

Using External Maps: General Guidance

When sharing a map externally, such as on the website, consider providing some user guidance to go with it. This document covers the basic functionality available on all public maps; use it as the basis for guidance on your map, adding any specific information and replacing screenshots.

Left-Hand Panel

The left-hand panel has four symbols, circled in red in Figure 1 and described in Table 1.

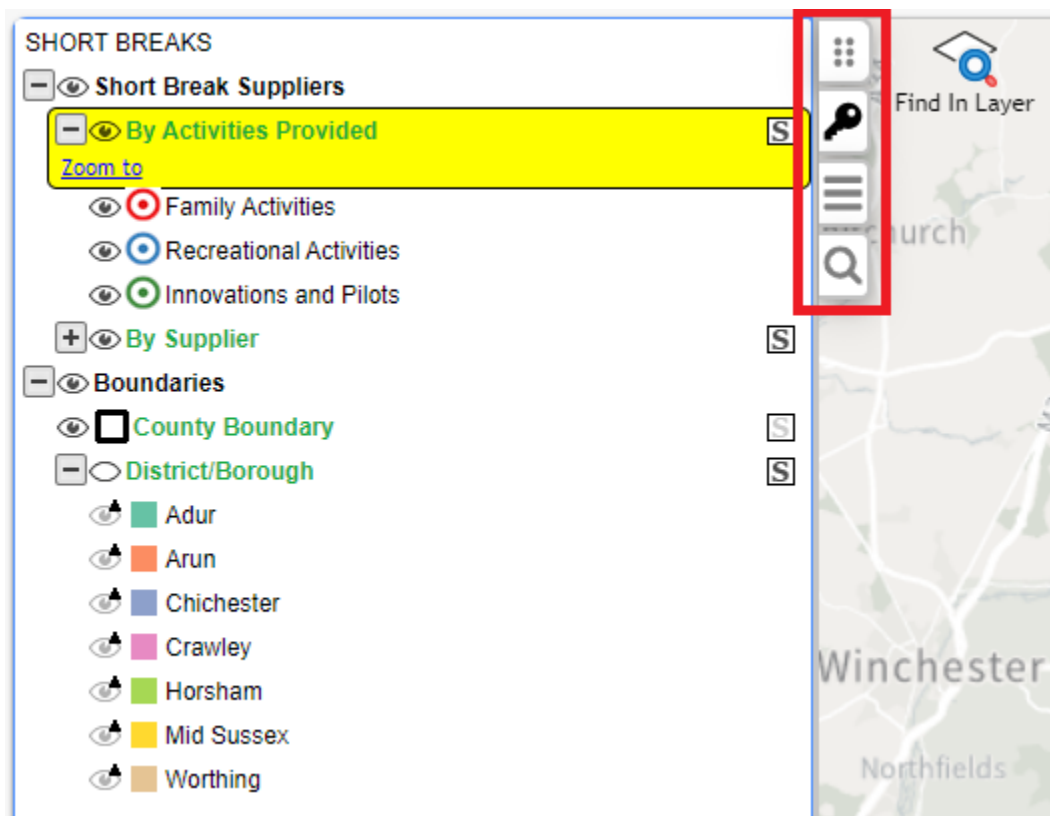






Figure 1: Left-hand panel on an external map









Table 1: Symbols on the left-hand panel

Symbol	Description
	Click and drag to make the panel narrower or wider.
	Click to access the key listing the layers available on the map.
	Click to access any flows available on the map. In most cases, this will be empty.
	Click to access the address search.

The Key

Symbols used on the key (shown in Figure 1) are explained in the table below.

Table 2: Symbols on the key

Symbol	Description
	The black eye symbol means that the layer is displayed on the map.
	The symbol of a black eye without a pupil means the layer is not displayed on the map. Click it to make the layer visible.
	A greyed-out eye with a black plus symbol means the layer is not currently visible on the map. Zoom in to view it.
	A greyed-out eye with a black triangle symbol means the layer is visible on the map but is in a group that's not currently displayed. An example of this is the districts and boroughs in Figure 1.
	The plus symbol to the left of an eye symbol means the layer or group can be expanded to reveal categories within that layer or layers within a group. In Figure 1, 'By Activities Provided' is an example of a layer with categories and 'Short Break Suppliers' is an example of a group.
	The minus symbol to the left of an eye symbol means the layer or group can be collapsed to hide categories within that layer or layers within a group. In Figure 1, 'By Activities Provided' is an example of a layer with categories and 'Short Break Suppliers' is an example of a group.
	A greyed-out S means the layer is not selectable and details of this layer will not be included in the popup shown after clicking anywhere on the map. (See Viewing on page 7.)
	A black S means the layer is selectable and details of this layer will be included in the popup shown after clicking anywhere on the map. (See Viewing on page 7.)

