

CATHEDRAL AND CHURCH BUILDINGS DIVISION

Online Faculty System

Scanning Documents and Photographs

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This document provides guidance on scanning written documents and printed photographs in order to upload them to the Online Faculty System.

Table of Contents

What format and size of file should I submit with my application?	3
File Size	3
PDFs – your new best friend.....	3
Scanning written documents	3
Scanning photographs	4
Further reading.....	4
Uploading documents and photographs to the Online Faculty System	4

What format and size of file should I submit with my application?

File Size

Please ensure that any document or photograph **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.

Please contact your [DAC](#) for advice.

PDFs – your new best friend

No matter what you are scanning (written documents or photographs) you should always try to save the file as a **PDF**.

Why? Because:

- 1) PDFs are the world's de facto electronic document format
- 2) PDFs shrink the size of documents automatically
- 3) The software to open/read PDFs is free! (<http://get.adobe.com/uk/reader/>)
- 4) Better for long-term record management and preservation

If you are not able to save your scan in PDF format, then read the following sections for our recommendations.

Scanning written documents

If you are scanning written documents to upload to the Online Faculty System (and cannot save them as PDFs) follow these simple recommendations:

- 1) Always scan your documents in **Black and White** unless absolutely necessary (this will make the file size smaller).
- 2) Save the scan as a **TIFF** file (any other format will blur the lines that make up the words – making your document blurry and unreadable).
- 3) Scan at a resolution of **300 dpi** (or 200 dpi as bare minimum)

Scanning photographs

If you are scanning photographs to upload to the Online Faculty System (and cannot save them as PDFs) follow these simple recommendations:

- 1) Always scan your photographs in **Grayscale or Colour**
- 2) Save the scan as a **JPEG**
- 3) Scan at a resolution of **200 dpi** (or 150 dpi as a bare minimum)

*If you are scanning images made of lines or vectors (e.g. Logos) – save the scan as a PNG

Further reading

Want to know more about scanning in black and white, colour or grayscale, image resolution, compressing files and the difference between JPGs, TIFFs and PNGs?

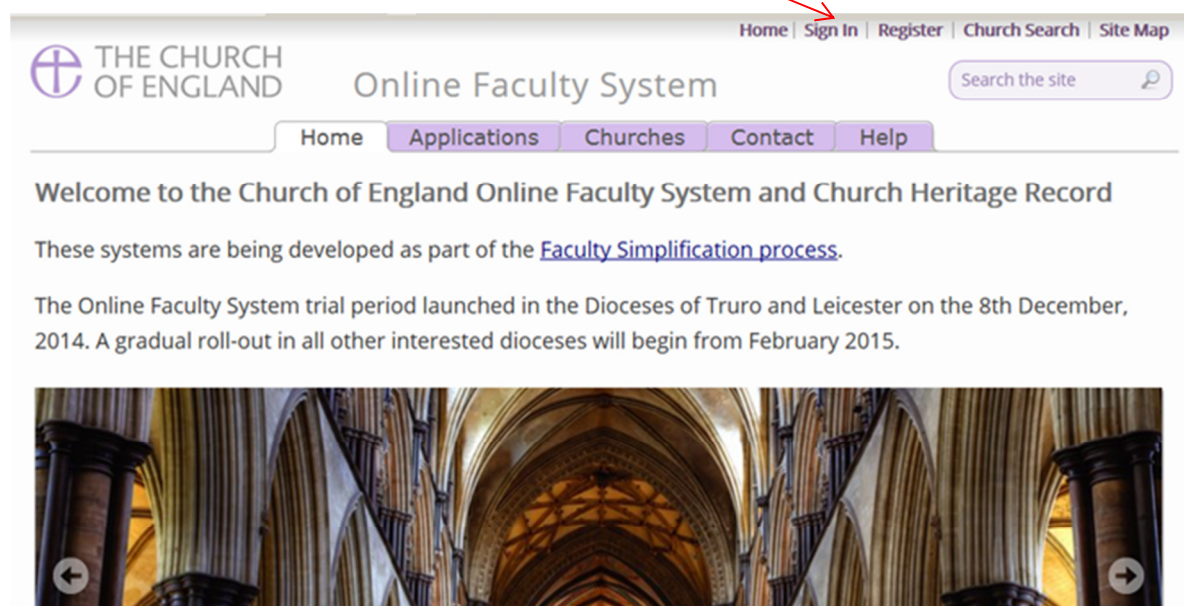
This website holds a number of useful tips:

<http://talkingpdf.org/key-best-practices-for-document-scanning/>

Uploading documents and photographs to the Online Faculty System

Once you have scanned all the necessary documents and photographs, you can proceed to upload them to the Online Faculty System.

