



Making a difference...together



Regional Community Atlas

User Guide

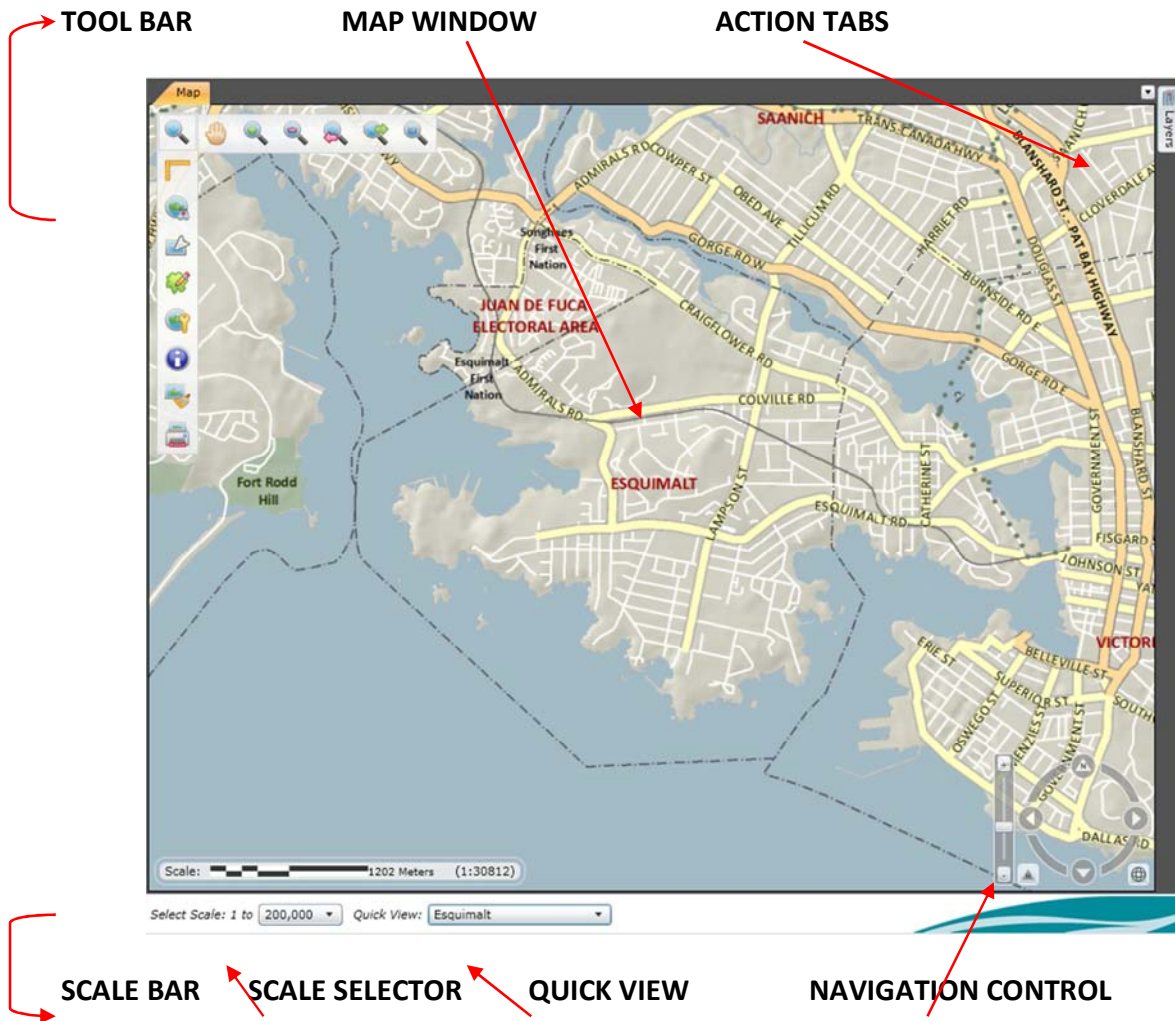
CONTENTS

GETTING FAMILIAR WITH THE REGIONAL COMMUNITY ATLAS	3
WHAT AM I LOOKING AT? THE APPLICATION INTERFACE.....	3
HOW CAN I NAVIGATE AROUND THE MAP?	4
HOW DO I TURN LAYERS ON AND OFF? USING THE LAYER TAB	5
TOOLS AND FUNCTIONS	7
WHAT TOOLS ARE AVAILABLE?	7
WHAT HAPPENS WHEN I RIGHT-CLICK?.....	8
HOW DO I USE THE NAVIGATION TOOLS?	9
CAN I MEASURE FEATURES IN THE MAP?	10
HOW CAN I SEARCH BY ADDRESS OR STREET NAME?	10
HOW CAN I SEARCH FOR FEATURES BY A KEYWORD?.....	11
CAN I SELECT FEATURES IN THE MAP?	12
WHAT ARE MY SELECTION RESULTS TELLING ME?	13
CAN I ADD DRAWINGS TO MY MAP?	13
HOW DO I FIND OUT WHAT I AM LOOKING AT?.....	15
HOW DO I PRINT A MAP?	16
ADVANCED TIPS	18
HOW DO I FILTER MY RESULTS? BOOLEAN COMMANDS	18
CAN I SORT MY RESULTS?.....	18
HOW DO I PIN OR UN-PIN THE PANELS?	18
ARE THERE HOT KEYS IN THE APPLICATION?.....	19

GETTING FAMILIAR WITH THE REGIONAL COMMUNITY ATLAS

What am I looking at? The Application Interface

Launch RCA in your internet browser and you will see an interface like this:



