

# Ohio Historic Inventory



October 22, 2014

# Table of Contents

<b>Introduction</b>	<b>2</b>
<hr/>	
<b>Section 1: Getting started with I-Form</b>	<b>3</b>
<hr/>	
Download and Installation Instructions.....	3
<b>Section 2: Navigating Within I-Form</b>	<b>4</b>
<hr/>	
I-Form Login Window.....	4
Register a New User Window.....	5
I-Form Navigation Window .....	6
<b>Section 3: Ohio Historic Inventory Interface</b>	<b>7</b>
<hr/>	
Header Section Fields.....	8
Photographs Button .....	12
Site Plan and Farmstead Plan.....	13
<b>Section 4: I-Form Digital Imagery Standards</b>	<b>17</b>
<hr/>	
<b>Section 5: Entry Sections</b>	<b>20</b>
<hr/>	
Entry Sections Interface .....	20
Location & Classification .....	21
Theme, Style and Use.....	24
Architectural Information .....	28
Associated Structures and Narrative.....	31
Footer Navigation Toolbar.....	34
<b>Section 6: Using the I-Form Menu Bar</b>	<b>35</b>
<hr/>	
File Menu.....	35
Edit Menu .....	35
Forms Menu .....	36
<b>Section 7: I-Form Submission Procedures</b>	<b>37</b>
<hr/>	
<b>Index</b>	<b>38</b>
<hr/>	

# Introduction

The focus of this user guide is to provide instruction for using the I-Form application to complete the Ohio Historic Inventory (OHI) form. This guide is designed to work in conjunction with *Guidelines for Conducting History/Architecture Surveys in Ohio (Survey Guidelines)* and *How to Complete the Ohio Historic Inventory (OHI manual)\** by Stephen C. Gordon. References to these guidance documents will be made throughout the publication (e.g. see page\_\_of OHI manual).

I-Form provides users the ability to complete either the Ohio Historic Inventory or Ohio Archaeological Inventory (OAI) forms via the Internet. Inventory information entered by users is stored on a server at the State Historic Preservation Office of the Ohio History Connection at the History Center in Columbus, Ohio. As you work on forms, you can access your data by logging into the system with your user name and password.

First-time users must download the I-Form application (available at <http://www.ohiohistory.org/ohio-historic-preservation-office/survey-and-inventory/i-form>), register online, and obtain email confirmation of an active account prior to accessing I-Form. Please allow five days for verification of registration information. For additional assistance contact: [iform@ohiohistory.org](mailto:iform@ohiohistory.org).

## Key Features of I-Form:

- Ability to reach a wide user group
- Secure data exchange between trusted server and users
- Application updates are automatically transferred to users each time they access the application
- Uses a series of drop down lists to standardize data entry and expedite form completion
- Coordinate parameters ensure UTM accuracy to quadrangle level
- Accepts digital images
- Users can export I-Form inventory form directly to .PDF file format

## Database Features

- Data is stored on a centralized server and available for use with Ohio History Connection GIS applications.
- Uses existing National Archeological Database (NADB) architecture to collect bibliographic information for NADB submission

---

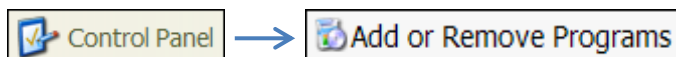
\*Copies of this publication are available for purchase through the Ohio History Connection's History Store, or online at: <http://www.ohiohistorystore.com/How-to-Complete-the-Ohio-Historic-Inventory-P7424C26.aspx>

---

# Section 1: Getting started with I-Form

## Download and Installation Instructions

1. If you have a previous version of I-Form on your machine, please remove it prior to this install using the Control Panel>Add/Remove programs function.



2. After you have uninstalled any previous versions of I-Form, restart your computer before proceeding.
3. Go to the web page: <http://www.ohiohistory.org/state-historic-preservation-office/survey-and-inventory/i-form> Click on **I-Form Browser Application**. You will see a pop-up window titled File Download—Security Warning. You will be asked whether you want to save or run the file. Select 'save' and save the file to your hard drive (usually the C: drive).
4. When the download is complete, you will see a window titled 'Download Complete'. Select 'run' and you will see a pop-up window titled 'IForm Installation'. Click 'Install' and 'finish' when that option appears.
5. This executable will install I-Form within the User Public folder on the C: drive of your computer: It will also install a shortcut on your computer desktop.



(Please do not alter the name of the shortcut!)

6. Double click the I-Form icon on your desktop. The I-Form server at the State Historic Preservation Office will complete the installation process by downloading the most up-to-date version of the browser to your computer. The process may take some time, depending on your Internet connection speed. Browser updates will be an infrequent occurrence, happening only when updates are made to the I-Form application. Once the browser update is complete, you will see the I-Form Login Window.

## Section 2: Navigating Within I-Form

---

### I-Form Login Window

The first window that appears is the I-Form Login Window.



The screenshot shows a web browser window titled "Ohio Historic Preservation Office IForm Application". The page features the Ohio History logo on the left and the following text: "Ohio Historical Society", "Ohio Historic Preservation Office", "Internet-based Inventory Form Application", and "Version 4.0". A red banner reads "NEW! Free Online Mapping Application For I-Form Users". Below this, a blue notice states "Server maintenance occurs from 0730-0830 hrs weekdays" and "Thank you for your patience." There are two input fields: "Please enter a User ID" and "Please enter a Password". A button labeled "If you are a new IForm user, register here." is positioned below the password field. At the bottom, there are "Cancel" and "Submit" buttons.

Example of I-Form Login Window

### Current I-Form User

If you are a current I-Form user your previous ID and Password will still allow you to access this version of I-Form.

### New I-Form User Registration

Initially you will need to register to use the application. Select the, "If you are a New User, Register here", button to begin the process.

## Register a New User Window

Register a New User

**Welcome to the OHPO Internet Inventory Form Application New Users Registration Window**

Please enter the following required information.

First Name  Last Name

Organization Name

Organization Address  City

State  Zip Code

Telephone number ( )- -  Email address

Select a security question from the drop-down list

Enter the Answer:

Create a User Id ( Between 6- 8 characters)

Create a Password (6 characters, using both alpha and numeric values)

\*\*\* We will assign a security level filter after the required information has been submitted and verified.  
Please allow 5 days for verification of registration information.  
Once verification is complete, you will be notified via the email address provided. Thank You.

Cancel Submit

Please complete every field in the Register a New User Window. Incomplete information will result in processing delays and prolong the initial wait to access the I-Form application.

When you are finished, select the **'Submit'** button to submit your request to the State Historic Preservation Office. Once the I-Form Administrator has verified your registration information, you will receive a 'Registration is Complete' email, sent to the address submitted during the registration process. Once you receive this email, you are free to access the I-Form site at any time. However, it is strongly recommended that you thoroughly read the entire User Guide before you access the application.

### Security Filters

I-Form uses the information you enter in the New User Registration Window to establish a security filter. Key components of the filter are based on the information you enter in the First Name, Last Name, and Organization name fields of the registration window. The first time you save an initial entry of inventory records, I-Form will automatically populate the corresponding fields on the inventory form using the values you entered during the registration process.

There are two primary filters available to I-Form users:

1. *Individual Preparer*

Having a security filter set at this level will allow an individual preparer to see all records he/she has created, regardless of the company the individual is associated with. This is a particularly useful feature for individuals who are sub-contracted by numerous firms to do survey work. If the primary company name is listed in the Organization/Institution field of the inventory form and the individual preparer is listed under the first and last name fields, the individual preparer will be able to see all records they are working on, regardless of the number of companies they are sub-contracted to work for. These records will also be available to the primary company (as long as the company is registered to use I-Form), even though their security filter is set at an organizational level.

2. *Organizational*

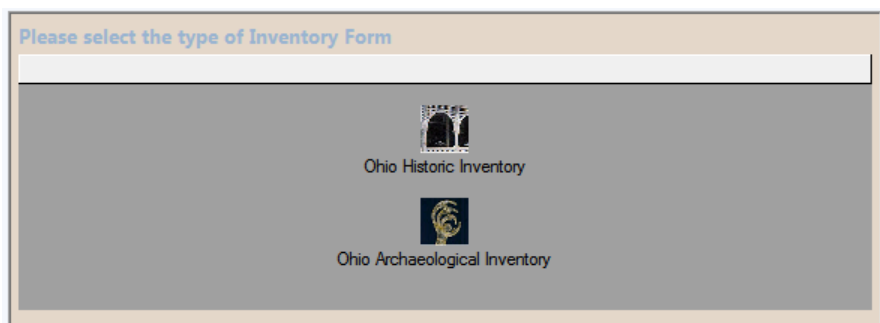
Having a security filter set at this level will allow an organization or institution to see all inventory records created by every individual who records their company name in the organization (OHI Form) or institution (OAI Form) field(s). This also includes individuals who are sub-contracted to work on projects for the company.

