





Rio de Janeiro/RJ, novembro de 2017

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Fortalezas.org

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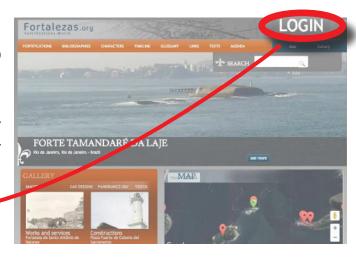
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1. Registration

1.1

In order to access the restricted area to edit and contribute with the Fortalezas.org Database, where you can post content and make contributions to the existing database, a previous and totally free registration is required.

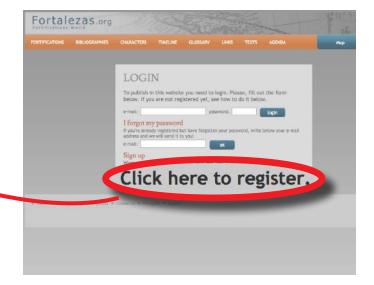
First, click **LOGIN** on the home page.



1.2

You will be directed to the Login page.

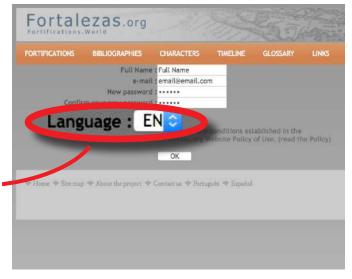
Press Click here to register.



1.3

To make the registration, enter in the fields your full name, your e-mail, your access password and the confirmation of that password. The chosen password must have between 6 and 10 alphanumeric characters.

Choose the **Language** in which you prefer to navigate the Website and click the **OK** button.



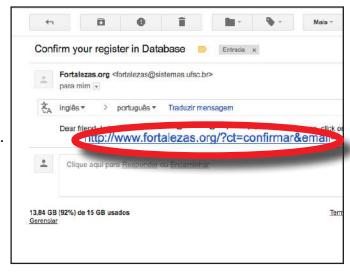
A notification will appear:



1.5 Check your email for the confirmation request.

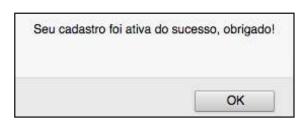


1.6 Click on the **link** to confirm your registration.



1.7

You will be redirected and an activated account message will appear on the screen:

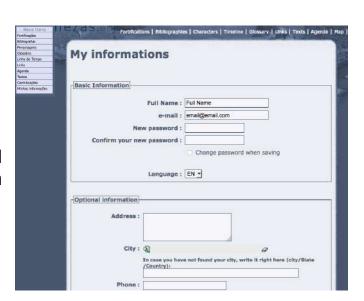


1.8 Log in with your email and password.



1.9 You'll be taken to your account page.

This is the main page of your restricted area of Fortalezas.org Database. You can later add more personal data.

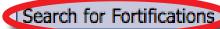


2. Contribute to a Fortification

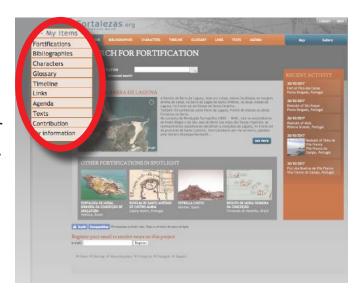
2.1

You can contribute to a fortification already registered with texts, videos, images, 360° panoramic images and CAD designs.

Click Fortifications > Search for Fortifications.

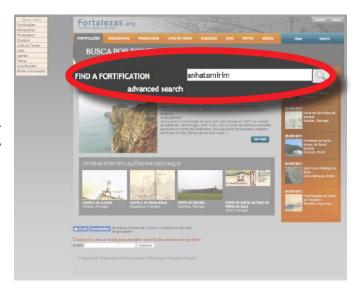


Note that the Website now stays with your personal Contribute Menu, called My items.



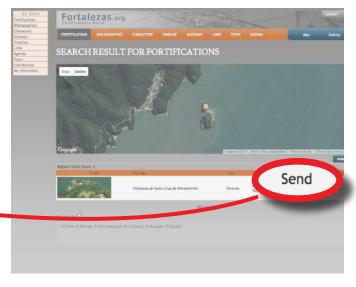
2.3

Search for the fortification you want to contribute by using the quick search field or by opening the **advanced search** form.



2.4

Check the name of the fortification and click the **Send** option.



This is the page to contribute with the intended fortification.

To contribute with text, write all your comments about this fortification. After that, click on the **Send** button.

