

YORKMAP USER GUIDE

1. Accessing YorkMap

YorkMap can be accessed using the Councils Intranet (Colin)

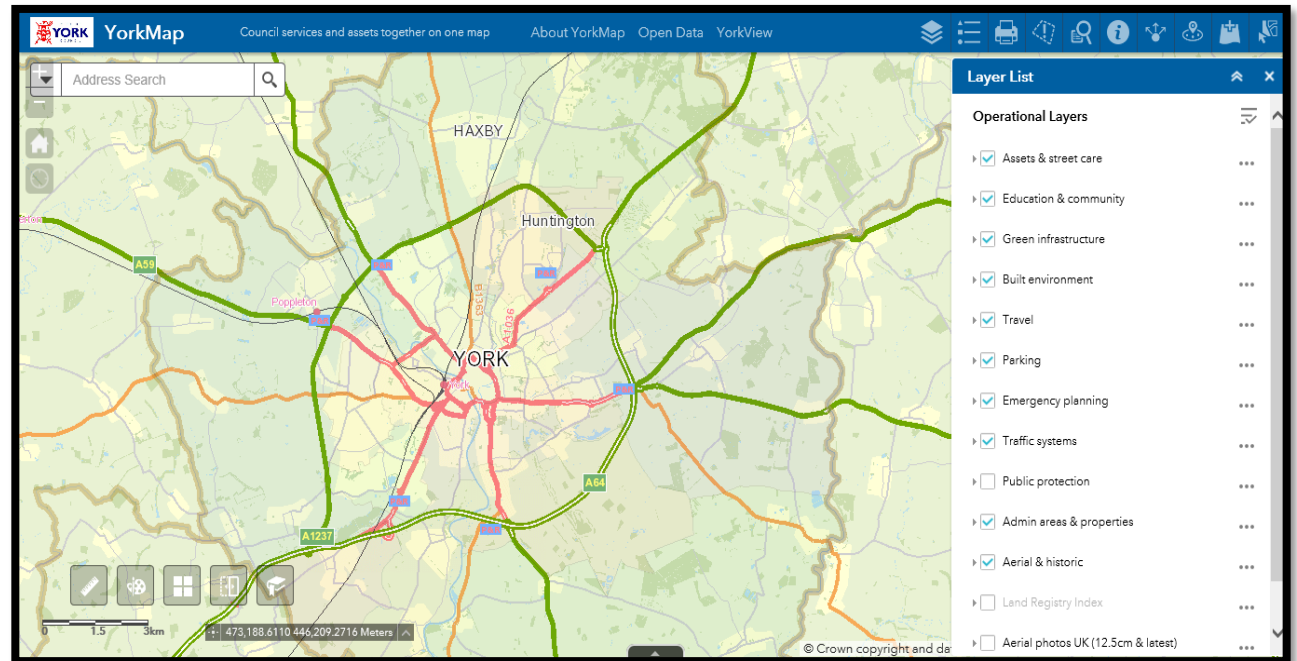
Once you are on the Colin Homepage navigate to the Be Supported tab at the top of the page, now scroll down and select Maps from the left hand list of options. Once selected you will be taken to the maps page click the Open YorkMap link to be taken straight to the live YorkMap.

2. YorkMap Homepage

The first page you will see is the YorkMap homepage which will look like the adjacent image.

The map interface features a Layer list on the right hand side, each layer can be switched off or on depending on the information you need. This is done by using the tick boxes next to the title of each layer.

You can also see the details of each layer by clicking the arrow next to the Layer title, For example if you click the arrow next to Asset and Street Care you will be able to choose from a number of different layers Inc. Streets & Adopted Highways, once selected the layer will show on the map.