The security filters are assigned at the discretion of the IForm Database manager. Edits to the name or organization fields after the initial record save are allowed, but keep in mind the security filter associated with your information. For example:

If your filter has been set at an individual preparer level and the first name and last name fields are changed to another preparer -- perhaps someone who ended up completing most of the information -- you will not be able to see this record the next time you log in. However, if you were both employed by the same company and your security filter was set at an organizational level, you would still be able to see this record, even though the preparer information had changed.

---

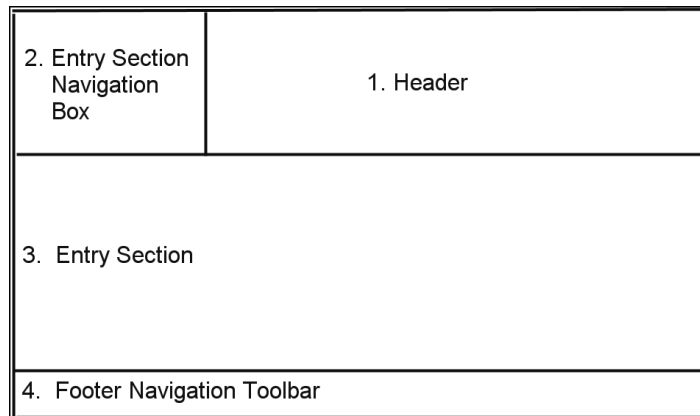
## I-Form Navigation Window



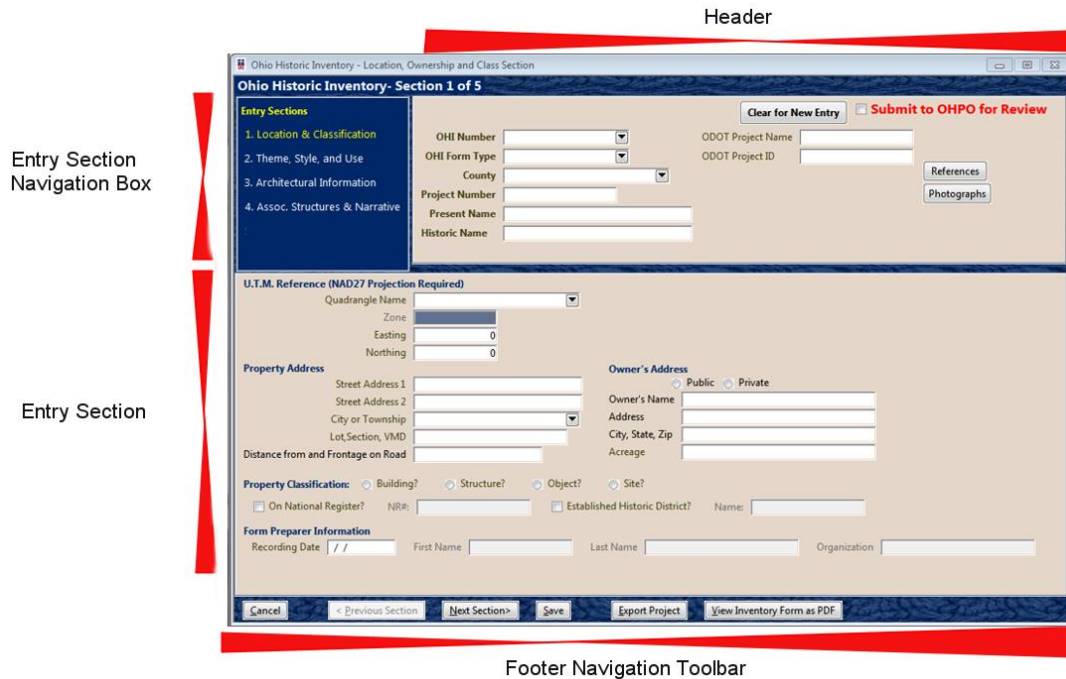
After the Login authentication procedure completes, the I-Form Navigation Window will appear. There are two icons within the window, one for each inventory interface in the I-Form application. Double-click on the Inventory interface you would like to use (this user guide pertains only to the Ohio Historic Inventory Interface).

# Section 3: Ohio Historic Inventory Interface

The Ohio Historic Inventory Interface is divided into four sections:



## Header Section



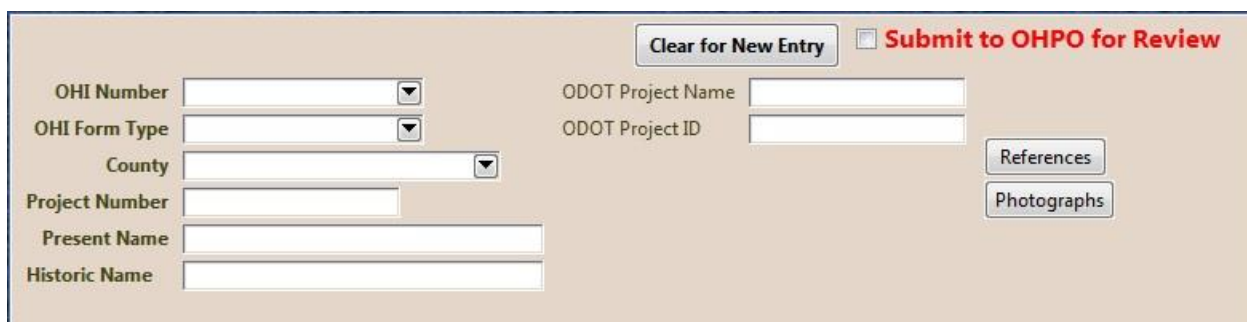
The *Header Section* is a static portion of the Ohio Historic Inventory Interface and remains visible regardless of which entry section is in view.



Note for previous users of the Ohio Historic Inventory form: The fields listed on the Ohio Historic Inventory Interface do not follow the numeric order of the fields on the paper inventory form; however, numbers listed within this user guide do correspond with the numbers listed on the paper inventory form. An additional way to determine which fields correspond to the paper form is to hover your cursor over the field name on the Ohio Historic Inventory Interface until the field number appears.

## Header Section Fields

### 1. OHI Number (10 Characters)

A screenshot of the Ohio Historic Inventory form header section. The form is light beige with a white border. At the top right, there is a button labeled "Clear for New Entry" and a checkbox labeled "Submit to OHPO for Review". Below these are several input fields: "OHI Number" (a dropdown menu), "OHI Form Type" (a dropdown menu), "County" (a dropdown menu), "Project Number" (a text box), "Present Name" (a text box), and "Historic Name" (a text box). To the right of these fields are two more text boxes: "ODOT Project Name" and "ODOT Project ID". Further right are two buttons: "References" and "Photographs".

To begin using the I-Form interface, you'll need to have an Ohio Historic Inventory number (**OHI Number**) before you can save even a partial record in the Historic interface. Contact the State Historic Preservation Office - Survey & National Register Technical Assistant at [SNROHPO@ohiohistory.org](mailto:SNROHPO@ohiohistory.org) or by calling: 614-298-2000 to obtain the OHI numbers(s).

There are three parts to the OHI Number:

1. The 3-letter county code.
2. The 5-digit inventory number.
3. The 2-digit area number.

For example, if a site number is presented as CUY-2-18 on a form, the inventory number portion should be entered as 00002 and the area number portion entered as 18 (CUY0000218). Do not enter hyphens or spaces when entering the OHI number.

### OHI Form Type

Select from the choices available in the drop-down list:

1. RLD-Reconnaissance-Level Documentation  
This choice is intended for use within special circumstances, when directed by the State Historic Preservation Office's Inventory and Review staff.
2. NEW-New OHI  
Select this choice for previously unrecorded properties.
3. REV-Revised OHI  
Select this choice for properties that have previously been assigned an OHI number. Survey projects may involve updating OHI information on previously documented

resources. This can be done through completing a revised OHI form in the I-Form Database using the existing OHI number. In these cases, it is important to understand that the updated form will need to be filled out completely, using information gained through current field work associated with the project. Upload a current photograph that reflects the current appearance of the property. Reflect any physical changes through the appropriate fields and provide an updated narrative description, history and significance and sources associated with the property. Please coordinate all Revised OHIs with the Inventory and National Register Manager at [SNROHPO@ohiohistory.org](mailto:SNROHPO@ohiohistory.org) or by calling: 614-298-2000.

## 2. County

Select the appropriate county from the drop down list. Selecting this option prior to selecting the City or Township allows I-Form to limit the city or township choices to only those found within the county you select (see page 24 of OHI manual).

## 4. Present Name (up to 60 Characters)

Enter the present owner's name (first name, middle name or initial, and last name), followed by the property type (e.g. house, barn, commercial block, or mill).

Example: *"Thomas Caleb Smith House,"* or *"Spring Grove Cemetery."*

When a property's commonly used name is colloquial, insert that name in parentheses following the correct name (see page 24 of OHI manual).

