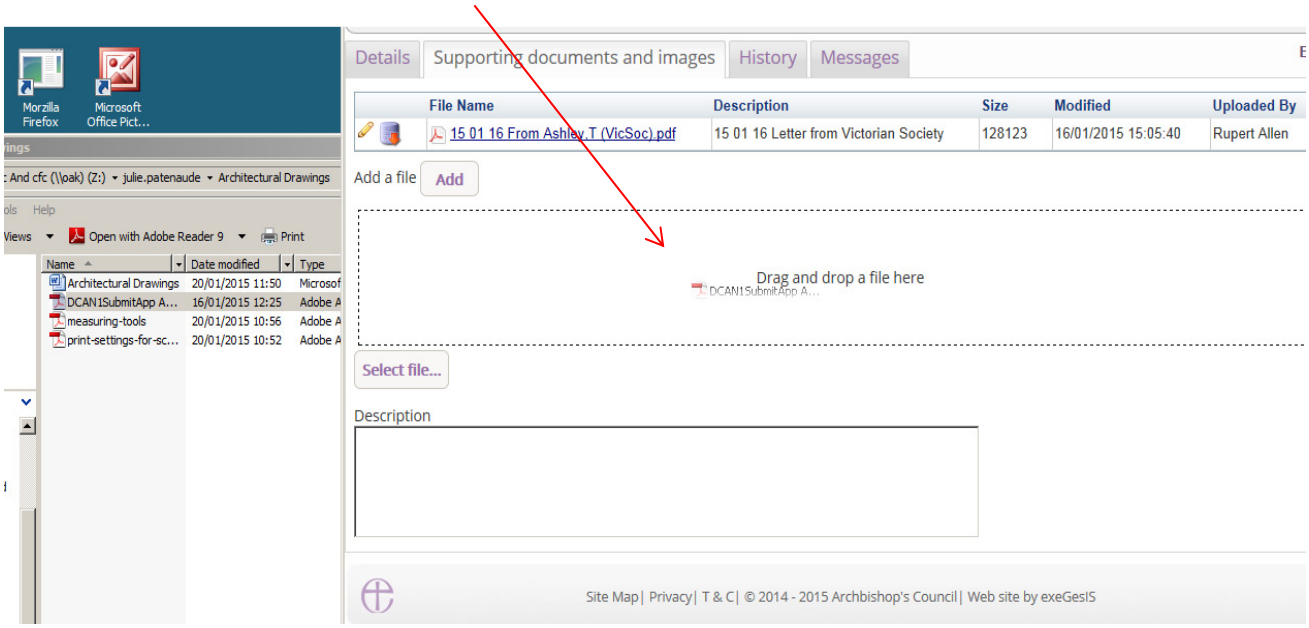


3. Under the "Supporting Documents and Images" tab, click the "**Add**" button to upload the document

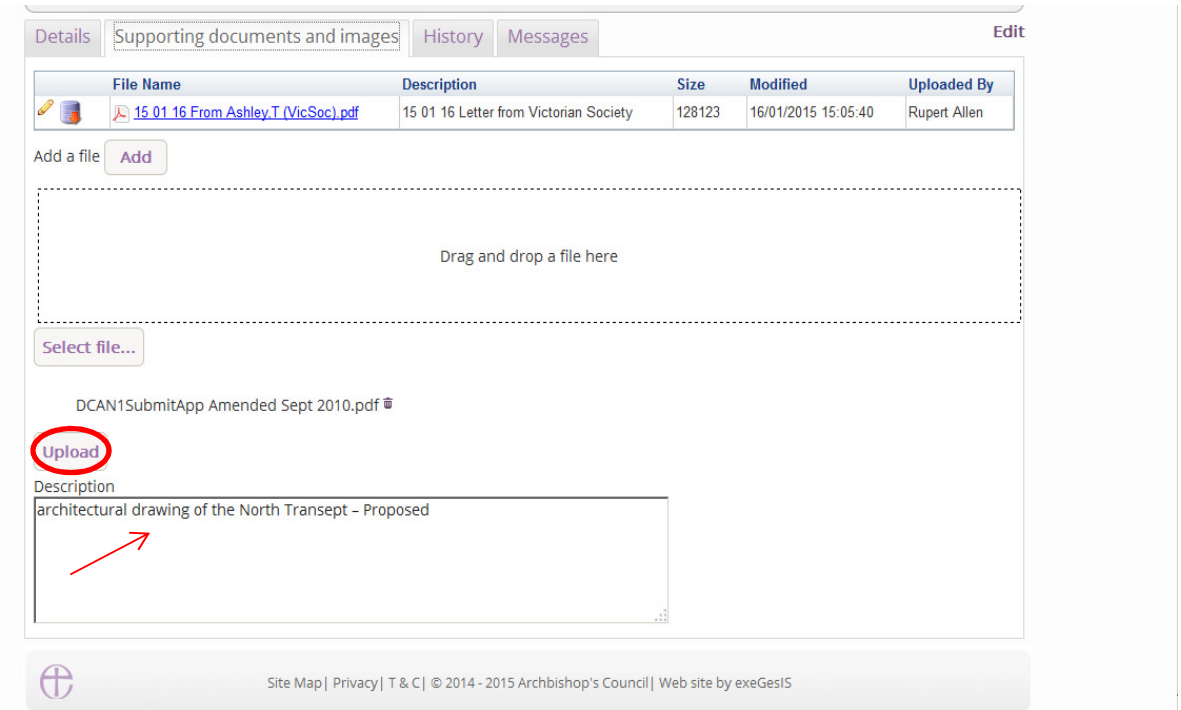


Option 1

4. **Drag & Drop** the file in the centre of the square (Click on the file you wish to upload – hold