NOMAD User Guide

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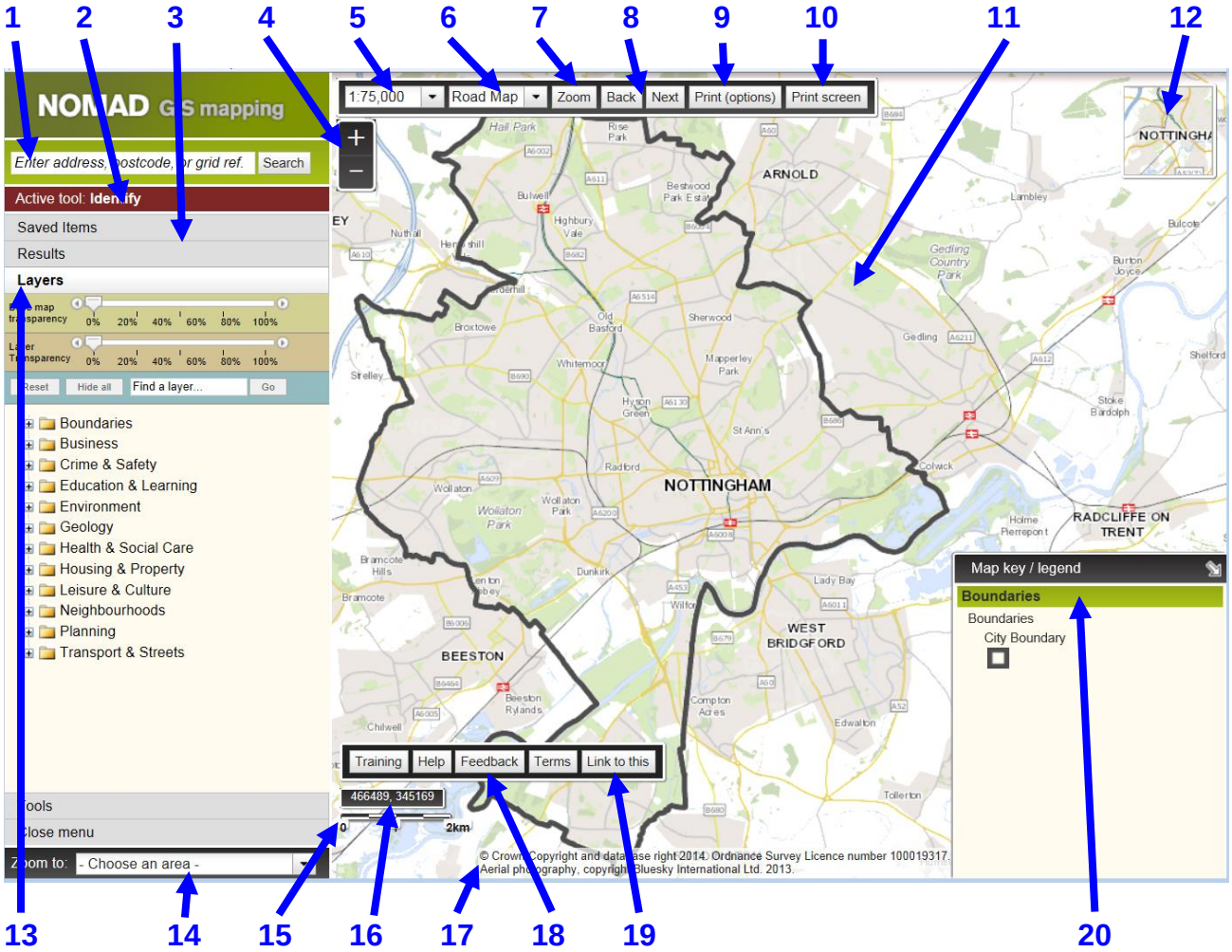
Document history

Revision date	Version number	Author of changes	Summary of changes

NOMAD User Guide (Nottingham Online Maps And Data)

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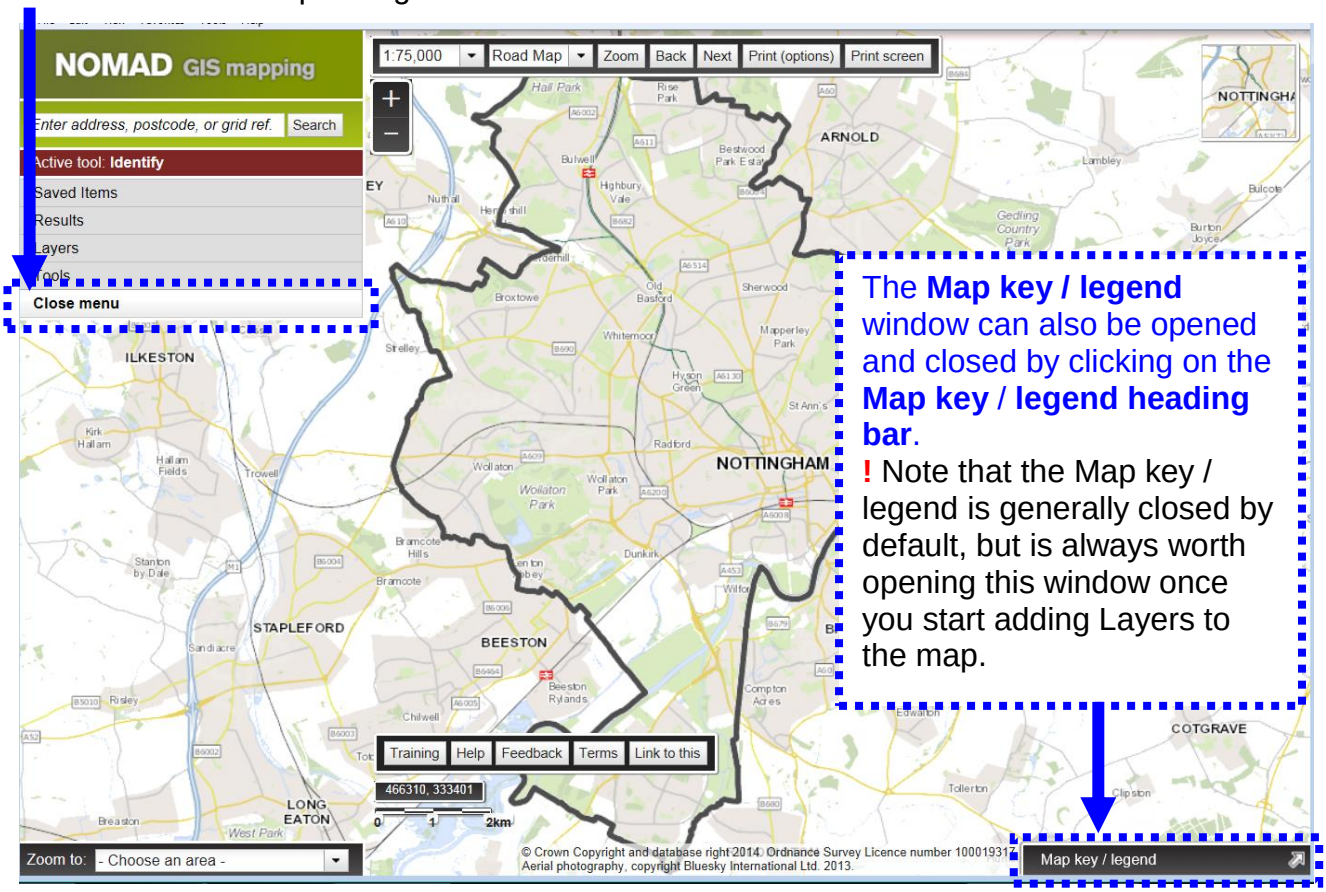
1. **Components of the NOMAD screen**:

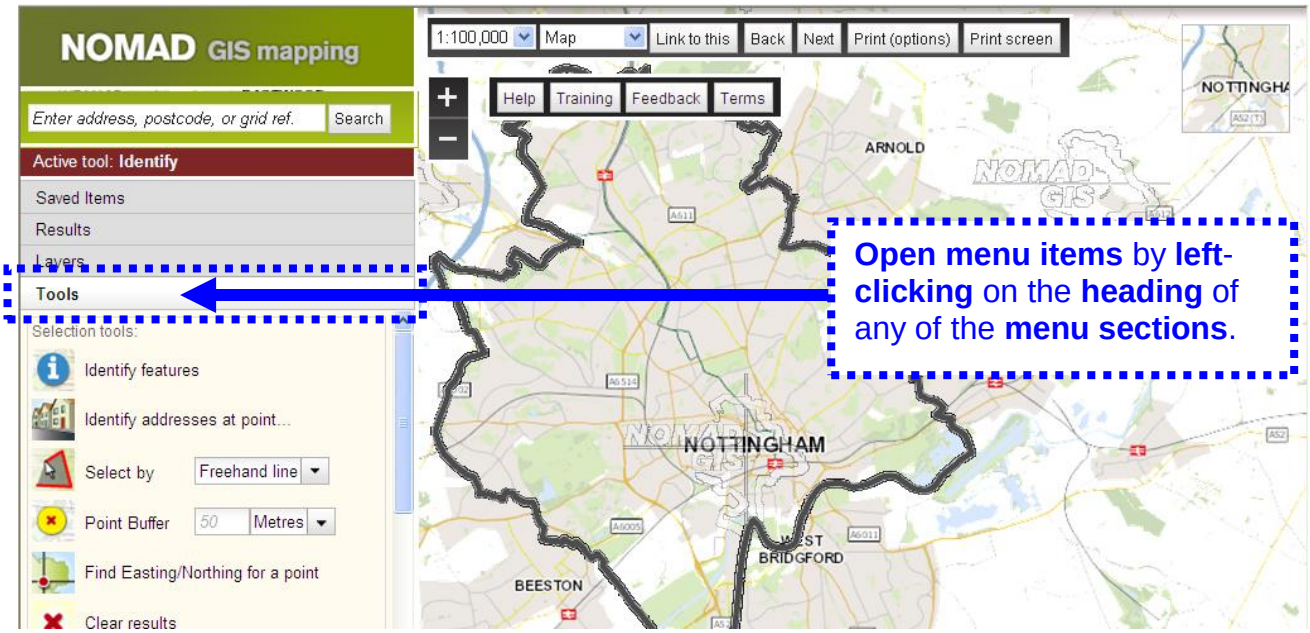


1 = **Search** window
2 = Current **Active tool** indicator
3 = **Menu** items
4 = **Zoom in** / **zoom out** buttons
5 = Current **scale** indicator and drop-down selection
6 = Current **background map** indicator and drop-down selection
7 = **Zoom to an area** button
8 = **Back** / **Next view** buttons
9 = **Print** and **print options** button
10 = **Print screen** button
11 = **Map display** window
12 = **Overview map** window
13 = Expanded contents of **current menu item**
14 = **Zoom to a district or ward** drop-down selection
15 = **Scale bar**
16 = **Easting/Northing** (**X/Y**) **grid coordinates** of mouse cursor
17 = **Copyright text**
18 = **Training** / **Help** / **Feedback** / **Terms & Conditions** buttons
19 = **Link to this** button allows you to **share a NOMAD view** via a url
20 = **Map legend** window

2. **Components that can be expanded and contracted**:

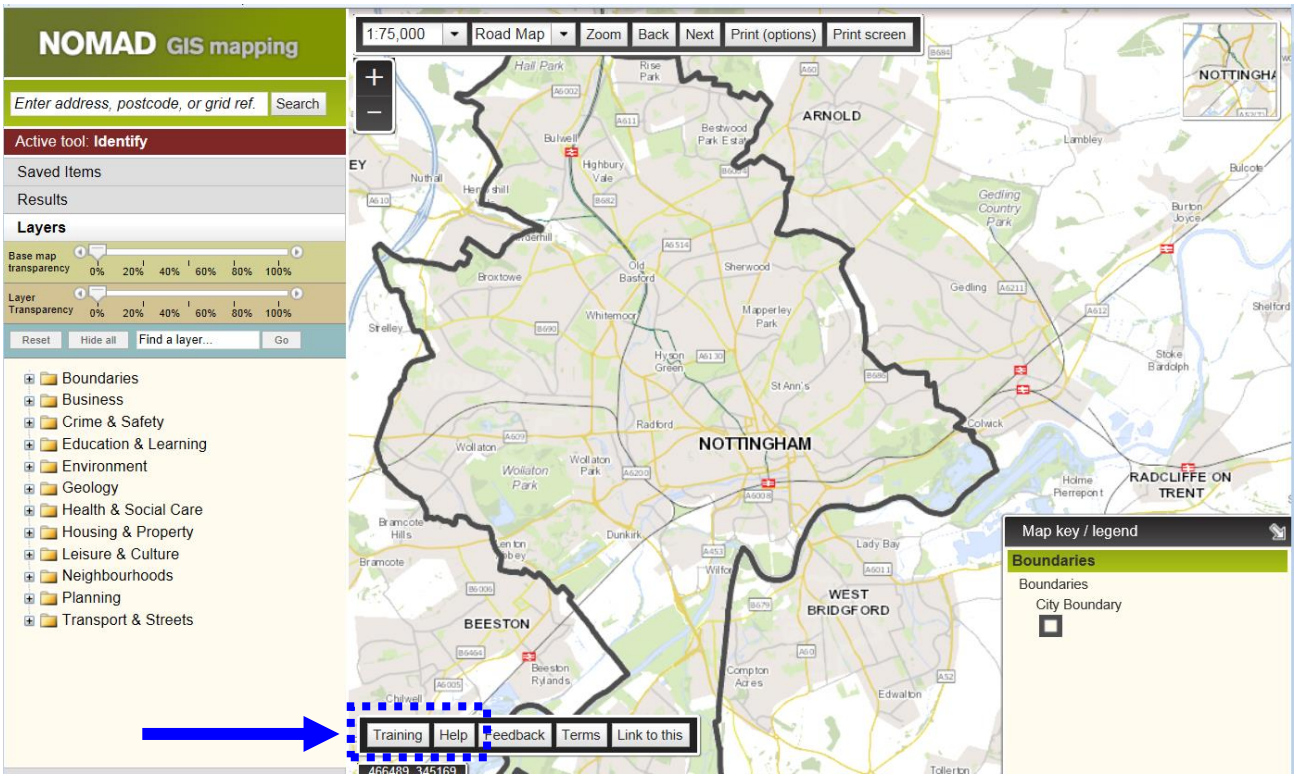
- All of the **Menu** items can be contracted by clicking on the **Close menu** bar.
  ! Notice that the map background continues behind the menu.



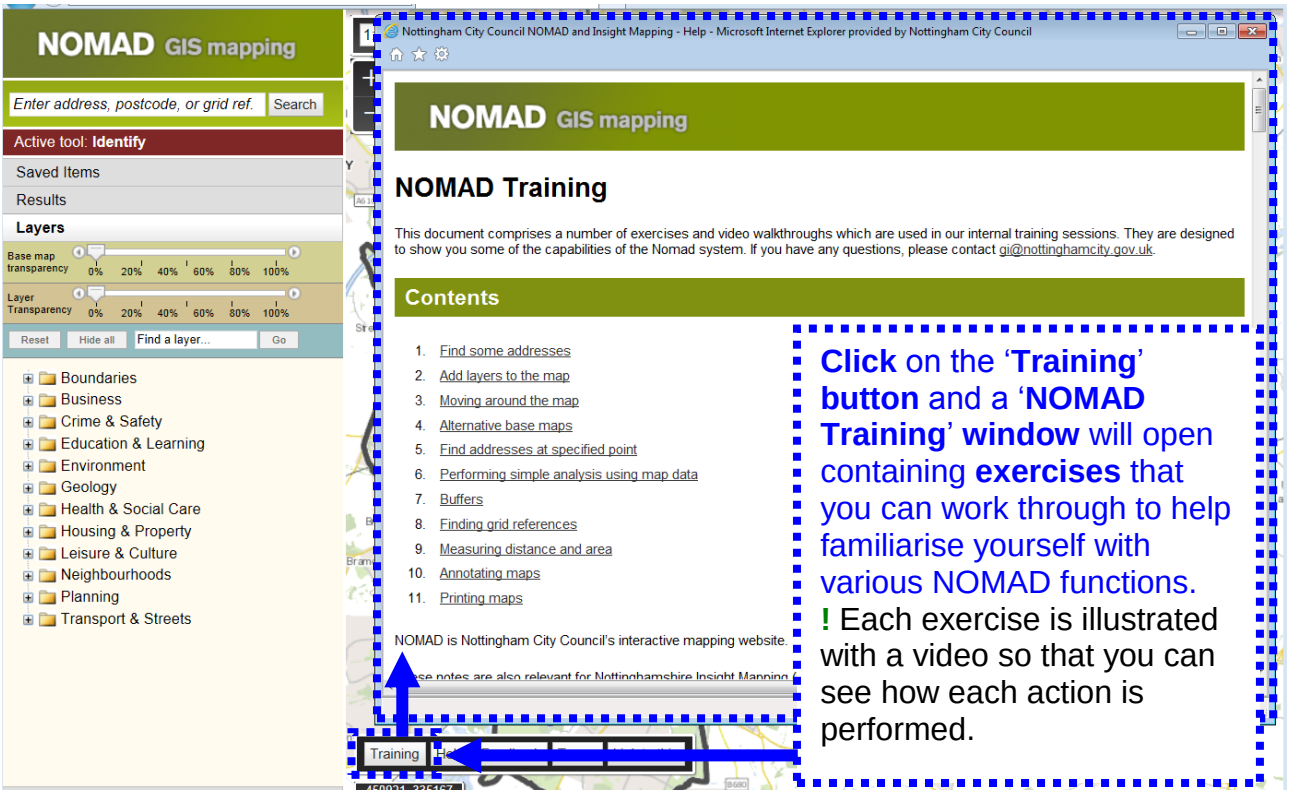


3. **Accessing the ‘Training’, ‘Help’ and ‘Feedback’ resources**:

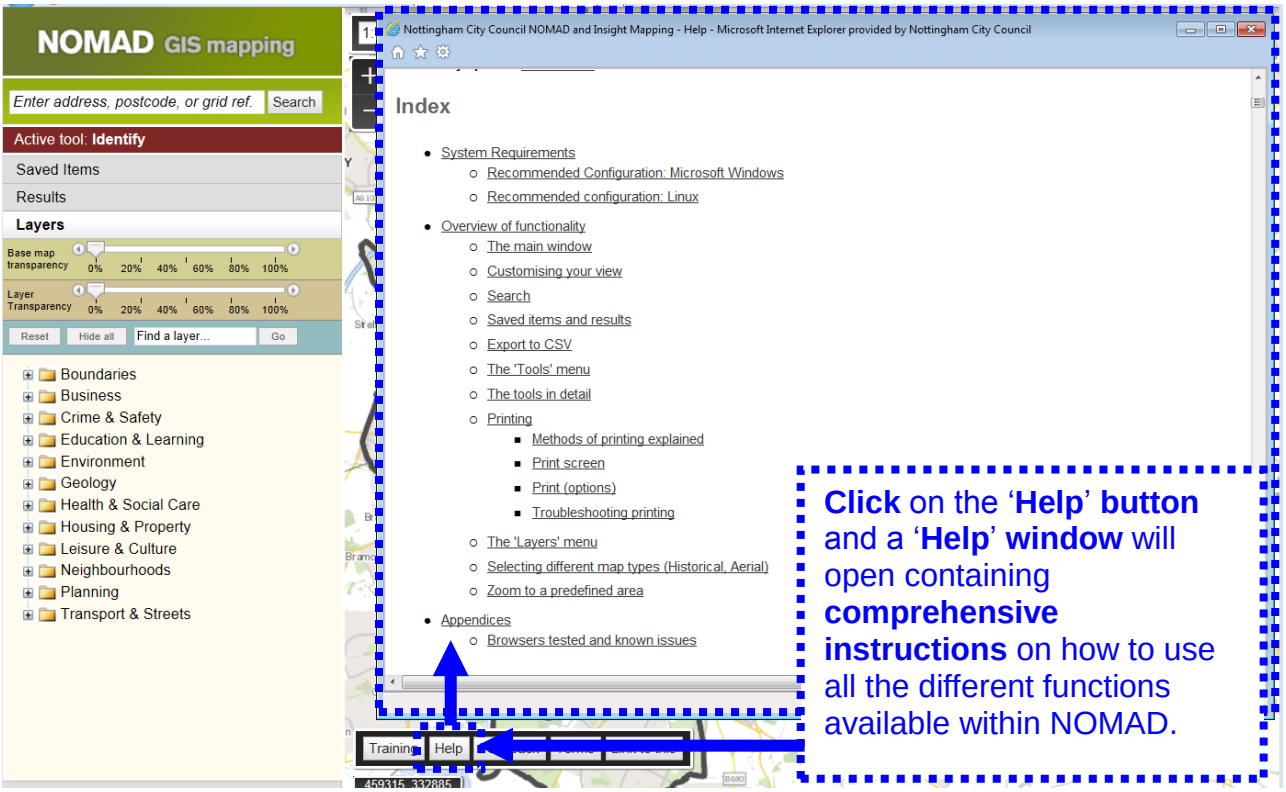
- In order to help you get to grips with all the content and functionality available in NOMAD, use the ‘**Training**’ and ‘**Help**’ resources:



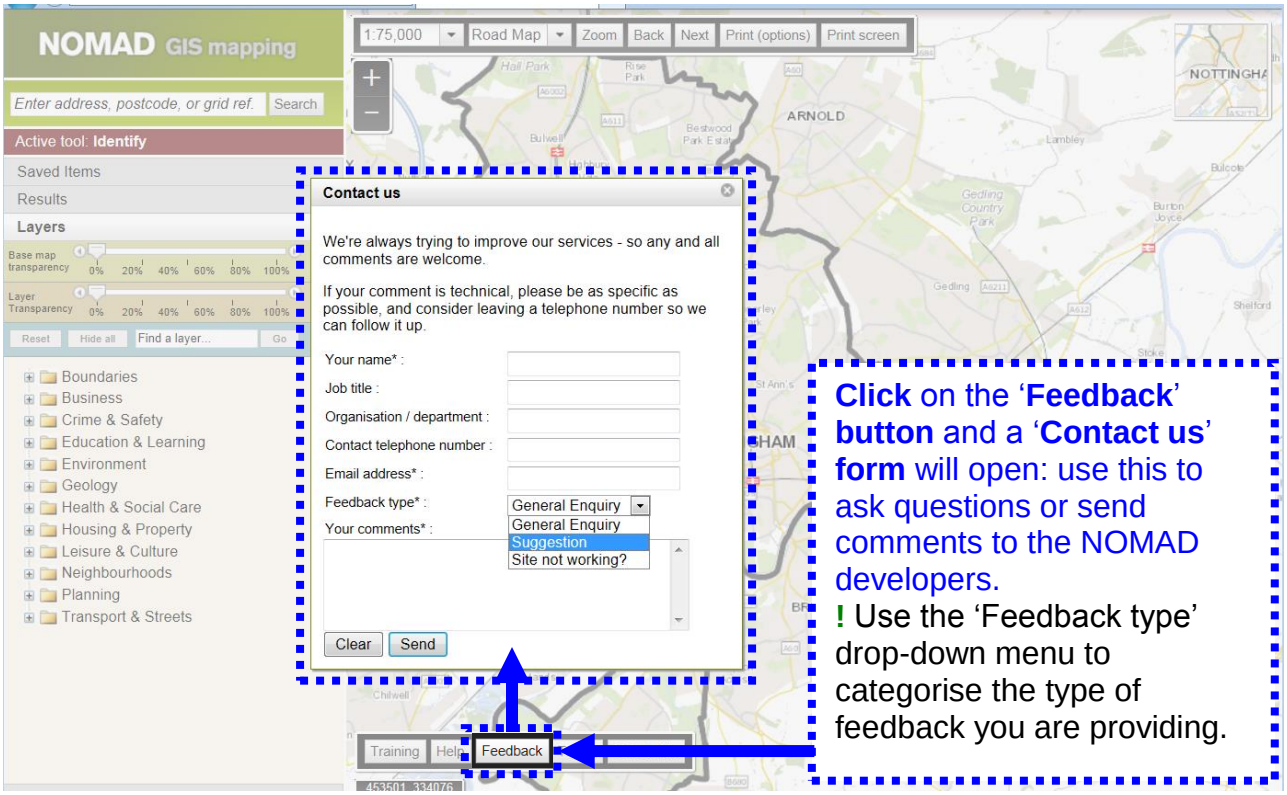
Training…



Help…

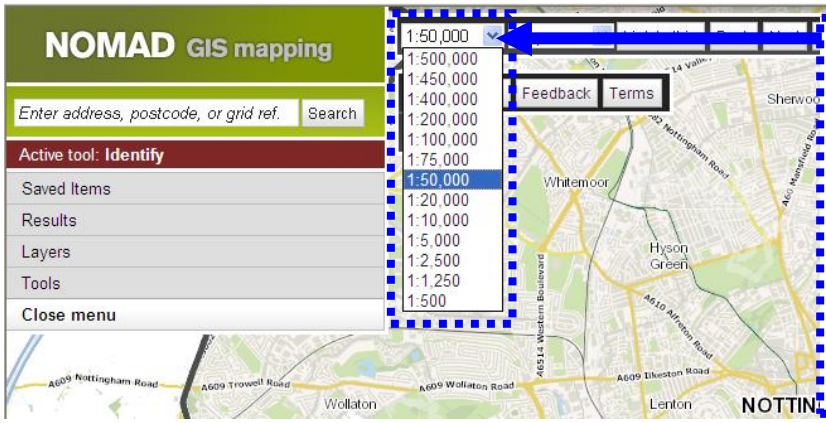


Feedback…



4. **Navigating around a NOMAD map**:

Zooming in and out…



Select a pre-defined scale from the **scale drop-down menu**.

! This zooms the map in and out centred on the middle of the screen.

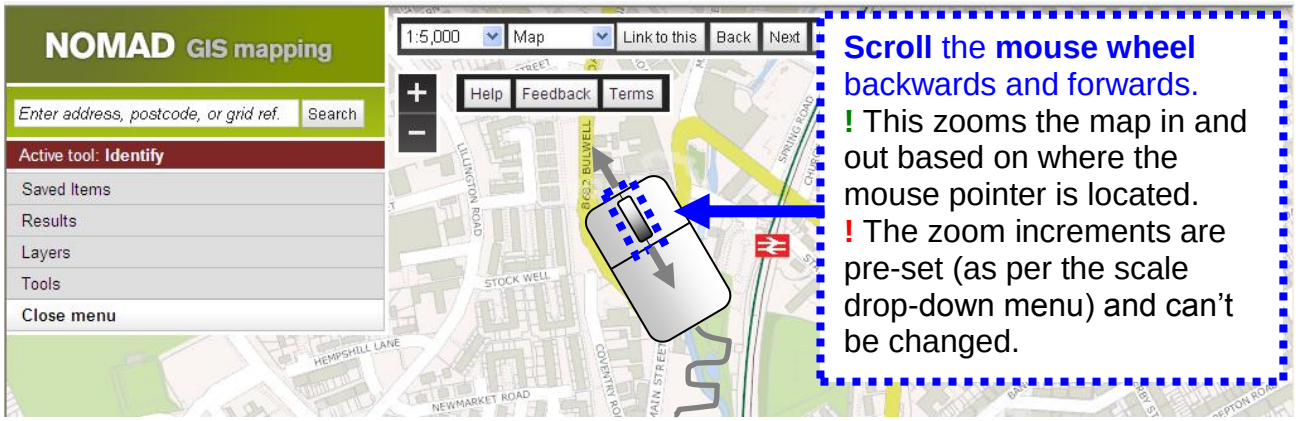
! The available scales range from **1**:**500** (‘large scale’ / zoomed in) to **1**:**500**,**000** (‘small scale’ / zoomed out).



Click on the **zoom in** (**+**) and **zoom out** (**-**) **buttons**.

! This zooms the map in and out centred on the middle of the screen.

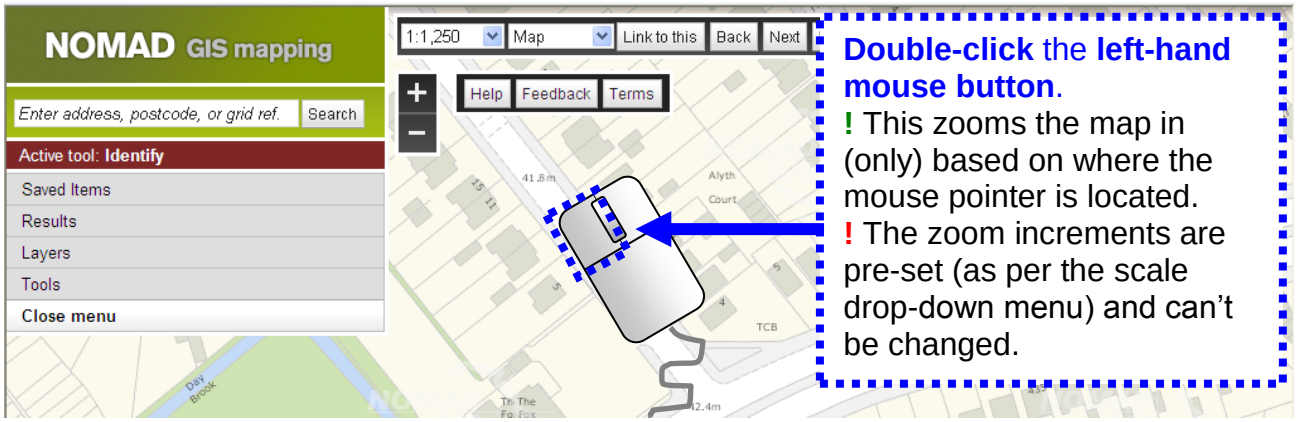
! The zoom increments are pre-set (as per the scale drop-down menu) and can’t be changed.



Scroll the **mouse wheel** backwards and forwards.

! This zooms the map in and out based on where the mouse pointer is located.

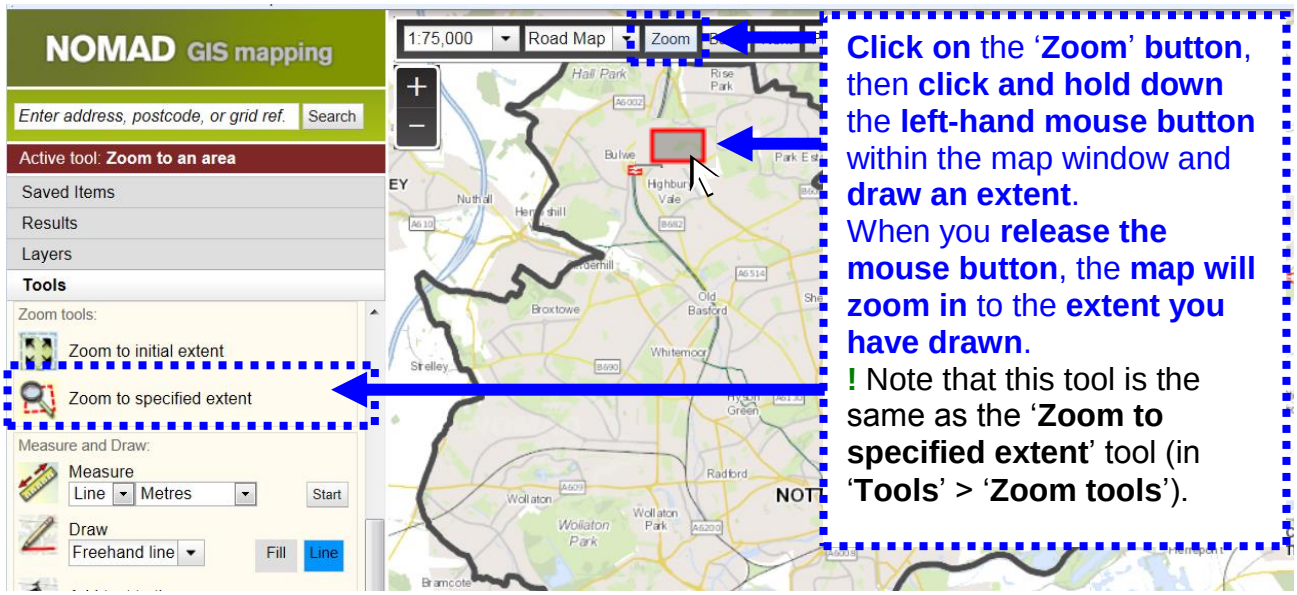
! The zoom increments are pre-set (as per the scale drop-down menu) and can’t be changed.



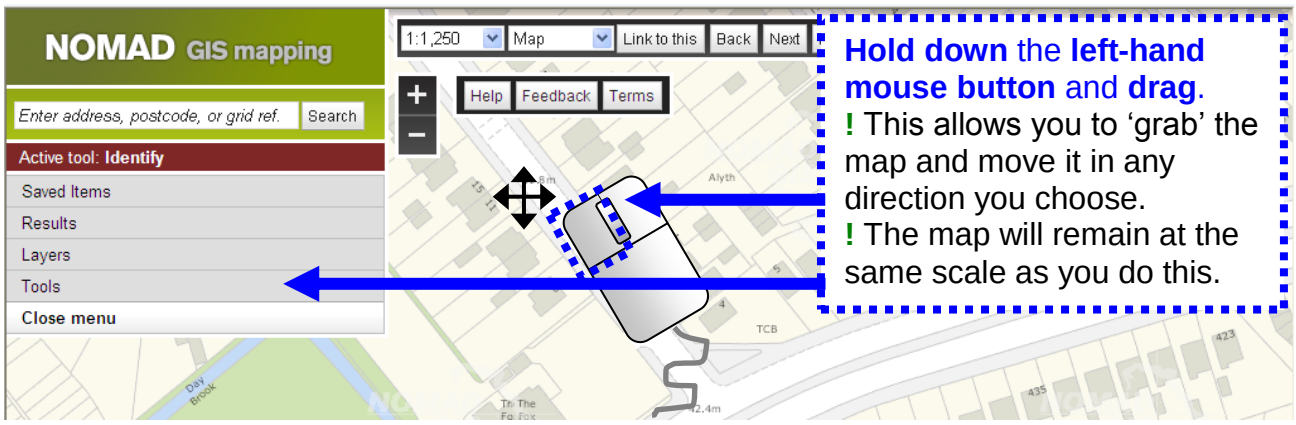
Double-click the **left-hand mouse button**.

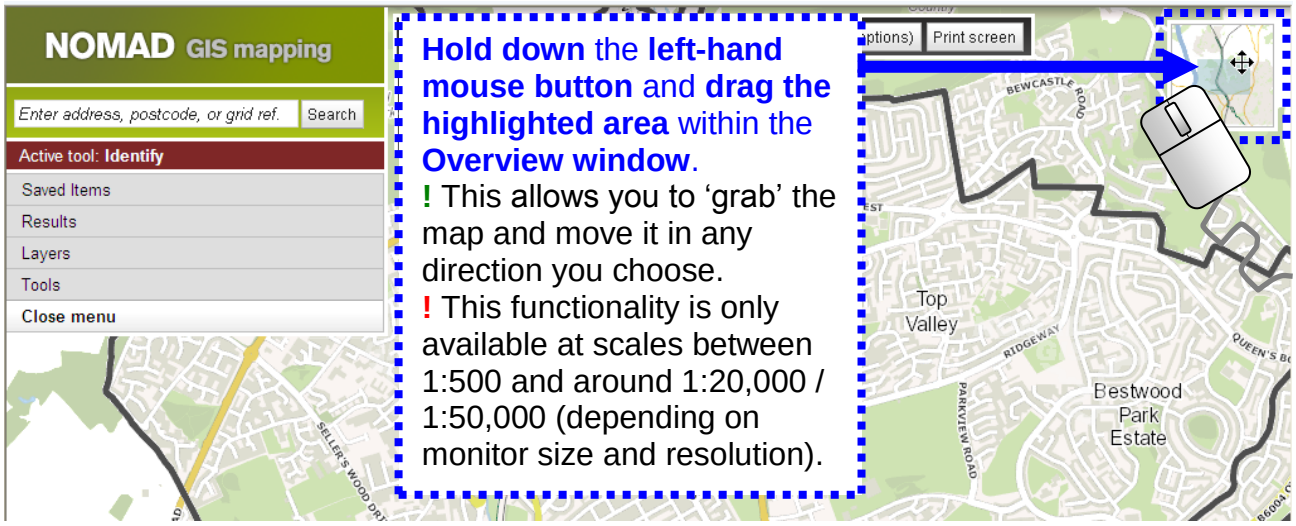
! This zooms the map in (only) based on where the mouse pointer is located.

! The zoom increments are pre-set (as per the scale drop-down menu) and can’t be changed.