Example: *"Correctional Medical Center (Ohio Penitentiary)."*

If the current owner of a property is not known or the property does not have a commonly used name, use the type of resource and address.

Example: *"House, 234 Spring Street"* or *"Farmstead, 345 Cloverdale Lane."*

## 5. Historic Name (up to 60 Characters)

The historic name is normally that used by the Ohio History Connection to refer to the property and is preferred. Generally, the historic name is the original occupant's, a name given to the property by an early occupant, or the name of the most significant person or event associated with it. If both the present and historic names are the same, be sure to enter that name in both the *Present Name* and *Historic Name* fields. When you cannot determine a historic name, leave this field blank (see page 25 of OHI manual).

## Project Number (up to 15 Characters)

Enter the internal project number, if any, assigned by the organization responsible for conducting the research. This field can be left blank.

## Submit to OHPO for Review

Select this checkbox when the form is complete and you are ready to submit the results to the State Historic Preservation Office for review. See *Section 7: Ohio Historic Inventory I-Form Submission Procedures* for further information.

## References Button

If the property recorded in the I-Form application is part of a survey that results in the creation of a survey report, select the *References* button to open the *Historical Project References* window to enter the associated survey report information. This is required for both Architectural resources (OHIs) and Archaeological resources (OAIs).

The *Historical Project References* window is designed to allow survey report information to be entered once and then be made available as a selection from the Primary Author field as a drop-down choice for all additional inventory forms, regardless of which interface you are using. So for example, a reference entered in the Ohio Historic Inventory Interface will also be available for selection from the Ohio Archaeological Inventory Interface and vice versa. No more retyping the same report information for each inventory form!

Enter the reference information in the following format:

**Primary Author and Contributing Author: (60 Characters)**

Enter last name, first name, middle initial (one author per field).

**Year (4 Digits)**

Enter four numeric values (e.g. 1982).

**Report Title (255 Characters):**

Enter full title of report in title format.

**Lead Agency:**

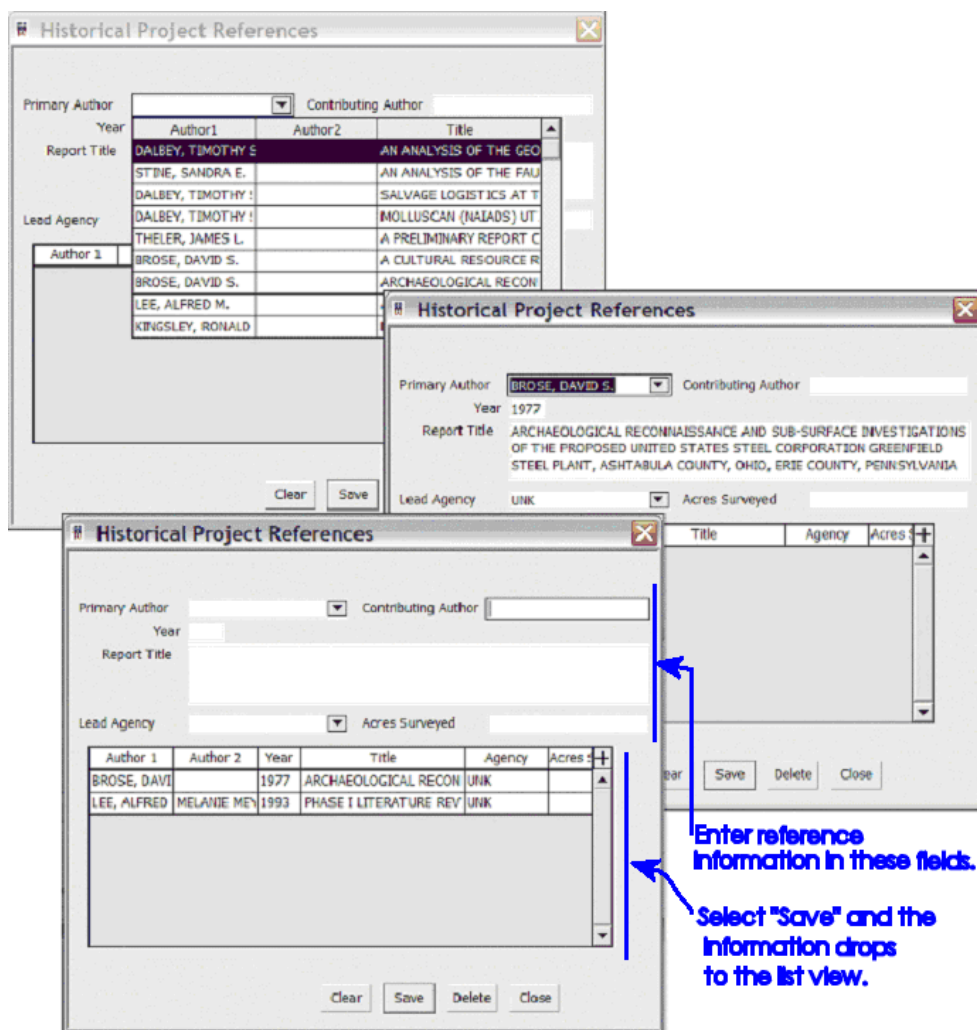
Use the drop-down list to select the primary agency the survey report is being prepared for.

**Acres Surveyed (12 Characters):**

Enter the total number of acres surveyed for the project.

Once the required information has been entered, select the "Save" button to add the reference to the form and the drop-down list. You will now be able to select Survey Report references for additional OHI forms associated with the same project without retyping the entry.

All additional sources of information, such as state and local histories, atlases, newspapers, architect, builder, significant individual and photographs, as well as information from local historians and long-time residents should be recorded in the '*Additional Sources Of Information For Property*' text field in Entry Section 4.



Example of references entered into Window.

**Clear**

When you select *Clear*, you are only clearing the active field so you can add something different in its place.

**Save**

Select the *Save* button to retain the reference(s) entered in the Historic Project References window. Information will then be added to the list view of the window. Note: if a reference appears in the list view, it has been saved.

**Delete**

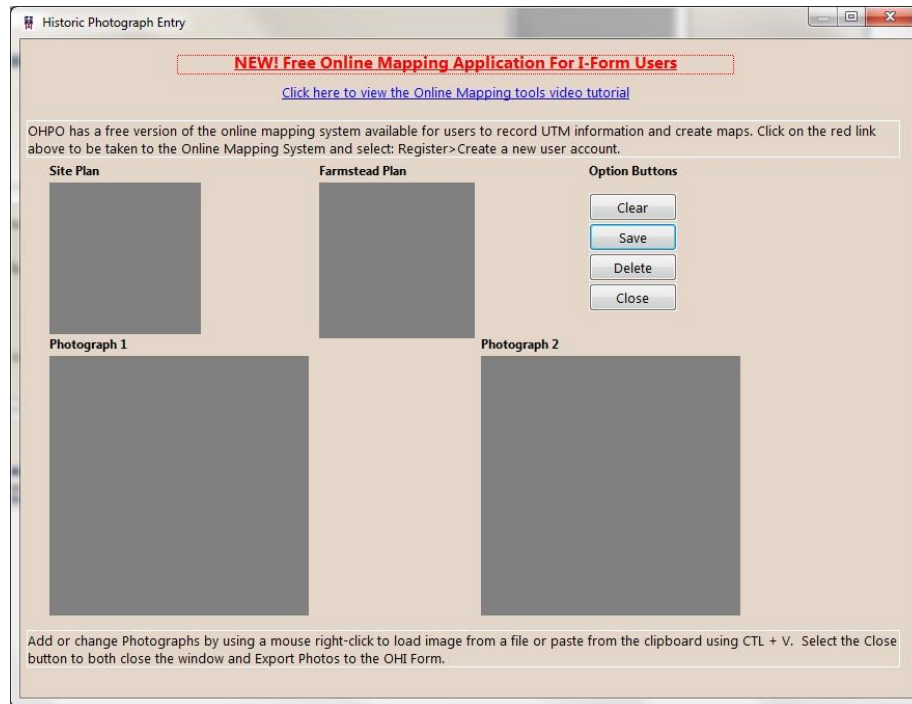
To delete an individual row, highlight the row in the list view with the information to be deleted. Select the *Delete* button.

**Close**

Select the *Close* button to return to the Ohio Historic Inventory Interface after you have saved the reference entry.

## Photographs Button

The I-Form application has the ability to store digital images as data. As data, they need to fit within the parameters of the respective field in order to be incorporated into the database. If the recommended sizes are not followed, there will be unfavorable results on the printed version of the inventory form. Images exceeding the size requirements will also cause I-Form to run extremely slow. For more information on images, see *Section 4: I-Form Digital Imagery Standards*.



The Historic Photograph Entry window appears after clicking on the Photographs button. There are four gray image containers within the window.