The Tutor of the Fortification may accept your contribution in whole or in part, incorporating it into the main text. If this occurs,



even partially, you will be credited to the Database as a contributor to that Fortification.

3. Contribute with Images

Before contributing, check if there is an image similar to the one you want to add on the respective Fortification page. Analyze whether your image adds any significant contribution to the Fortification.

The digital file must necessarily be of type .JPG, in the best available quality, especially in case of map images and fortification plans (iconographies).

Pre-prepare the digital file and all information for recording the photo using a text editor following the template (Attachment I). This step will accelerate the filling process and prevent the connection to time out.

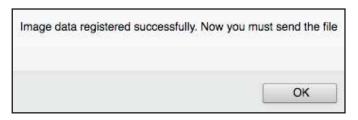
3.1 To send images, click the **Images** option in the menu on the right.



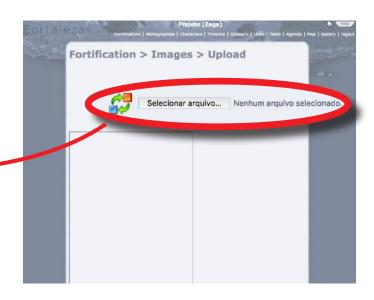
3.2 Fill in the information previously prepared and click **Add New Image**.



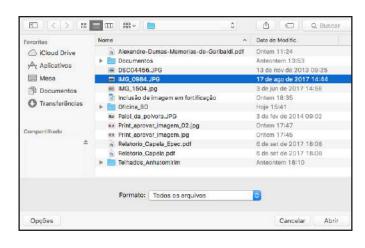
3.3 A message will appear, confirming that the Image has been registered:



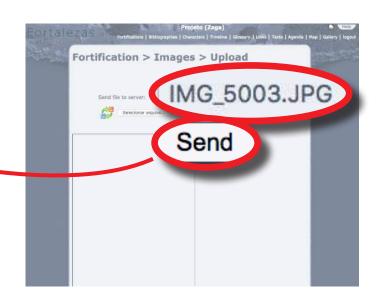
3.4 Click **Choose File** to find the image.



3.5 Choose the .JPG file on your system.



3.6 Check the file name and click **Send**.



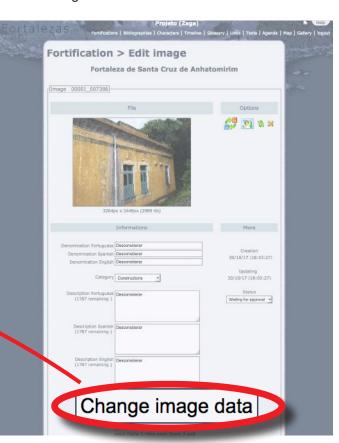
3.7
One message will appear confirming the upload and another one confirming the creation of the default thumbnail and standard image:



page.

3.8 You will be redirected to the Edit images

Make any changes you need, and click **Change image data**.



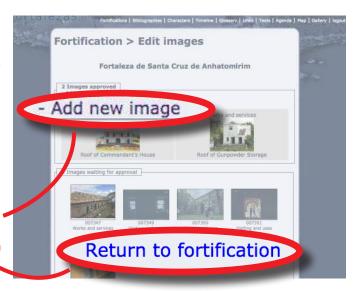
3.9 A confirmation message will appear:



3.10

Done! Now you will be forwarded to the page with all your images inserted for that Fortification. The newly inserted Image will be appearing as **awaiting approval**, until the Tutor of that Fortification accepts the contribution.

To continue contributing with other images, click **Add New Image**. To contribute with other kinds of media, then click **Back to the fortification**.



4. Contribute with Videos

Check if there is a similar video to the one you want to add on the Fortification page. Analyze if your contribution is significant to the Fortification.

The video must be hosted on YouTube.

Prepare all the information for registering the video in an text editor following the model (Attachment II). This step will accelerate the filling process and prevent the connection to time out.

4.1 To contribute with videos, click the **Videos** option in the menu on the right.



4.2
Copy and paste the **Address** of the video hosted on YouTube.



Fill in the fields on the video editing screen with the information previously prepared and click **Change media data**.



4.4

A message will appear confirming that the video data has been registered:



4.5

You'll be taken to the Edit video page.

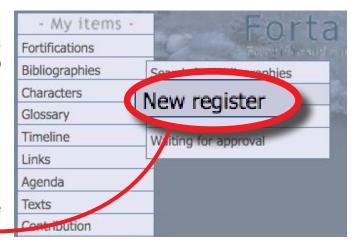
Make any changes you require, and then click **Change media data**.



the Database.