Address Search

To search for an address or by coordinates, click the magnifier (circled red in Figure 2).

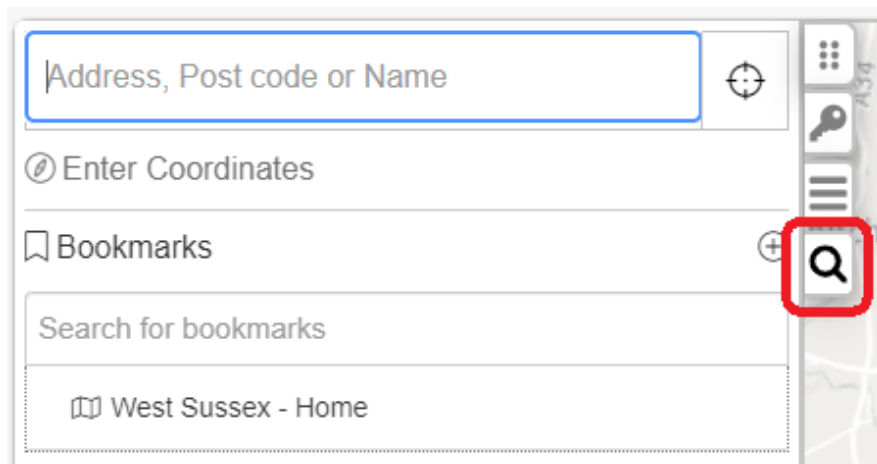


Figure 2: Address search

Search for an Address or Postcode

Enter address details – results will appear as you type, as shown in Figure 3. Select the required address to zoom to that location.

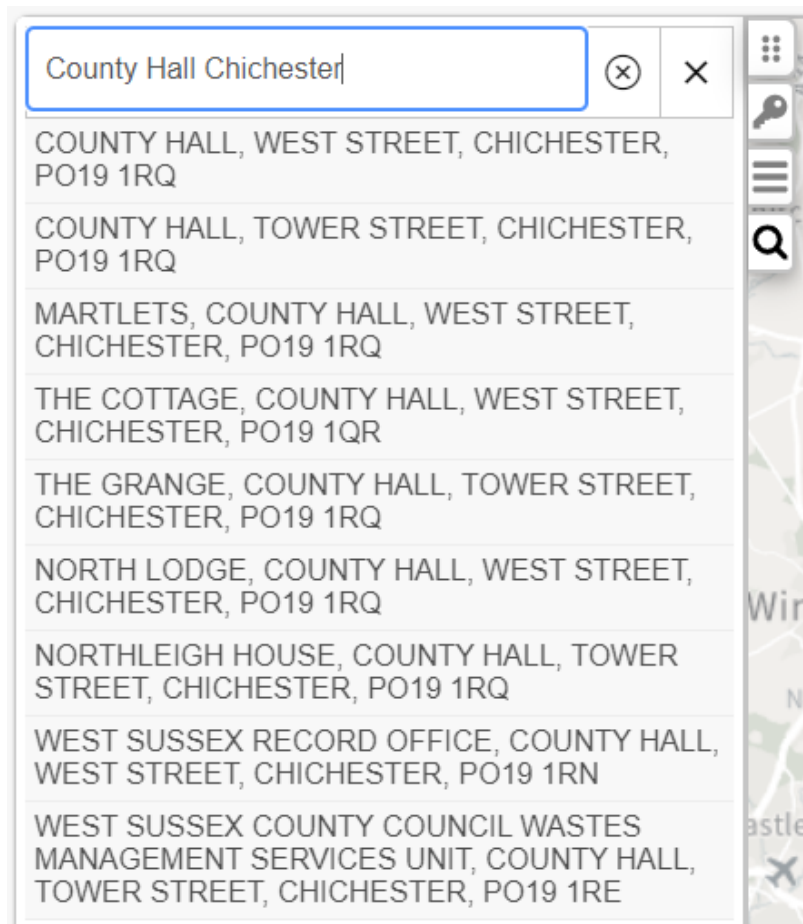


Figure 3: Results for an address search

Coordinates

To search by coordinates, click Enter Coordinates and then select XY (British National Grid) or longitude and latitude (see Figure 4). Enter the coordinates, and click the blue arrow to zoom to that location.

