

Worlington Properties Through Time

Creating Your Property Profile Page

Details to Help You

The Property Profile for each property has the same structure, which is shown by using specific **Section Headings**.

The Section Headings provide you with the structure showing the different types of the information that you will need to collect to be added to each section.

The following table represents the template structure and provides guidance on the specific information that it is suggested you add to each section. It also explains about how you are requested to provide the information.

The **Property Name and Property Description** are mandatory section that you must provide information and a photograph of your property.

The other sections are optional and depending on the information you want to add may or may not be part of your Property Profile.

Property Name (mandatory section)

- The name of your property must be provided with the information you send

Property Description (mandatory section)

- On the information page this section is presented in two horizontally adjacent 'boxes' One is for a photograph of your property and the other is for the description. It doesn't matter if the photograph is placed in the left-hand box or the right-hand box. By default, it will be placed in the right-hand box.
- The photograph must be of good quality and ideally the photos you include should be **jpg format** with a **minimum width of 640px** and **minimum height of 360px**.
- **When sending your photographs by email please attach each one separately.**
- The description must be provided in a word-processed form, e.g. Microsoft WORD or an alternative.
- Aim to provide your description within 100 and 200 words. It is understood that some properties may require more words. If the length of your description is longer than the section will allow you will be contacted by one of the project team and you may be asked if you can to precise the text to a useable length.

Your property

- Your property (remember your property is greater than a dwelling, any land associated with the dwelling, and any other buildings associated with the dwelling should be included as part of your description.

The Description of your Property could include:

- The location (where in the parish, village, hamlet, etc)
- When your property (building/s) was first constructed.
- It's method of construction and the materials used e.g. Walls stone base with cob above.
- Brick / stone walls / etc.
- Roof thatched / slate / corrugated / etc.
- Timber cruck frame / etc.
- Any changes or development to your property over time
- Any interesting features
- Any information about its use over time including any changes in its use
- Anything you wish to add that you consider relevant

Stories

- Stories are facts presented in story style and are not fiction stories or novels.
- Stories must be about the property and not a story about residents or people associated with the property, but that is not to exclude any person that is relevant to the construction or use of the property.
- All stories must have a title.
- Stories must be provided in a word-processed form, e.g. Microsoft WORD or an alternative.
- You can submit as many stories as you like. Story should be short. As guidance 100 words is suggested as a minimum length and we classify short as up to 500 words, but this can be flexible depending on your story. If your story exceeds 500 words, it is worth contacting the project team by email worlingtontimes@ewph.uk. to explain about the story, you are writing and its estimated length, so we are aware of this in advance of you submitting it.
- You are encouraged to add relevant photographs / extracts of scanned documents / relevant artwork / etc. to any of your stories if you have any,
- All stories will be located on your Property Profile Page within a box shape on the page. Short stories may stay on the Property Profile Page and be located in the box, longer stories will have their own separate page, and a brief description of the story must be also provided to be located in the appropriate box on the Property Profile Page A link will be added from this box to take readers to the specific story page.

Timeline

- If you have any verified information about the history of your property with identifies significant events / milestones / etc. with specific dates / periods of time / chronological identified sequences, during its evolution, the information can be displayed in a visual timeline structure on the webpage.
- The space available for each entry on the timeline is limited to a maximum of approximately 50 words. However, if it is necessary for any specific entry to be of a larger size to provide accurately necessary information there is a facility available for every entry to provide a link to **further reading** and this will take the reader to a separate page specifically linked to the timeline entry at which more information can be provided.
- You must provide the necessary information for each entry on the timeline in word processed form, e.g. Microsoft WORD or an alternative.
- You must provide the date/ period of time / historical sequence for each entry, the title for each entry and the information for each entry.

Press Cuttings

- If you have any press cuttings that feature your property they can be in this section.
- You must ensure any press cutting that you submit has a title, source of the press cutting i.e. the name of the press it appeared the date of publication, and if know the date and reason the photograph was taken.
- If your cutting is hard to read in addition to the press cutting itself, you might want to provide a transcript version which must be word processed by using for Microsoft WORD or an alternative.

Documents

- You may have some documents that are associated with your property that you would like to add to your Property Profile. If a document that you wish to reference is on another website (e.g. Listed Building) the title will appear on your Property Profile Page and there will be a link to the actual document on the relevant website.
- You may have some documents in your own possession that you wish to add. The method of adding documents to your Property Profile Page will depend on the nature of the document, its size, its purpose, etc. If you have documents, you are recommended to email the Project Team who will advise you at worlingtontimes@ewph.uk

Photographs

- The Property Profile Page provides the opportunity to display photographs of your property that have historical or heritage value.
- There is limited amount of space for photographs so when selecting them choose carefully.
- If you have any photographs of your property that you want to add to your Property's Profile they must be relevant to the property itself and while it is permissible to add photographs that for example have people, animals, equipment , transport, farm vehicles in the view there must be in the photograph some aspect of the property you wish to display.
- If you have an ariel photograph of your property it is a permissible image and can be submitted.
- The photographs you submit to upload must be in electronic form, and ideally the photos will be **jpg format** with a **minimum width of 640px** and **minimum height of 360px**.
- When submitting Photographs please email them as individual attachments,
- Please obtain permission if you are including any information about other people or your photographs show other people or properties.

Original Artwork

- The website has Gallery to display Paintings / Artwork of Properties
- If you wish to add a drawing or painting of your property, you will need to send a high-resolution image.
- If you don't have painting or piece of artwork of your property there are local talented artists that may be willing to help you.

How to submit your information

- When you have collected information that you have decided you would like to add to your **Property Profile** send it to the project team at worlingtontimes@ewph.uk
- This is the **Property Profile** for your property; it is important that **you** decide what you want adding and under which heading.
- The information you submit must be in electronic form and attached to an email. Each item of information must be clearly labelled with your name, the name of your property and must include title of the specific section you want the specific information to be added.
- **Your Email must include your** name and a contact phone number, along with any instructions or requests relevant to the presentation of the information.
- If you are attaching several files to the email a list of the attachments must be included in the email you are sending.
- We look forward to receiving your information and to constructing your Property Profile Page