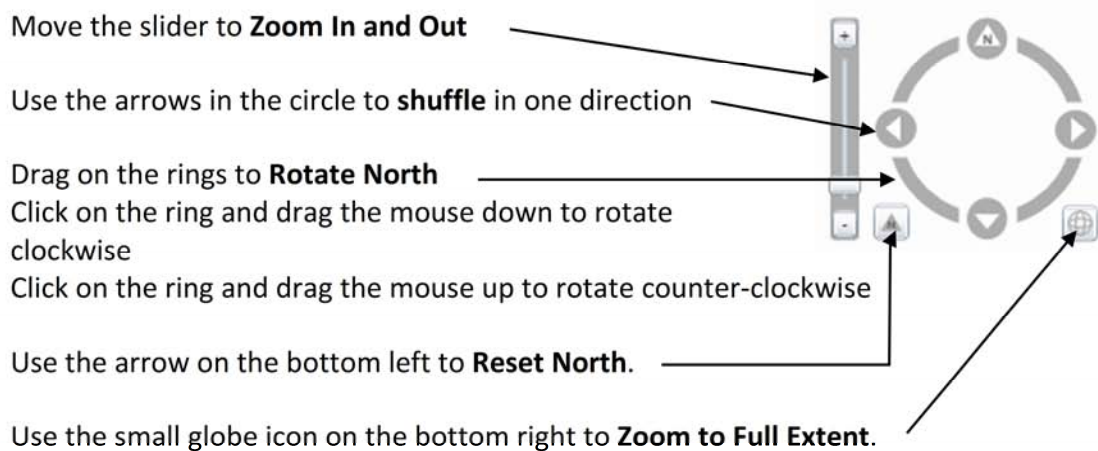
The **Map window** will be where you see your map and all the layers that are activated. On your left is the **Toolbar** which lets you use various tools to highlight features, change views, add text and mark ups and search for data. On the right hand panel, the **Layer tab** displays all the layers that you can activate or make transparent. New tabs will appear here as you use more tools. The **Scale Bar** on the bottom shows the map scale bar and map scale text. The **Select Scale** allows users to define a scale to zoom to and the **Quick View** allows you to zoom directly to popular areas in the CRD.

How can I navigate around the map?

Mouse Scroll Wheel – You can use the scroll wheel on your mouse to zoom in or out on the map. Notice that you will zoom to *where your pointer is located* and not to where your screen is centred.

Double-Click to Zoom – Double-click on any point on the map to zoom in on your pointer location.

Navigation Controller - Hover over the compass in the bottom right of the map window to bring it into view.



