

Create Presentation Markers and Annotations Tutorial

This feature consists of four steps and allows the user to add presentation markers or annotations to the map, save the presentation markers and/or annotations for future use or reference and display the presentation markers and/or annotations as a custom map layer. Presentation markers and annotations can be edited by the user at a later date if necessary.

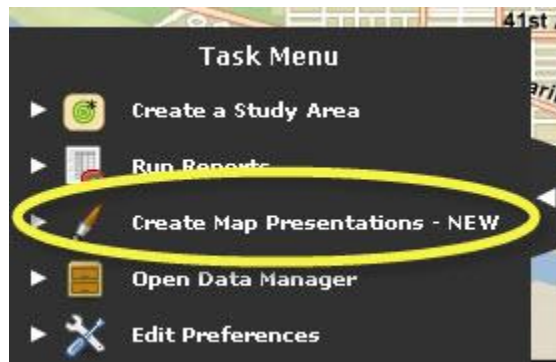
PLEASE NOTE: Before proceeding, it is important to adjust your map to the specific area (map extent) you plan to add presentation markers or annotations. Do this using the Find tool, by creating a new study area, or opening a previously saved study area from the Data Manager. Presentation markers and annotations will remain the "same size" and in the "same position" if you adjust your map (zoom or pan). It is imperative that you select the map area you want to use *before* starting. Changing map types will not impact your map area.

Step 1 of 4: Zoom into the interested area

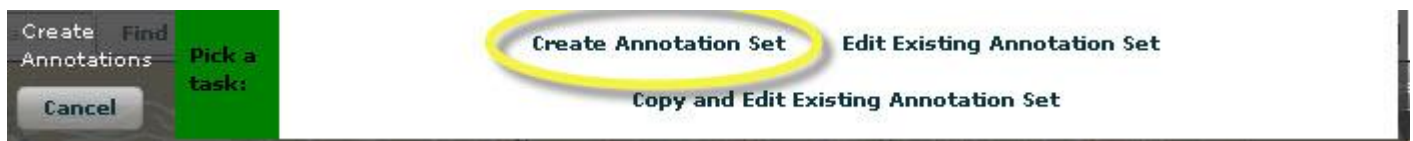
The user **MUST** zoom into the area of interest before using the Map Annotations. Once placed on the map, the presentation markers and annotation will remain the "same size" and in the "same position" if you adjust your map (zoom or pan).

Step 2 of 4: Choose 'Create Map Presentations' on the Task Menu

Click 'Create Map Presentations' in the Task Menu in the bottom left to proceed to Step 3.



Step 3 of 4: Click 'Create Annotation Set'



Choose the type of presentation marker or annotation(s) you would like to add to the map.

Shape

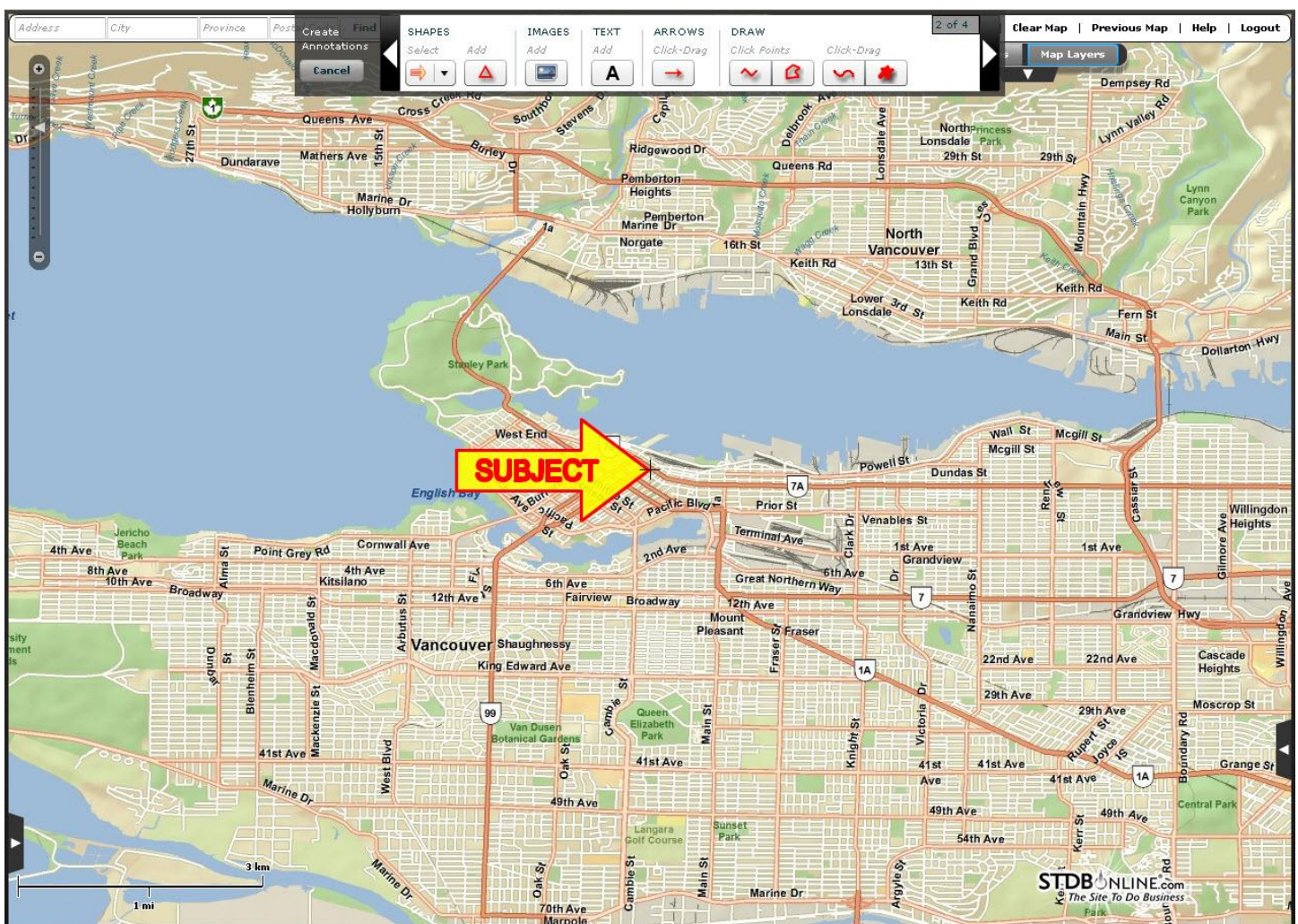
1. Click the drop-down arrow to select the shape