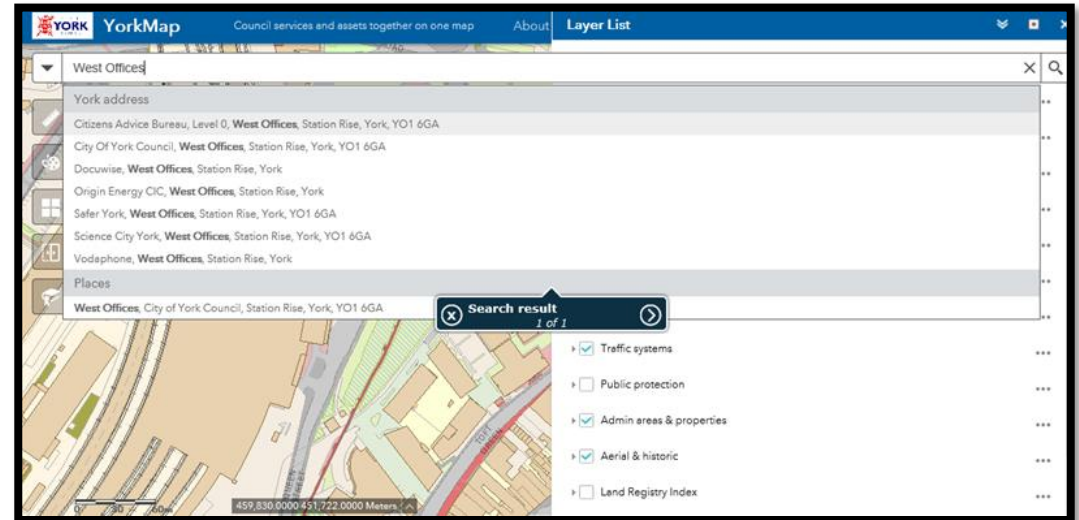
3. Search Bar

The Search Bar is located in the top left hand corner of the YorkMap Home page. It can be used to look up an address or look up an area using coordinates.

Search Bar and Address Lookup.

To use the search function start typing in an address, the search bar will offer you a selection of options if you search a broad area I.E West Offices as shown in the adjacent image will give you all companies or businesses associated with that address.

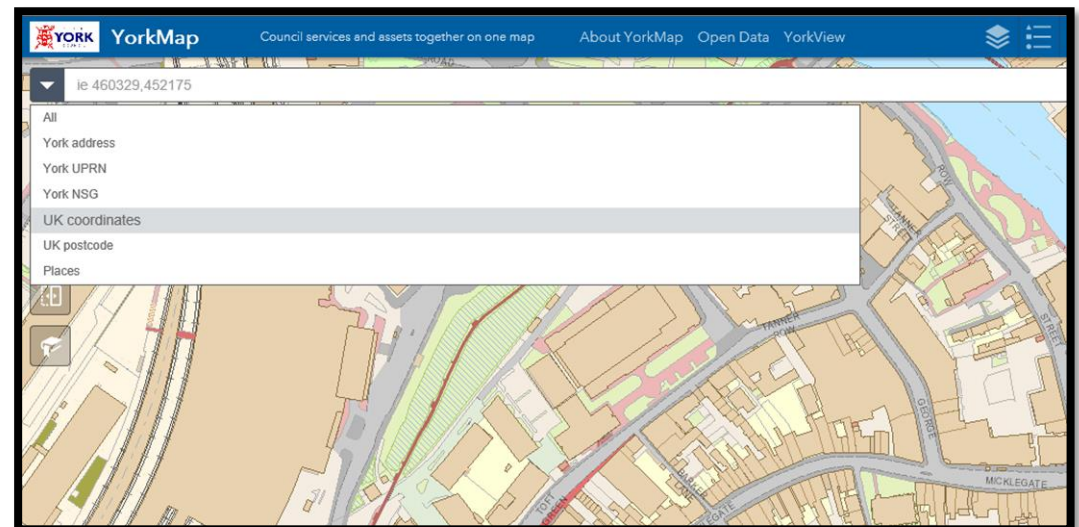
If you know the exact address enter that and click the magnifying glass icon to the right of the search bar, YorkMaps will now take you directly to that address.



Other Search Options.

The search bar can be used to look up an area or address in many different formats including Coordinates, postcode and UPRN number.

If you wish to use one of these search options click on the drop down arrow next to the search bar and select the option you would like. The search bar will show you the format the coordinates need to be entered if you select this option.



