TUTORIAL 6: Geography

In this tutorial you will enter information relating to the geography of the Heritage Place.

1   Getting Started

Click on 'Geography' in the Card Tree to go to that Card (Figure 1).

- You will see the map window in this Card, but it will not be necessary to use it fill in any specific information. See **Tutorial 5: Geometries** for more information about the map window.
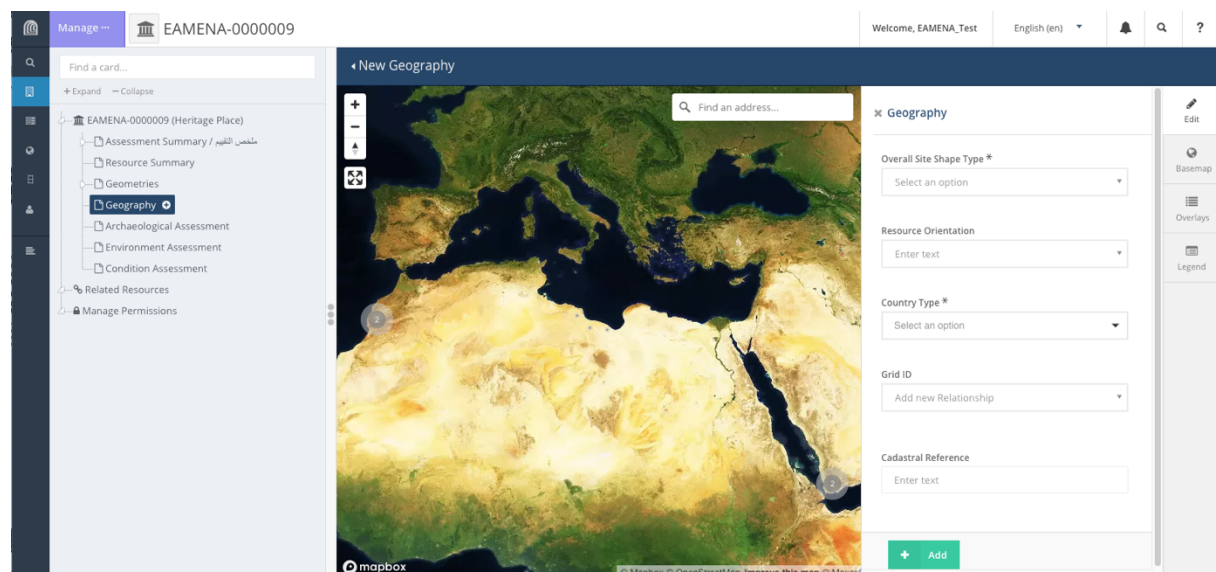

Figure 1: The Geography Card

2   Geography

2.1   Overall Site Shape Type

In this field you will enter the overall, horizontal shape of the full extent of the site (as it is known). You may enter only one Shape.

- Click on the 'Overall Site Shape Type' field and choose from the dropdown list (Figure 2).
    - o   Refer to the Glossary for detailed definitions of the terms that appear.
    - o   Choose the term closest to the actual shape of the Heritage Place rather than how you ended up drawing it.
        - ▪   For example, if you drew a polygon around a circular Heritage Place because it was too difficult to draw a perfect circle, the shape is 'Circular' and not 'Polygonal'.

Figure 2: The dropdown list of the Shape field (scroll down for more options).

2.2 Resource Orientation

This refers to the orientation of the whole Heritage Place (the complete site or feature).

- Click on the 'Resource Orientation' field and choose from the dropdown list.
  - Choose the orientation closest to the actual orientation.
    - Remember that the orientation should be applicable to the Heritage Place as a whole that you are recording in this record.
  - Orientation is particularly useful linear features. For example, if your Heritage Place is a pendant with the head in the north and the tail to the south, the orientation is "North-South". Or you may have a single wall as Heritage Place, running from west to east (orientation "East-West").
  - It is also sometimes useful to note that certain structures are oriented, i.e. facing, in a particular direction.
- The terms are self-explanatory, but if in doubt refer to the Glossary for detailed definitions.
- There are many cases where this field may not be relevant. When this is the case, choose 'Not Applicable'.

2.3 Country Type

In this field you will record the modern country in which the site is located.

- Click on the 'Country Type' field and choose the modern country or territory where the Heritage Place is currently located from the dropdown menu that appears.
  - Only countries in the EAMENA database can be entered.

2.4 Grid ID

In this field you will record the Grid Square that your Heritage Resource falls within.