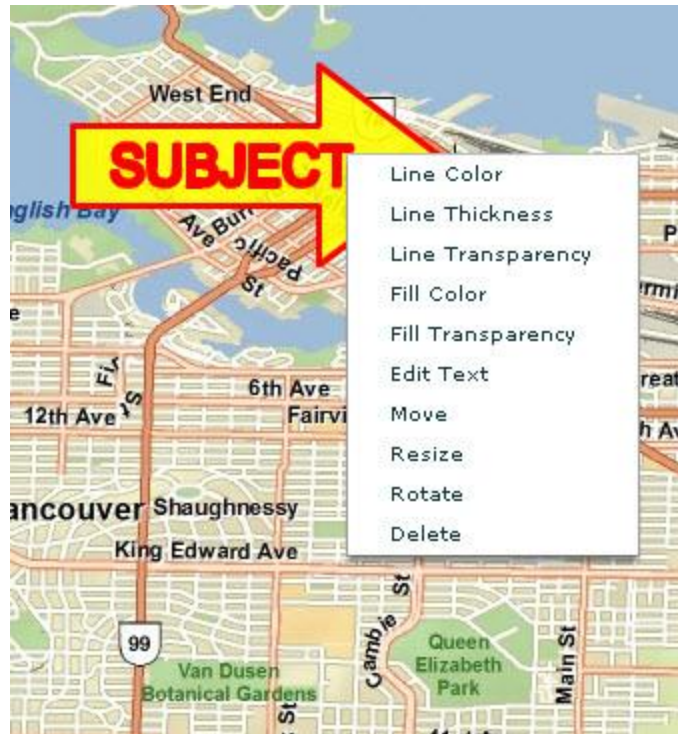
2. Click the shape you want to use and click the 'Add' predefined shape button



