

# GeoViewer 2020

## Manual of Features

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# GeoViewer – Manual of Features

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# 1 Introduction

GeoViewer provides secure cloud-based map-based and business information publishing, integration, and access. GeoViewer enables you to quickly see and find your assets and places / features of interest and, from these, access their related business information reports, documents and database records.

**GeoViewer** is a core end-user application of **GeoPortal**. The other core applications are:

- **DocumentViewer** – providing secure cloud-based file management and reporting capabilities; and,
- **DataViewer** – providing business tabular data query and reporting.

GeoViewer is often integrated with custom business applications to provide a seamless work environment from the capture of geographic information, and/or for publishing maps within these applications.

## 1.1 Terms of Use

By using any of the GeoViewer services you are agreeing to be bound by the Google Maps/Google Earth Additional Terms of Service (including the Google Privacy Policy).

## 2 Browsers, Devices and Functions

GeoViewer supports the following browsers (latest version only) in both a desktop and mobile (where indicated) computing environment:

- MS Edge
- Google Chrome (mobile and desktop)
- Apple Safari (mobile and desktop)
- Firefox

**Note:** the user interface and available functionality will change depending on the following:

1. Size of display. On mobile devices the interface will look and work differently because of the limited screen size.
2. User account role. The functions available to a user will depend on their GeoPortal account role. On mobile devices this is further limited primarily for the administrative functions, as the screen size limits functionality and usability.

**Technical Note:** GeoViewer uses GeoPortal's Dynamic Access System (DAS) for defining user roles and security roles.

We refer to **desktop** and **mobile** environments. Mobile includes any device that's display uses its full screen (100% viewport) – such as a Smart Phone, or tablets such as an Apple iPad. Tablet PCs are not mobile devices and will behave like a desktop device, for example a Microsoft Surface.

The following table identifies the function availability by device and role:

Function	Desktop	Mobile	User	Editor	Admin
Zoom In	Yes	Yes (by fingers)	Yes	Yes	Yes
Zoom In (rectangle)	Yes		Yes	Yes	Yes
Search by Keyword	Yes	Yes	Yes	Yes	Yes
Search by Address	Yes	Yes	Yes	Yes	Yes
Search by Pointing	Yes		Yes	Yes	Yes
Search by Distance	Yes	Yes	Yes	Yes	Yes
Search by Polygon	Yes	Yes	Yes	Yes	Yes
Search by Intersection	Yes	Yes	Yes	Yes	Yes
Search by Google Places	Yes	Yes	Yes	Yes	Yes
Search by Coordinate	Yes	Yes	Yes	Yes	Yes
Identify	Yes	Yes	Yes	Yes	Yes
Measure Area	Yes	Yes	Yes	Yes	Yes
Measure Distance	Yes	Yes	Yes	Yes	Yes
Topics	Yes	Yes	Yes	Yes	Yes
Map Legend	Yes	Yes	Yes	Yes	Yes
GeoPortal Links*	Yes	Yes	Yes	Yes	Yes
Output Map	Yes	Yes	Yes	Yes	Yes
Previous View / Next View	Yes		Yes	Yes	Yes
Google Street View	Yes	Yes	Yes	Yes	Yes

Google Bird's Eye View	Yes	Yes	Yes	Yes	Yes
Key Map	Yes		Yes	Yes	Yes
User View	Yes		(View only)	Yes	Yes
Display Coordinates	Yes		Yes	Yes	Yes
Tooltips	Yes	Yes	Yes	Yes	Yes
User Annotation	Yes	Yes	(View only)	Yes	Yes
GeoTownship Search	Yes		Yes	Yes	Yes
Feature Editing	Yes			Yes	Yes

\*Note, we will no longer be supporting dynamic links between GV and DV, where the applications were able to communicate back and forth as various functions were performed.

### 3 Modes of Operation

GeoViewer can work in two modes:

**Application Mode** – When GeoViewer is used by a business application that is directing its use. Typically, the business application/GeoViewer interaction causes the user to perform the selection of a related map feature or location. In this instance, GeoViewer’s functionality is restricted to that particular transaction, and other functionality will not be available.

**Generic Mode** – When GeoViewer is launched directly from a home page or the other core GeoPortal applications it is considered as Generic Mode and the functionality available depends only on the user’s role and device. Generic mode is used primarily for browsing, searching, and accessing map data and related information.

**Note:** Unless otherwise stated, the help documentation addresses the use of GeoViewer in Generic Mode. However, there is no difference in functionality or display. All connections and datasets that the user has access to are available, as are functions.

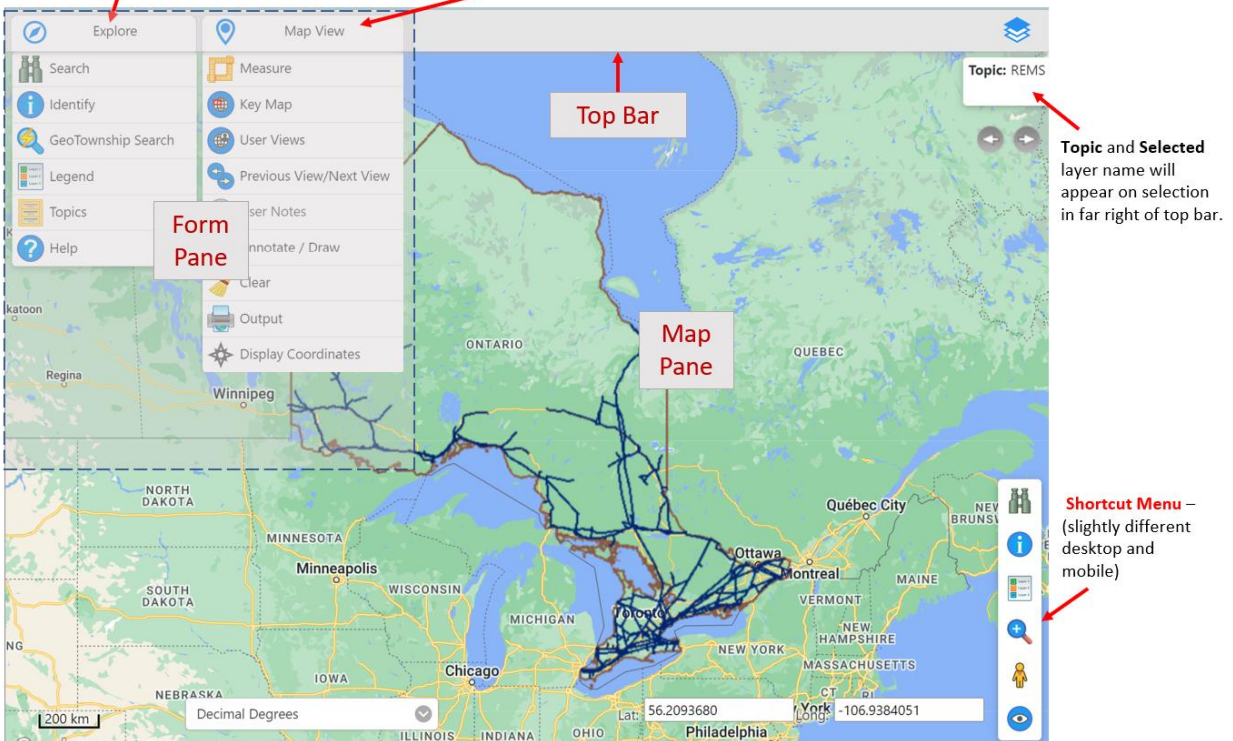
## 4 GeoViewer User Interface

### 4.1 Layout

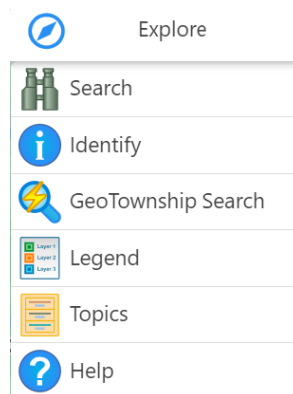
The interface has four areas: Top Bar; the Map Pane; the Form Pane and the Shortcut menu in the bottom right.


**Explore** – access ‘interrogation’ functions for finding, selecting functions from here. **Topics** and **Legend** appear under Explore cluster

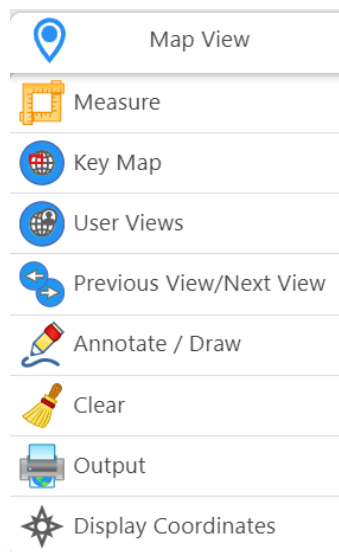
**Map View** – allows user to use toggles/forms to customise what additional map view/scale/navigation information appears on the screen.



 **Explore** – access functions for displaying and searching features of interest.



 **Map View** – allows user access additional information to aid viewing and navigation or to annotate and publish.



**Topic** - Within GeoViewer, map services and map layers are segregated into logical "Topics". These "Topics" ensure the user is presented with the mapping and related data specific to a subject and/or geographic area.

**Topic:** CP - MAG  
**Roles:** Admin

The **Short Cut Menu** - This menu in the bottom right corner has shortcuts to often used functions:

### Identify and Search



The Search function enables you to quickly find any feature on any map layer. See [Section 6.3](#) for more info on performing a Search.



Identify provides information about all visible map layers feature(s) at location identified. See [Section 6.5](#) for more info on using the Identity tool.

### Legend



The Legend function enables you to quickly open the Map Legend to view or update the Vector and Background layers. See [Section 6.2](#) for more info on using the Legend.

### Zoom and Pan

By default, GeoViewer zooms and pans like Google Maps. Use your mouse wheel to zoom in and out; and, hold down on your left mouse button to click and grab the map to pan it.



The Magnifying glass allows you to draw a rectangle anywhere on map to define an area of interest for next map view. Hold the left mouse button down and drag a rectangle on map. Release the button to refresh map.





To Pan, hold down your left mouse button and drag the map to move it.

