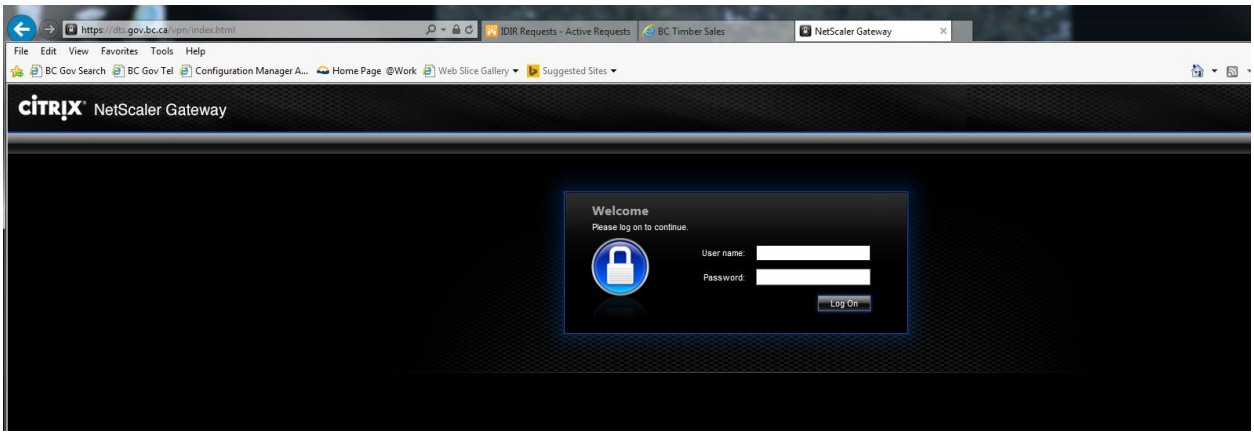
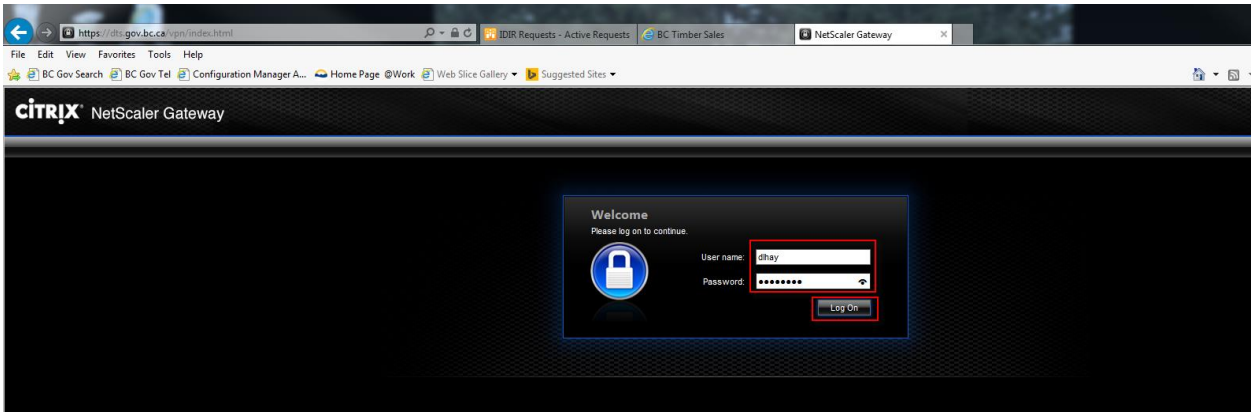
Creating a template and printing from Geo