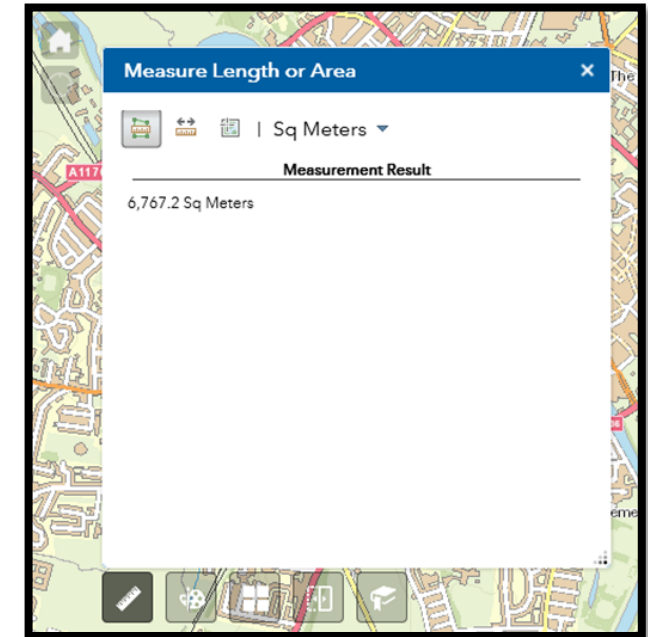
4. YorkMap Tools

In the lower right corner of your homepage you will find 5 buttons, each of these buttons is a different tool you can use to customise the map. The tools allow you to do the following;

Measure Length or Area

Use this tool to measure either a specific area or the distance between two points. To select an area use the area tool to draw around the area you wish to measure, the map will then give you an area measurement in Sq. metres.

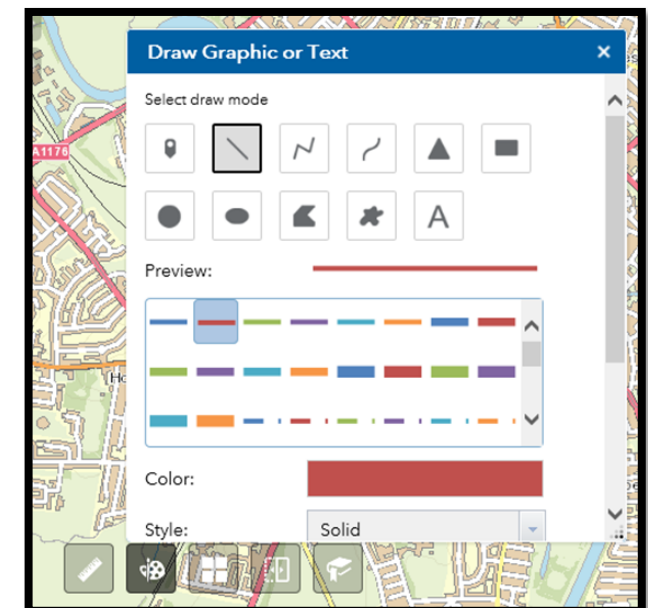
To measure the distance select the second option (a ruler with two arrows) and create a start and end point on the map, the map will give you the distance between the points you have selected.



Draw Graphic or Text

This tool is represented by the paint pallet shown on the above image and allows you to mark an area of interest either by a point marker or by hand drawing a boundary around an area of land.

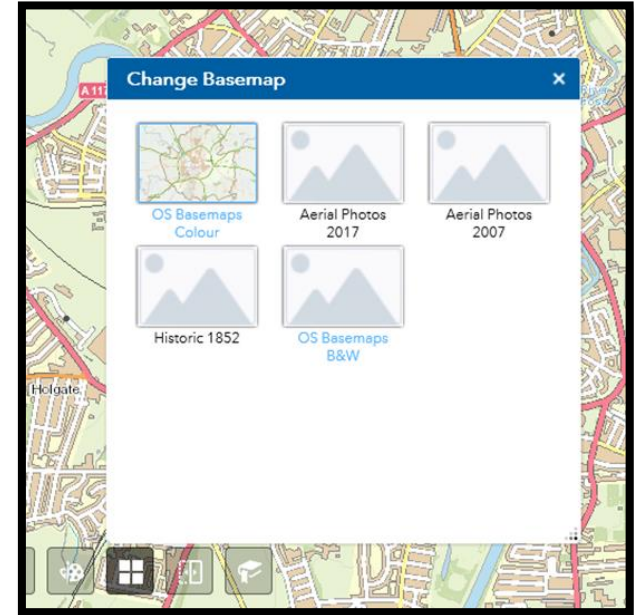
You can also use this tool to write text onto the map before printing or saving if you wish to share with a colleague. Once you click the paint pallet you will be given a selection of drawing options, after selecting the one you wish to use the map will ask you to draw around the area of interest, you can also change the colour of the line you have drawn which is shown in the adjacent image.