3. Click on the map in the desired location for the shape and the shape will appear on the map




4. To change the appearance of the shape, left click on the shape to view the edit options

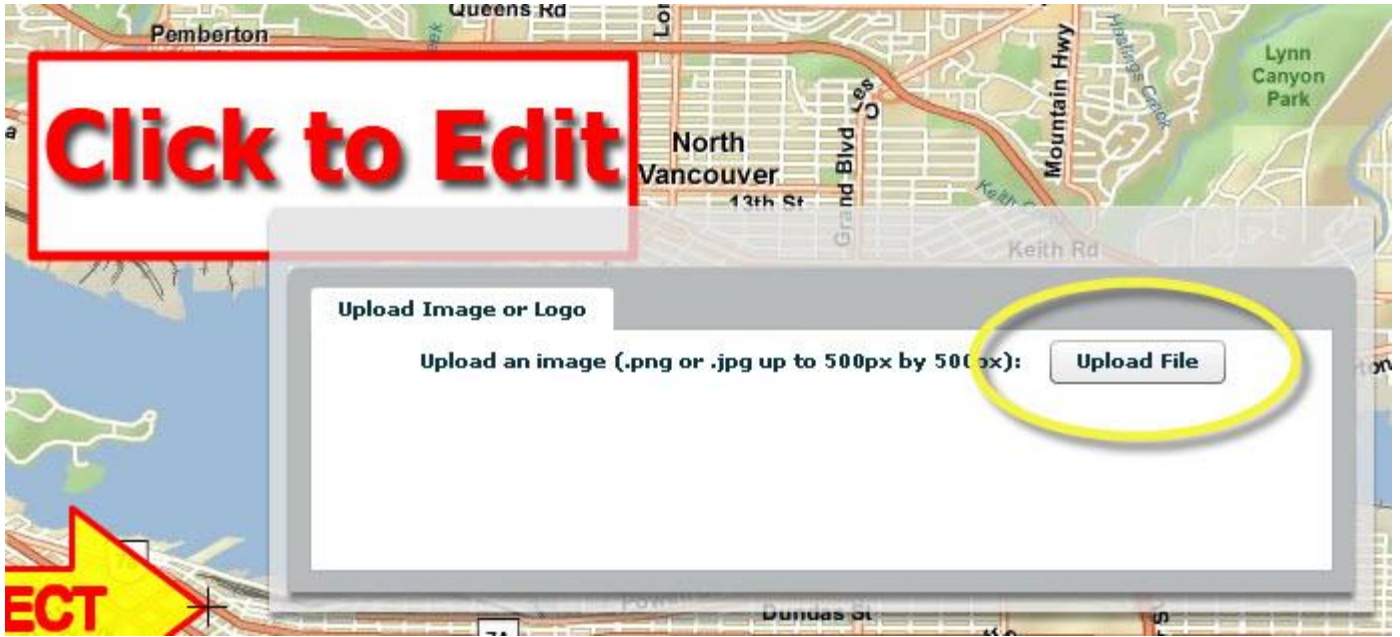


5. Repeat the process to continue adding shapes to the map

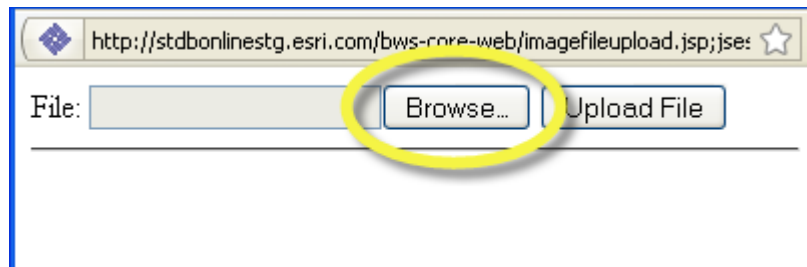
Image

1. Click the 'Add image' button 
2. Click on the map in the desired location for the image

3. A box will appear that says 'Click to Edit'... click 'Upload File' to search your computer for the image

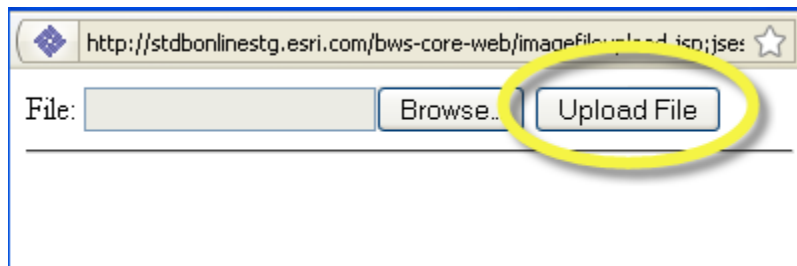


4. Browse your computer for the image you would like to place on the map




5. Once you find the image on your computer, click 'Upload File'

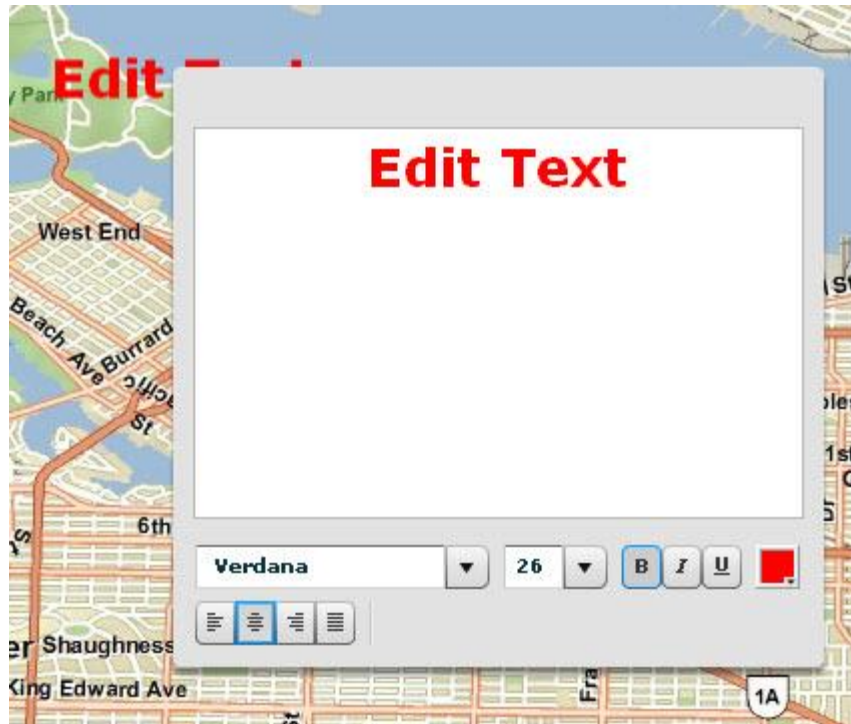
- a. *Image size cannot be larger than 500 x 500 pixels and must be .PNG or .JPG format*
- b. *You can upload a maximum of 3 images per annotation set*