Logging into Citrix

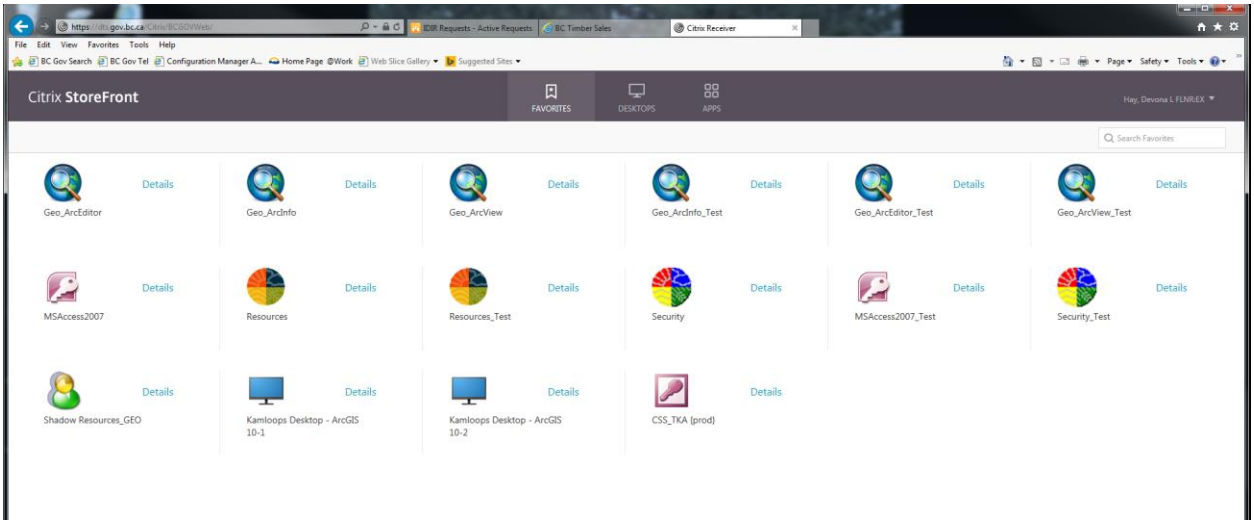
1) Logon to the DTS (https://dts.gov.bc.ca)



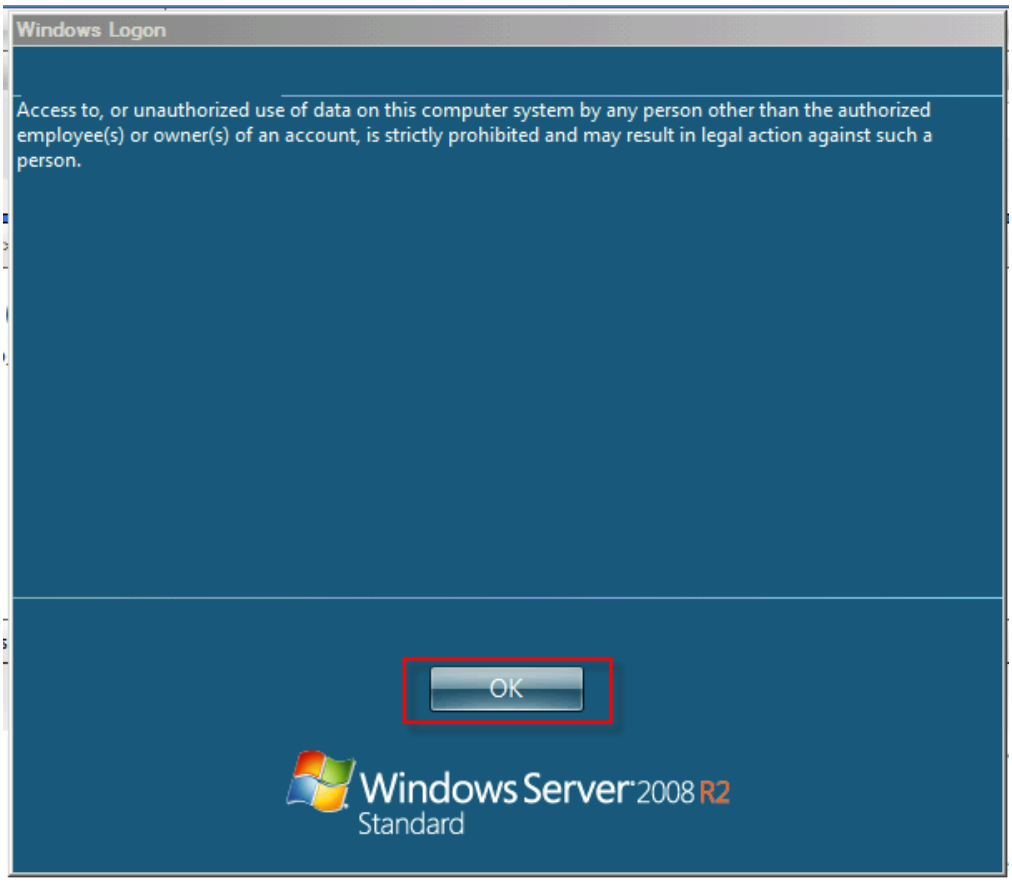
2) Enter your user name (IDIR) and password and click Log On



