



## **TUTORIAL INTERNATIONAL INVENTORY** *a brief guide to filling in the form*

The form for adding a site to the inventory is comprehensive but simple to complete.

It is made up of fifteen fields which locate and describe each site or ensemble, explain briefly what makes it significant in an international context, and allocate it to three search criteria - typology, period and sector.

The form is at the following URL: [www.mnactec.cat/ticcih/inventory.php](http://www.mnactec.cat/ticcih/inventory.php)

How to fill in the form.

The **HELP ?** button on the left ...

links to a simple guidance form containing advice on what should go into each field.

**Photo :** Follow the instructions to upload an image. Maximum 500 kb.

**Site name :** The principal name of the site.

**Address :** How to find the site.

**Postal code :**

**Country :**

**Contact :** Name and e-mail of a contact person (if open to the public).

**Internet :** A web page with information on the site.

**Description :** A short explanation which explains the industrial activity of the site, a summary of its history, what it consists of now and its current use.

**Significance :** What is especial about this site - its historical or technical value - and why it is sufficiently important to be included in the international inventory.

**Period :** Choose the option from the drop-down menu.

**Sector :** Choose the option from the drop-down menu.

**Typology :** Choose the option from the drop-down menu.

**Map :** Find the site on Google Maps and click on the 'Link' button (top right). Follow the instructions, copying the code into the field on the inventory form.

**GPS :** Coordinates (copy from Google Earth).

Compiled by : Your name and contact e-mail.

### THREE SPECIAL FIELDS

1) **PHOTO:** This field lets you upload a digital image of the site on to the database. Click on the button 'Examine' (the precise word may change in different browsers) to locate the image you want to upload from your compute.

**Remember the image should not be more than 700 pixels wide and less than 500 kb.**

Photo :     
( 700 pixel width max please. )

When you have found the picture you want, just click 'Upload picture' and the image will appear at the top of the form.

one can submit a site to the TICCIH inventory of world industrial heritage. Simply complete the form and send  
After the project team have edited and validated the entry it will appear on the list.

[TICCIH INTERNATIONAL INVENTORY](#)





Photo :     
( 700 pixel width max please. )

2) **COUNTRY, PERIOD, SECTOR and TYPOLOGY:** The fields are filled by choosing the option you want from a drop-down menu - such as the list of countries in the example here.

RS COUNTRIES Argentina  
Australia  
Austria  
Belgium  
Bosnia  
Brazil  
Canada  
Chile  
China  
Colombia  
Costa Rica  
Croatia  
Czech Republic  
Denmark  
Egypt  
Finland  
France

NS CONFERENCE AGENDA



**3) MAP: Google makes filling in the MAP field easy.**

Click on the MAP link and go to Google maps (<http://maps.google.com/>), search for your site, centre it on the map or satellite image and adjust the scale - and then click the top right 'Link', button (*Enllaç* in the example below - the name will vary according to which language you're using on Google).



In the next window, click on the link that says "Personalise and preview map" ("Personalizar y obtener ...." in the illustration)...



Then choose the size (Large/Grande), close the white name balloon and centre the map as you'd like it to appear in the inventory ...

**1. Personalizar  
Tamaño del mapa**

- Pequeño
  - Mediano
  - Grande
  - Personalizado
- Ancho  Alto

**2. Vista previa**



Finally, in the third window, copy the HTML code and paste it into the MAP field back on the Inventory ...



[Ver mapa más grande](#)

**3. Copia este código HTML para incrustar el mapa en tu sitio web.**

```
</iframe><br /></small><a href="http://maps.google.com/maps?f=q&source=embed&hl=es&geocode=&q=castellar+de+n'hug&sl=37.370157,-95.712891&spn=34.550509,56.25&ie=UTF8&t=h&ll=42.292802,2.025604&spn=0.121901,0.219727&z=12" style="color:#0000FF;text-align:left">Ver mapa más grande</a></small>
```

**And that's it! Doubts? Write to [ticcih@gencat.cat](mailto:ticcih@gencat.cat)**

**Thank you for helping to build the TICCIH International Inventory.**

**The more sites it has the more useful it gets.**

