

# District of Saanich Tutorial: Drawing on the Map



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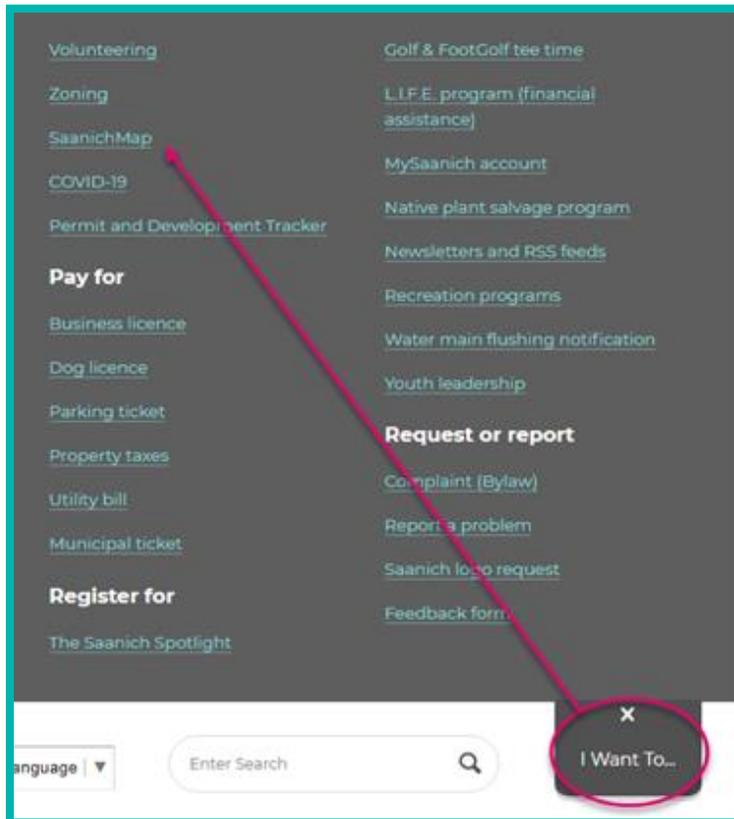
Revision 2  
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## 1. Introduction

This guide outlines how to use the various drawing tools on SaanichMap. This tutorial shows how to draw, move, resize, and delete graphics from the map. This guide is part of a series of tutorials available to help users learn how to navigate the web map.

## 2. Launch SaanichMap

Go to [www.saanich.ca](http://www.saanich.ca) and in the 'I Want To...' menu, choose SaanichMap.



On the SaanichMap page you will find information about using the web map.

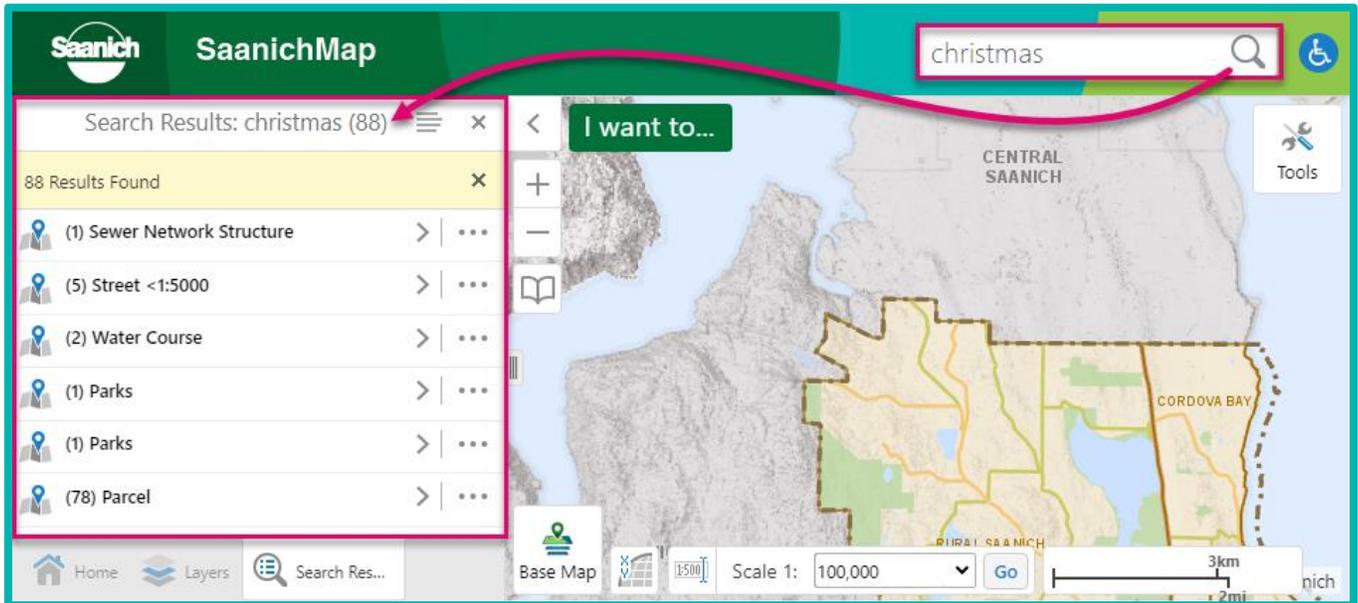
Click on the launch SaanichMap button.

