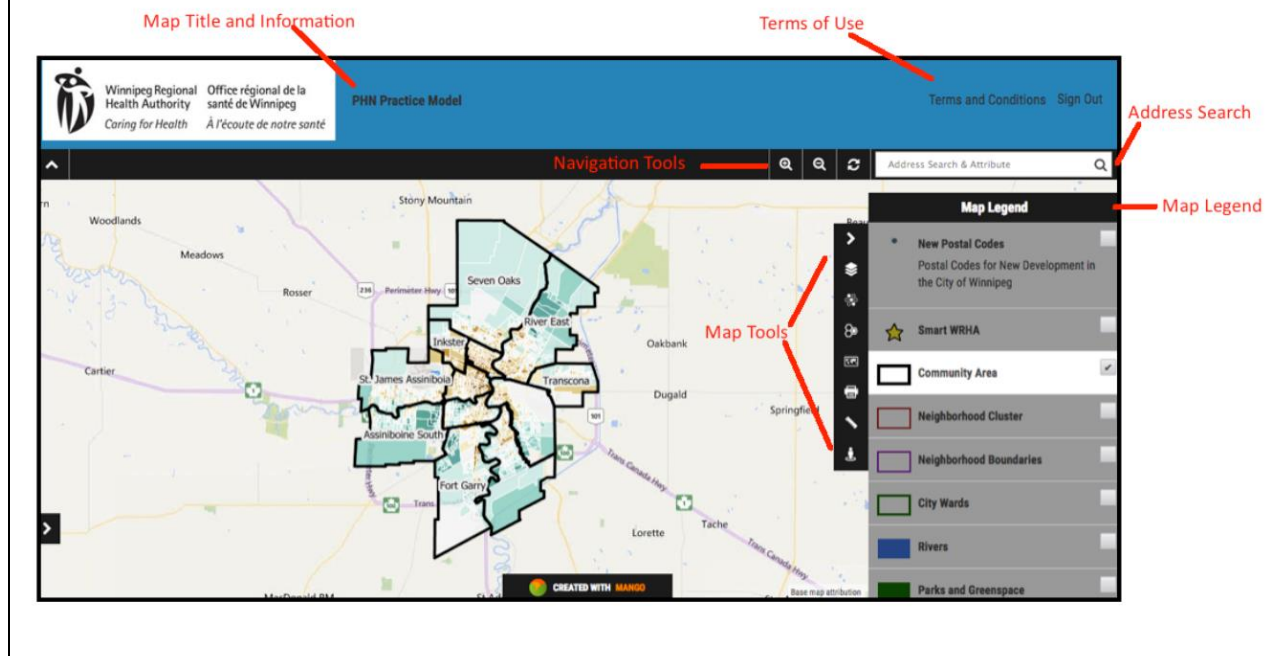# Mango Maps Quick Start Guide
How to Use MangoMaps
Nov 7, 2016

MangoMaps Home Screen:

Pan:

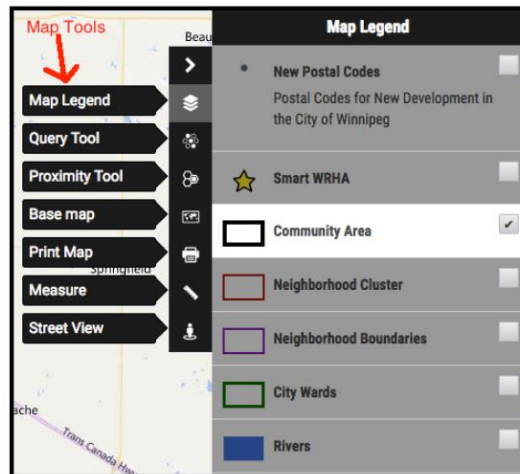To move around the map, or pan, left click on your mouse and drag to desired location.

Zoom:

There are two methods to Zoom in MangoMaps:

1. Use the zoom buttons on the top right hand side of the screen –located next to the address search bar. Use the + button to zoom in and the – button to zoom out.

2. If you have roller ball on the center of your mouse, use the wheel to zoom in and out. Scroll towards the screen to zoom in and towards yourself the zoom out.