5. Include a Bibliography

Before inserting a new Bibliography in the Fortalezas.org Database, first make a search for the existing bibliographies, to confirm if it is not already registered.



5.1 Go to the **My items** menu, and select the **Bibliographies > New register** option.

5.2 A preliminary page will be shown once more to confirm if the Bibliography exists in

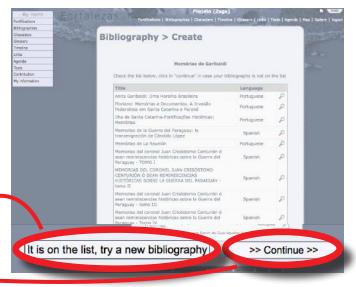
In the available field, enter one or more significant words of the title of the wanted Bibliography and click on the **Verify if it is already registered** button.



5.3

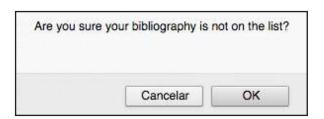
A list will be shown with all the bibliographies already registered in the database, containing at least one of the title words of the Bibliography.

If the Bibliography you want to add is already listed, click on **It is on the list, try a new bibliography**. If the bibliography does not already exist in the database, click **Continue**.



5.4

Then click **OK** on the following confirmation message:

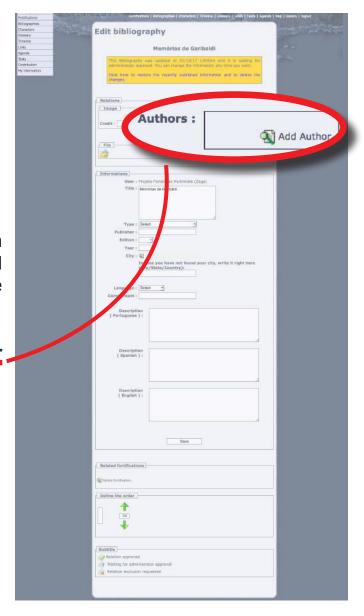


Before contributing with Bibliographies, prepare the digital files of the full Bibliography (PDF) and a cover image (JPG), as well as all the information necessary for the registration in a text editor following the model (Attachment III).

This step will accelerate the filling process and prevent the connection to time out.

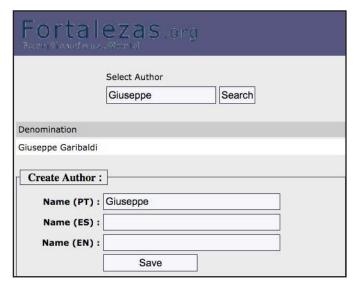
5.5
First, fill in or edit the **Relations** box with the fields: **Authors**, **Image** (Cover) and **File**. Always do this before filling in the other form fields.

In the **Authors** field, click the **Add Author** icon to open a new pop-up window.



Enter one of the author's names in the search field (preferably the last name) and click **Search**.

Among the authors that will be shown in the search result, double-click the correct one.



5.7

Click **OK** on the following confirmation message to return to the main registration form.

The name of the selected author will appear in the **Authors** box.

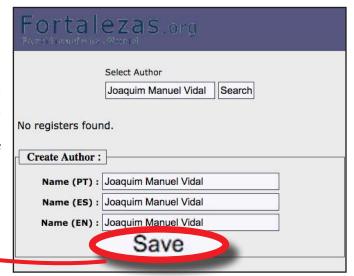
If you need to insert another co-author of the same bibliography, repeat the procedure above by clicking **Add Author** again.



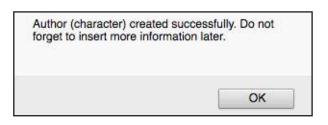


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If the name of the searched author is not in the available listing, you can register it yourself. To do this, at the bottom of the same auxiliary window, type the Name of the author in the three languages and click the **Save** button.

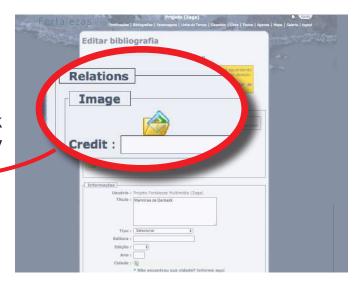


A message will inform you that the new author has been created and inserted in the main form.



5.10

Then, if available, insert an image (book cover, magazine, article illustration, etc.) by clicking on the open file icon.



5.11

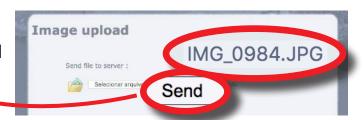
On the next page, click **Choose File** to locate and load your desired image on your computer.