down the left button on your computer's mouse – drag the file to the centre of the square – and let go of the mouse's left button)

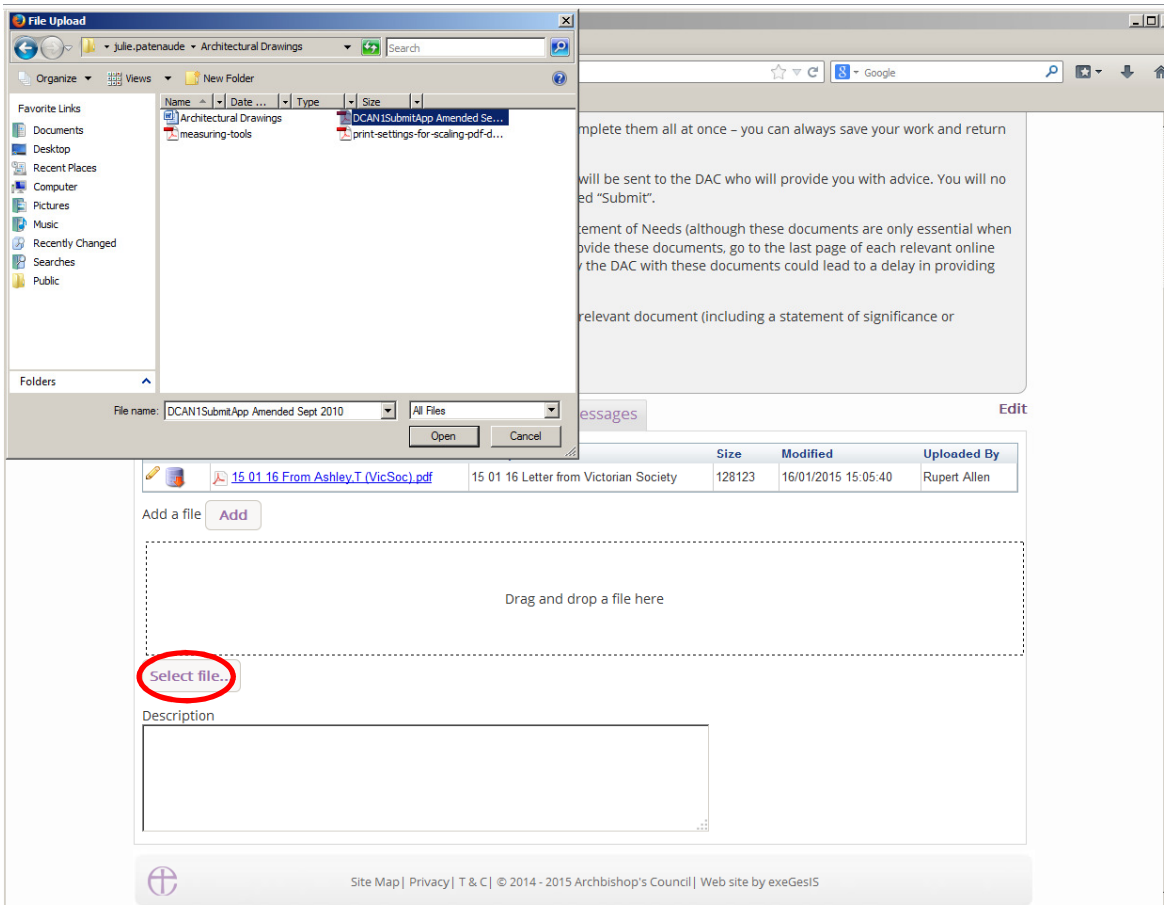


5. Enter a **description** of the file (e.g. architectural drawing of the North Transept – Proposed) and click "**upload**"

