Create a Map for
www.galwaycity.ie
Help Document

Table of Contents
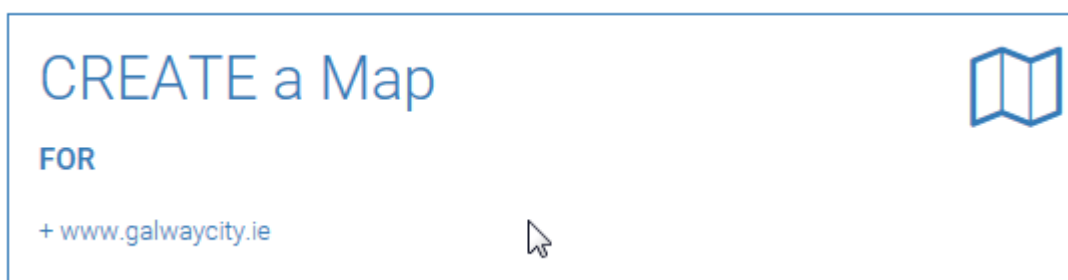
Opening the Mapviewer

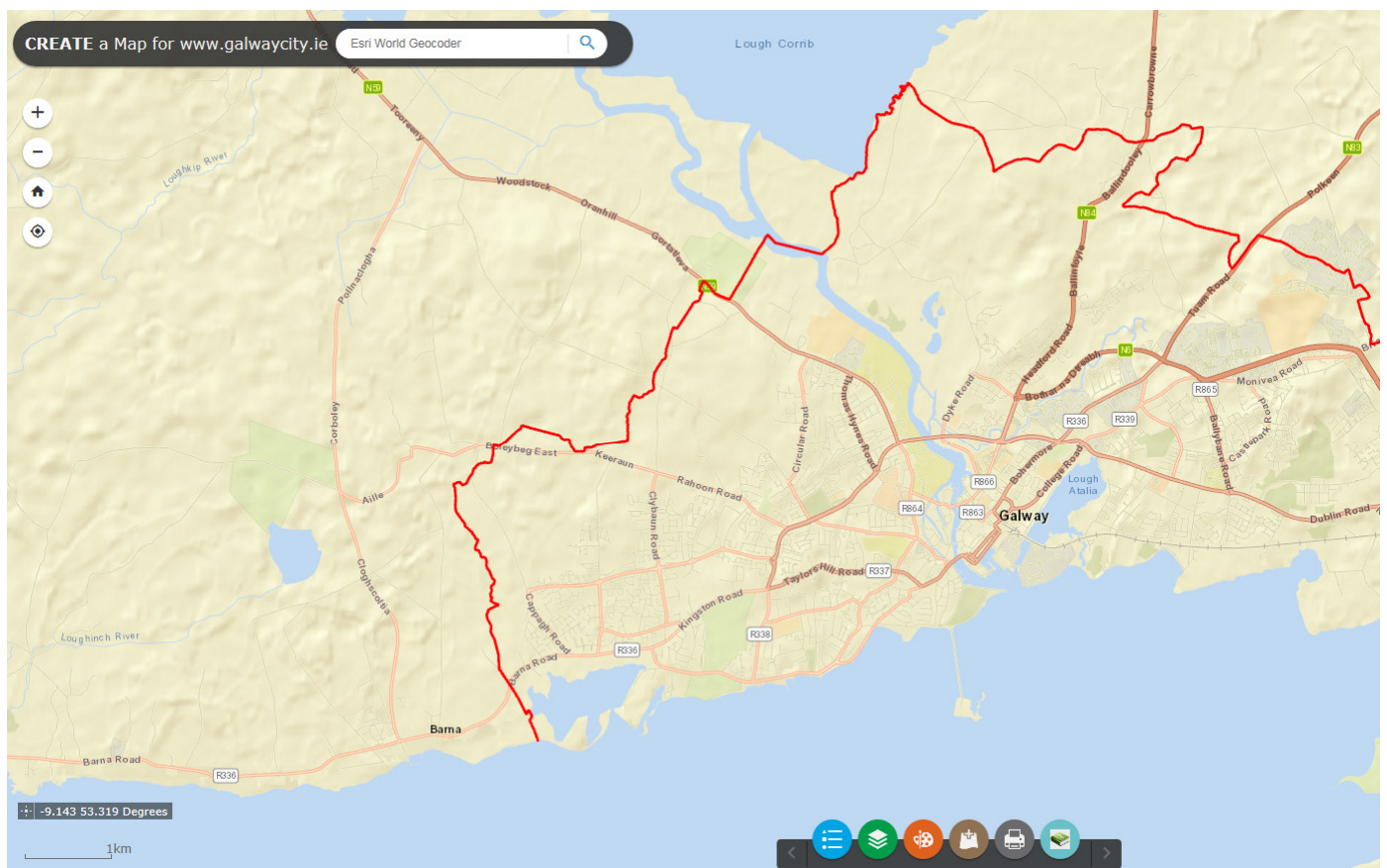From the Intranet Home page - Click on **Maps**
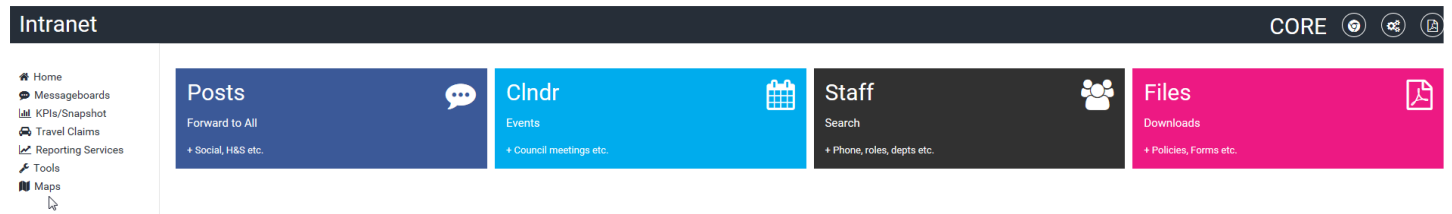
Select **Create a Map**