1. Go to the [main page](#) and sign into your account.



The screenshot shows the top navigation bar of the Church of England Online Faculty System website. The navigation bar includes links for Home, Sign In, Register, Church Search, and Site Map. A red arrow points to the 'Sign In' link. Below the navigation bar is a search box labeled 'Search the site'. The main content area features a header with the Church of England logo and the text 'Online Faculty System'. Below this is a secondary navigation bar with links for Home, Applications, Churches, Contact, and Help. The main text area contains a welcome message and information about the Faculty Simplification process, including a trial period launched in December 2014 and a gradual roll-out in other dioceses starting in February 2015. At the bottom of the screenshot is a large image of a cathedral interior with a red arrow pointing to the 'Sign In' link in the navigation bar.

- Find the correct Faculty application on your Dashboard and click the “**View**” icon to open.

THE CHURCH OF ENGLAND Online Faculty System

Home Applications Churches Forms Contact Help

Search the site

Online Faculty System dashboard

From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications. [Read more](#) about the types of work that require faculty or click [here](#) for help.

Click “Start a new application” to begin a new case file or click go to “Applications requiring your action” and click the icon under the “view” column to continue working on an existing application.

[Start a new Application](#)

Messages Applications requiring your action Active Cases Archived Cases

App Ref	Summary	Church	Created	Status	View
2015-000255	Re-ordering Phase 2	Ambridge: St Stephen's (Test)	Fri 16 Jan 2015	Proposal in Preparation	
2015-000242		Ambridge: St Stephen's (Test)	Thu 15 Jan 2015	Proposal in Preparation	
2014-000084	UAT Petitioner Test Penny Hassett	Penny Hassett: St David (Test)	Tue 02 Dec 2014	Ready for formal application	
2014-000081	Statement of Significance - Image Testing	Ambridge: St Stephen's (Test)	Fri 28 Nov 2014	Proposal in Preparation	

- Under the “Supporting Documents and Images” tab, click the “**Add**” button to upload your document

Signed in as: jp_petitioner@esdm.co.uk Home Sign Out My Account Church Search Site Map

THE CHURCH OF ENGLAND Online Faculty System

Search the site

Application Ref: **2015-000255** Church: **Ambridge: St Stephen's (Test)**
 Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
 Status: **Proposal in Preparation** Logged By: **Mr Rupert Allen (Fri 16 Jan 2015)**
 Summary: **Re-ordering Phase 2**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click “Submit”. It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked “Submit”.

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click “Finish”. Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the “Supporting documents and images” tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click “Abandon”.