Map Legend:

The map legend is where all of the layers available in the map will be located. To open the map legend, use the list of Map tools located on the right hand side of the screen. From this list, the Legend icon is three stacked layers (the first option in the list). When you click on the Legend icon, the legend will expand and provide a list of all of the layers available in the map.
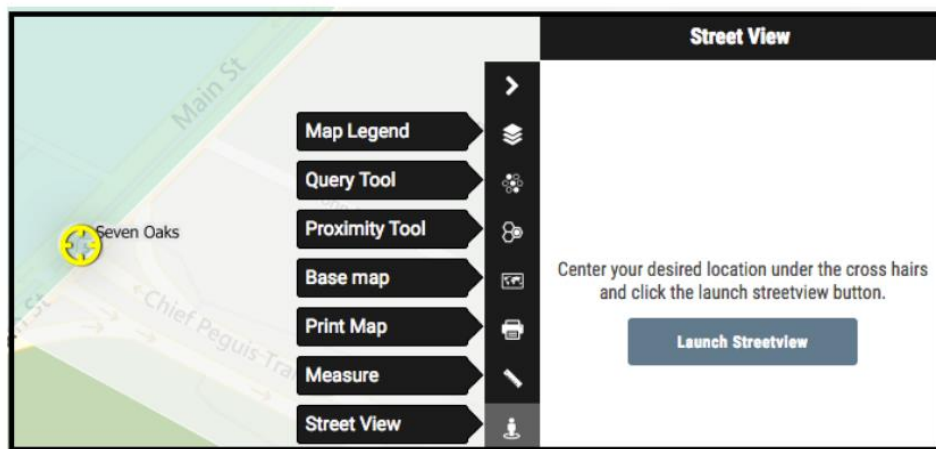
To turn a layer on in the legend, click on the small empty square next to the layer name. If this square has a checkmark in it – this means that the layer is already turned on. To turn it off, simply click on the checkmark in the box and the layer will turn off.

Identify:

To identify a feature, or review the features attribute information, click on the feature of interest and the attribute table will activate and expand at the bottom left of the screen. If there are multiple features stacked on top of each other, the attribute tab will indicate that multiple feature shave been selected. In this case, click on the left and right arrows beside the selected feature name in the attribute pop up to toggle between features.

Street View:

Google Street View allows you to explore landmarks and step inside some locations by using 360-degree images. To activate Street View, click on the street view icon in the list of map tools. This icon looks like a little man with a circle around his legs.

Once you activate the tool, a small yellow crosshair will appear on the map. Move your map or the yellow crosshair so that it is centered on the area that you would like to investigate on Google Street View. **Remember:** You must be zoomed in very close to the street intersection where you would like to explore in order to get accurate placement.

Once the crosshair is centered on your location of interest, click on the "Launch Street View" button in the map tool pop-up. This will open Google Street View in a brand new tab.

Once you are finished with Google Street View – clicking on the back button will not get you to the MangoMap; instead close the individual tab that Google Street View is open in –NOT the entire web browser.

Address Search Window:

To search by an address, postal code, or common name – use the address search bar located at the top right of your screen. If searching for a specific address, you must include full street addresses including the city. If you are searching for a postal code – please include a space between the first and last three characters.
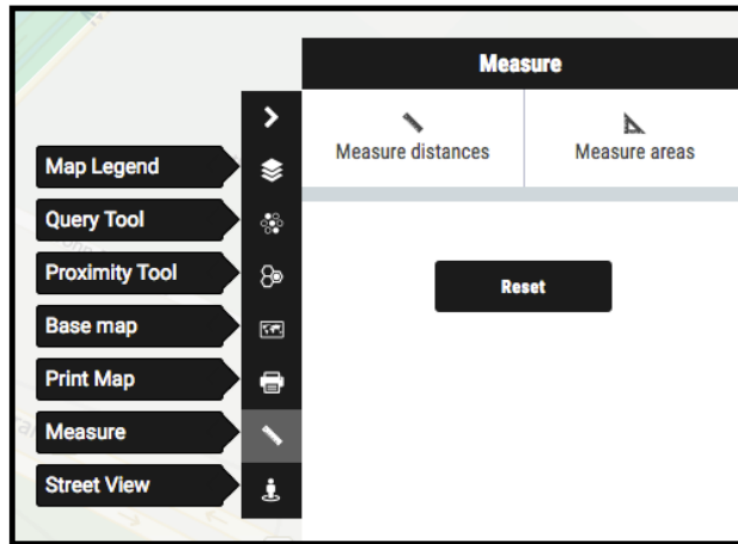
NOTE: Since Winnipeg is expanding so rapidly, some of the new postal codes have not been added to the map. To Get around this, we have created a file will all of the newest postal codes, and these search results will return an address that says "Best Location:" .If you come across a search result that includes Best Location, please select that option. This search bar is a suggestive search bar, so if you use the enter button on your keyboard to search – nothing will happen. Instead, once you have typed the address or postal code into the search bar, select the correct suggestion that appears below the search bar. When you do this, the map will zoom to the exact location of the postal cold or address that you have searched.