This link will open the Map Canvas

The Map Canvas

The map canvas is the main interactive workspace on the Map Viewer.

The map canvas displays the **Basemap** layer which contains detail of roads, towns, infrastructure and terrain that increases in detail as you zoom in.   You will notice the Map scale and map coordinates in ITM projection on bottom left of map (see above).

Map Controls

Zooming in and out

You can zoom in and out by either

1. Rolling the wheel on your mouse forward or back or
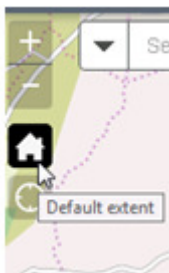2. Click on + or – button – see top left of your map.
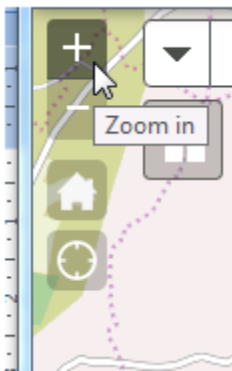
Panning the map

Click anywhere on the map canvas and hold the button down while you drag it in the desired direction.
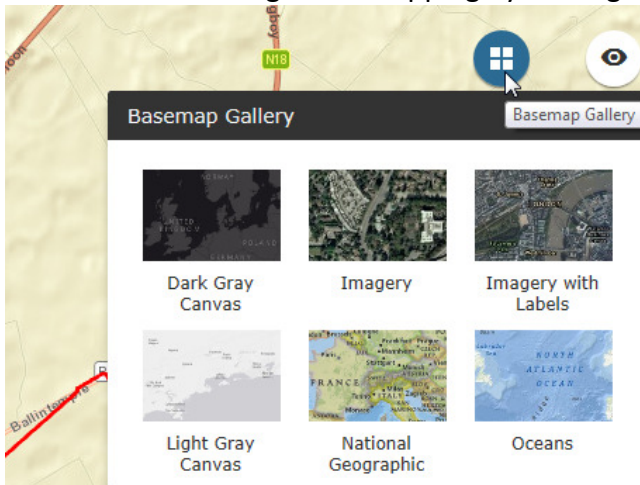
Return to the original scale of Map

To return to the original scale when first opened, press the 'Default Extent' button:

Background Mapping

Basemaps

You can switch background mapping by clicking on the Basemap Gallery widget (top right of Map Canvas)
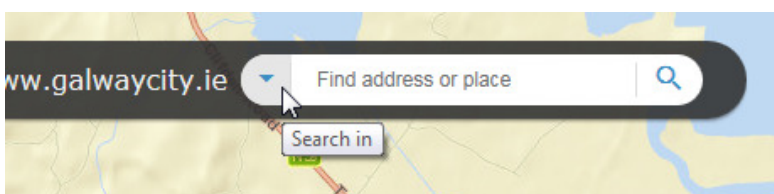

An example of some of the Basemaps available to you are:

Click on the thumbnails to change the Basemap.

Searching for Addresses and Areas

Find address or place

To search for an address, use the 'Search by Address'. This has a single text box where you can search by **street name** – eg College Road.

Widgets

There are widgets available to you below the map – namely (l-r):
**Legend, Layer List, Draw, Add Data, Print, Help Document.**

Legend

As you click layers on/off you will see that the legend changes to only show the layers clicked on.
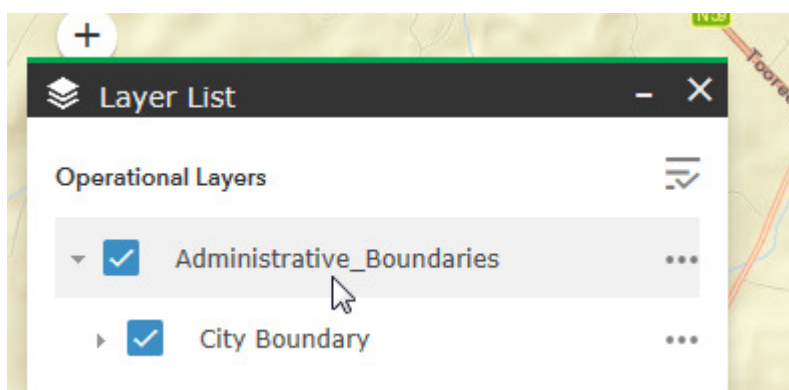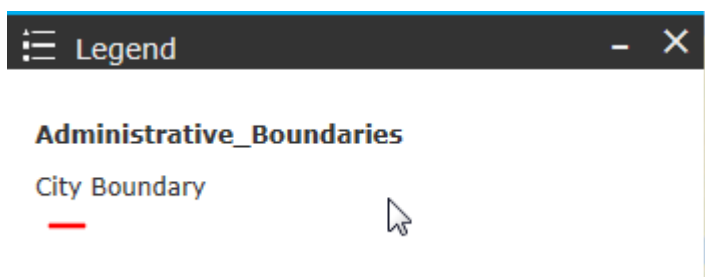

Layer List

The Layer List widget enables the user to switch on/off various layers that can be viewed on the map.

When the Layer List widget first opens, the list of available layers is displayed.