Details Supporting documents and images History Messages Edit

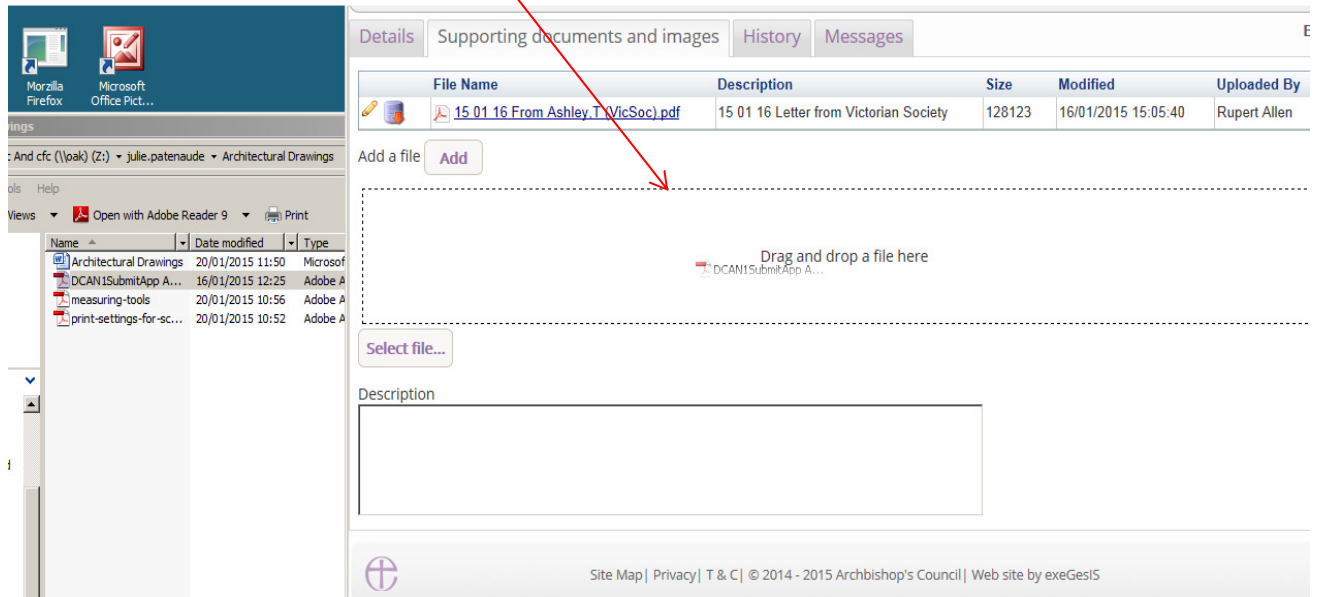
File Name	Description	Size	Modified	Uploaded By
15 01 16 From Ashley.T (VicSoc).pdf	15 01 16 Letter from Victorian Society	128123	16/01/2015 15:05:40	Rupert Allen

Add a file **Add**

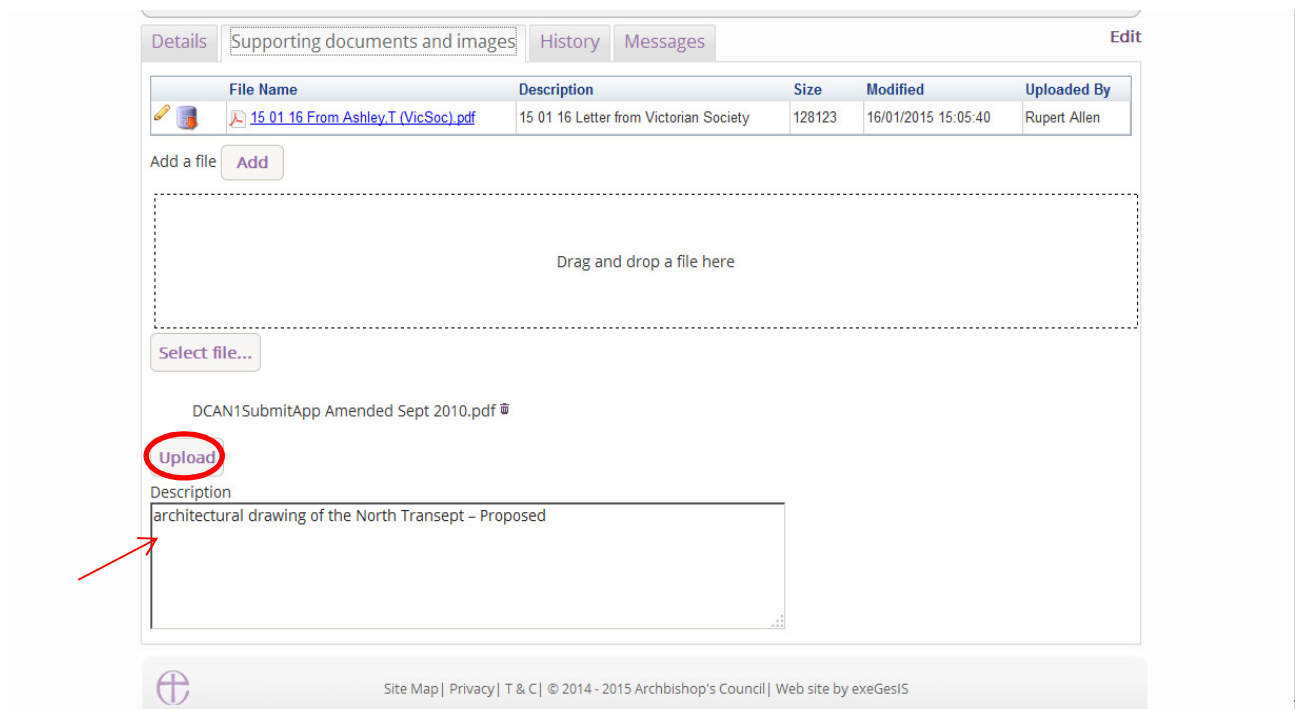
THE CHURCH OF ENGLAND Site Map | Privacy | T & C | © 2014 - 2015 Archbishop's Council | Web site by exeGest5