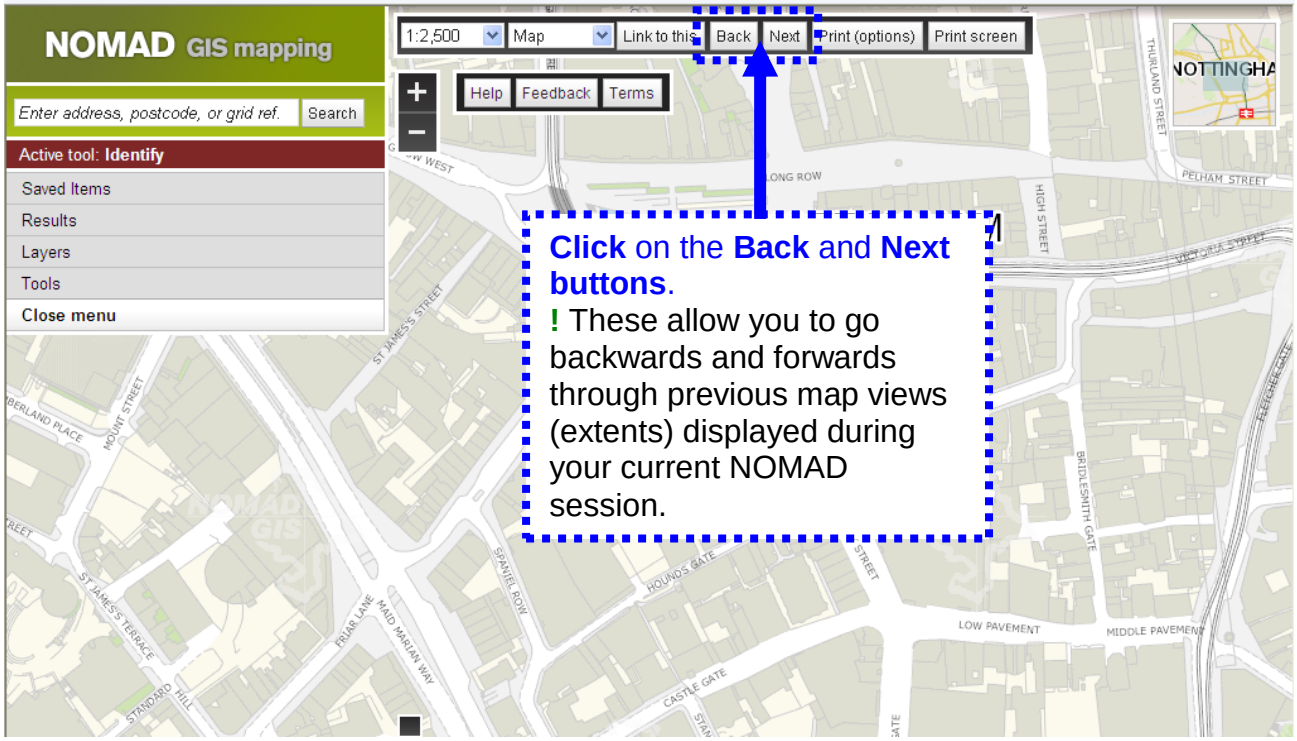


Panning up / down / sideways…

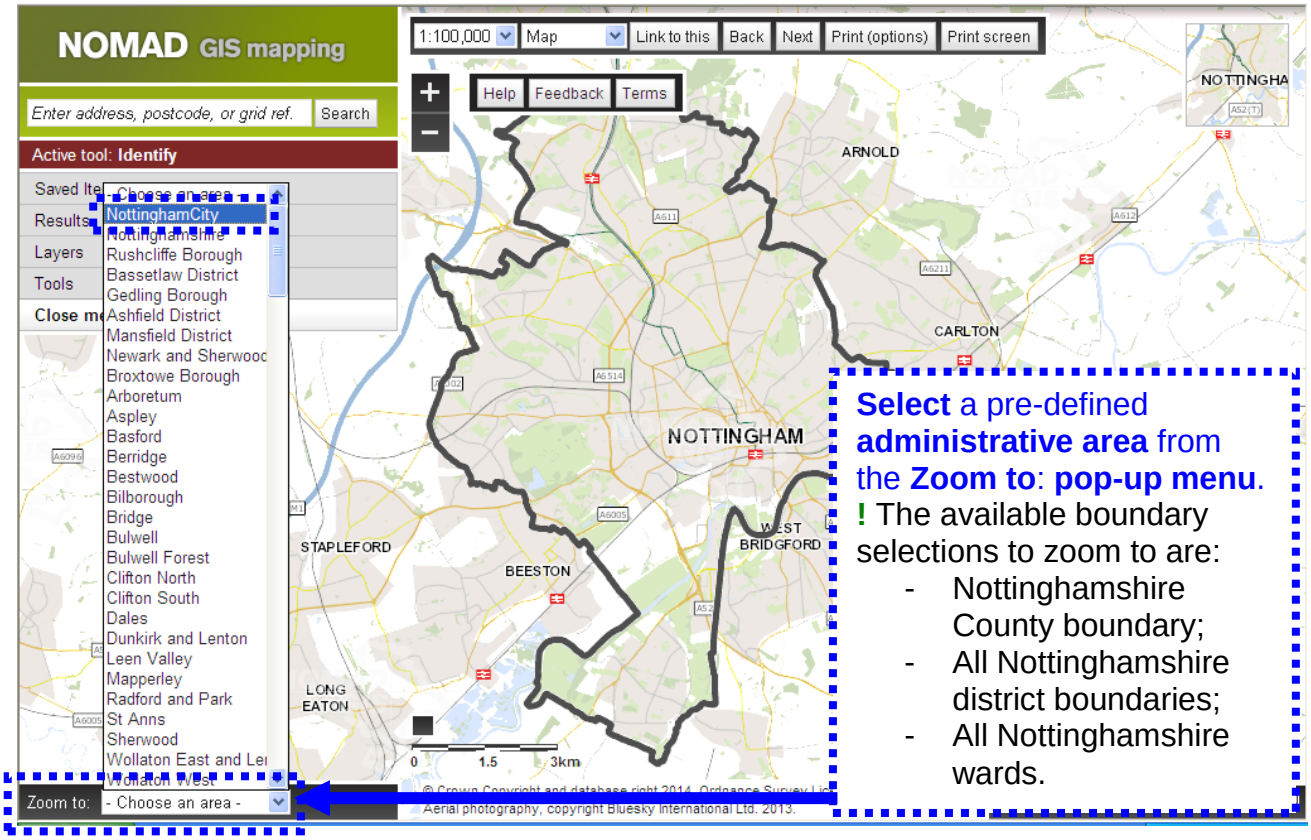




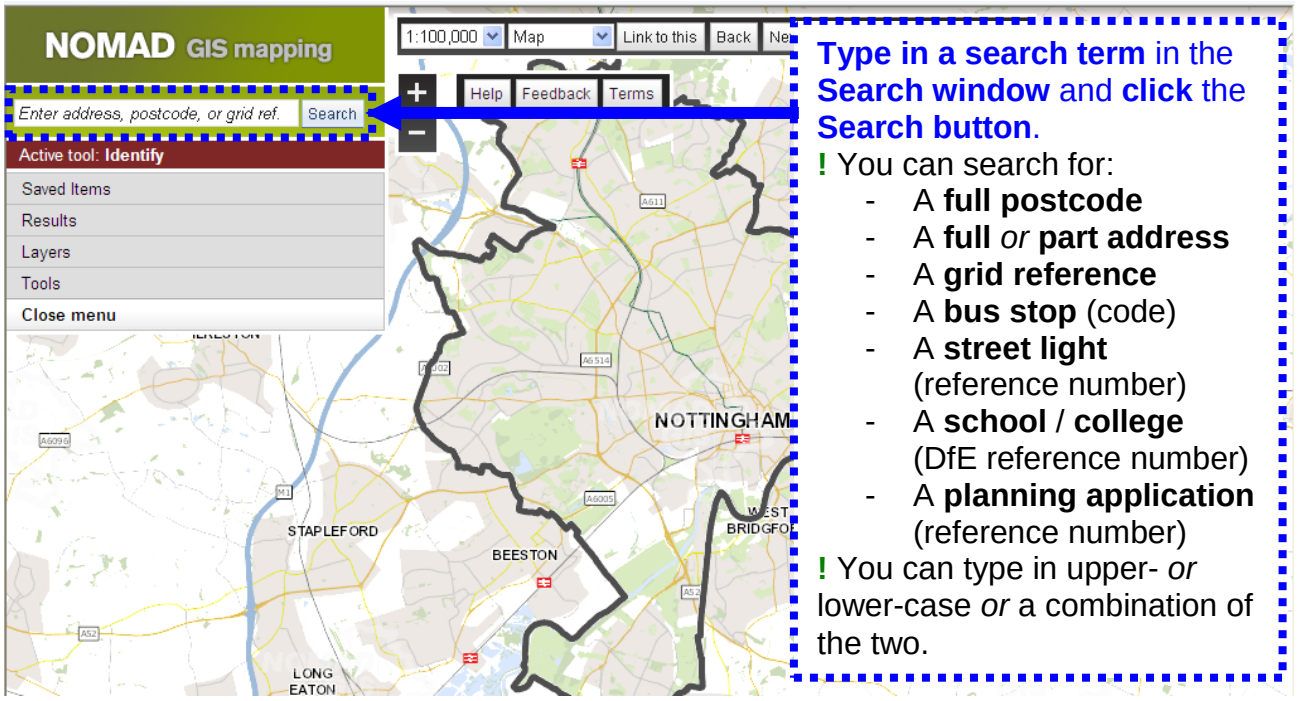
Navigating backwards & forwards through previous map views…



Zoom to a specified administrative area (i.e. districts and wards)…



5. Performing a ‘Search’:



- Type in search terms as follows…

Addresses

- Can be **full** or **partial** and can include: building name; property number; street name; town / village name.
- Correct search format(s): “**loxley house**”; “**Station**”; “**25 MAIN ROAD**”; “**beeston**”.

Postcodes

- Must be **full** postcodes – i.e. 6 / 7 characters – but don’t need to insert a space.
- Correct search format(s): “**NG23NG**” or “**nG2 3Ng**”; “**ng163dz**” or “**NG16 3DZ**”.

Grid references

- These 12-digit map coordinates – ‘eastings’ and ‘northings’ need to be input in **full** with a space separating the first six (easting) and last six (northing) numbers.
- Correct search format(s): “**456789 345678**” or “**456789, 345678**” [comma & space].

Bus stop codes

- Each bus stop’s unique code consists (generally) of two letters – identifying the area the stop is located in – and two or three numbers. This needs to be input into the search window in **full**.
- Correct search format(s): “**ME14**” (in the MEadows); “**BU67**” (in BUlwell).

Street light reference numbers

- These reference numbers are a combination of letters and numbers and must be input in **full**. N.B. These must also be input using the **correct case**.
- Correct search format(s): “**5T144**”.

Schools and colleges Department for Education reference number

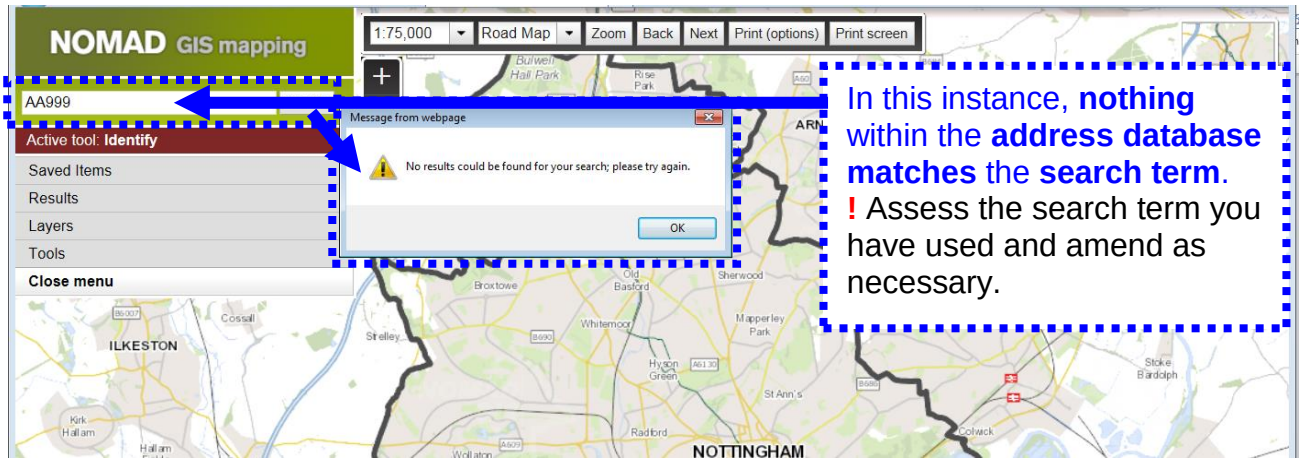
- This seven-digit reference number must be input in **full**.
- Correct search format(s): “**8922088**”.

Planning application reference numbers

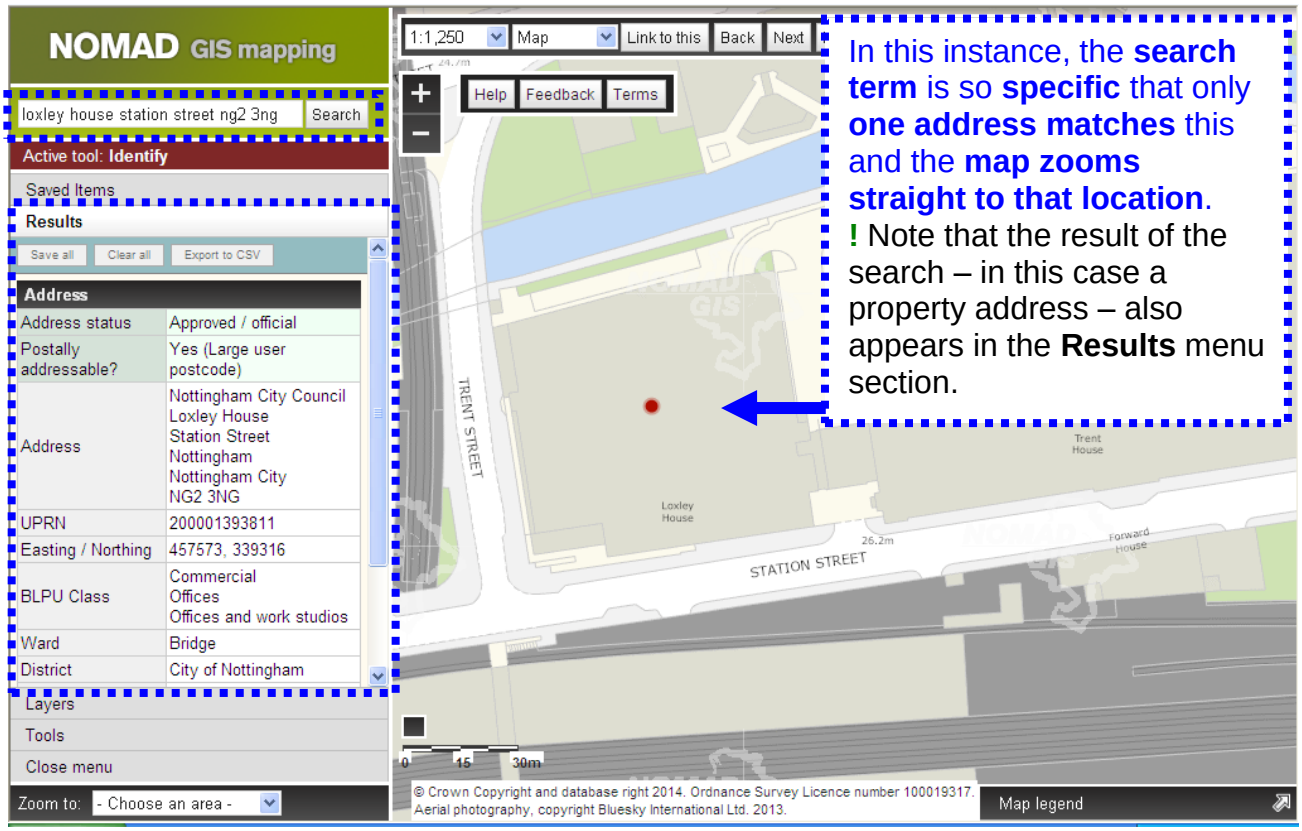
- This reference number consists of numbers, letters and slashes and can be input in **full** or in **part**.
- Correct search format(s): “**03/02632/NDS4**” or “**03/02632/**” or “**03/02**”.

- There are three possible results to any search:

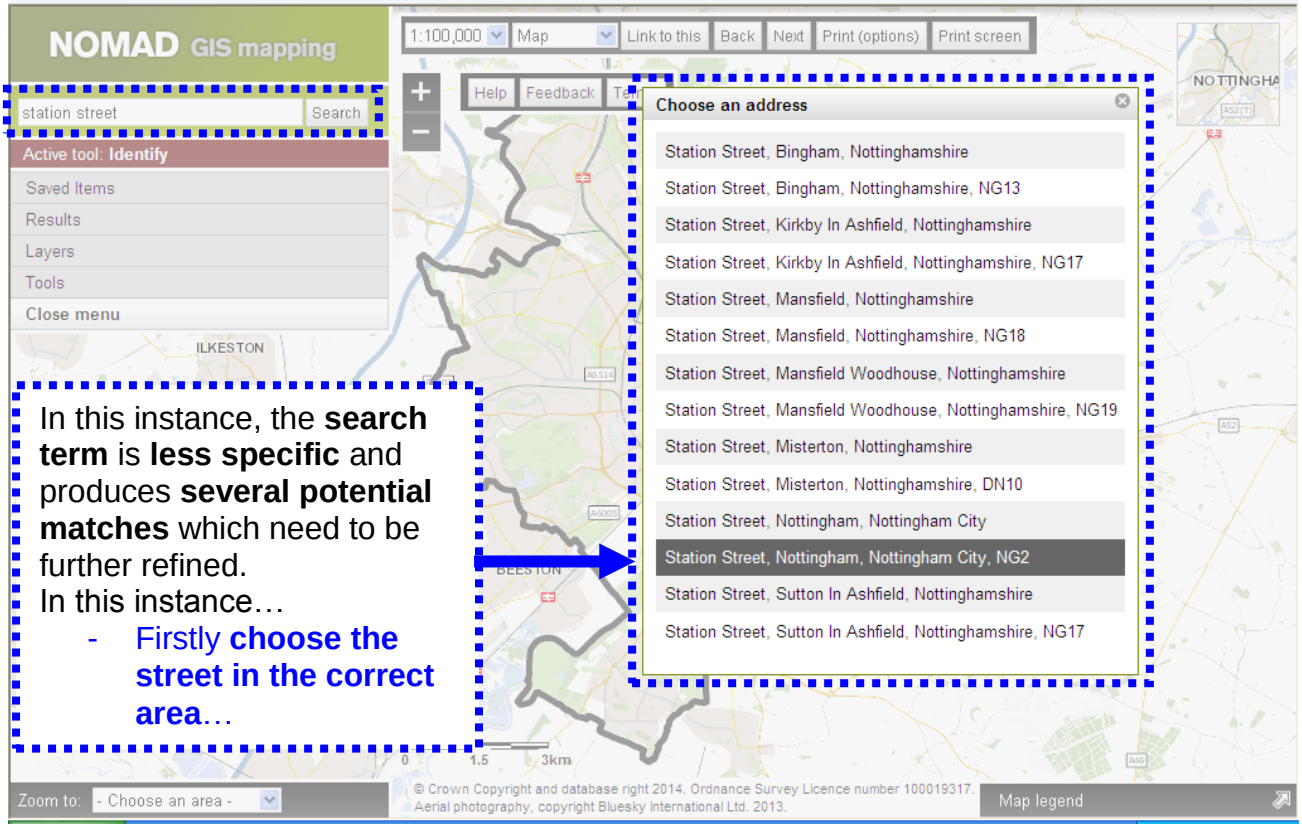
<u>No</u> results found…

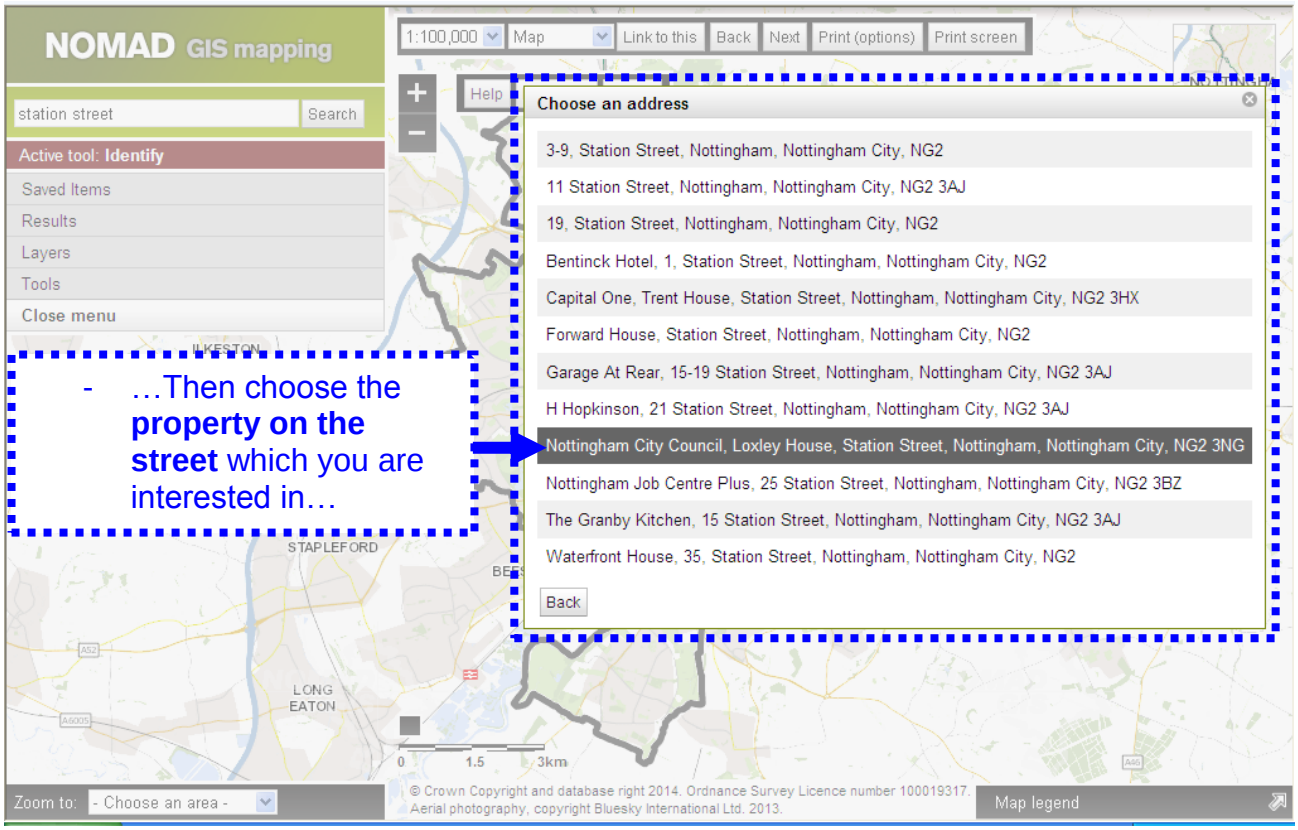


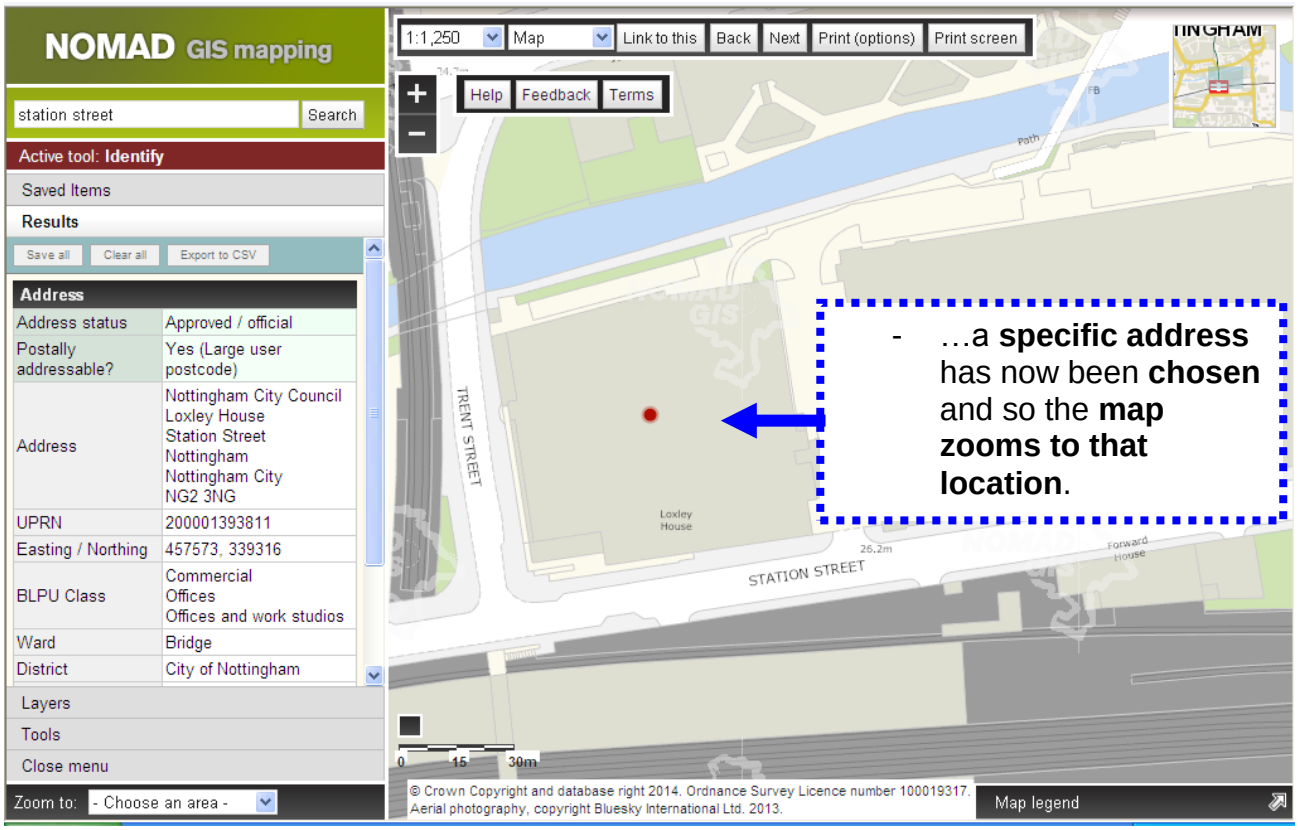
<u>One</u> result found…



<u>Many</u> results found…

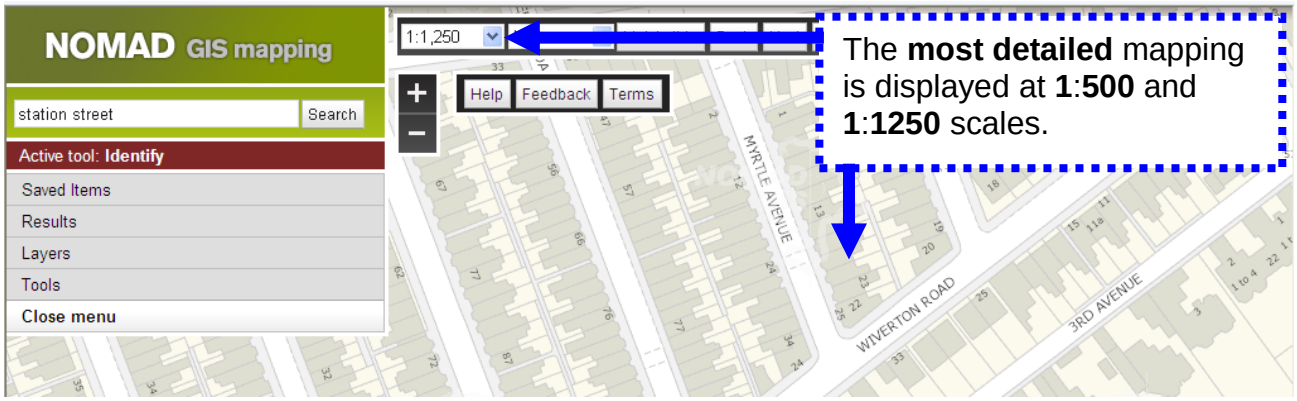


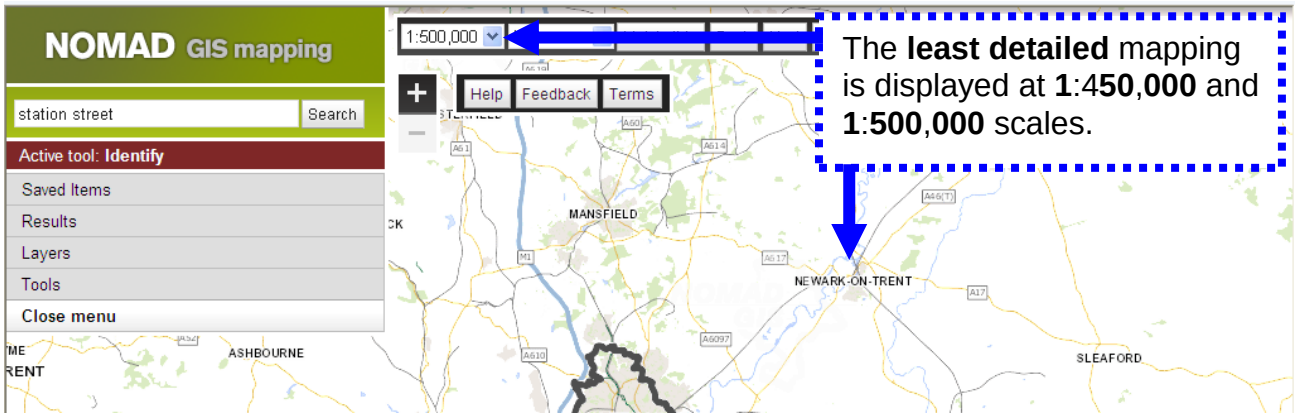



NOMAD GIS mapping
station street
Search
Active tool: Identify
Saved Items
Results
Save all
Clear all
Export to CSV
Address
Address status
Approved / official
Postally addressable?
Yes (Large user postcode)
Address
Nottingham City Council
Loxley House
Station Street
Nottingham
Nottingham City
NG2 3NG
UPRN
200001393811
Easting / Northing
457573, 339316
BLPU Class
Commercial
Offices
Offices and work studios
Ward
Bridge
District
City of Nottingham
Layers
Tools
Close menu
Zoom to:
- Choose an area -
1:1,250
Map
Link to this
Back
Next
Print (options)
Print screen
Help
Feedback
Terms
TRENT STREET
STATION STREET
Loxley House
26.2m
Forward House
0
15
30m
© Crown Copyright and database right 2014. Ordnance Survey Licence number 100019317.
Aerial photography, copyright Bluesky International Ltd. 2013.
Map legend
- …a specific address has now been chosen and so the map zooms to that location.

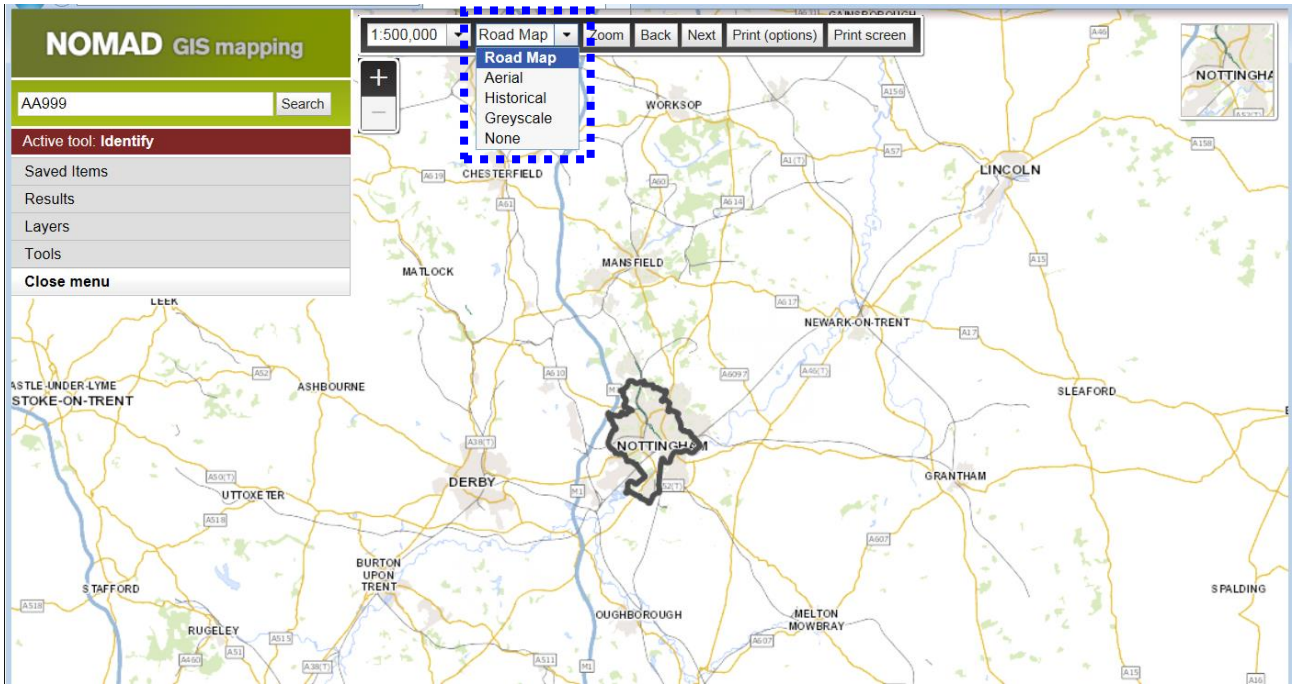
6. **Map backgrounds**:

- The default background map (‘Road Map’) in NOMAD alters its level of detail as you zoom in and out:

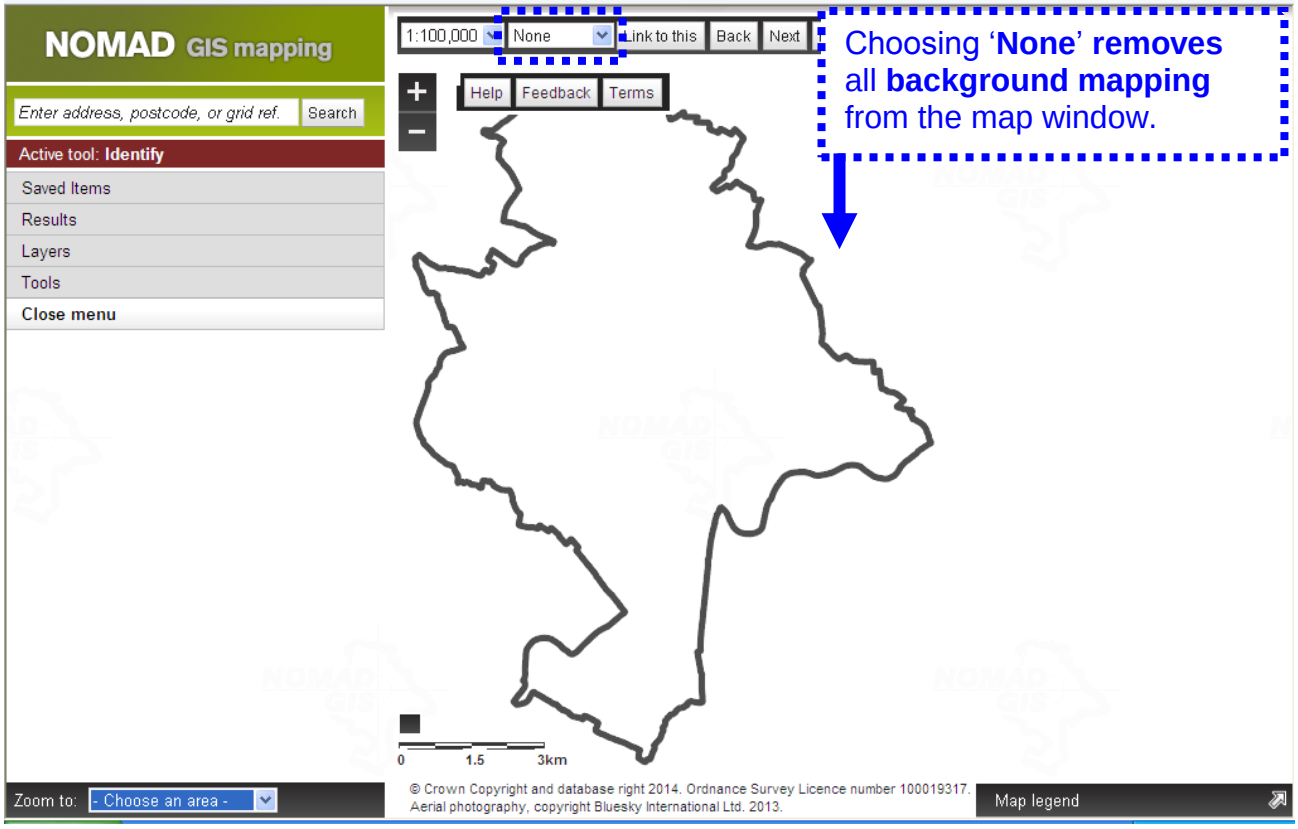




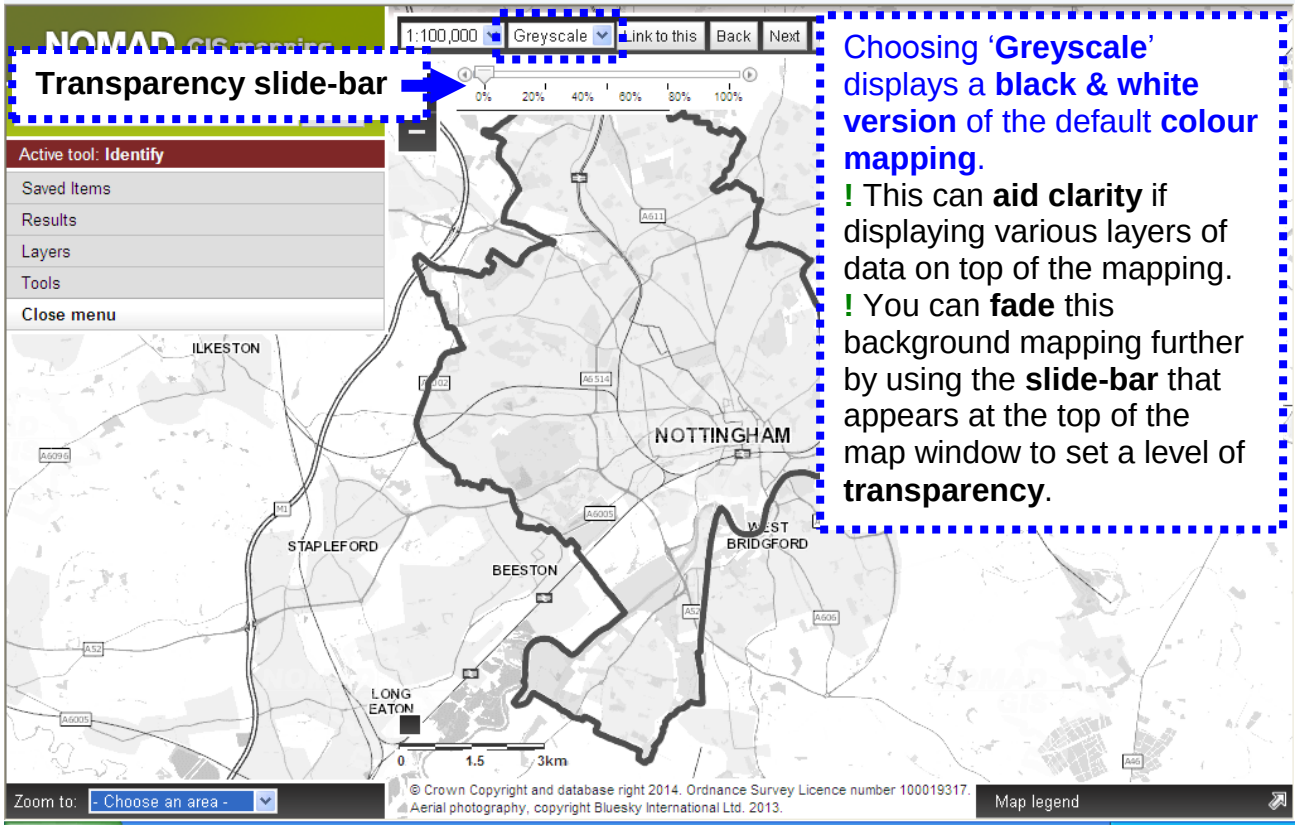
- As well as the default ‘Road Map’, you can also choose other backgrounds from the map selection drop-down menu:



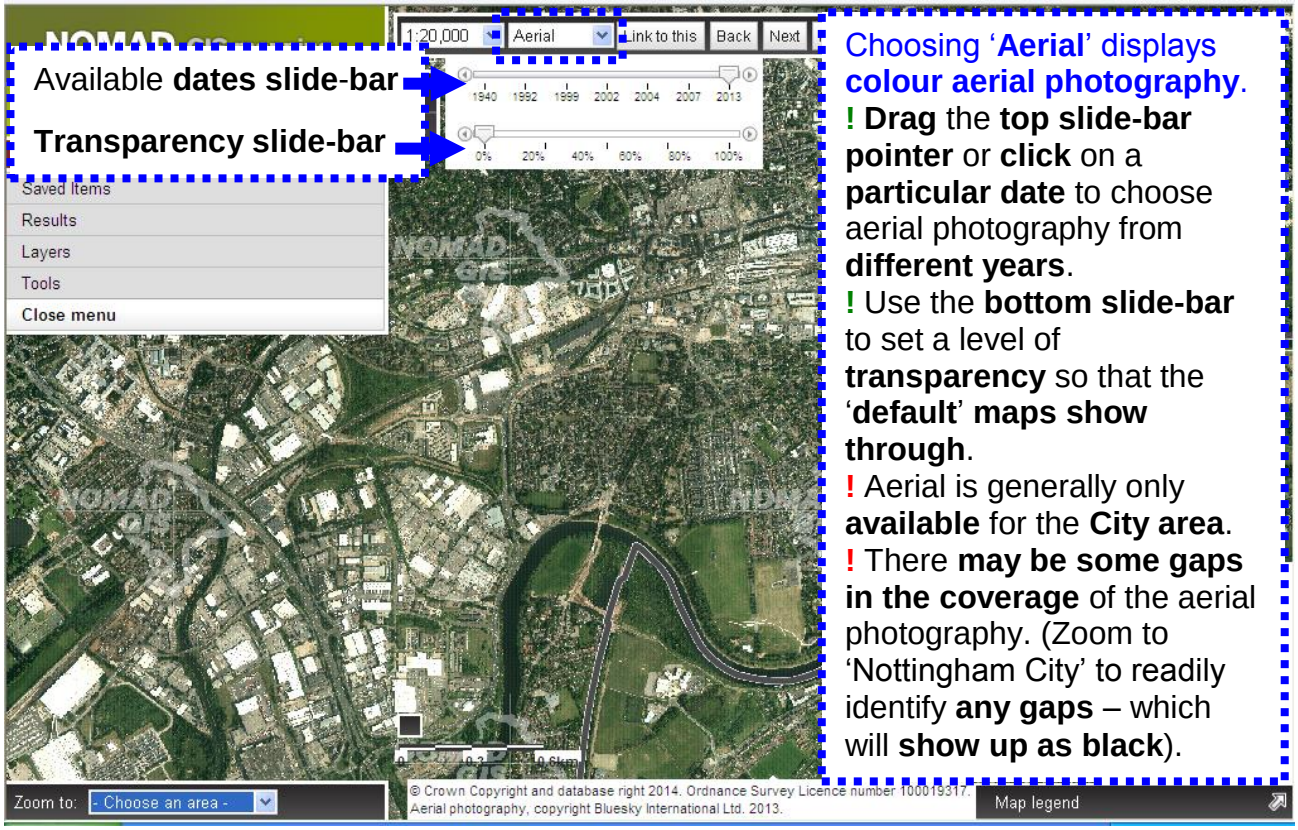
‘**None**’

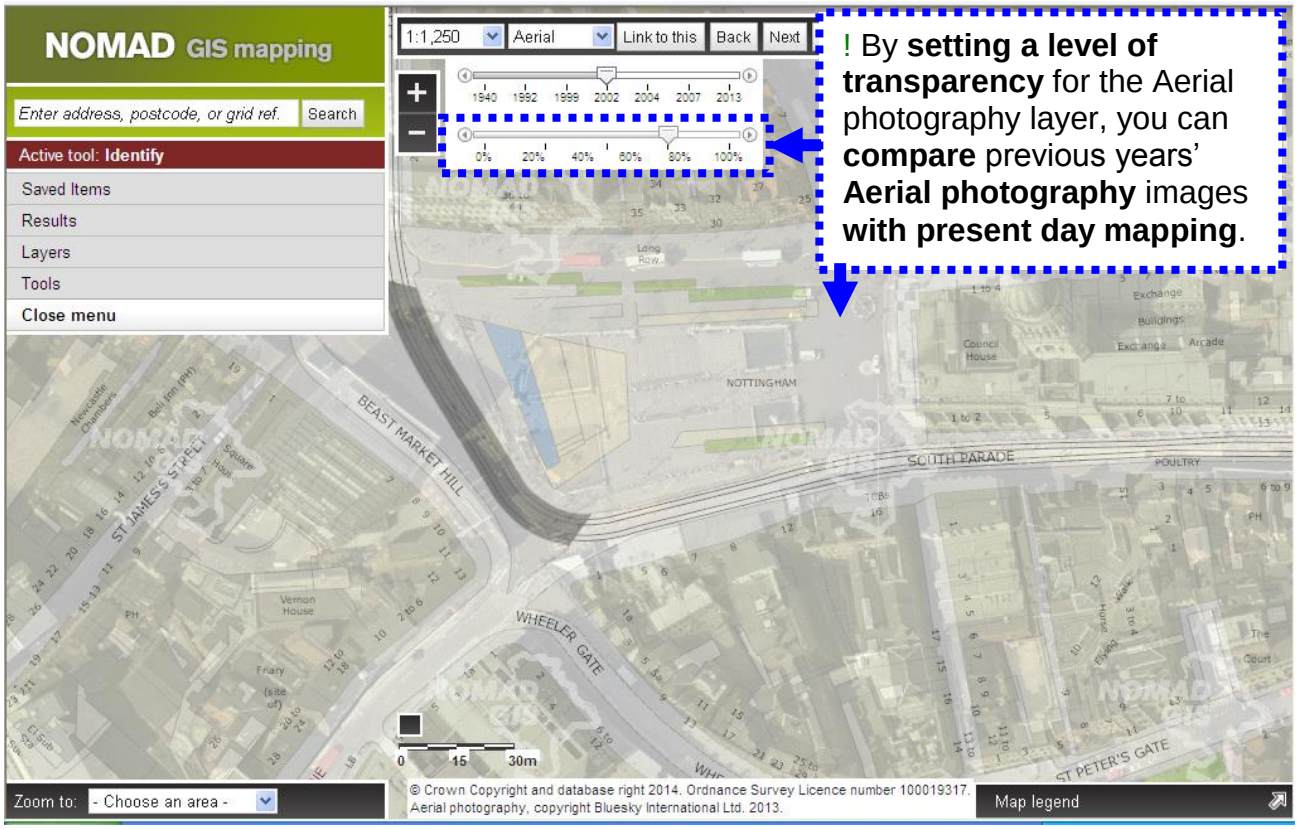


‘**Greyscale**’

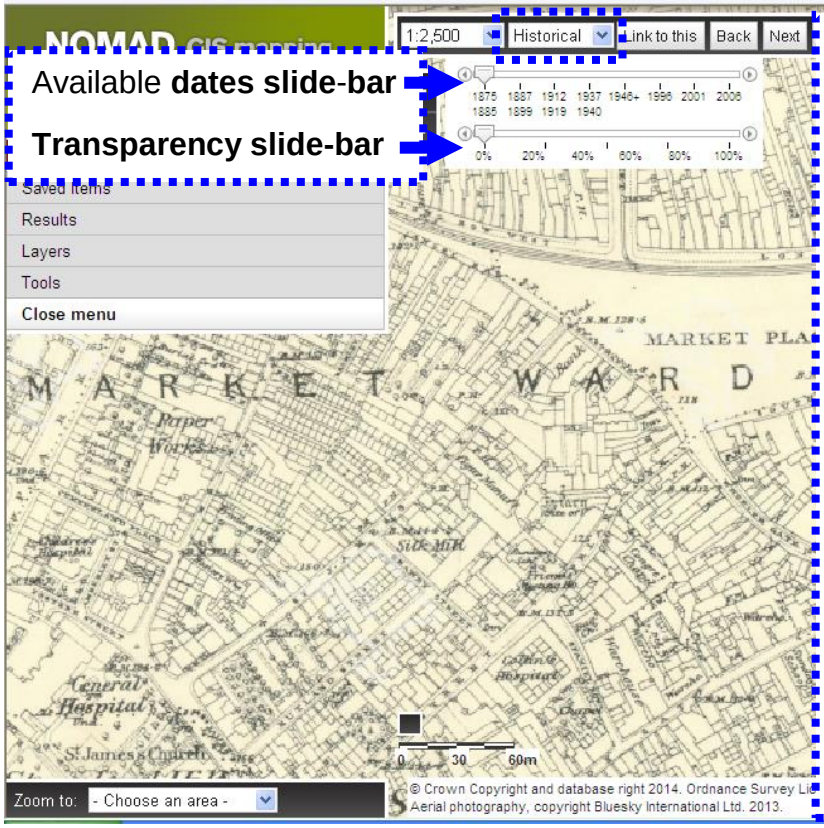


‘**Aerial**’


Available **dates slide-bar**
Transparency slide-bar
1:20,000
Aerial
Link to this
Back
Next
1940 1992 1999 2002 2004 2007 2013
0% 20% 40% 60% 80% 100%
Saved Items
Results
Layers
Tools
Close menu
Zoom to:
- Choose an area -
© Crown Copyright and database right 2014. Ordnance Survey Licence number 100019317.
Aerial photography, copyright Bluesky International Ltd. 2013.
Map legend
Choosing ‘**Aerial**’ displays **colour aerial photography**.
! **Drag** the **top slide-bar pointer** or **click** on a **particular date** to choose aerial photography from **different years**.
! Use the **bottom slide-bar** to set a level of **transparency** so that the ‘**default**’ **maps show through**.
! Aerial is generally only **available** for the **City area**.
! There **may be some gaps in the coverage** of the aerial photography. (Zoom to ‘Nottingham City’ to readily identify **any gaps** – which will **show up as black**).


NOMAD GIS mapping
Enter address, postcode, or grid ref.
Search
Active tool: Identify
Saved Items
Results
Layers
Tools
Close menu
1:1,250
Aerial
Link to this
Back
Next
1940 1992 1999 2002 2004 2007 2013
0% 20% 40% 60% 80% 100%
NOTTINGHAM
BEAST MARKET HILL
SOUTH PARADE
WHEELER GATE
ST PETER'S GATE
0 15 30m
Zoom to:
- Choose an area -
© Crown Copyright and database right 2014. Ordnance Survey Licence number 100019317.
Aerial photography, copyright Bluesky International Ltd. 2013.
Map legend
! By **setting a level of transparency** for the Aerial photography layer, you can **compare** previous years’ **Aerial photography** images **with present day mapping**.

’**Historical**’

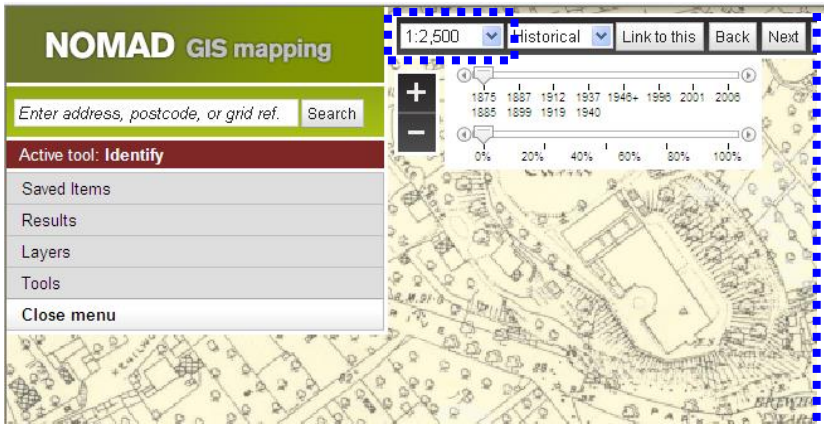


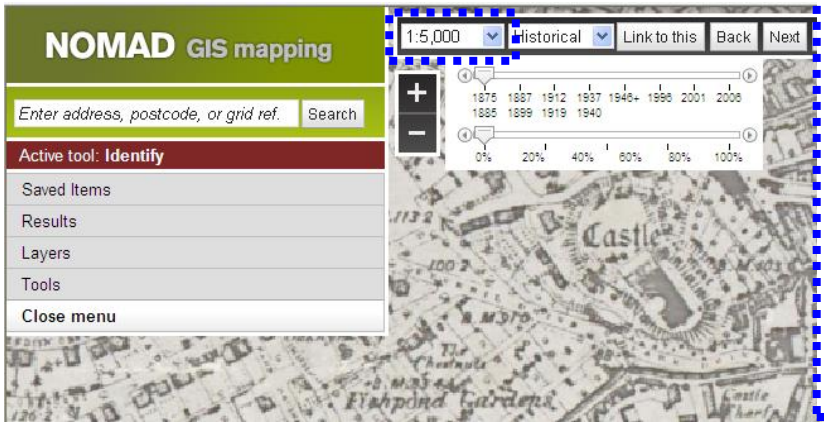
Choosing ‘**Historical**’ displays a selection of **Historical mapping** from the last **140 years**.

! **Drag** the **top slide-bar pointer** or **click** on a **particular date** to choose historical mapping from **different years / eras**.

! Use the **bottom slide-bar** to set a level of **transparency** so that the ‘**default**’ **maps show through**.

! Note that when viewing the “**1996**” and “**2001**” historical mapping, the **background maps will always** also be **visible** as these maps show **outlines only** rather than solid ‘fills’.





! **No Historical mapping will display** when **zoomed out beyond 1**:**50**,**000** scale.

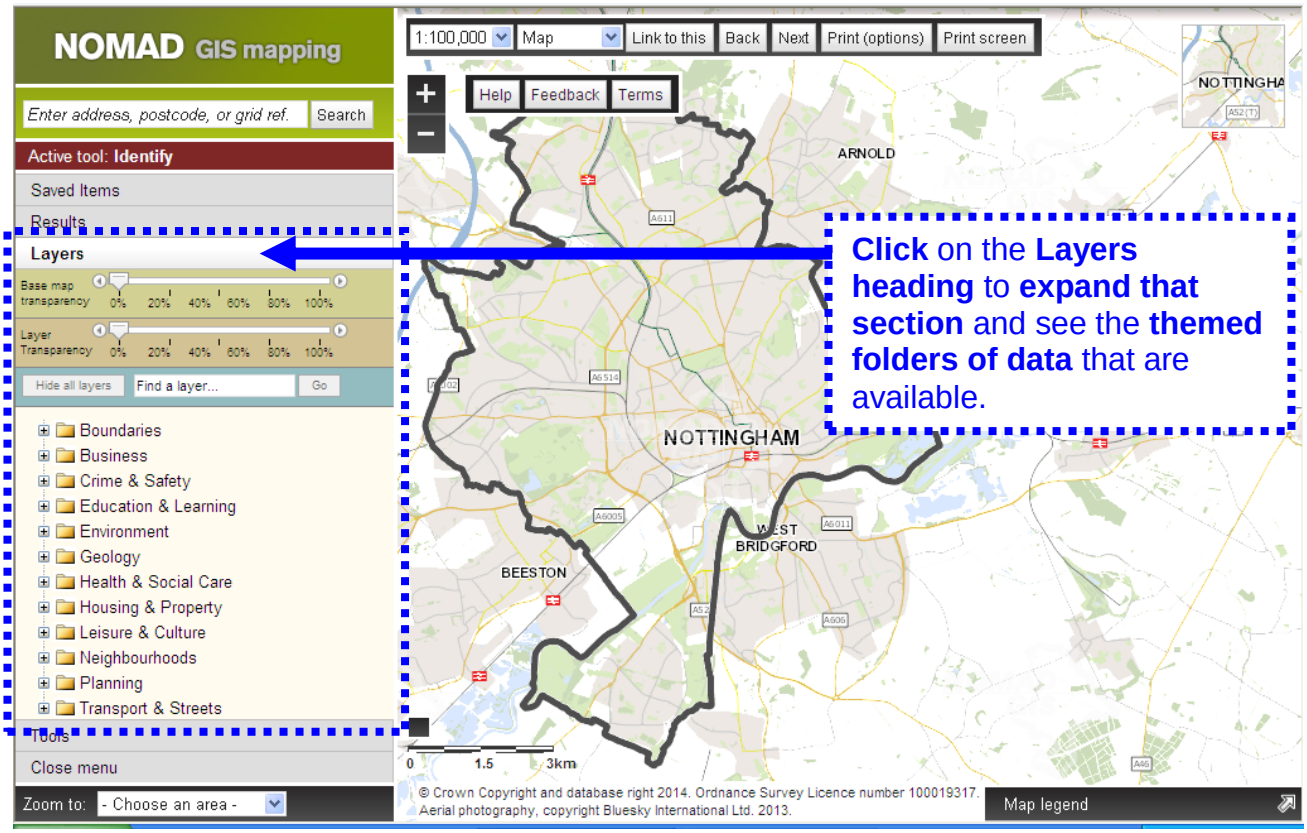
! The “**1996**”, “**2001**” and “**2006**” Historical mapping **won’t display** if **zoomed out beyond 1**:**5**,**000** scale.

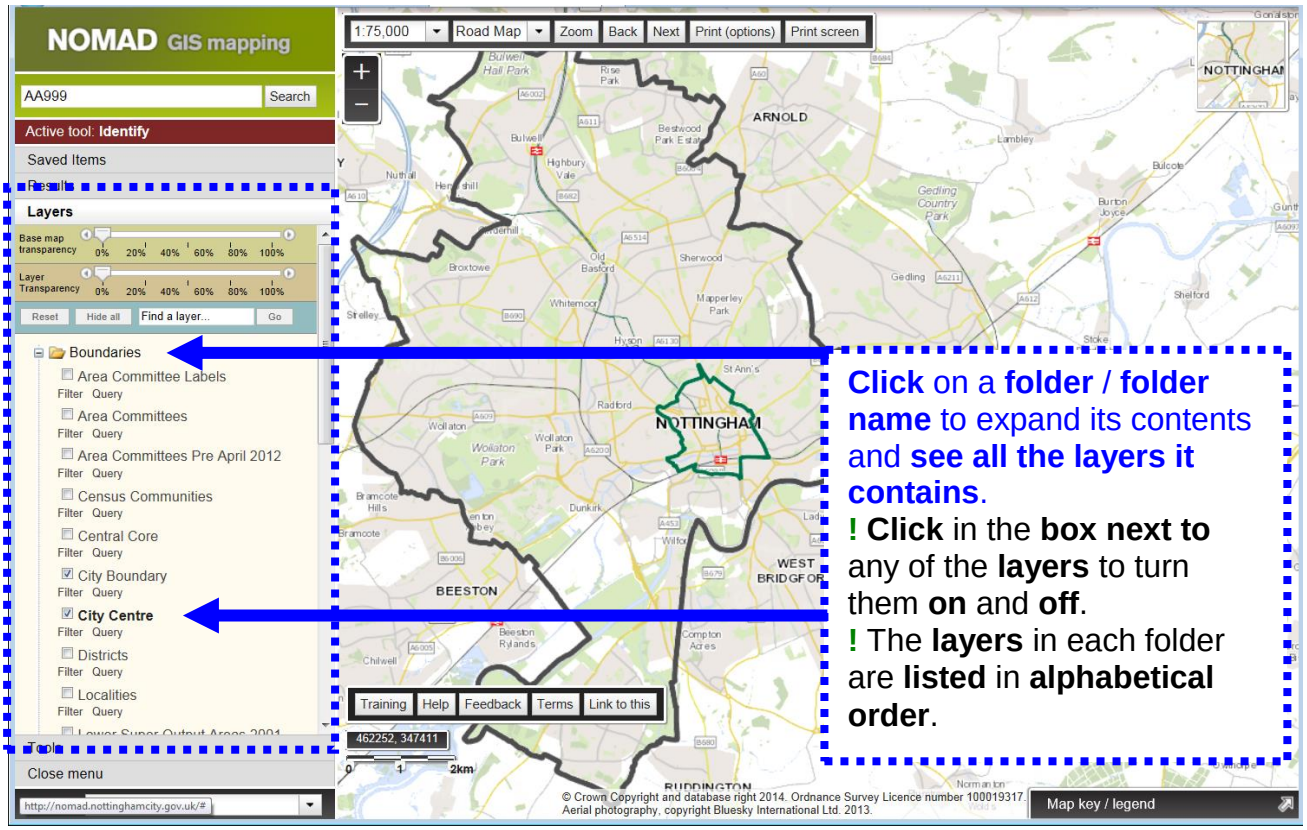
! When viewing Historical mapping from the **first four dates / eras**, **more detailed mapping will appear** when **zoomed in beyond 1**:**5**,**000** scale.

! For “**1946+**” a lot of the less detailed Historical mapping (i.e. when **zoomed out beyond 1**:**2**,**500**) is **missing** and will appear as **blank white space**. This mapping is therefore **best viewed when zoomed in to 1**:**2**,**500 or larger** scale.

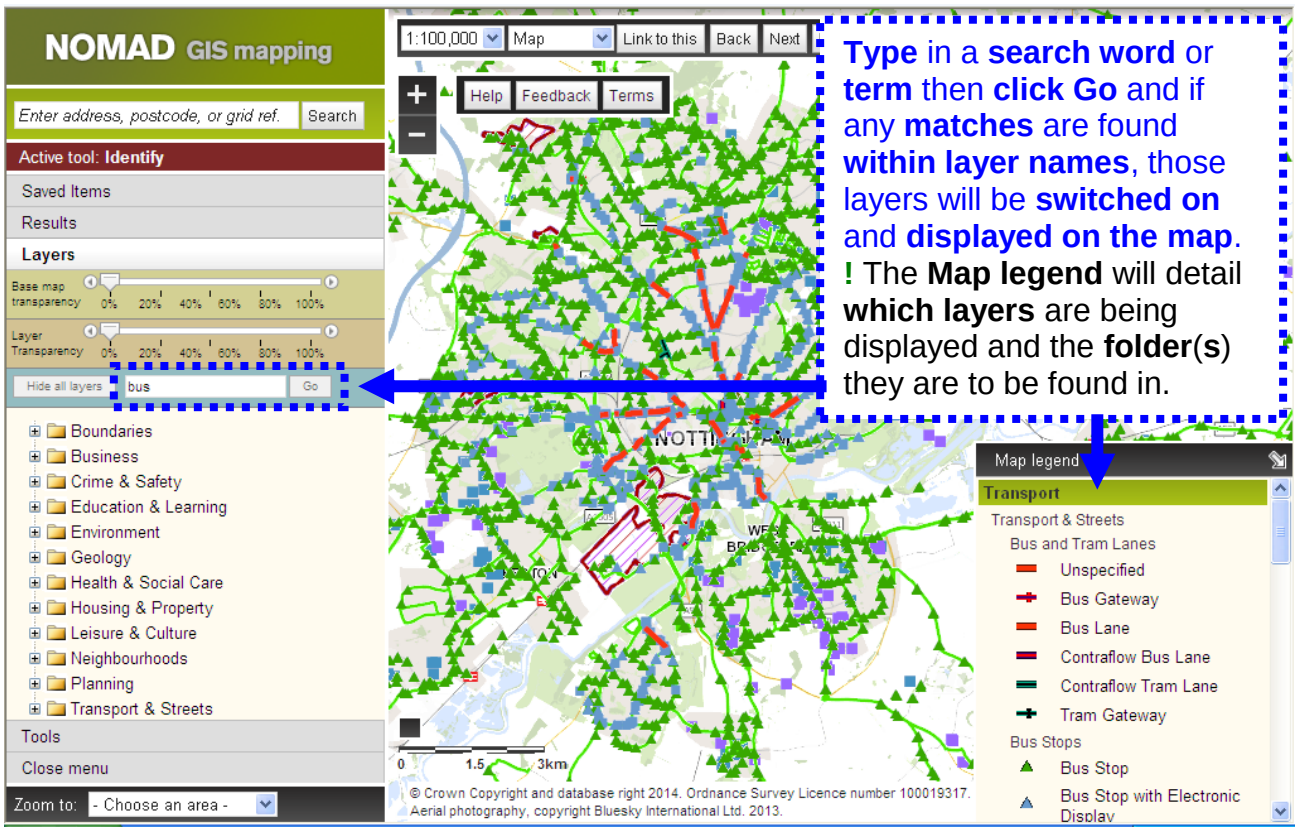
7. Map ‘Layers’:

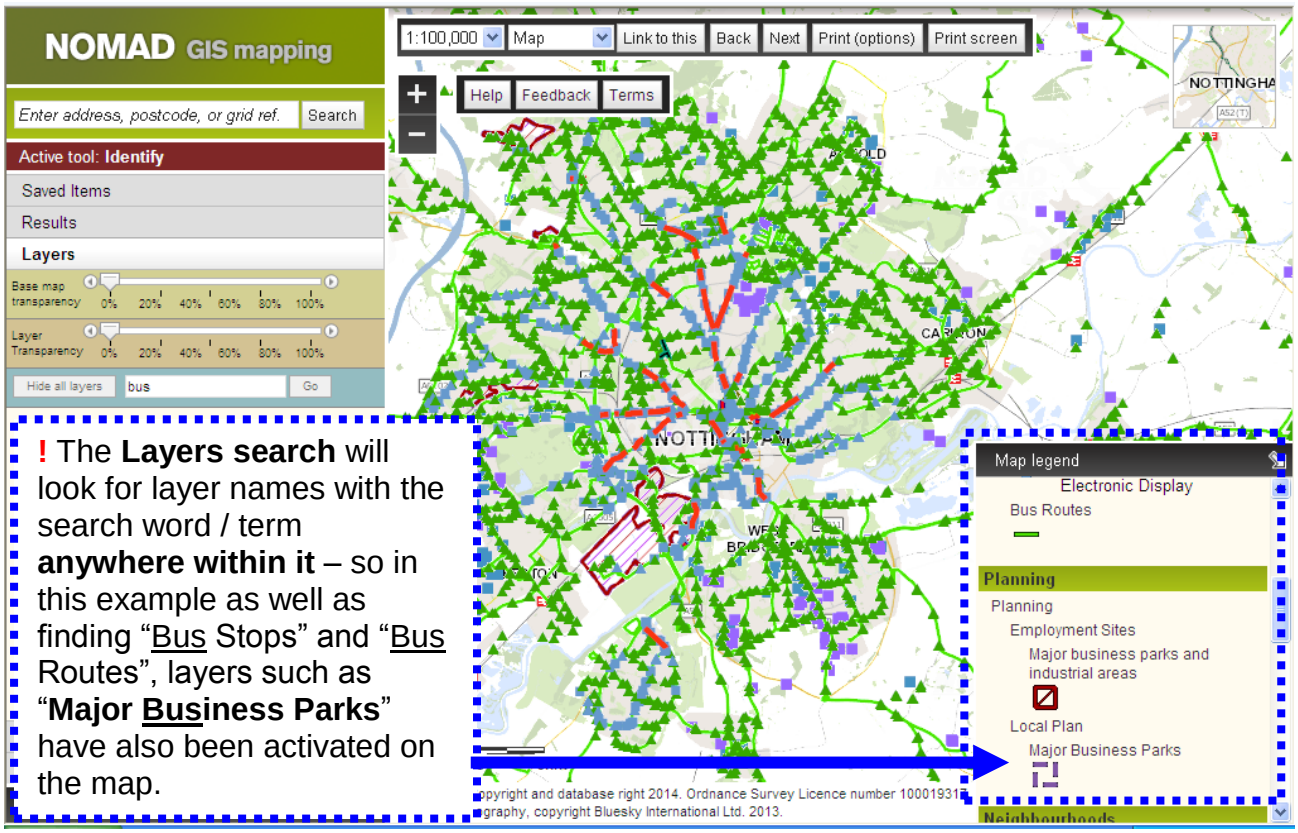
- Within the **Layers** window are lots of **geographical data layers** that you can **display on the map**:



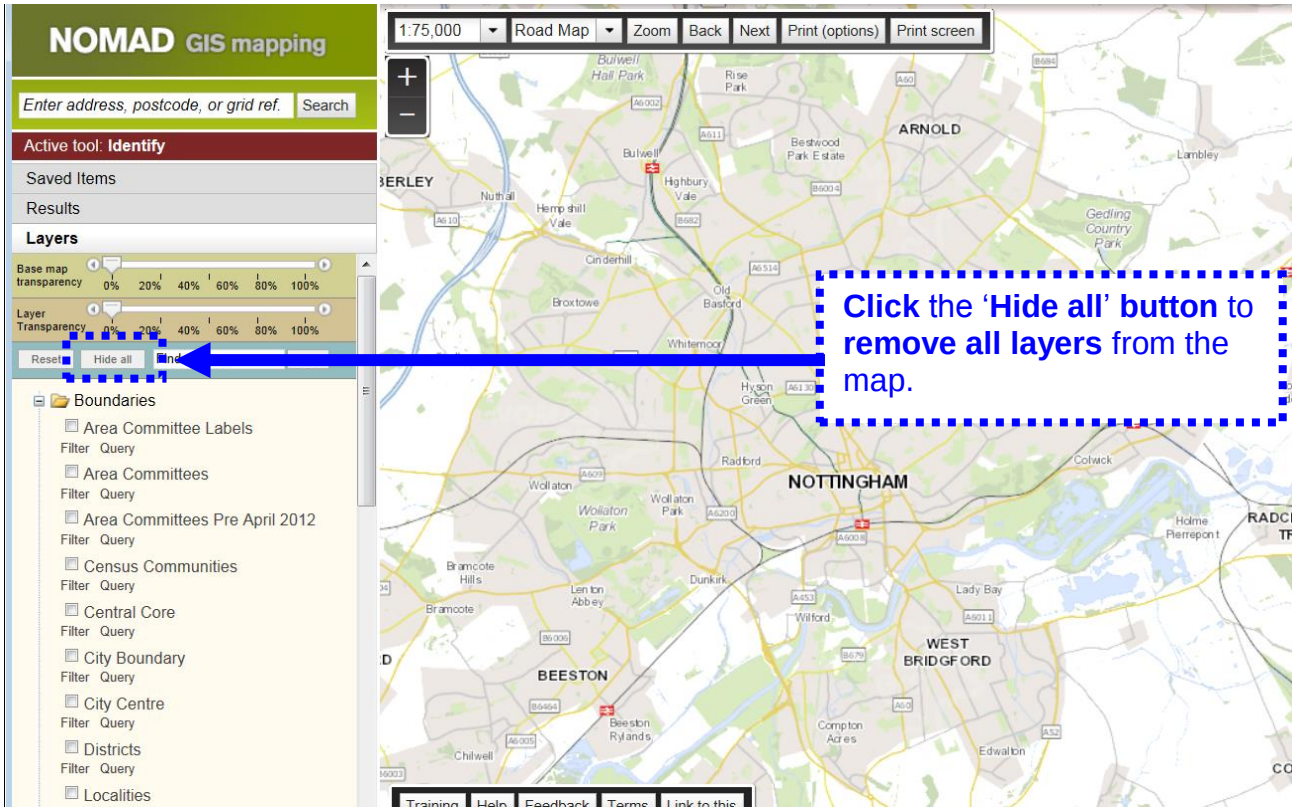


- You can either **find a particular layer** by **browsing through** the various **folders** – or you can use the '**Find a layer**…' function:

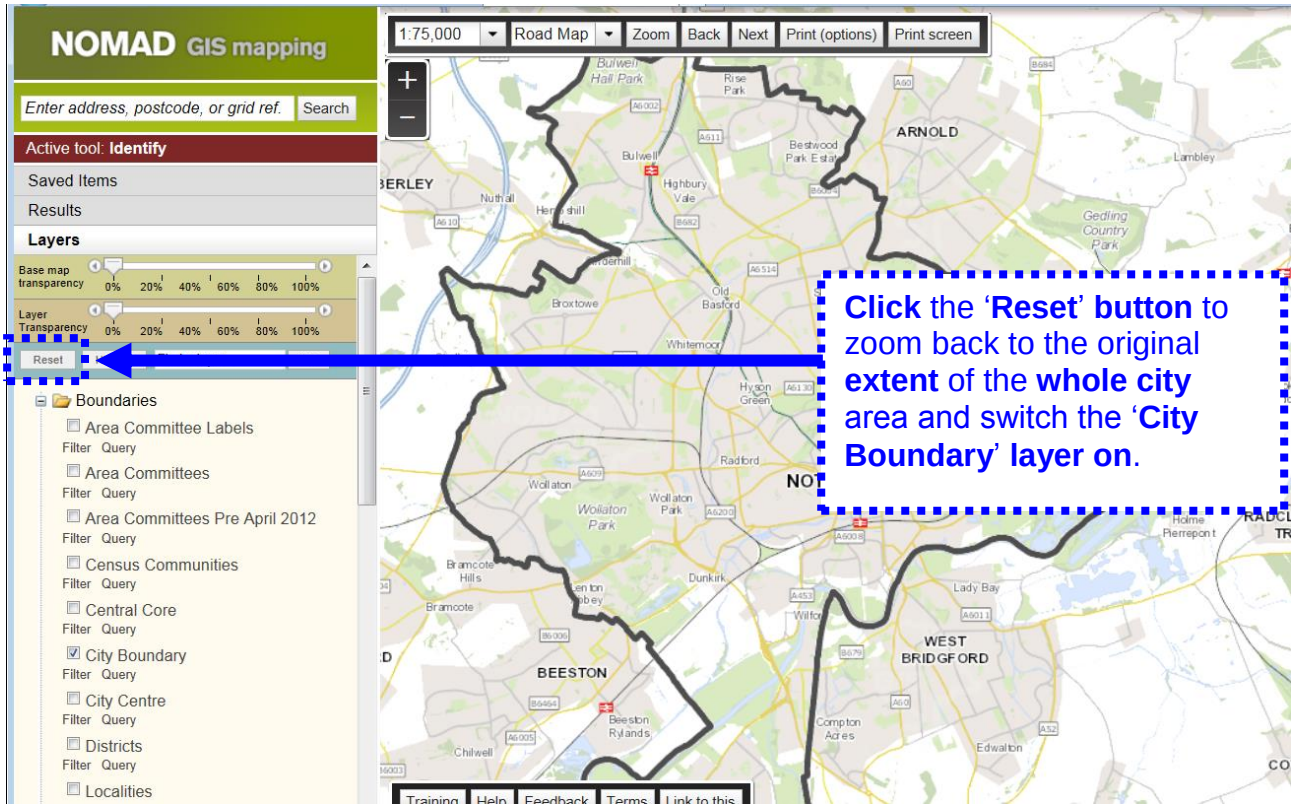




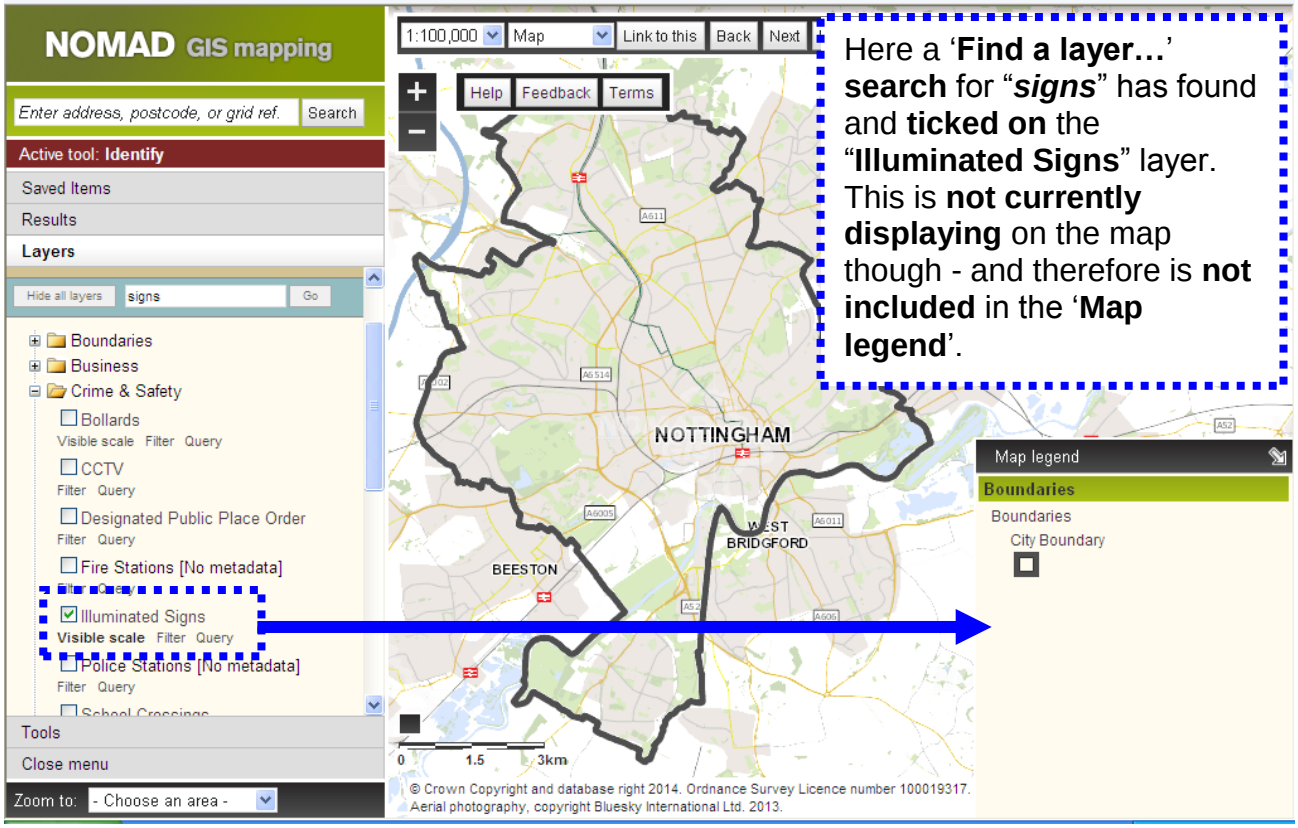
- To **remove layers** from the map, you can either locate them in the **Layers folder** and **tick them off** – or you can use the '**Hide all**' function:

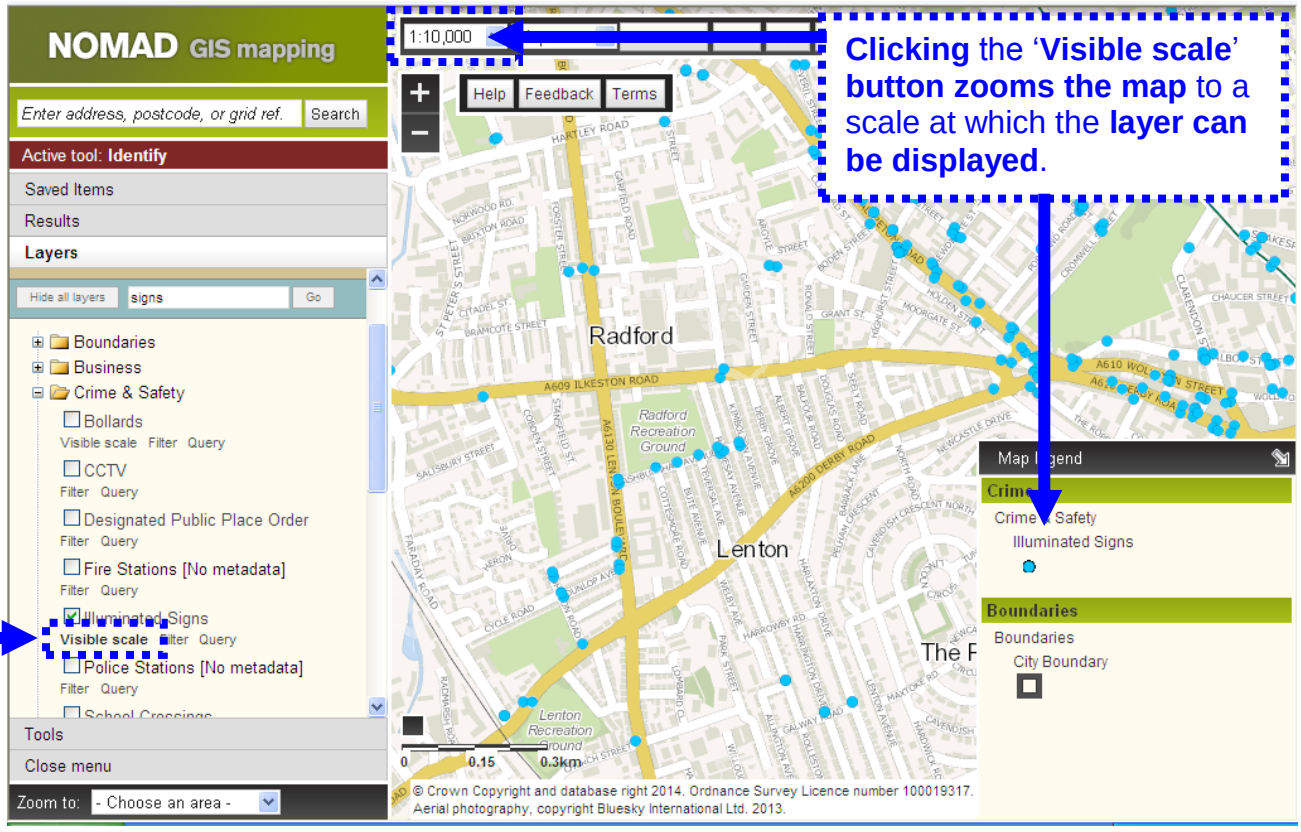


- To **restore** the '**City Boundary**' **layer** and **zoom** the map to the **extent** of that layer (i.e. how NOMAD generally looks when you first open it), use the '**Reset**' function…



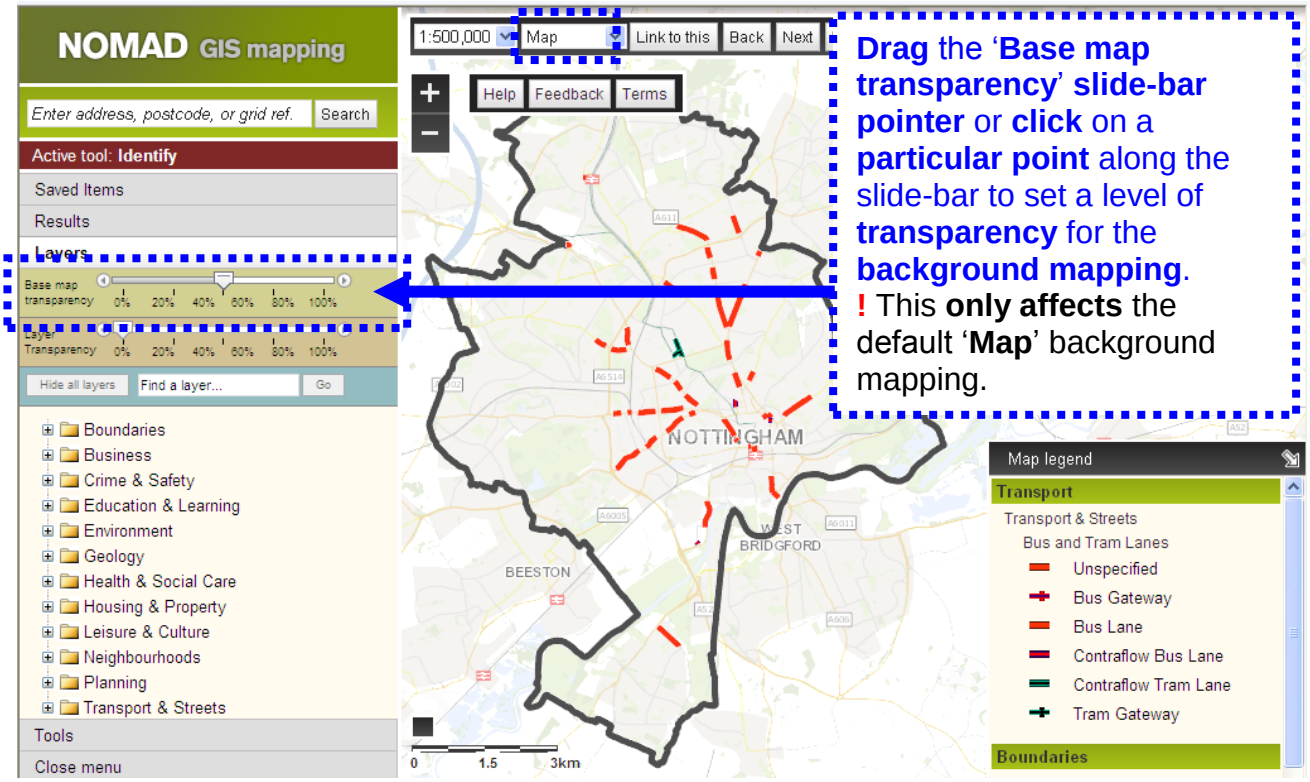
- **Some layers** will **only display** on the map **at certain scales** – either because there are so many features that viewing at some scales would make the map overcrowded; or the data has been originally drawn such that it is only accurate at certain (smaller) scales:

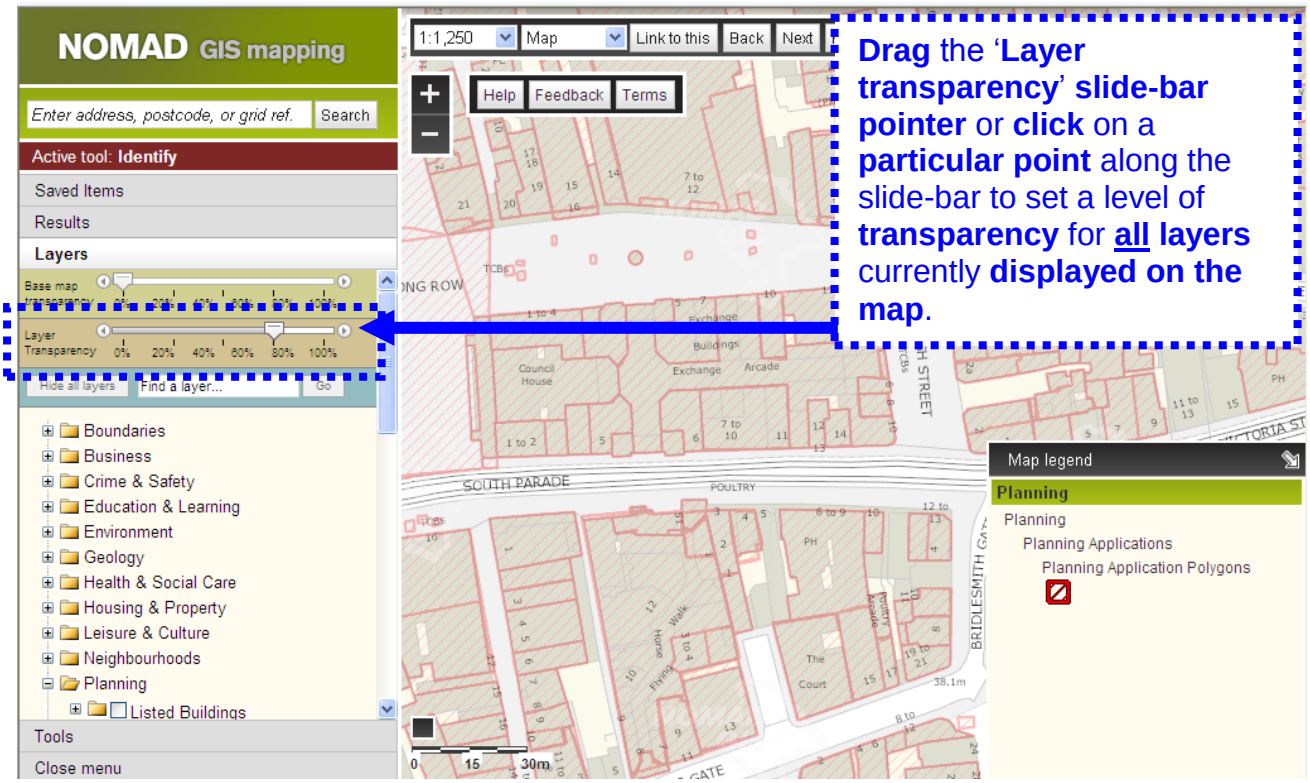




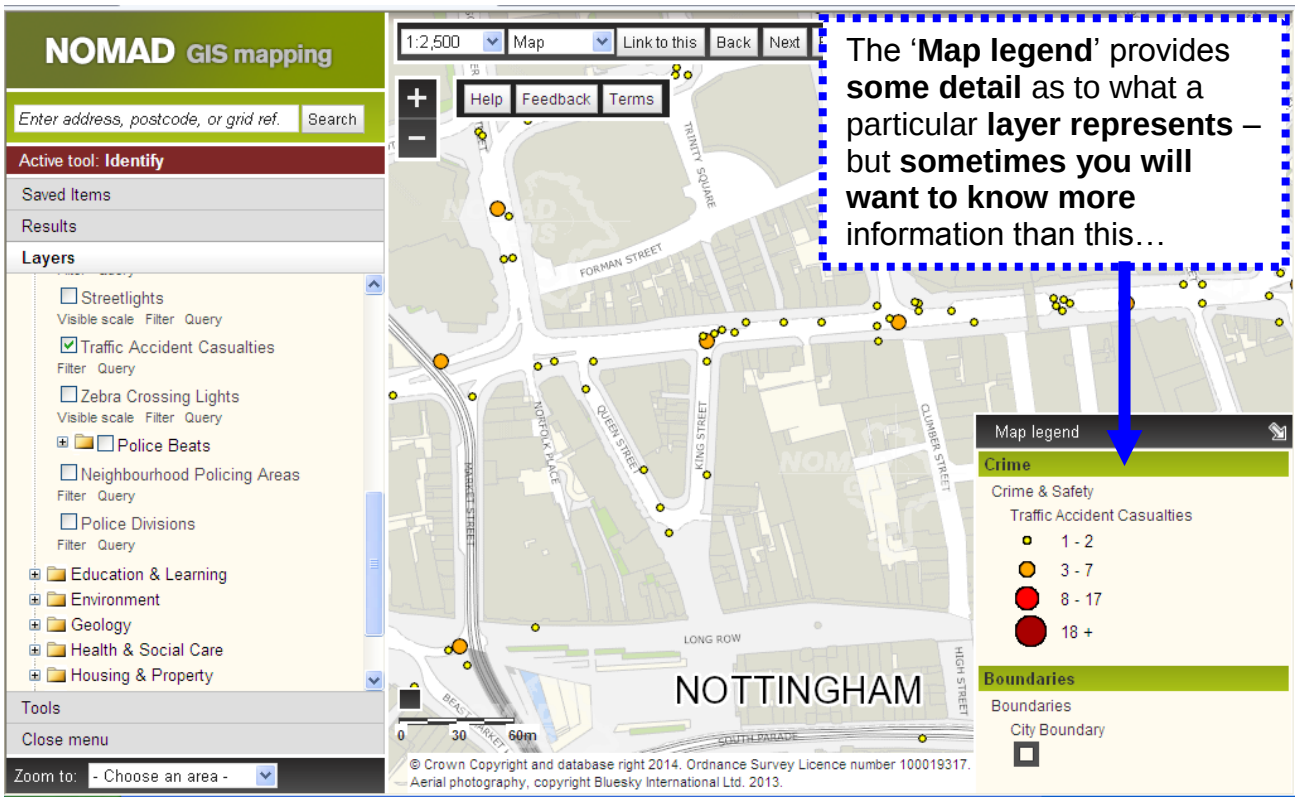
Adjusting layer transparency…

- If you find that a **displayed layer** is **hiding detail on the background map**, or that the **background map** is **detracting from the features in a displayed layer** – then you can fine-tune the **clarity** of the map by **adjusting the two slide-bars** at the top of the '**Layers**' section:



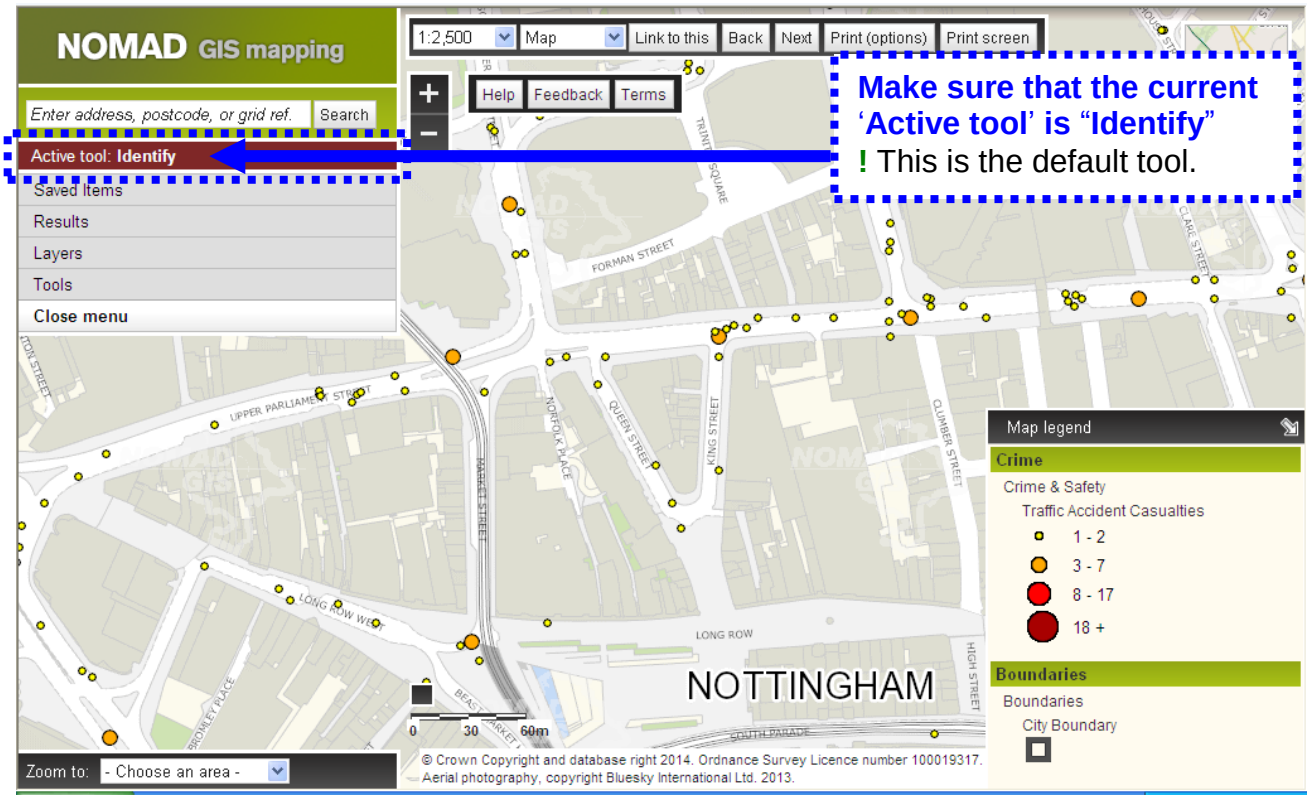


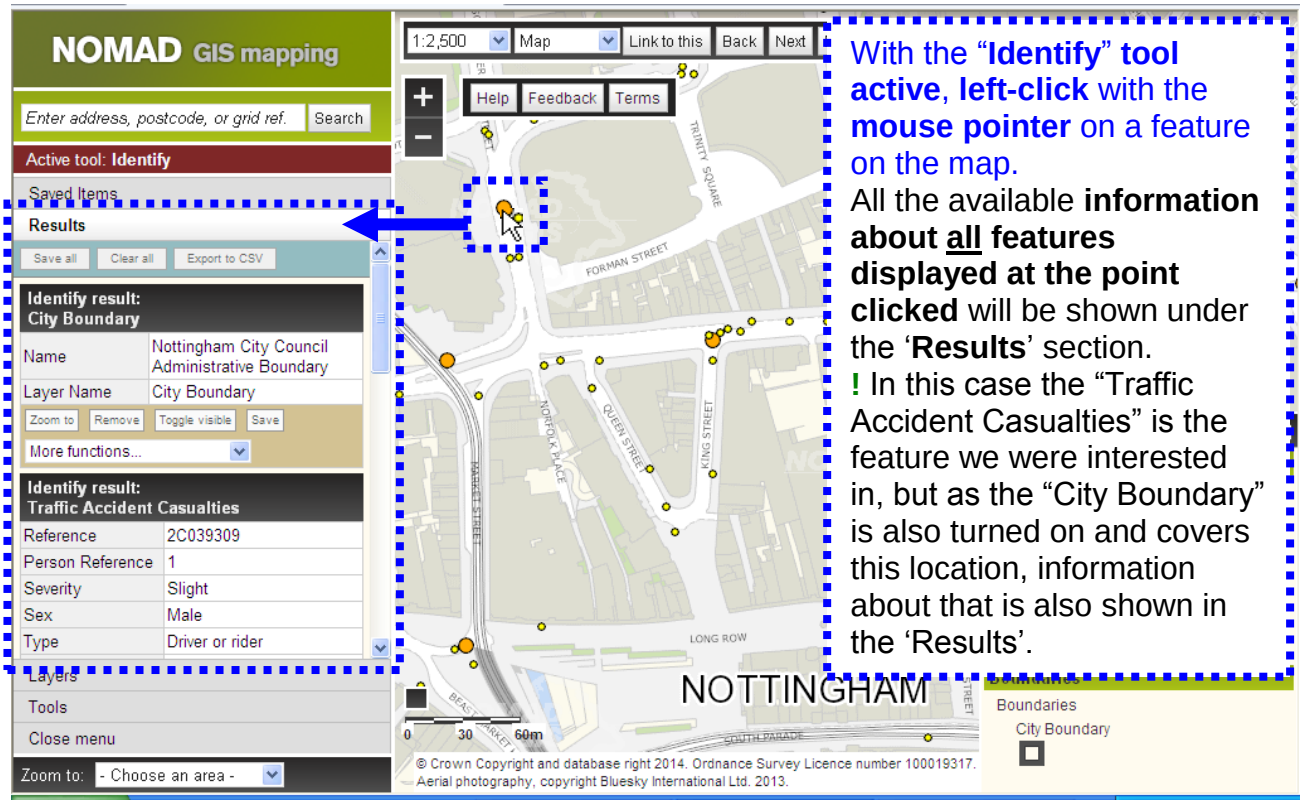
Find information on what a particular layer shows…

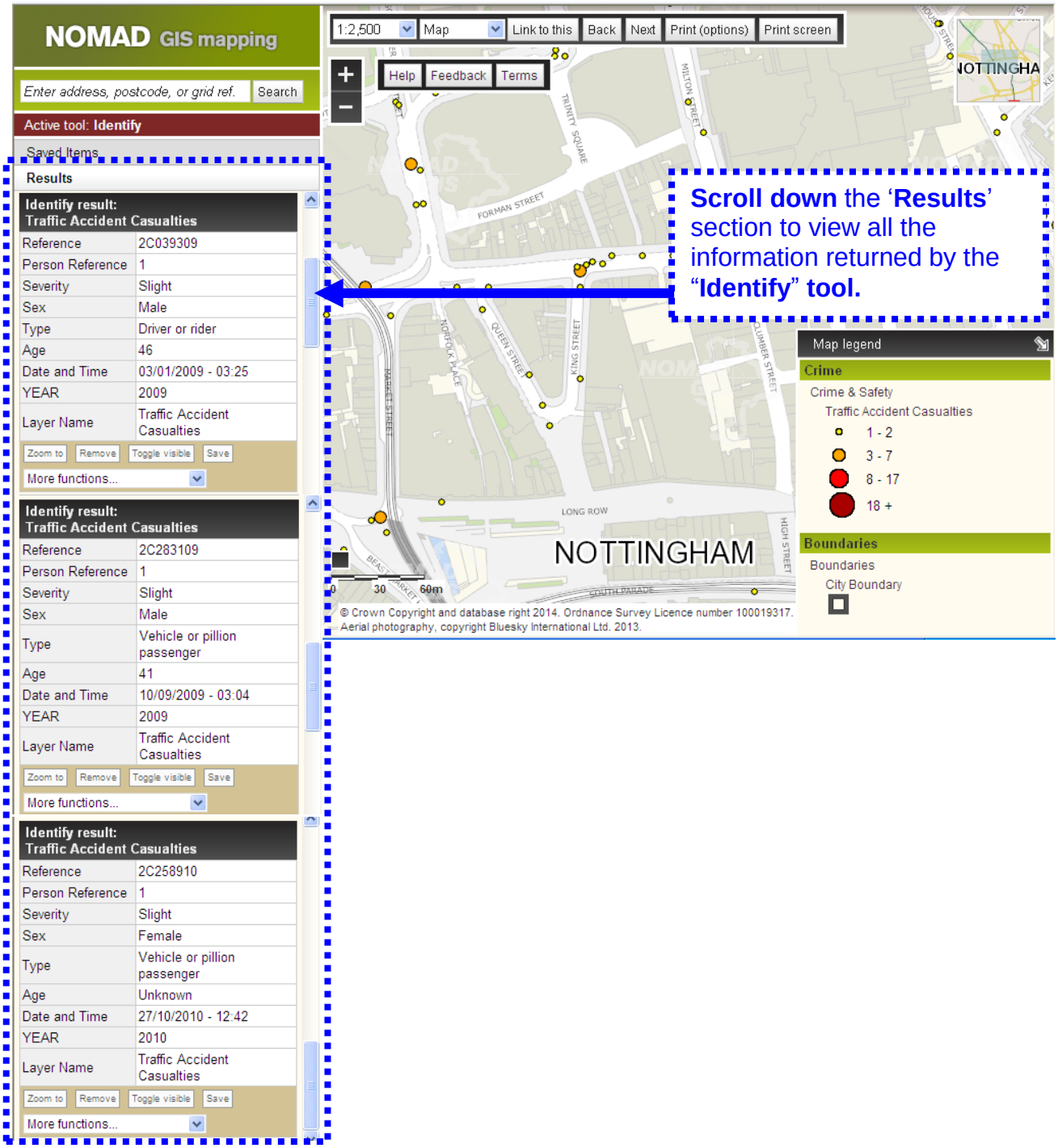




Find information on a particular feature…

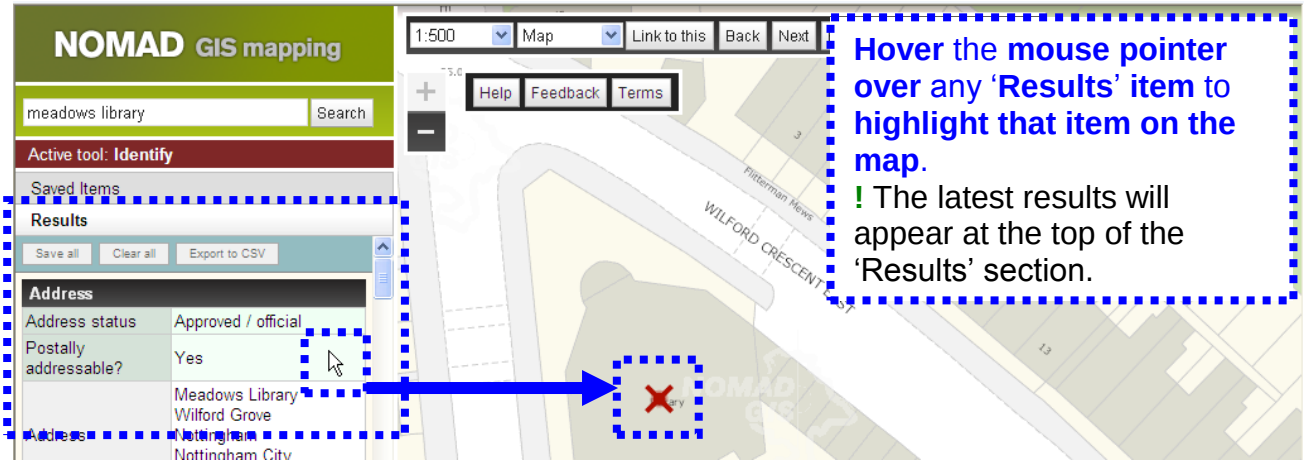


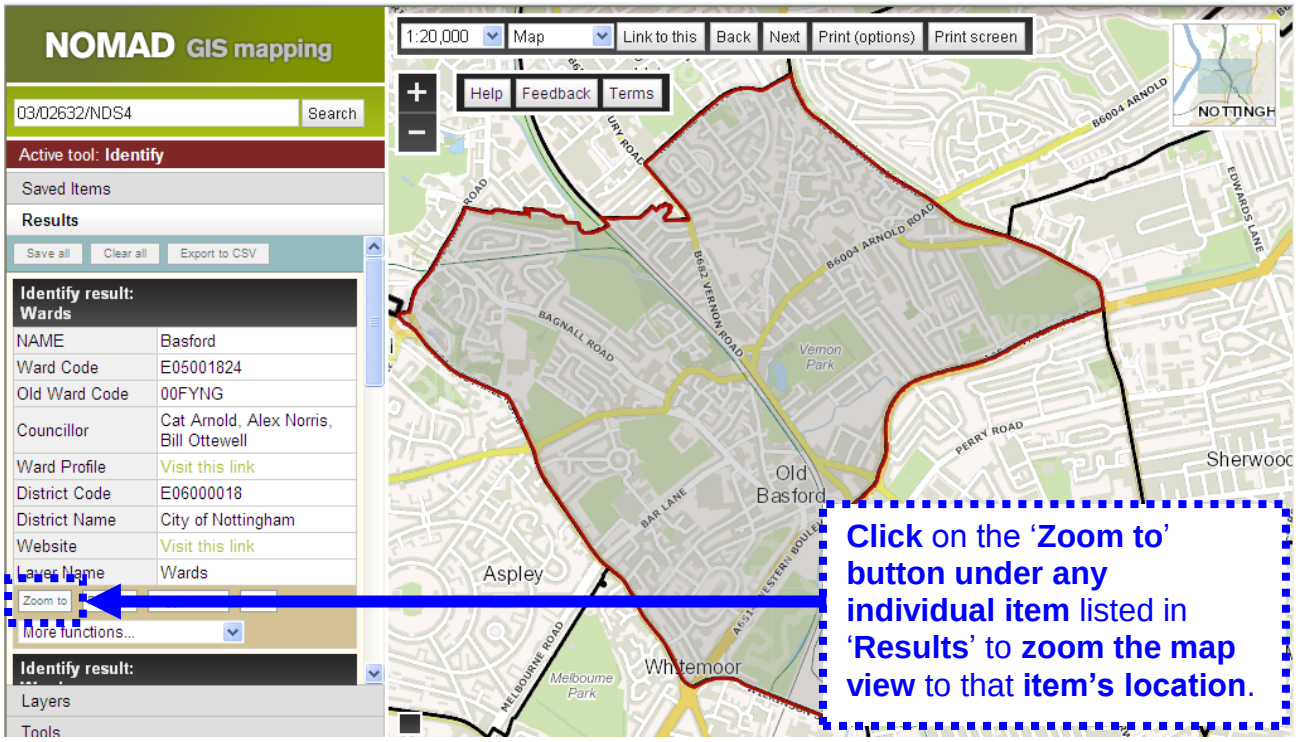


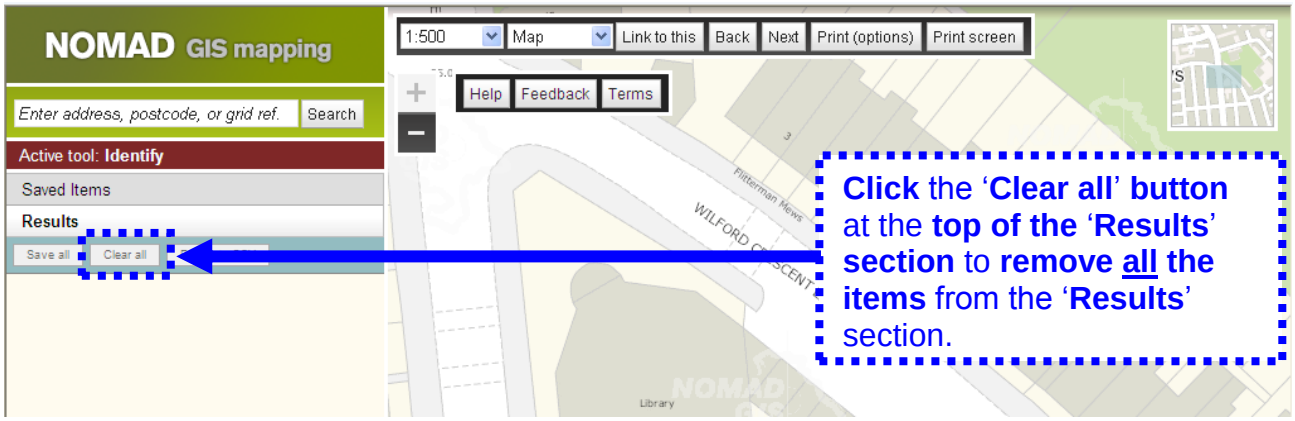

NOMAD GIS mapping
Enter address, postcode, or grid ref.
Search
Active tool: Identify
Saved Items
Results
Identify result: Traffic Accident Casualties
Reference 2C039309
Person Reference 1
Severity Slight
Sex Male
Type Driver or rider
Age 46
Date and Time 03/01/2009 - 03:25
YEAR 2009
Layer Name Traffic Accident Casualties
Zoom to
Remove
Toggle visible
Save
More functions...
Identify result: Traffic Accident Casualties
Reference 2C283109
Person Reference 1
Severity Slight
Sex Male
Type Vehicle or pillion passenger
Age 41
Date and Time 10/09/2009 - 03:04
YEAR 2009
Layer Name Traffic Accident Casualties
Zoom to
Remove
Toggle visible
Save
More functions...
Identify result: Traffic Accident Casualties
Reference 2C258910
Person Reference 1
Severity Slight
Sex Female
Type Vehicle or pillion passenger
Age Unknown
Date and Time 27/10/2010 - 12:42
YEAR 2010
Layer Name Traffic Accident Casualties
Zoom to
Remove
Toggle visible
Save
More functions...
1:2,500
Map
Link to this
Back
Next
Print (options)
Print screen
Help
Feedback
Terms
Scroll down the 'Results' section to view all the information returned by the "Identify" tool.
Map legend
Crime
Crime & Safety
Traffic Accident Casualties
1 - 2
3 - 7
8 - 17
18 +
Boundaries
Boundaries
City Boundary
NOTTINGHAM
© Crown Copyright and database right 2014. Ordnance Survey Licence number 100019317.
Aerial photography, copyright Bluesky International Ltd. 2013.