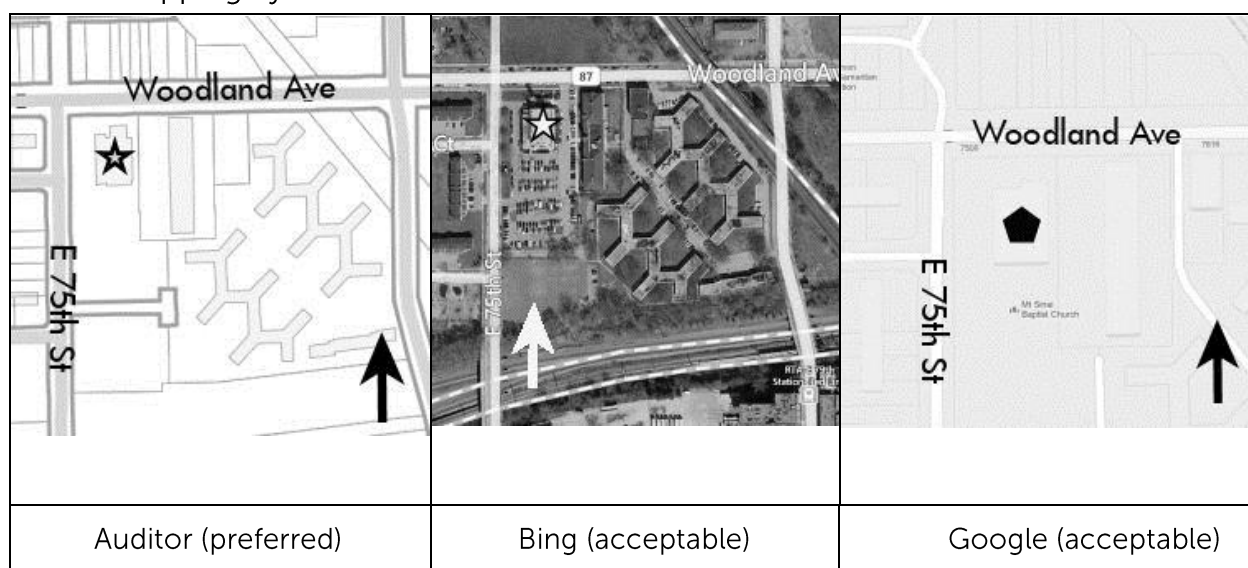
### *To load Plans or Photographs*

1. Create the site or farmstead plan bitmap image and save on your hard drive.
2. Right-click on the gray I-Form image container; this will bring up the menu selection dialog.
3. Select the 'Load File' option from the menu. This will open the 'Select Bitmap' window. From here, you can load a bitmap image directly by navigating to your hard drive and selecting the appropriate bitmap image and clicking 'Open'.
4. Select the 'Save' button at the side of the Historic Photograph Entry window to add the map to the Inventory form.

5. Select 'Close' to return to the Ohio Historic Inventory Interface. Note: If you are unable to load images into the containers, it may indicate you have skipped a necessary step in the installation procedures. Select File>Re-register External Controls from the File drop-down menu located along the top left side of the I-Form window. After this step, you may need to log out of the I-Form application and log back in again to be able to load the images.

### Site Plan and Farmstead Plan

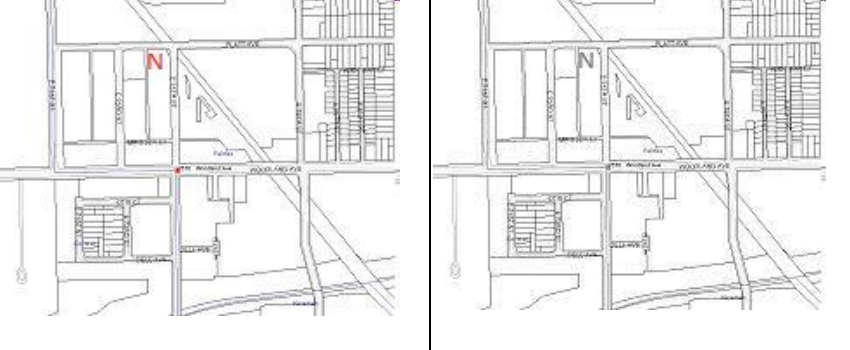
Images can be created using a combination of an imaging software program and any online GIS site such as County Auditors, Bing or Google Maps (or equivalent). The Ohio History Connection's Online Mapping System can be used to make an OHI Site Plan and can be accessed here: <http://www.ohiohistory.org/state-historic-preservation-office/online-mapping-system>. All first time users will have to register before acquiring access to the Online Mapping System.



*Examples of Acceptable OHI Site Plans for Urban Areas*




### Site Plan (i.e. Location Map)

1. Zoom out far enough to see one cross-street or city block. Neighboring building shapes are extremely useful but not an absolute requirement.
2. If possible, turn off any extraneous parcel numbers or other marks that make the final map look cluttered.
3. Take screenshot and paste into photo editing software. Crop to a square and resize to 250x250 pixels. Convert to greyscale.
4. Re-label street names so they are clearly legible. This may involve erasing or coloring over the original street name marks.
5. Make sure the subject building is marked with a clear, bold mark. Please note that any marks or shading made in color may not show up on the final black and white printing.
6. Add a North arrow. Merge Layers into a single layer.

<p>Examples of <b>Unacceptable Maps</b> Shown as Printed on Final Archived Inventory Form:</p>	
	<ul style="list-style-type: none"> <li>• Cannot read the street names or tell what building is being marked.</li> <li>• Zoomed out too far</li> <li>• Color markings not visible when printed in greyscale</li> </ul>

Maps in rural areas should use the USGS quadrangle maps for the base map. USGS quad maps are available for free at <http://www.ohiohistory.org/state-historic-preservation-office/online-mapping-system>

Examples of Acceptable Maps for Rural Areas

		
<p>USGS quad (preferred)</p>	<p>Bing (acceptable)</p>	<p>Google (acceptable)</p>

Examples of Acceptable OHI Site Plans for Rural Areas

Examples of <b>Unacceptable Maps</b> Shown as Printed on Final Archived Inventory Form:		
		<ul style="list-style-type: none"> <li>• Cannot read the road names or tell what building/property is being marked.</li> <li>• Map not square so it is distorted when printed</li> <li>• Color markings not visible when printed in greyscale</li> </ul>

### Farmstead Plans

These can be drawn using a paint program or photo imaging software. Draw a more detailed sketch of a farm complex or other historic properties with multiple buildings, landscape features, and gardens and show their relationship to one another. Be sure to include a north arrow and to label the buildings and structures clearly. Draw all buildings to the same scale to illustrate how their sizes relate to one another. See *Section 4: I-Form Digital Imagery Standards* for details about image size requirements.

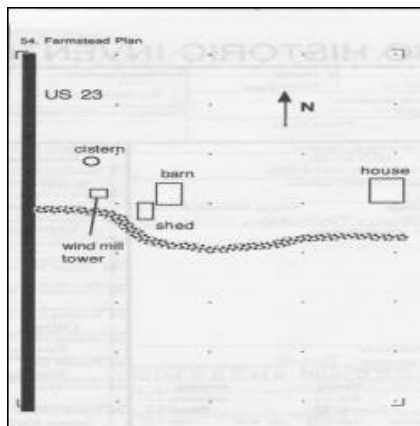
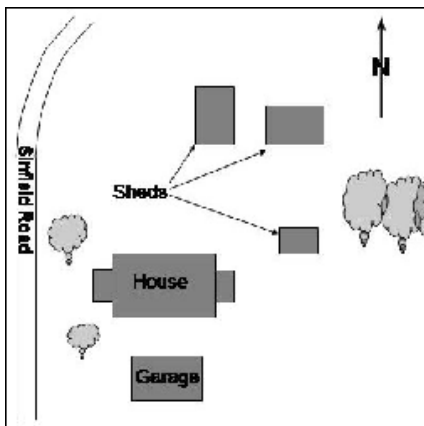


Photo courtesy City of Medina

Examples of Farmstead Plans



OHI Photographs 1 and 2



The State Historic Preservation Office recommends property photographs be taken at a horizontal  $\frac{3}{4}$  view to capture both the front and side in one shot and the back and opposite side in the other (when possible). See *Section 4: I-Form Digital Imagery Standards* for details about working with image size and aspect ratio.

## Section 4: I-Form Digital Imagery Standards

The State Historic Preservation Office has compiled a set of standards for submission of digital imagery within the I-Form application. Following these standards will result in an acceptable level of image quality. Submissions that do not meet these standards will be returned. Keep in mind that submission of digital imagery to the State Historic Preservation Office does not replace any client and/or agency imposed photographic requirements.

➤ *Digital Images*

Images submitted in the I-Form application must be at the recommended size (see Table 1) and in either bitmap (BMP) or jpeg (JPG) format.

➤ *Unacceptable Property Images*

- Please use original photographic images for historic properties. Do not use images from Auditor websites, real estate sites, Google Street View, or similar online sources.
- Do not use panoramic images.