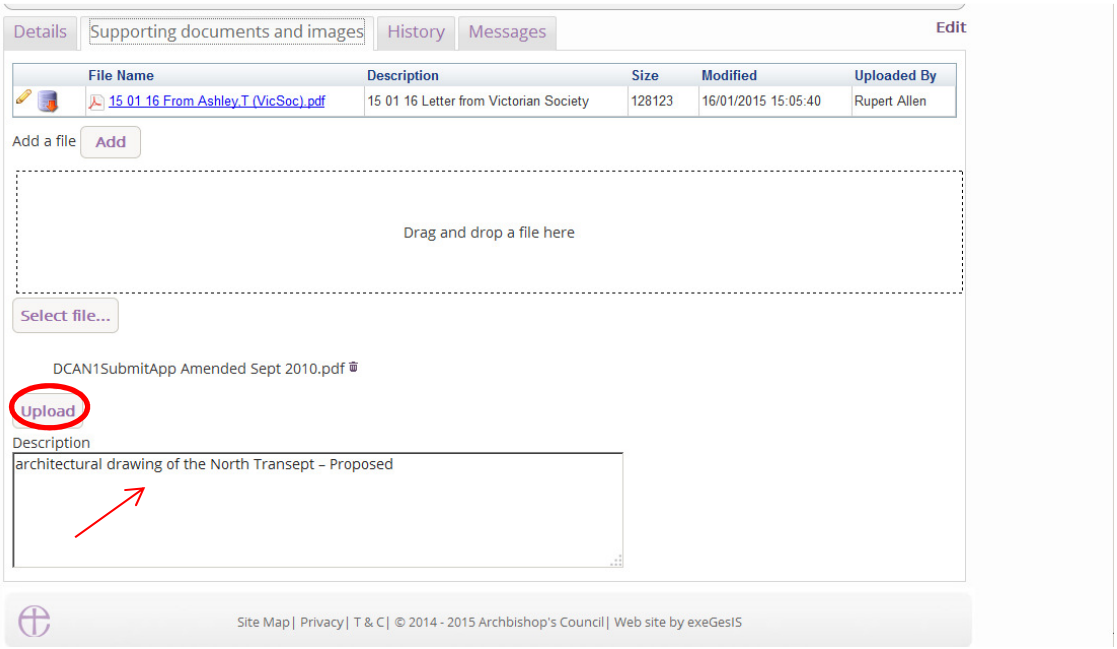


Option 2

6. Click "**Select File**" and locate the drawing on your computer



7. Enter a **description** of the file (e.g. architectural drawing of the North Transept – Proposed) and click "**upload**"