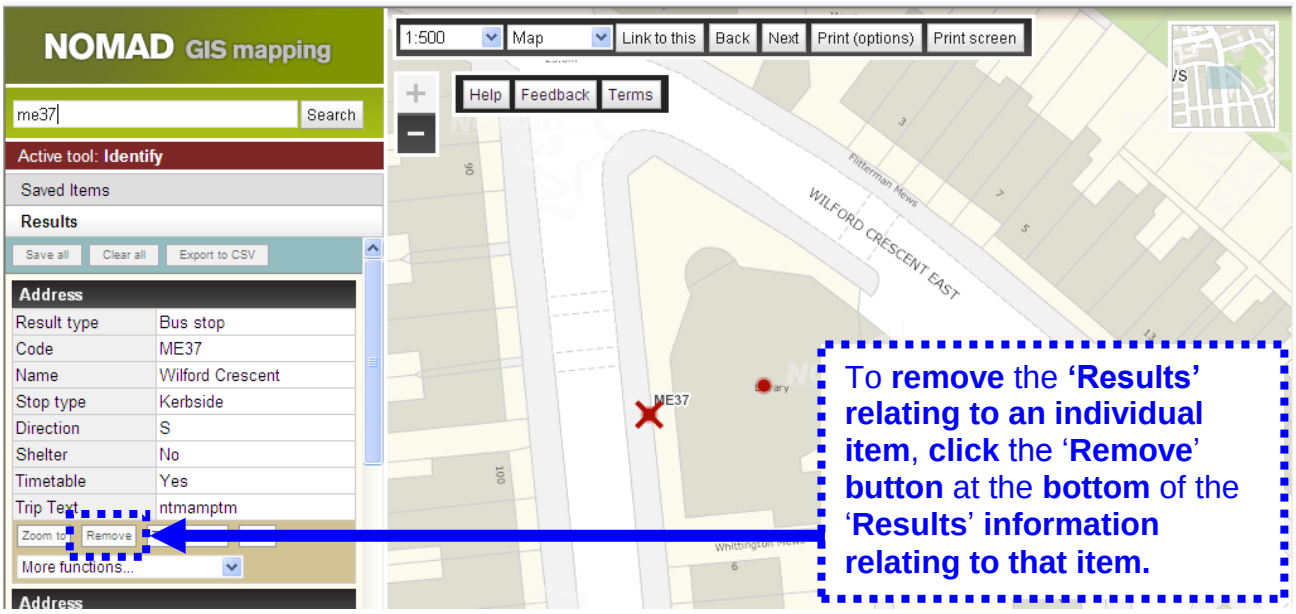
8. **Results**:

- Every time you perform a successful '**Search**' or use the '**Identify**' tool [see the 'Selection Tools' section for details on this], the results will be listed under the 'Results' section:



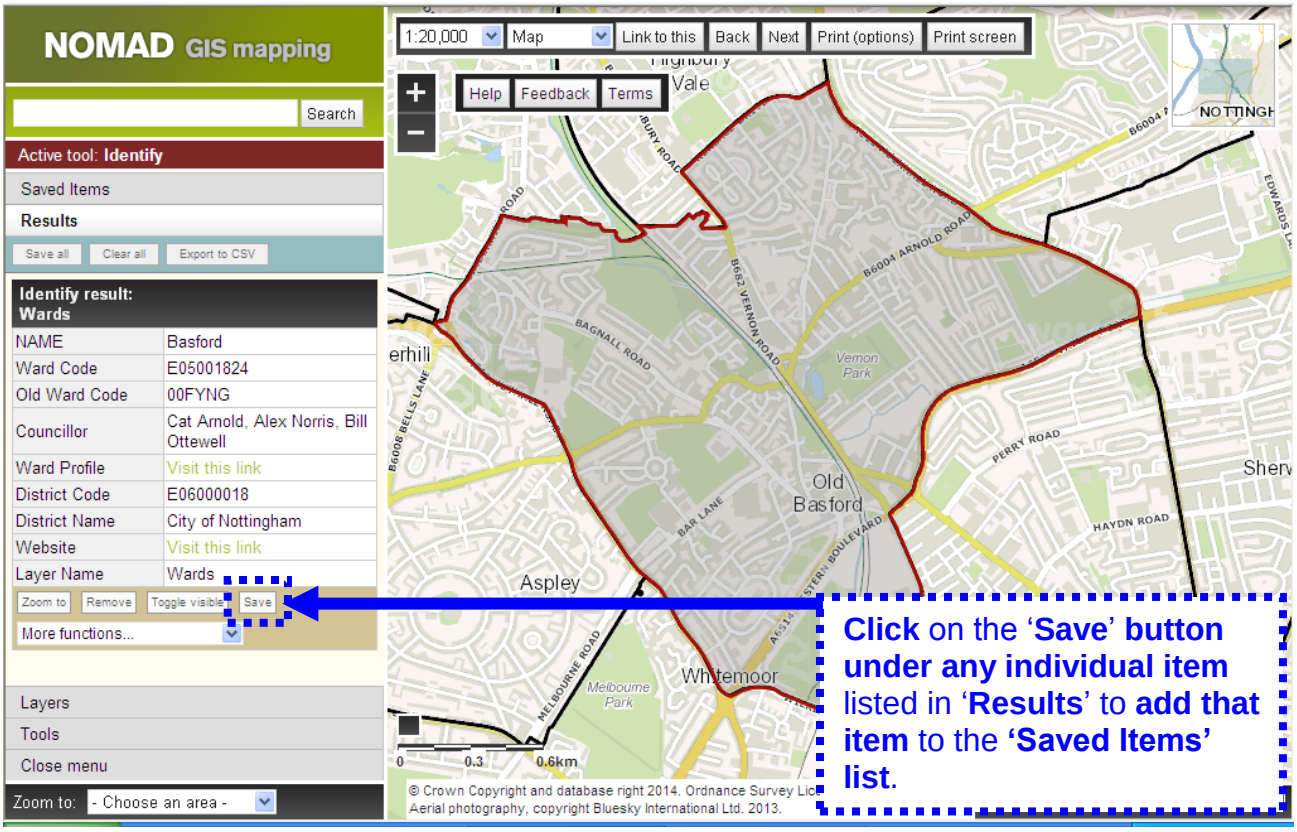


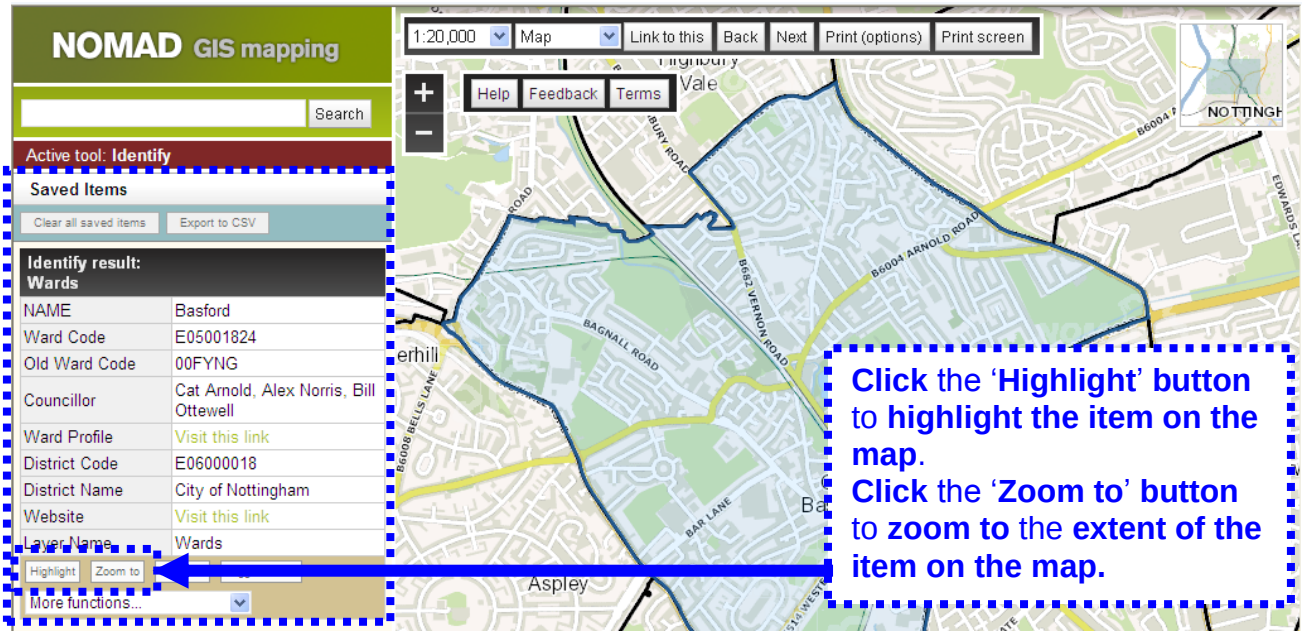




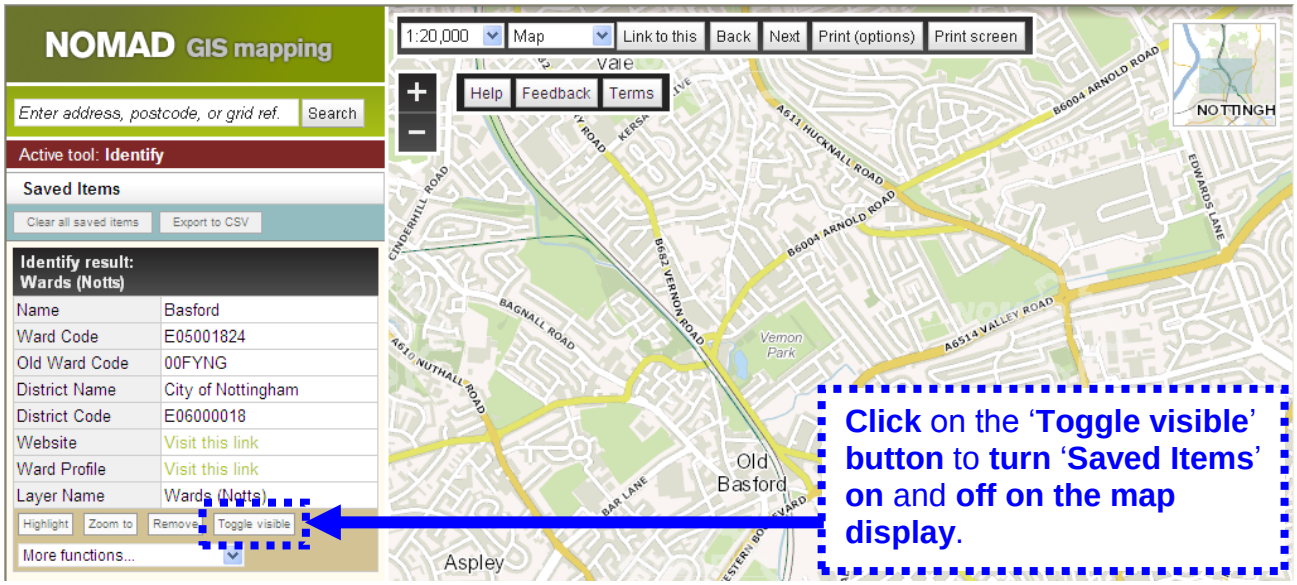
Saving 'Results' items (semi)-permanently…

- During a single NOMAD session **all** '**Results**' will **remain in the** '**Results**' **section** unless you choose to 'Remove' them (or 'Clear all') – but **once you close NOMAD down**, **these** '**Results**' **disappear**.
- However, by choosing to '**Save' results** these will **become** (semi)-**permanent** and be **available in future NOMAD sessions**:




NOMAD GIS mapping
Search
Active tool: Identify
Saved Items
Clear all saved items
Export to CSV
Identify result:
Wards
NAME Basford
Ward Code E05001824
Old Ward Code 00FYNG
Councillor Cat Arnold, Alex Norris, Bill Ottewell
Ward Profile Visit this link
District Code E06000018
District Name City of Nottingham
Website Visit this link
Layer Name Wards
Highlight
Zoom to
More functions...
1:20,000
Map
Link to this
Back
Next
Print (options)
Print screen
Help
Feedback
Terms
Aspley
Click the 'Highlight' button to highlight the item on the map.
Click the 'Zoom to' button to zoom to the extent of the item on the map.


NOMAD GIS mapping
Search
Active tool: Identify
Saved Items
Clear all saved items
Export to CSV
Identify result:
Wards (Notts)
Name Basford
Ward Code E05001824
Old Ward Code 00FYNG
District Name City of Nottingham
District Code E06000018
Website Visit this link
Ward Profile Visit this link
Layer Name Wards (Notts)
Highlight
Zoom to
Remove
Toggle visible
More functions...
1:20,000
Map
Link to this
Back
Next
Print (options)
Print screen
Help
Feedback
Terms
Old Basford
Aspley
! If a 'Saved Item' is a feature from a layer (in this case a Ward boundary) then you can even switch off the layer (in the 'Layers' section) and the 'Saved Item' feature will still display on the map.

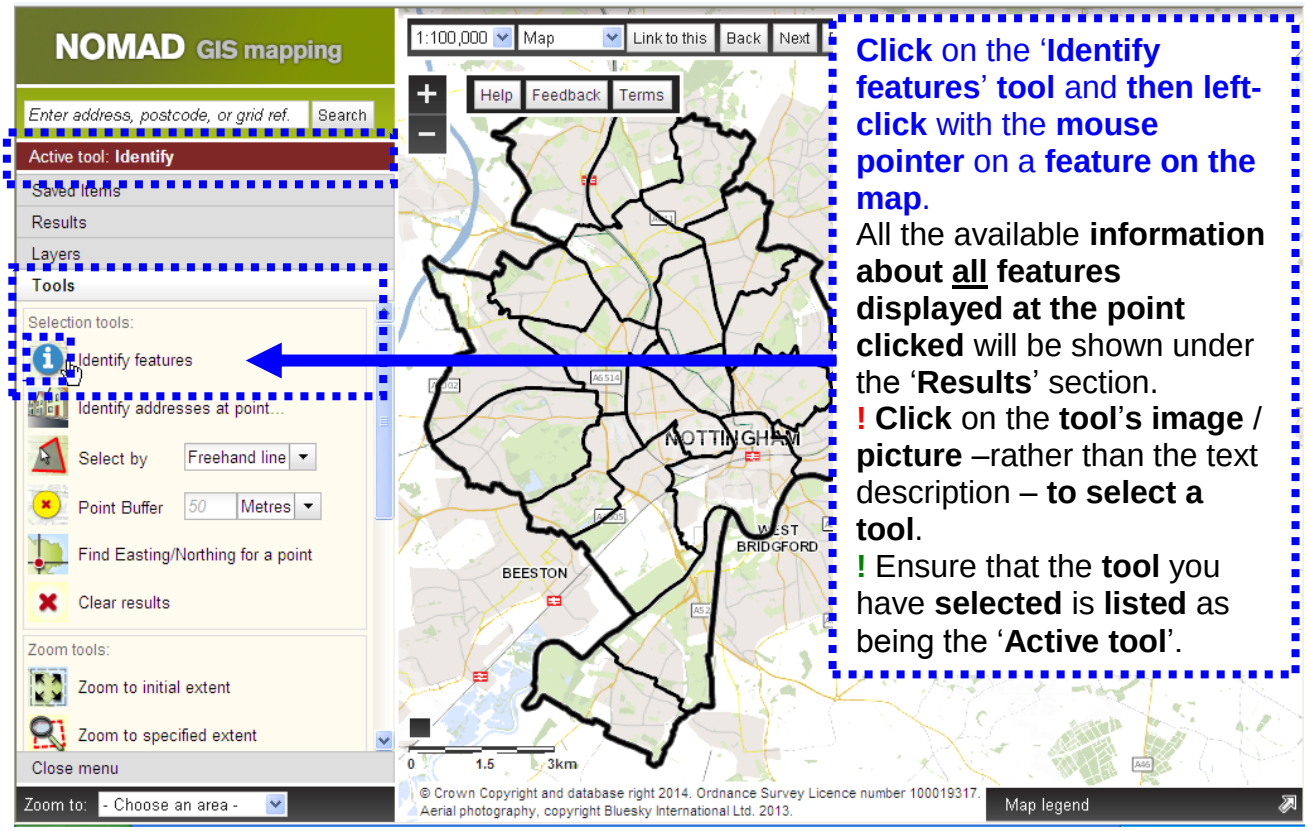

NOMAD GIS mapping
Enter address, postcode, or grid ref.
Search
Active tool: Identify
Saved Items
Clear all saved items
Export to CSV
Identify result:
Wards (Notts)
Name Basford
Ward Code E05001824
Old Ward Code 00FYNG
District Name City of Nottingham
District Code E06000018
Website Visit this link
Ward Profile Visit this link
Layer Name Wards (Notts)
Highlight
Zoom to
Remove
Toggle visible
More functions...
1:20,000
Map
Link to this
Back
Next
Print (options)
Print screen
Help
Feedback
Terms
Old Basford
Aspley
Click on the 'Toggle visible' button to turn 'Saved Items' on and off on the map display.

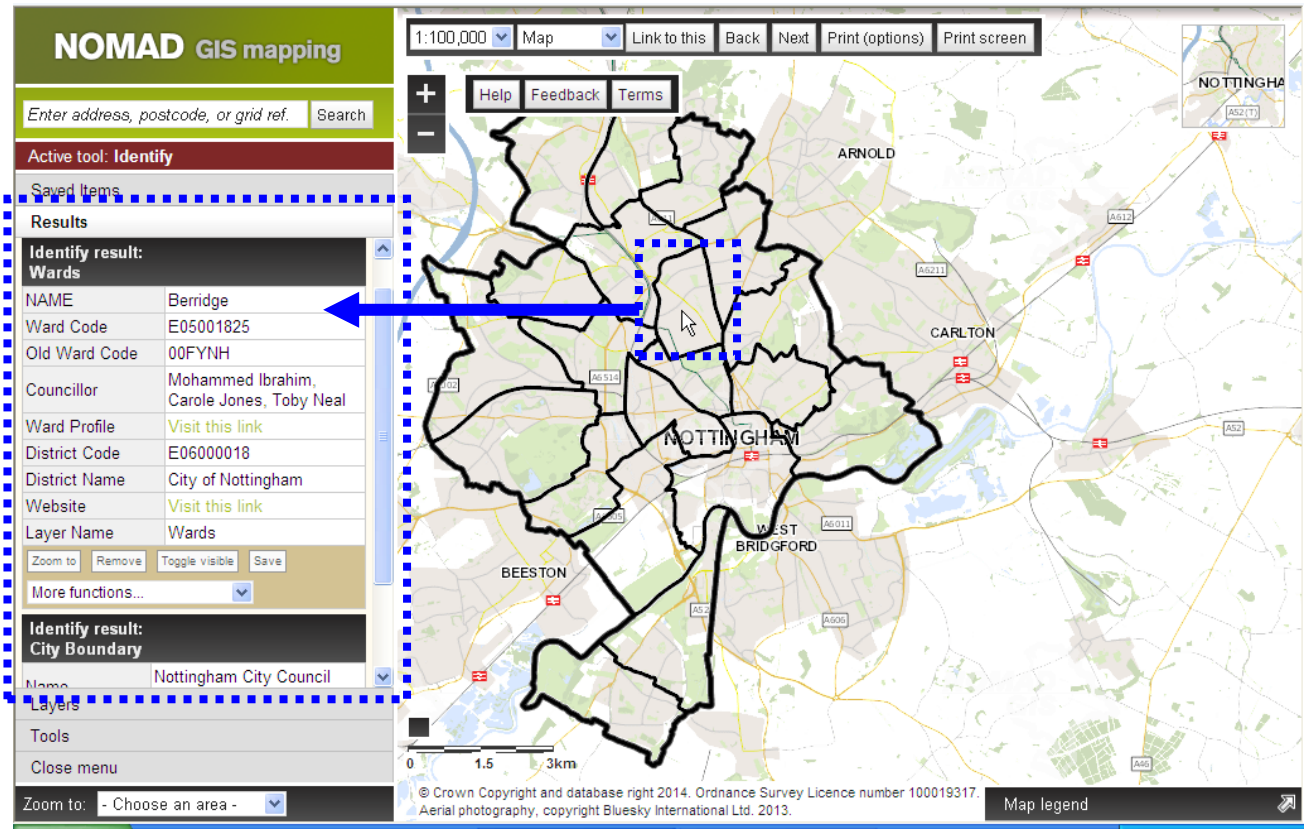
!!! You should note that although choosing to '**Save**' result items places them in '**Saved Items**' section which (**in theory**) **is permanent storage**, **this storage will be affected if your internet** '**cache**' **or** '**cookies**' **are cleared**.

As you may have little or no control over this in a work environment, you **should not rely on any** '**Saved Items**' **being permanently available over a long period of time**.

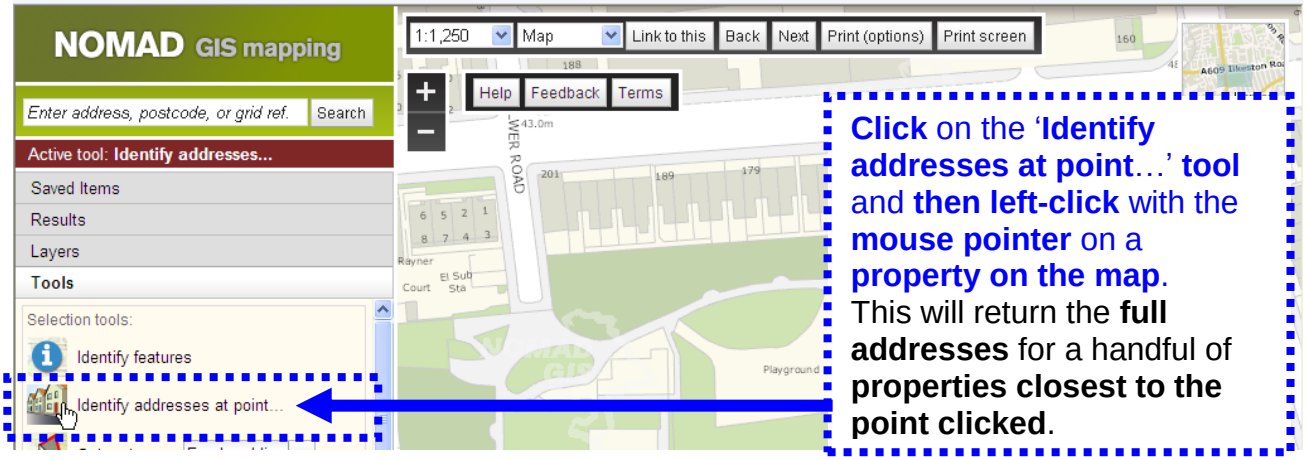
9. Selection tools

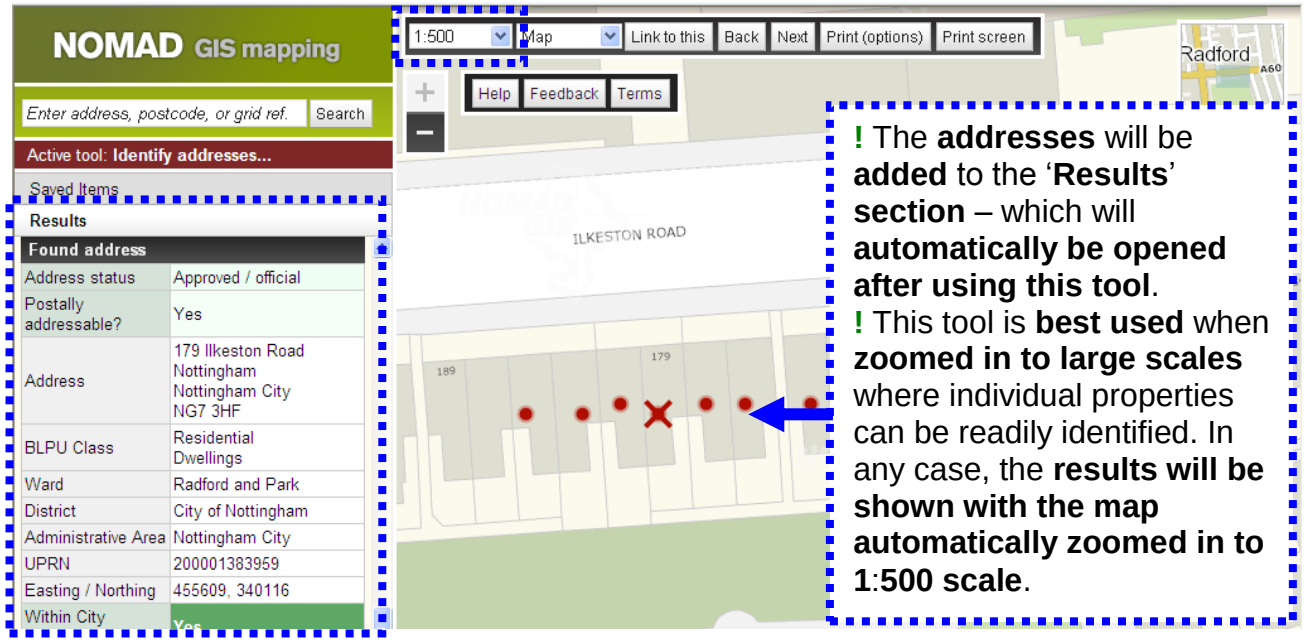
Identify features…



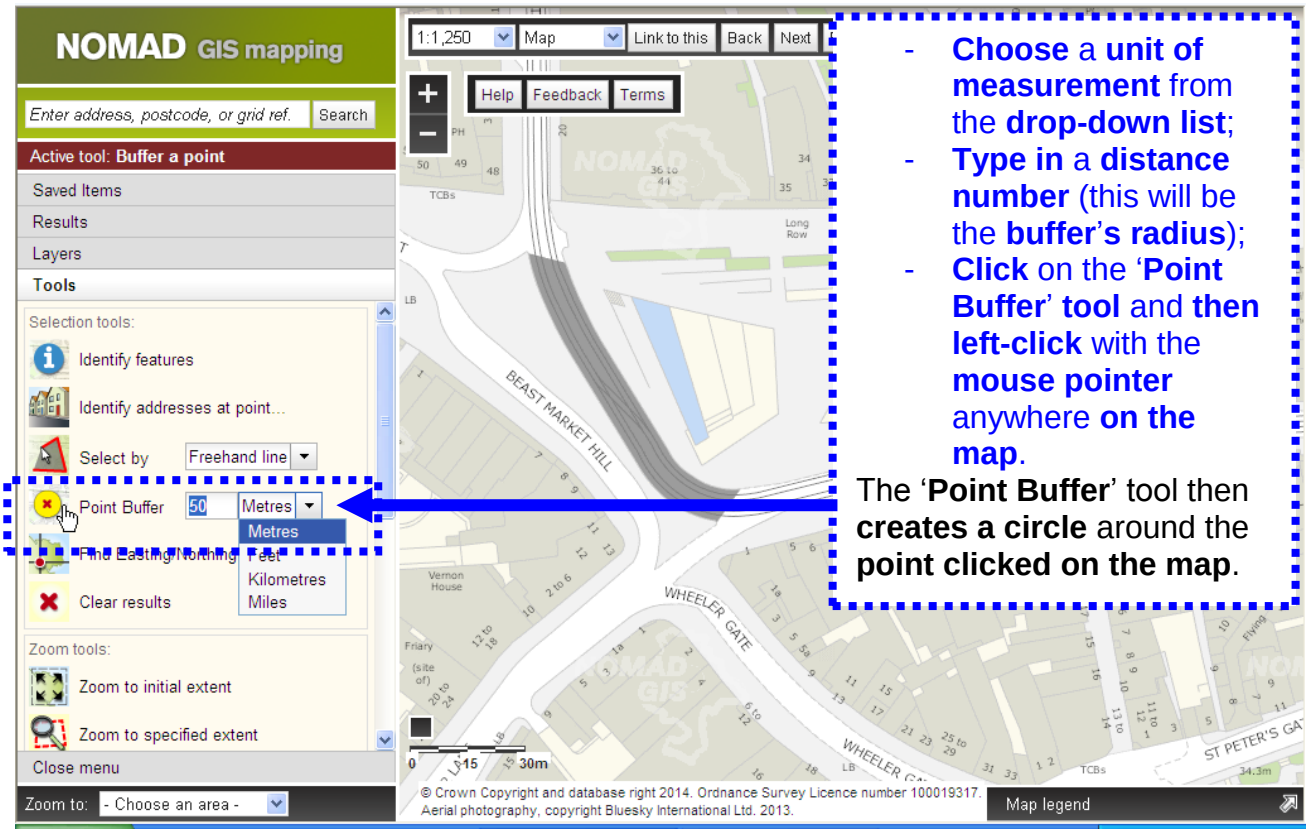


Identify addresses at point...



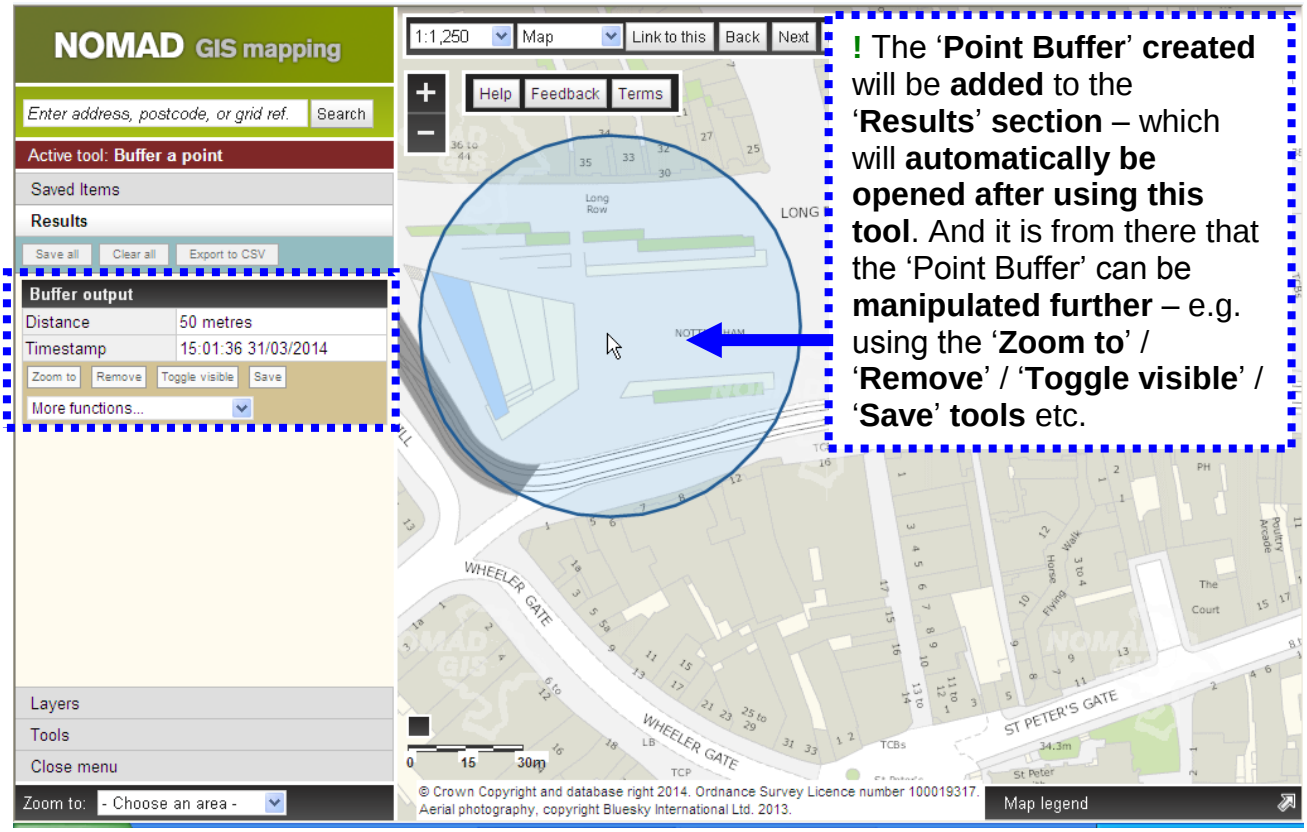


Point Buffer…



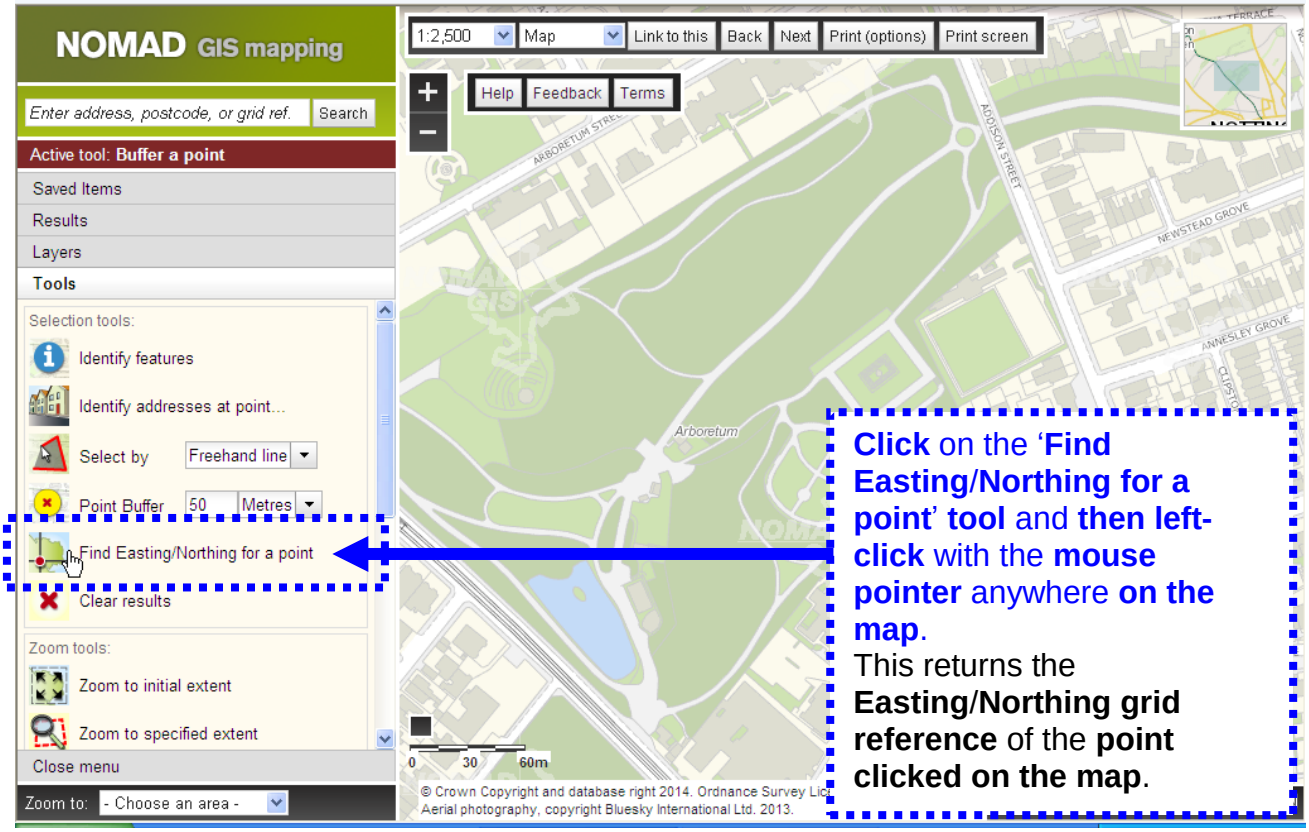
- **Choose** a **unit of measurement** from the **drop-down list**;
- **Type in** a **distance number** (this will be the **buffer's radius**);
- **Click** on the '**Point Buffer**' **tool** and **then left-click** with the **mouse pointer** anywhere **on the map**.