➤ *Scanned Images*

If you are scanning an image to upload into I-Form, remember the quality of the original image will determine the success of any attempts to enhance it. Just as finer-grained films yield better photographs, digital scans of photographs obtained with a fine-grained film yield better digital images. You cannot take an out-of-focus, grainy photograph and transform it into an acceptable digital image. Nor should you expect to obtain satisfactory enhancements from scans of secondary images.

Consider scanning images at higher level resolutions to assure maximum use in the future. We recommend 600 to 800 pixels per inch and then **create a copy of the image derived from the digital master image**. Keep in mind that higher resolution images will be more successfully enhanced and will produce sharper images than will lower resolution images.

- *Create appropriate image size from digital master copies*

The table below lists the maximum dimensions for images uploaded into the I-Form application and are listed as a general guideline. The aspect ratio of your image will determine the precise height and width pixel dimensions.

Image	Max Pixel Dimensions (H) X (W)	Max Dimensions in Inches (H) x (W)	Resolution	Approximate Image Size (KB)*
OHI Site Plan	250 x 250	2.6 x 2.6	96	62
OHI Farmstead	250 x 250	2.6 x 2.6	96	62
OHI Photo**	450 x 650-675	2.7 x 4.5	150	332
OHI Photo2**	450 x 650-675	2.7 x 4.5	150	332

Table 1. Recommended attributes for digital imagery submitted into I-Form. \*8/256 color depth

\*\*Height of 450 pixels is most important dimension to follow. Width can vary slightly.

- ↓

On the most basic level, it is the ratio of the width of your image to its height. Usually it is expressed as one number followed by a colon and then followed by another number. The most common aspect ratio is 4:3, but most DSLR cameras use 3:2. As all cameras do not have a consistent aspect ratio, please use the following as a guideline for using image software to resize OHI Photo 1 and 2 for I-Form use:

- Lock image aspect ratio
- Set resolution to 150 ppi
- Set height to 450 pixels and allow aspect ratio to determine the width.

*Convert maps to grayscale*

Greyscale maps are required for electronic inventory submission of location maps; however, color may be used for photographs.

*Conduct quality control throughout all phases of your project.*

Inspection of final digital image files should be incorporated into your project workflow. Quality is evaluated through visual inspection (view the form as a pdf) and by double checking that your images conform to the Table 1 standards listed above.

Things to look for during visual inspection may include:

- Image not the correct size or resolution (see Table 1)
- File format incorrect (we require either bitmap or jpeg images for electronic submissions)
- Loss of detail in highlight or shadows

- Excessive noise (small, randomly scattered, defects) especially in dark areas or shadows
- Overall too light or too dark
- Lack of sharpness/excessive sharpening
- Pixilated (resolution too low)
- Presence of digital artifacts (such as very regular, straight lines across picture)
- Moiré patterns (wavy lines or swirls, found in areas where patterns repeat, such as vinyl siding)
- Image not cropped appropriately
- Image backwards or not rotated

➤ *Enhance digital images using imaging software*

Once your image has been formatted to the correct size, try the following enhancement suggestions using your imaging software. For best results, follow in the order provided.

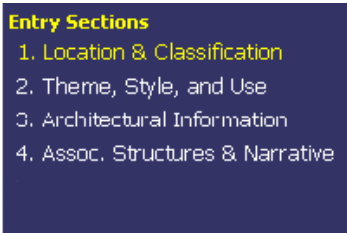
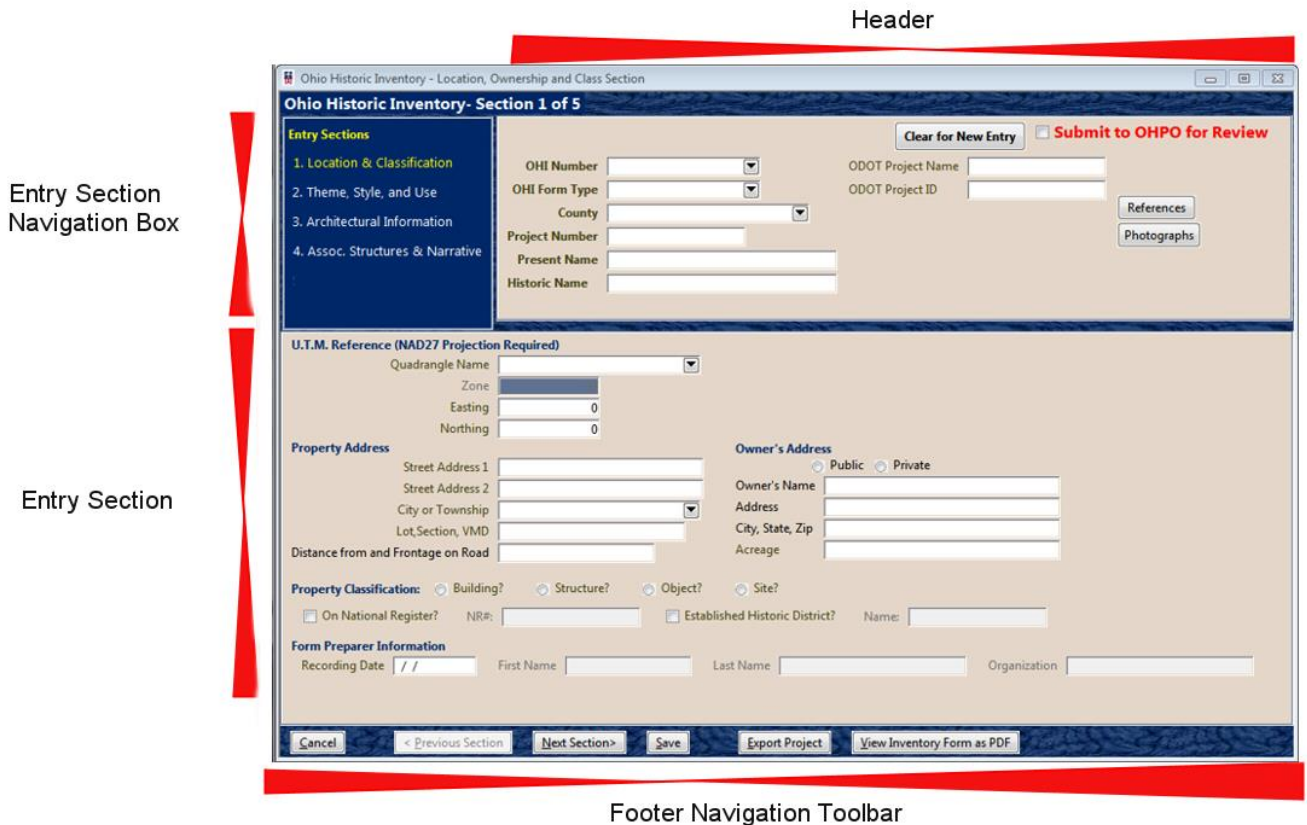
1. Try to make general image adjustments to color depth, balance, and contrast.
2. If using a scanned image, correct any defects caused by the scanner, such as artifact removal.
3. Correct defects on the actual image, such as small scratches, noise, and blur.
4. Adjust for clarity using enhancement features, such as clarify, sharpen, and edge.

➤ *Use high quality photo printers for better output of your draft Inventory Forms*

Your final output can vary considerably, so choose a printer capable of printing digital images.

# Section 5: Entry Sections

## Entry Sections Interface



Entry Section Navigation Box

I-Form divides the entry of the Ohio Historic Inventory form data into four sections. You can jump to any of the sections by moving your cursor over the section name in the **Entry Section Navigation Box** and clicking on it. You can also navigate section-by-section using the **Next Section** and **Previous Section** buttons located along the bottom portion of the window. Click the 'Save' button after information is added to each section before navigating to the next section.

## Location & Classification

### UTM Reference

The Universal Transverse Mercator (UTM) Grid System provides an accurate method for recording the geographic location of a historic site (see page 26 of OHI manual).

There are a number of free, online resources available to assist you in determining UTM coordinates. Ohio History Connection's Online Mapping System can be used to collect UTM data and can be accessed here: <http://www.ohiohistory.org/state-historic-preservation-office/online-mapping-system>. All first time users will have to register before acquiring access to the Online Mapping System.

Note: When using online mapping, be certain to set the horizontal control datum to NAD 27 to project the coordinates correctly.

### Quadrangle Name

U.T.M. Reference	
Quadrangle Name	Adamsville
Zone	17
Easting	0
Northing	0
	Easting between 413754.0 and 426766.0
	Northing between 4426180.0 and 4442693.0

From the Quadrangle Name drop-down list, select the appropriate quadrangle. After selecting the quadrangle, the acceptable ranges for UTM coordinates will appear to the right of the UTM Easting and Northing fields.

- If site overlaps quadrangle maps, select the Quadrangle map name where majority of site is located and use the 42. *Further Description* field to indicate other Quadrangle map names on which the site occurs.

