

MyMaps User Guide

Sunshine Coast Council
Web Mapping



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Acknowledgements

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Disclaimer

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Introduction

MyMaps is the Sunshine Coast Council's regional mapping system and provides the community with quick and easy access to relevant and useful Council information in the form of interactive maps.

MyMaps is user friendly and highly interactive, offering up to date information with many useful features. Available information includes:

- Property Boundaries;
- Council Parks and Reserves;
- Planning Scheme and Development Information;
- Local Laws;
- Flooding Hazards;
- Services;
- Points of Interest;
- Marine Turtle and Flying Fox monitoring; and
- Council Contracts and Projects.

The following pages outline how to use MyMaps.

For further information or assistance with MyMaps Contact Council:

Website:

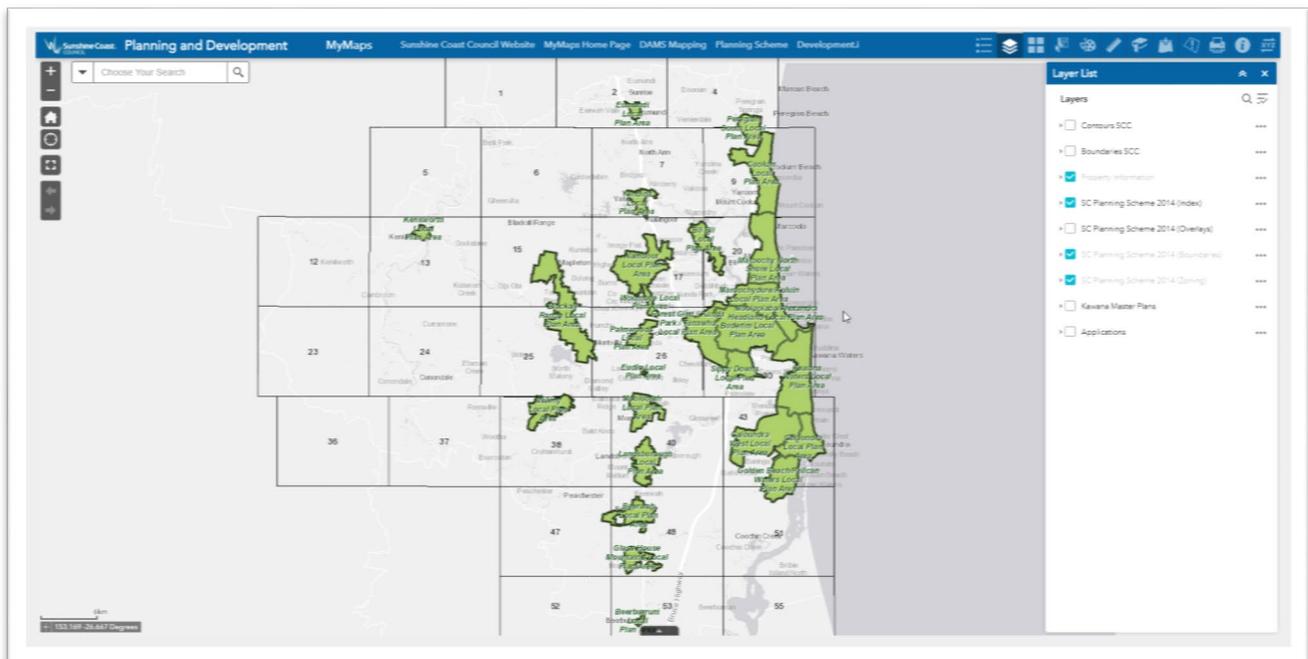
<https://www.sunshinecoast.qld.gov.au/>

Phone:

(07) 5475 7272

Email:

mail@sunshinecoast.qld.gov.au



Map Navigation

The Navigation panel allows the user to change the current view extent via zooming, returning to default extent, moving to current GPS location (if using a GPS-enabled device), entering fullscreen, or moving between view extents.

Zooming In and Out

Click  to zoom in or  to zoom out

If your mouse has a scroll option, you can also use this to zoom in and out.

If you are using a touch-enabled device, you can also pinch to zoom in or out

Alternatively, to zoom in to a specific area of interest, hold down SHIFT while clicking and dragging on the map around the area of interest.

Panning

With a mouse, click and hold down the mouse button while dragging to the area you want to view, then release the click.

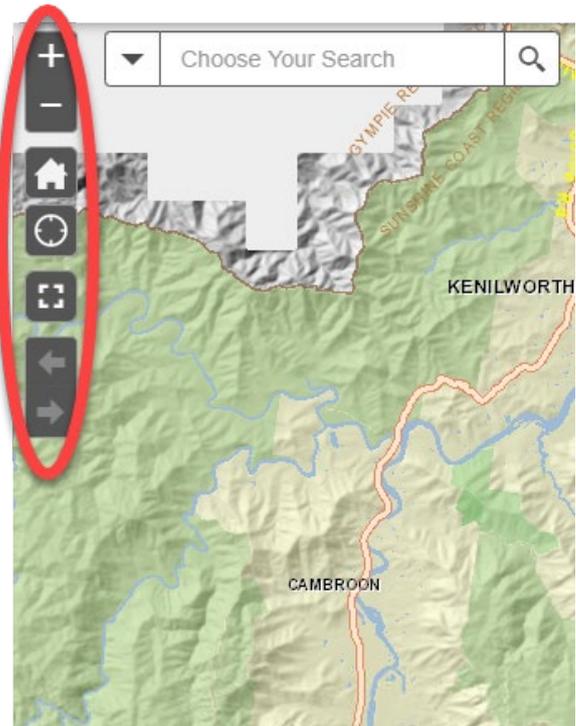
With a touch-enabled device, touch and drag to pan.

Return to default extent

Click  to return the view extent to the preconfigured default.

Use my current location as view extent

If using a GPS-enabled device, click  to move the current view extent to your GPS location.



Entering fullscreen mode

To enter fullscreen mode, click 

To exit fullscreen mode, click  or press the ESC key.

Cycle to previous or next view extent

Click  to cycle to the previous view extent.

Click  to cycle to the next view extent, if available.

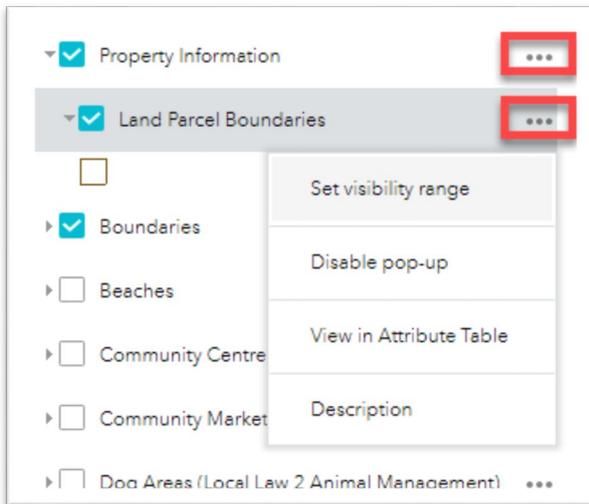
Layer List

The Layer List allows the user to turn layers ON and OFF for viewing in the map.

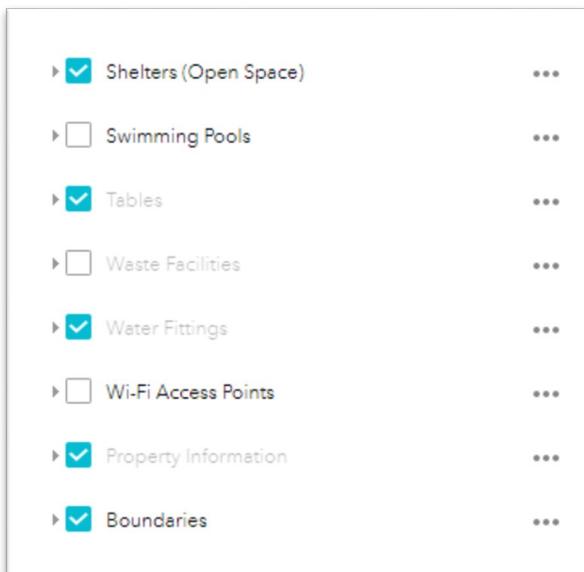
1. Open the Layer List window



2. To view layers, tick the box adjacent to the layer and if it's part of a nested group, tick all of the nested boxes.



3. To interact with the layer options, select "...".
4. Greyed out items indicate the layers are not viewable at the current map scale, zoom the map in or out to make these layers available.