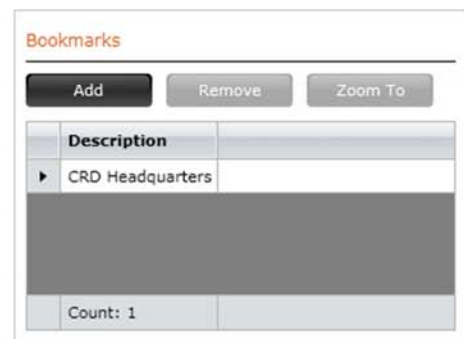
Quick Views - To help you navigate to commonly viewed areas around the region, RCA has predefined bookmarks with CRD major sites, municipalities and electoral areas.

Quick View:

Select Scale - Specific scales have been created so that you can view maps at certain scales. This is helpful for creating a series of maps for operational uses.

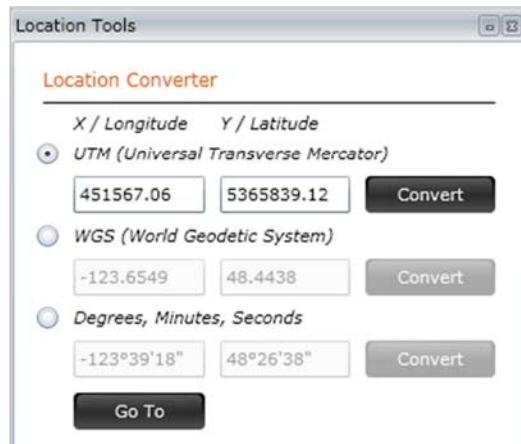
Bookmarks - Every user has the ability to create bookmarks. To add a bookmark, right-click and select **Location Tools**. Zoom to the area and click **Add**. Click on the description text to customize the name and hit **Enter** to accept.

Tip: The bookmarks will be saved in your profile each time you re-launch the application. These bookmarks will be saved until you clear your settings.



Location Converter – To go to a specific coordinate, use this tool to take you there. Enter the UTM coordinate, WGS coordinate or the Degree, Minutes, Seconds and click **Go To**.

Notice that **Convert** will convert any entry into the other two coordinate systems.

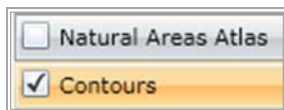


How do I turn layers on and off? Using the Layer Tab

Your layer panel is where you can hide and reveal layers, expand groups of layers, control transparency, view metadata and activate layers for selection purposes.

Hide and Un-hide Services

Check the boxes to turn services (“groups of layers”) on and off.



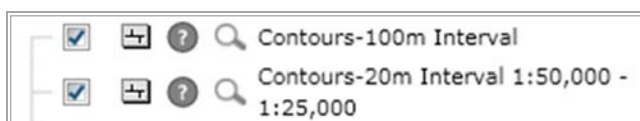
Expand Service to see Layers

Click on header or the downward arrows to expand a service. The header will change from grey to orange. Only one map service will expand a time.



Activate Layers

Some layers within the service can be activated individually. Check the boxes to turn on or off specific layers in the service.




Control transparency

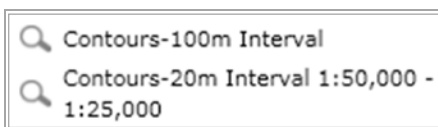
Slide the tabs to the left or right to increase or decrease transparency of the service.





Zoom to make Layer Visible

To prevent clutter, some layers are only visible at certain ranges. There is a minimum and a maximum scale. Click  next to the layer name to zoom to that scale.

For instance, if your layer is visible between 1:25,000 and 1:50,000 and you are above the maximum scale range (i.e. 1:100,000), it will zoom to the **maximum scale** of 1:50,000). If you are below the minimum scale range (i.e. 1:5,000), it will zoom to the **minimum scale** of 1:25,000.



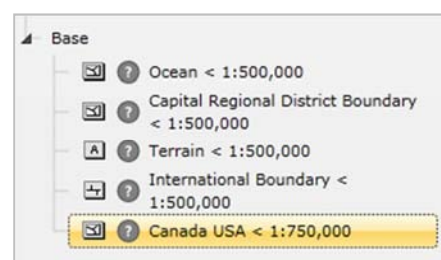
View Metadata

To view information about the layer or service itself, click  or . A window will appear with **Description** and a **Date** of when the layer was last updated.



