

# Hawke's Bay Maps (LocalMaps) – Quick Start Guide:

## Searching the Map Gallery

The main page of Hawke's Bay Maps is the Map Gallery, where you can find all the maps in a tile arrangement. Maps can be found using the search tool, the categories list or by scrolling down through the tiles.

To open any map just click the LocalMap tile, which will launch another browser window with your selected LocalMap.

*(Note: Performance of Hawke's Bay Maps is better in Chrome or Firefox browsers)*

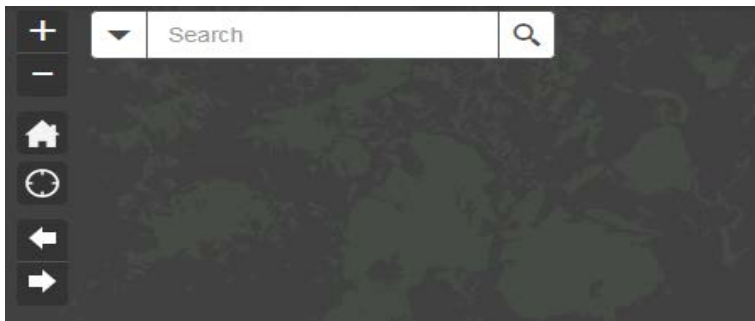
## Using the maps

This is a quick guide to show you how to perform the following:

- Search for an address or other features
- Zooming
- Using Widgets
- Turn layers on and off
- View the legend
- Use Bookmarks
- Change the base map (background map)
- Switch to a different LocalMap
- Select features
- Get results and Pop-Ups
- Print map
- Zoom to a point

## ***Navigation and Search Panel***

The top left corner of the map contains a series of tools that help with the navigation and search within each map.



### **Search for an address or other features:**

The search bar makes it possible to search for specific address or other features.

1. Click into the address search bar and enter the address you want to find.
2. Click the small arrow next to the search bar to narrow your search.



## Zooming:

Zooming in and out can be done two ways:

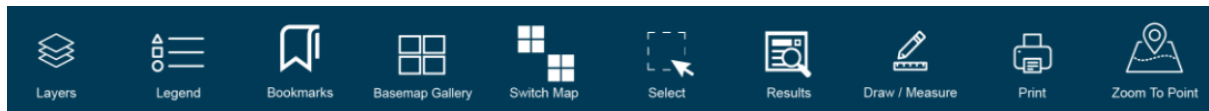
1. By using the scroll on the mouse.
2. Click on the plus and minus zoom buttons in the navigation panel.

To pan just click in the map and drag.



## Widgets Panel

The widgets are a series of tools across the top of each LocalMap.



The number of them showing will depend on the size of your monitor or browser window and on the length of the name of the map. If the widget space is too small, the 'More' widget will appear. If you click in the 'More', the other, widgets will appear. The order of the widgets may change depending on how often the widget is used.



## Layers and Legend

Some layers are set to automatically display at certain scale ranges. A layer that is currently active and not displayed may appear when you zoom in.

**Layers:** This widget opens a window where you can turn on/off layers. Some of the layers are nested within parent folder, so make sure you expand the folder to access more layers.

- Expand/collapse any folder by clicking on its name or the arrow to its left
- Turn a layer on/off by clicking in the check box

**Legend:** To glance at which layers are active (turned on) in the map. The same legend will be available when selected during printing.



## Bookmarks

These are pre-set locations - each bookmark will zoom the map to a pre-set location i.e. Napier or Hastings. You can create your own bookmark for an area of interest by entering a name and clicking the add button – these will be deleted once the cache is cleared.



## Change base map

The base map selector opens the base map gallery so you can change the map that appears behind your layers.

1. Click the base map selector icon to display the base map gallery.
2. Once the base map gallery has loaded you should see the several different base maps you can select.



## Select

This tool allows for more complex queries by geometry, feature or by attribute. The 'Select by Attribute' query is case sensitive.

**By geometry** – Lets you select by drawing a range of shapes you can create in the map (point, line, or polygons). Adding a buffer selects features within a distance of a point.

**By feature** – Allows for selection of features that either intersect or are within another layer. For example, you can select Resource Consents that are within a selected property boundary.

**By attribute** – Selection from any active layers by using its attributes.

The 'Select' panel offers different modes of selection - Select, Add, Reselect and Deselect. Be aware that features listed for selection are only those that are currently displayed in the map. If you don't see your feature in the 'Select features from' list, check it is displayed on the map (turn it on in Layers) or zoom in/out if necessary, or maybe switch map.





## Results and Pop-Ups

This widget shows in tabular format the features you have selected with either the 'search' or 'Select' tool. It gives you the choice of narrowing down your selection if your previous set consisted of more than one feature (by clicking on the row) you can then zoom to the selected feature.

This tool also gives you the option to export the records in the view to a csv file format, which can be saved to MS Excel.

**Pop-ups** are also enabled on most layers. If you click on a location, a pop-up will appear containing data that relates to the selected feature. What data is displayed first will depend on the order of the layers and whether the pop-up has been enabled in the layers widget.



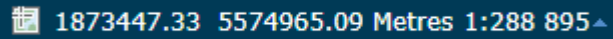
## Print map

1. Open the print widget
2. Enter a map title
3. Choose a layout and Format from the dropdown lists
4. Click on the advanced button to change map extent or scale, add extra metadata and to display legend in for printing.
5. Click print button to create and export of the map.



## Zoom to a Point

This allows you to zoom to a coordinate - use the drop down to select the coordinate system and then enter the coordinates. Click the 'go' button to zoom to the coordinate. To find out the coordinates of a location point on the map click the '+' next to the coordinates at the bottom left of the map.



1873447.33 5574965.09 Metres 1:288 895

**Note:**

*Sometimes the widgets might not display or function properly i.e. when the widgets appear in the top of the map area and not above the map inside the blue banner. To correct this, resize the window - this will force the widgets to be redrawn. Usually CTRL+F5 will also correct this.*

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