6. Repeat the process to continue adding images to the map

Text

1. Click the 'Add text' button 
2. Click on the map in the desired location for the text
3. Text will appear the says 'Click to Edit'




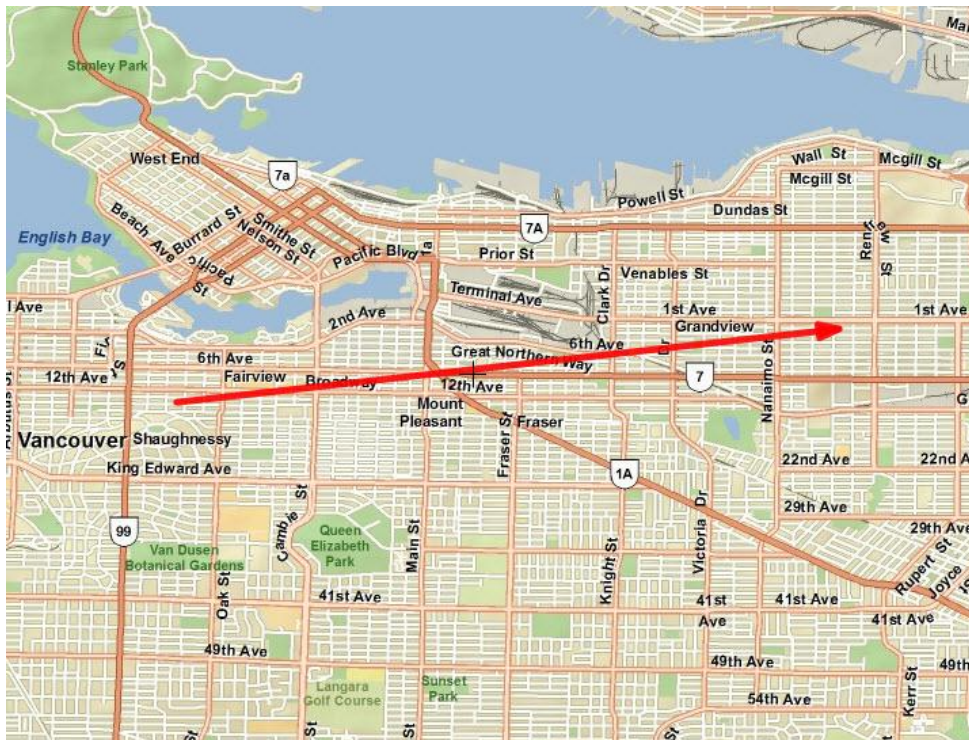
4. An 'Edit Text' box will appear
 - a. Enter the text you would like and when finished, click on the map (you will notice the text changing as you type)
 - i. When you are finished editing text, you may notice all of the text is not visible. Simply left click on the text and resize the text box to view all text.
 1. If you are placing text over a polygon or shape, you should allow some of the text box to be outside the polygon for editing purposes
 - b. You also have the option to change the font style, size, location and color in this step



5. Repeat the process to continue adding text to the map

Arrow

1. Click the 'Add arrow' button 
2. Left click to begin drawing and move the mouse towards the location of interest then release to complete. (Please note: the arrow is directional.)