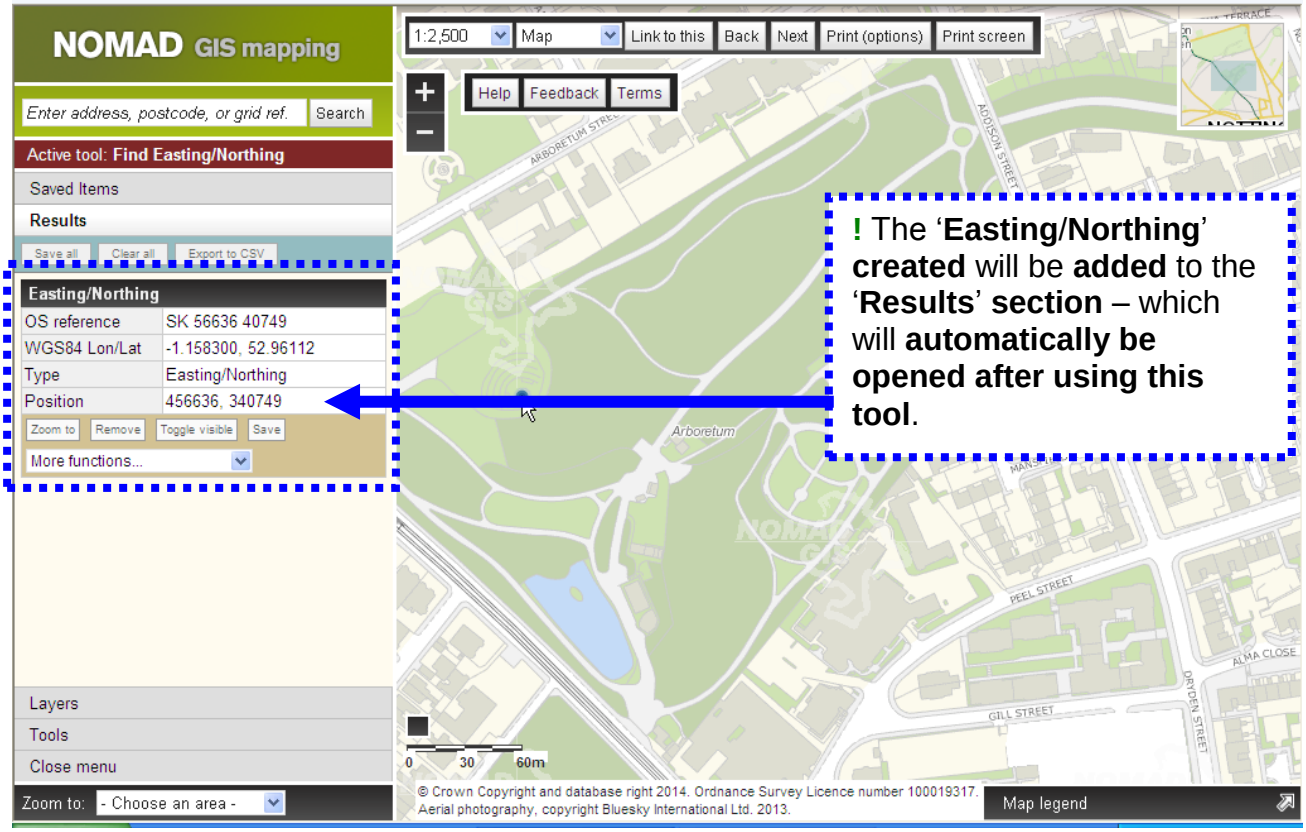
The '**Point Buffer**' tool then **creates a circle** around the **point clicked on the map**.



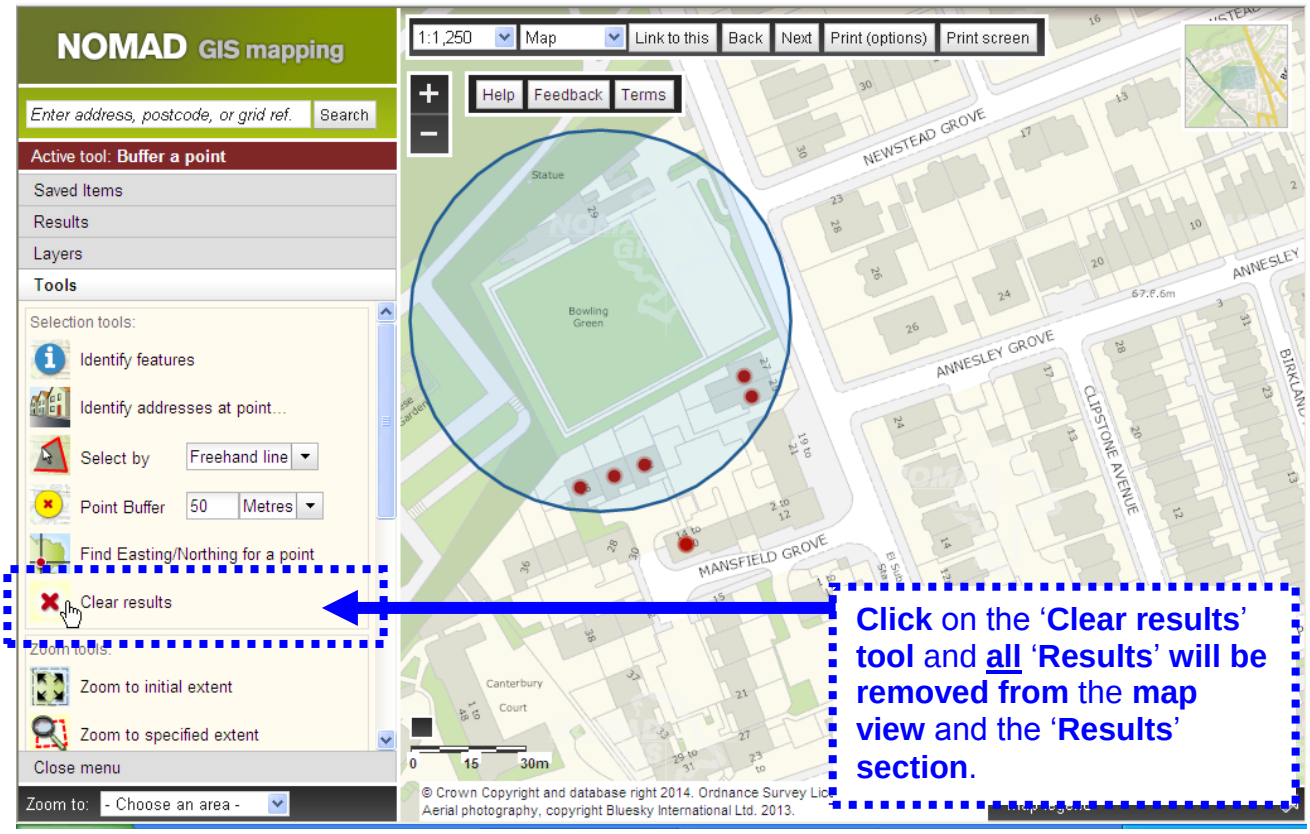
! The '**Point Buffer**' **created** will be **added** to the '**Results**' **section** – which will **automatically be opened after using this tool**. And it is from there that the 'Point Buffer' can be **manipulated further** – e.g. using the '**Zoom to**' / '**Remove**' / '**Toggle visible**' / '**Save**' **tools** etc.

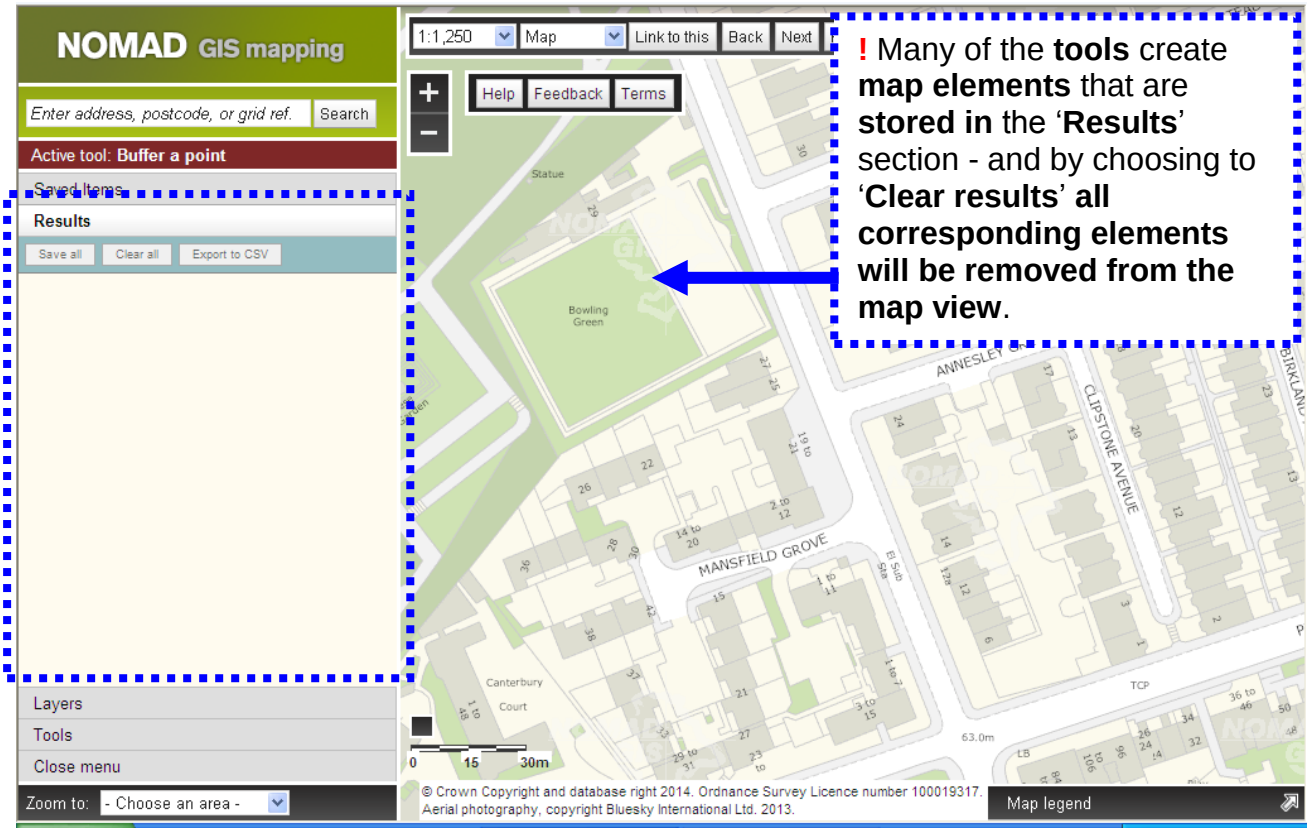
Find Easting/Northing for a point…





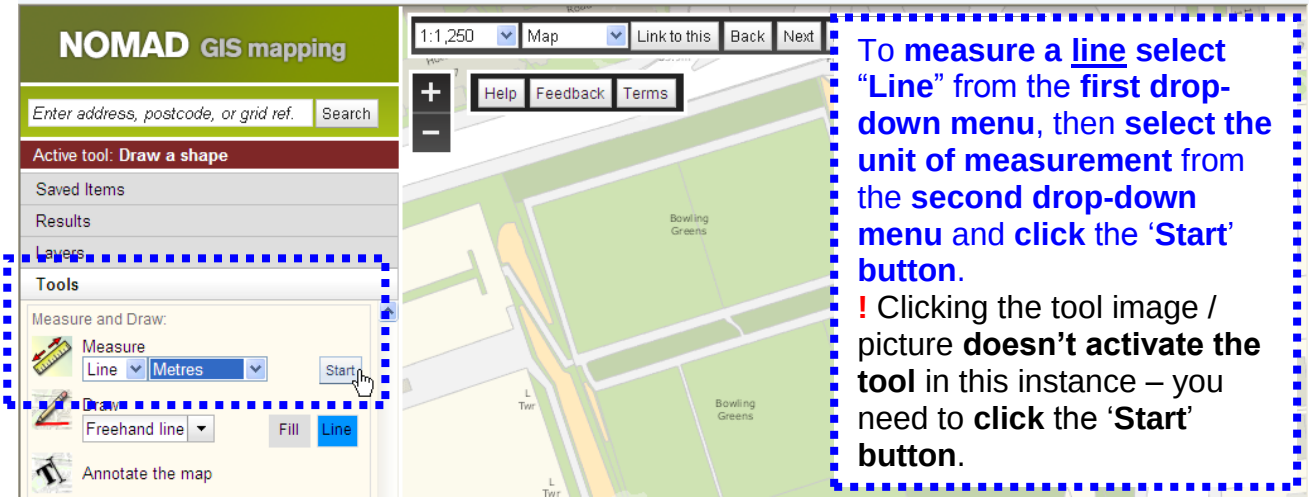
Clear results…





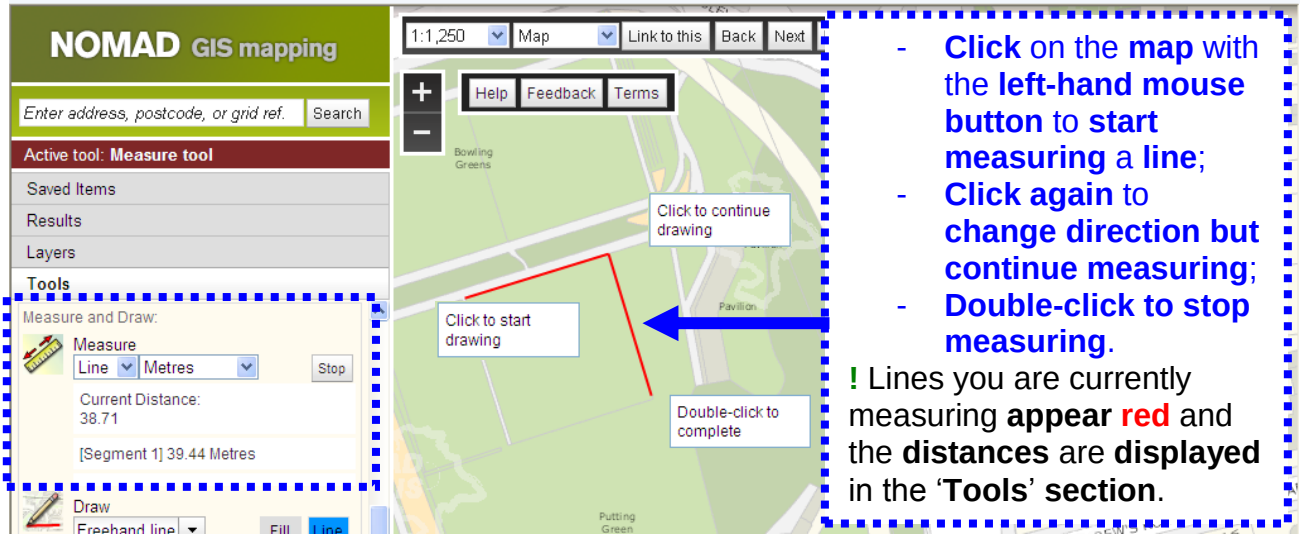
10. **Measure and Draw tools**…

Measure…



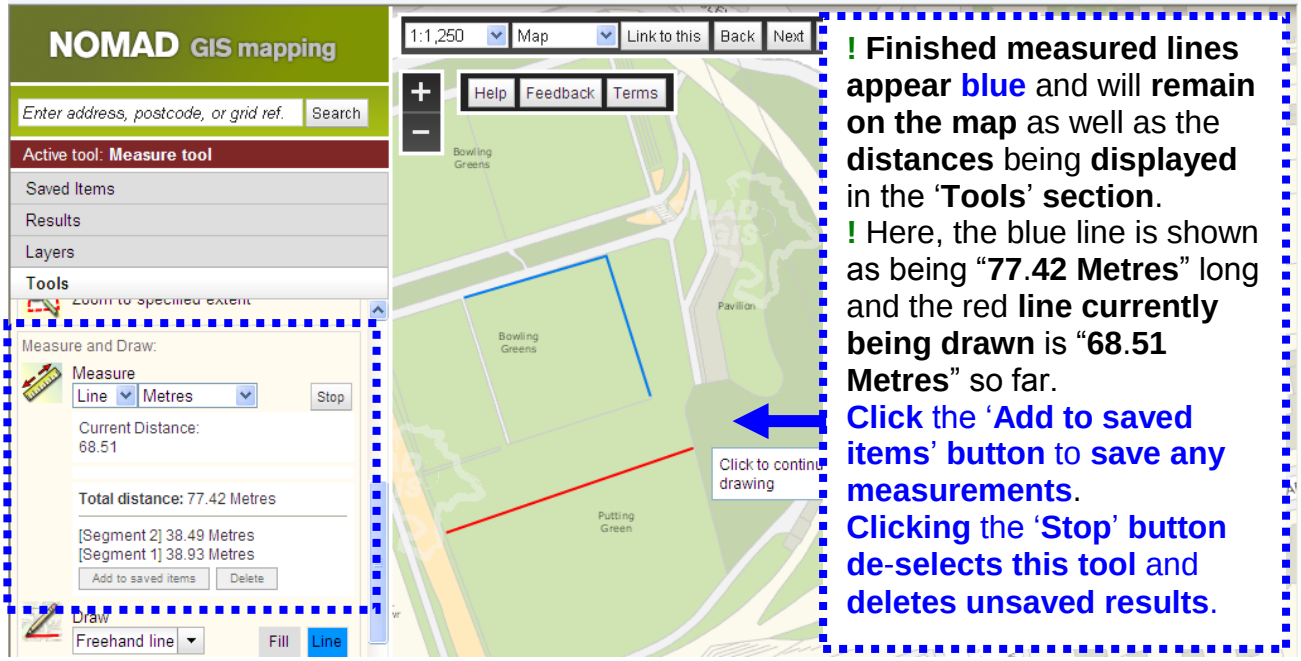
To **measure a line select** "**Line**" from the **first drop-down menu**, then **select the unit of measurement** from the **second drop-down menu** and **click** the '**Start**' **button**.

! Clicking the tool image / picture **doesn't activate the tool** in this instance – you need to **click** the '**Start**' **button**.



- **Click** on the **map** with the **left-hand mouse button** to **start measuring** a **line**;
- **Click again** to **change direction but continue measuring**;
- **Double-click to stop measuring**.

! Lines you are currently measuring **appear red** and the **distances** are **displayed** in the '**Tools**' **section**.

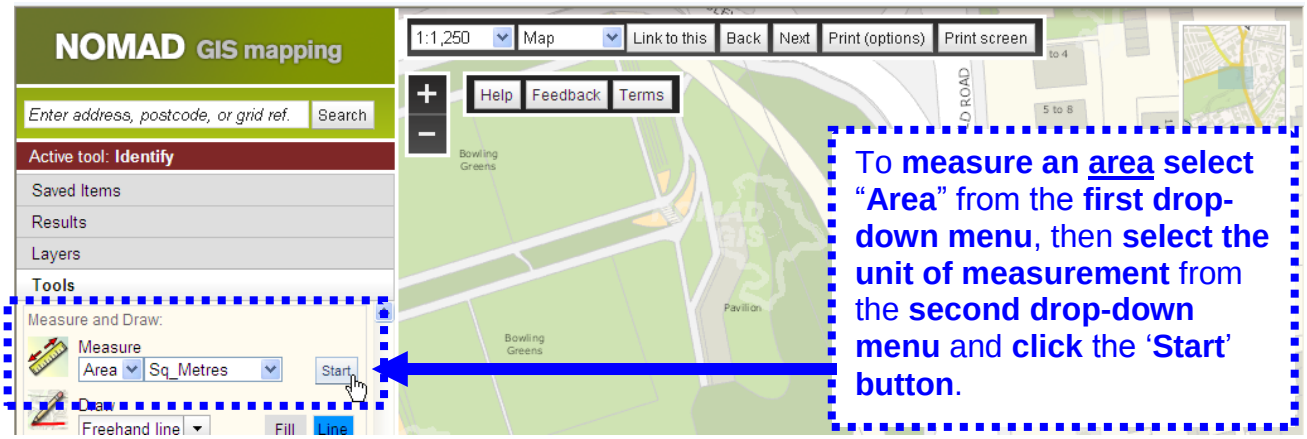


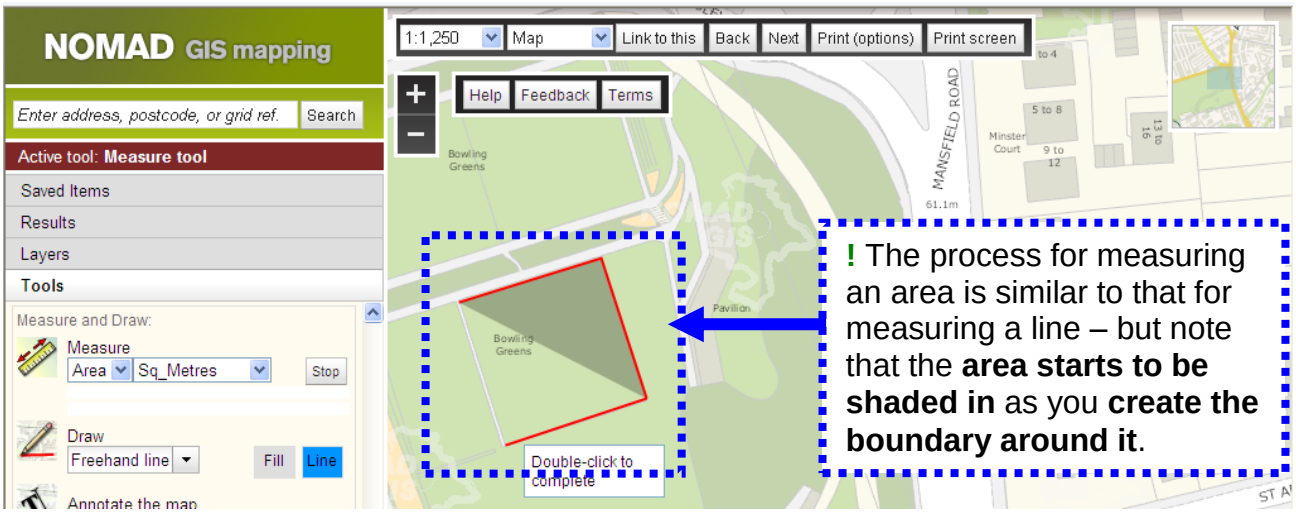
! Finished measured lines appear blue and will **remain on the map** as well as the **distances** being **displayed** in the '**Tools**' **section**.

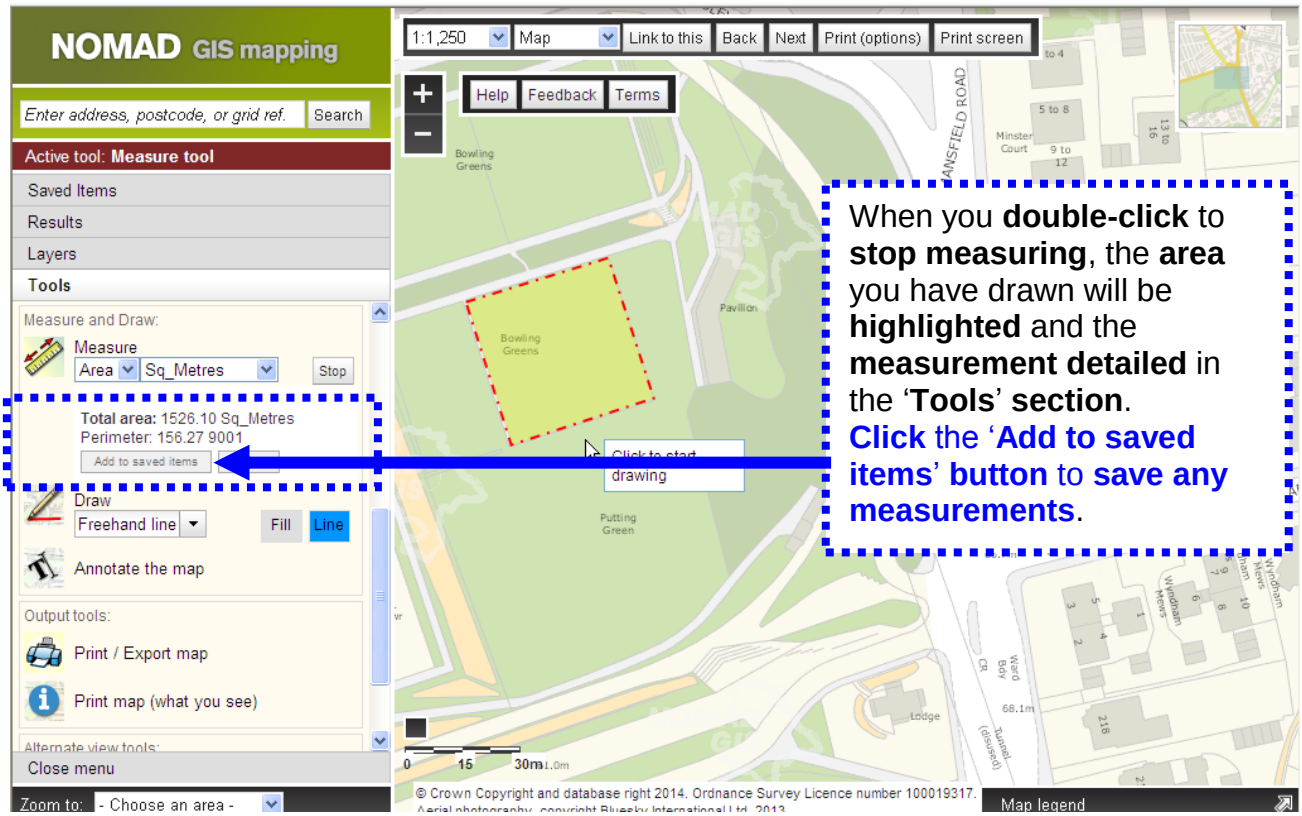
! Here, the blue line is shown as being "**77.42 Metres**" long and the red **line currently being drawn** is "**68.51 Metres**" so far.

Click the '**Add to saved items**' **button** to **save any measurements**.

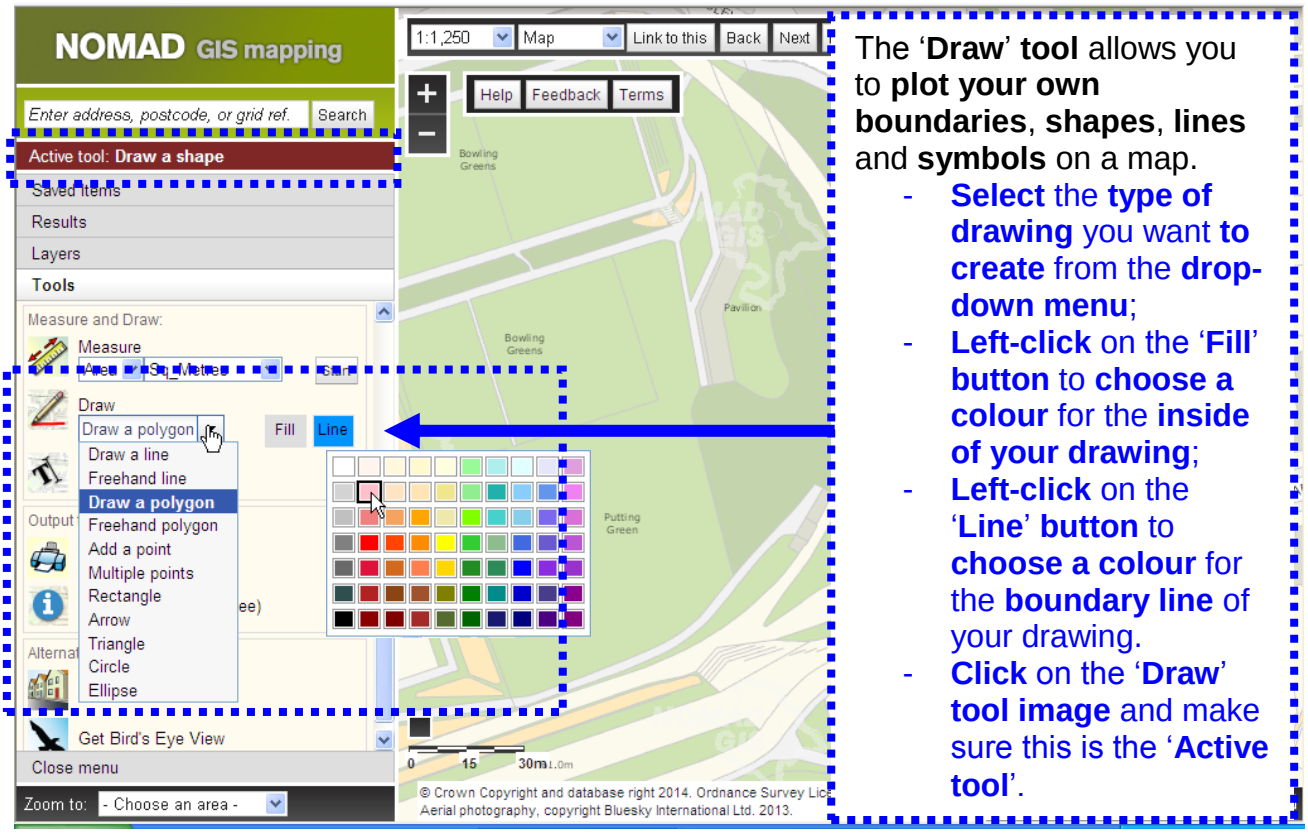
Clicking the '**Stop**' **button de-selects this tool** and **deletes unsaved results**.


NOMAD GIS mapping
Enter address, postcode, or grid ref.
Search
Active tool: Identify
Saved Items
Results
Layers
Tools
Measure and Draw:
Measure
Area
Sq_Metres
Start
Draw
Freehand line
Fill
Line
1:1,250
Map
Link to this
Back
Next
Print (options)
Print screen
Help
Feedback
Terms
To measure an area select "Area" from the first drop-down menu, then select the unit of measurement from the second drop-down menu and click the 'Start' button.


NOMAD GIS mapping
Enter address, postcode, or grid ref.
Search
Active tool: Measure tool
Saved Items
Results
Layers
Tools
Measure and Draw:
Measure
Area
Sq_Metres
Stop
Draw
Freehand line
Fill
Line
Annotate the map
Double-click to complete
! The process for measuring an area is similar to that for measuring a line – but note that the area starts to be shaded in as you create the boundary around it.


NOMAD GIS mapping
Enter address, postcode, or grid ref.
Search
Active tool: Measure tool
Saved Items
Results
Layers
Tools
Measure and Draw:
Measure
Area
Sq_Metres
Stop
Total area: 1526.10 Sq_Metres
Perimeter: 156.27 9001
Add to saved items
Draw
Freehand line
Fill
Line
Annotate the map
Output tools:
Print / Export map
Print map (what you see)
Close menu
Zoom to:
- Choose an area -
Click to start drawing
When you double-click to stop measuring, the area you have drawn will be highlighted and the measurement detailed in the 'Tools' section.
Click the 'Add to saved items' button to save any measurements.

Draw…

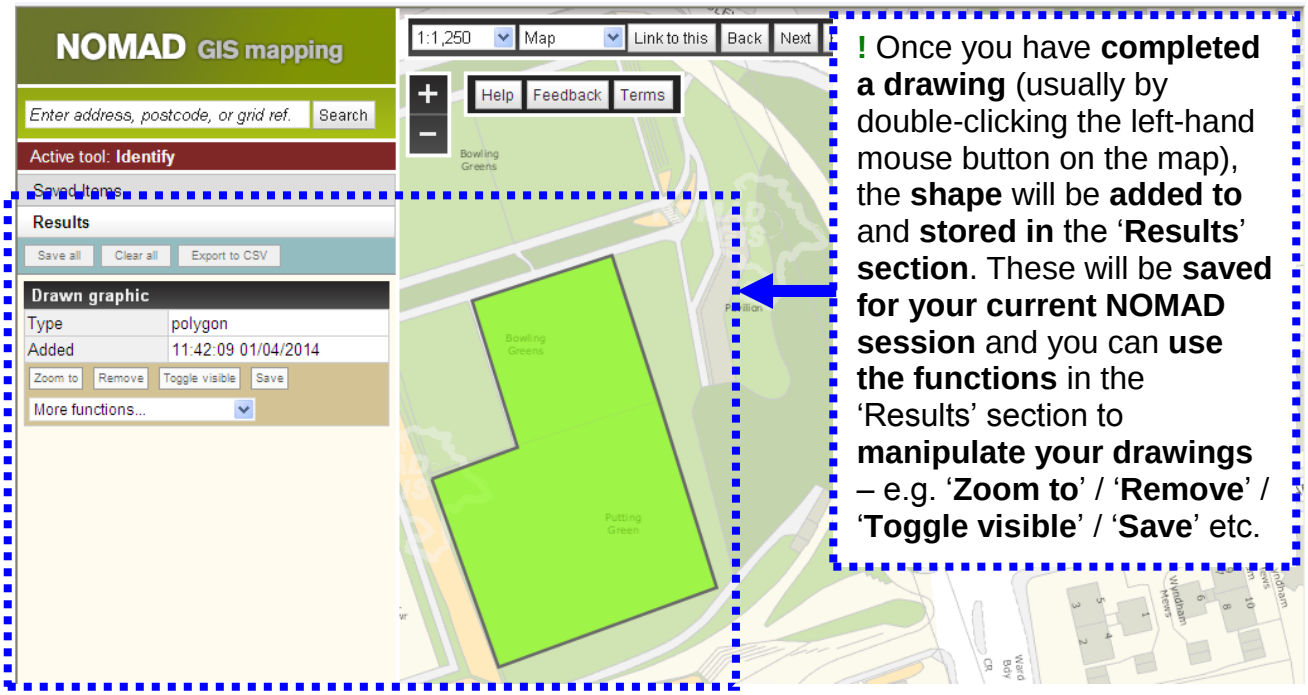


The '**Draw**' **tool** allows you to **plot your own boundaries**, **shapes**, **lines** and **symbols** on a map.

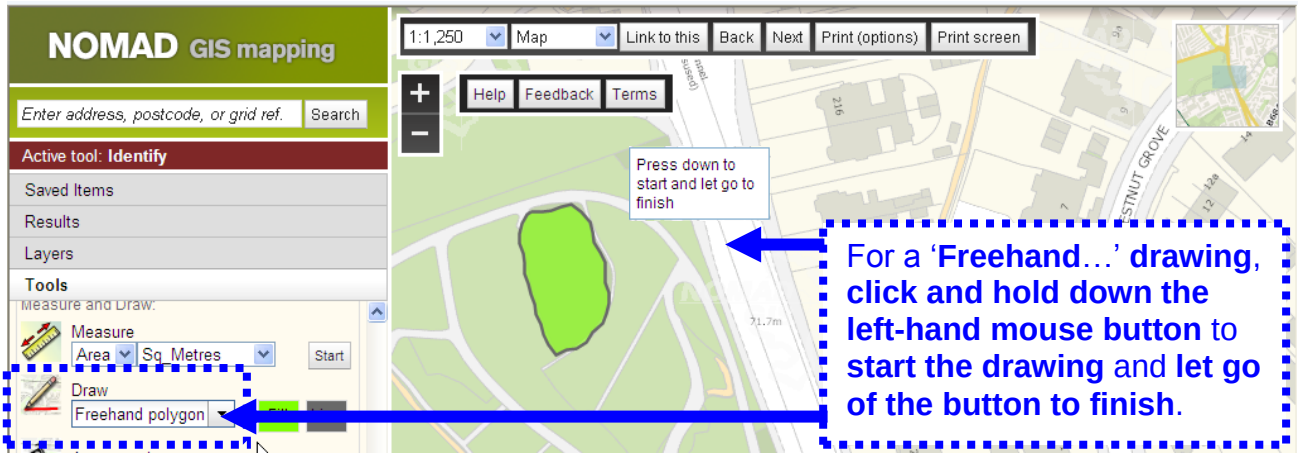
- **Select** the **type of drawing** you want **to create** from the **drop-down menu**;
- **Left-click** on the '**Fill**' **button** to **choose a colour** for the **inside of your drawing**;
- **Left-click** on the '**Line**' **button** to **choose a colour** for the **boundary line** of your drawing.
- **Click** on the '**Draw**' **tool image** and make sure this is the '**Active tool**'.



Then **create your drawing on the map** using a **similar process to the** '**Measure**' **tool**.