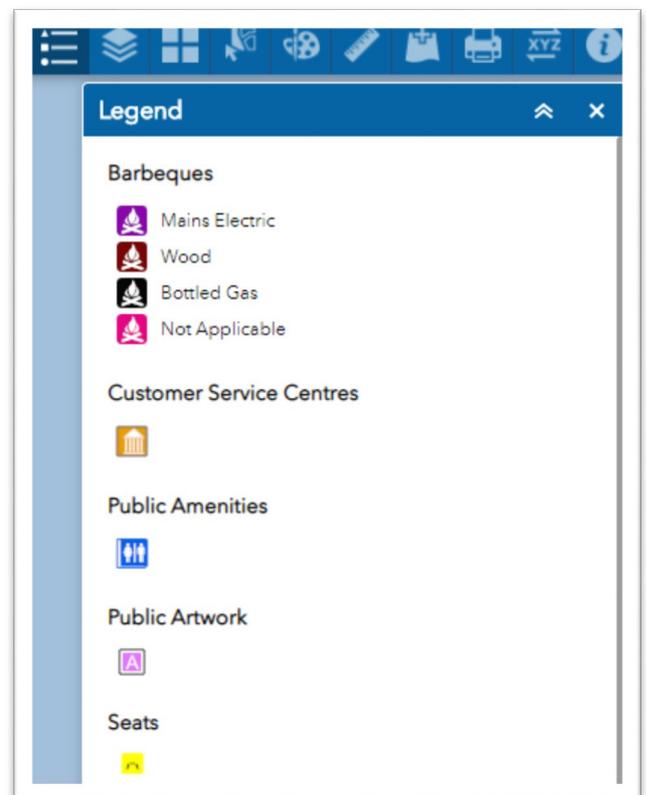
Legend

The Legend allows the user to interpret the representation of the layers currently on screen.

1. Open the Legend window



2. The Legend will display the symbols of any layer that is ticked on in the Layer List and is currently viewable on the screen.

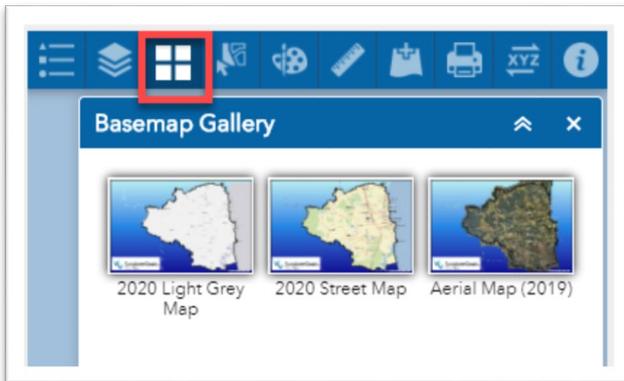


Change Basemap

The Basemap Gallery Tool allows the user to select the desired basemap.



1. Click  to open the Basemap Gallery tool.
2. Select the desired basemap from the list.
3. The basemap visible within the view extent will change to your selected basemap.

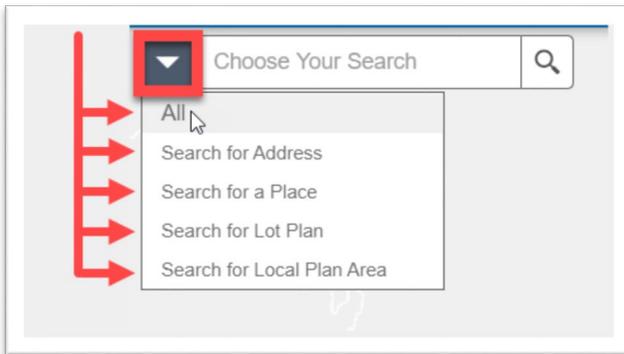


Map Search Tool

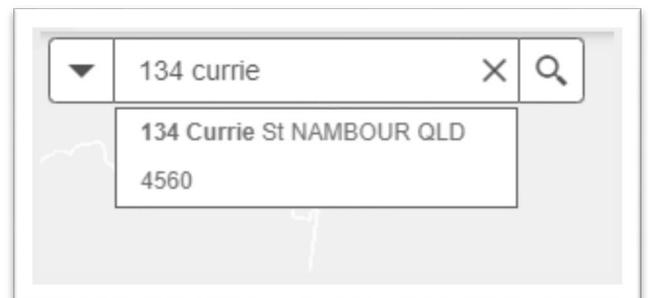
The Search Tool allows the user to navigate to an item of interest using a record such as an address, a property number, a lot plan, a park, or a beach access location as an example.

1. Choose the search you want to use

from the drop-down list .

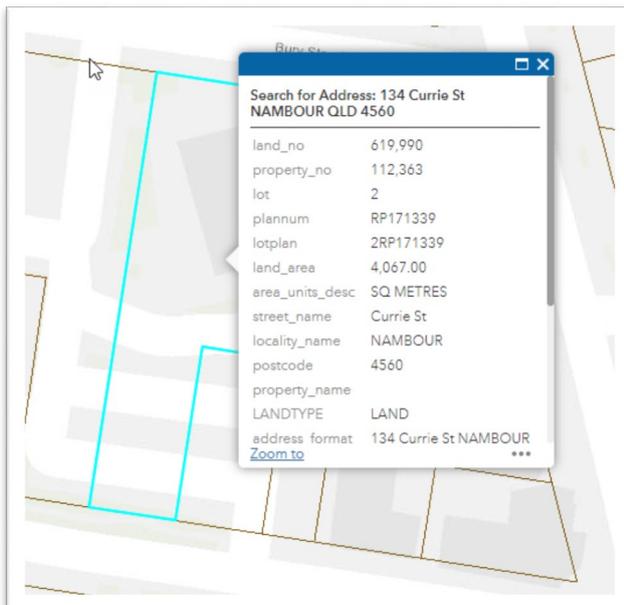


2. Type the first few characters of your search term. A list of possible matches is generated. Click on the result of interest to be taken to the location of that record.

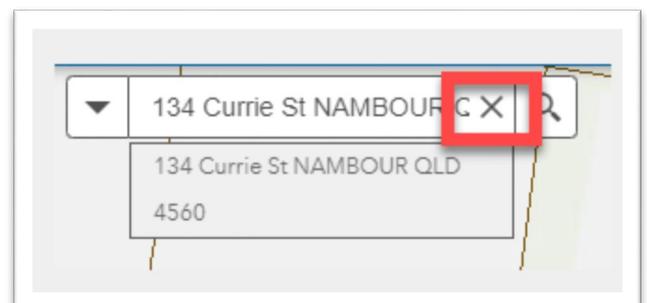


Note: The *All* search can be slow, try to pick the relevant search for your task.

3. The map will zoom to your search result, highlight it and show a pop up with more information.



4. Clear your search results by selecting the **X** in the search tool.



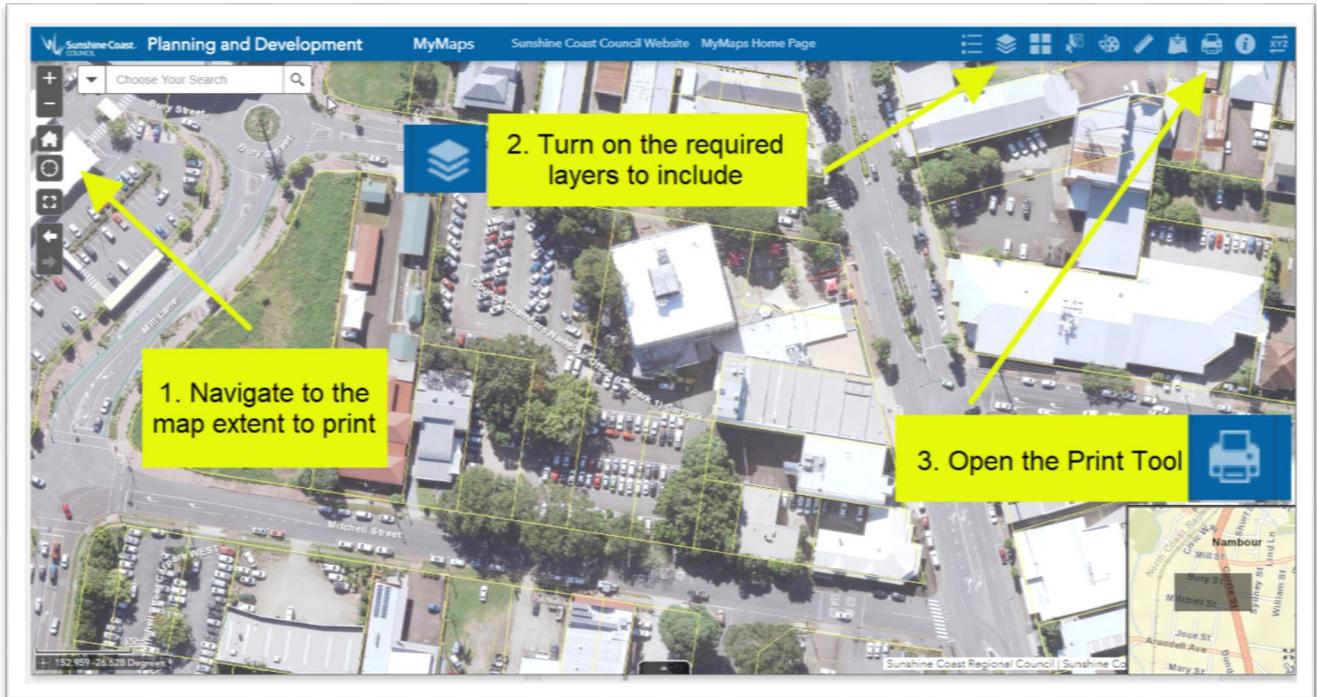
Map Printing

The Print Tool allows the user to generate an output of the view extent in a variety of layouts and formats that can be saved to your device.