The image file must be in JPG format and approximately 150 pixels in the horizontal dimension.



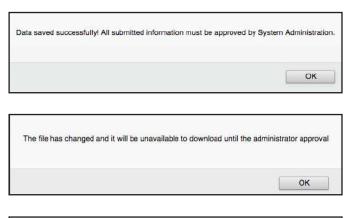
5.12

Check the file name of the image that will appear on the page and click **Send**.



Three messages will appear confirming the upload of the file and that the changes for the Bibliography record have been saved.

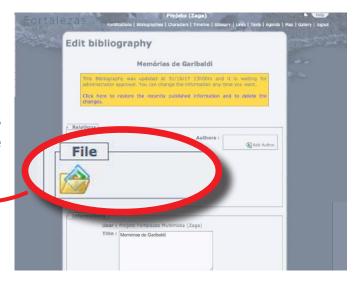
Enter, then, the credit for the image in the available field.





5.14

To upload a digital file with the full contents of the Bibliography (PDF file) click on the open file icon in the **File** section.



5.15

On the next page, click the **Choose File** button to choose and upload the selected file on your computer.

Check the file name and click the **Send** button to submit the selected file to the Database server and automatically associate it with the Bibliography being registered.



A message will appear confirming the upload of the file:



5.17

Fill in the information previously prepared.

In the **City** listing, select the city where the Publisher or institution responsible for the publication of Bibliography is located.

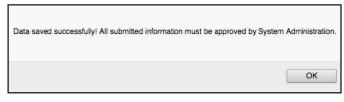


5.18

If the city is not available in the list, enter it in the text field below, along with the name of the respective state and country.

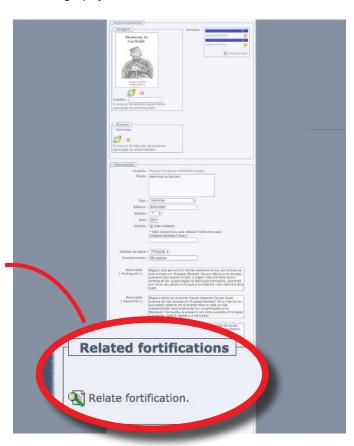
After completing the fields, click on the **Save** button and confirm the message.





Only after saving the inserted data, you can, if the case, associate this Bibliography with a fortification registered in the Fortalezas.org Database.

To do this, click the **Relate fortification** icon in the **Related fortifications** box to open a new auxiliary window (pop up).



5.20

In this new window, enter a part of the name of the Fortification in the search field. Then click on the **Search** button.

Among the names that will be shown in the search result, select the one for the fortification (Do not forget to check the indicative column of the city where the fortification is located, since many of them have the same name).



5.21

After selecting the fortification, it will automatically appear related to the Bibliography in its main form field. Done!



6. Include a Character

Before inserting a new Character in the Fortalezas.org Database, first make a search for the existing characters, to confirm if it is not already registered.

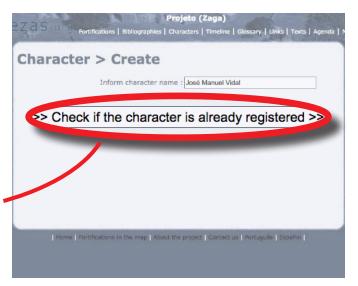


6.1 Go to the **My items** menu, and select the **Characters > New register** option.

6.2

A preliminary page will be shown once more to confirm if the Character to be inserted is no longer actually registered.

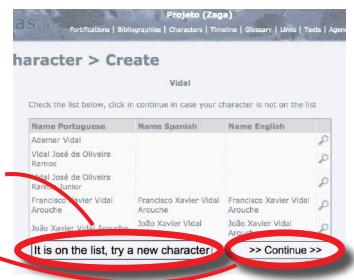
In the available field, enter one or more significant words of the name of the wanted Character, preferably the last name, and click on the **Verify if it is already registered** button.



6.3

A list of all the characters already registered in the Database will be shown.

If the Character you want to add is already listed, click on It is on the list, try a new character. If the character does not already exist in the database, click Continue.

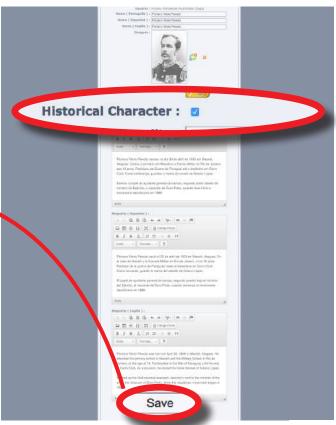


Fill in the fields with the information previously prepared (Attachment IV).