Activate a Layer

To select a layer to make it **ACTIVE** for use with the **Selection** or the **Identify** tools, click once on the layer till it highlights orange.



Tip: The **ACTIVE** layer will appear at the bottom of your window under **Selected Layer**.



TOOLS AND FUNCTIONS

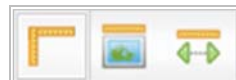
What tools are available?

There are several tools available.

Navigation Tools let you move around the map.



Measuring Tools help you analyze your data.



Search Functions query BCAA, GeoLinX or help you find the location of an address.



Selection Tools help you select features and highlight them in the map.



Mark Up Tools let you draw and add text to give your map greater meaning.



Identify tools lets you view information in the geospatial databases.



Settings allow you turn functionality on and off, reset to default and view layers.



Clear All Graphics clears selection, mark-up, and beacon points.



Print allows you to print what you see in your Map Window.

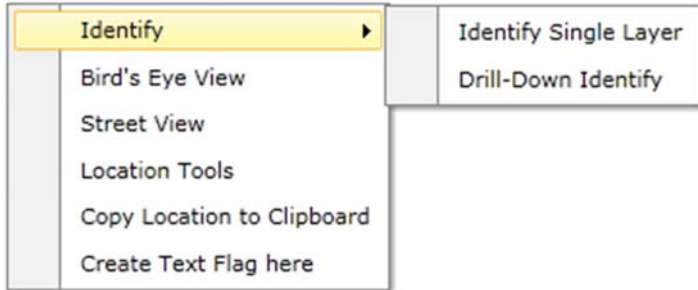



Harbours Atlas gives you quick access to Harbours Atlas related features




What happens when I Right-click?

Additionally, by simply by **right-clicking** anywhere in the map, you can also use additional tools.



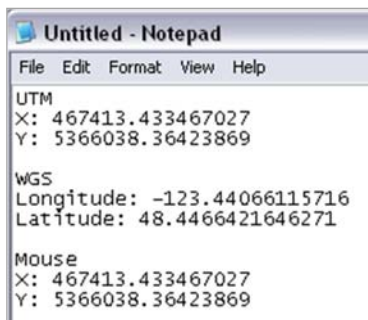
Identify – same as 

Bird's Eye View – same as 

Street View – same as 


Location Tools – Coordinate Location Converter and Personal Bookmarks

Copy Location to Clipboard - Paste coordinates to any document



How do I use the Navigation tools?



Click  to expand toolset



Pan tool - This tool lets you slide around to different parts of the map. Use the tool by “grabbing” a point on the map with your left mouse key, keep your finger on button and move it around. When you have found its new location, release the button.



Zoom In – Draw a box around the area you’d like to zoom into. Click the left mouse button on one point of the map and keep your finger on the button as you draw a box of the area you want to zoom into. Release the left mouse button and you will zoom into that extent.



Zoom Out – Just like the Zoom In tool, draw a box around the area and it will zoom out in relation to the size of the map frame. Drawing a large box will zoom you out slightly, a small box will zoom you out much farther.



Zoom to Previous Extent – Just like the back button in a web browser, if you’ve zoomed in or out too far or zoomed to the wrong area, click this icon to go back. Or in this case – navigate back to the previous view.



Zoom to Next Extent – This button enables you to go forward to the extent that you have already viewed. This button is like the “go forward” button in a web browser.




Zoom to Full Extent – This will take you to the default extent which is set to show the regional district administrative boundary.

Tip: Each button is designed so that it is a “singleton”. After using the tool, it will default back to the pan tool so that you can continue navigating.

Can I measure features in the map?



Click  to expand toolset

Use these tools to calculate area, perimeter and distance. Once executed, a window will open a message containing the calculations.





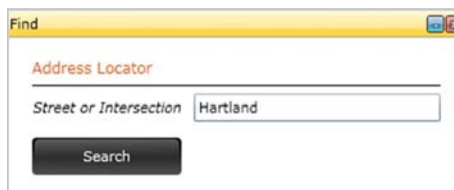
Measure a Distance – Draw a line by clicking points on the map and double-click to finish. A message window will appear with the length (metres) of the line.