Keep in mind that the zoom in and zoom out does not change the center of the map, so if you zoom in too quickly you may need to back out a bit and adjust your view.

### Google Street View



To invoke Google Street View, select the Google Peg Man icon and drag the icon onto a street that you want to view (do this when you are zoomed-in). Placing the Peg Man on areas where there is no coverage will display a message “No Google Street View coverage available.”

If you clicked on the map where there is coverage a new window will open with the Google Street View showing. As you walk down the street the Google Street View Peg Man will update its location in GeoViewer. This will allow you to see where you are and what direction you are travelling.

Closing the Google Street View window will close down this mode. You can also terminate the mode by clicking on another function.

### Google Birds Eye View



To invoke Google Bird's Eye View, drag the Eye icon onto a position that you want to view. The area that will be displayed and the view point /perspective are displayed in the Map frame and when the eye is dropped/placed in the Map Frame a new window opens with the aerial imagery (please note that this type of imagery is not available for all locations, and in these locations you will only see aerial (top-down) imagery).

Within this window the user can zoom and pan (the eye symbol in the map frame moves to reflect any changes), rotate and change the view point, and change from a 3D to a 2D view.

### Show Current Location



This function is available on mobile devices only to allow the users current location to be displayed.


#### 4.1.1 Forms and Navigating results with + and -


The '+' icon to the left of a row in a form (e.g., Search, Identify and Legend) is used for exploring the hierarchy within the results section in a form. Use these icons to navigate the hierarchy without selecting a particular row.


If there are no levels below then there is no '+' to the left of the item name. Once rows are revealed the + changes to a '-' beside the higher level row name. Selecting the '-' will collapse and hide the sub-rows again.

## 5 GeoPortal links

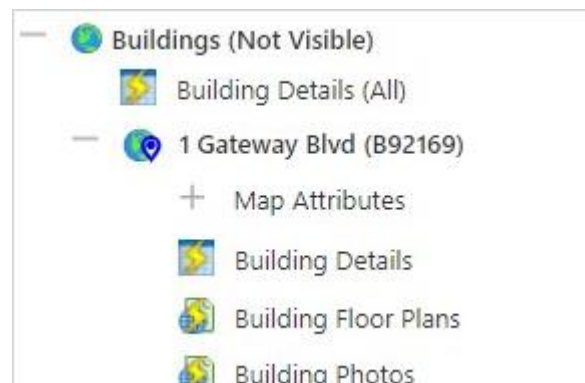
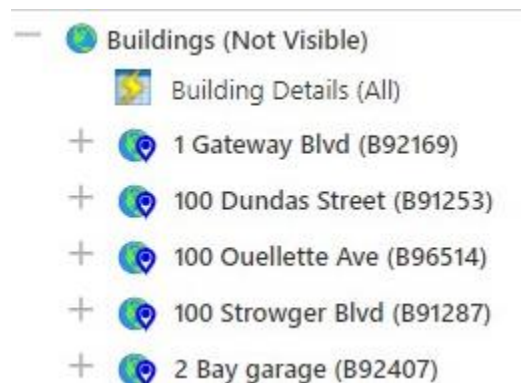
The found/selected/identified features within GeoViewer often link to related information. Related information can be anything, such as a document, tabular data, a web page / site, or a Report from a connected business system, or web service. There are three link types:

**GeoViewer:**  If you click the map links icon then GeoViewer will be launch in a new window and zoom in on the map feature associated with the record. Use this link to map the associated feature.

**DataViewer:**  If you click the spreadsheet links icon then DataViewer window will launch and display the associated record(s). Use this link to see the associated tabular data.

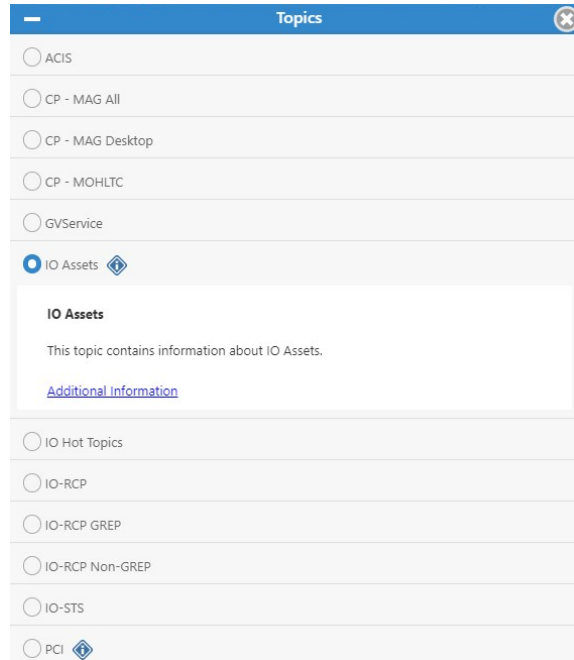
**Generic Links:**  If you click the generic link icon it will open a new window and display any related information (e.g., photos, reports) associated with the selected GeoViewer map feature.

The links can either apply to a single found/selected/identified map feature, or multiple found/selected features. Links that apply to multiple found/selected features will appear below the layer name within the search results and have the suffix '(All)' – see example below. If the link applies to a single found/selected/identified feature then it will appear below the feature name – see example below.




## 6 Explore Menu Functions

### 6.1 Topics



Topics provide different views of the geodatabase and are organized so that they each publish content specific to a subject (e.g., Real Property Assets), and/or specific to geographic area. Like chapters in a book, they organize information into useful and usable categories to deal with unique information needs of users.

The available topics are those to which you have been granted access. If you think a Topic is missing from the list, contact your System Administrator.

If metadata is available for the Topic, it can be viewed by clicking on the  at the right of the topic name.

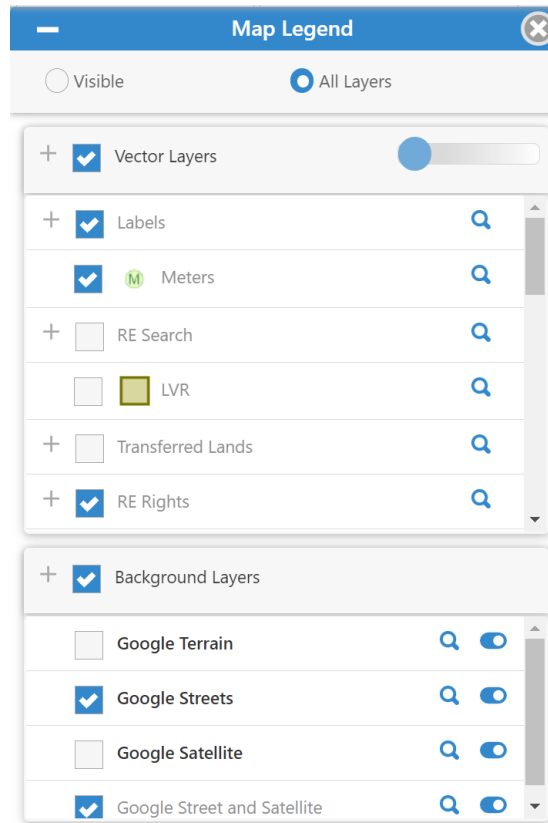
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#### Please Note

You can only share [User Views](#) with individuals within the same Topic as you.

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## 6.2 Map Legend

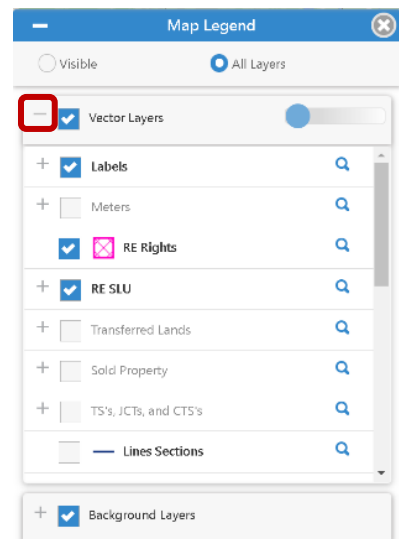


The legend function displays all the published map layers and their rendering characteristics. Which map layers are published is determined by the topic. Most topics will contain several map layers.

To turn on / off a map layer, select the check box beside its name. Note, if a map layer is not visible at the current map scale, then turning it on/off will not make a difference to the map display. These map layers are shown in a grayed-out text. Once the viewing scale changes to include these map layers, then their name in the legend will change to a regular black text.

Some map layers have many different types of features – each type (value) with their own symbol or colour. You can show or collapse a map layer to see the different value rendering with the plus/minus icon. You can also turn on/off each one of the values to control what is displayed on the map.

The coloured square beside the map layer name shows how the map layer features are rendered in the map display.




**Quick Tip**

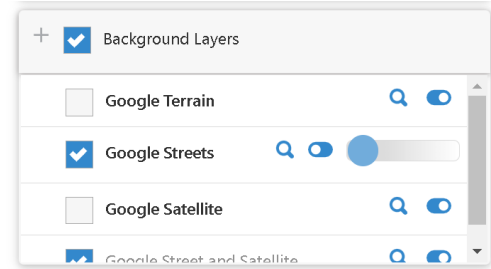
Use the + icon located beside Vector or Background Layers title to maximize the cards. This allows for greater ease of viewing the list of layers.


The "Visible" radio button can be used to view only the map layers that are visible at the current viewing scale of the map display. The map layers listing will change as you zoom in or out since map layer visibility is scale-dependant.


The "All Layers" radio button can be used to view the list of all the map layers in the topic - regardless of the scale at which the layer is visible.

If metadata is available for the layer, it can be viewed by left clicking or tapping on the  at the right of the topic name.

The transparency slider works to change the transparency on the selected layers. For Vector Layers the transparency slider works on all map layers simultaneously making all of them more transparent the higher the value. Moving the slider all the way to 100% is a quick way to see the map with just its background layer (e.g. Google maps or imagery). For Background Layers, transparency can be set for each background layer so that two could be viewed at the same



time with different transparencies. Click on the slider icon  to access the transparency slider for that layer.

Clicking on the Magnifier icon  beside a layer will change the map view to focus on the area where that layer is present. If present across all of Ontario, the map will zoom out to show the entirety of the province.