Set up your map for printing

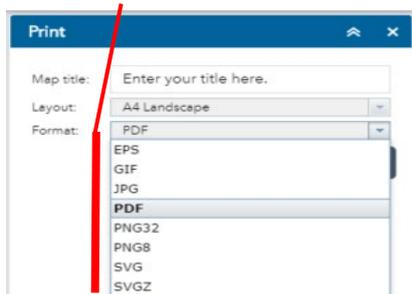
Centre the view extent on the area of interest with all relevant layers turned on.



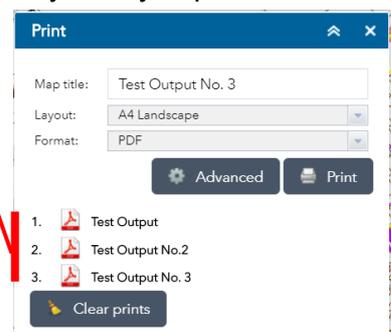
Quick Print



1. Click  to open the print tool.
2. Choose your desired layout style from the layout drop down menu.
3. Enter a title if desired.
4. Choose the relevant output file format from the format drop down menu

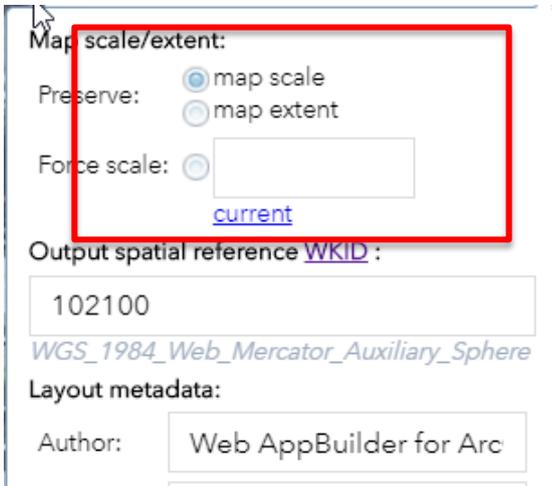


5. Click  to generate a file. The output file will appear below the Print Button.
6. Click on an output to open it. Multiple outputs can be generated and will remain until the end of your MyMaps session.



Advanced Printing

There are 3 methods to define the printable area of the map from the  menu



Preserve map scale

Preserve map scale is the default, the printed map content will be printed at the same scale as the current map view. The included content will be determined by the size and orientation of the map layout.

Preserve Map Extent

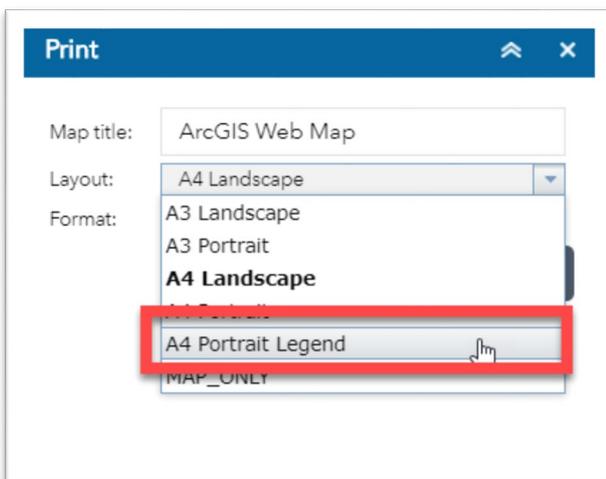
Preserve Map Extent will ensure that the entire current map view is included in the printed map, regardless of page size and orientation. The scale of the map will change to ensure inclusion of all content.

Forced Scale

Forced Scale will print the map at the specified scale.

Print Legend

A Map Legend is available as a Layout option.



Add Layers

The Add Data Tool allows the user to temporarily add data to the map by searching for layers in ArcGIS content, entering URLs, or uploading files.

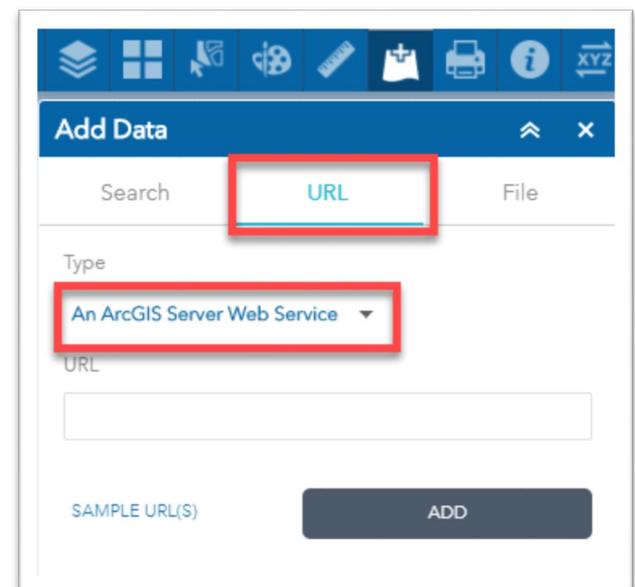
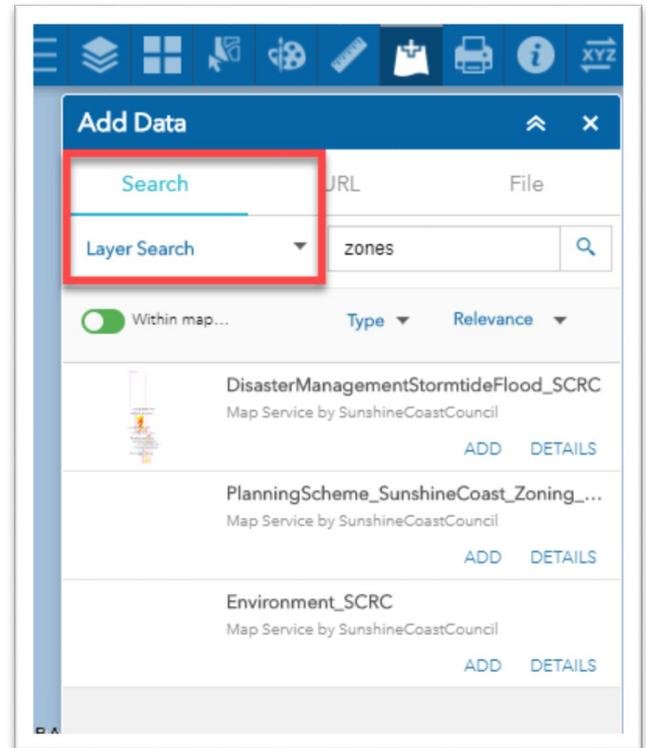


By Search

1. Select the **Search** tab in the Add Data tool.
2. Ensure **Layer Search** is selected from the drop down menu to search for layers published by Council.
3. Enter keywords in the search bar to return related results, eg. 'zones'.
4. Click **ADD** on the specific item to add it to the map. The added layer will appear in the Layer List tool as well. Click **REMOVE** to remove the layer from the map and layer list. Click **DETAILS** to view more information about a layer.

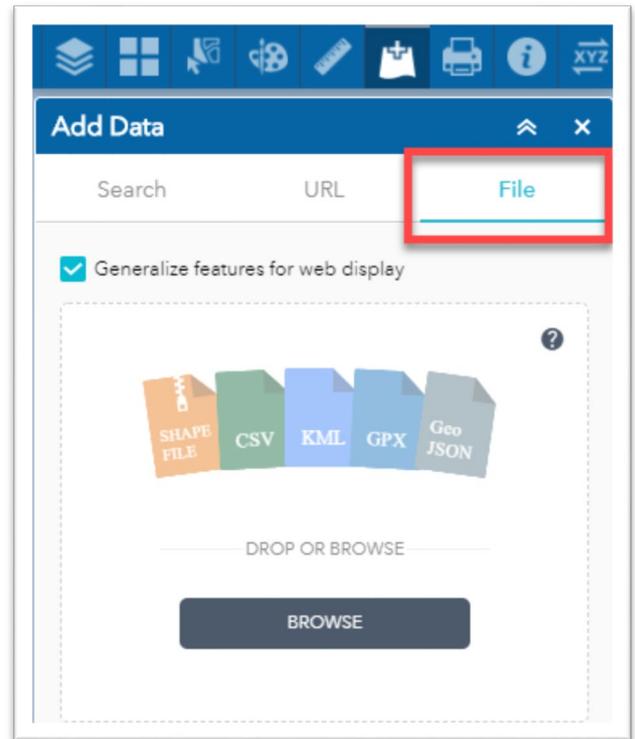
By URL

1. Select the **URL** tab in the Add Data tool.
2. Select the relevant URL type using the drop down menu. Supported formats include:
 - ArcGIS Server web service
 - WFS OGC web service
 - WMS OGC web service
 - KML layer
 - GeoRSS feed
 - CSV file
3. To see a sample URL for reference, click **SAMPLE URL(S)** once a URL type is selected.
4. Enter the URL in the URL field and click **ADD** to add the layer to the map.