Measure an Area - Draw a polygon of the area you want to measure and double-click to finish. A message window will appear with the area (square metres) and the perimeter length (metres).


How can I search by Address or Street Name?

Click  to expand toolset and select 



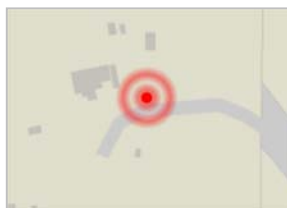
With this tool, you will open a search panel that allows you to enter the Street Name, Full Address or intersection. Click the **Search** button to find all matching containing your entry. The highest rated match will be the first record.





All results will be shown as a  in the **Map Window** and will appear as a record in the **Results Pane**.

Double-click on the record and RCA will take you to that location.

Tip: To search by intersection, be sure to include the **&** (ampersand) symbol between Street Names.

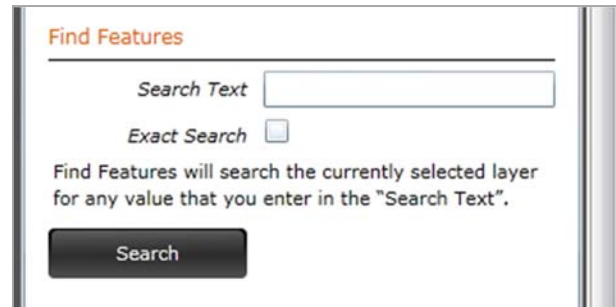


How can I search for features by a keyword?

Click  to expand toolset and select 

With this tool, you will open a search panel that allows you to enter a keyword and the application will search the *selected layer's* attributes for that word.

Click the **Search** button to find all matching containing your entry. The highest rated match will be the first record.



Find Features

Search Text

Exact Search

Find Features will search the currently selected layer for any value that you enter in the "Search Text".

Search

Double-click the record or click **Locate Features** and the application will centre that feature in your map view.



Features			
Locate Features		Export Data	
Drag a column header and drop it here to group by that column			
OBJECTID	Name	Province or State	Island Name
1	Canada	British Columbia	Chatham Islands

Searching Tips:


- To search for **Islands by name** select the Canada/USA layer in Base Map/Base
- To search for **Parks by name or type**, select the Regional & Other Parks layer in Base Map/Parks and Protected Areas
- To search for **First Nations by name or band name**, select the First Nation Reserves layer in Base Map.

Example: How to Search by PID

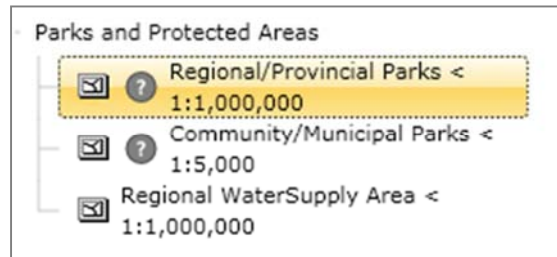
1. Click on Base Map in the Layers pane to expand the list of layers.
2. Click on the arrow next to Property (near the bottom)
3. Click on any of the "Lot Boundaries" layers
4. Ensure that under the map where it says "Selected Layer:" that it shows "Lot Boundaries"
5. Click the Search toolbar (third tool down on the left of the map) and click the binoculars button
6. Under "Find Features" enter the PID without the hyphens and click Search.

Can I select features in the map?



Click  to expand toolset

In order to select features from a particular layer, it must be set as the **Selected Layer** (see bottom of window). Expand the services and select the layer name in the **Layer Panel**. The layer will be highlighted orange and you will see your selected layer at the bottom of the window.



Next, select one the **Selection Tools** and click on the feature(s).



Select Single Feature – Click on the map to select one feature.



Select by Rectangle – Draw a rectangle by clicking on one point around the features you are interested in. Keep your finger on the button and drag the pointer to form the rectangle and release the button to complete the selection. This is just like drawing a “Zoom in” or “Zoom out” square.



Select by Polygon – Draw a polygon by clicking on several points around a feature. Double-click to complete the selection.