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**Please Note**

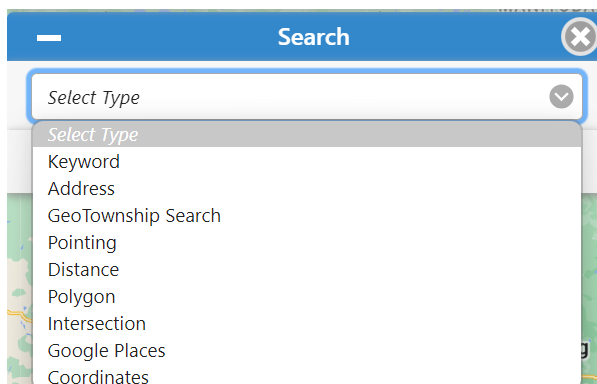
To have different map layers turned on by default for your topic, contact your System Administrator.

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### 6.3 Search – Overview


The Search function enables you to quickly find any feature on any map layer. The user can find features by:

- Keyword (desktop and mobile)
- Address (desktop and mobile)
- GeoTownship Search (desktop only)
- Pointing (desktop only)
- Distance (desktop and mobile)
- Polygon (desktop and mobile)
- Intersection (desktop and mobile)
- Google Places (desktop and mobile)
- Coordinates (desktop and mobile)

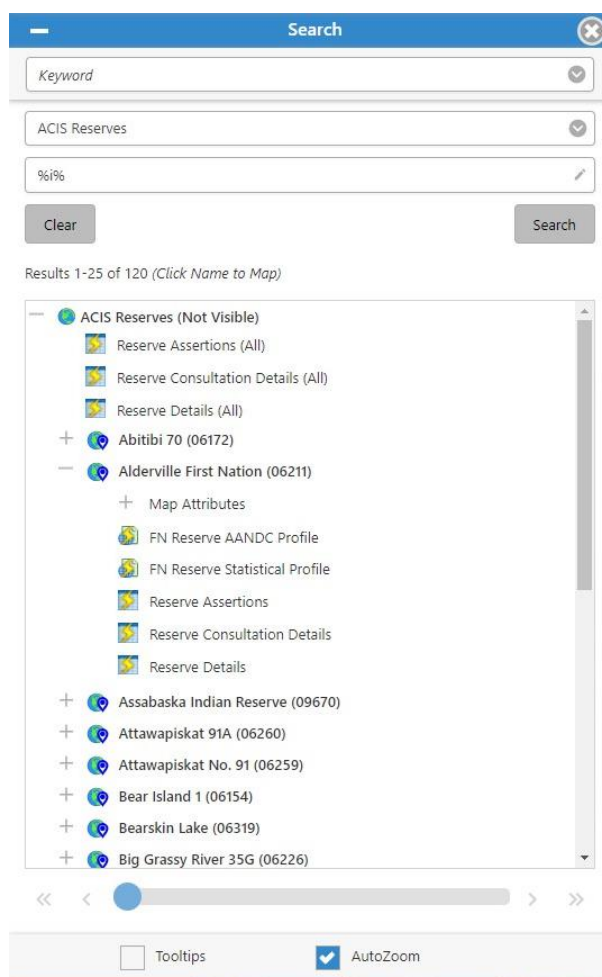


The results of a search are displayed below in the results box and highlighted on the map in a red outline colour. If there is only one result and AutoZoom has been selected the display will automatically zoom to the location and extent for the result.

The  icon indicates the layer. The suffix in brackets changes from 'Visible' to 'Not Visible' depending on if the layer is viewable at the current viewing scale. Clicking on the name will set the display to the map extent of the selected layer features. Expanding the '+' will display any GeoPortal links associated with the layer.

The  indicates a feature within a layer that has been selected and has GeoPortal Links. Expanding the form using the '+' will expand the display links for the Map Attributes and the GeoPortal Links for that map feature. If autozoom is on, then clicking on the feature name will zoom to the extent of that feature. Clicking on the Links will launch various related applications.

If there are several results, a scroll bar will be present on the right. If there are a significant number of results then the paging slide bar will be present below the results box.

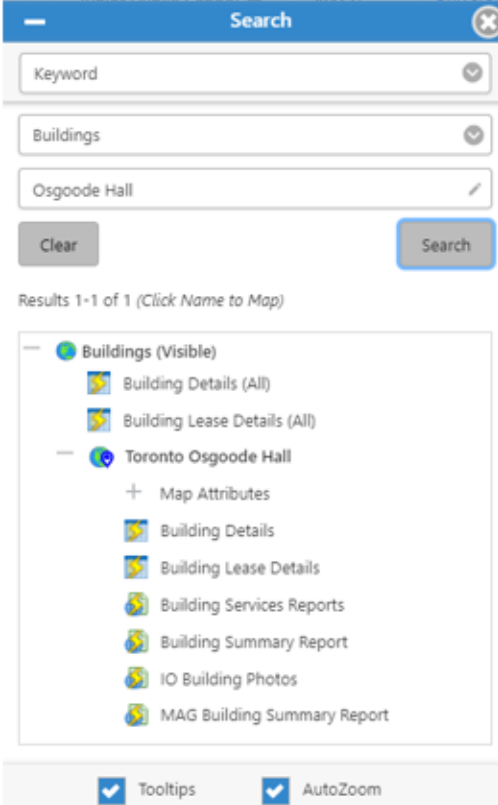


### 6.3.1 Search by Keyword

The Search by Keyword function enables you to quickly find any feature on any map layer by keywords. Search by Keyword is available for the **desktop** and **mobile** environments. To perform a Keyword search:

- 1) In the Search form select Keyword from the *Select Type* picklist.
- 2) Select the map layer that contains the features of interest.
- 3) Input a search keyword(s). The application will search all the Fields (i.e. all attribute fields for the map layer).
- 4) Click Search. The matching features will be listed in the results box.

The results of a search are displayed below in the results box and highlighted on map in red. If there is only one result and AutoZoom has been selected the display will automatically zoom to the feature location and highlight the feature. You can select one of the features by clicking on its name. The map will zoom to and center on the feature.



You can access any related data and reports associated with a feature by clicking on the GeoPortal Links. You can access any related data and reports associated with all the features found by clicking on the GeoPortal Links for the map layer that has "(All)" written beside it.

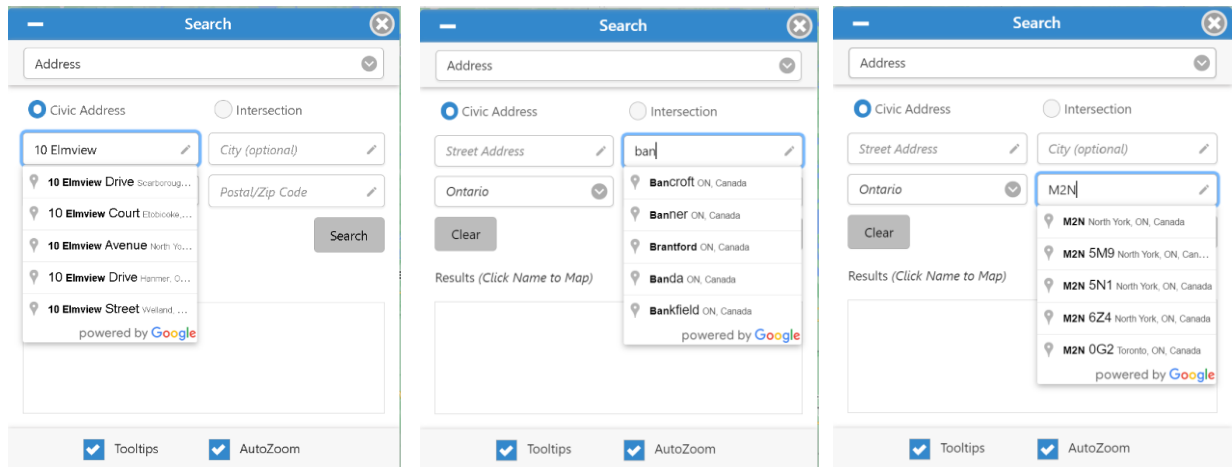
#### Please Note

If you use more than one keyword, only features with all the keywords used are listed. Leave a space between the words (don't use a comma or semi-colon).

Search is not case sensitive.

If the map layer is very large (hundreds of thousands or millions of features), searching all attributes can cause the system to time-out. If so, limit your search.

### 6.3.2 Search by Address (Civic Address and Intersection)




The image shows three sequential screenshots of the 'Search' interface. Each screenshot has a blue header with a minus sign and a close button. The first screenshot shows the 'Civic Address' radio button selected. The 'Address' field contains '10 Elmview'. Below it, there are fields for 'City (optional)', 'Postal/Zip Code', and a 'Search' button. A dropdown menu is open showing suggestions like '10 Elmview Drive Scarborough...', '10 Elmview Court Etobicoke...', '10 Elmview Avenue North York...', '10 Elmview Drive Hammer, O...', and '10 Elmview Street Weland...'. The second screenshot shows the 'Civic Address' radio button selected. The 'Street Address' field contains 'bar'. Below it, there are fields for 'City (optional)', 'Postal/Zip Code', and a 'Search' button. A dropdown menu is open showing suggestions like 'Bancroft ON, Canada', 'Banff ON, Canada', 'Brantford ON, Canada', 'Banda ON, Canada', and 'Bankfield ON, Canada'. The third screenshot shows the 'Intersection' radio button selected. The 'Street Address' field contains 'M2N'. Below it, there are fields for 'City (optional)', 'Postal/Zip Code', and a 'Search' button. A dropdown menu is open showing suggestions like 'M2N North York, ON, Canada', 'M2N 5M9 North York, ON, Can...', 'M2N 5N1 North York, ON, Canada', 'M2N 6Z4 North York, ON, Canada', and 'M2N 0G2 Toronto, ON, Canada'. All screenshots have a 'Clear' button and a 'Results (Click Name to Map)' label. At the bottom, there are checkboxes for 'Tooltips' and 'AutoZoom'.

Search by Address is available for the **desktop** and **mobile** environments.