Three sets of numbers make up the complete UTM reference.

#### Zone (2 digits)

The first number indicates the *zone*; look for it in the lower left corner of the map. For Ohio the zone is either 16 or 17. This field is automatically populated for you, based on the quadrangle selected.

#### Easting (6 digits)

The second figure represents the Easting, or the distance a property is from a reference line drawn west of the property. Review the easting range to the right of the field to ensure your coordinates fall within the range specified.

#### Northing (7 digits)

The third number is the *Northing*, or the distance a property is from the equator, as measured from a reference line drawn to the south of the property. Review the northing range to the right of the field to ensure your coordinates fall within the range specified.

- For property less than 10 acres, you need find only the center point UTM reference. For property with more than 10 acres, enclose it in a three-or-more-sided figure. List additional UTM references in the *Further Description* field.

## Property Address

### Street Address (up to 50 Characters)

Enter the specific address including the number and street. Use the Street Address 2 line for any additional locational information, such as: German Village, Victorian Village, etc, which would assist the reviewer in locating the property (see page 25 of OHI manual).

### Lot, Section, VMD (up to 50 Characters)

Enter the historic lot number and name of the subdivision. If the property is in an unincorporated area, enter the Section or the Virginia Military District (VMD) number. VMD and Section numbers are on the USGS quadrangle maps or can be found in plat books. Parcel number(s) are also appropriate in this field (see page 25 of OHI manual).

### City or Township

Enter the specific city or village name only when the property is actually within the corporate limits. When two towns are equally close, choose the larger, or the one with which the structure has close historical associations. Be certain to select the county the property resides in prior to the city or township, as I-Form will provide a list of available cities and townships based on the county selected (see page 25 of OHI manual).

### Distance From and Frontage on Road (up to 30 Characters)

Enter the estimated distance from the road in feet. The frontage on road refers to the actual property frontage along a main public road, not the measurement of the building's front. When a rural property is on a farm lane, refer to the nearest public roads in the address and on the site plan (see page 51 of OHI manual).

### Acreage (up to 20 Characters)

Indicate the number of acres associated with the inventoried property (see page 26 of OHI manual). Only enter numerical values (including decimals) here, no words/letters/symbols, etc.

### Ownership

Indicate whether the property is publicly or privately owned by selecting the radio button to the left of the correct choice (see page 45 of OHI manual).

### Owner's Name and Address (up to 50 Characters)

Enter the name of the current owner of the property and the owner's mailing address (see page 46 of OHI manual).

### Property Classification

Indicate the property classification by selecting the radio button to the left of the correct choice (see page 28 of OHI manual).

### On National Register?

Check the box if the property is listed on the National Register of Historic Places. The *NR#* field will become active and allow entry of the National Register reference number. The National Register reference number can be found through the National Register Searchable Database located here: <http://www.ohiohistory.org/state-historic-preservation-office/national-register-of-historic-places/national-register-search>

### Part of Established Historic District?

Check the box if the property is part of a locally designated historic district or a National Register historic district (see page 28 of OHI manual).

### Name (up to 50 Characters)

The Name field to the right of the check box will become active if the *Established Historic District* check box has been activated and will allow entry of the district name.

### Form Preparer Information

This information will be automatically populated on the form the first time you save a record. Any changes to this information thereafter will need to be done manually (see page 54 of OHI manual).

### Recording Date

Provide the date, month and year when the property was surveyed in the field (see page 54 of OHI manual).

The format for entering a date is (mm/dd/yyyy).

Example 01/01/2001.

---

Note: If dates are not entered in the correct format, **you will not be able to save any of the data you are working on** until they have been formatted correctly.

---



# Theme, Style and Use

The screenshot shows a web-based form titled "Ohio Historic Inventory - Theme, Style, and Use Section 2 of 4". The form is divided into several sections:

- Entry Sections:** A sidebar on the left lists four sections: 1. Location & Classification, 2. Theme, Style, and Use (highlighted), 3. Architectural Information, and 4. Assoc. Structures & Narrative.
- Form Fields:** Includes "OHI Number", "OHI Form Type", "County", "Project Number", "Present Name", and "Historic Name" (all text inputs). "ODOT Project Name" and "ODOT Project ID" are text inputs. "Clear for New Entry" and "Submit to OHPO for Review" are checkboxes. "References" and "Photographs" are buttons.
- Thematic Association(s):** Three rows for "Theme 1", "Theme 2", and "Theme 3", each with a text input and a right-pointing arrow button.
- Signif. Date(s) or Period:** A text input.
- Activity Assoc. w/ Date:** A text input and a dropdown menu.
- Alteration Date(s):** A text input.
- Alteration Assoc. w/ Date:** A text input and a dropdown menu.
- Design Information:** "Architect", "Design Source", "Contractor", "Dimensions", and "Building Type" (text inputs).
- Architectural Style Classification(s) and Design(s):** Radio buttons for "High", "Dominant", "Transitional", "Element", and "None". Three dropdown menus for "Style or Design 1", "Style or Design 2", and "Style - Addition/Element(s)".
- Use Information:** "Historic Use 1", "Historic Use 2", "Historic Use 3", "Present Use 1", "Present Use 2", and "Present Use 3" (text inputs with right-pointing arrow buttons).
- Navigation:** "Cancel", "< Previous Section", "Next Section >", "Save", "Export Project", and "View Inventory Form as PDF" buttons.

## Tree Hierarchy Buttons

This close-up shows the "Thematic Association(s)" section of the form. It contains three rows, each with a text input field and a right-pointing arrow button:

- Theme 1
- Theme 2
- Theme 3

The "Theme Selection Window" displays a tree hierarchy of themes. The "Selected Theme:" label is at the top. The tree structure is as follows:

- AGRICULTURE
  - Fruit Farm
  - Grain Farm
  - Dairy Farm
  - Tobacco
  - General Mixed Farm
  - Truck Farm
  - Fair
- COMMERCE
- EDUCATION
  - Public Education
  - Parochial/Private Education
  - Trade School
  - Research/Reference Facility
  - Library
- SPECIFIC FOREIGN IMMIGRATION
- SPECIFIC INTERSTATE IMMIGRATIO
- MANUFACTURING/INDUSTRIAL

A "Close" button is located at the bottom right of the window.

Example of Themes Menu

### Thematic Associations

Select general themes (in uppercase letters) when you know little about the property and more specific themes (revealed when '+' is selected) when your background research substantiates them. The specific themes will then need to be addressed in the History and Significance text field in Section 4. Because several themes may relate to a property, enter Thematic Associations 1-3 in order of their importance.

Once you are familiar with the choices available in the theme list, you can type them directly into the theme field. For Example: entering "agr" in the field and selecting the enter key on your keyboard will auto-complete the field as "Agricultural Experiment Station". So, do be certain the auto-complete populates the field with the value you expect. If the desired theme is the more general "AGRICULTURE" you will need to type it out in its entirety or select it from the pop-up list (see page 29 of OHI manual).

### Significant Date(s) or Period (up to 20 Characters)

Include both the starting and completion dates if you know them; for example, 1856-1861. Where you are uncertain of the date, give an approximation by using the abbreviation ca. (circa) followed by a date or range of dates; for example, ca. 1850-1860. Using pre or postdates as estimation is an acceptable response, but not encouraged (see page 33 of OHI manual).

### Activity Associated With Date (AKA *Changes*)

Select the most appropriate choice from the drop down list. This choice should correspond with the *Significant Date or Period* assigned in Number 17. The completion date of the original/most the significant construction is usually the date most commonly associated activity with a property (see page 50 of OHI manual).

### Alteration Date(s) (up to 20 Characters)

Very few historic buildings or structures are completely unaltered. Therefore, enter the known or approximate (ca.) dates when the original building was altered or modified (see page 33 of OHI manual).

### Alteration Associated With Date

Select the most appropriate change associated with the alteration date(s) from the drop-down list. This choice should correspond with the *Significant Date or Period* assigned in Number 17b (see page 50 of OHI manual).

## Architectural Style Classification(s) and Design(s)

### Style Classification

Indicate the appropriate choice by selecting the radio button to the left of the correct style classification. Only select High Style when it is a particularly good example of a style and was designed by an architect. Select Dominant when the resource is a good example of a particular style but was not necessarily designed by an architect. For buildings with only a few characteristics of a style check the radio button for Elements. A building classified as High Style or Dominant can also have Elements of another style that can be included on the 2<sup>nd</sup> and 3<sup>rd</sup> entry lines.

### Style or Design

After selecting the style classification, choose the architectural style or design associated with the property from the Style or Design drop down lists (see page 34 of OHI manual). Only select architectural styles that are supported by more than one architectural element. For example, a house with a bay window should not also be classified as Elements of Queen Anne if all other architectural elements are Colonial Revival.