Select by PolyLine – Draw a polyline through features to select them. Double-click to complete the selection.



Select by Freehand – Draw freehand like you are holding a pencil. Keep your mouse button down and trace your line. Release the button to complete the selection.

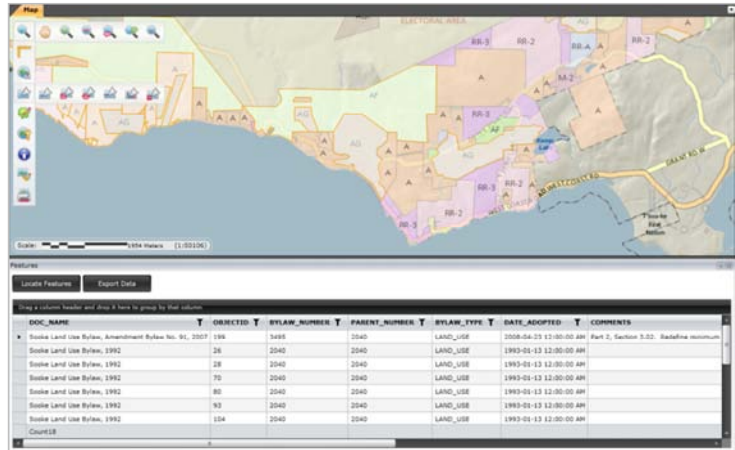


Clear All Selected Features – Click icon to clear any selections you have made.

What are my Selection Results telling me?

Any search or selection will show their results in a new window. This is referred to as the **Results Pane**. Depending on the layer type, you will find information such as the feature name, date updated, data supplier, reference IDs and codes, etc.


Here you can sort your results by column, use Boolean commands or filter your results.



Double click on a row and zoom to that feature or export your results to a table.


Can I add drawings to my map?



Click  to expand toolset

Use these tools to add valuable information to your map. All mark-ups will be red and may have a transparent red filling.



Draw a Point – Draw a point on your map by clicking once with your mouse button. A  will appear above the pointer.



Draw a Rectangle - Draw a rectangle by clicking on one point around the features you are interested in. Keep your finger on the button and drag the pointer to form the rectangle and release the button to complete.



Draw a Polygon - Draw a polygon by clicking on several points around a feature. Double-click to complete selection.





Draw a PolyLine – Draw a polyline and double-click to complete selection.



Draw a Freehand Shape - Draw freehand like you are holding a pencil. Keep your mouse button down and trace your line. Release the button to complete the selection.



Text Flags – Draw a point on your map by clicking once with your mouse button. Update the text in the box and select the colour of your flag pin. Click **Apply** and a flag will be added to your map that only you can view.



Add Trail marker here



Tips: Flags are saved in your profile, so that every time you return to RCA with your computer, you'll see your flags. If you **Clear all Saved Preferences** or **Clear Drawing** your flags will be erased.




Clear Drawing - Click icon to clear any mark-up that you have made during this session.



Clear All Graphics – Alternatively, this tool clears all selected features and mark-up drawings.

How do I find out what I am looking at?

Click  to expand toolset



Identify – Identify a features in the **Selected layer**. To zoom to the extent of that feature, click **Locate**.



Drill down Identify – Identify all features all layers in available. Click a point on the map window and a new window will open. This window gives you to the option to view all layers with a feature at that pixel and select which layer you want more information from. Simply select the pull down tab and select a layer. To zoom to the extent of that feature, click **Locate**.



Bird's Eye View - Identify a point on the map and see an alternative ortho photo view supplied by [Bing](#). Rotate the view and you can see your feature from different angles.