Option 1

4. **Drag & Drop** your 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)

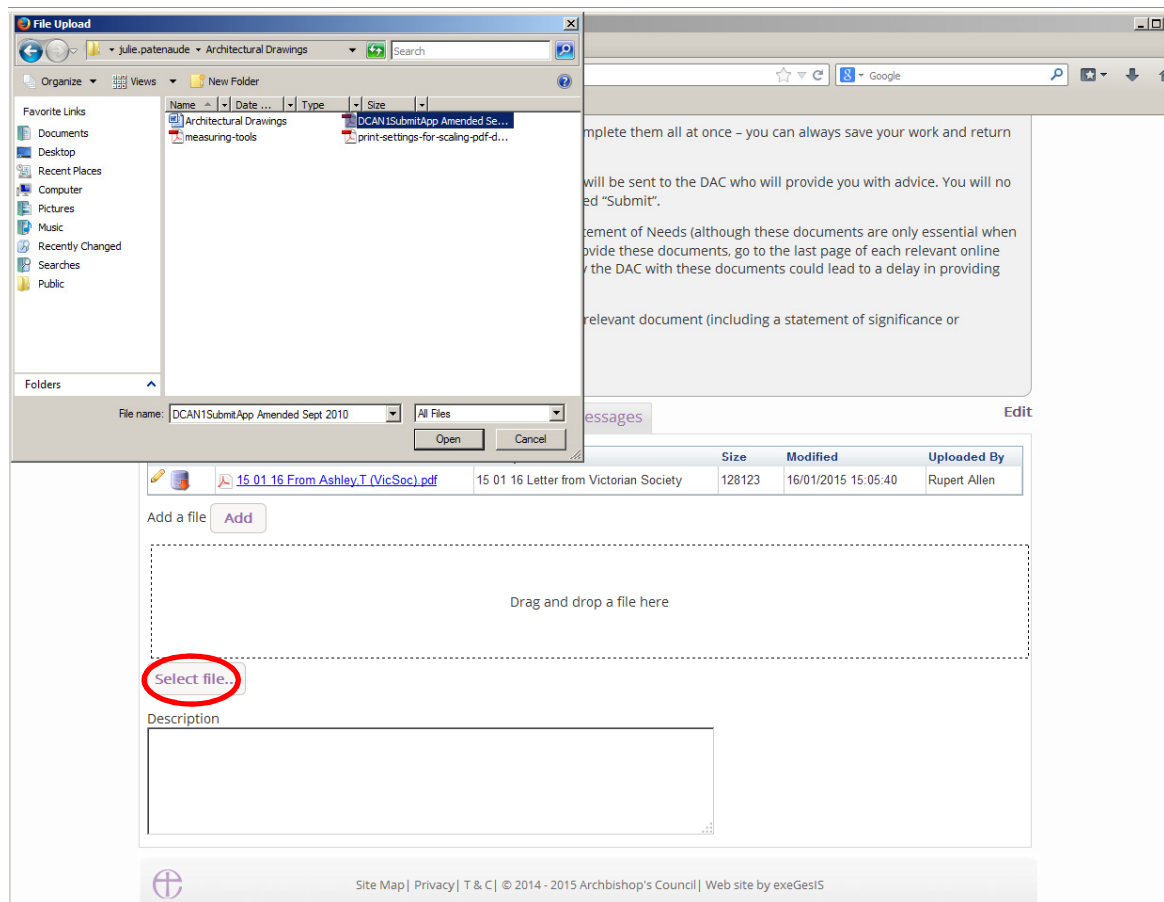


5. Enter a **description** of the file (e.g. Photo of the North Transept – Existing) and click **“upload”**



Option 2

6. Click “**Select File**” and locate your document on your computer



7. Enter a **description** of the file (e.g. Photo of the North Transept – Existing) and click “**upload**”