Make sure the **Historical Character** box is checked.

After completing the fields, click on the **Save** button and confirm the message:





6.5

Only after saving the entered data, you can, if the case, associate this character with a fortification existing in the Database.

To do this, click the **Relate Fortification** icon in the **Related Fortifications** box to open a new auxiliary window (pop up).



6.6

In this new window, enter one of the names of the fortification in the search field. Then click on the **Search** button.



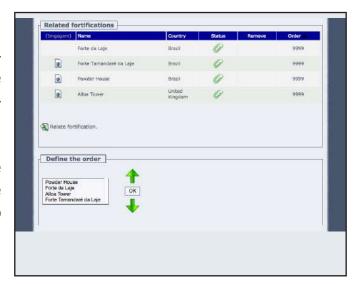
Select the name of the desired fortification. Do not forget to check the column indicating the city where the fortification is located, since many fortifications have the same denomination.



6.8

After selecting thefortification, the auxiliary window will close automatically, and the fortification will appear related to the character in the respective main form field.

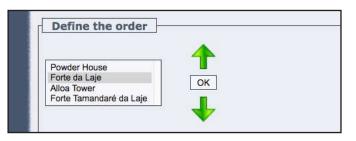
If a character is related to more than one fortification, you can order the listing of the fortifications according to their relevance to that character.



6.9

To do this, in the **Define the order** box, click on the name of the fortification you want to sort and move it up or down the list using its sort arrows.

After the ordering is complete, click the **OK** button to save the proposed ordering. Done!





7. Include a Link

Before inserting in the Fortalezas.org Database a new Link, first make a search for the existing links, to confirm if it is not already registered.



7.1 Go to the **My items** menu, and select the **Links > New register** option.

7.2

A preliminary page will be shown to once again confirm that the link to insert is no longer actually registered.

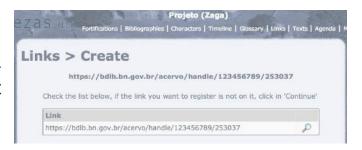
In the available field, enter the URL, that is, the complete and correct address of the link (website), without forgetting to include at the beginning of the address "http://" and click on the **Check if the link is already registered** button.



7.3

You will be shown a listing with all links already in the Database containing at least one of the words of the link being verified.

If the link you want to add is already listed, click It is on the list, try a new link. If the link does not already exist in the database, click Continue.





Fill in the information previously prepared (Attachment V).

After completing the fields, click on the **Change link data** button and confirm the message:

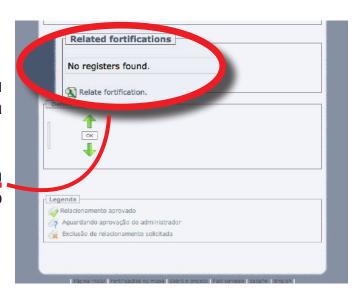




7.5

Only after saving the entered data, you can, if the case, associate this link with a fortification existing in the Database.

To do this, click the **Relate fortification** icon in the **Related fortifications** box to open a new auxiliary window (pop up).



7.6

In this new window, enter one of the names of the fortification in the search field. Then click on the **Search** button.



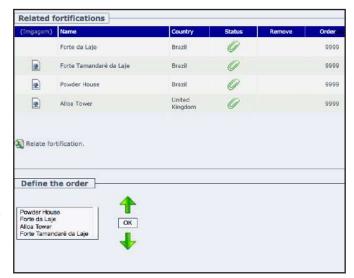
Among the names that will be shown in the search result, select the name of the correct fortification. Do not forget to check the column indicating the city where the fortification is located, since many fortifications have the same denomination.



7.8

After selecting the fortification, the auxiliary window will close automatically, and the fortification will appear related to the Link in the respective main form field.

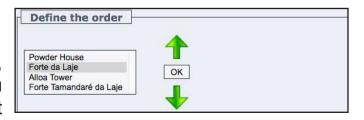
If a link is related to more than one fortification, you can order the listing of the fortifications according to their relevance to that link

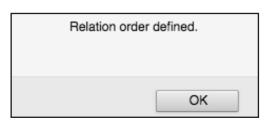


7.9

To do this, in the **Define the order box**, click on the name of the fortification you want to sort and move it up or down the list using its sort arrows.

After the ordering is complete, click the **OK** button to save the proposed ordering. All right!





8. Include a New Fortification

8.1

Before entering a new fortification in the Fortalezas.org Database, first make a search for existing fortifications, to confirm if it is not already registered.