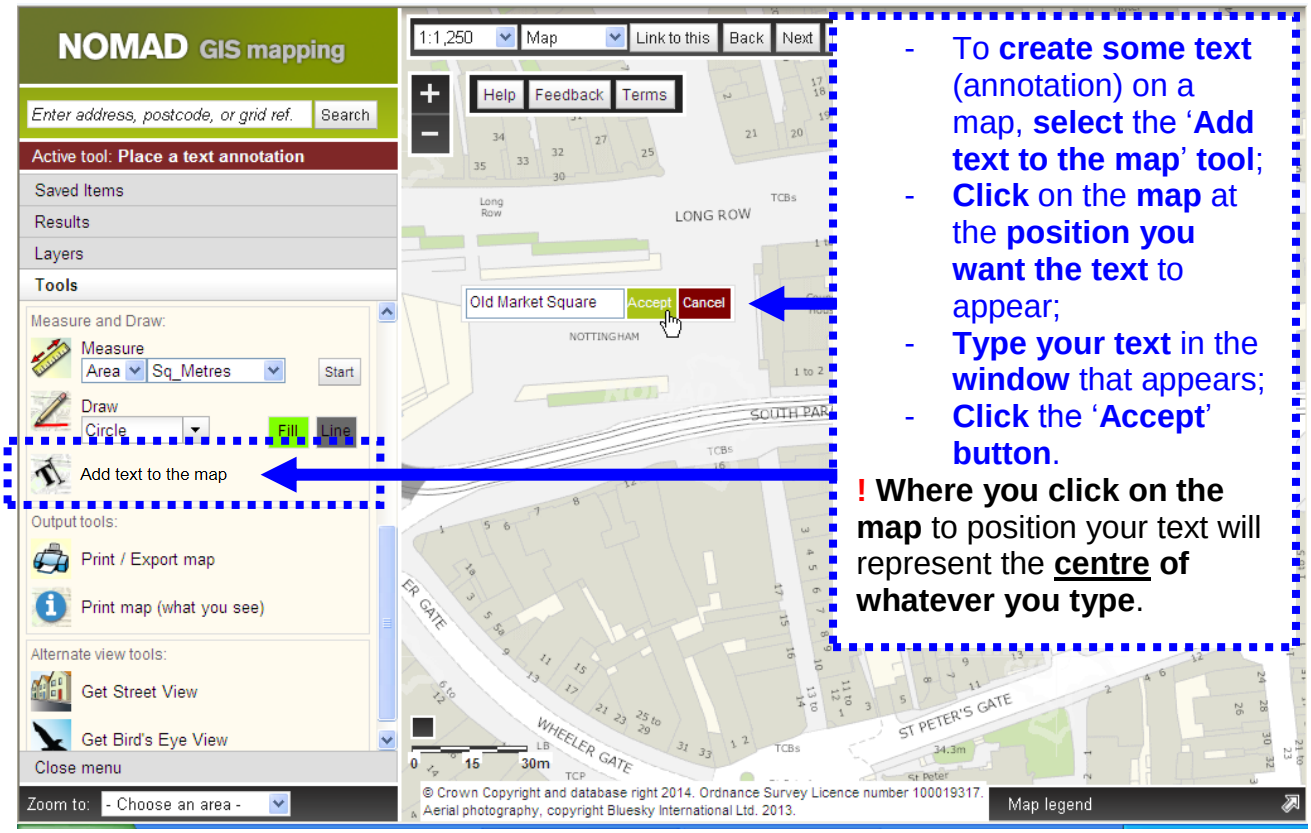


! Once you have **completed a drawing** (usually by double-clicking the left-hand mouse button on the map), the **shape** will be **added to** and **stored in** the '**Results**' **section**. These will be **saved for your current NOMAD session** and you can **use the functions** in the 'Results' section to **manipulate your drawings** – e.g. '**Zoom to**' / '**Remove**' / '**Toggle visible**' / '**Save**' etc.



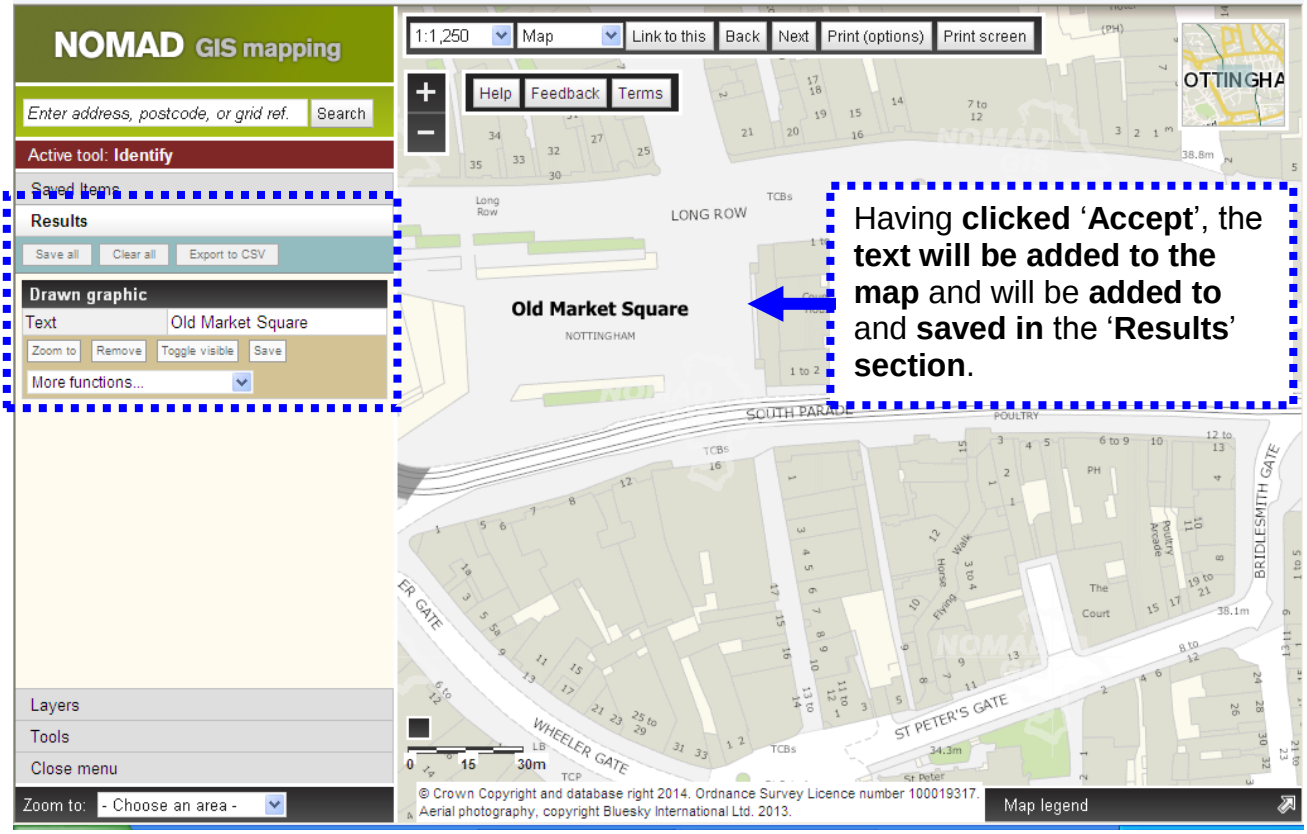
For a '**Freehand**…' **drawing**, **click and hold down the left-hand mouse button** to **start the drawing** and **let go of the button to finish**.

Add text to the map…



- To **create some text** (annotation) on a map, **select** the '**Add text to the map**' **tool**;
- **Click** on the **map** at the **position you want the text** to appear;
- **Type your text** in the **window** that appears;
- **Click** the '**Accept**' **button**.

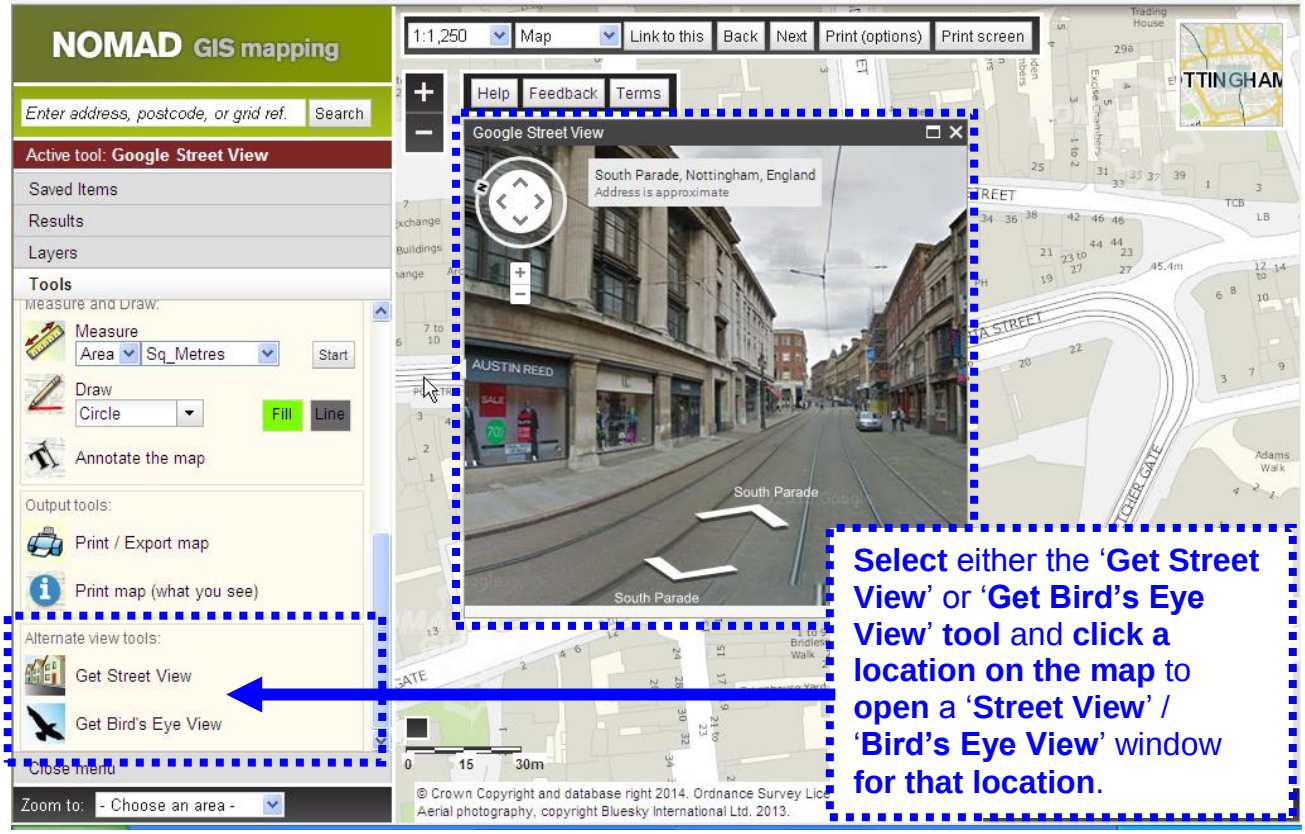
! Where you click on the map to position your text will represent the **centre of whatever you type**.



Having **clicked** '**Accept**', the **text will be added to the map** and will be **added to** and **saved in** the '**Results**' **section**.

11. **Alternate view tools**…

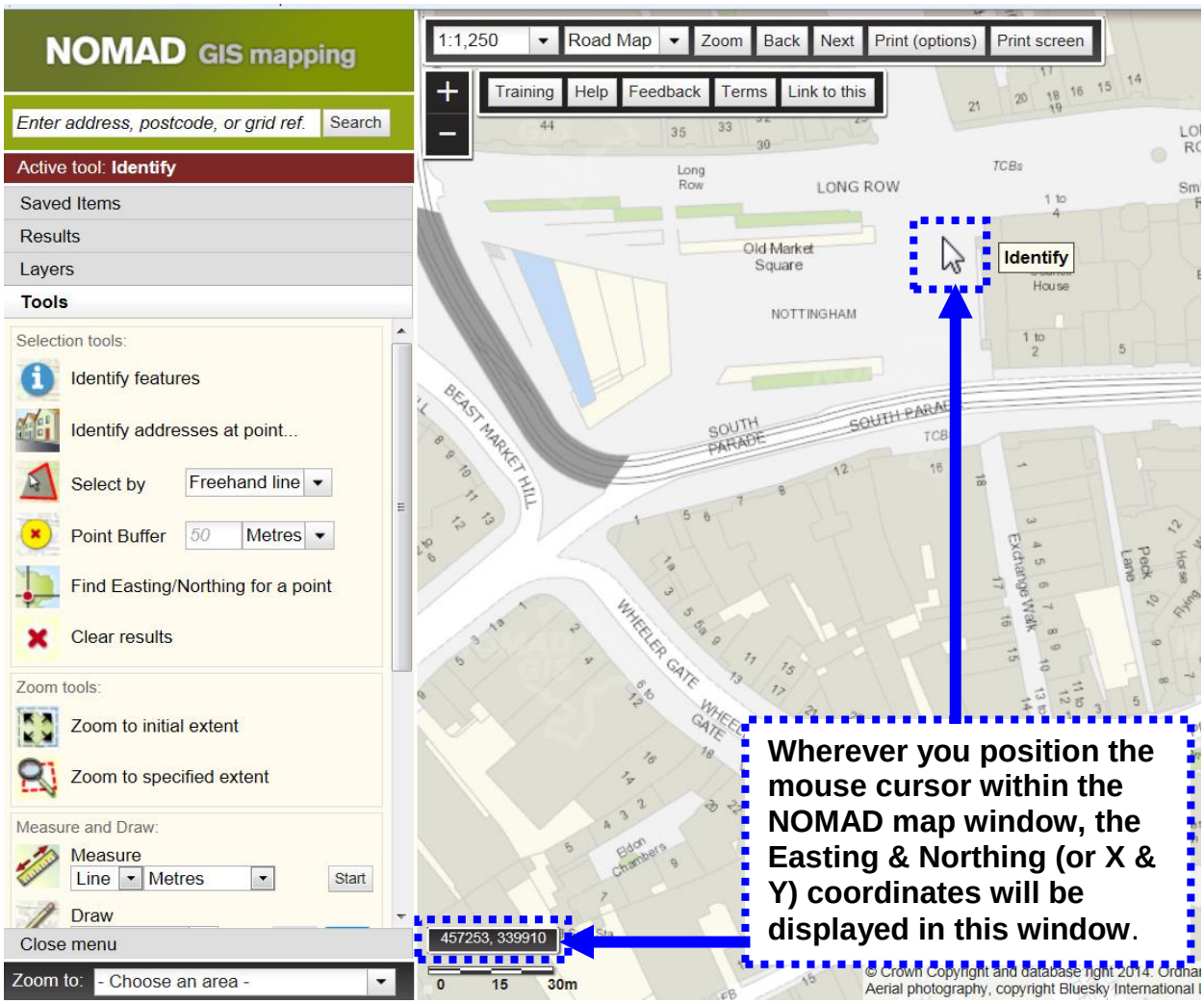
Google Street View / Bing Bird's Eye View…



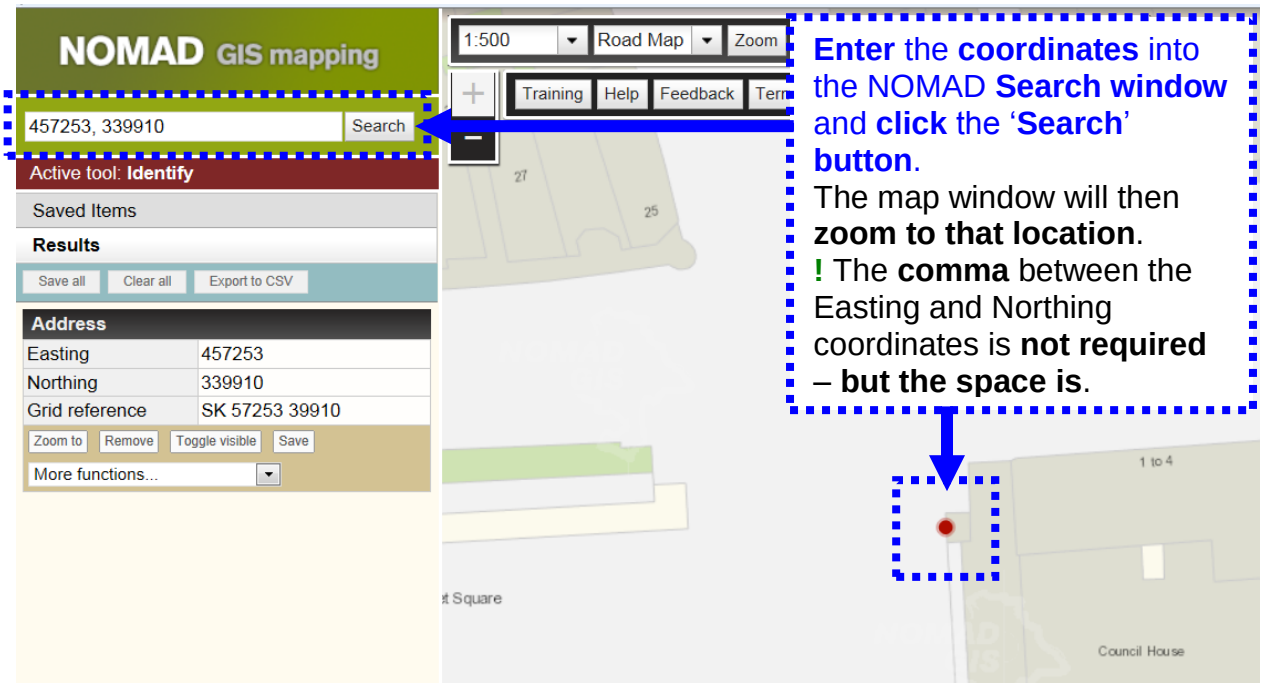
12. Sharing NOMAD locations and maps

- There are two **useful ways to share a location or a NOMAD map view** with colleagues in order that you can **both be looking at the same location or area**:

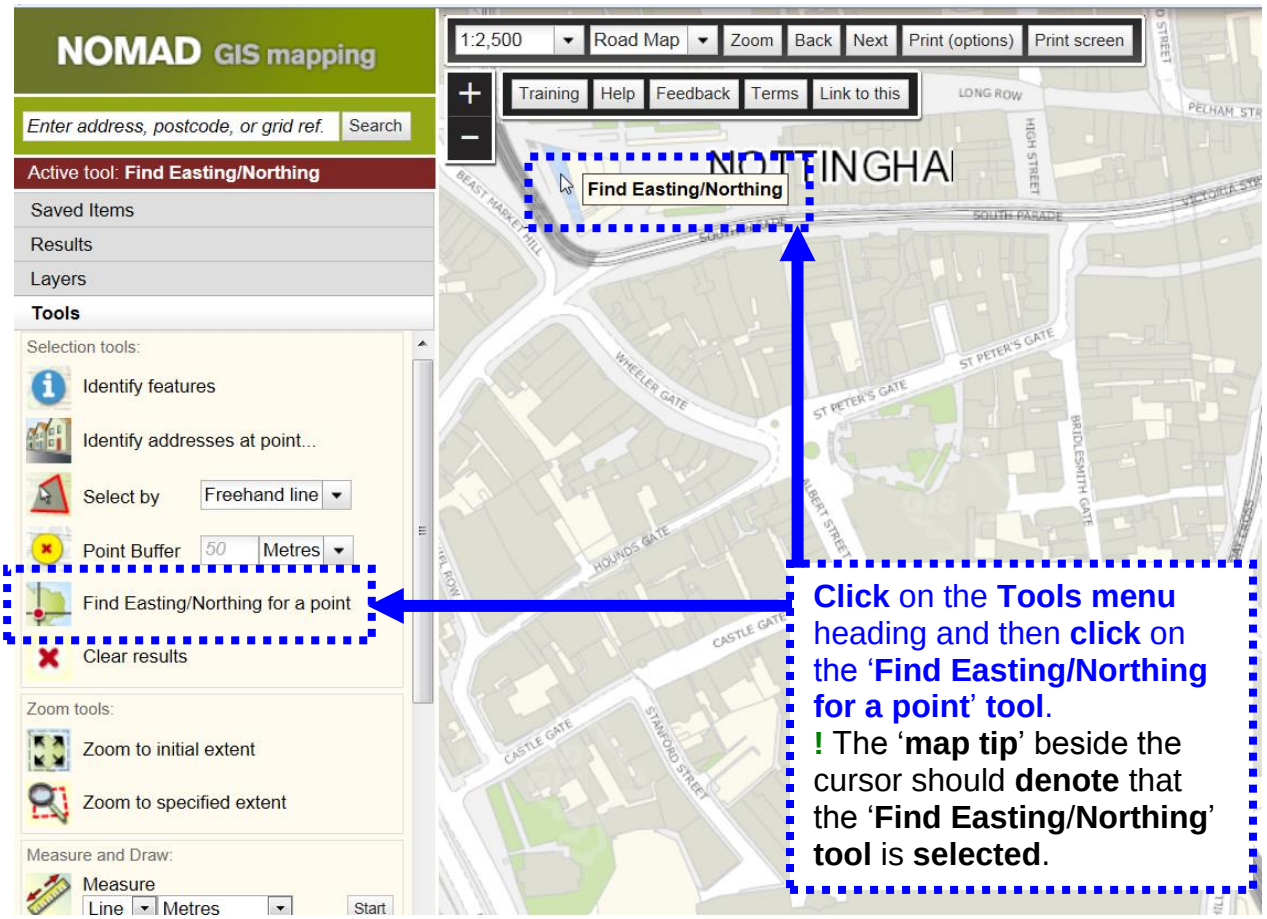
Easting/Northing (X/Y) Coordinates…

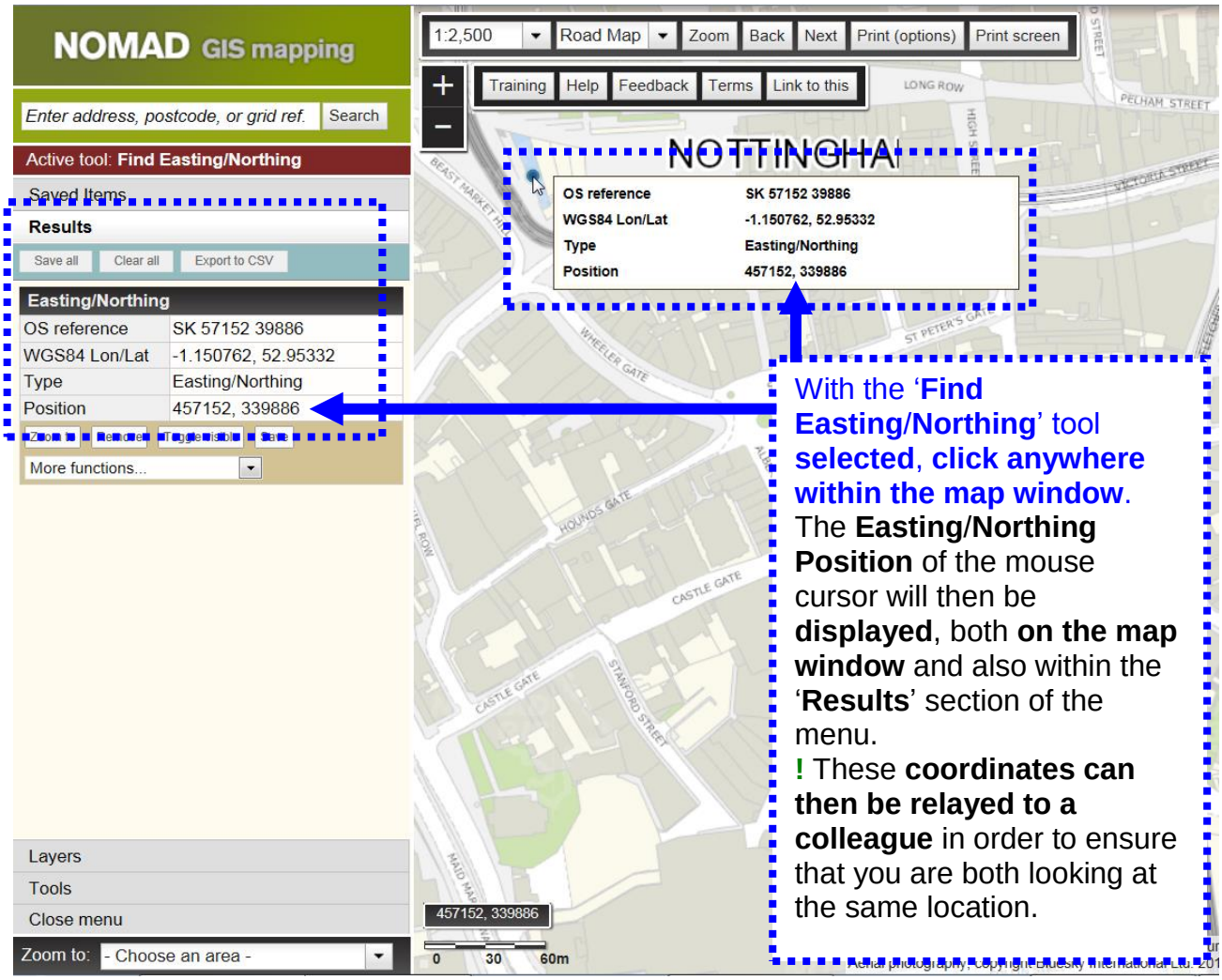


- You can then relay those coordinates to a colleague, who can **type them in to the NOMAD Search window**:



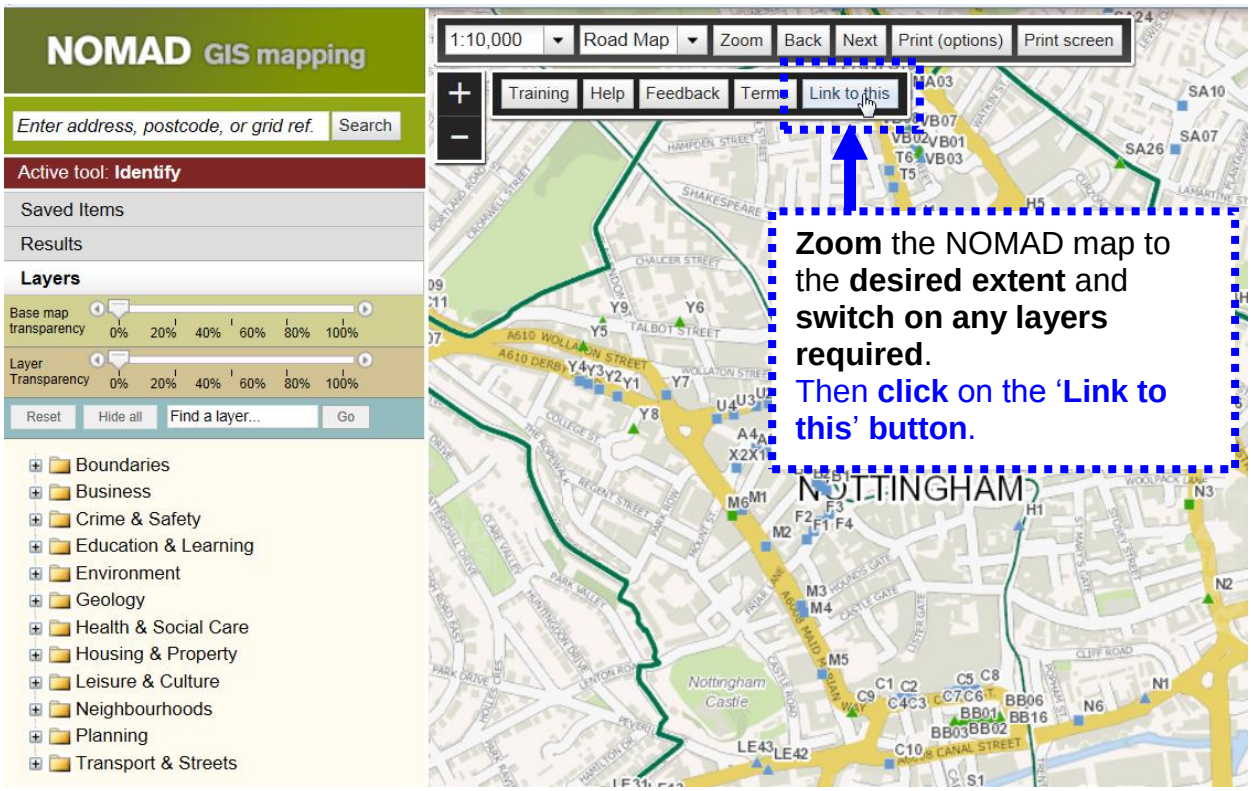
- You can also use the '**Find Easting/Northing for a point**' **tool** to identify an Easting/Northing to relay to a colleague:

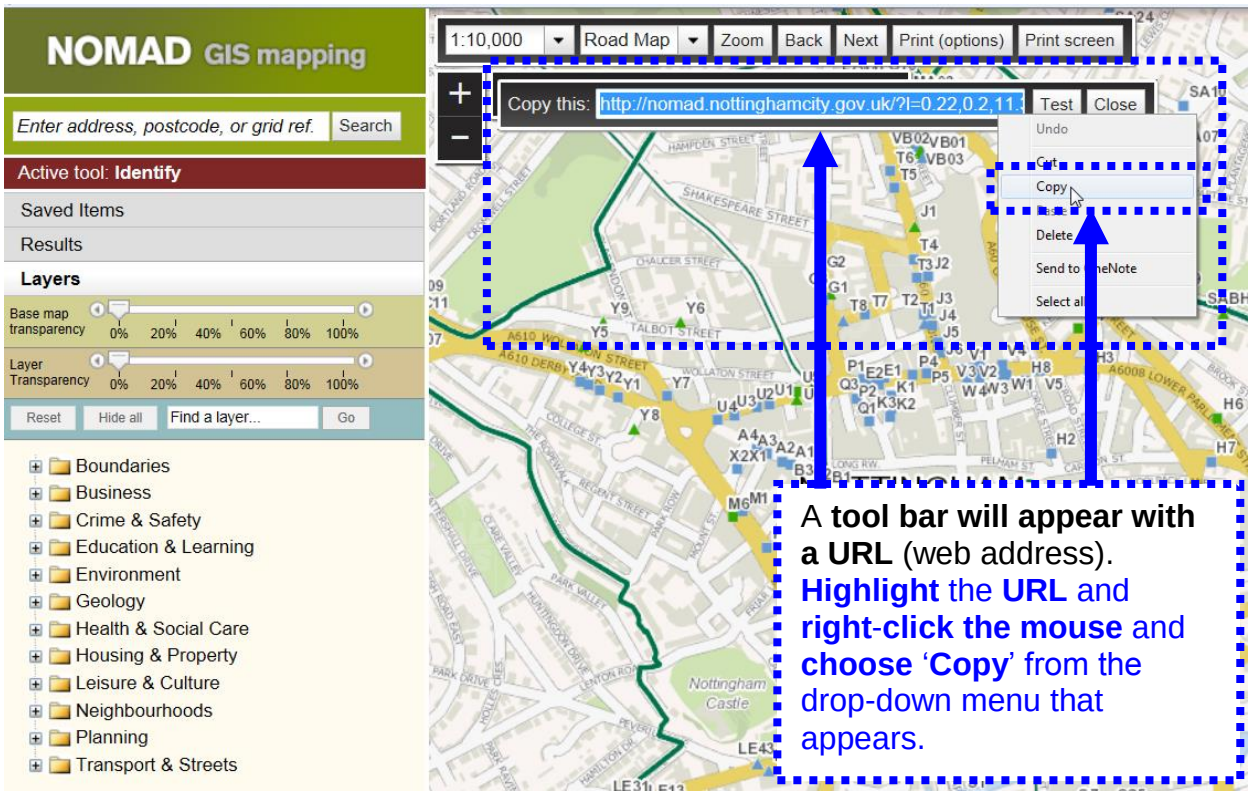



NOMAD GIS mapping
Enter address, postcode, or grid ref.
Search
Active tool: Find Easting/Northing
Saved Items
Results
Save all
Clear all
Export to CSV
Easting/Northing
OS reference
SK 57152 39886
WGS84 Lon/Lat
-1.150762, 52.95332
Type
Easting/Northing
Position
457152, 339886
More functions...
Layers
Tools
Close menu
Zoom to:
- Choose an area -
1:2,500
Road Map
Zoom
Back
Next
Print (options)
Print screen
Training
Help
Feedback
Terms
Link to this
NOTTINGHAM
OS reference
SK 57152 39886
WGS84 Lon/Lat
-1.150762, 52.95332
Type
Easting/Northing
Position
457152, 339886
457152, 339886
0
30
60m
With the 'Find Easting/Northing' tool selected, click anywhere within the map window. The Easting/Northing Position of the mouse cursor will then be displayed, both on the map window and also within the 'Results' section of the menu.
! These coordinates can then be relayed to a colleague in order to ensure that you are both looking at the same location.