Map Refresh:

To zoom back to the original extent of the map (as it was when you first opened the map) click on the default map extent button. This can be found to the left of the search bar, next to the zoom buttons.

Measure:

The measure tool allows you to draw lines on the map and determine the distance of the line in miles, feet, or kilometers. This tool can also be used to calculate areas.
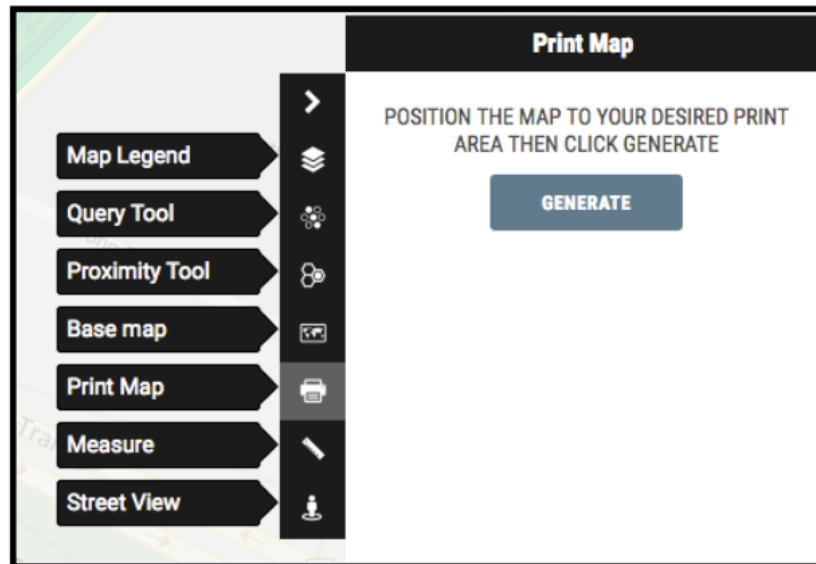
To activate the measure tool, select the ruler icon from the map tools list. Once the tool is opened, you will been to select whether you would like to measure

1. An area

2. A distance

Once you have selected what you are measuring, use your mouse to click and draw a path when measuring a distance, or a perimeter if you are measuring an area. Double click on your last point to finish drawing and end the path or close the polygon.

Once you double click, the tool will tell you the total distance of the line you drew, or the total area of the polygon you traced.
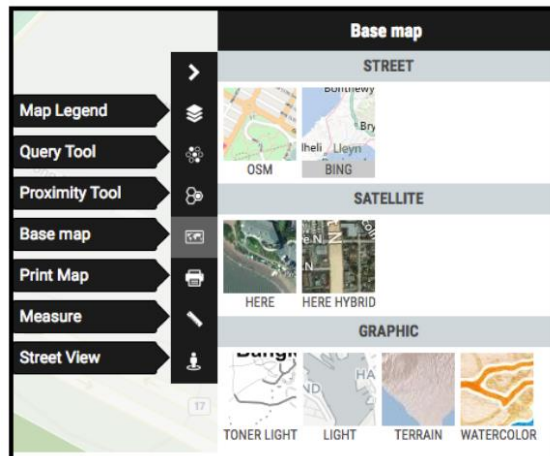
Print Your Map:

When you are using a MangoMap, you have the option to print a copy of it to a PDF; at the extent you are currently viewing. The print ready PDF will contain the map with a title, as well as a complete legend. Only layers that are activated in the legend when you click on the Print Map icon will be illustrated on the map.

To print a copy of your map, center the map in the desired location, and select the print icon from the map toolbar. Once your map is placed where you like it, click the Generate button on the Print Map tool page.