Do not forget to also search for the fortifications that you are the Tutor of and that may be awaiting approval from the Administrator (see in the **My items** menu on **Fortifications** > **Waiting for approval**).



8.2

Before adding a new Fortification, prepare all information for registration in a text editor following the template (Attachment VI).

After this confirmation, go to the **My items** menu, and select the **Fortifications > New register** option.



8.3

A form will open to be filled with the fortification data.

In the **City** item, click the icon to open a new auxiliary window (pop up).



Enter one of the correct city name in the search field.



8.5

Then click on the **Search** button. Select the city from the names that will be displayed in the search result:



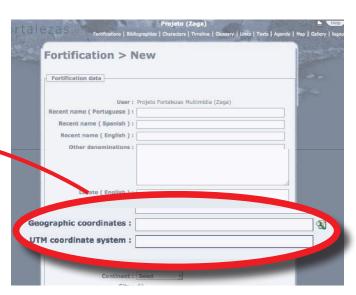
8.6

If the specific city is not available in the listing, enter it in the field below, along with the name of the respective state and country.



To enter the **Geographic coordinates** data for the fortification, do not enter anything in the blank field.

Click the icon next to the field to automatically open a new pop-up window with a Google Map app.



8.8

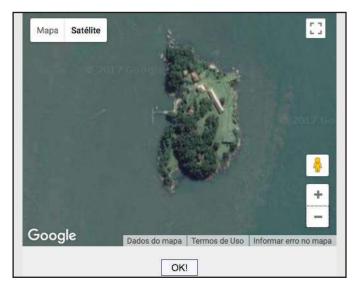
At the top of this new window, select one of the available viewing modes: **Map**, **Satellite** or **Hybrid** (if any).

Use the navigation commands and the vertical zoom bar to locate the fortification being inserted.

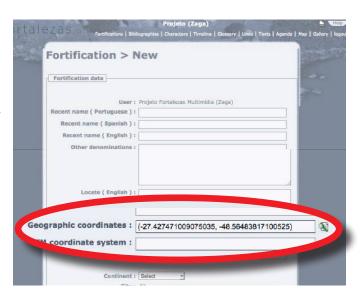


8.9

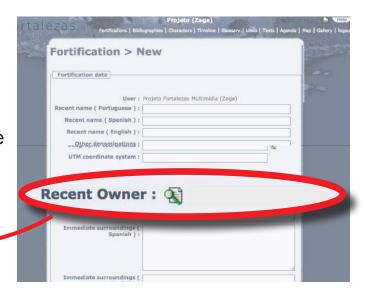
Double-click with the mouse pointer positioned exactly over the fortification location area. Click on the **OK** button.



The geographical coordinates of the center point of the image will be automatically recorded and converted to degrees, minutes and seconds of latitude and longitude:



8.11 Under the **Recent Owner** item, click the icon **1** to open a new pop-up window.



8.12

Type in the search field one of the owner's names. Then click on the **Search** button.

If the name of the owner is not in the available listing, you can register it yourself. To do this, at the bottom of the same auxiliary window, enter the **Owner** name in three languages, in the corresponding fields, and then click the **Save** button.



The auxiliary window will close automatically, and the new owner will have been created and inserted into the main form.

The fortification **Owner** is not necessarily your **Maintainer**, who must be informed in the specific field below in the form:



8.14

In the **Maintainer** item, click the icon to open a new auxiliary window (pop up) and type in the search field one of the names of the maintainer you want.

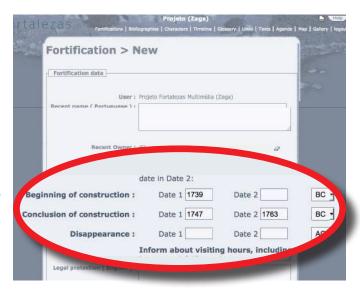
If the name of the wanted maintainer is not in the available listing, you can register it yourself.

	Select the Mai	ntainer:
	do porto	Search
inyone (rese	et)	
Capitania do	Porto de Camin	ha
âmara Mun	icipal de Vila do	Porto
Create:		
) : [
Create:		
Create:		

8.15

In the **Beginning of construction** item, in the **Date 1** field, enter with four digits the date the fortification began to be built. Choosing also, the option **BC** or **AC** (Before Christ / After Christ).

Similarly, in the **Conclusion of construction** item, in the **Date 1** field, enter the date when the fortification was completed.



Similarly, in the item **Disappearance**, if applicable, enter in the **Date 1** field the date that the fortification disappeared, was demolished or destroyed definitively (a fortification in ruins, for example, is not considered missing).