By File

1. Select the **File** tab in the Add Data tool.
 - Supported File types include:
 - Zipped shapefiles (.zip, ZIP archive containing all shapefile files)
 - CSV files (.csv, with address or latitude, longitude and comma, semi-colon or tab delimited)
 - KML files (.kml)
 - GPX files (.gpx)
 - GeoJSON files
 - A maximum of 1000 features is allowed
2. Drag or browse to the required file to add it to the map.



Tips & Tricks

- When adding data By Search: If desired, toggle  Within map... to limit your search to layers that have data occurring within your current view extent.
- To view a list of the layers you have added, click  LAYERS on the bottom right of the Add Data tool. Alternatively, added layers will appear at the top of the list in the Layer List tool.
- If there are too many results returned after a search, use the page navigation buttons at the bottom left of the Add Data tool to scroll through additional pages of results.

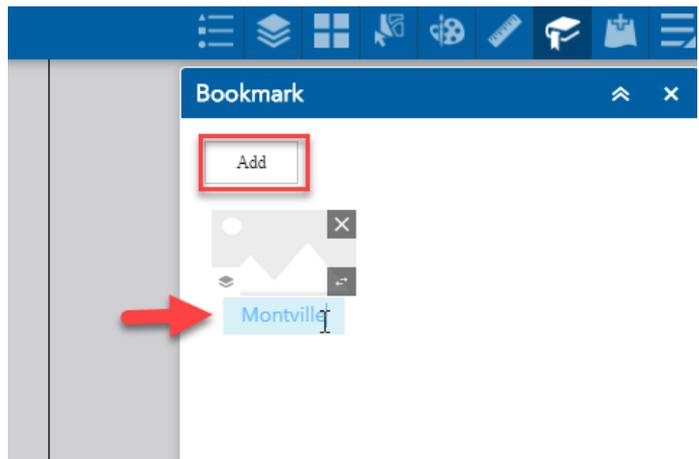
Bookmark Tool

The Bookmark Tool allows the user to save combinations of layers and map extents for later use.



Creating a Bookmark

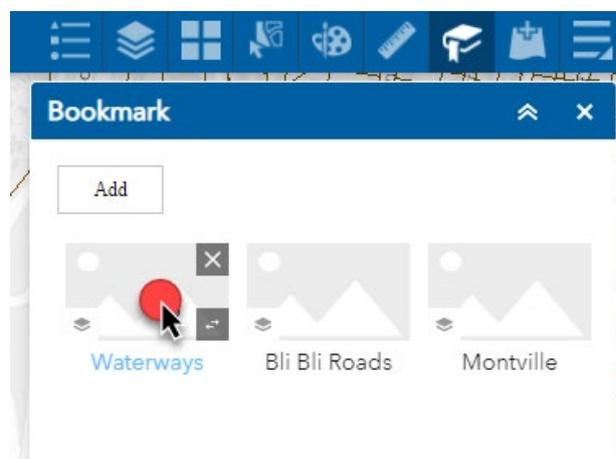
1. Navigate to the desired map location and zoom level
2. Use the **Layer List** to specify the required layers for the bookmark
3. Open the **Bookmark Tool** and click the 'Add' button to create a bookmark
4. Optional: Enter a title in the text box underneath the bookmark
5. Optional: Use the  button on the bottom right of a bookmark to specify a custom thumbnail image
6. To delete a Bookmark, hover the mouse above the bookmark, then click the  button on the top right hand corner.



Note: Saved bookmarks will only be available on the same device and browser they were created on.

Accessing a Bookmark

1. To access a previously saved bookmark, open the **Bookmark Tool**.
2. Click on the desired bookmark. The map will zoom to the previously saved extent, and only the saved layers will be turned on.



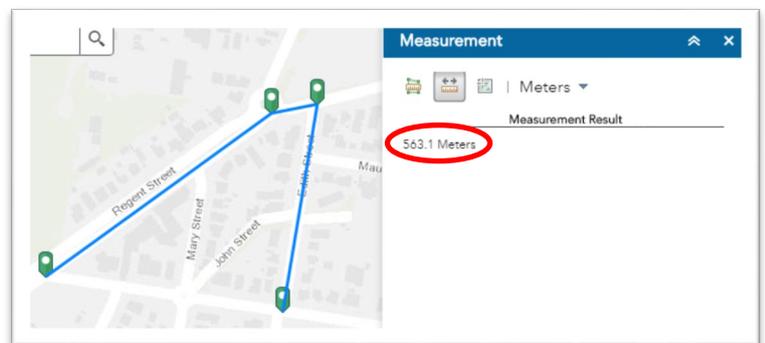
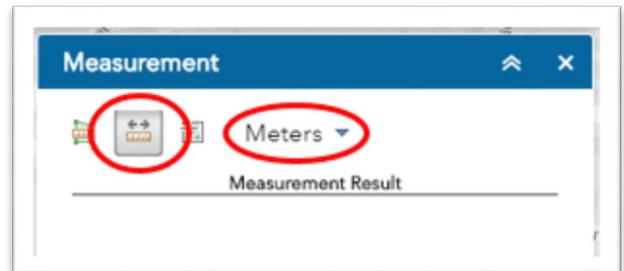
Measurement Tool

The measurement tool allows the user to measure a distance, an area or find the coordinates of a marker and the current cursor location.



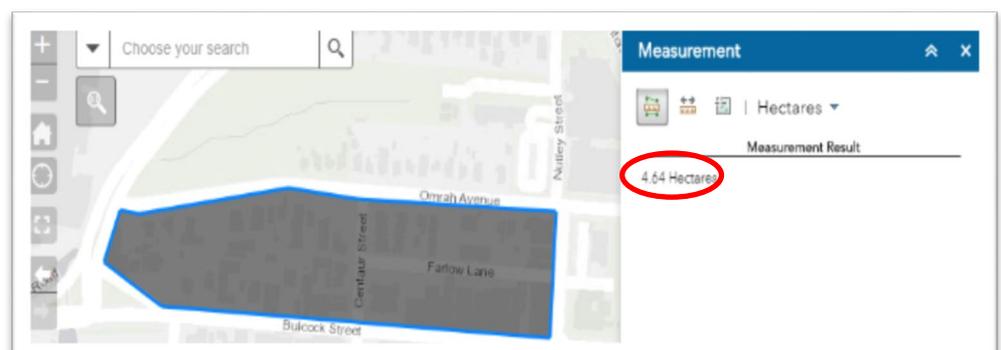
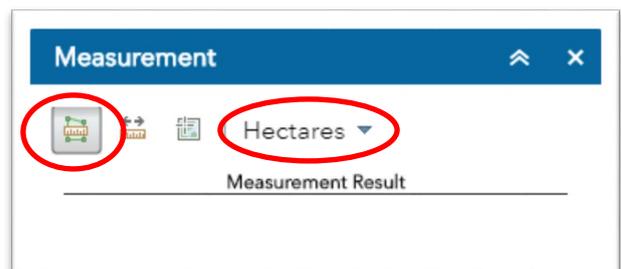
Measuring a distance

1. Click the distance button and ensure the measurement unit is correct by selecting from the drop down.
2. Click once to begin measuring. The current distance will display dynamically in the Measurement Result window.
3. If measuring a distance with multiple segments, click again to add as many segments as required.
4. Double click to finish the measurement. The final measurement will be displayed in the Measurement Result window.



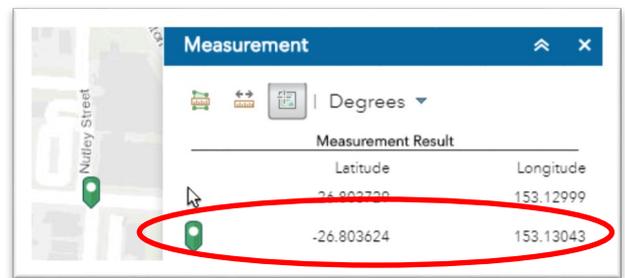
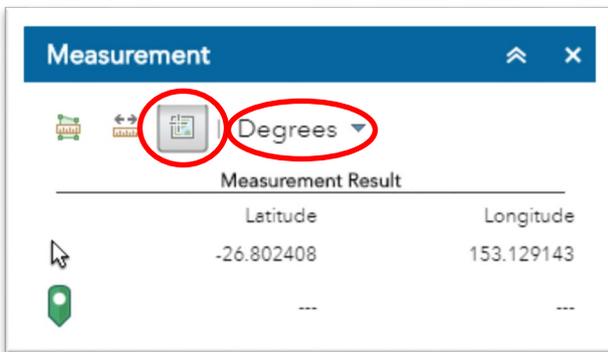
Measuring an area

1. Click the area button and ensure the measurement unit is correct by selecting from the drop down.
2. Click once to begin defining the drawing of your desired polygon. Continue clicking to complete the area drawing. The current area will display dynamically in the Measurement Result window.
3. Double click on the final point to finish the measurement. The final measurement will be displayed in the Measurement Result window.



