

Guidelines for Inputting of Project data to ensure conformity and consistency

Keeping to these few simple “Rules” will make the task of final publication, whether on CD on hardcopy, much easier. If the final submitted files are not in the format below they will be returned for correction.

Using Excel :- Before Starting

Highlight the spreadsheet and make all cells TEXT format. To do this highlight the spreadsheet, select “Format” then “Cells” and under category select TEXT
If you are uncertain about what to do PLEASE ASK

- a) All entries in CAPITALS
- b) Surname – BOLD
- c) Date Col. :- eg 3FEB must be 03FEB
- d) Year col:- 1867 justify date col Right and Year Col Left
- e) AGE if under 10 then 07 otherwise two digits unless 100 or over
- f) Other ages :- 1 week = 1W; 1 hour = 1H; 1 Day = 1D;
- g) 1yr 11 months = 23M; 1yr 1 month = 13M; anything above 24 months = full years. E.g. 30 months = 2

NOT AS 1 week, 1 day, 2 mths, 2 years, or 1 year 6 months, calculate ages for children under 2 years, as 19M, 24M, if written as 1 year and 5 months, = 17M

- h) Only transcribe what you see – if name is spelt differently to what it is now place entry between brackets []

Typical Spreadsheets

Columns to be headed,

SURNAME, FORENAME, OCCUPATION, MOTHERS NAME, ADDRESS, AGE, and DATE, for baptisms and burials,

marriages are slightly different,

GROOMS SURNAME and FORENAME, status, i.e. bachelor =B or widower = W, age, fathers’ name, and

BRIDES SURNAME and FORENAME of bride, status i.e. spinster = S and widow = W, age, fathers name, and whether Banns = B, Licence = L or Certificate = C, and date

For ease of transcription, the information can be typed in as seen, as Excel will allow you to move the columns around for our format later.

Surname	Childs forename	Fathers forename	Occupation	Mother forename	Address	Age	date	Year
JONES	JOHN	DAVID	MINER	ANN	MINERS ROW	12m	00JAN	1899

Groom Surname	Groom Forename	Age	Status	Groom Father	Bride Surname	Bride Forename	Age	Status	Bride father	Banns Licence	Date	Year
JONES	JOHN	21	B	DAVID	DAVIES	ANN	21	S	WILLIAM	B	0JAN	1888

Other Transcriptions, such as school registers graveyards etc will of course have different column titles but the above “rules” still apply