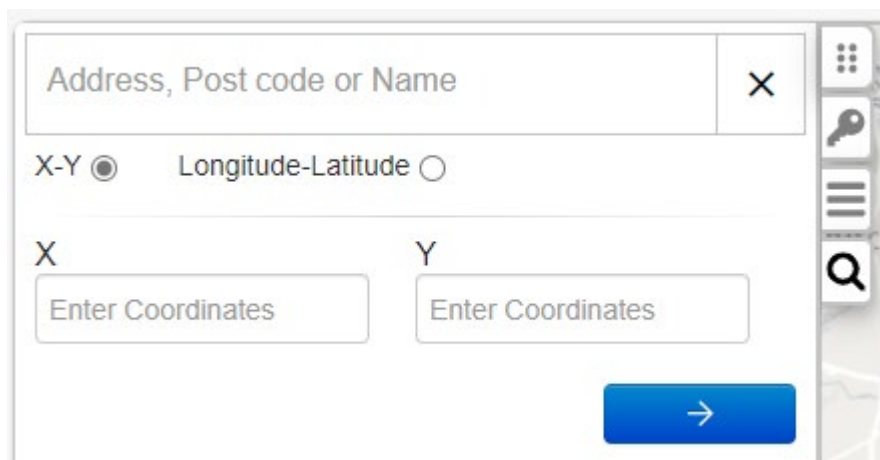


Figure 4: Search using XY coordinates or longitude/latitude

Bookmarks

Click the West Sussex Home bookmark (Figure 5) to zoom the map on the county boundary.

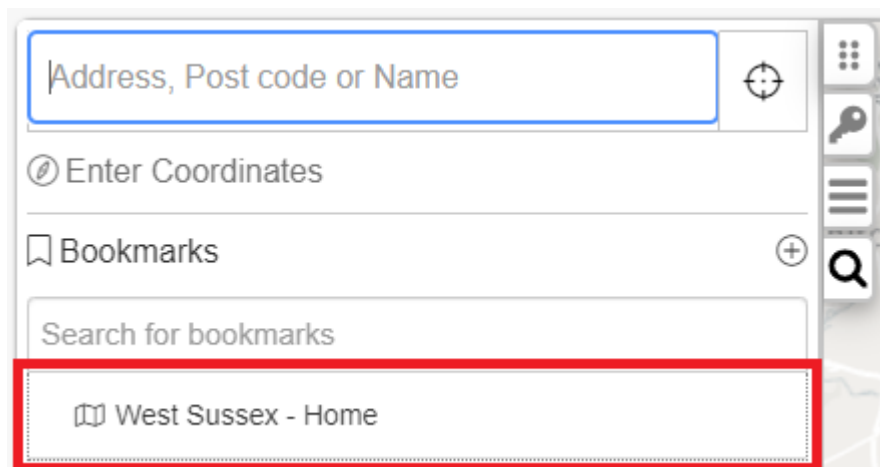


Figure 5: Bookmarks

Find In Layer

The 'Find in layer' tool allows you to perform a quick search on any field(s) in a layer.

Select a layer on the Key – it will appear highlighted in yellow to indicate that it is the active layer – then click 'Find In Layer' (circled red in Figure 6) in the top left corner of the map.

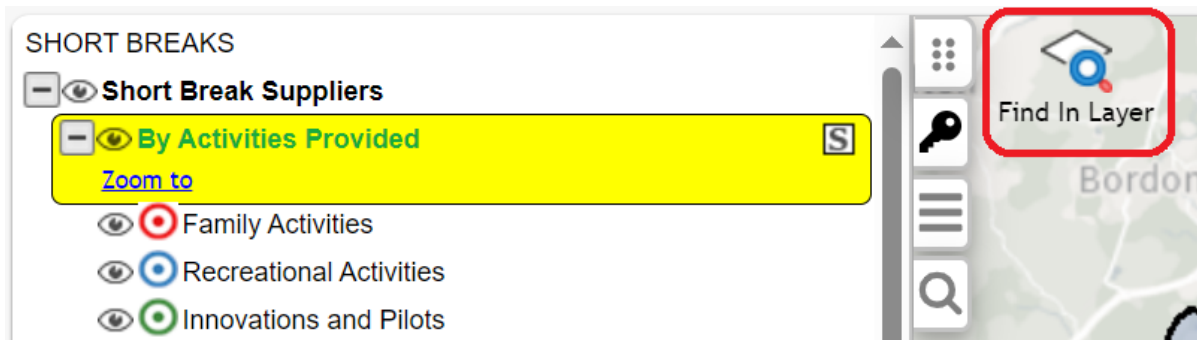


Figure 6: Select a layer to activate 'Find In Layer'

Complete the required field(s) – for example, in Figure 7, you might want to search for short-break suppliers in a particular district – and click Find.