The layers are grouped so that they are easier for the user to view and manage. You can expand a group by clicking on the ▶ sign to the left of the group name (e.g. 'Administrative_Boundaries').
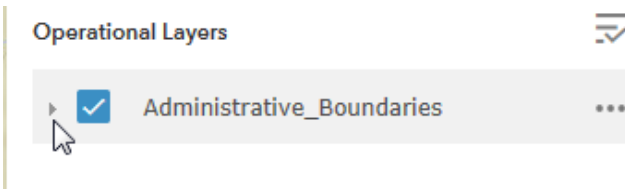
You can turn on and off a whole group by clicking in the tick box next to the group name (e.g. 'Administrative_Boundaries'), or turn on and off an individual layer by clicking in the tick box next to the layer name (e.g. 'City Boundary'). Both the layer and the group need to be ticked in order for the layer to be visible on the map.
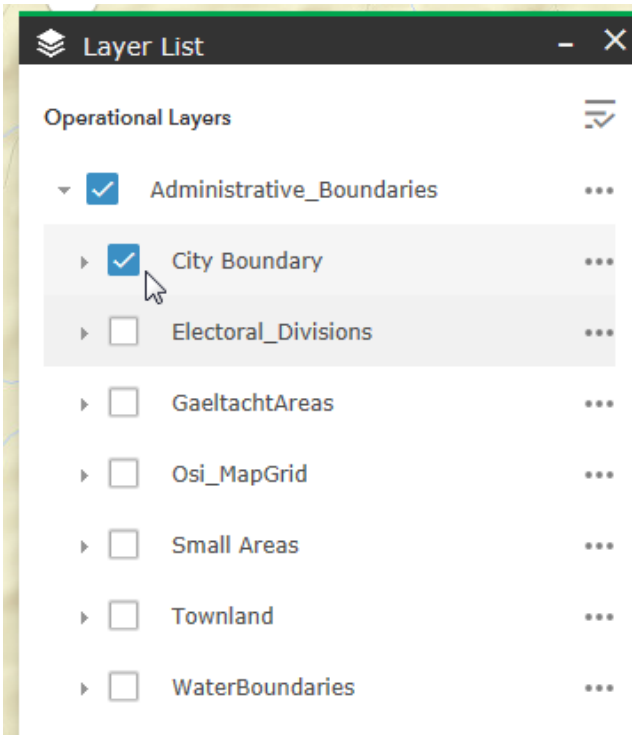
Transparency

You can adjust the ***Transparency*** of a group of layers by clicking the ••• to the right of the group name and then moving the ***Transparency slider*** to the left or right. **Please note** - the transparency slider operates on groups of layers, not individual layers. The slider will only work after you have clicked on a group heading.
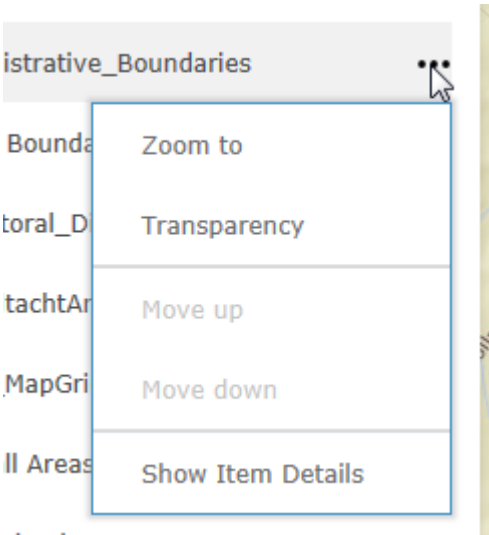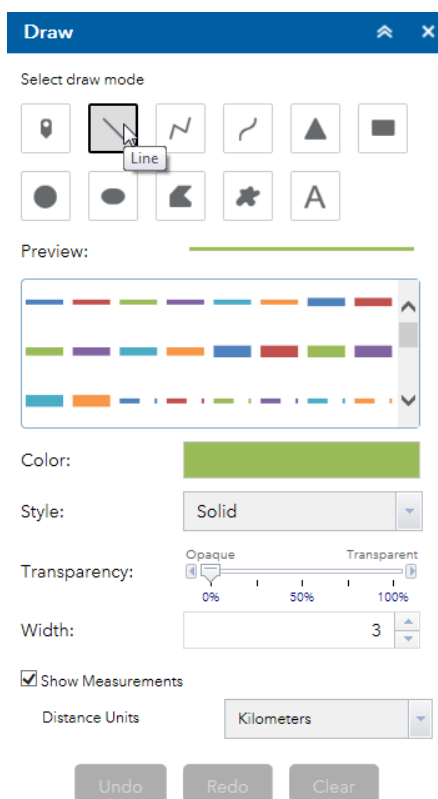
Draw

To open the Draw widget click on the icon on the widget bar at the bottom of the map.

This widget allows you do draw symbols on the map. The Rectangle, Circle, Ellipse, Polygon and

Freehand Polygon tools are used to for querying in the Reporting widget. You can measure distances by clicking the 'Show Measurements' check box once any of these tools are activated.

You can also change the colour/style of the drawing using the different options available.

To undo all drawings just click on **_Clear._**

Add Data

The Add Data widget enables you to add data to the map by searching for layers in ArcGIS Online or ArcGIS Enterprise content, entering URLs, or uploading local files. In this way, you can temporarily add layers to and remove layers from the map. However, you can't save the layers to the map.