#### Civic Address

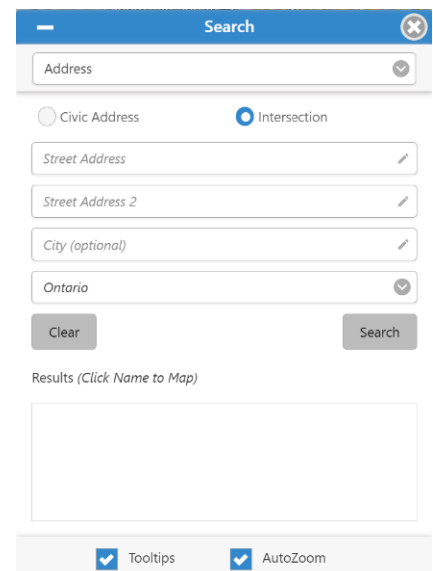
To search by Civic Address:

- 1) Select the Civic Address radio button at the top of the form.
- 2) Input the street address and/or City and/or Postal Code and click Search. Each search field will use the Google Geocoding API so that as users type search characters, the search bar will suggest a list of closest possible matches. Users can only search by one field type at a time, either by Street Address, City, or Postal Code.
- 3) The full results will be displayed in the Results field and the map will zoom into the location and place an  icon (based on the road network and the address ranges for that road segment). Note, these are not roof-top address, but approximations based on road segments. In urban areas they will be quite accurate, however, in rural areas the accuracy will vary significantly and should be considered a rough approximation.

#### Intersection

To search by Intersection:

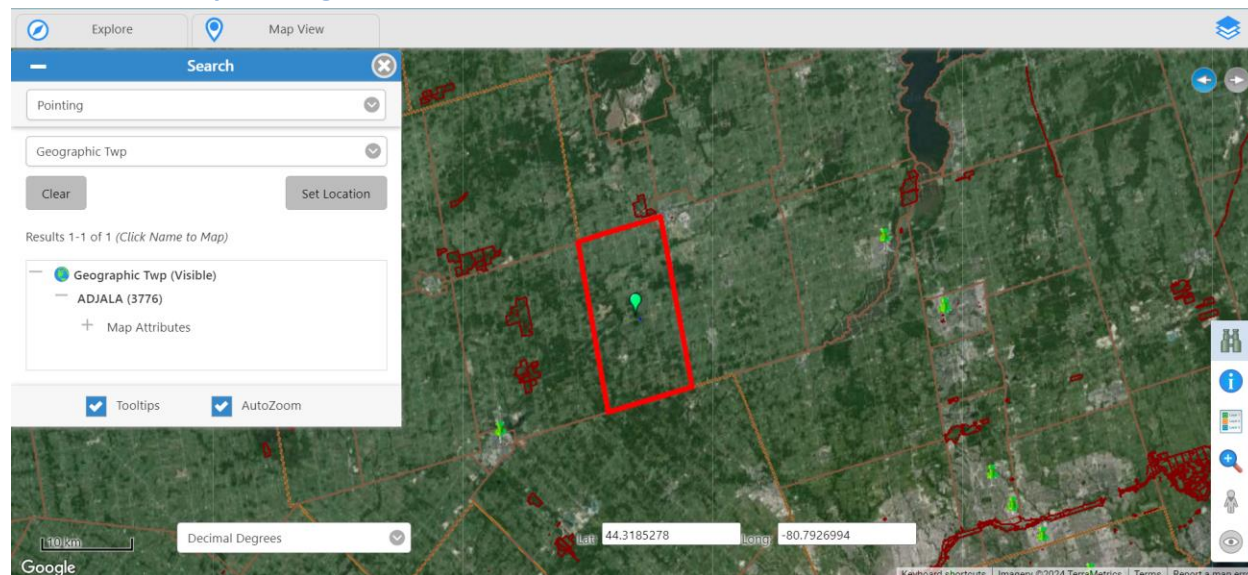
- 1) Select the Intersection radio button.
- 2) Enter a street address in the first two fields and a city if desired and select Search.
- 3) If an intersection is found it will be presented in the Results field and the map will zoom into the location and place an  icon.



The screenshot shows the 'Search' interface with the 'Intersection' radio button selected. The 'Address' field is empty. Below it, there are fields for 'Street Address', 'Street Address 2', 'City (optional)', and 'Ontario'. There are 'Clear' and 'Search' buttons. Below the buttons, there is a 'Results (Click Name to Map)' label and an empty text area for results. At the bottom, there are checkboxes for 'Tooltips' and 'AutoZoom'.



### 6.3.3 Search By Pointing



Search by Pointing lets you select a feature(s) by clicking on it and is only available for the **desktop** environment. To search by Pointing:

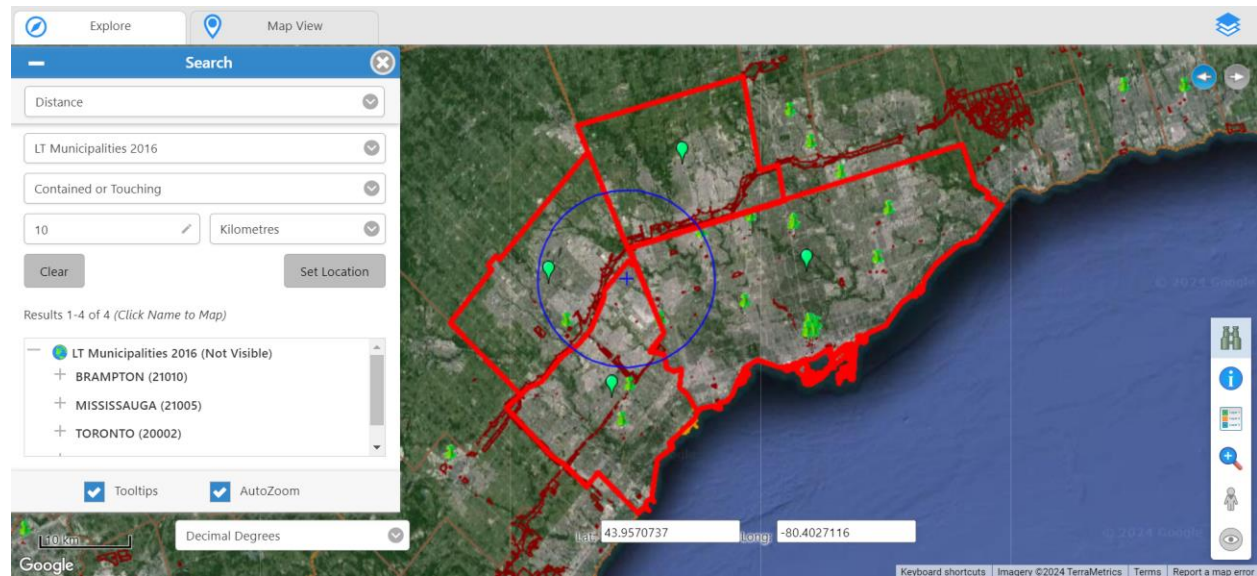
- 1) Select the map layer that contains the features of interest.
- 2) Click on the "Set Location" button to initiate the mode. This tells the system that your next click on the map will define the feature that you want to select.
- 3) When you click on the map, that feature(s) is selected. If you click on the perimeter of a feature or where there are several features, the system will return more than one result. If you are zoomed out from the features, several features might also be selected.

The Selected Features list shows the feature(s) that have been selected. The system indicates if, based on your viewing scale, the feature(s) is "Visible" or "Not Visible". You can select just one of the features by clicking on its name. The map will center on the feature and it will turn blue to indicate its selection.

You can access any related information associated with a feature by clicking on the GeoPortal Links icon.

You can re-select all the features by clicking the layer name, which will zoom the map back to the extent of all the selected features.

### 6.3.4 Search By Distance



Search by Distance lets you select one or more features on a map layer within a distance / radius of a point you define. This function is available in the **desktop and mobile** environment. To search by Distance:

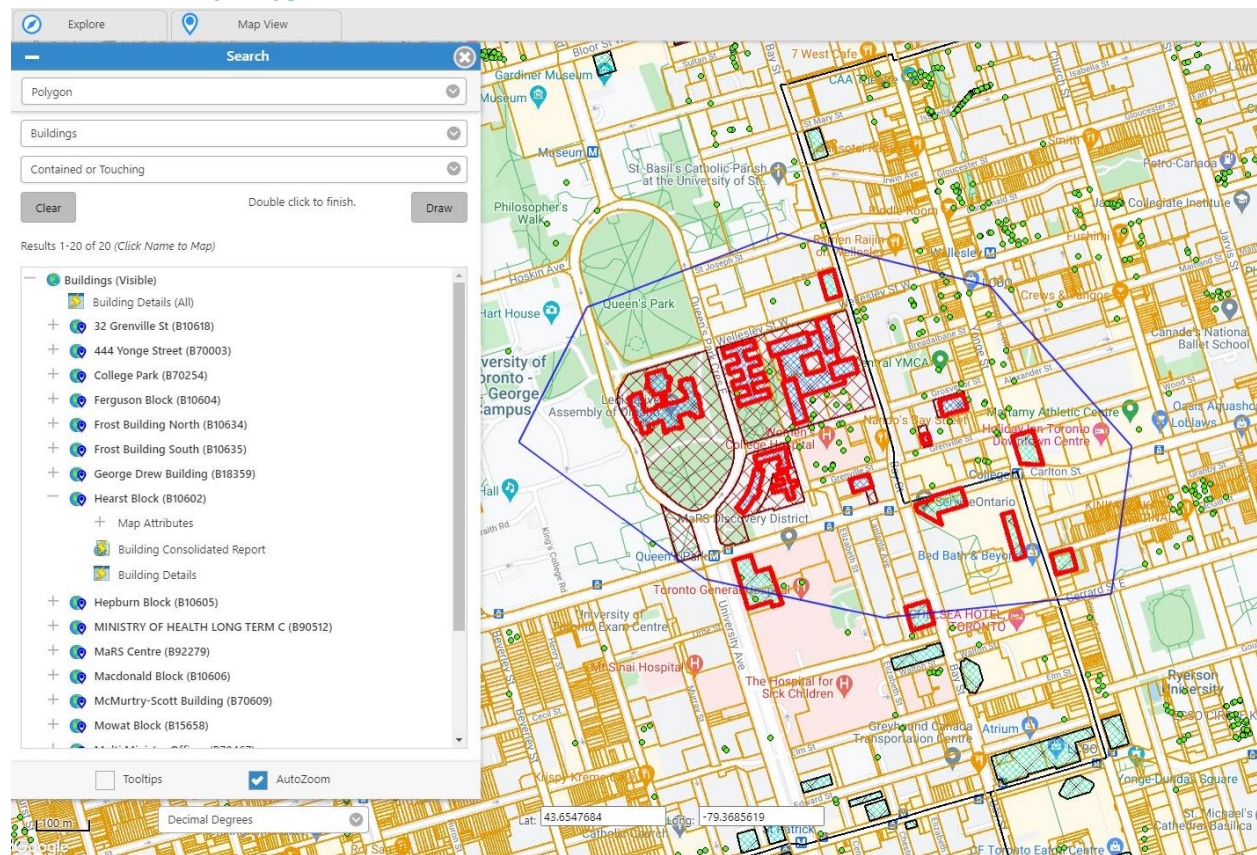
- 1) Select the map layer that contains the features of interest.
- 2) Indicate if the features that get selected are completely within or partially within the circle.
- 3) Define the distance or radius (and the unit of measure) from the point of interest.
- 4) Click "Set Location" to initiate the mode, and then click on map to define the centre of the search circle. The system will draw a blue circle around that point and select all features within the circle (or within and touching it).