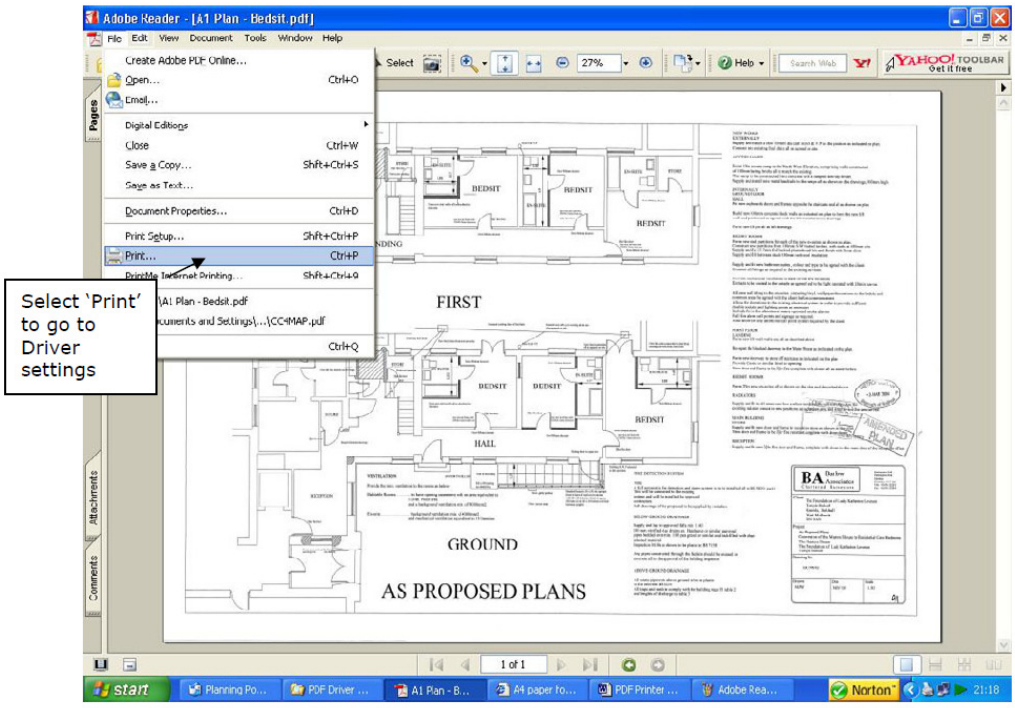
Printing Architectural Drawings

If the electronic file has been sent in the correct format (A3 or even A4) it will be very easy to print the drawing as you would any other electronic document.

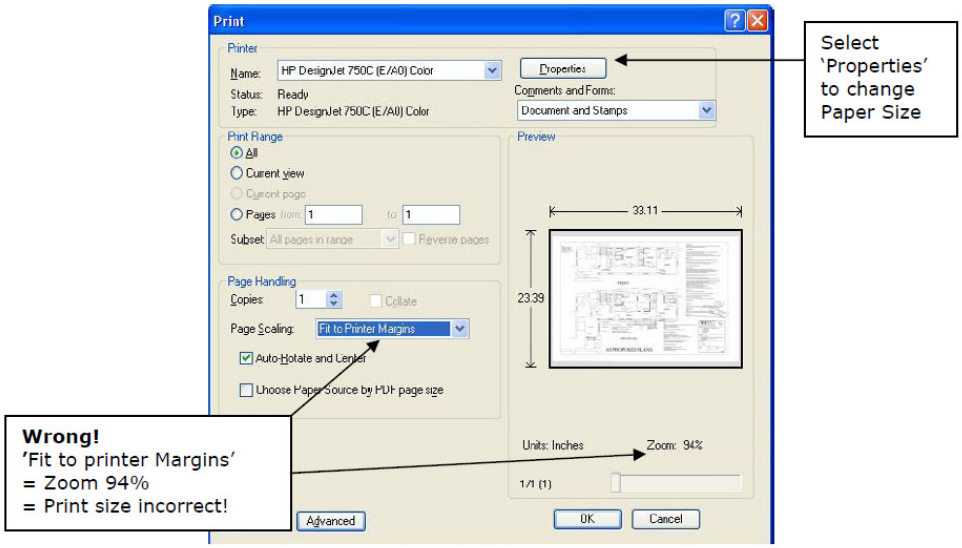
If the file, however, has been supplied in the wrong format (A1 for example), it is still possible to print the drawing in the correct scale without re-sizing it.

Example: Adobe Reader V7 / Hewlett Packard DesignJet 750 / A1 Plan / A1 Paper. *The principle should apply whatever the printer type.

1: PDF format A1 Plan ready to print in Adobe Reader v7

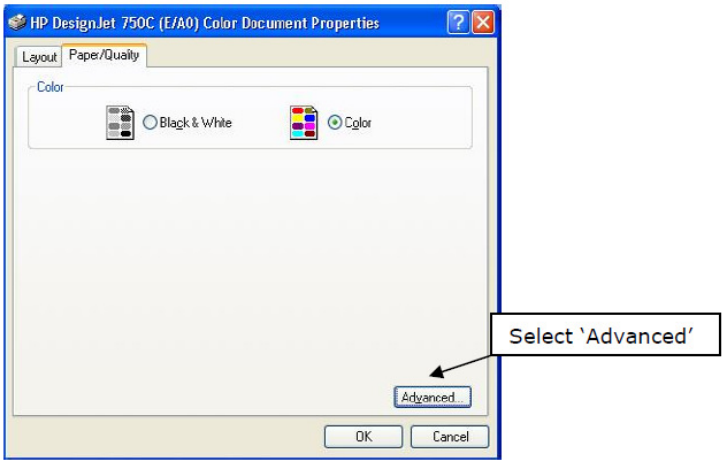


2: Default PDF Printer Driver settings are often incorrect! - This would result in a 6% error when printing this A1 plan.