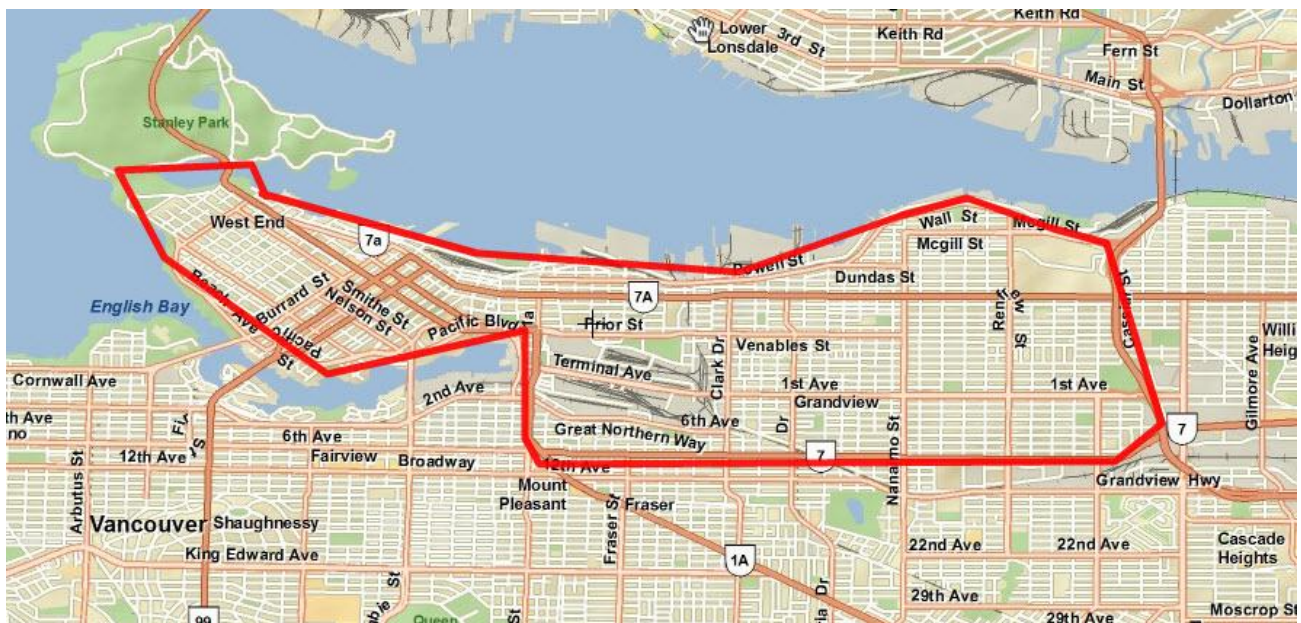
3. You have the option of changing the color, thickness and style of the arrow. To do so, left click the arrow to view options

Draw

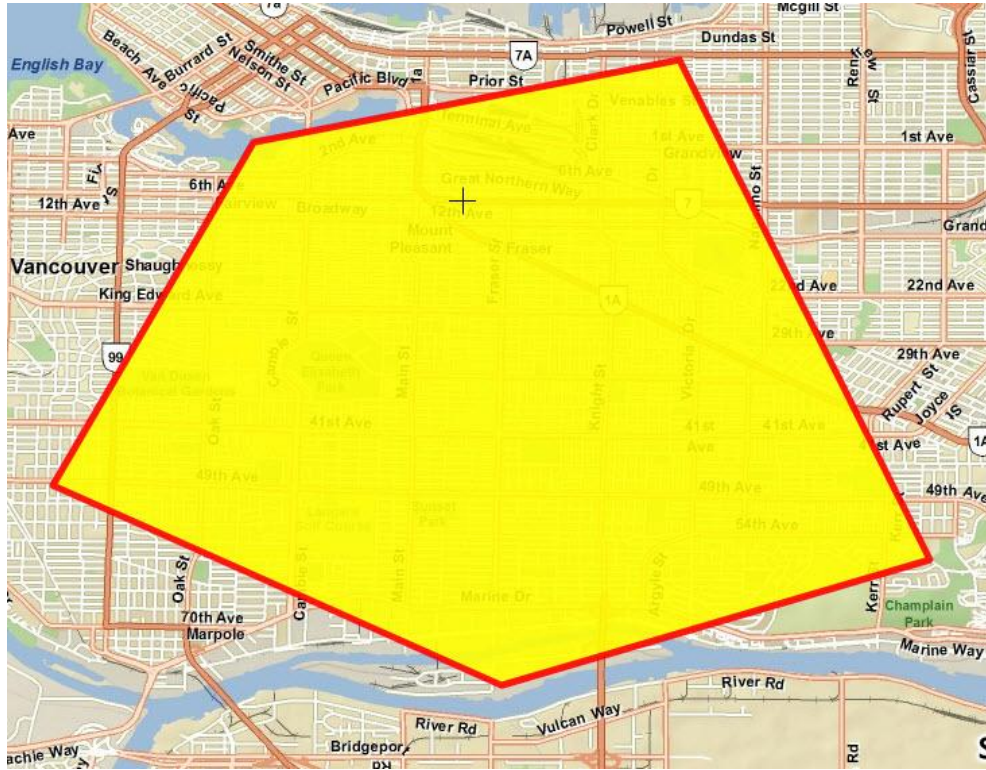
You are currently limited to added 5 polygons/shapes per annotation set.