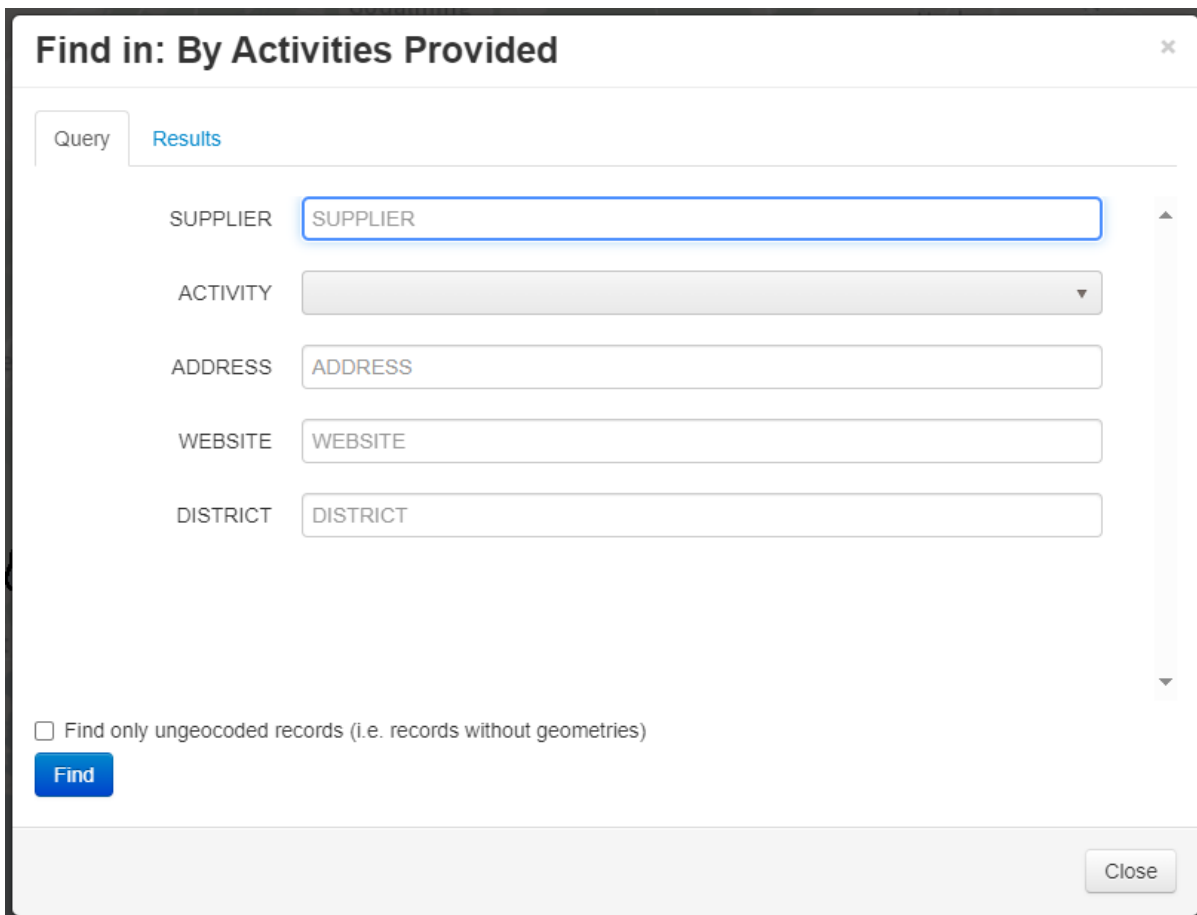


Figure 7: Example of a layer's fields available for a search using 'Find In Layer'

In the search results (Figure 8), select a row and click Drill Down Through Layers to see it on the map.

SUPPLIER	ACTIVITY	ADDRESS	WEBSITE	DISTRICT
PACSO	Family Acti...	Chichester ...	https://we...	Chichester
PACSO	Family Acti...	Chichester ...	https://we...	Chichester
Angling4Ed...	Family Acti...	Mill Farm, ...	https://we...	Chichester
Aspens	Family Acti...	Lodge Hill ...	https://we...	Chichester
Aspens	Family Acti...	Goodwood ...	https://we...	Chichester

Figure 8: Example of search results after using 'Find In Layer'

Copying Coordinates, What3Words, and Google StreetView

In the bottom right corner of the map, you can view the coordinates at the location of your cursor. This changes as you move your mouse. (See Figure 9.)