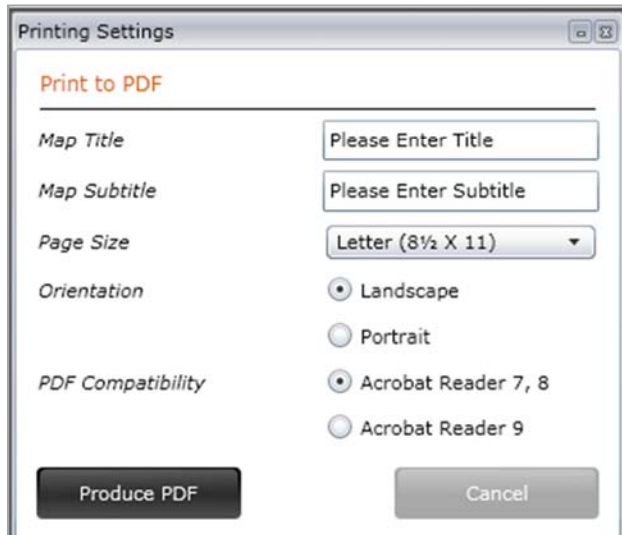
Google Street View - Identify a point on the map and see the point with Google's Street View. You can migrate along the street or use the compass to turn and look at things around the point



Clear Identify Graphics – Clears all selected and identified features.



HOW DO I PRINT A MAP?



The 'Printing Settings' dialog box is titled 'Print to PDF'. It contains the following fields and options:

- Map Title:** A text input field with the placeholder text 'Please Enter Title'.
- Map Subtitle:** A text input field with the placeholder text 'Please Enter Subtitle'.
- Page Size:** A dropdown menu currently set to 'Letter (8½ X 11)'.
- Orientation:** Two radio button options: 'Landscape' (selected) and 'Portrait'.
- PDF Compatibility:** Two radio button options: 'Acrobat Reader 7, 8' (selected) and 'Acrobat Reader 9'.
- Buttons:** 'Produce PDF' (dark grey) and 'Cancel' (light grey).

When you create a PDF, everything in your map window extent will be embedded in a template. All maps produced will have the CRD logo, date produced, north arrow, scale bar and a disclaimer.

Click  to start.

Tips: If you save as **Adobe 9 for PDF Compatibility**, users will be able to turn map service layers on/off.

Enter a **map title** and **subtitle**.

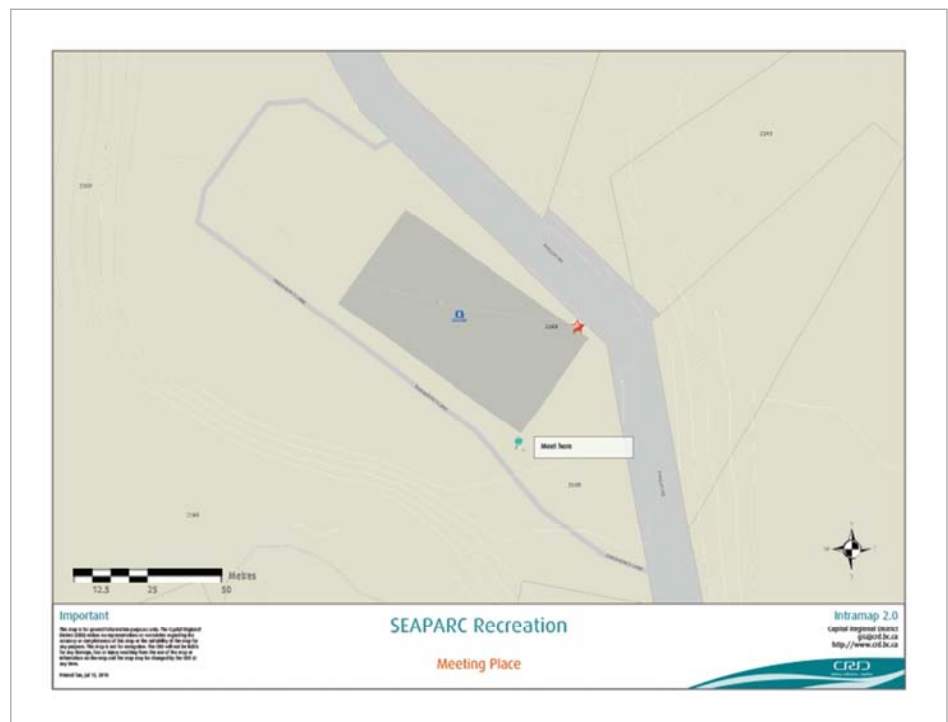
Select **letter**, **legal** or **tabloid** for your page size.