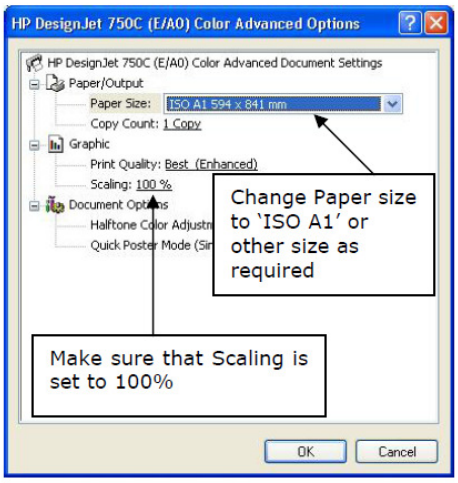


If you have not done it already, you may have to go into the Printer Properties and change the paper size to the correct 'ISO' 'A' size, and make sure that the 'advanced' settings show any scaling as 100% - these details may differ slightly depending on the type of printer / plotter

3: HP Designjet 750 'Printer Properties' - select 'Paper/Quality' tab



4: HP Designjet 750 Printer 'Advanced Options'

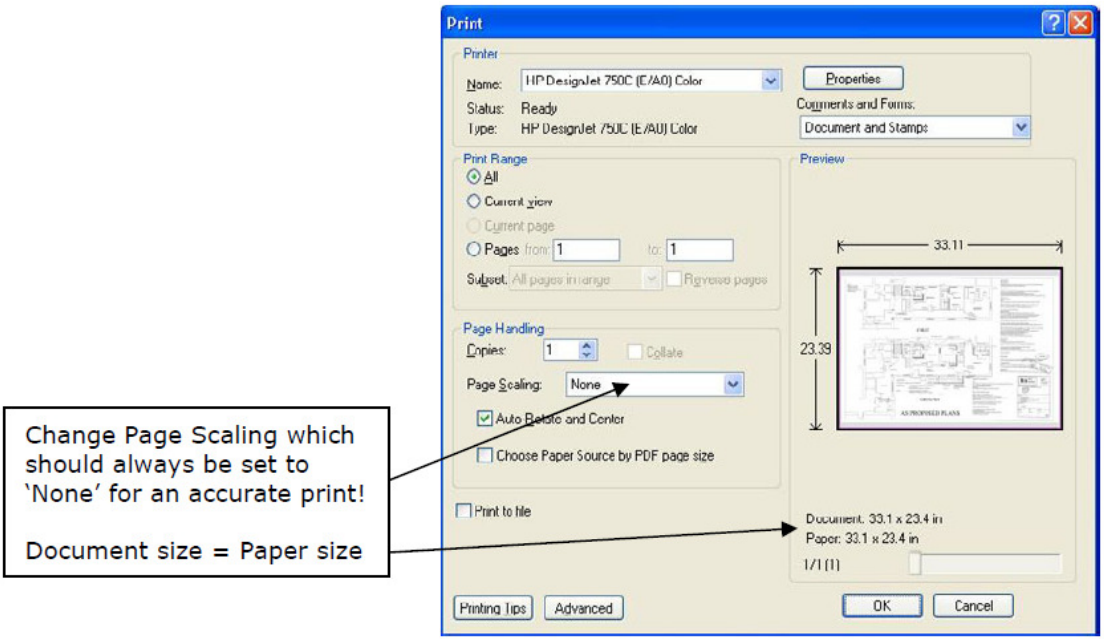


'ISO' Paper sizes:

	mm	inches
A0	841 X 1189	33.11 X 46.81
A1	594 X 841	23.39 X 33.11
A2	420 X 594	16.54 X 23.39
A3	297 X 420	11.69 X 16.54
A4	210 X 297	8.27 X 11.69

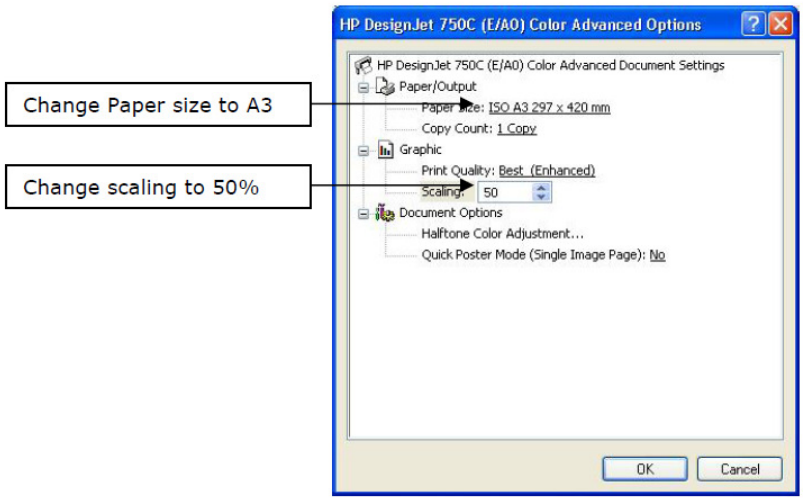
You can then return to the PDF Printer driver settings and make sure that 'Page Scaling' is set to 'None' - The document and the page will then show the same size!