Finding the coordinates of a point

1. Click the location button and ensure the coordinate format is correct by selecting either 'Degrees' (decimal degrees) or 'DMS' (degrees, minutes, seconds) from the drop down.
2. Click once at the desired location and the coordinates of that point will be displayed under the Measurement Result window.
3. The current coordinates of the mouse cursor will also be displayed dynamically in the measurement result window



Share Tool



The Share Tool allows the user to generate a shareable link to open the map at a custom location or with custom layers enabled.

Generating a sharing link

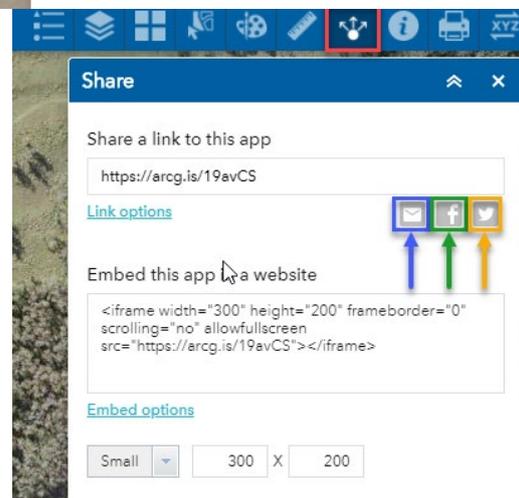
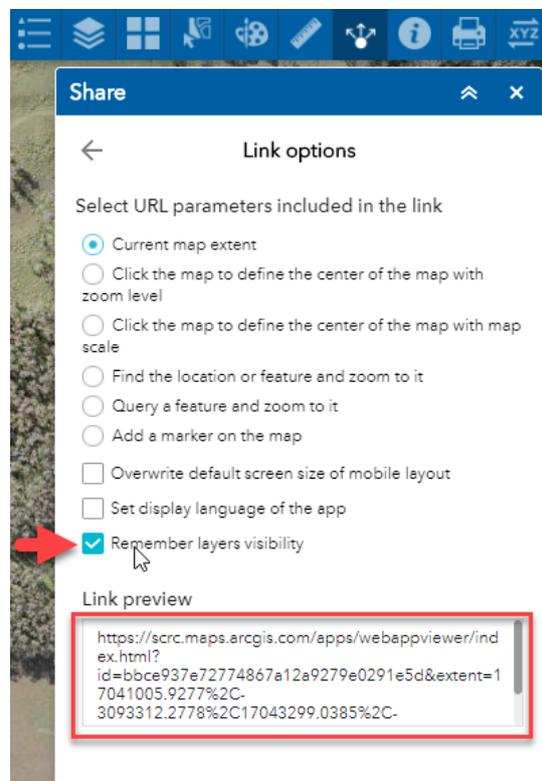
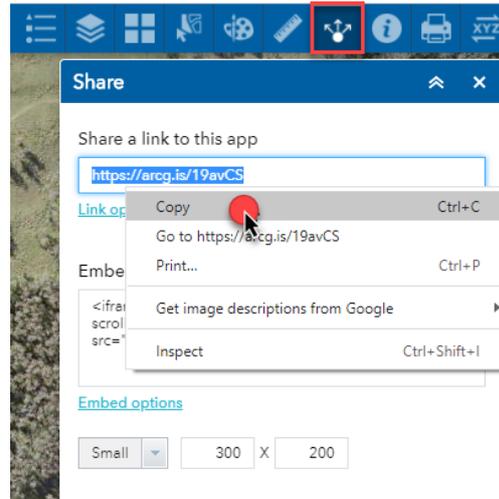
1. Navigate to the required map location and zoom level.
2. Click the **Share Tool** button.
3. **Copy** the automatically generated link.
4. **Pasting** this link into a web browser will re-open the map at the same map location and zoom level.

For more advanced sharing options, such as remembering layer visibility as well as map extent, press the **Link options** button and tick on the **Remember layers visibility** check box. Then **Copy** the link from the **Link Preview** box.

Note: To generate a link to a different location, the **Share Tool** needs to be closed and re-opened to refresh the link.

Sharing via Email, Facebook, or Twitter

1. Navigate to the required map location and zoom level.
2. Click the **Share Tool** button
3. Click the required sharing platform button.
 - If Email: The current default email client will open in a new window.
 - If Facebook: A new window will open. Follow the prompts to share.
 - If Twitter: A new window will open. Follow the prompts to share.



Coordinate Conversion Tool

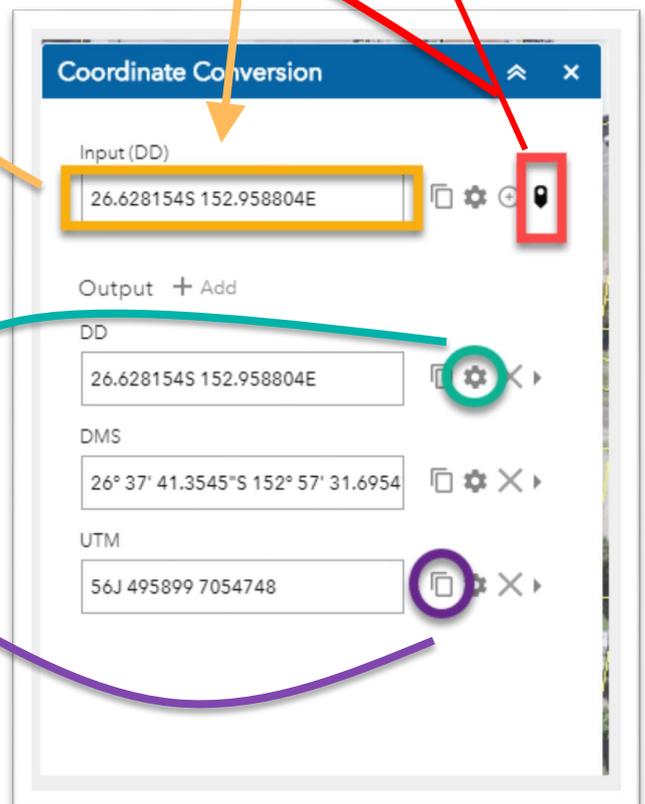
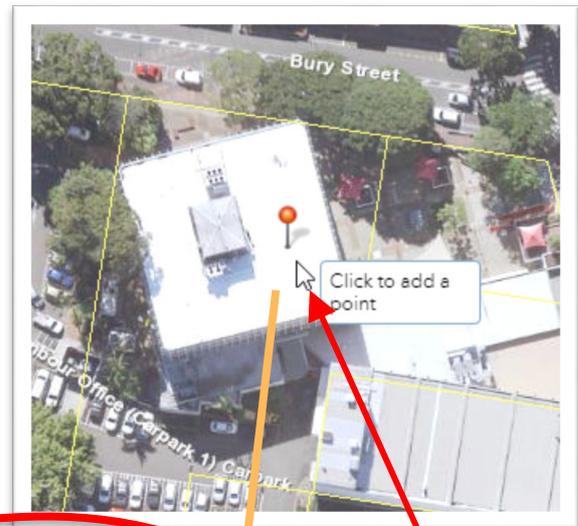
The Coordinate Conversion Tool allows the user to view the coordinates of a desired location in multiple formats that can be copied to the clipboard.



1. Click  to open the Coordinate Conversion tool.
2. Click the Add Point button and click once within the view extent to automatically populate the input field with the coordinates of that location.

OR

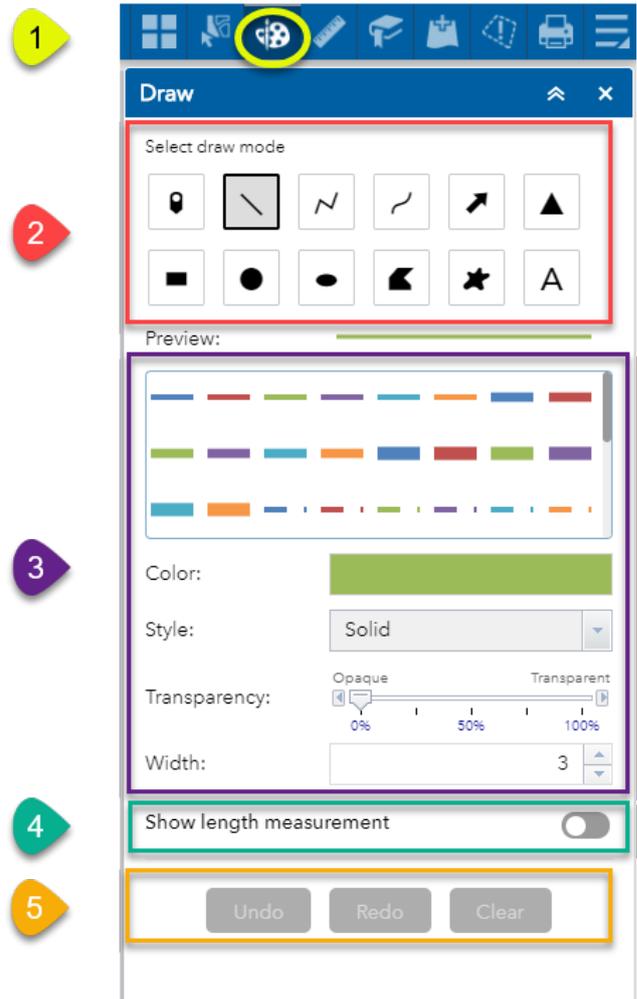
2. Paste or enter the coordinates in the input field.
3. The input coordinates will be converted and displayed by default in **UTM** (Universal Transverse Mercator), **DMS** (Degrees, Minutes, Seconds), and **DD** (Decimal Degrees).
4. Click  to set a different Coordinate Format for a given field using the drop down menu
5. Click  to copy the coordinates to the clipboard.