### Design Information

#### Architect (up to 60 Characters)

Enter the name of the principal architect, engineer, or firm that designed the earliest or most significant construction (see page 35 of OHI manual).

#### Design Sources (up to 50 Characters)

Enter the name of the structure's design source, such as a pattern book, periodical, or, the ready-made or prefabricated mail-order company name (see page 35 of OHI manual).

#### Contractor (up to 50 Characters)

Enter the full name of the contracting firm, or the individual contractor or builder. Enter the name of the original owner as the builder only if documentation confirms the original owner was involved in the actual construction of the resource (see page 41 of OHI manual).

#### Building Dimensions (up to 40 Characters)

Enter the building's dimensions in feet (Example: 34 x 34 feet). Do **not** use double quotation marks to indicate feet (see page 51 of OHI manual).

### Building Type (or Plan)

Select the appropriate building type from the drop down list. The look up table hierarchy lists general categories in uppercase letters. A '+' sign to the left of the category indicates more specific choices are available simply by clicking on the '+' symbol to reveal them. If you feel there is a recognized building type not on the drop down list, select "Other" and enter the name and describe it in the *Further Description* field on Entry Section 4. For dwellings that do not have identifiable Building Types, select "No Discernable House Type" under HOUSE TYPES.

### Historic (Original) and Present Use Information

#### Historic and Present Use

Identify both the historic and present use. Select the most specific choice from the drop down list. Select up to three original/historic uses and three present uses, if applicable. The look up table hierarchy lists general categories in uppercase letters. A '+' sign to the left of the category indicates more specific choices are available simply by clicking on the '+' symbol to reveal them.

Once you are familiar with the choices available in the Uses list, you can type them directly into the Uses field. For Example: entering "edu" in the field and selecting the enter key on your keyboard will auto-complete the field as "Educational Related Housing". So do be certain the auto-complete populates the field with the value you expect. If the desired theme is the more general "EDUCATIONAL/INTELLECTUAL" you will need to type it out in its entirety or select it from the pop-up list (see page 42 of OHI manual).

## Architectural Information

### Number of Stories

Select the appropriate response from the drop down list, make your choice after counting carefully—it's easy to mistake half-stories for full stories. A full story is an external wall of full height unabridged by a roof structure. A half-story is an external wall less than full height, often identified through the use of dormers or full-size windows at gable ends (see pages 46 & 61 of OHI manual).

### Basement?

Select the radio button to the left of the correct choice. Check 'Yes' only for a full basement. If you are unsure, or have not seen physical evidence of a basement, check 'Unknown' (see page 46 of OHI manual).

### Foundation Material

Select the appropriate response from the drop down list (see page 47 of OHI manual).

### Primary and Secondary Wall Construction

Select the primary wall construction material from the drop down list of choices; if more than one type of construction material is present, use the Wall Construction Secondary field. The primary wall material forms the bearing walls or structural framing of the building. Keep in mind that just because a building has a brick exterior, it does not always mean the building is brick bearing. Keep construction dates and time periods for methods of construction in mind when completing this section (see page 47 of OHI manual).

---

Note: The outside covering or principal finish material goes in the Exterior Wall field.

---

### Roof Type

Select the roof type from the choices provided in the drop down list. The illustrations in Section Three of *How to Complete the Ohio Historic Inventory* can help you to determine the roof's configuration (see page 65 of OHI manual).

### Roof Material

Select the roof material from the choices provided in the drop down list (see pages 47 & 66 of OHI manual).

### Bays and Side Bays (2 digits)

Bays are the structural divisions or visual sections in a building. The *Bays* field refers to the front of the building; the *Side Bays* field refers to the number of bays on the side of the building. Remember that paired windows or a bay window only count as one bay. For buildings with highly irregular floor plans, enter *irregular* (see page 48 of OHI manual).

### Exterior Wall (Primary) and (Secondary)

Select the primary wall material first, followed by any other materials used. Primary wall treatments and finishes are generally those you see on the outside of the structure (see pages 49 & 62-64 of OHI manual).

### Plan Shape

Indicate the shape, or perimeter outline, of the historic structure using the drop down list of plan shapes. When determining the plan shape, exclude noncontributing additions or additions less than 50 years old. For example, a rectangular plan I-house built in 1840 with a rear ell built in 1870 would be classified as L or T shape. A second addition built in 1980 would be disregarded (see pages 49 & 61 of OHI manual).

### Orientation

Select the appropriate response from the drop-down list that best describes the relationship of the roof axis with the façade of the building. Gable, Gable Dominant and Gable Axis entries refer to buildings with a front-facing gable on the façade and typically have a shorter façade than side elevations. The Lateral entries refer to buildings with a side-facing gable roof on the façade and typically have longer facades than side elevations.

---

Note: there are many buildings that will not have an appropriate response, in such instances, select "other" and explain the orientation in the Further Description field or leave blank.

---

### Window Type(s) 1 and 2

In *Window Type 1*, select the primary window sash pattern from the drop down list. Use *Type 2* for a secondary, less common, window type (see page 50 of OHI manual). Be sure to elaborate on window types and window alterations in *Further Description* field on Entry Section 4. Should none of the options be appropriate, choose 'other' and describe the number and type of sash pattern(s), and any doorway elements such as transoms and sidelights in *Further Description*.

### Door Information

Select the appropriate door descriptions from the drop-down list for both categories (see page 71 of OHI manual).

### Porch Information

Select the appropriate descriptions for the primary porch from the drop-down list for each of the five categories (see page 68 of OHI manual). If the building does not have a porch, leave this section blank.

### Facade Symmetry

Select the response from the drop-down list that best describes the bilateral repetition of fenestration, door openings and proportions of the front of the building. Do not include recent alterations when determining symmetry.

### Chimney Placement

Enter the location or placement of the chimney (see pages 51 & 71 of OHI manual). List any additional chimney descriptions in the *Further Description* field of Entry Section 4.

### Endangered?

Check if appropriate. Structures are threatened by both known and proposed endangerment such as property redevelopment, impending demolition, abandonment, neglect, road construction or insensitive rehabilitation (see page 51 of OHI manual).

### Endangered by (up to 50 Characters)

Once the *Endangered* check box has been selected, the **Endangered by** field becomes active; indicate the type of endangerment in this field.

### Condition of Property

Select the appropriate response from the drop down list. In most cases, this category is based on exterior observation only (see page 54 of OHI manual).

If you have seen the interior, comment on its condition in the *Further Description* field in Entry Section 4.

## Associated Structures and Narrative

### Associated Structure Information

#### Associated Structures 1 - 2: Historic Outbuildings & Dependencies

Only record outbuildings that are 50 years or older in these fields and provide a brief description of the outbuildings in the *Environment and Outbuildings Description* field. Also identify any non-historic outbuildings in the *Environment and Outbuildings Description* field.

If you feel there is a recognized building type not on the pop-up list, select 'Other,' and enter the name and describe it in the *Environment and Outbuildings Description* field.

Select up to two choices from the list. The window hierarchy lists general categories in uppercase letters. A '+' sign to the left of the category indicates more specific choices are available simply by clicking on the '+' symbol to reveal them (see page 55 of OHI manual).

#### Date(s) (20 characters)

Enter the dates associated with the outbuilding or dependency selected based on the choices listed in the *Associated Activity 1 and 2* pop-up lists (see page 55 of OHI manual). If the exact construction date is unknown, approximate the year of construction and use ca. (circa) in front of the date.



### Associated Activity 1 – 2


Select an activity from the drop-down list that is associated with the date.

For example, selecting Drift Adit from the general category of MINING in the associated structure list, inserting a date of 1898 in the date field, and selecting 'Original/Most significant construction' from the Associated Activity drop-down list would be interpreted as the Drift Adit was originally constructed in 1898.

### Associated OHI 1-2 and Associated OAI Site 1-2


If you know an Ohio Archaeological Inventory (OAI) or Ohio Historic Inventory (OHI) form currently exists for a building, structure, or site associated with the resource you are recording, enter the number in the appropriate fields listed above. For example, a large farm complex may be recorded on more than one OHI, with an OHI for the house and OHI for the outbuildings. If you are uncertain of any associated resources, leave the spaces blank.

### Narrative Information Regarding Property

These four narrative fields will allow basic word processing functionality. Click on the paper icon  beneath the field name to open your entry field area. The top of the data entry window contains a basic word processing toolbar as seen below.



#### General Guidance for Narrative Text Fields:

- Write the narrative text for these fields in a Word document first using 9 point Arial font.
- Keep text concise and relevant to the resource. Do not speculate on the appearance or use of the property if there is no evidence to support such claims.
- Use the Ctrl+C command to copy data from a Word document and then select the paste icon (  on the word processing toolbar) to paste the data into the entry field area.
- Use complete sentences (except for Section 45 –Additional Sources of Information for Property).
- Make sure the text appears justified to the left.
- It is preferred that information provided in the narrative text fields be concise enough that the survey form is no longer than two pages when converted to a PDF. This can be checked by selecting 'View Inventory Form as PDF' on the footer of the main screen.