First identify which Grid Square you are working in, using Google Earth:
- Locate your site in Google Earth.
- Make sure the EAMENA Grid Square layer is turned on.
- Check the Grid Square number by clicking inside the Grid Square that your site falls within.
- The Grid Square number might also be the first part of the unique reference number that you gave the site (e.g. **E35N36-14**_000001).

To enter the Grid Square:
- Click on the 'Grid ID' field.
- Choose your Grid Square from the dropdown list. To find it more quickly, start typing your Grid Square number until you see the correct one.
- If your Grid Square is not in the dropdown list you should create a new one:
    - First, double-check carefully that you have typed the correct grid number to ensure it does not already exist. Most EAMENA grid squares have already been entered.
    - If you are sure it does not already exist, click on 'Create a new Grid Square' (Figure 3).
    - Enter the Grid ID in the format 'ExxNxx-xx' (e.g. E35N24-12), in the window that appears (Figure 4).
    - Click '**Add**' to add the new grid square.
- In most circumstances you should only add one grid square.
    - There may be rare circumstances where your site overlaps two grid squares. In this case, choose the square in which the majority of your site falls.
    - Alternatively, you can choose to add the second Grid Square as a Related Resource. See **Tutorial 9: Related Resources** for instructions how to do this.

Figure 3: If you type a Grid Square number that is not yet in the list, the 'Create a new Grid Square' option appears.

Figure 4: The 'Add new Grid Square' window.

2.5 Cadastral Reference

If you have a Cadastral Reference, you can enter it here. If you do not have this information or it is not relevant, leave this field blank.

2.6 'Add' and Save

Click '**Add**' to save the information in this card. It will be appear in the Card Tree on the left below 'Geography.

- All of the information within the 'Geography' card should be applicable to the entire Heritage Place being recorded. Do not add additional 'Geography' card entries.

After you click Add, two more cards will also appear in the card tree below your entry: Administrative Division and Address (Figure 5).
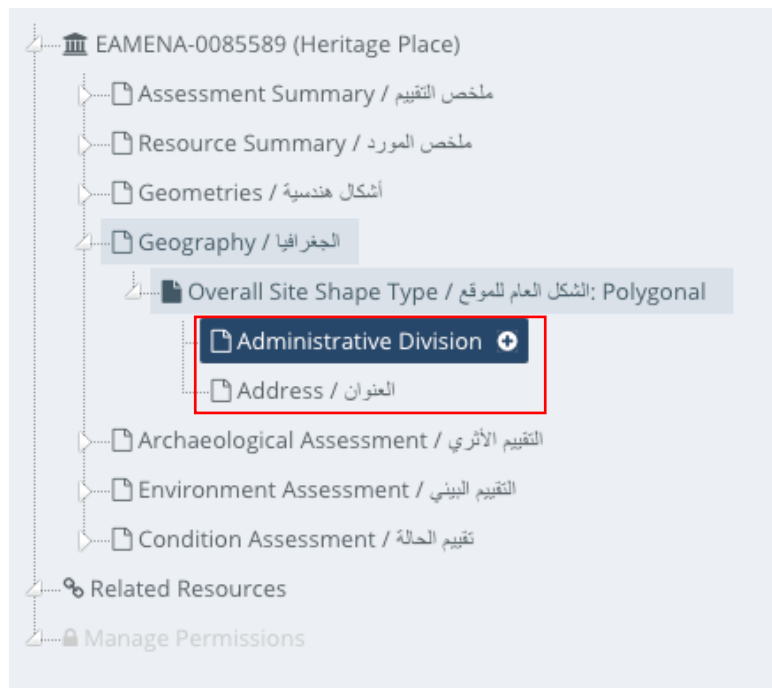

Figure 5

2.7 Administrative Division

In this field you can enter the name of the national or regional division in which your heritage resource falls, e.g. the province or governorate. This card is optional.

If this information is not applicable or unknown, leave this card blank.

Click on 'Administrative Division' in the Card Tree to go to that card.

- Click 'New' to start a new entry.
- Click in the 'Administrative Division' free-text field and type the name of the administrative division you wish to enter.
- Click on the 'Administrative Division Type' field and choose the type of division you are entering.
- Click '**Add**'.

2.8   Address

In this field you can enter the exact address of your heritage resource, if it is applicable, e.g. you are recording a piece of urban heritage. This card is optional.

If an address is not applicable or unknown, leave this card blank.

Click on 'Address' in the Card Tree to go to that card.

- Click 'New' to start a new entry.
- Click in the 'Address' free-text field and enter the full address of the heritage resource you are recording.
- Click on the 'Address Type' field and choose the type of address you are entering.
- Click '**Add**'.