The terms of use will open and when you click OK, the viewer will be available for use.

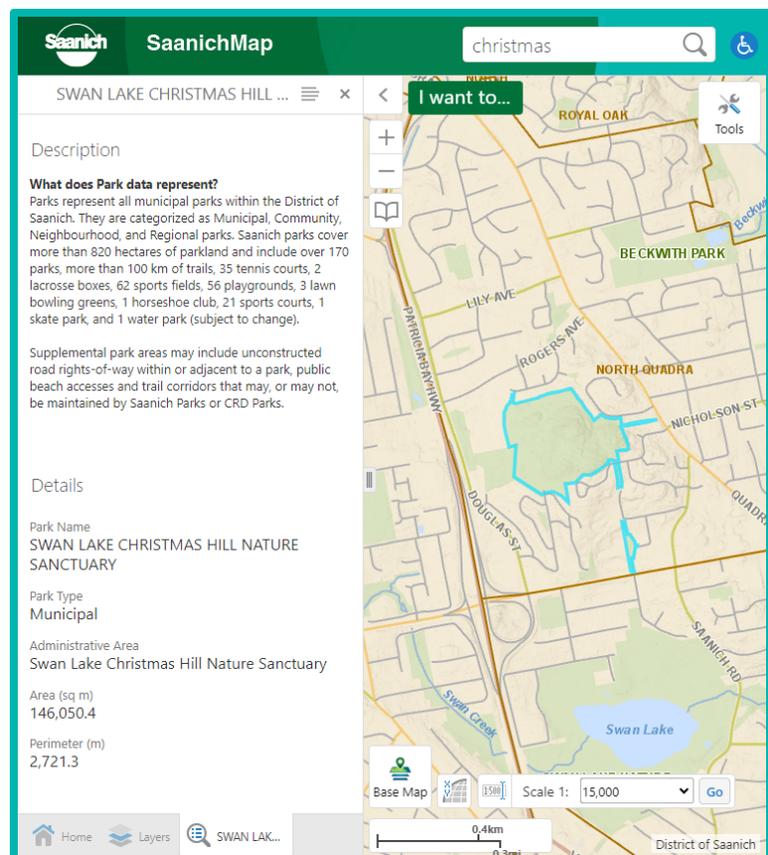


### 3. Locate Your Area of Interest

Use the global search bar to look up an area of interest. This search tool will look through the entire spatial database and provide results from any layer that would fit the criteria of the search. It cannot account for incorrect spelling.



Select the type of feature (e.g., Street) and the feature of interest to see a description and zoom to that feature.