Link to this…

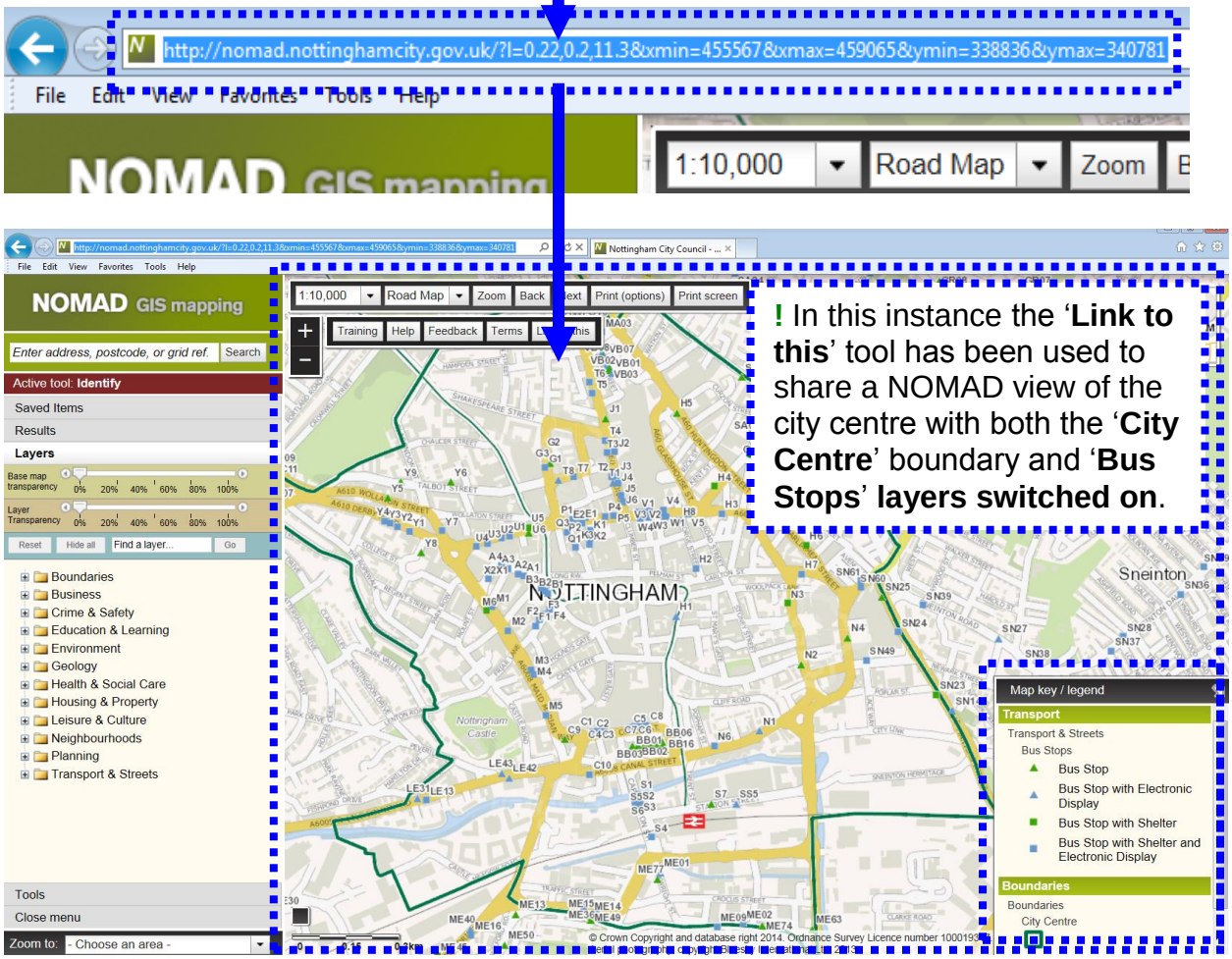
- The '**Link to this**' **tool** allows you to **share a map extent and any layers you have displayed on the map with a colleague**:





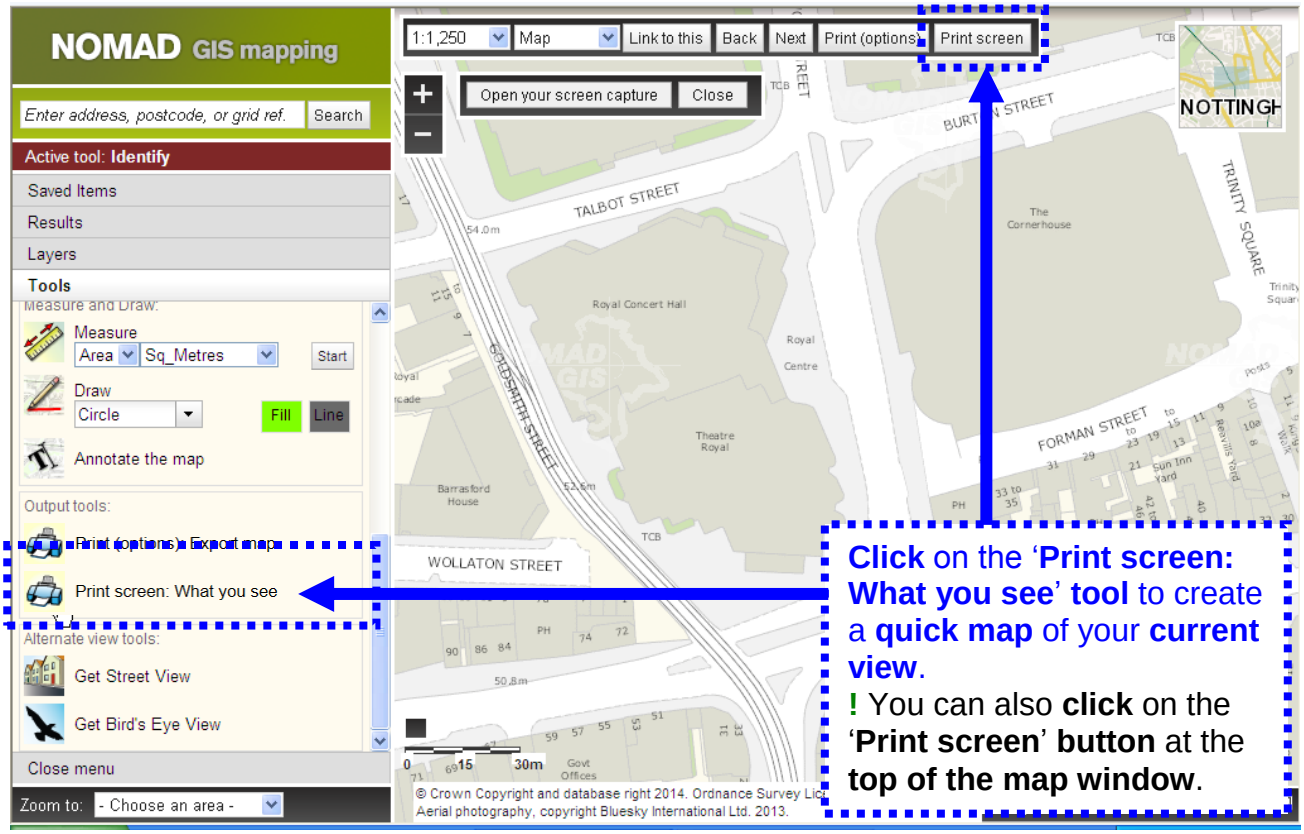
- You can then **paste the URL into an email or document** to share with colleagues and **when they click on the URL**, **NOMAD will open for them showing the same extent and layers** as you have been looking at:

http://nomad.nottinghamcity.gov.uk/?l=0.22,0.2,11.3&xmin=455567&xmax=459065&ymin=338836&ymax=340781



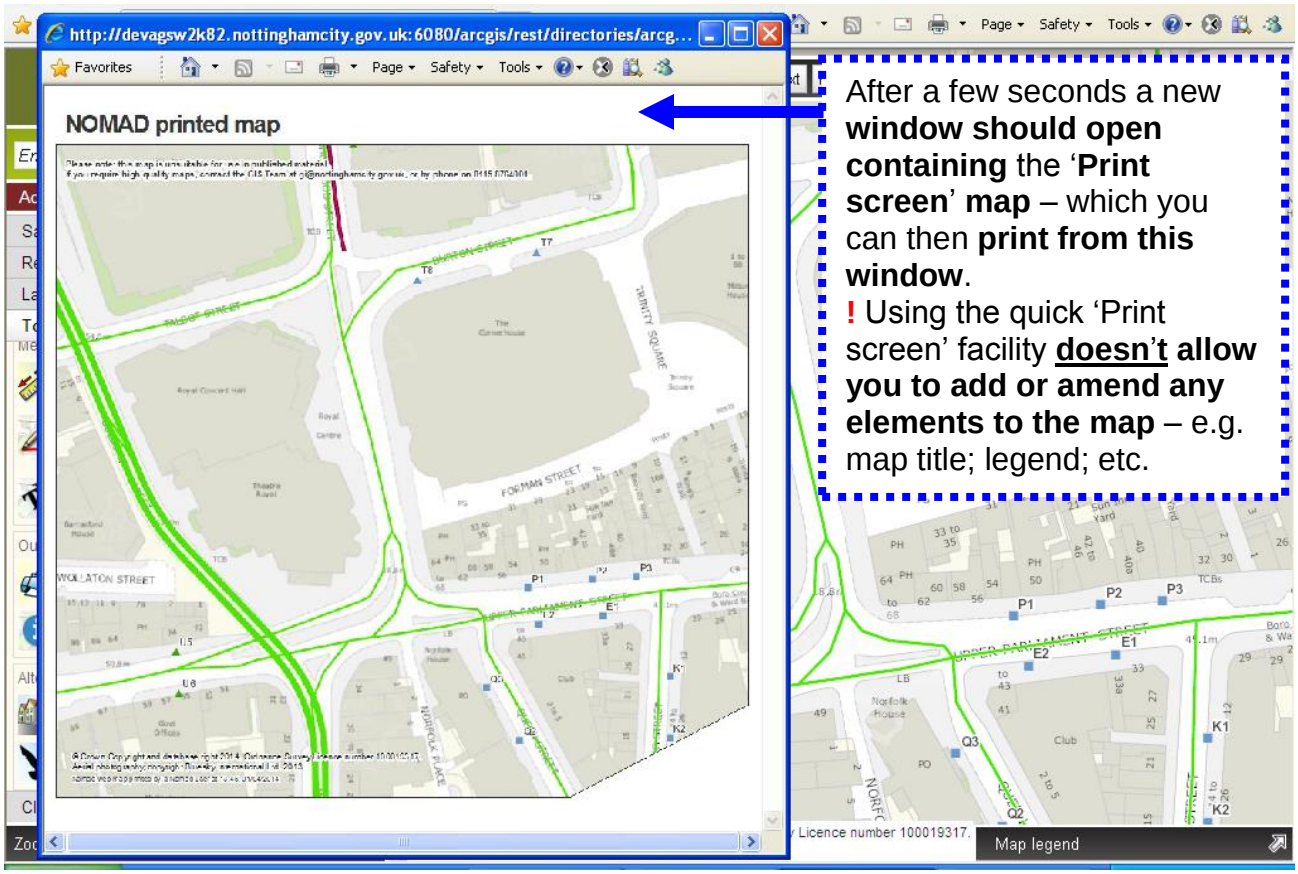
13. Output tools – printing and saving maps

Print screen: What you see…



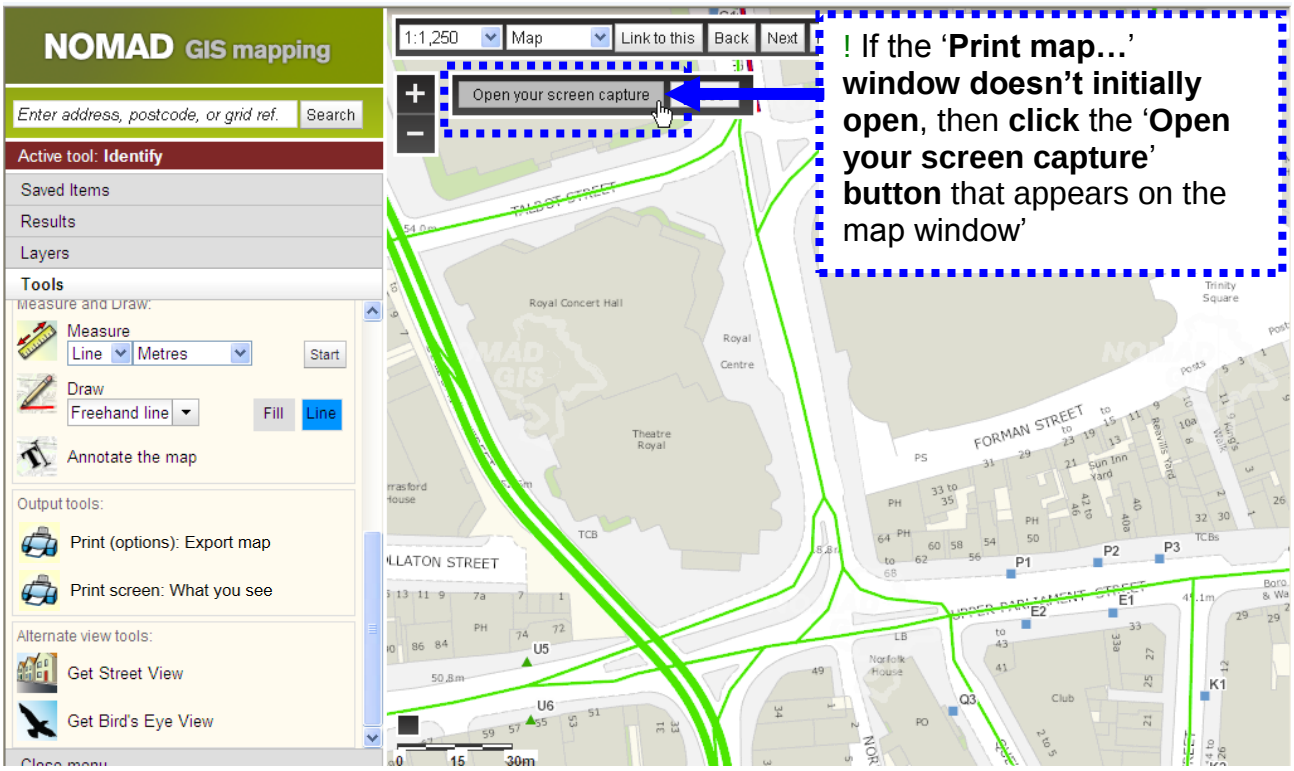
Click on the '**Print screen: What you see**' **tool** to create a **quick map** of your **current view**.

! You can also **click** on the '**Print screen**' **button** at the **top of the map window**.



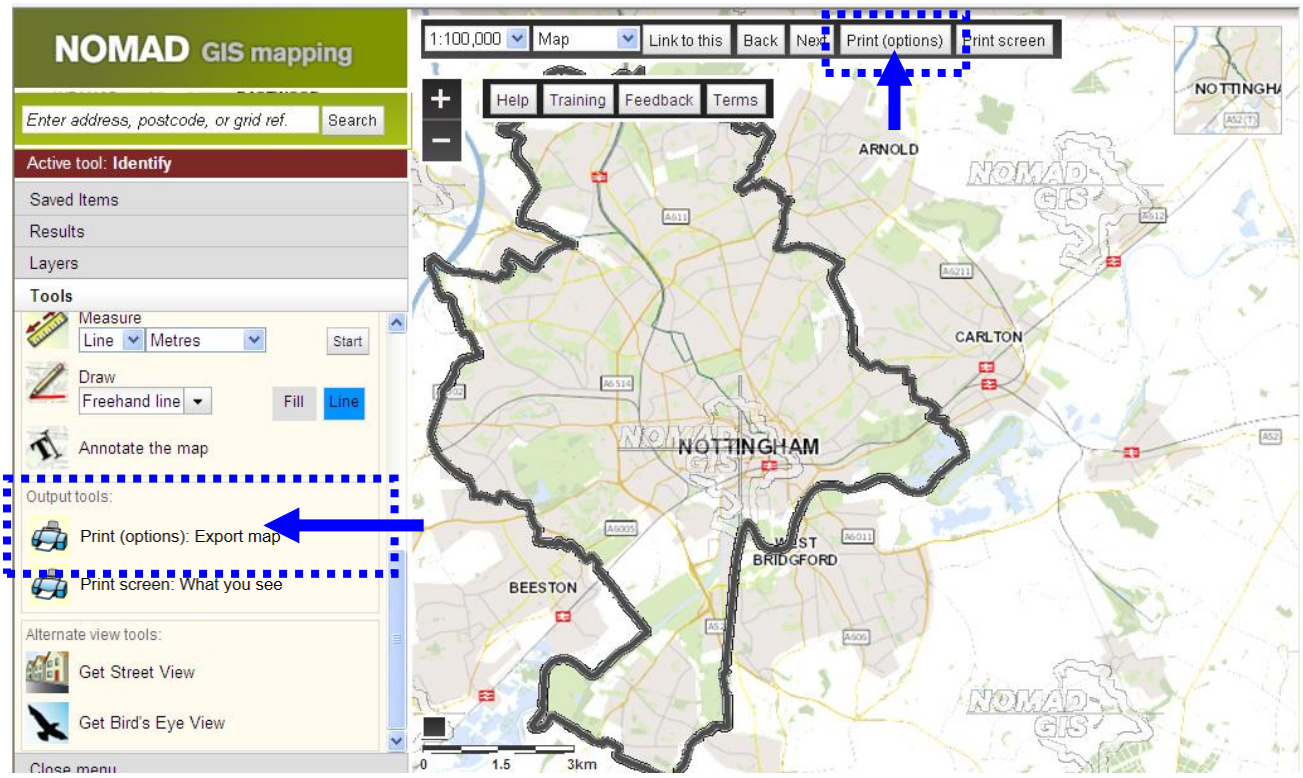
After a few seconds a new **window should open containing** the '**Print screen**' **map** – which you can then **print from this window**.

! Using the quick 'Print screen' facility **doesn't allow you to add or amend any elements to the map** – e.g. map title; legend; etc.

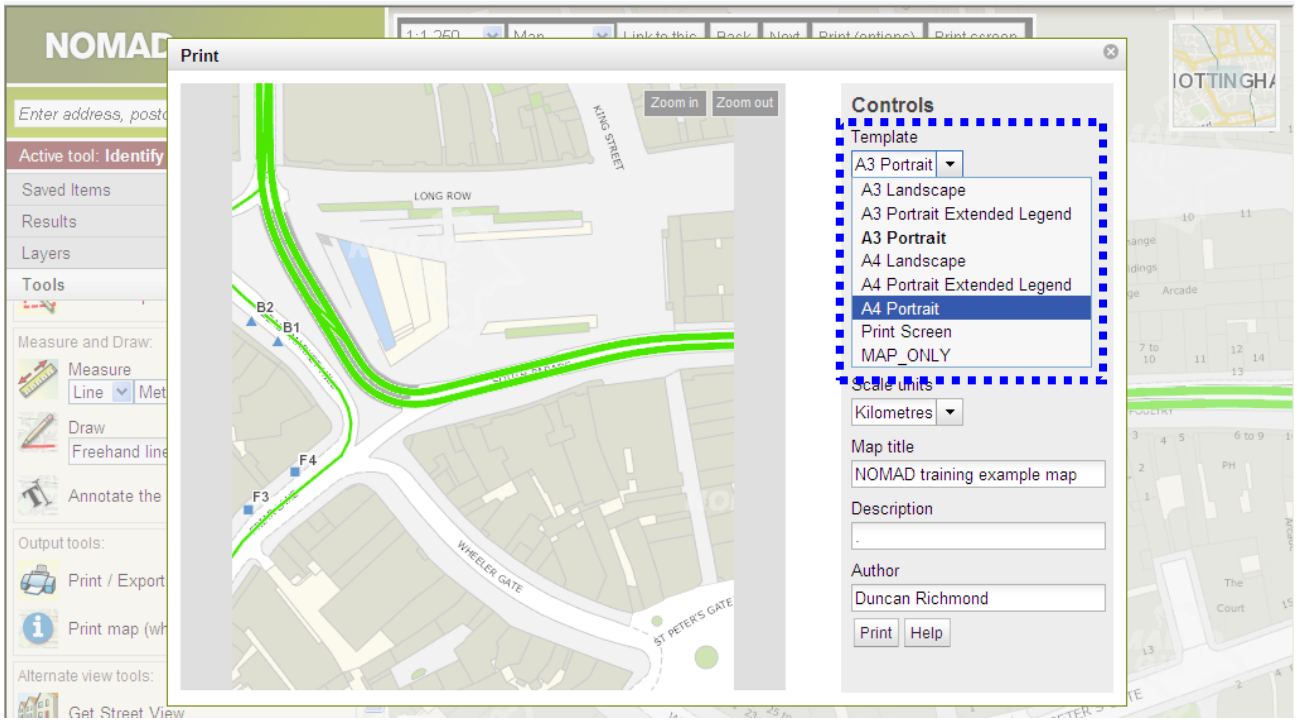


Print (options): Export map…

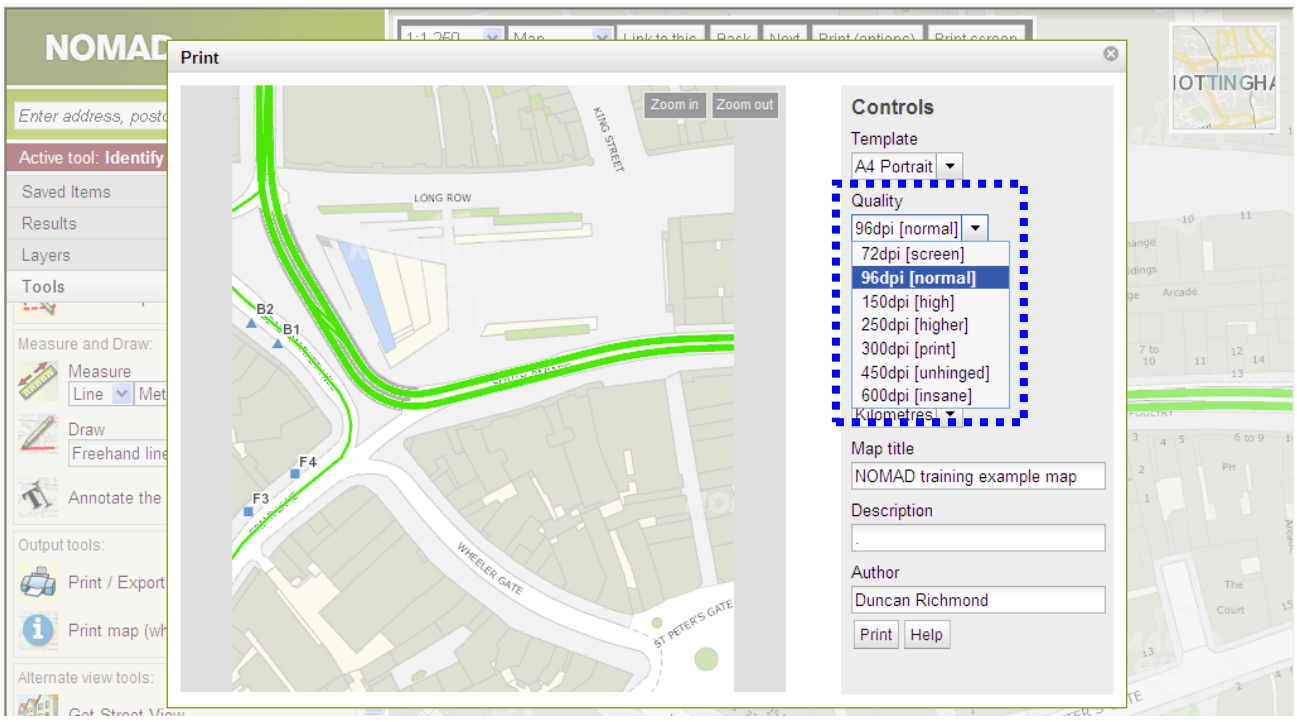
- For **more print options**, use the '**Print** (**options**): **Export map**' **tool** where you can **choose the settings for several elements of the map you create**…



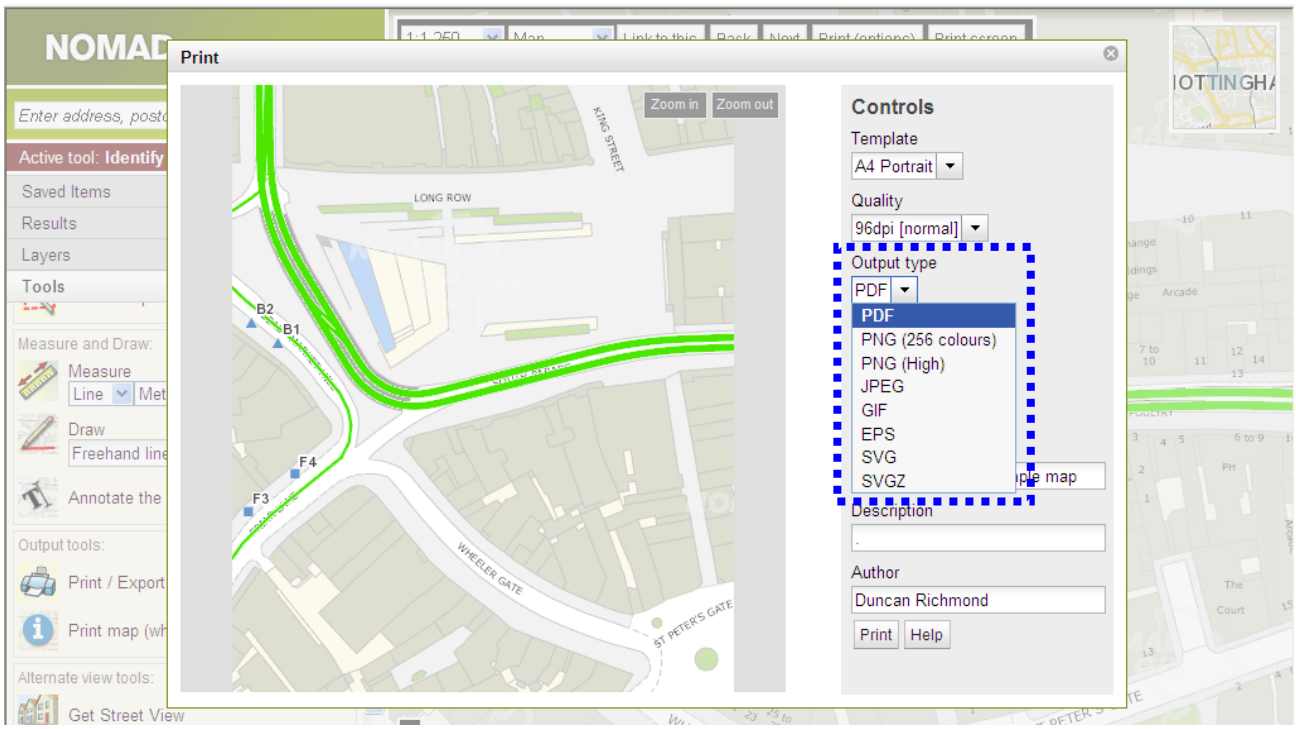
- Firstly, **select** the **size** and **aspect** that you want your map to be:
  ! As you are **creating an electronic image file** (such as a PDF or JPEG) then you **can actually re-size the map when you go to print it** out, so choosing the most **appropriate aspect** – portrait or landscape – is **more important** at this stage…



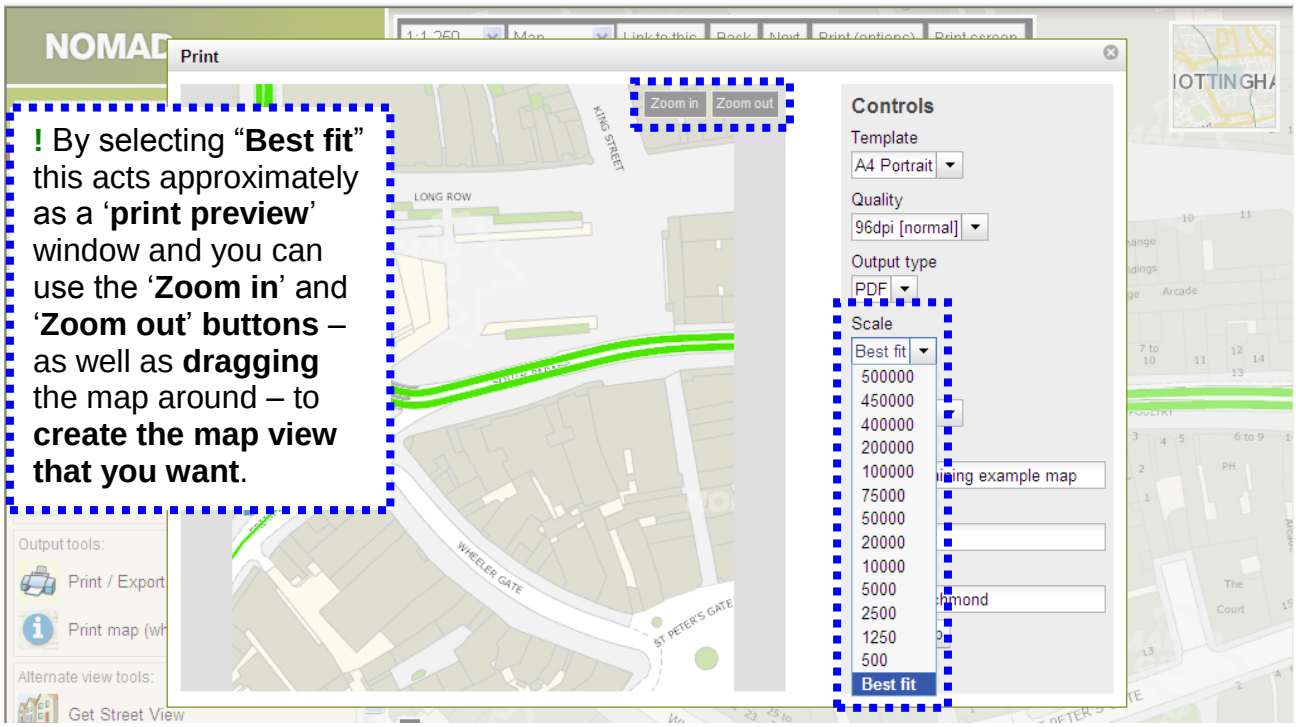
- Next select the **print quality**:
  ! "**96dpi**…" is set as the **default**, though you may want to **increase this setting** if you need a **high quality print out**…



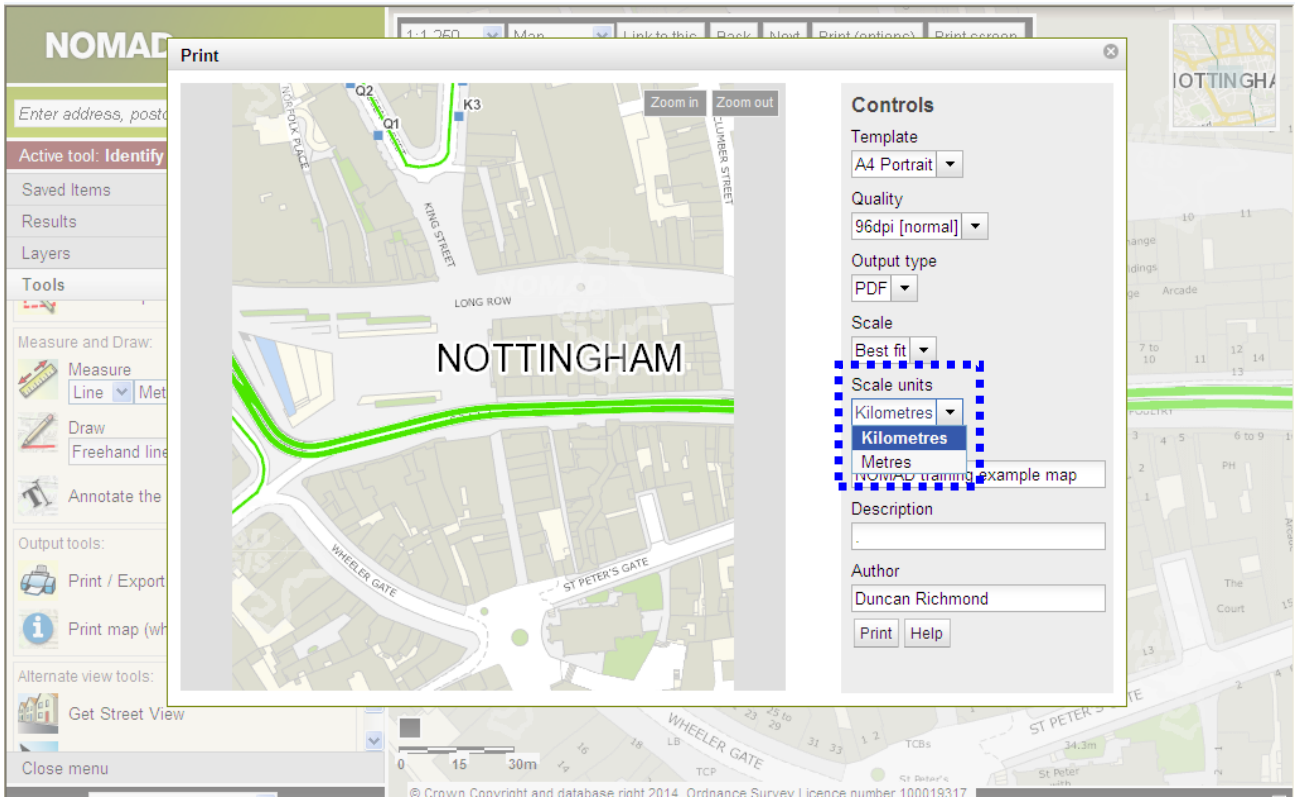
- Next select an **electronic file format**:
  ! "**PDF**" is set as the **default**, though "**JPEG**" is another **popular format**…



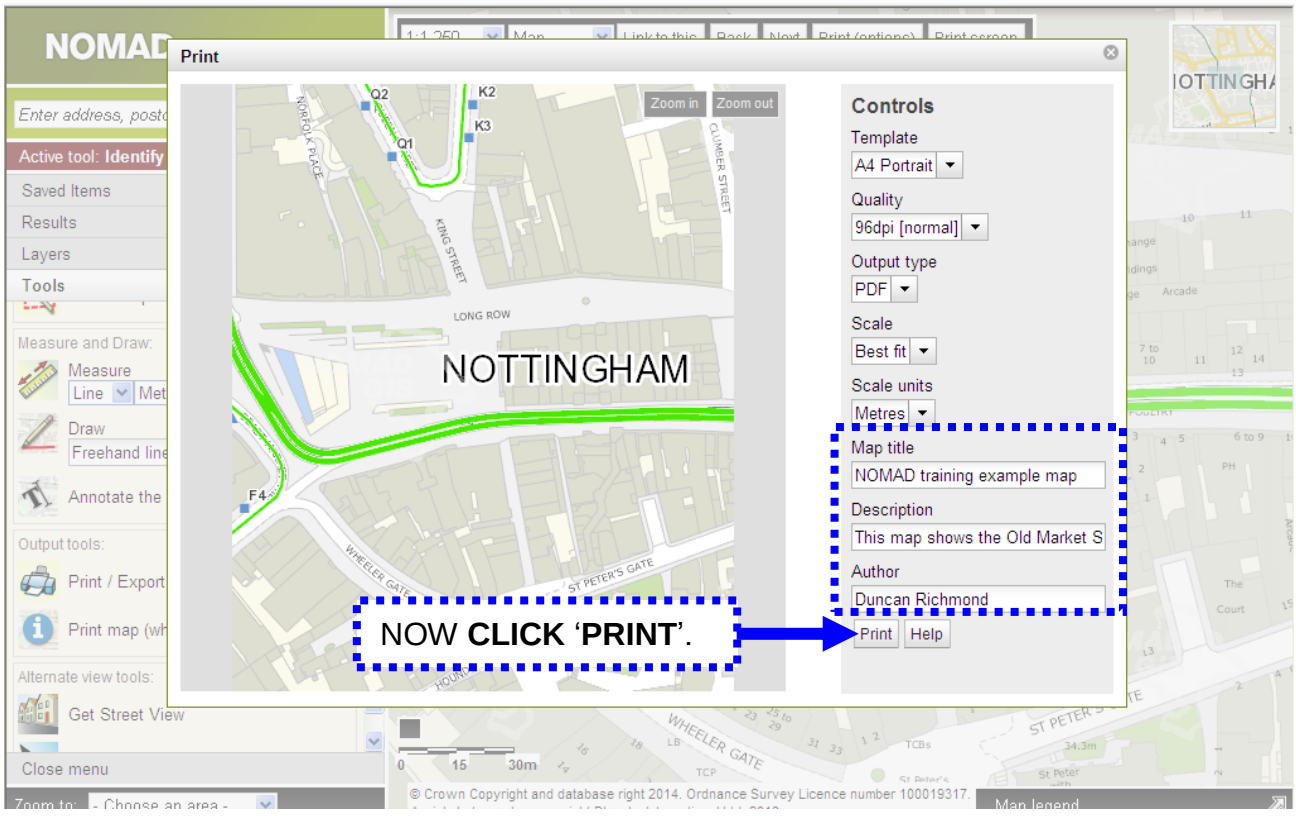
- Next select an **appropriate scale for the map**:
  ! If your map doesn't need to be at a particular set scale, then the best option to choose here is "**Best fit**"…

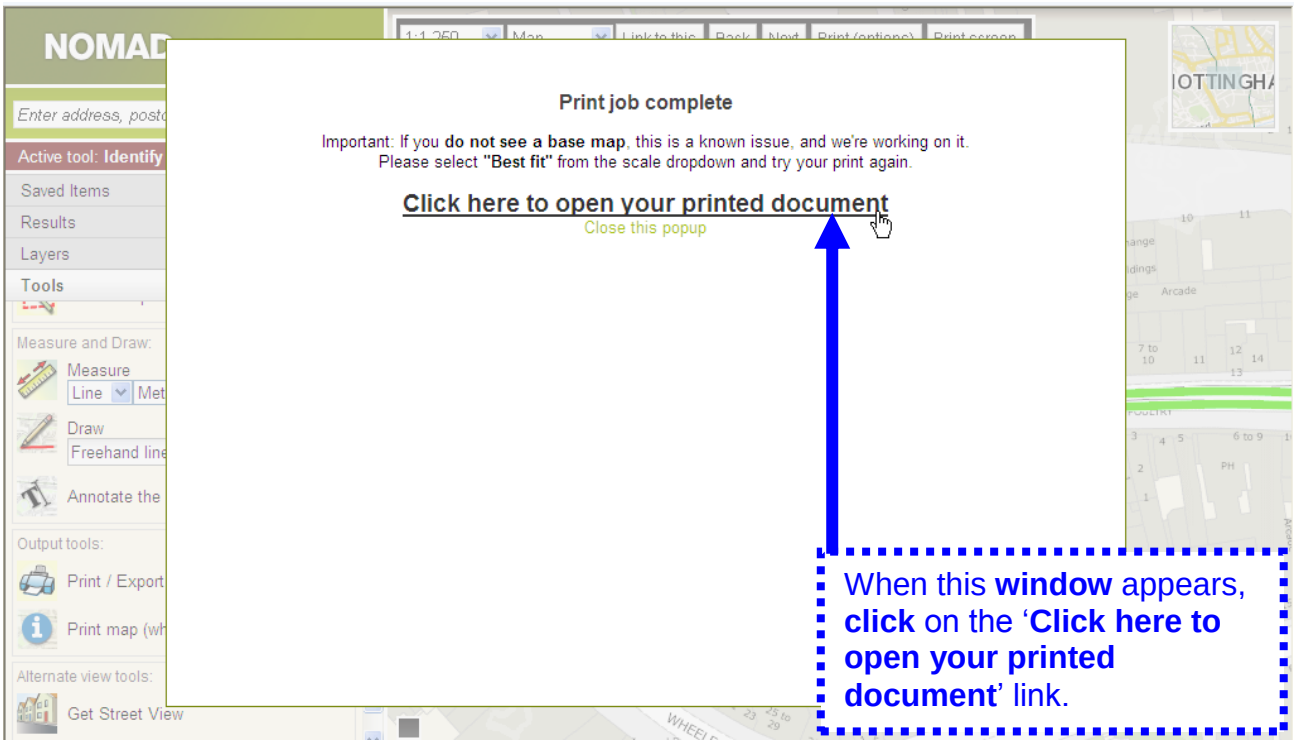


- Next select the **appropriate scale units for the map**:
  ! If your map is **zoomed in to a scale of 1:5,000 or larger**, then "**Metres**" is probably the most appropriate…



- Add a '**Map title**', '**Description**' and '**Author**' information:





- The **finished map will then be opened** in the electronic file format that you chose – e.g. **PDF** - and you can **save this** and/or **print it out**…