5: PDF Printer Driver settings are now correct!

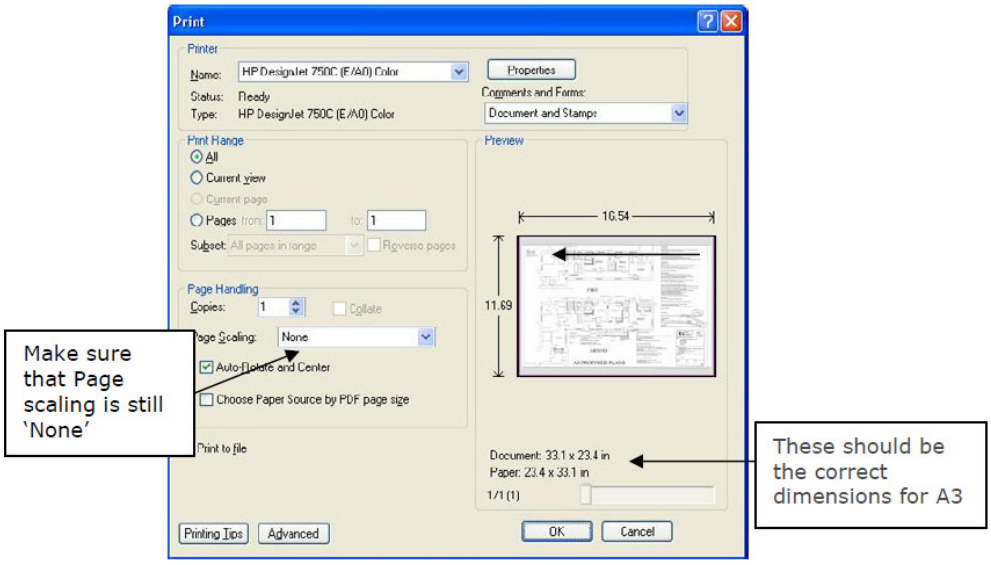


The plan is then ready to print!

6: To enable an A1 plan to be printed accurately at 50 % on A3 paper – go back into Printer Properties 'Advanced Options'



7: PDF driver settings to enable A1 document to be printed out on A3 paper



The A1 plan is then ready to print on A3 paper!

Looking at Architectural Drawings on the Computer

Reading architectural drawings on a computer screen can perhaps seem like a daunting task – the details are so very small!

Electronic copies of drawings, however, can provide you with some benefits over traditional printed drawings.