In all cases, fill in the **Date 1** field only when the date is accurate (the **Date 2** field will be automatically filled with the same date). If the **Beginning**, **Conclusion**, and **Disappearance** dates are not exact, but rather a period between dates, fill in the starting date in the **Date 1** field and the end date in the **Date 2** field.



8.17

After completing the fields, click on the **Save** button.



8.18

Now that the fortification is created, you can proceed with your edition and insert media related to this fortification (**Images**: photographs, plans, maps, **Videos**, 360-degree panoramas and CAD drawings). You can also relate this fortification with **Bibliographies**, **Characters**, **Links** and **Texts**.

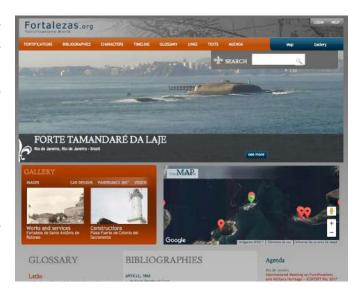
After saving the form data, you will be the **Tutor** of this fortification. Only you and the Database Administrator Fortresses. org may edit this form, complementing or changing the information registered. Other



users may only be **Contributors**, suggesting you changes or additions to those content. Upon approval of the Administrator, the fortification data will be published.

You, as **Tutor**, can edit (change or supplement) the data registered for this fortification as many times as you wish, while the fortification is not approved by the Administrator, by accessing the **My items** menu, and selecting the **Fortifications** > **Waiting for approval option**.

Once approved, any new edition by the Tutor must be approved again by the Administrator. The previously published data on fortification are still being viewed by the public until the Administrator approves the new version edited by the Tutor.



By accessing the **My items** menu, and selecting the **Fortifications > My Fortifications** option, the Tutor can access the fortification entered, after the new fortification is approved by the Administrator.

All information entered by you on this page and in any other area of the Fortalezas.org Database is at your own responsability. Read more about this accessing the **Website Policy of Use** in the **About the project** section. If you need to contact the Database Administrator, send an e-mail to: roberto.tonera@ufsc.br.

Attachment I

Contribute with Images

Denomination Portuguese:
Denomination Spanish:
Denomination English:
Category: [] Aerial [] Archeology [] Constructions [] General [] Iconographies [] Landscape [] Visiting and uses [] Watchtowers [] Weapons [] Works and services
Description Portuguese (max. 1800 caracters):
Description Spanish (max. 1800 caracters):
Description English (max. 1800 caracters):

Fortalezas.org

Attachments

Credit (Enter all the information about the Image, eg.: Photography: Test, 1994.):

Year: [] Exactly in [] Between

In case of exact date, fill only the spot Date 1 (the spot Date 2 will be filled automatically with the same date). In case of a period of time, fill the start date in Date 1 and the end date in Date 2:

Date 1:

Date 2:

Attachments

Attachment II

Contribute with Videos

Address on Youtube:
Denomination Portuguese:
Denomination Spanish:
Denomination English:
Description Portuguese (max. 1800 caracters):
Description Spanish (max. 1800 caracters):
Description English (max. 1800 caracters):
Credit (Enter all the information about the Video, eg.: Film: Test, 1994.):
Year: [] Exactly in [] Between
Date:

Attachments

Attachment III

Include a Bibliography

Authors:	
Cover Image Credit:	
JPG File:	
PDF File:	
Title:	
Type: [] Project [] Annals [] Archaeological Report [] Article [] Article - Magazine [] Article - Newspaper [] Article - Proceedings [] Article- Digital	[] Inventory [] Legislation [] Magazine [] Memories [] Minutes Model [] Monograph [] Newspaper [] Notebook
[] Book [] Bulletin [] Catalog [] Cd-Rom [] Chapter [] Cd-Rom [] Dictionary	 [] Official Document [] Offprint [] Poster [] Printed Document [] Relatório de Inspeção Técnica [] Registration [] Report (Other)
[] Didn't know how to inform [] Dissertation [] Document [] Folder [] Guide [] Handwritten Document [] Indicator	[] Report of Technical Inspection [] Research Report [] Senior Research Project (SRP) [] Spelling book [] Text [] Thesis [] Website
[] Informative	[] Work Report

Fortalezas.org	Attachments
Publisher:	
Edition:	
Year:	
City:	
Language (main one):	[] Dutch
[] German [] Spanish	[] English [] Italian
[] French	[] Portuguese
Complement (ISBN, number of pages, illustrated, etc.):	
1 ()	, ,
Description Portuguese (max. 1800 c	aracters):
	,
Description Spanish (max. 1800 cara	cters):
Description English (may 1900 serve	storo):
Description English (max. 1800 carac	(CIS).