The Selected Features list shows the feature(s) that have been selected. The system indicates if, based on your viewing scale, the feature(s) is "Visible" or "Not Visible". You can select just one of the features by clicking on its name. The map will center on the feature and it will turn blue to indicate its selection.

You can access any related information associated with a feature by clicking on the GeoPortal Links icon.

You can re-select all the features by clicking the layer name, which will zoom the map back to the extent of all the selected features.

### 6.3.5 Search By Polygon



Search by Polygon lets you select one or more features on a map layer within or touching a polygon that you define by drawing it on the map. This function is only available in both the **desktop and mobile** environment. To search by Polygon:

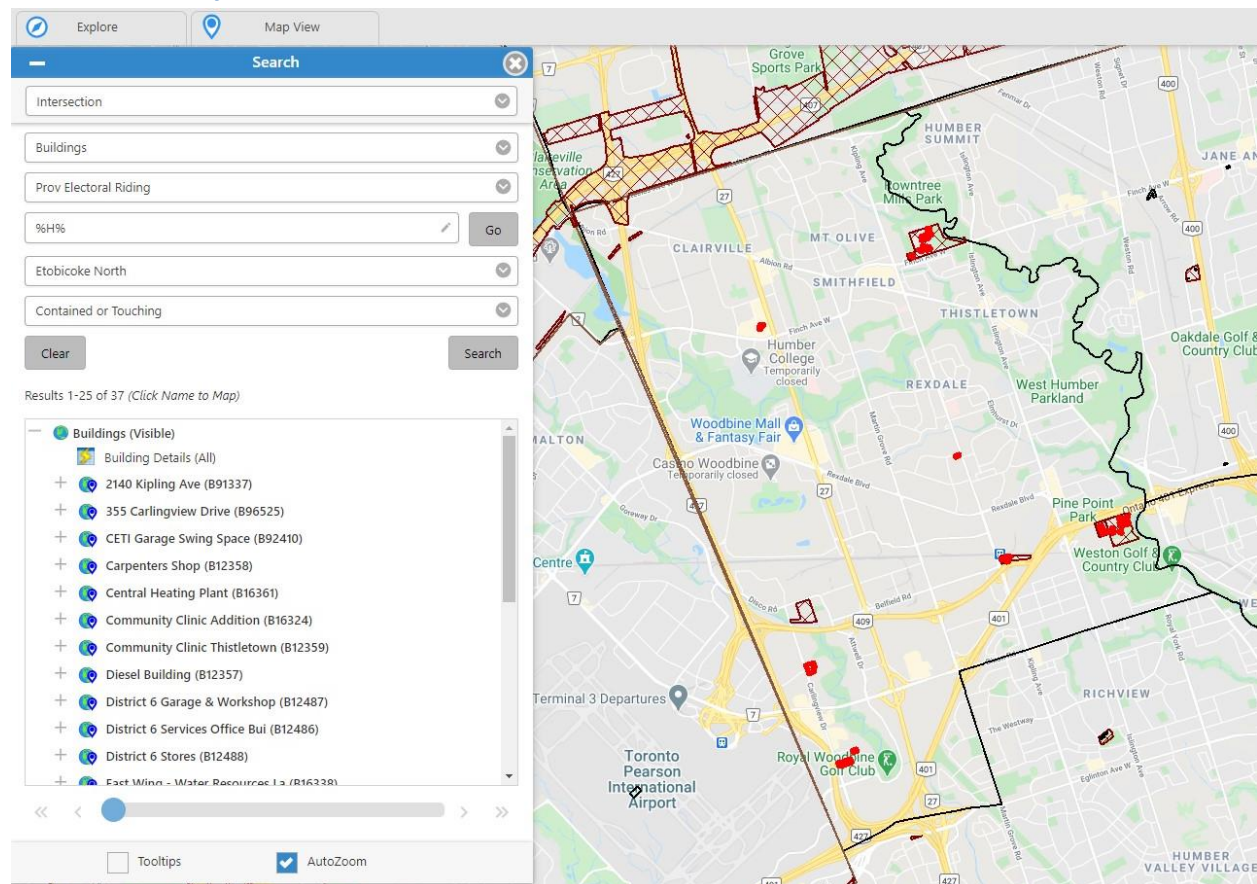
- 1) Select the map layer that contains the features of interest.
- 2) Indicate if the features that get selected are completely within or partially within the polygon.
- 3) Click "Draw" to initiate the mode. The cursor will change and you can define the polygon by drawing it on the map. Start the drawing by placing the cursor at one of the vertices, clicking and moving to the next vertices. Double-click to complete the polygon and initiate the selection.

The Selected Features list shows the feature(s) that have been selected. The system indicates if, based on your viewing scale, the feature(s) is "Visible" or "Not Visible". You can select just one of the features by clicking on its name. The map will center on the feature and it will turn blue to indicate its selection.

You can access any related information associated with a feature by clicking on the GeoPortal Links icon.

You can re-select all the features by clicking the layer name, which will zoom the map back to the extent of all the selected features.

### 6.3.6 Search By Intersection



Search by Intersection lets you select all features on a map layer that are contained within (or contained and touching) a feature on another layer that is used like a cookie cutter. This function is available for both the **desktop and mobile** environment. To search by Intersection:

- 1) Select the map layer that contains the features of interest.
- 2) Select the map layer ("Intersect with") that has the feature that will be used to do the intersection (the cookie cutter).
- 3) Type all or part of the name of that intersecting feature in the "Intersecting Feature Keyword" field and click Go.
- 4) All features with that keyword are listed in the "Found Intersecting Feature" picklist. Select the feature you want to use to intersect with (the cookie cutter feature).
- 5) Decide whether the features being selected by that feature are completely within it or within and touching.
- 6) Click Search. The chosen feature acts like a cookie cutter by selecting features on the other layer.

The Selected Features list shows the feature(s) that have been selected. The system indicates if, based on your viewing scale, the feature(s) is "Visible" or "Not Visible". You can select just one of the features by clicking on its name. The map will center on the feature and it will turn blue to indicate its selection.

You can access any related information associated with a feature by clicking on the GeoPortal Links icon.

You can re-select all the features by clicking the layer name, which will zoom the map back to the extent of all the selected features.

The example shown is of an "intersection" of buildings within a specific provincial electoral riding (Etobicoke North).

### 6.3.7 Search by Google Places

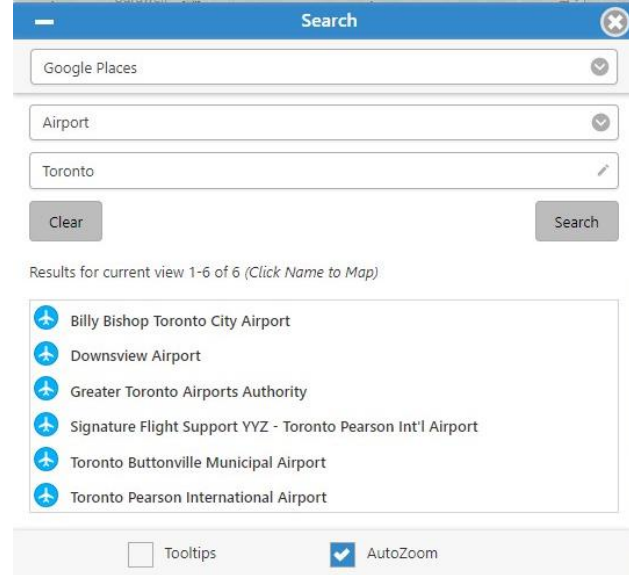
The Search by Google Places enables you to search the Google Maps - Place Names database and display the location of found features in GeoViewer. This function is available for the **desktop** and **mobile** environments. To find a Google Place:

- 1) Select Type.
- 2) Enter the keyword(s) for the search.
- 3) Click **Search**. The matching Place Names will be listed in the Results window.

Click on any of the results and the system will zoom to that location and highlight with a map icon.

You can also mouse over any of the mapped Place Name icons to get a Tooltips form with more details.

Click on the Place Name icon to do an Identify. GeoViewer will display both the Google Place Name content and information from intersecting map layers in the Identify form results.



Search







Google Places

Airport

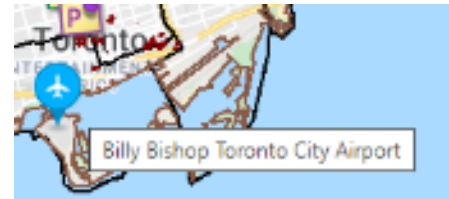
Toronto

Clear Search

Results for current view 1-6 of 6 (Click Name to Map)

-  Billy Bishop Toronto City Airport
-  Downsview Airport
-  Greater Toronto Airports Authority
-  Signature Flight Support YYZ - Toronto Pearson Int'l Airport
-  Toronto Buttonville Municipal Airport
-  Toronto Pearson International Airport

Tooltips  AutoZoom



#### Please Note

If you are zoomed out beyond a 100 km radius, GeoViewer will use your location (either determined by GPS or web IP address) as the starting point for search and search within a 100 km radius (that is the maximum distance supported by Google).