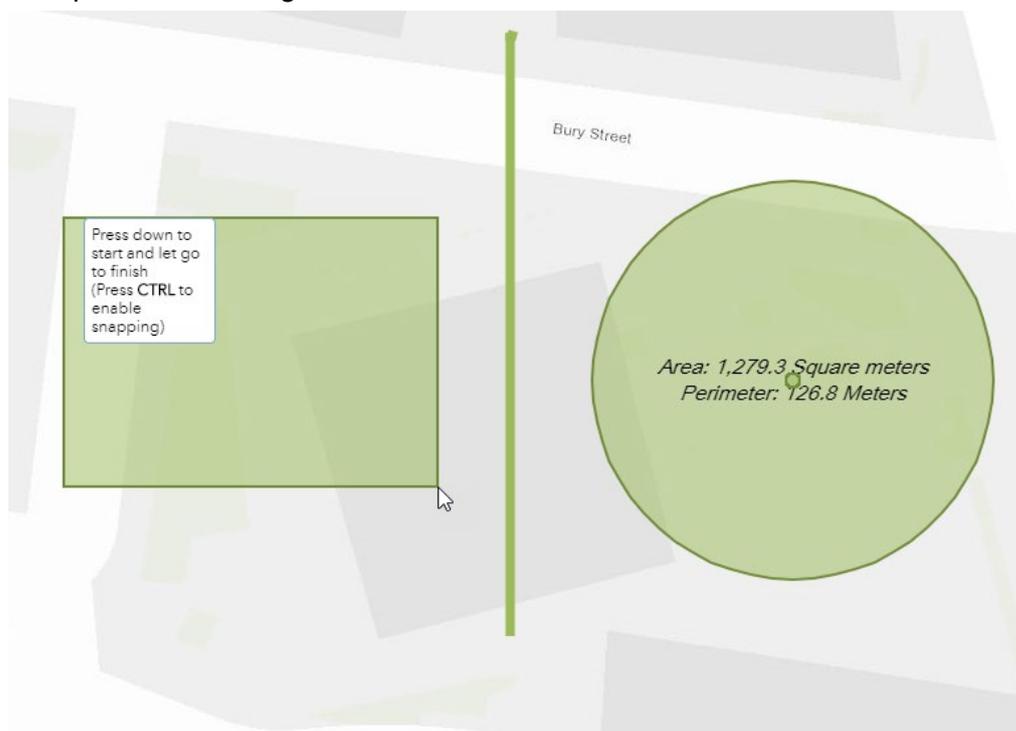
Drawing Graphics

The Draw Tool allows users to mark up the map with different graphic options..

1. Open the Draw Tool.
2. Select the drawing option.
3. Change the representation of the drawing, depending on the draw option you can modify the following:
 - Line and/or fill colour
 - Line styles (solid or dashed)
 - Line thickness
 - Level of transparency
 - Font and colour of text
4. Turn on or off the measurement labelling of the drawing.
5. Undo or clear drawings.



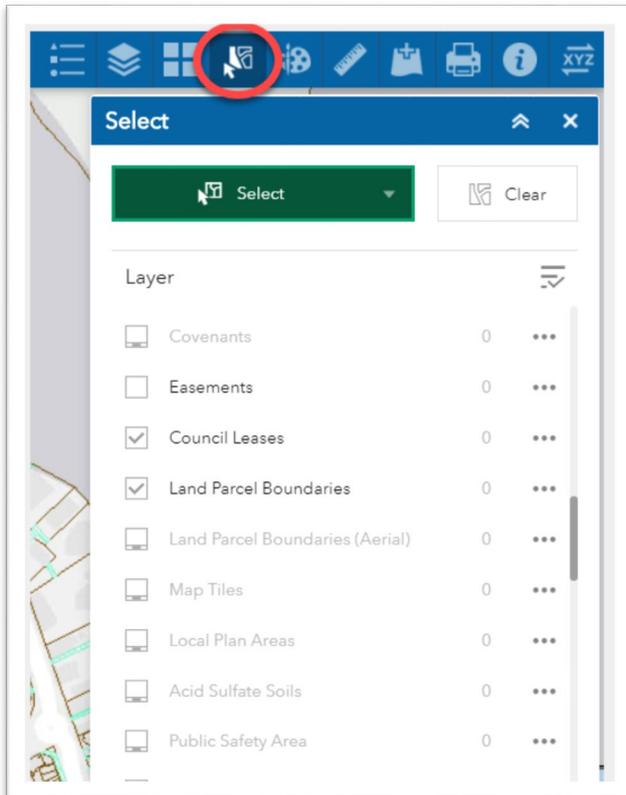
To draw, click on the map once and follow the tool tip to complete the drawing.



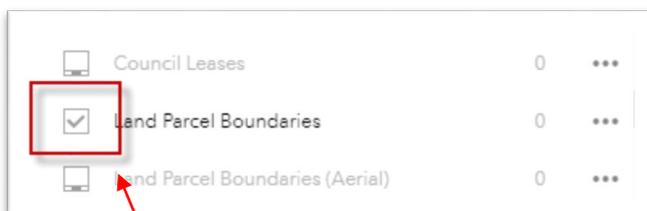
Select Tool

The Select Tool allows a user to highlight one or multiple features on the map.

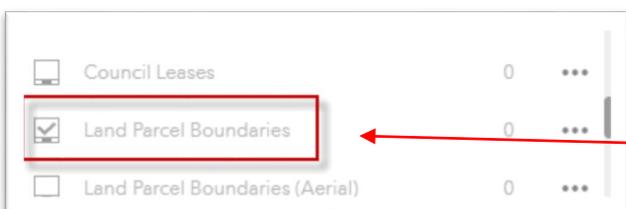
1. Open the Select window to begin.



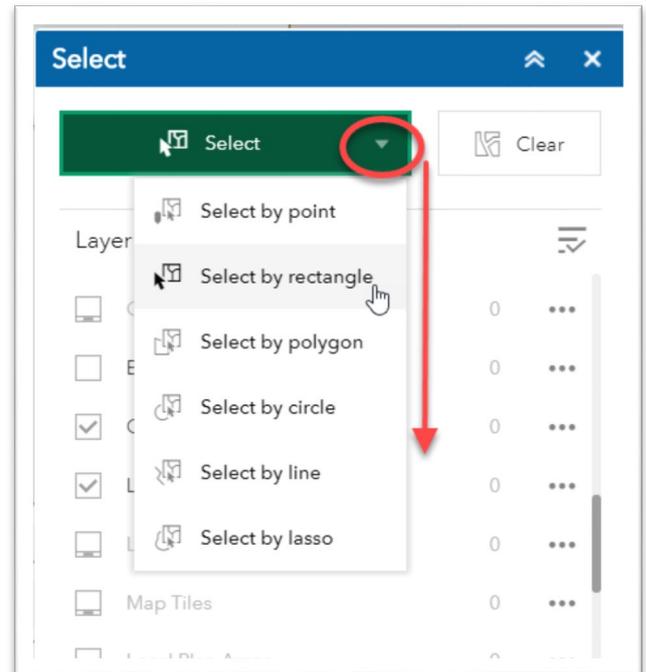
2. Toggle ON or OFF the layers available for selection



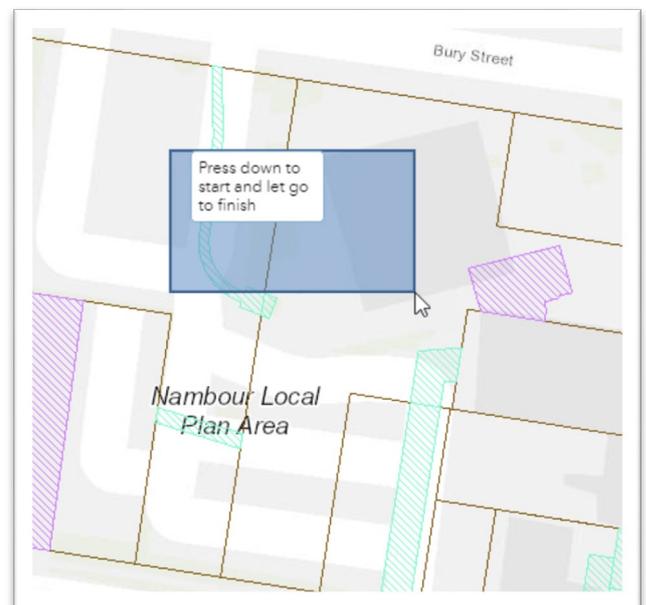
Layer is made selectable and is available in the map