To search only layers within the map area, leave the toggle button green, which is the default.
To search all layers in the scope, click the toggle button, which turns it red.

Print

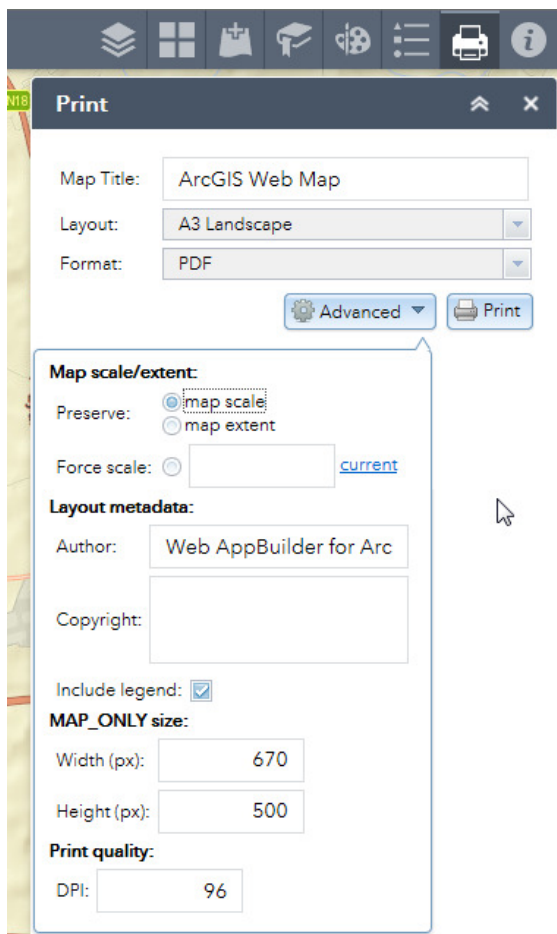You open the print widget by clicking on the icon on the widget bar at the bottom of the map.

The print widget dialog has a text box which enables you to enter a Map Title. You can choose the page size and orientation using this dialog.

 and Author for your printout if you wish.

When you click the '*advanced*' button – you can enter the Author, Copyright, include Legend etc. Then select **Print.**

The map window is scaled to fit the printed page, regardless of its shape. Therefore, if you are viewing the map maximised on a normal screen, the map window will have an approximate landscape page shape. If you print this using a portrait page orientation the printed map will only take up the top half of the page. To cover all of the page, either print the map as a landscape page, or resize the browser window containing the map viewer to the desired shape before printing.

If printing in pdf (which is the default) it will generate the layout in adobe pdf format. You can then open the pdf and save this document and *give it a suitable file name for easy reference.*

