



NOTES ON COMPLETING FIELDWALKING RECORDING SHEET v3

The following notes provide a guide for filling out and using **FIELDWORKERS Fieldwalking Digital Recording Sheet v3 – Master.xlsx**. The digital recording sheet was created by the Oadby & Wigston Fieldwork Group for the Leicestershire Fieldworkers. It is primarily used for traverse and stint fieldwalking but can be adapted for grid walking.

1. Open **FIELDWORKERS Fieldwalking Digital Recording Sheet v3 – Master.xlsx**. Confirm 'Yes' that you wish to open the sheet as Read Only.
 - The spreadsheet provides a series of tabbed pages along the bottom of the sheet – Summary, Scans, Maps, Analysis Sheet, Layout, Total etc.
2. Select 'Summary' if the spreadsheet has not already opened on this page. This is a digital version of a fieldwalking record form. White boxes can be filled out, grey boxes cannot, or will be automatically filled in as more information is added.
3. Enter details of your field walk from your notes – Parish, Field Name/No., Grid Reference, Weather, Crop/Soil Condition, Method etc.
 - To find the grid reference for your field go to www.gridreferencefinder.com and locate the relevant field. Determine the 10 figure grid reference for the centre of the field and for the start of your first traverse (e.g. 1A) by right clicking on the relevant points.
4. Save your Recording Sheet to a relevant folder. Give it a sensible file name, such as the grid reference followed by field/parish name or a reference which is relevant to your project.
5. Under 'Summary of Finds' determine what find categories you wish to use. The categories can be customised.
 - The form allows for up to 12 find categories, if you have more than 12 categories you will need to create more than one file.
 - Amendments made to the category list will automatically be copied to all subsequent pages.
6. At the bottom of the summary form, select which direction the field was walked in. If the field boundary was immediately to the right of your first traverse select '1', if it was to the left select '2'. This will automatically update subsequent pages to allow for your field being walked right-to-left or left-to-right.
7. Select 'Scan'. This page provides space for you to insert scanned field notes and photographs if desired.
 - Create a folder of scanned images and photographs, saved as JPEGs.
 - Insert images into the page using Insert/Illustrations/Pictures.
 - Layout in 2 columns seems to give reasonable results.
 - An image quality of 150 dpi appears to give a reasonable compromise between clarity and size of file.
8. Select 'Map'. This page provides space for you to insert a map of your field if desired.
 - Insert a map image into the page using Insert/Illustrations/Pictures. This could be as simple as a screen shot of a Google Maps satellite view or a scan of an Ordnance Survey map.
 - Add an arrow to indicate which way the field was walked from 1A using Insert/Illustrations/Shapes and select an arrow shape. Left click where you want the arrow on the map, then select it and adjust the arrow's position, size and orientation as necessary. To format the arrow, right click on it and select 'Format Shape'. Make sure it is clearly visible against the map background (e.g. colour it red).
 - Add any other lines or information that may be useful, e.g. lines showing the field boundary/area walked, notes on restrictions etc.

9. Select 'Analysis Sheet' and fill in. The sheet allows for up to 40 traverses and 18 stints to be recorded. This should be more than enough for most fields.
 - Finds categories and field information will have automatically updated based on what was put on the 'Summary' page.
 - Fill out the number of finds for each category by traverse and stint. As you do, the sheet totals at the top and right of the page will update, as will the finds totals and % of total finds on the 'Summary' page.
 - Once filled in, type 'x' in the first 'unwalked' cell and then copy and paste to all unused cells (use paste 'value only' to avoid pasting bold lines etc.).
10. Save again! You have now entered a lot of information.
11. When the 'Analysis Sheet' is finished, look at Layout, Total etc. These pages will have automatically filled in and generated simple shaded distribution maps for each of your finds categories.
12. Export your data as a pdf.
 - Right click the page tab at the bottom of the sheet and 'Select all sheets'.
 - De-select Analysis Sheet and Layout and any unused pages by holding down the Ctrl key and left clicking on the relevant page tab/s.
 - Go to File/Print. Under 'Printers' select print to Pdf.
 - Under 'Settings' select Print Active Sheets, Collated, Landscape Orientation, A4, Narrow Margins, Fit Sheet on One Page.
 - Click 'Print' and save using the same name as the spreadsheet.
 - When saved, right click on the page tab again and select 'Ungroup Sheets'. Save the spreadsheet again, this will retain the printing set up.

You have now created a primary record of your field walk which can be used for more detailed analysis and be sent to the Historic Environment Record (HER).

REMEMBER: Analysis, Layout and Display Sheets are simple methods for rapidly assessing material recovered from fieldwalking and identifying potential sites in studied area. They **DO NOT** provide geographical or topographical context for the discoveries. To do this, data must be plotted on a map, or series of maps.

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