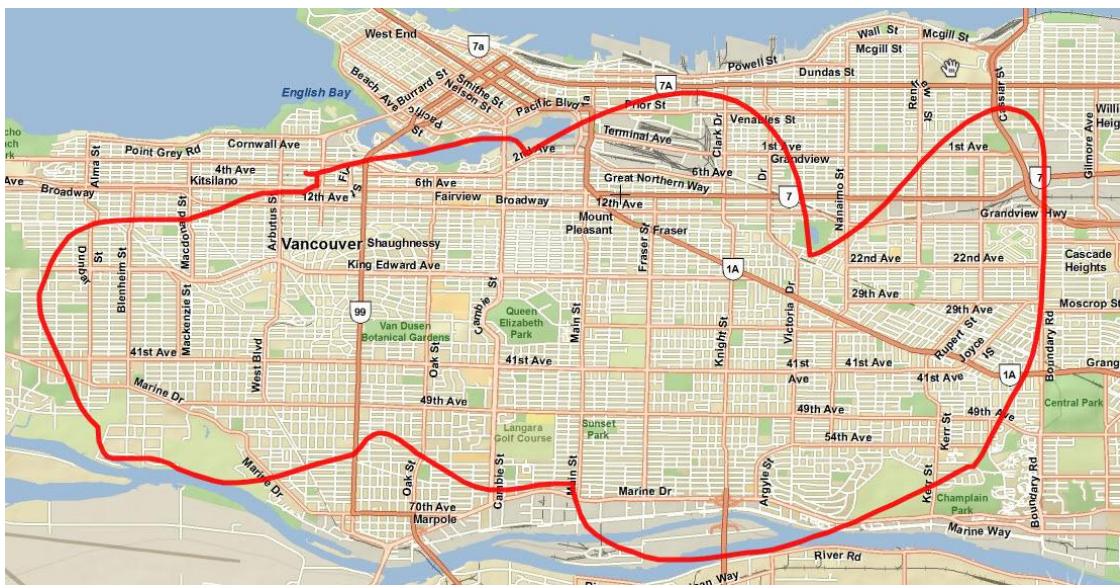
1. Choose the drawing tool you would like to use
 - a. Draw a Polyline (Shape) - A Polyline is a series of connected straight lines. Please note that you must double click when ending the Polyline.



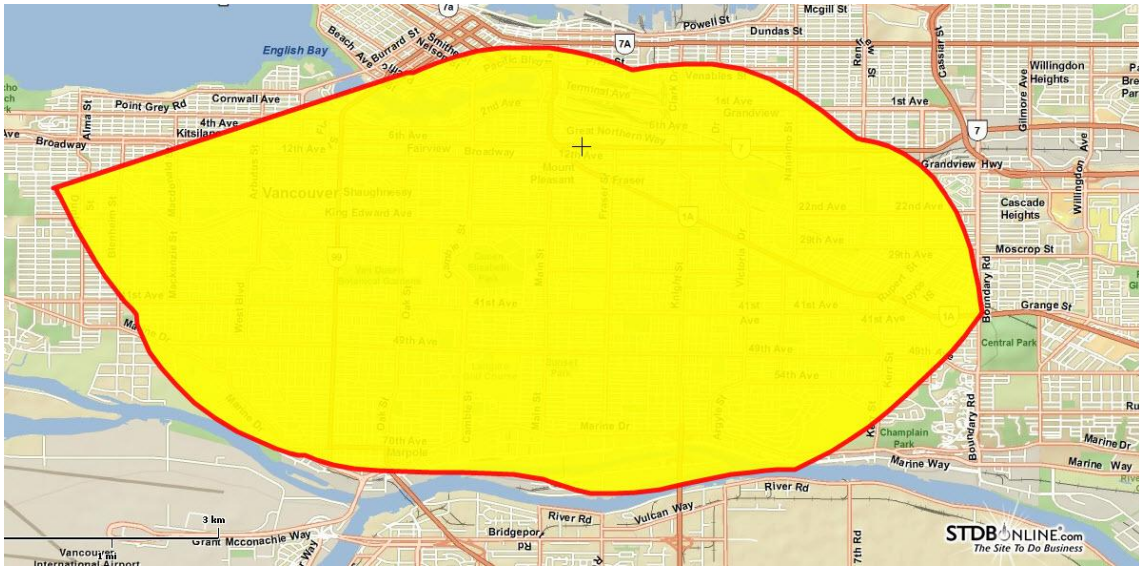
- b. Draw a Freehand Polyline (Pen) - Please note that you release the left mouse button when complete.



- c. Draw a Polygon (Shape) - Please note that you must double click when ending the Polyline.



- d. Draw a Freehand Polygon (Shape) - Please note that you release the left mouse button when complete.



2. Click on the map to begin drawing (once you click on the map, simply move your mouse to start drawing and finish by following the instructions for each tool noted above)
3. Repeat the process to continue drawing on the map

Object Properties (Shapes, Images, Text, Arrow and Draw)

1. Click on any presentation marker or annotations to edit the object.
2. Move the left mouse until you have highlighted the appropriate command.
3. After completing any command, click anywhere on the map to close the dialogue box

Line Color
Line Thickness
Line Transparency
Fill Color
Fill Transparency
Edit Text
Move
Resize
Rotate
Delete

Delete Object(s)

1. Click on any presentation marker or annotations to delete the object.
2. Move the left mouse until you have highlighted the delete command.
3. Left click the delete command.