If you want to create a jpeg you will need to change the format to jpg. **To Save a jpeg** – once the print template has been generated – open it in the browser, right click on the image and select **"Save picture as"**
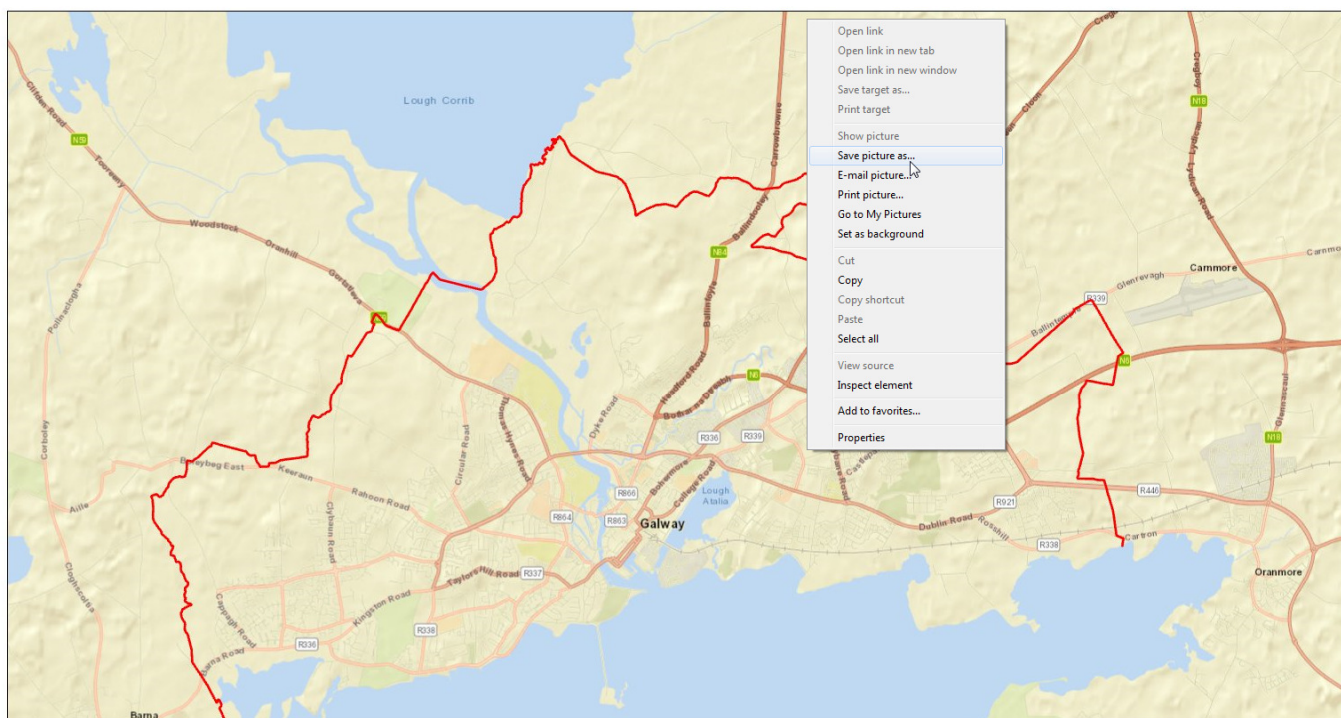
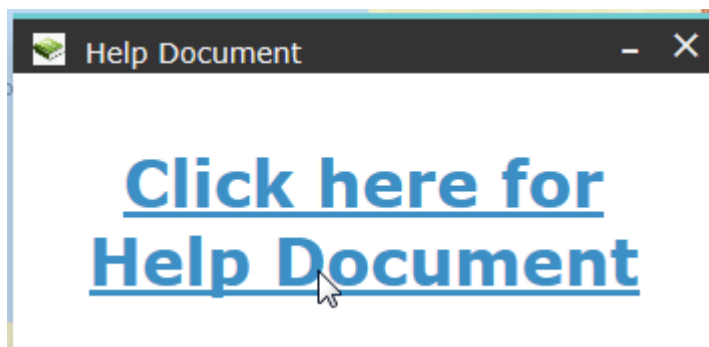### *Help Document*

Click on the link to open the Help document which you can print or refer to when necessary.


Coordinate Widget

This widget displays at the bottom left of the Map Canvas.

The Coordinate widget displays x- and y-coordinate values on the map. With the default coordinate system of the web map, the coordinate values change dynamically when the mouse pointer moves to locations on the map. Multiple spatial references can be configured and the coordinate values display based on the spatial reference you choose when the application starts.
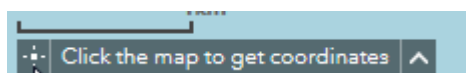
Firstly click - this will display the difference coordinate systems available to you eg Irish Grid – select which one you wish to use.
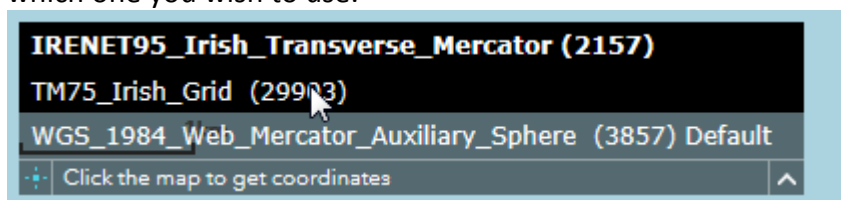
Next click on And then zoom into/hover to the point on the map . It will display the coordinates of the point in the requested projection at the bottom left of the map canvas.