If you are zoomed-in to less than 100 km radius then the search will be done within that viewing extent.

The search results do not automatically update as you zoom-in/out. You have to perform the search for each viewing extent.

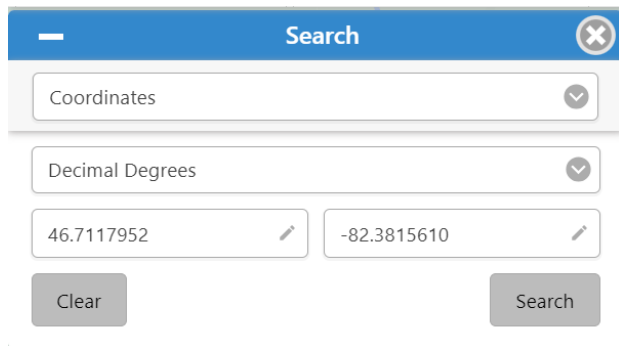
### 6.3.8 Search by Coordinate

GeoViewer provides the ability to input the coordinates of a location and zoom to it, but only if the location is within the maximum extents of the topic. This function is available for the **desktop** and **mobile** environments.

The coordinate systems available are:

- Meters UTM
- Meters Google Mercator
- Decimal Degrees
- Degrees, Minutes, Seconds

Click Search to initiate the mapping of the coordinate.



The screenshot shows a 'Search' dialog box with a blue header and a close button (X) in the top right corner. Below the header is a dropdown menu currently set to 'Coordinates'. Underneath is another dropdown menu set to 'Decimal Degrees'. There are two input fields: the left one contains '46.7117952' and the right one contains '-82.3815610'. At the bottom of the dialog are two buttons: 'Clear' on the left and 'Search' on the right.

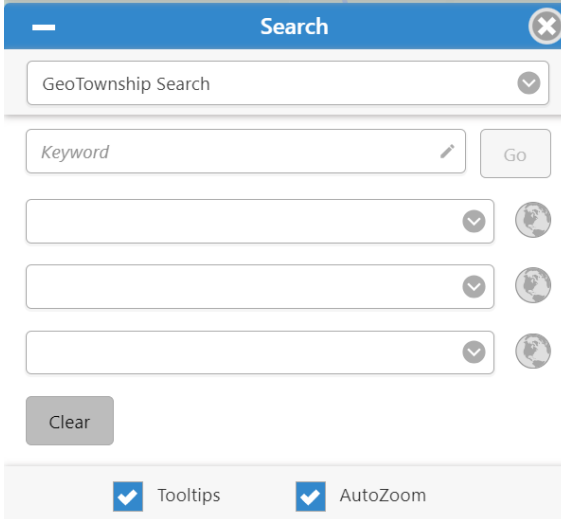
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#### Quick Tip

To copy the coordinates of a location on the map, hover your mouse over the area and then use the Tab key on your keyboard to tab to the Lat and Long fields at the bottom of the screen. Then use Ctrl+C to copy the value.

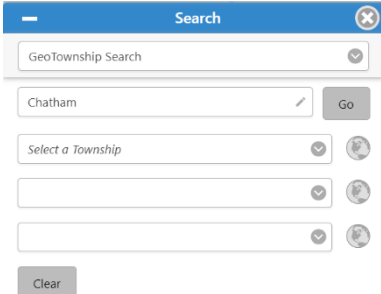
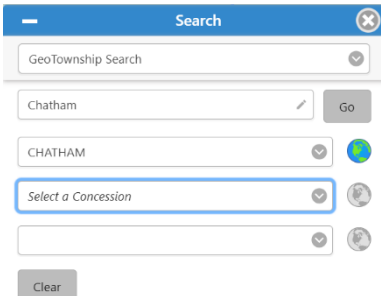
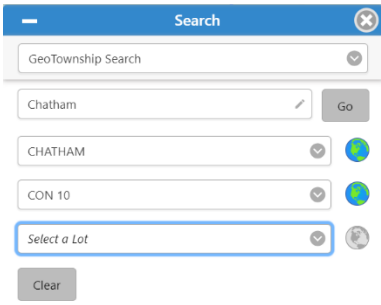
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## 6.4 GeoTownship Search



Users can use the GeoTownship Search to find a specific geographic township, concession and lot value. To use the Geographic Township Search:

- 1) Begin by typing a geographic township in the Keyword search field and select Go. The first picklist will become enabled and allow the user to select a matching township.
- 2) Once selected, the first globe icon will become enabled which will map the geographic township when selected. The second picklist will also become enabled allowing the user to select any concession that exists in that township.
- 3) Once a concession is selected, the second globe icon will become enabled which will map the concession boundaries when selected. The third picklist will also become enabled allowing the user to select any lot that exists in that concession.
- 4) Once a lot is selected, the third globe icon will become enabled which will map the lot boundaries when selected.

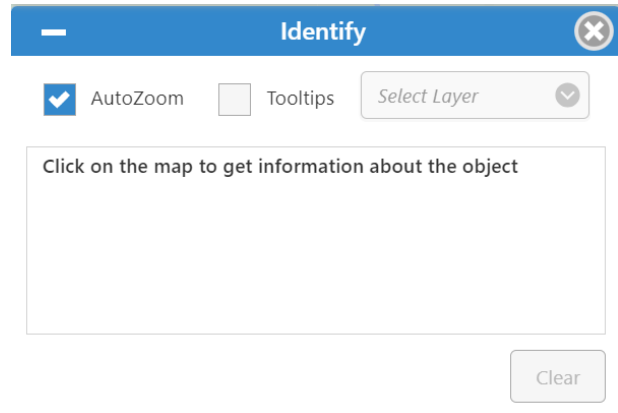


## 6.5 Identify




Identify is key to GeoViewer and is available for **desktop** and **mobile** environments. It provides information about the feature(s) at the identified location associated with all visible map layers.

To identify a feature and access its related information:

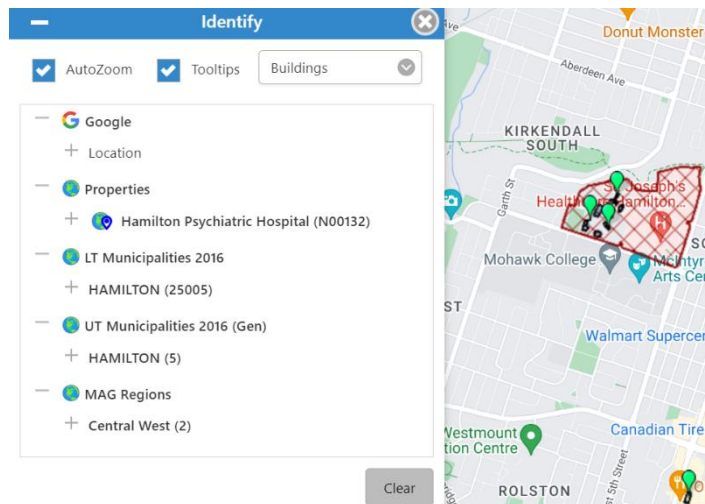
- 1) Select the Identify button in the short cut menu or in the Explore menu.
- 2) Click on the location of interest.



Each available map feature, beginning with the one on the top-most layer, is shown with:

- the layer icon  and its layer name
- the feature icon , the feature name and an additional identifier in brackets.
- the feature map attribute data (which expands to show the data)
- feature related GeoPortal Links  and their name.

The Identify feature function also enables you to activate Tooltips, which allows you to specify a specific layer that you would like to identify on the map. To enable Tooltips, click on the check box at the top of the Identify form and select the Tooltip map layer. The Tooltips will be shown as a green bubble on top of the features. You can hover your mouse on the green bubble to see more details.



## 7 Map View Menu Function

### 7.1 Measure



The Measure tool enables you to measure the distance along a line or the area of a polygon that you define on the map. This function is available for the **desktop** and **mobile** environments. To use the Measure tool:

- 1) Select the Distance or Area radio button to measure a linear distance or area.
- 2) Click "Draw" to put you into that mode. Define the polygon or line by drawing it on the map. Start the drawing by placing the cursor at one of the vertices / start of the line, clicking and moving to the next vertices. Double-click to complete the polygon / line.
- 3) The area/distance will be shown in whatever units you choose. The form also enables you to convert the area to various other units of measure.

#### Quick Tip

If you select the Distance function after drawing an Area, the system will automatically calculate the perimeter of the polygon.

If you select the Area function after drawing a line, the system will automatically "complete" the line into a polygon and calculate the resulting interior space.

### 7.2 Key Map

The Key Map will display (**desktop** environment only) a small window at bottom right of your map showing the topic's initial view with a red rectangle superimposed identifying the current map view area. As you zoom-in and the viewing scale becomes large, the rectangle will change to a red star on the key map showing the center of the current map view.

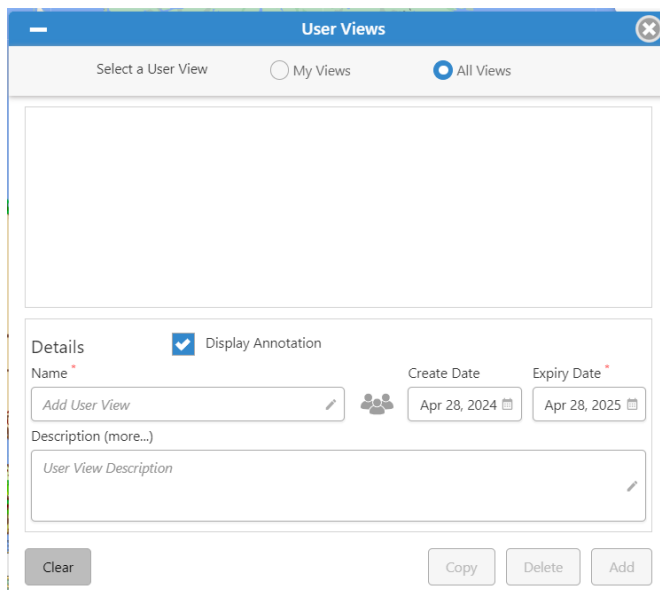
The Key Map window can be Small, Medium (the default), and Large by clicking on the radio buttons in top banner of window.



## 7.3 User Views

The 'User Views' function allows you to save and share the current GeoViewer map view. This will capture the viewing scale, visible map layers, and any added annotations in the map view. This function is only available for the **desktop** environment.