Attachment IV

Include a Character

Name Portuguese:
Name Spanish:
Name English:
Image Credit:
JPG File:
Historical Character: []
Nationality:
Biography Portuguese (max. 1800 caracters):
Biography Spanish (max. 1800 caracters):
Biography English (max. 1800 caracters):

Attachment V

Include a Link

Denomination Portuguese:
Denomination Spanish:
Denomination English:
URL Link (Don't forget the http://):
Description Portuguese (max. 1800 caracters):
Description Spanish (max. 1800 caracters):
Description English (max. 1800 caracters):

Attachment VI

Include a New Fortification

Recent Name Portuguese:	
Recent Name Spanish:	
Recent Name English:	
Other denominations:	
Denomination Portuguese:	
Denomination Spanish:	
Denomination English:	
Tipo: [] Ammunition Depot [] Battery [] Battlement [] Bulwark [] Bunker [] Castle [] Citadel [] Dike [] Ditch [] Entrenchment	[] Fort [] Fort House [] Fortifications Group [] Fortified Bridge [] Fortified Camp [] Fortified Church [] Fortified City [] Fortified Convent [] Fortified Door [] Fortified Engine
[] Fence	[] Fortified Fountain

Fortalezas.org	Attachments
[] Fortified Mill [] Fortified Palace [] Fortified Port [] Fortified Tower [] Fortin [] Fortress [] Guard [] Headquarters [] Hill Fort [] Military Colony	 [] Other [] Powder Magazine [] Prison [] Redoubt [] Register [] Religious mission [] Trading Post [] Trench [] Watchtower
Conservation: [] Abandoned Ruins [] Conserved Ruins [] Featureless and Badly Conserved [] Featureless and Semiconserved [] Featureless and Well Conserved [] In Restoration	[] Missing [] Restored and Badly Conserved [] Restored and Semiconserved [] Restored and Well Conserved [] Ruins Badly Conserved [] Semiconserved Ruins
Conservation Portuguese (max. 1800 caracters):	
Conservation Spanish (max. 1800 caracters):	
Conservation English (max. 1800 cara	acters):
Locate Portuguese (max. 1800 carac	ters):
Locate Spanish (max. 1800 caracters):	
Locate English (max. 1800 caracters)):
Phone(s):	

Fortalezas.org Fortificaciones.Mundo e-mail:	Attachments
Continent:	
City:	
UTM coordinate system:	
Immediate surroundings Portuguese	(max. 1800 caracters):
Immediate surroundings Spanish (ma	ax. 1800 caracters):
Immediate surroundings English (ma	x. 1800 caracters):
Recent Owner:	
Legal protection Portuguese (max. 18	300 caracters):
Legal protection Spanish (max. 1800	caracters):
Legal protection English (max. 1800	caracters):

Maintainer:

Fortalezas.org	Attachments
Use: [] Disappeared [] Federal Public Organ [] Historical center [] Historical military museum [] Historical museum [] Military Active Unit	[] Municipal Public Organ[] Museum of Armaments[] Ruins[] State Public Organ[] Tourist-cultural Center[] Without defined use
Use Portuguese (max. 1800 caracters	s):
Use Spanish (max. 1800 caracters):	
Use English (max. 1800 caracters):	
Area:	
Nationality:	
Dates:	
· · · · · · · · · · · · · · · · · · ·	t Date 1 (the spot Date 2 will be filled automati- a period, fill the start date in Date 1 and the end
Beginning of construction: Date 1: Date 2:	
Conclusion of construction: Date 1: Date 2:	
Disappearance: Date 1:	

Date 2:

Visiting Portuguese (max. 1800 caracters):
Visiting Spanish (max. 1800 caracters):
Visiting English (max. 1800 caracters):
Weapons Portuguese (max. 1800 caracters):
Weapons Spanish (max. 1800 caracters):
Weapons English (max. 1800 caracters):
Constructive techniques Portuguese (max. 1800 caracters):
Constructive techniques Spanish (max. 1800 caracters):
Constructive techniques English (max. 1800 caracters):

Cultural reference Portuguese (max. 1800 caracters):
Cultural reference Spanish (max. 1800 caracters):
Cultural reference English (max. 1800 caracters):
Realized Interventions Portuguese (max. 1800 caracters):
Realized Interventions Spanish (max. 1800 caracters):
Realized Interventions English (max. 1800 caracters):
Observations (Fill out the form with other fortification data not mentioned in above topics: other typology, conservation, legal protection kind etc.):