To get the coordinates at a particular point on the map:

- Click the grey plus sign in a circle on the right of the coordinates. It will turn green.
- Click somewhere on the map. That point's coordinates will be locked and a green down-pointing arrow will appear on the left of the coordinates. (See Figure 10.)
- Click the green down-pointing arrow to copy the coordinates in XY (British National Grid) or longitude and latitude, copy the What3Words reference, or to view the location in Google StreetView, Google Maps, or Bing Maps. (See Figure 11.)
- To stop the map getting the coordinates, click the green plus sign in a circle on the right of the coordinates. It will turn grey.



Figure 9: Displaying your cursor's current coordinates



Figure 10: Coordinates locked for a particular location

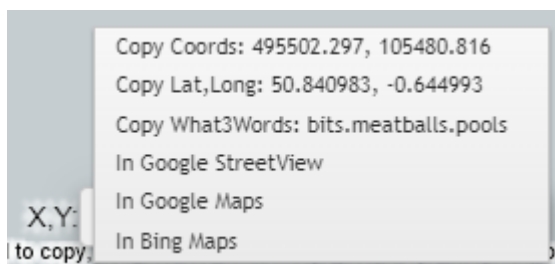


Figure 11: Coordinates in different formats and links to Google and Bing

Viewing Information about Features on a Map

Click anywhere on the map to display a pop-up box containing information about any selectable layers at that point.

To close the pop-up, click the X in its top right corner.

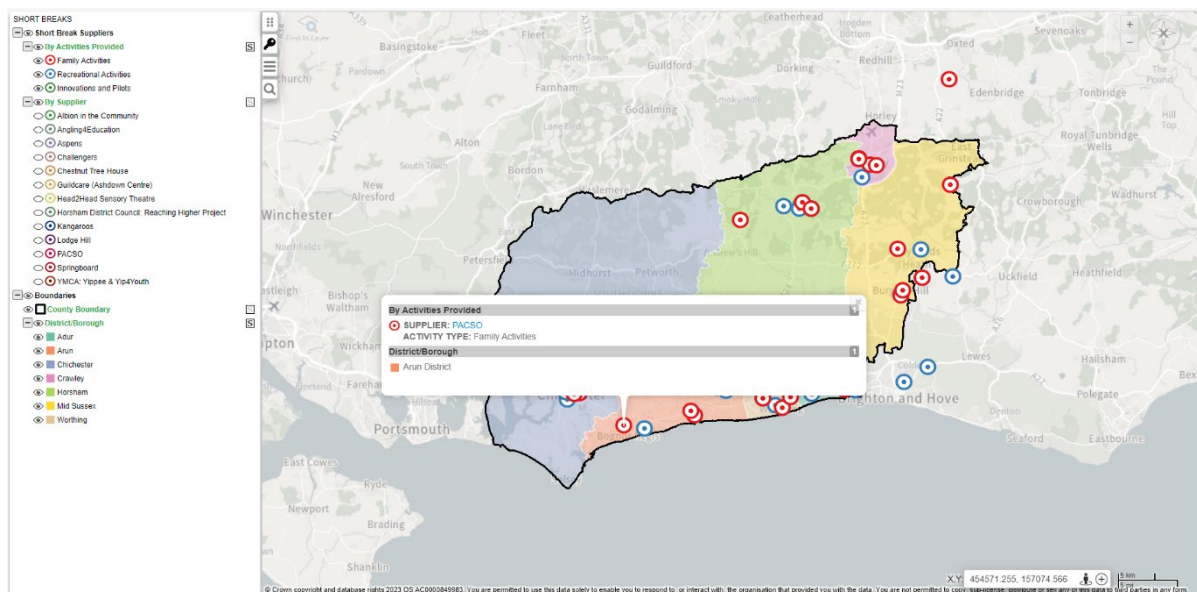


Figure 12: Viewing information about features on a map

Navigation

To **navigate** around the map, click and drag the map or click the top, bottom, left, or right of the compass in the top right corner of the map (Figure 13).

To **zoom in and out**, click the plus (+) and minus (-) in the top right corner of the map (Figure 13) or use the mouse wheel.



Figure 13: Navigation buttons