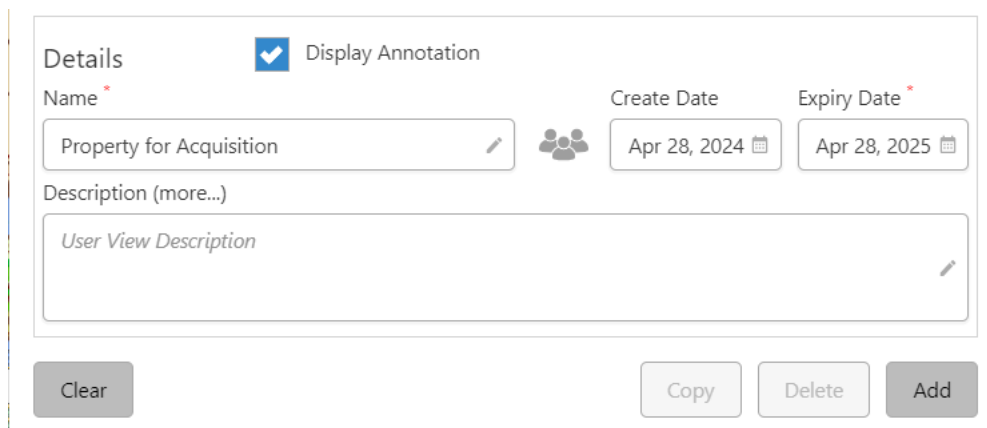
User Views are Topic specific, meaning you will only see the user views you created in the topic selected or those shared with you by others who have access to the same topic. If you wish to share a User View with someone, ensure they are in the same topic first or switch topics before adding the User View.



### 7.3.1 Adding a New User View

- 1) Ensure your display is centered on the area of interest that you would like to capture.
- 2) Select the 'User Views' button to open a form which allows you to add, share, and manage your 'User Views'.
- 3) Enter a name for this 'User View' in the field 'Add User View'. The default expiry date is set for one year from the view's creation. If you require a different timescale, modify the Expiry Date.
- 4) A description can be added (but this is not mandatory).
- 5) Click the 'Add' button to add your view. The new user view will appear in the list above.

You can create multiple 'User Views' for each Topic.



### 7.3.2 Manage Existing User Views

If you wish to update an existing 'User View' start by selecting the name of the existing 'User View' from the menu. You can then update this map and then select the 'Update' button. The current map view will become the updated view.


You can delete an existing 'User View' by selecting the existing 'User View' from the menu and clicking the 'Delete' button. This will remove the 'User View' from this Topic and the associated 'User View' menu.

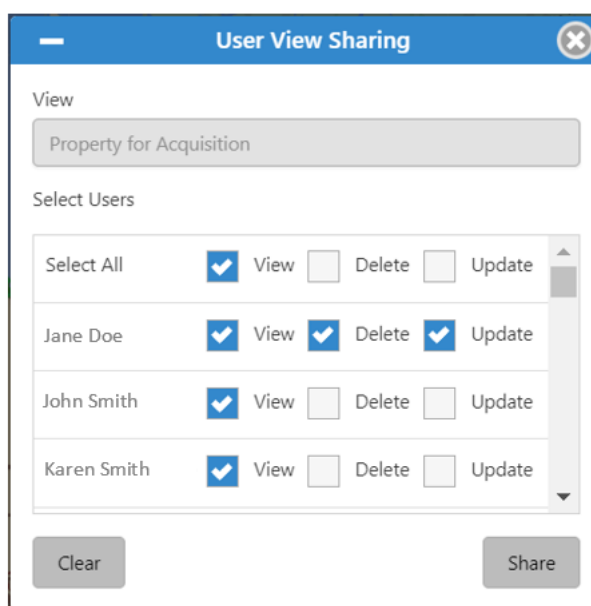
You can copy an existing 'User View' by selecting the existing 'User View' from the menu and clicking the 'Copy' button. This will duplicate the 'User View' in the associated 'User View' menu.

### 7.3.3 Sharing User Views

'User Views' can be shared with other users who are granted access to the same Topic in which the 'User View' exists. If you wish to share a 'User View' with someone, ensure they are in the same topic first or switch topics before adding the 'User View'.

To share a 'User View':

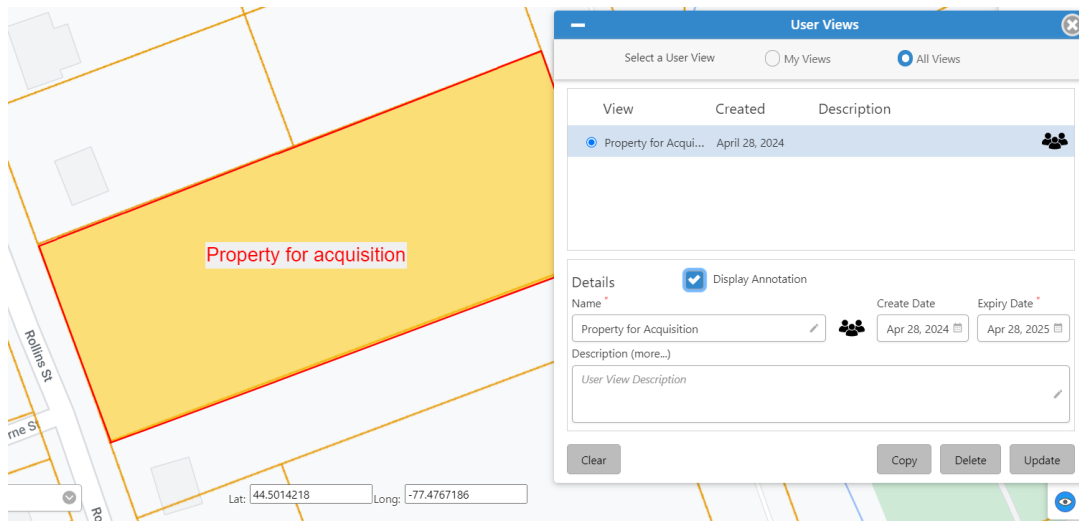
- 1) Select the existing 'User View' from the menu and click the people icon  beside the 'User View' name. A new window will be displayed with a list of GeoViewer users.
- 2) You can share the 'User View' with one or more users by clicking on the check box next to their name or share with all users by clicking the "Select All" boxes.
- 3) Once you give access to a user to View the 'User View' you can also give them access to Update or Delete the 'User View' by selecting the correlated check boxes.
- 4) Click the 'Share' button once the user selection step is complete and the individual(s) with whom the view was shared will be notified. They will see a message in the top right corner in green saying, 'You have new user views'.



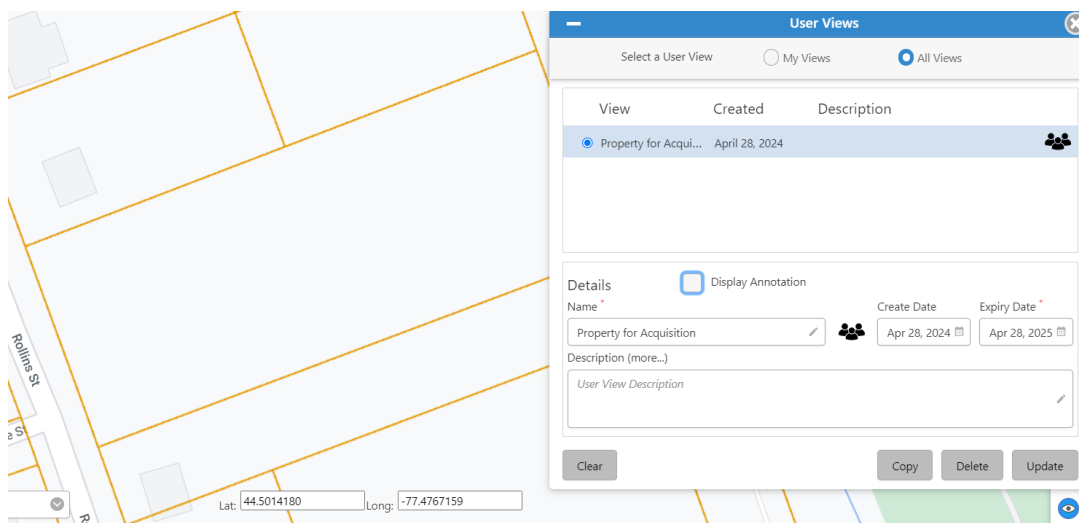
Views that have been shared with you will appear in green while expired Views will appear in red.

### 7.3.4 Adding Annotations to User Views

Annotations can be added to any 'User View' using the annotation tool (See [Section 7.5](#) to learn how to perform an annotation). Before adding an annotation, select the 'User View' of interest. Add annotations and then click 'Update' to save your annotations with that 'User View'. To hide/show the annotations in the 'User View' you can use the 'Display Annotation' checkbox on the 'User Views' form.



Display Annotation Check Box Selected – Annotations Shown



Display Annotation Check Box Un-selected – Annotations Hidden

## 7.4 Previous View / Next View


The Previous View and Next View functions (**desktop** environment only) enable you to quickly go back and forward in your session history of map views. This is useful to switch back and forth between different areas on the map.

Map view history is specific to a topic.

## 7.5 Annotate / Draw

The annotation function enables you to add / draw graphics and text to a map and save those annotations. Annotate is only available in both the **desktop** and **mobile** environment.

The annotations you add are not shared or seen by others unless you share them as a User View. Annotations will only be available for the browser session unless saved as a User View. See [Section 7.3](#) for help adding and sharing a User View.

The annotations will appear when you print or output the map to PDF. 

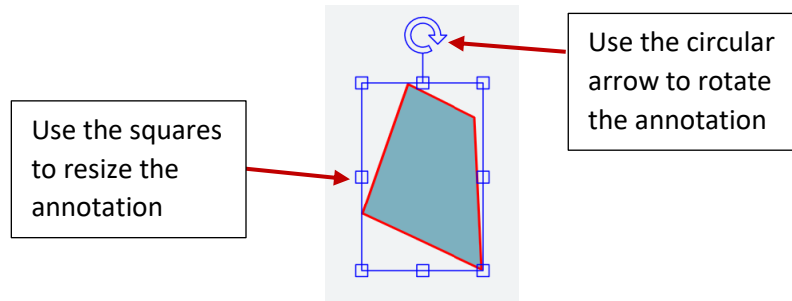
When adding annotations, you have the ability to define the colour, transparency, style, size, outline colour, outline style, and outline size. As well once the annotation is added on the map, you can change the size, rotation, and location of the annotation.