Select **landscape** or **portrait** for your orientation.

Select which type of **Adobe Reader version** you'd like your output to be produced in.

Click **Produce PDF** and save to a location on your computer.

View, attach or print PDF as desired.



Tips: If you're having trouble producing a PDF, try clicking "Produce PDF" and then holding down the Control (CTRL) key. This will temporarily disable *all* popup blockers and allow the application to open a dialogue box asking you to open or save your PDF.

INTERFACE SETTINGS



Click  to expand toolset

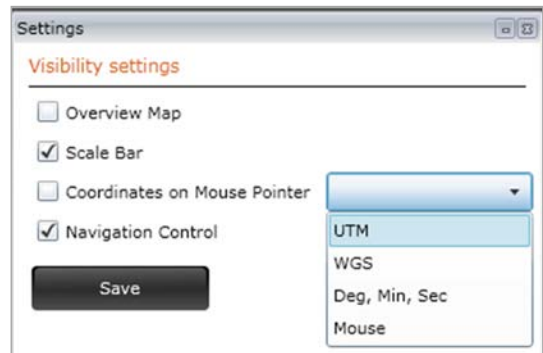
With these icons, you have the ability to hide map elements such as the **overview map** or **scale bar** and to add modules such as the **BCAA Search tool** or **GeoLinX**.



Display Map Layers – Display the layers panel on the right hand side to see all services accessible to you.



Settings – All users can choose to make map elements visible or invisible. Here, you can also change the mouse coordinates if desired.

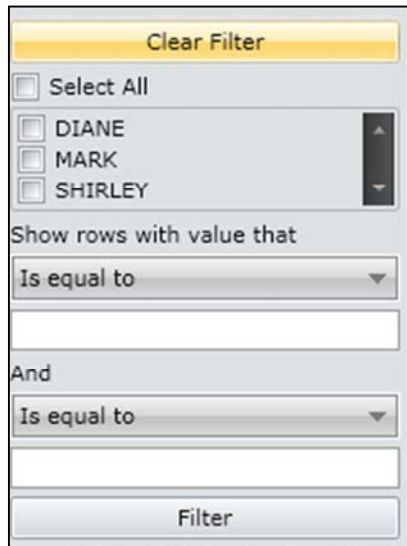


Clear Settings – Click icon to restore all original default settings. This includes your map layout and your map extent. This will occur when you refresh the application. This will erase mark-up, including flags and delete bookmarks.


Tip: To refresh application, press the F5 key on your keyboard.

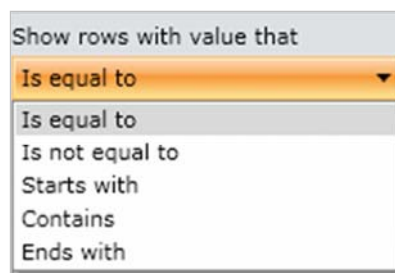
ADVANCED TIPS


How do I Filter my results? Boolean Commands



When there are many records returned in the **Results Pane**, text filters and value filters (Boolean) and are available.

Click  to see options and explore. The filter icon opens the filter tool which acts and had similar choices to the filter tool in MS Excel.





Click anywhere in the application to remove the Filter Panel.
To remove the filter results, click  again and click **Clear Filter**.

Can I sort my results?

To sort a field in the **Results Pane** in ascending or descending order, just click on the field name. Click again to sort in reverse order.

How do I pin or un-pin the panels?

By default, the tabs on the right-hand side of the application collapse into the side bar. The purpose of this was to maximize your map window. To “pin” the panel so that it stays open, click the blue icon . To un-pin, click the blue icon .

Are there Hot Keys in the application?

Hotkeys are shortcuts to tools and functions within a program executed from your keyboard. RCA has several hotkeys embedded.

Map Elements

Ctrl + Shift + B	= Show/Hide Scale Bar and Scale text
Ctrl + Shift + L	= Layers
Ctrl + Shift + O	= Overview Map

Navigation

Shift + Drag a box	= Zoom In
Ctrl + Shift + Drag a box	= Zoom Out
Subtraction key “-”	= Zoom Out
Addition key “+”	= Zoom In
Arrow Keys	= Shift view