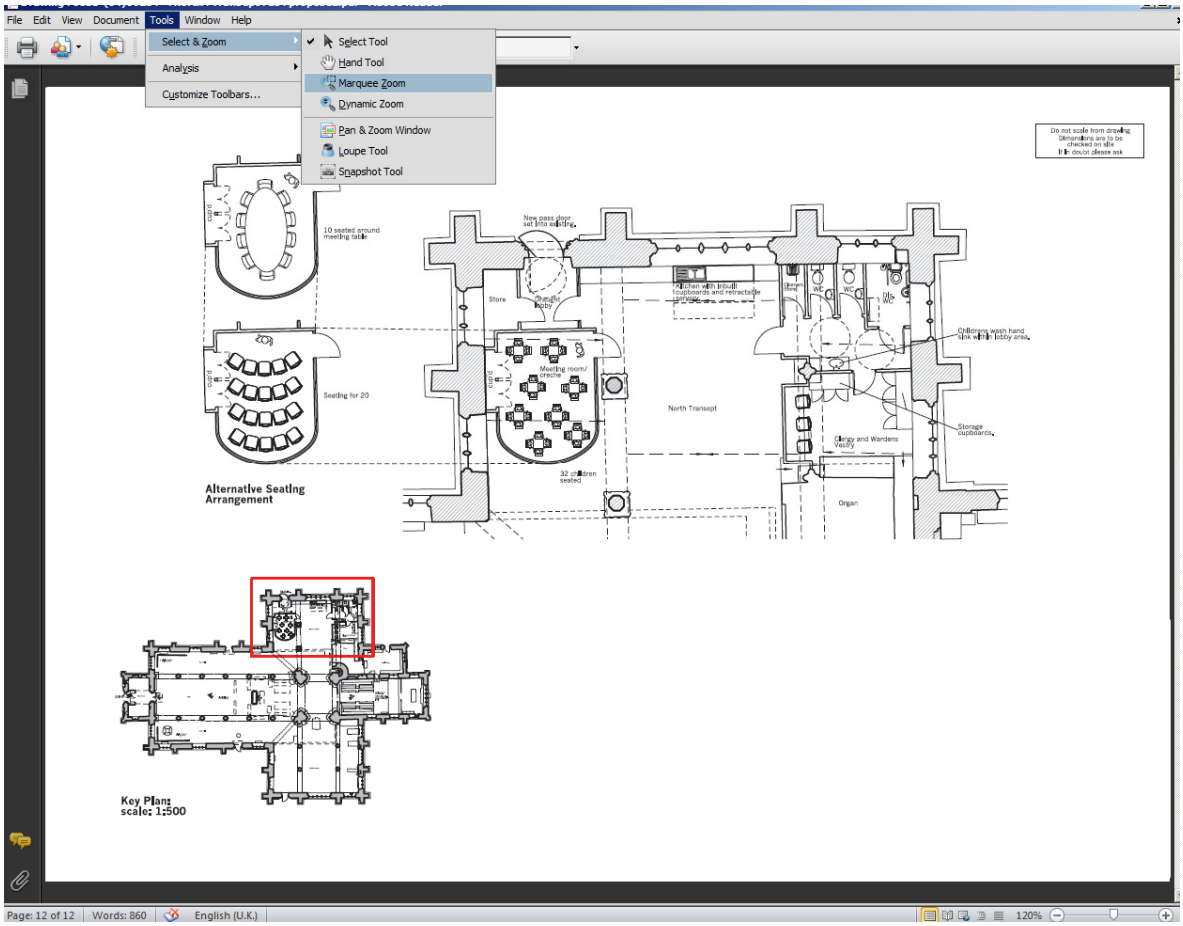
1) Colour: many of the drawings come with colour to help you focus on areas of proposed change.

2) Compare & contrast: the computer will enable you to open two electronic files simultaneously and place them side-by-side allowing you to compare and contrast the existing and proposed plans quickly.

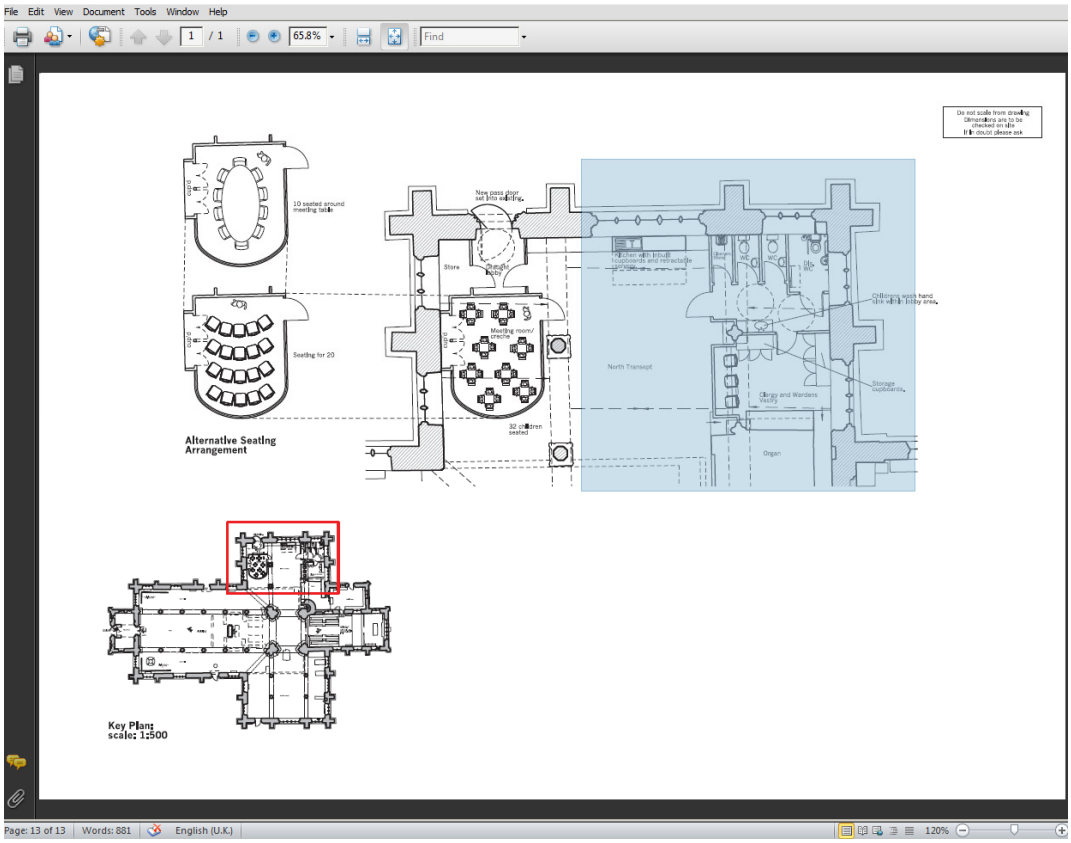
3) Overview of the project in a glance: once you have identified the area of proposed change, you can acquire a good overview of the project.