#### 42. Further Description\*

Use this space to provide a concise exterior description of the resource, including the overall appearance, types of building materials, fenestration, architectural details, and specifics on the main elevation or important features of the resource, and any alterations and additions. Also clarify elements not present in the photos or, lacking photos, present a clear description of the building or structure (see page 24 of the *Survey Guidelines* and page 52 of OHI manual).

#### 43. History and Significance\*

Use this space to include any relevant information about the resource's history, and any other information that substantiates the historical significance of the resource. If Thematic Associations of the resource were identified, they should be elaborated on here (see page 25 of the *Survey Guidelines* and page 53 of OHI manual).

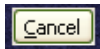
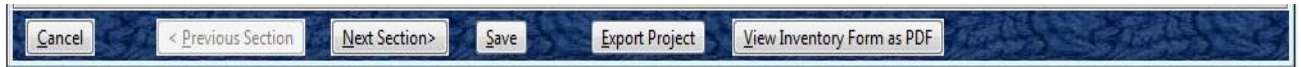
#### 44. Environment and Outbuildings Description\*

Enter a brief description of the resource's setting (e.g. rural, residential, commercial, etc.), a description of the resource's parcel (e.g. flat & grassy, mature trees, etc.) and an inventory of any associated outbuildings. The associated outbuilding description should include their physical location to the primary resource, using north, south, east, and west, as well as a brief physical description. It should also be noted if there are no outbuildings associated with the resource (see page 26 of the *Survey Guidelines* and page 53 of OHI manual).

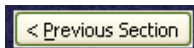
#### 45. Additional Sources of Information\*

Enter brief citation information specific to the resource, especially when citing a specific date, architect, builder, or significant individual and event (see page 26 of the *Survey Guidelines* and page 54 of OHI manual).

## Footer Navigation Toolbar



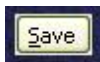
Select *Cancel* to close the Ohio Historic Inventory Interface without saving your work. Select 'Save' PRIOR to cancel to save work completed since last save.



Select to return to the previous entry section.



Select to advance to the next entry section.

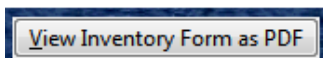


Select to retain the information entered in I-Form. You are encouraged to save frequently.



Select this option to export all inventory forms by project number. The Project Number field is located in the Header Section of the Inventory interface. If you have not entered the IDENTICAL PROJECT NUMBER for all inventory information associated with a project, the Export Project option will not work. Depending on the number of inventory forms involved, the export process can take a considerable amount of time to complete, so plan accordingly.

OHI Number	<input type="text"/>	o
OHI Form Type	<input type="text"/>	o
County	<input type="text"/>	
Project Number	<input type="text"/>	
Present Name	<input type="text"/>	
Historic Name	<input type="text"/>	



Select this button to preview current form as a PDF prior to printing. This is useful to view how photographs and maps will be displayed on the final OHI form.

## Section 6: Using the I-Form Menu Bar

The I-Form Menu Bar is located along the top left side of the Ohio Historic Inventory Interface.

---

### File Menu

#### Re-register External Controls

This step is described during the I-Form installation. If you are not able to view PDF files or load images into the grey image containers, selecting this option should correct it.

#### Exit

This option closes the I-Form application.

---

### Edit Menu

#### Cut

Cut removes selected information from the original location for placement in a new location.

Keyboard Command: Ctrl-X

#### Copy

This command copies selected information for use at another location or application. It does not remove information like the cut command. You can paste information multiple times.

Keyboard Command: Ctrl-C

#### Paste

Paste retrieves data from the Copy or Cut operation. Paste can be done multiple times.

Keyboard Command: Ctrl-V

#### Clear

Clear removes selected data from the Ohio Historic Inventory Interface. Once the clear operation has been performed, data cannot be retrieved if the record has not been saved.

## Delete Record

Deletes the active record from the database.

---

**WARNING:** DELETED RECORDS CANNOT BE RETRIEVED ONCE THIS OPERATION HAS BEEN COMPLETED!

---

---

## Forms Menu



### Ohio Historic Inventory

The Ohio Historic Inventory Interface can be launched from two locations: the Ohio Historic Inventory icon in the Navigation Window, or the *Ohio Historic Inventory* option from the Forms drop-down menu.

### Ohio Archaeological Inventory

The Ohio Archaeological Inventory Form interface can be launched from two locations: the Ohio Archaeological Inventory icon in the Navigation Window, or the *Ohio Archaeological Inventory* option from the Forms drop-down menu.

### Navigation

The Navigation Window contains icons to launch either the Historic or Archaeological Inventory interfaces.

Selecting the Forms>Navigation option from the Forms drop-down menu brings the Navigation screen to the front of all other windows.

## Section 7: I-Form Submission Procedures

### *\*Preliminary Review:\**

The State Historic Preservation Office requires a preliminary review of the first five (5) completed OHI forms for larger surveys (20 or more resources). Send an email to the Survey and National Register Manager at: [SNROHPO@ohiohistory.org](mailto:SNROHPO@ohiohistory.org) and indicate which inventory forms are ready for the preliminary review. The review will be completed within a few days of notification with comments returned to the form preparer (see page 18 of *Survey Guidelines*).

### Submitting Completed OHIs:

1. Once all the OHI forms in I-Form are complete and ready to be submitted to the State Historic Preservation Office, Select the "Submit to OHPO for Review" checkbox. (Please note: this action will **not** notify SHPO staff that the forms are ready for review.
2. Send an email to the Survey and National Register Manager at: [SNROHPO@ohiohistory.org](mailto:SNROHPO@ohiohistory.org) and indicate which inventory forms are ready for review.
3. The Survey and National Register Manager will review your information for accuracy and completeness. You will be notified when the review has been completed or of any inventory form changes requiring your attention.
4. Print off any copies of completed forms for your needs.
5. Once the State Historic Preservation Office considers the inventory accurate and complete, forms will be printed and filed in the State Historic Preservation Office inventory files.

**\*\*If, through review by the State Historic Preservation Office, the forms are found to be inadequately completed, they will not be added to the statewide inventory until sufficient revisions have been made by the form preparer.\*\***

# Index

## A

Acreage – 23  
 Additional Sources Associated With Property – 33  
 Architect – 26  
 Architectural Information – 28  
 Architectural Style Classification(s) and Design(s) – 26  
 Associated Structure Information – 31  
 Associated Structures and Narrative – 31

## B

Basement – 28  
 Bays – 29  
 Building Information – 26

## C

Chimney Placement – 30  
 Clear – 35  
 Condition of Property – 30  
 Contractor – 26  
 Copy – 35  
 County – 9  
 Cut – 35

## D

Delete Record – 36  
 Design Information – 26  
 Distance From and Frontage on Road – 22  
 Door Information – 30

## E

Edit Menu – 35  
 Endangered – 30  
 Entry Sections – 20  
 Environment and Outbuildings Description – 33  
 Exit – 35  
 Exterior Walls – 29

## F

Facade Symmetry – 30  
 File Menu – 35  
 Footer Navigation Toolbar – 34

Form Preparer Information – 23  
 Forms Menu – 36  
 Foundation Material – 28  
 Further Description – 22, 33

## G

Getting started with IForm – 3

## H

Header Section – 7  
 Header Section Fields – 8  
 Historic (Original) and Present Use Information – 27  
*Historic Name* – 9  
 History and Significance – 33

## I

IForm Digital Imagery Standards – 17  
 IForm Log In Window – 4  
 IForm Navigation Window – 6  
 IForm Submission Procedures – 37  
 Introduction – 2

## L

Location and Classification – 21

## N

Navigating Within IForm – 4  
 Navigation – 36  
 Number of Stories – 28

## O

*OHI Form Type* – 8  
*OHI Number* – 8  
 OHI Photographs – 16  
 Ohio Archaeological Inventory – 36  
 Ohio Historic Inventory – 36  
 Ohio Historic Inventory Interface – 7, 20  
 On National Register – 23  
 Orientation – 29  
 Ownership – 23

## P

Paste – 35  
 Photographs Button – 12

Plan Shape – 29  
Porch Information – 30  
Primary and Secondary Wall  
Construction – 28  
*Project Number* – 9  
Property Address – 22  
Property Classification – 23  
*Property Name* – 9

## Q

Quadrangle Name – 21

## R

Recording Date – 23  
References Button – 10  
Register a New User Window – 5  
Re-register External Controls – 35  
Roof – 29

## S

Security Filters – 5  
Site Plan – 13  
Style or Design Classification – 26  
*Submit to OHPO for Review* – 9

## T

Thematic Associations – 24  
Theme, Style and Use – 24  
Tree Hierarchy Buttons – 26

## U

Using the IForm Menu Bar – 35  
UTM Reference – 21

## W

Window Type(s) and Doors – 29