3. Choose the selection method

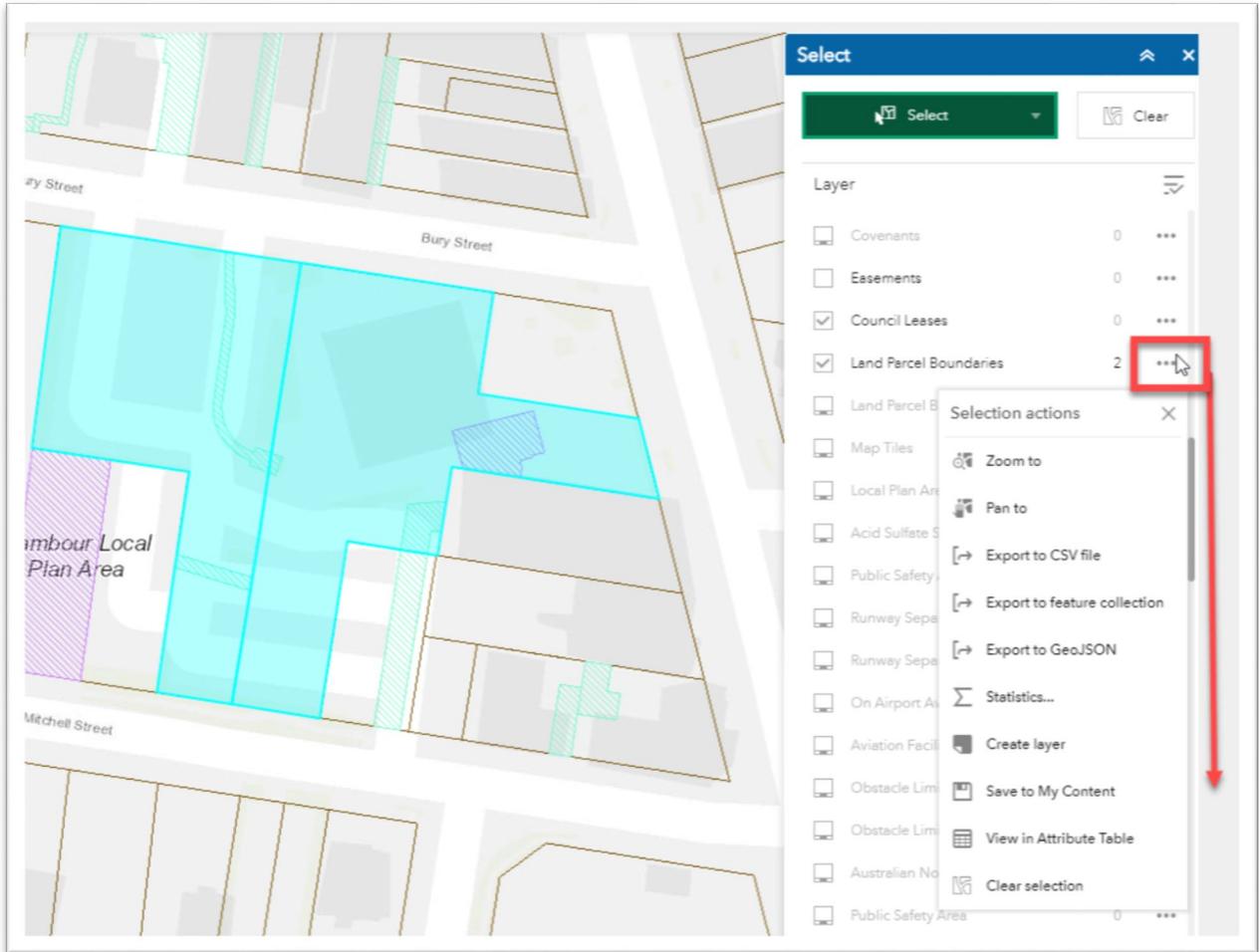


4. Go to the map and follow the cursor hints to make the selection



Layer will be selectable when the layer is visible in the map, zoom the map in or out to make the layer visible.

5. Review the results of the selection and utilise the Selection Actions

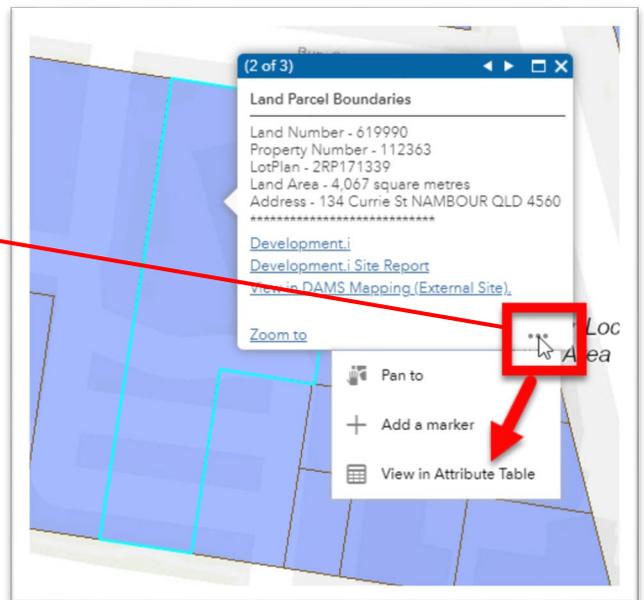
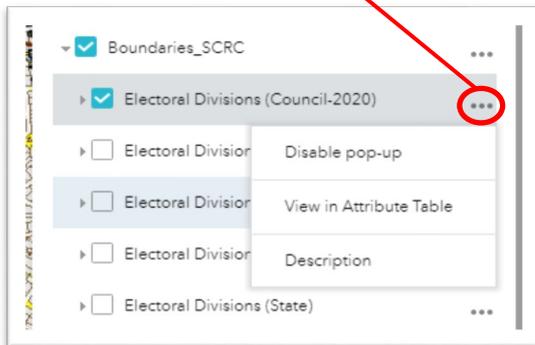
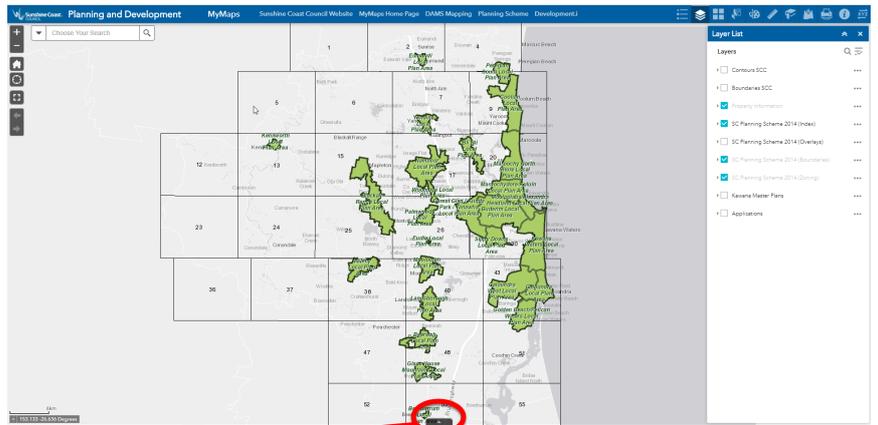


Attribute Table

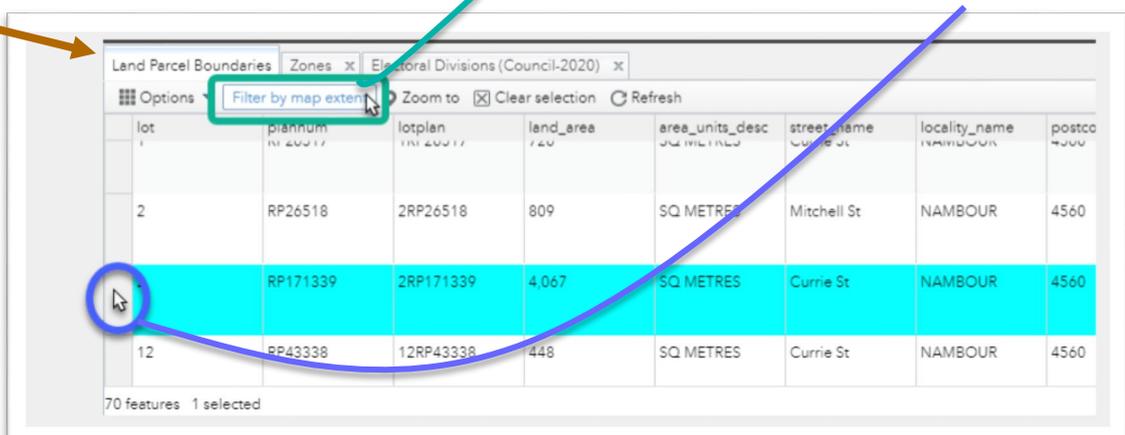
The Attribute Table Tool allows the user to view more information about a record, apply filters to find records that match desired criteria, and export information as a .csv file.