4) The marvels of zooming: the zoom function can make any detail on the drawing as big as necessary and without too much eye-strain.

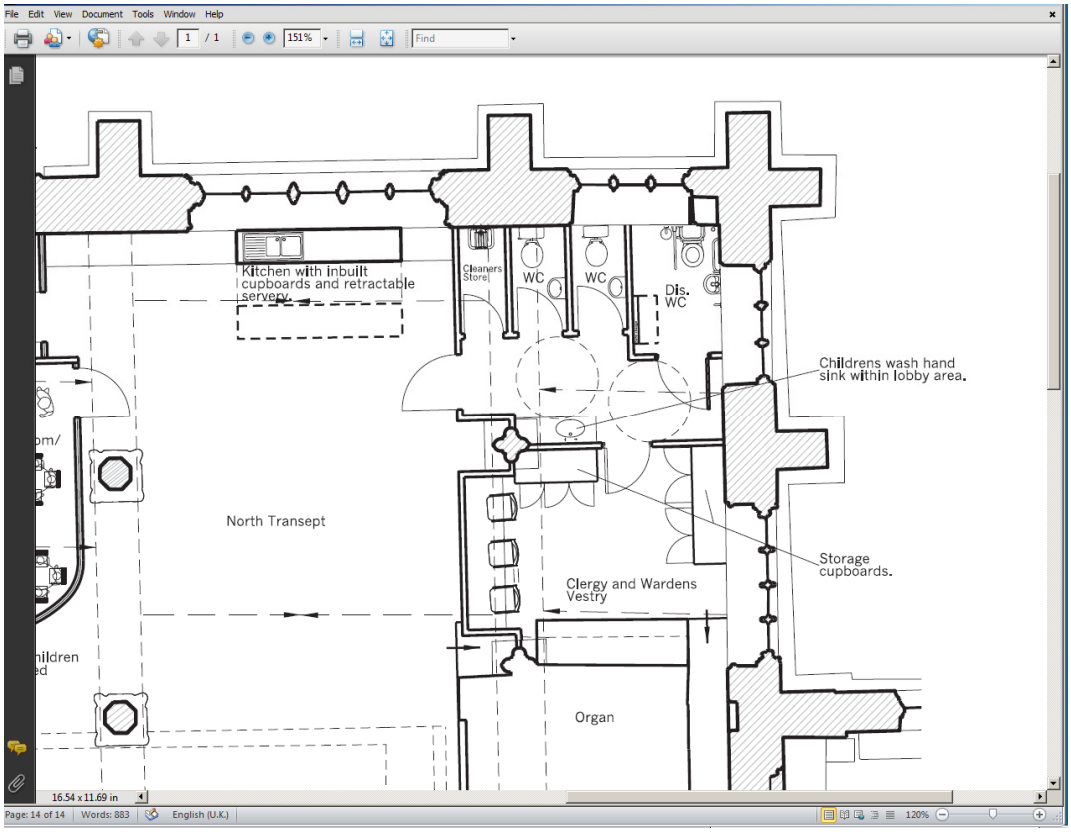
    a) Simply locate the zoom function on your Adobe Reader software



b) Create a square box around the area you want to investigate by click on the left button of you mouse and dragging it across the relevant zone.



c) And voila!



d) Repeat the process as needed

It is important to remember that there will always be people who prefer printed copies of architectural drawings over electronic ones.

Using the Online Faculty System does not exclude the use of one over the other, but rather provides you with another tool to assist you with providing the best advice to parishes as possible.