If you want to remove a specific presentation marker or annotation, simply left click the annotation and click 'Delete'.

Once you are finishing making/creating annotations on the map, click the white arrow to the right to proceed to the final step of the process.



Step 4 of 4: Save Annotations

This is a very important step in the process and allows the user to access/manage/edit their presentation marker and annotations at a later date, if necessary. Name the presentation marker and annotation set and enter a description (optional) and click 'Save'.

Note: You can only save up to 10 Annotation Sets... this will change in future releases

Editing a Previously Saved Annotation Set



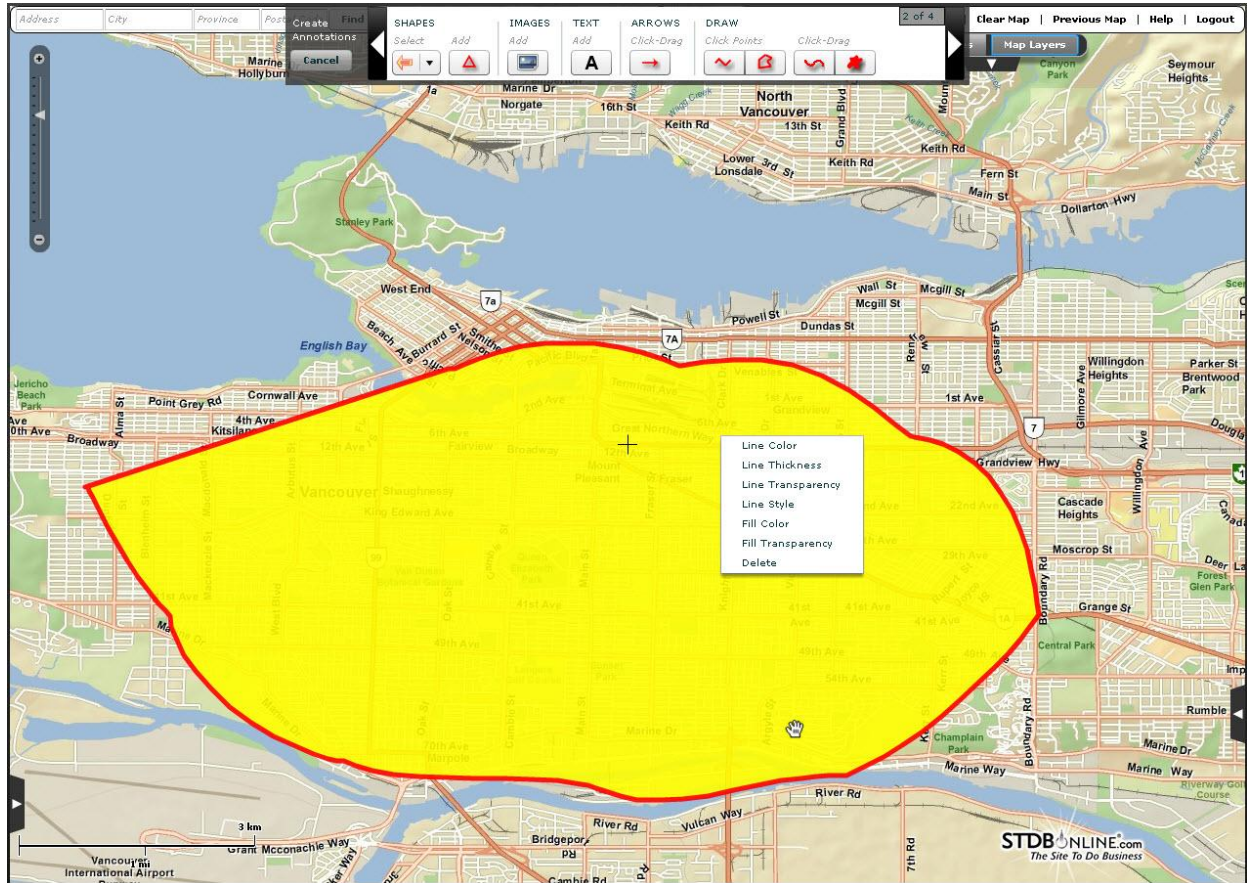
1. Adjust your map to the general map extent that contains the Annotation Set you wish to edit
2. Choose 'Create Map Presentations' from the Task menu
3. Click 'Edit Existing Annotation Set'