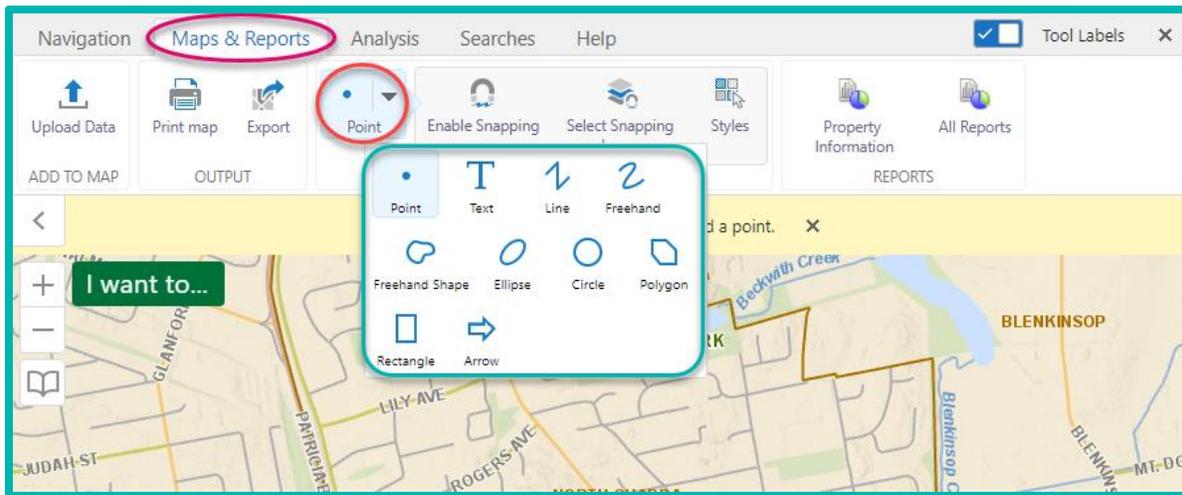


## 4. Turn on Drawing Tools

The map drawing tools are docked on the **Maps & Reports** tab of the advanced toolbar.

To open the advanced toolbar, click the tool icon in the top right corner of the display or double click the green banner at the top of the page.

Navigate to the Maps & Reports tab and click 'Point' in the drawing window. By default, 'Point' is selected. Use the drop-down menu to draw in point, line, freehand, or freehand shape, to add text, or to add shapes like ellipse, circle, polygon, rectangle, or arrow.



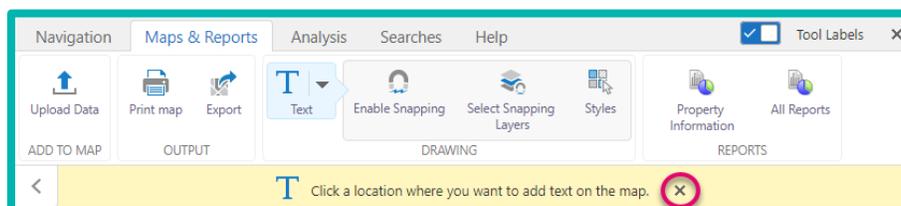
Under **Styles** you can adjust the drawing tool's color, shape, style, thickness, and fill colour to best suit your needs.

**Enable Snapping** to allow drawings to snap back to the drawing or to features in different layers; **Select Snapping Layers** to specify which layers can be snapped to.

## 5. Drawing on the Map

Once you have selected a drawing tool, click on the map where you wish to begin drawing and a graphic will appear. Click around the map to draw points and lines, click, and drag to use other drawing tools.

To stop drawing a **Line or Polygon** double left click the mouse. All other drawing tools will stop when you are done dragging the cursor. Click the X button within the yellow banner showing which tool is activated to deactivate the tool.