The screenshot shows the 'Annotate / Draw' dialog box with several callout boxes:

- Select the type of fill.** Points to the 'Polygon Fill' section where 'Type' is set to 'Solid'.
- Select the type of outline.** Points to the 'Polygon Outline' section where 'Type' is set to 'Solid'.
- Slide bar to select the thickness of the outline.** Points to the 'Size' slider in the 'Polygon Outline' section.
- Select to change the colour and transparency of your annotation.** Points to the 'Color' selection area, which includes a color palette and a transparency slider.
- Use this slider to change the transparency.** Points to the transparency slider.

The screenshot shows the 'Annotate / Draw' toolbar with the following icons and labels:

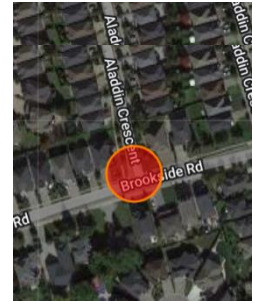
- Undo/Redo (curved arrows)
- Erase (red X)
- Erase all annotations (brush)
- Select an annotation (dashed box with hand)
- Show / Hide annotations (checkmark)
- Save the annotations (floppy disk)
- Point (blue dot)
- Text (blue 'A')
- Line (blue 'N')
- Freehand Line (blue squiggly line)
- Polygon (blue polygon)
- Freehand Polygon (blue blob)
- Circle (blue circle)
- Rectangle (blue square)
- Arrow (blue arrow)



### 7.5.1 Point Annotation

Point types include: Circle, Square, Triangle, Star, Rhomb.

1. Select the option in the menu. ●
2. Define the point type, size, and colour as well as the outline type, size, and colour.
3. Click anywhere on the map to place the point.
4. Click and hold the annotation to move it on the map.



### 7.5.2 Text Annotation

1. Select the option in the menu. A
2. Type the text in the text field. Use the Enter key on your keyboard to add multiple line text.
3. Define the text size, font, font colour, whether it is Bold, Italics, Underlined, and the background fill colour (if desired).
4. Click anywhere on the map to place the point.



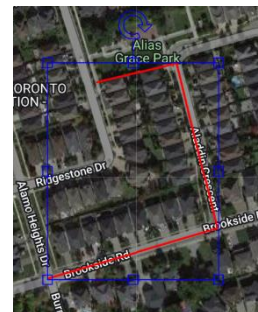
#### Please Note

It is best practise to create the text only at the map scale you want it used, since it is the only map annotation function not scale dependent. Meaning that if you zoom in or out, the text size does not change in proportion to the map but remains the same relative size on the screen.


5. Click and hold the annotation to move it on the map. Use the circular arrow to rotate the text in any direction.

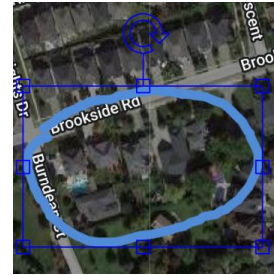
### 7.5.3 Straight Line Annotation

1. Select the option in the menu. N
2. Define the line type, size, and colour.
3. Position your mouse at the start of the line and click once to begin the line. Move to create a straight line. With each click you create a new vertex.
4. Double-click to end the line.
5. Click and hold the annotation to move it on the map. Use the circular arrow to rotate the line in any direction. Use the squares surrounding the annotation to resize the annotation.




#### 7.5.4 Freehand Annotation:

1. Select the option in the menu. 
2. Define the line type, size, and colour.
3. Position your mouse at the start of the line and click and hold to create the line.
4. Release the mouse to end the line.
5. Click and hold the annotation to move it on the map. Use the circular arrow to rotate the line in any direction. Use the squares surrounding the annotation to resize the annotation.




#### 7.5.5 Polygon Annotation:

1. Select the option in the menu. 
2. Define the polygon fill type and colour and the outline type, size, and colour.
3. Position your mouse at one of the vertices of the polygon and click once to begin drawing. Move the mouse to draw the outline of the polygon. Each click creates a new vertex.
4. Double click to end the polygon.
5. Click and hold the annotation to move it on the map. Use the circular arrow to rotate the polygon in any direction. Use the squares surrounding the annotation to resize the annotation.




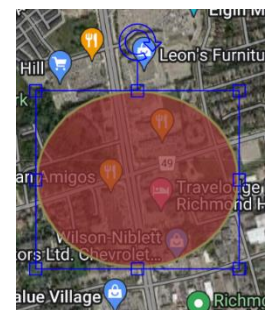
#### 7.5.6 Freehand Polygon Annotation:

1. Select the option in the menu. 
2. Define the polygon fill type and colour and the outline type, size, and colour.
3. Position your mouse at one of the vertices of the polygon and click and hold down the mouse to draw the polygon.
4. Release the mouse to end the polygon.
5. Click and hold the annotation to move it on the map. Use the circular arrow to rotate the polygon in any direction. Use the squares surrounding the annotation to resize the annotation.




#### 7.5.7 Circle Annotation:

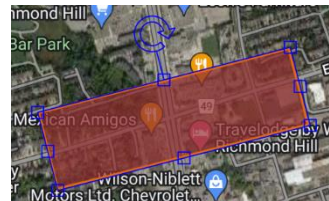
1. Select the option in the menu. 
2. Define the circle fill type and colour and the outline type, size, and colour.
3. Position your mouse at one of the edges of the circle and click and hold down the mouse to draw the circle.
4. Release the mouse to end the circle.
5. Click and hold the annotation to move it on the map. Use the circular arrow to rotate the circle in any direction. Use the squares surrounding the annotation to resize the annotation.






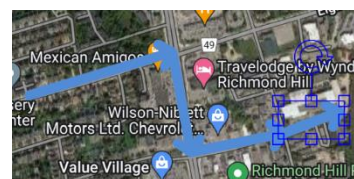
### 7.5.8 Rectangle Annotation

1. Select the option in the menu. 
2. Define the rectangle fill type and colour and the outline type, size, and colour.
3. Position your mouse at one of the corners of the rectangle and click and hold down the mouse to draw the rectangle.
4. Release the mouse to end the rectangle.
5. Click and hold the annotation to move it on the map. Use the circular arrow to rotate the rectangle in any direction. Use the squares surrounding the annotation to resize the annotation.




### 7.5.9 Arrow Annotation:

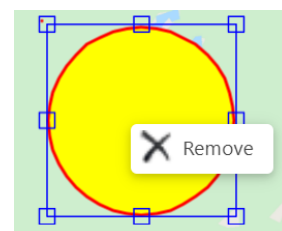
1. Select the option in the menu. 
2. Define the arrow type, size, and colour.
3. Position your mouse where you would like the arrow to begin. Click once to begin the arrow. With every click the arrow will end and a new one will begin.
4. Double-click to end the arrow/sequence of arrows.
5. Reselect the annotation in order to move it on the map, rotate it using the circular arrow, or resize it using the squares surrounding the arrow.



### 7.5.10 Other Annotation Features – Undo / Redo, Select an Annotation, Clear Annotations, Hide / Show Annotation, Save Annotation


To **Undo / Redo** an annotation, use the arrow icons. 

Select **Clear One at a Time**  and you can individually select each annotation and delete it. A message will appear to confirm the deletion with a "Remove" button and the feature underneath will be highlighted. Click "Remove" to delete it.




Clicking the broom icon  will **Clear All annotations** on the map immediately.

To **Select an Annotation**, use the select icon  and then click on the annotation of interest.

If you wish to **hide your annotations** you can click on the check mark icon  and your annotations will not show on the map. Bring them back by clicking again on the check mark icon.

To **Save your annotation**,

- 1) Ensure the map is on the map view you would like to save and click on the save icon . The User Views function will pop up which will allow you to save / share your annotations in a specific view.
- 2) Add a name, an expiry date and if desired a description to the User View. The default expiry date will be set to one year from current date unless otherwise specified.

3) Click “Add” to save your annotation.

If you wish to **update an annotation**, select the User View that it was originally saved under and click “Update”. The updated User View will be added to the list.

To **save an annotation under a new User View**, select “Clear” in the User View form. You can then add a new name, expiry date, and description to the User View and select “Add”. The new User View will be added to the list.

See [Section 7.3](#) for more help adding, updating and sharing User Views.

## 7.6 Clear

Clicking on the Clear button from the Map View menu will clear all contents on the map except Annotations. If there are added bubbles or features highlighted, selecting the Clear button will eliminate these additions from the map.

## 7.7 Output Map



Use the Output Map function to create a print or a PDF file of the map based on the view shown. There are two options available - using a local printer on your system, or outputting to a PDF file. This function is available for the **desktop** and **mobile** environments.

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### Quick Tip

Check the map legend first to make sure that only the map layers you need are turned on. The printed map will list the layers that are on. Background map layers are not listed in the printed map legend.

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The Printer option generates the print product for a standard 8.5x11 inch page with landscape orientation. Use the printer dialogue to specify which printer to use, the paper size and the orientation.

The PDF option sends the map to a PDF service and you are asked if you want to save or open the file created.

The resulting map produced has a title (the same as the Topic name), and a Legend showing the map layers and their feature characteristics for those which are visible and turned on.

## 7.8 Display Coordinates

The Display Coordinates function allows you to toggle on and off the coordinate display at the bottom of the map view. This function is only available for the **desktop** environment.

You can change the coordinate system displayed by clicking on the pick list with following options:

1. UTM – Universal Transverse Mercator
2. Google Mercator
3. Latitude and Longitude in decimal degrees
4. Latitude and Longitude in degrees, minutes, and seconds

The accuracy of the displayed coordinates is dependent on the viewing scale. The larger the scale (more zoomed in) the more accurate the location of the cursor.

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### Quick Tip

To copy the coordinates of a location on the map, hover your mouse over the area and then use the Tab key on your keyboard to tab to the Lat and Long fields at the bottom of the screen. Then use Ctrl+C to copy the value.

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