



## CATHOLIC BURIALS IN ANGLICAN CHURCHYARDS CONTRIBUTION INSTRUCTIONS USING EXCEL

If you wish to enter your data into Excel you can download either an **.xlsx** or an older **.xls** version of the data template from the website. Save the file to your computer and **rename it using your name or initials (optionally adding a date)**. For example...

BLANK Catholic Burial Sheet.xlsx                      **becomes**                      JamesLocksmith CatholicBurials.xlsx  
 BLANK Catholic Burial Sheet2003.xls                      **becomes**                      JL 2021 June 01 CatholicBurials.xls

Entering the data should be straightforward, but here are some notes on the spreadsheet columns.

Column	Title	Notes
A	[b]urial or [d]eath	Usually you will enter a 'b', as the date will often be a burial date. If it is the date of death please enter a 'd'. The cell will turn grey. (In the event that a date is not given or is illegible enter 'u')
B	Year	<b>This will usually be 4 digits, such as 1824. In some cases you will use a forward slash such as 1746/7. Julian Calendar Dates:</b> Before 1752, the Julian calendar was in use in England. So the new year began on 25 March each year, meaning that 31 Dec would be followed by 1 Jan of the same year, and 24 Mar would be followed by 25 Mar the following year. This applied up to 31 Dec 1751, after which the Gregorian calendar was adopted. For example 31 Dec 1751 was followed by 1 Jan 1752. If you feel able to do so please record dates between 1 Jan and 24 Mar of each year prior to 1752 as dual dates. So for example, <b>1 Jan 1746/7, 2 Jan 1746/7</b> and so on until <b>24 Mar 1746/7, then 25 Mar 1747</b> . If you prefer to transcribe only what appears in the register that is acceptable.
C	Month	Simply use 1 for January, 2 for February and so on until 12 for December
D	Day	1 to 31
E	First names	Please enter all the names as the field is not limited in size. Should you wish to widen the column you may do so. Illegible names should be shown as P**er (even if it is clearly meant to be Peter). If abbreviations are used in the original then please use those, such as Wm for William.
F	Surname	Use the spelling <b>as it appears</b> Smith, Smyth, Smythe etc.
G	Parish	Enter the Parish in your top row then copy and paste into following rows. <b>Please take care that each person you enter is linked to the correct parish and church if you submit mixed entries.</b>
H	Church Dedication	Enter the church dedication in your top row then copy and paste into following rows. <b>Please take care that each person is linked to the correct parish and church if you submit mixed entries.</b>
I	County	Write in full please not as a Chapman code. Copy and paste as appropriate.
J	Abode	If known
K	Age	Full numbers for years or a number plus a suffix for other ages. <b>EXAMPLES 54, 11m, 14w, 2d, 2h for years, months, weeks, days, hours.</b> If an age is given as 7 years 8 months then that person was aged 7 so please enter 7 but add a note in the Comments column.
L	Reg Page	If known
M	Entry No.	If known
N	Additional Information	This is for anything else which appears in the register. Child of, husband of, widow of etc. Occupation. There was no ceremony because the deceased was a Papist.
O	Cause of Death	This is sometimes given.
P	Contributor	This will be made public on the website so please just enter something to identify yourself to us such as RS for Robert Smith. Please copy and paste down the column.

**Once you have completed your data entry please email the file to the coordinator [catholicancestor@hotmail.co.uk](mailto:catholicancestor@hotmail.co.uk), or share it via the Cloud.**

**If you need help do not hesitate to ask via email – we may have missed something!**

**THANK YOU for helping us to populate this database.**