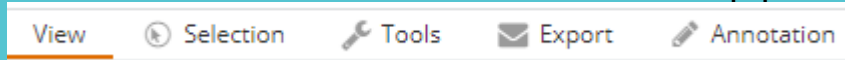# IntraMaps – Public Help Guide
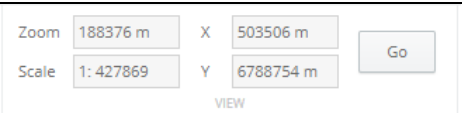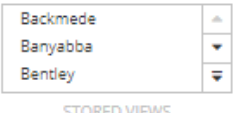
This guide outlines key features of Richmond Valley Council's mapping programme.

For a full list and explanation of all features available to IntraMaps, please use the Help Menu located in the top right of the browser.

TOOLBARS – select these tools from the top panel.

View   Selection   Tools   Export   Annotation

VIEW TOOLBAR – use these tools to move around the map.

	Home button Click to zoom to entry page
	Panning tool Click and drag to move around map
	Navigation Tools Zoom in with the plus sign Zoom out with the minus sign
	Forward and back buttons Click back to go to previous zoom Click forward to go to next zoom
Zoom 188376 m X 503506 m Scale 1: 427869 Y 6788754 m Go VIEW	**View** Zoom, scale and co-ordinates
Backmede Banyabba Bentley STORED VIEWS	**Stored Views** Click to scroll and zoom to desired location

SELECTION TOOLBAR – use these tools to move around the map.

	Point select Select map items under a single point
	Circle select Select map items within a certain area
	Rectangle select Select map items within a certain area
	Polygon select Select map items within a certain area
	Line select Select map items within a certain area
	Share boundary select Select a property and will show properties which share boundary

SELECTION TOOLBAR (Continued)

	Selection mode + adds to current selection - removes from current selection
	Layer selection Click to select layer – as a default "all" will be selected.

TOOLS TOOLBAR – use these for distance and location.

	Coordinate tool Click on the map to find the mapping coordinates.
	Line measurement tool Measures distance. Single click to start line and add corner. Double click to end line.
	Area measurement tool Measures area. Single click to start area and add corners. Double click to end area measure.

EXPORT TOOLBAR – printing and exporting map.
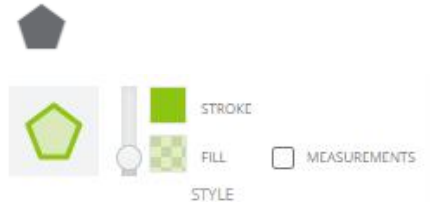
	Map print Prints the map screen.
	Export link Export a web address of the map location. Can be used to open the map at a later time.

ANNOTATION TOOLBAR – use these tools to draw on and highlight areas on the map.

	Symbol tool Add symbols to the map. Change the symbol type, colour and size in the toolbar.
	Line tool Add lines to the map. Change the line type, colour and size in the toolbar.

ANNOTATION TOOLBAR (Continued)

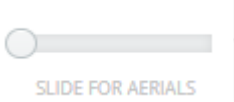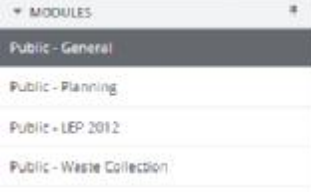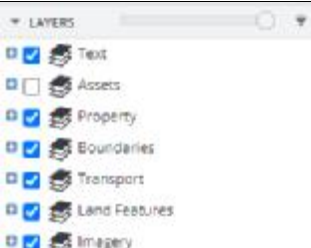|	
	Arrow tool Add an arrow to the map. Change the arrow type and colour in the toolbar. Hit "Esc" to finish arrow.
	Polygon tool Add a many sided shape to the map. Single clicks to start shape and add corners, double click to end shape.
	Square tool Add a square to the map. Click and drag from one corner to the opposite corner to draw square.
	Circle tool Add a circle to the map. Click and drag from the centre of the circle and draw the size of the circle.
	Text tool Type into the toolbar and click to place text, change the size, font and colour of the text in the toolbar.
	Edit annotation tool Click to change size and colour of items already drawn on the map.
	Delete annotation tool Remove single items drawn onto the map.
	Clear annotation Deletes any annotation/s on map

MAP TOOLS – these tools are located on the map window.

	Quick tool bar This provides quick access to some of the tools found within the Toolbars mentioned above. Click the bottom arrow to expand bar.
	Slider bar Slide to right to make the aerial photograph layer appear. If printing map with aerial – need to use Imagery from Layers and not the slide tool.

ACTIVITATING LAYERS – choose what you want to see on the map.

MODULES Public - General Public - Planning Public - LEP 2012 Public - Waste Collection		**Modules** Select a module to open up the layers you want to see.
LAYERS ☑ Text ☐ Assets ☑ Property ☑ Boundaries ☑ Transport ☑ Land Features ☑ Imagery		**Layers** Turn on Layers to view. The plus symbols open more layers for viewing.

QUERIES – located at the bottom of the map, search for properties based on address or other information like Lot and DP

Q ADDRESS   LOT SECTION PLAN   ROAD NAME
Address * [   ] ▼
Search   Clear

HELP BUTTON – located at the top right of the programme.

❓	For further information use this tool to guide you through IntraMaps processes.

CONTACT US

Contact Us	For any questions or queries regarding the IntraMaps process, please use the email provided or telephone – 6660 0300 and ask for Council's Property & Mapping Section.