Using the Tool

- The Attribute Table can be accessed via clicking  at the bottom of the view extent **OR**
- The Attribute Table can also be accessed by clicking  from within the "... " menu of a pop-up or layer within the layer list.

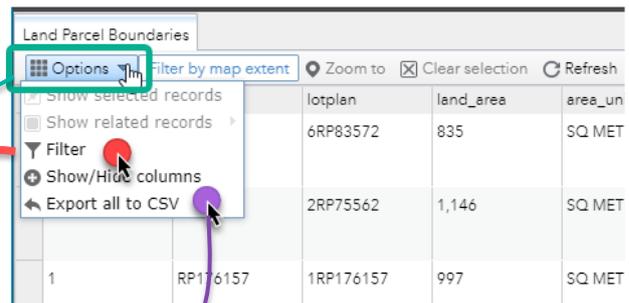


- Layers that are opened in the Attribute Table are available through the tabs.
- By default, only records appearing in the current view extent will be visible. To show all records for a layer, deselect Filter by map extent.
- Select a record by clicking in the box to the left of a record. Add or remove records by CTRL + clicking. Zoom to the current selection by clicking Zoom to, or clear the current selection by clicking Clear selection.



Exporting to a .csv file

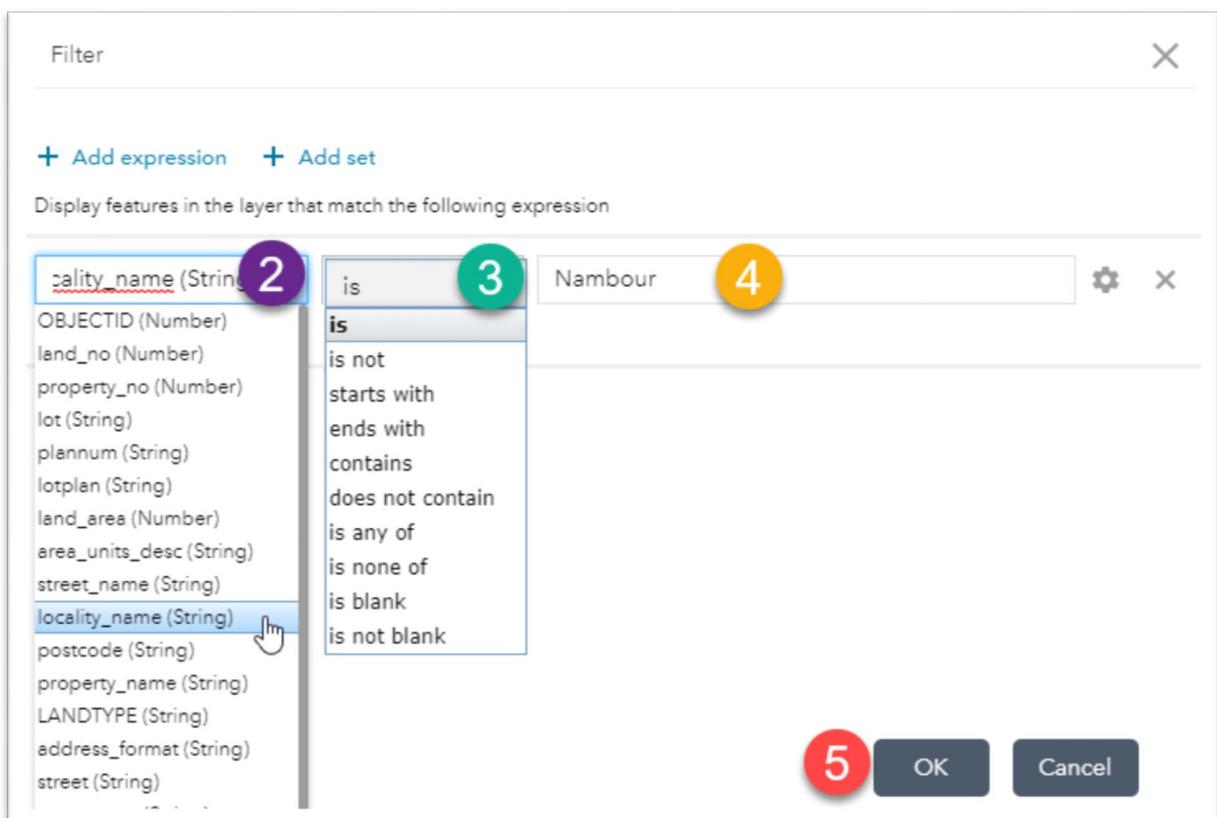
- You can export records to a .csv file using the **Options** menu.
- **Export all to CSV** will export all records that satisfy the filters currently enabled, such as **Filter by map extent**.
- To configure more advanced filters for a layer of interest, click **Filter**.



Advanced filtering

You can filter Attribute Table content using a filter expression applied to any of the fields or a combination of fields within a layer.

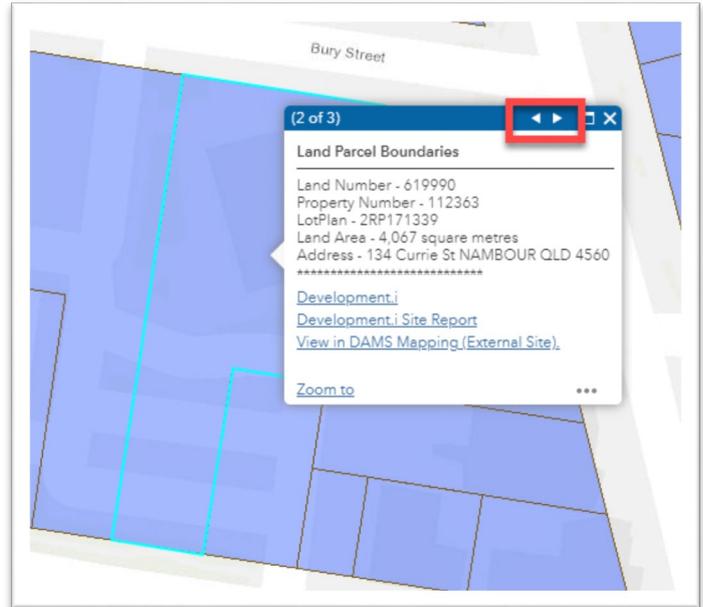
1. Click **Filter** to open the filtering menu.
2. Select the field you wish to filter on by opening the field drop down menu.
3. Select the relevant logic using the logic drop down menu.
4. Enter a relevant value or text.
5. Click **OK** to apply the filter.



Layer Pop Ups

Pop ups allow the user to access the attributes of the selected feature.

1. To view a pop up, click on an individual feature in your map.
2. If multiple features have pop ups, you can cycle through them using the arrows in the top right-hand corner of the pop up window.
3. Some layer pop ups have extra detail including photos or links to other websites. Selecting a link will open the website in a new window.

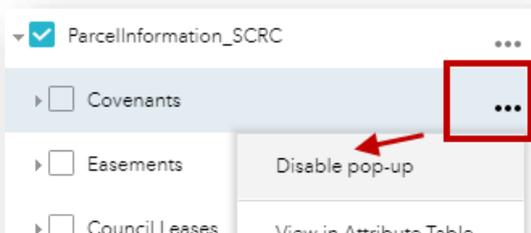
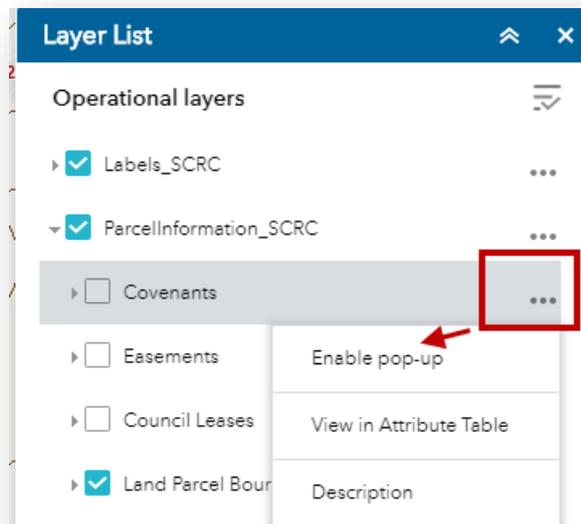


Activate/Deactivate Pop Ups

1. Pop ups can be turned on and off for any layer as required. This is done from the Layer List.



2. Open the Layer List and find the layer to change the pop up. Select "..."/>...
3. Choose Enable/Disable pop-up.







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