4. Select the name of the Annotation Set that you wish to edit



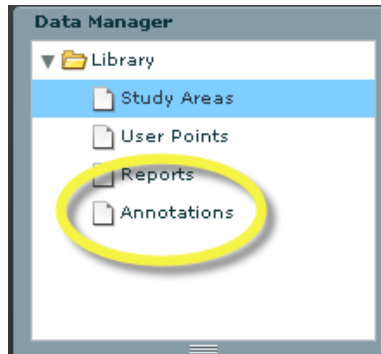
5. Move to the next step
6. Click on any presentation marker or annotation and edit, as desired



7. When complete, click the right arrow and save the Annotation Set (you may use the same name which is pre-populated or use a different name)
 - a. Note: If you choose to save the Annotation Set as the pre-populated name (same as before), the new Annotation Set will override what you previously saved

Opening or Deleting Previously Saved Annotation Sets using the Data Manager

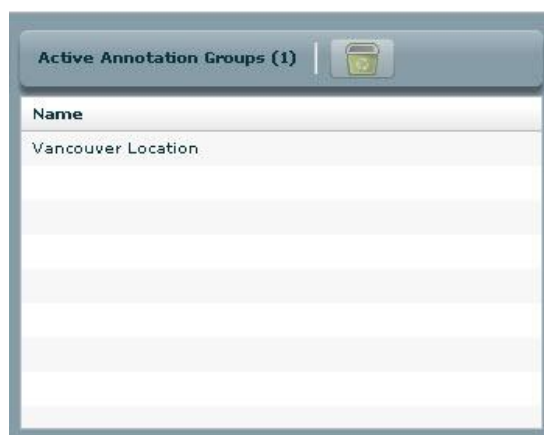
1. Open the Data Manager
2. Click the 'Annotation' folder in the Library (upper left hand corner)



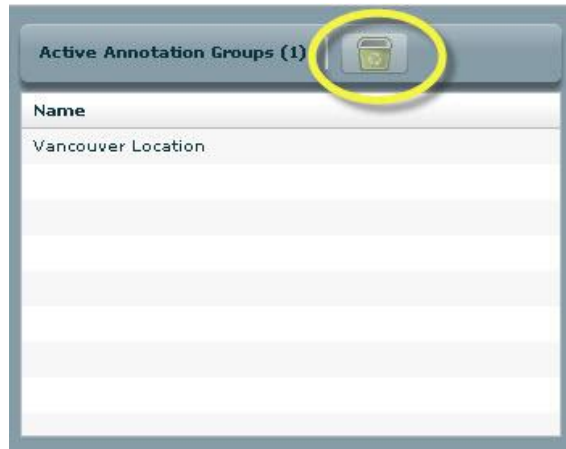
3. To delete, highlight the name of the Annotation Set and click the Trash icon



4. To activate an annotation set, after selecting the Annotation Set, either double click the item or drag the item to the Active Annotation Group in the lower right hand corner of the Data Manager



5. To deactivate an active Annotation Set, highlight the name of the Annotation Set in Active Annotation Group and click the trash can immediately above



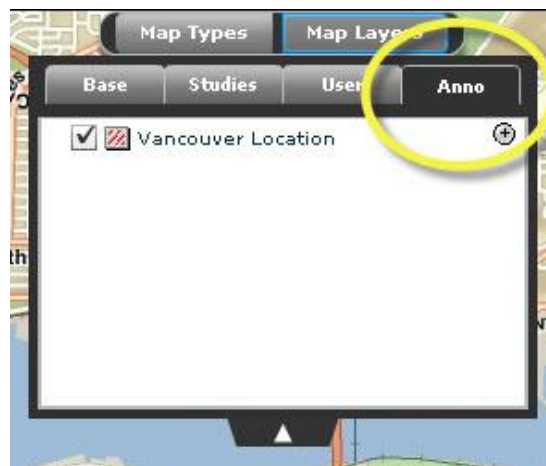
6. When done, exit the Data Manager

Controlling Active Annotation Sets using the Map Layer Controls

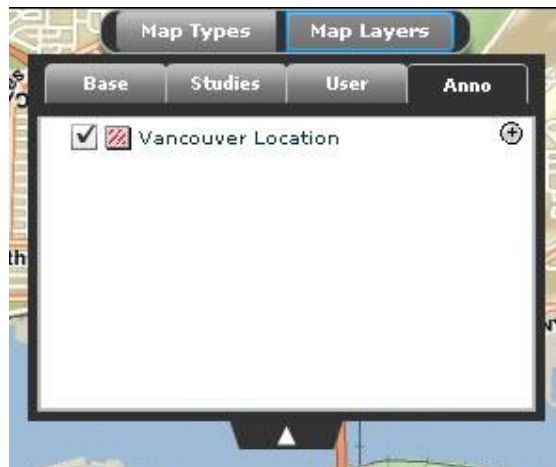
1. Click the Map Layer tab (upper right hand corner of the screen)



2. Click the 'Anno' tab



3. Select or deselect any active Annotation Set



4. Click '+' to zoom to the map extent that contains that particular Annotation Set.