Note: Depending on the complexity of the map, this might take a couple of minutes.
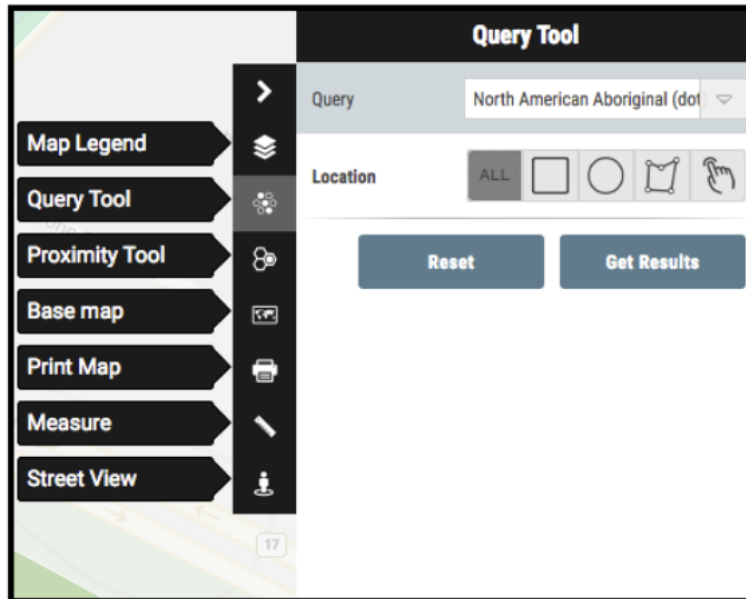
Change the Basemap:

MangoMaps provides several base maps that can be used as a background on your map. They include: open streets, administrative boundaries, terrain maps, satellite images and street view.

To change the base map on your Mango Map, click on the base map icon in the map tool list. When you click on the icon that appears like a flat world map, you will be provided with a list of many different base map options. When selecting a map, you may be prompt to "resend" your map – select resent and this will refresh the map and display the new base map.

Query Tool:

The query tool allows you to select features on the map, and refine them further based on attributes. You can select individual features by clicking on them, or a group of features within a specific radius, within a box, or within a custom geography that you can draw on the map.

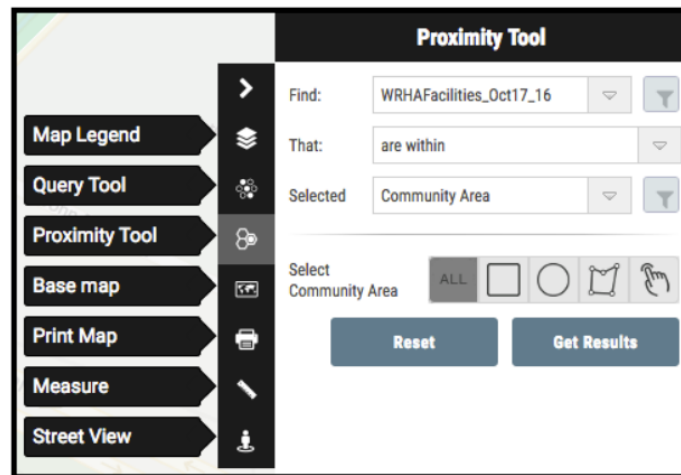To launch the query too, select the query tool from the map tools list.

The first step will be to select the layer that you are interested in from the Query dropdown list. Once you select the layer of interest, the tool may expand further with more options.

The second step is to define the location where you would like the features within the layer that you have just selected, to be located. You can select within a square, radius, custom geography, or all features.

You might have a third option – and this will be to refine features further based on attributes associated with them .For example, if you select schools within a certain area – you have the option to refine these schools further based on which grade the schools services or which school division they belong to.

Once you have set up the query tool – you can review the results as either a table, or as a report. The report will give you a summary of all of the features selected whereas the table will give you a list of all of the individual features.

Proximity Tool:

The proximity tool allows you to select feature sin one layer based on the cirteria of a separate layer .For example, you are able ot select features that are located in the schools layer – based on the income levels of the area they are located in .

To launch the proximity tool, select the tool from the map toolbar and follow the steps in setting up the tool.

The first step wil be to select the primary layer that you are interested in – and refine that layer based on attributes if you with. For example, from the schools layer you can select only the elementary schools.

The second step will be to select the relationship that the first layers has with the second layer. You can choose from: Within, Outside, Within a certain Distance.

The third step is to select the second layer that is a part of this relationship.

Here are a couple examples:
- Select **Schools** that are **within** selected **Community Area**
- Select **Schools** (refine: elementary) that are **within** selected **neighborhood**
- Select **Schools** (refine: elementary) that are **within** selected **average household income** (refine: <30,000$).

Please view the Video Tutorials page if you require any assistance using these tools.