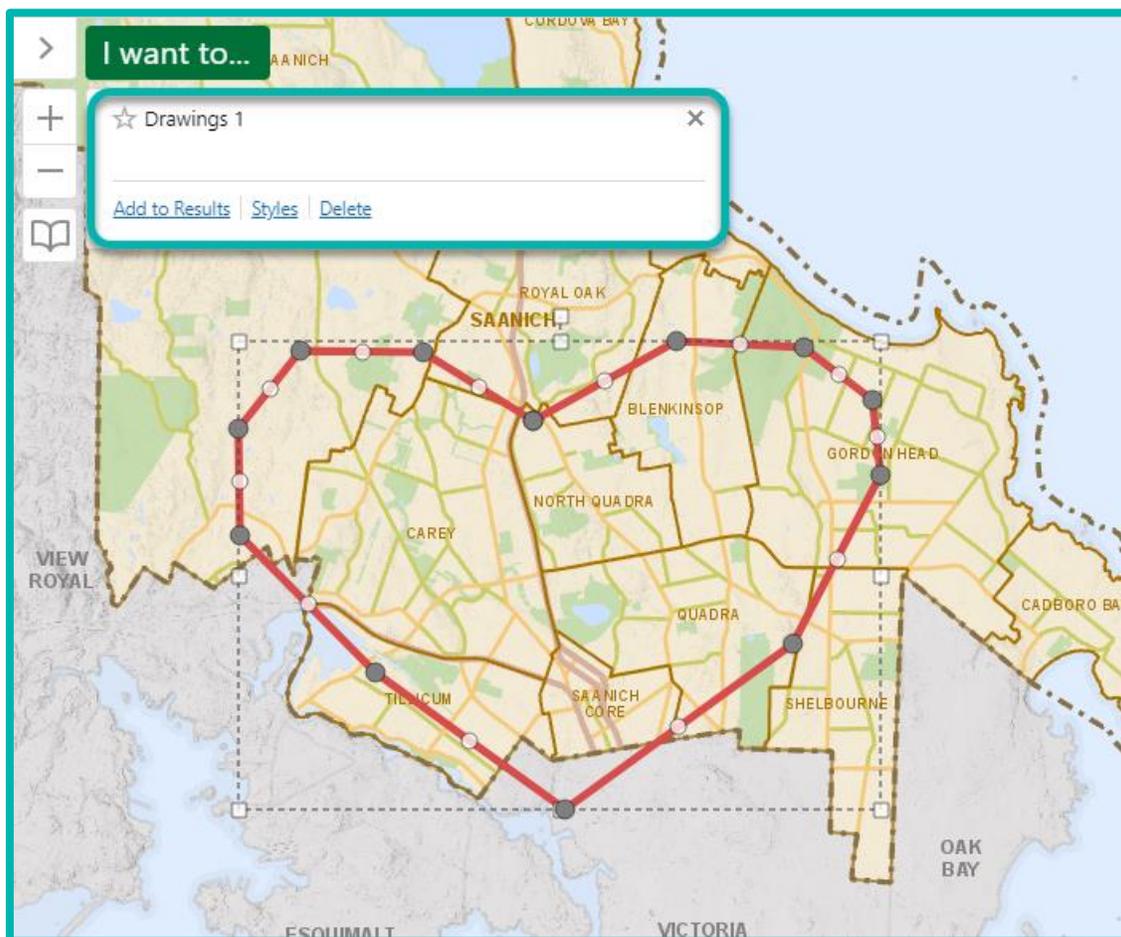


**Pan** the map while the draw tool is still selected by pressing the arrow keys on the keyboard or click and drag with the mouse (mouse pan only available with certain tools).

## 6. Editing a Drawing

To edit or adjust a drawing, click on the feature (while no drawing tool activated) to select it. With the drawing selected you can move, alter vertices, change style, resize, turn, or delete it.

With the drawing selected, a dotted box will highlight the drawing, this means it is now editable. A pop-up will also show the name of the drawing and give additional options like style or delete.



To *move* the drawing, hover over the line (not vertex!) until this icon  appears. Click and drag it to the new desired location.

To *edit vertices*, use the grey and white circles along the drawing. The grey circle are pre-existing vertices. Drag the white circles to add a new vertex. Right click a grey vertex and the option to delete the vertex will come up.

To *resize* the drawing, use the white squares on the corners of the dotted box highlighting the drawing. Use the white squares on the sides of the dotted box to squish or stretch the drawing in that direction.

Use the white square at the top of the drawing, above the dotted line, to *rotate* it around a central point.

On the pop-up window, you can *delete* the entire drawing, edit the *style* of line and colour, or add it to a results panel. Adding drawings to a result panel is good way to keep track of drawings as you move around the screen and zoom in and out.

You can right click the screen and select **Clear all mark-up** to delete all shapes and drawings.

You can save or export drawings from the results panel. After adding drawings of interest to the results panel you can save or export drawings as CSV, XLSX, or Shapefile by clicking the Panel

Actions Menu  to export/save all drawings in the results list.

## How do I submit feedback or get assistance for SaanichMap?

Please email [gis@saanich.ca](mailto:gis@saanich.ca) or ask to speak with GIS staff at 250.475.1775  
We are here to help!