Introduction

The Interactive Mapping application is an application for university students, staff, faculty, and visitors. Users can precisely locate spatial information about buildings, offices, residence halls, accessibility, parking and transportation on Grounds. The Interactive Map lets you search for buildings, measure distances, calculate areas, draw shapes and text on the map and create your own map by turning on and off map themes. Contractors and FM employees have a private access that allows them to access utilities, floor plans, and emergency response data. The purpose of this user guide is to provide users a step by step introduction of the application.

Accessing the Site

1. Enter the mapping address URL into your browser. The application is browser agnostic, so it does not matter if you are using Internet Explorer, Google Chrome, Firefox, etc...
2. If you are a Facilities Management employee or have a FM login click the “Sign In” button at the bottom right of the page. If not, move to step 3.
3. Click the big orange “Enter Interactive Map”.

Map Application URL
http://gis.virginia.edu/Pages/default.aspx
## Toolbar Introduction

<table>
<thead>
<tr>
<th>Navigation Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Zoom In" /></td>
<td>The purpose of this tool is to zoom into a specific location on user preference. Click on the zoom in button, left click and drag and hold to zoom into a particular area.</td>
</tr>
<tr>
<td><img src="image" alt="Zoom Out" /></td>
<td>The purpose of this tool is to zoom out from a specific location based on user preference. Click on the zoom out button, left click and drag and hold to zoom out of a particular area.</td>
</tr>
<tr>
<td><img src="image" alt="Zoom to Extent" /></td>
<td>The purpose of this tool is to zoom to the full extent of the map. Click on the zoom to extent button and the map will zoom to the whole extent of the base map.</td>
</tr>
<tr>
<td><img src="image" alt="Overview Map" /></td>
<td>The purpose of this tool is to provide an overview map of the where the user is positioned on the map.</td>
</tr>
<tr>
<td><img src="image" alt="Pan Map" /></td>
<td>The purpose of this tool is for users to be able to pan the map in all directions. Click on the tool and the cursor will change to a hand.</td>
</tr>
</tbody>
</table>
**Map Themes & Backgrounds**

**Map Themes**

- A theme is a set of similar map layers grouped together. For example, the Emergency Response theme includes Fire Hydrants, Fire Connections, Emergency Communications, etc. Users have the option to toggle the different themes. Users simply scroll over the “Map Theme” section and click on their preferred theme.

**Background**

- A background is the base map of the map you are viewing. Users have the option of using a street view or satellite view as a base map. Simply scroll over the “Background” section and click on the background that is desired.
Layer Control

Click on the layer control button on the toolbar to access the layer control. The layer control is a tool that allows users to interactively toggle map items (layers) on and off.

1. Once the layer control is open, notice how the layers are grouped together by data type. The example below displays how users initially view a transportation group. When you check the group on all the transportation layers turn on. When you expand the black arrow to point down users will view all the layers in the group.
2. At this point users can turn individual layers on and off.
1. In the search box with the “Information” tab depressed users have the ability to search on a variety of items.
   
   a. A user has the ability to zoom to a building by using a dropdown box. Simply click on the down arrow and scroll alphabetically to any particular building.
   
   b. A user may also search by attribute data. A user can search by information or search by range. If a user knows the building number or year built, simply type that number in and click search. If the user knows what type of square footage, type in a range and click search button and a grid will appear. Using the grid the user can choose whether or not to delete a record, zoom building, or run report. By clicking export a user can export excel spreadsheet.

2. In the search box with the “Location” tab depressed users have the ability to type in a road name and click search. For example, type McCormick and click search and all the buildings that are on McCormick Road will appear in a grid.

3. In search box with the “Buildings Graphical” tab depressed, users have the ability to click on a shape and select buildings on the map using one of those shapes. In addition, the users can check the “Select buildings within a distance of the shape I draw” and type in distance to create a buffer. This will select all buildings within that buffered range.
Print & Export

Print

1. Zoom to the location you would like to print and make sure all the proper layers are turned on/off.
2. Click the Printer Icon on the toolbar.
3. When Print Dialogue box opens enter a Title and Description for the map. Also adjust the page size and orientation of the map.
4. When all settings are complete, click the print preview.
5. The map will open up and you can now move around the preview screen with your pan button.
6. Once the map is in the desired position you are ready to print.
7. Click the print icon in the print preview screen and your printer screen will pop up. Adjust your desired print size options for the printer math what you set for the print preview page size.
8. Now you are ready to print the document.

Export

1. Repeat steps 1 – 5 above.
2. Once the map is in the desired position you are ready to export.
3. Click the adobe export icon in the print preview screen and a spinning icon will appear.
4. Once the green arrow appears this means the print has finished exporting. Click on the green arrow and the save as dialogue box appears.
5. You can now save the map to a location on your machine or another network.
6. Make sure you name the map add the “.pdf” to the name of the file.
Locate

1. Using the locate tool users have the ability to type in address information or Latitude, Longitude coordinates to locate a specific location.

Identify

1. Click on the identify tool to allow the identify dialogue box to appear.
2. For specific information about a layer, click on the layer and information will appear in the dialogue box.
1. Click on the Draw icon from the toolbar.
2. The Draw tool has two main functions.
   a. The first function is to draw and annotate the map. To draw on the map the user simply clicks on anyone of the tools and left click on the map to begin to draw. Follow the tool tips provided on screen to complete the drawing.
   b. The second function is to add measurements to the map. Click on the measure tool icon, check the “Show Measurements” checkbox and select the units. Next, toggle back to the draw screen and begin to draw on the map by following the instructions from Step 1. After you draw a shape, the measurement will appear.
1. On the tool bar click the Google Street View icon to make the Street View menu bar appear.
2. Follow the on screen instructions to create a street view image.
3. Users have the option to maximize the screen at the lower right and view pictures (provided by Google) of the surrounding area.
Help

The map help section has a few videos relating to some of the functionalities of the site. Also in the help section is a link to “Contact Us” at mapping@virginia.edu. The GIS team encourages users of this site to call or contact the group for data updates to the map, training sessions, or thoughts and ideas about how our GIS services can contribute to your daily workflow.