Change BaseMap

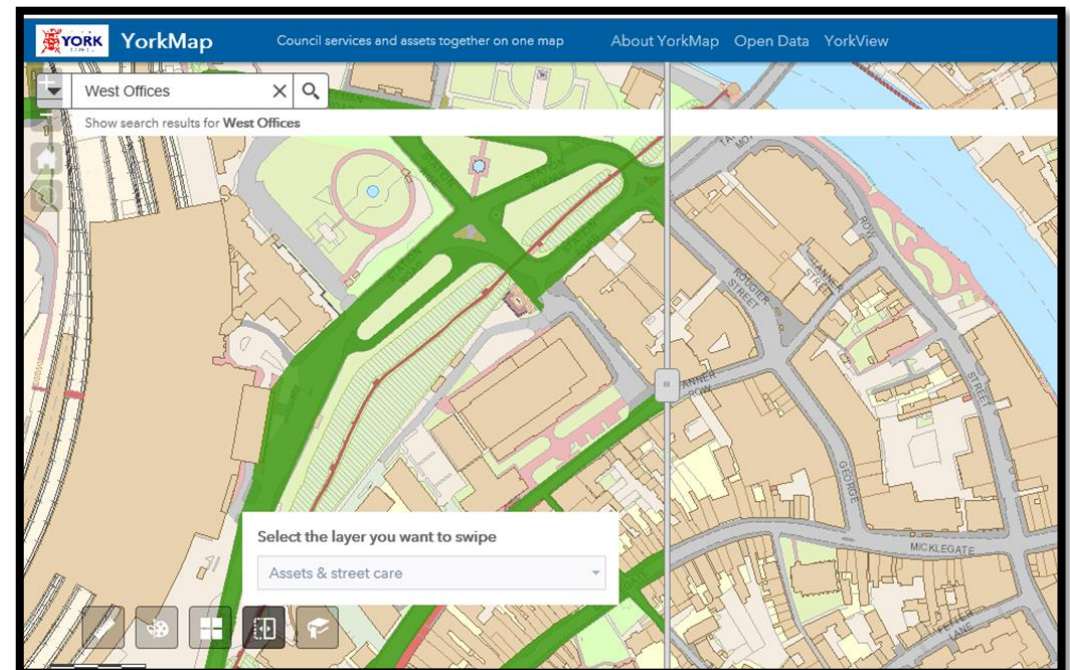
5 Basemap options are given when using and viewing Yorkmap, these can be altered depending on how and what you wish to view. The OS Colour map will automatically be on when you open yorkmap, but I would suggest changing this to the OS Basemap Black and White as any layers you turn on will be in shown in colour.

The other options include Aerial Maps from 2007 & 2017 which will give you a satellite view of the whole of York, and the Historic City Of York Map from 1852. You can search the map for an area or site as usual when using these Basemaps. When you are finished go back to the Basemaps tool and change back to either OS Colour or OS Black and White.



Swipe Layer

The swipe layer tool allows you to view the layers you have selected on the map as well as the map without layers at the same time by splitting the screen. This can be achieved by using the swipe bar shown in the adjacent image. The swipe bar is used by clicking and dragging the icon in the middle.



5. Printing Maps

If you would like to print the map you are viewing and the layers you have selected you can do so by selecting the Export Map tool in the top right of your homepage shown in the below image.

Map Title

You can change the title of your map by clicking in the map title box and typing in your desired text, these editing options will automatically open when you click the export map tool.

Layout

To Change the layout click on the drop down arrow next to the Layout tab, you can choose from a number of different sizes and layouts for your printed map. You can also choose to print a map with a legend which will show the layers that are live on the map when printed.

Format

You can change the format of the saved document by clicking the drop down arrow next to Format – PDF is recommended but if you need a copy that can be inserted into a document of email TIFF or JPEG will both be suitable.

Saving your print

Once you have your map ready to print click on the print icon shown in the adjacent image. The map will automatically save as the title you chose and open itself in adobe viewer (If PDF has been selected) you can now save the PDF to your personal folders.