3) This will take you to a screen when you can choose your application (in this screen capture you currently see more than what the average user has access to). Choose GEO_Arcview and double click to start the login process

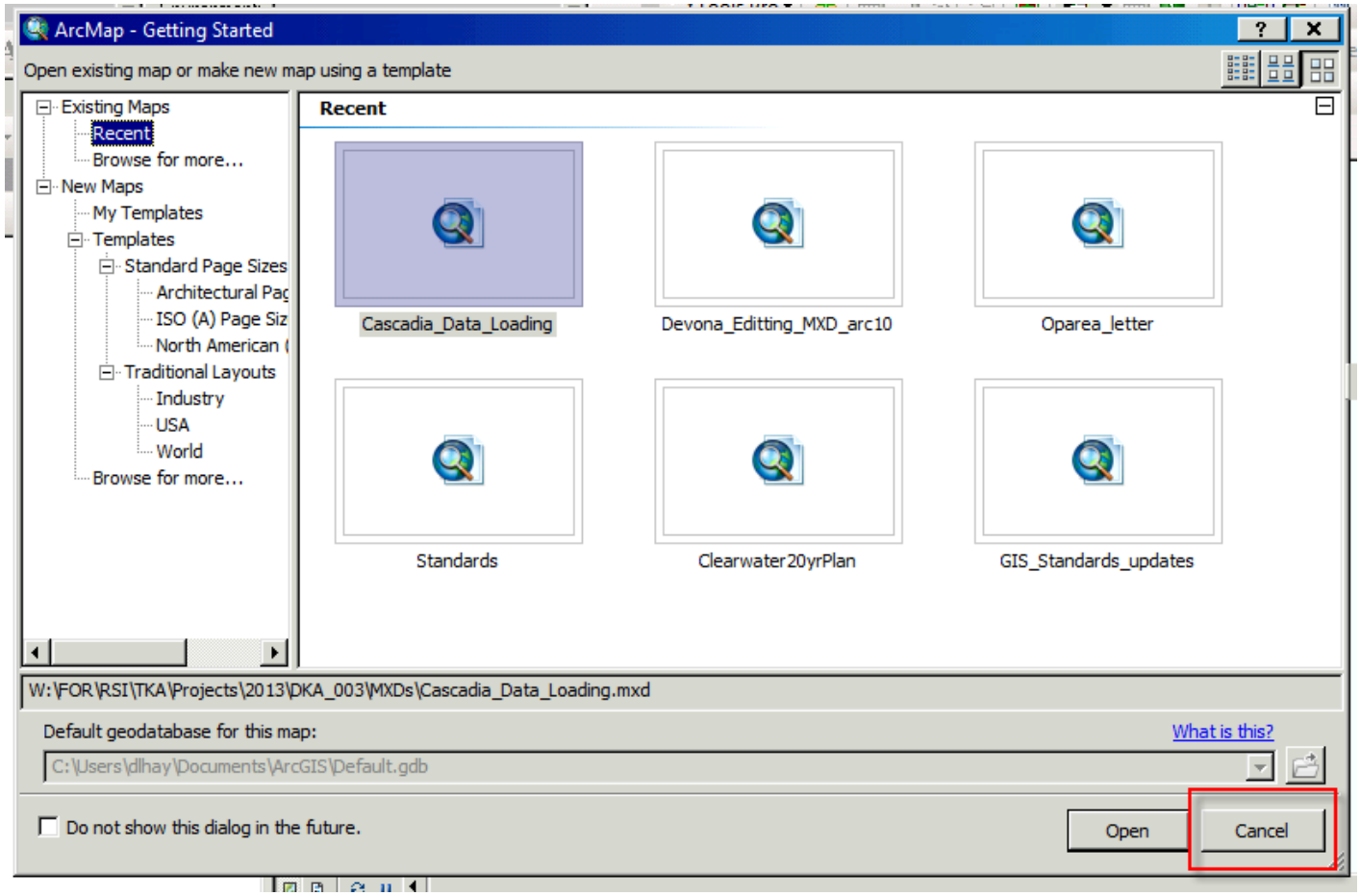


4) You will get a security warming screen. Click OK. By clicking OK this will start launching the application.

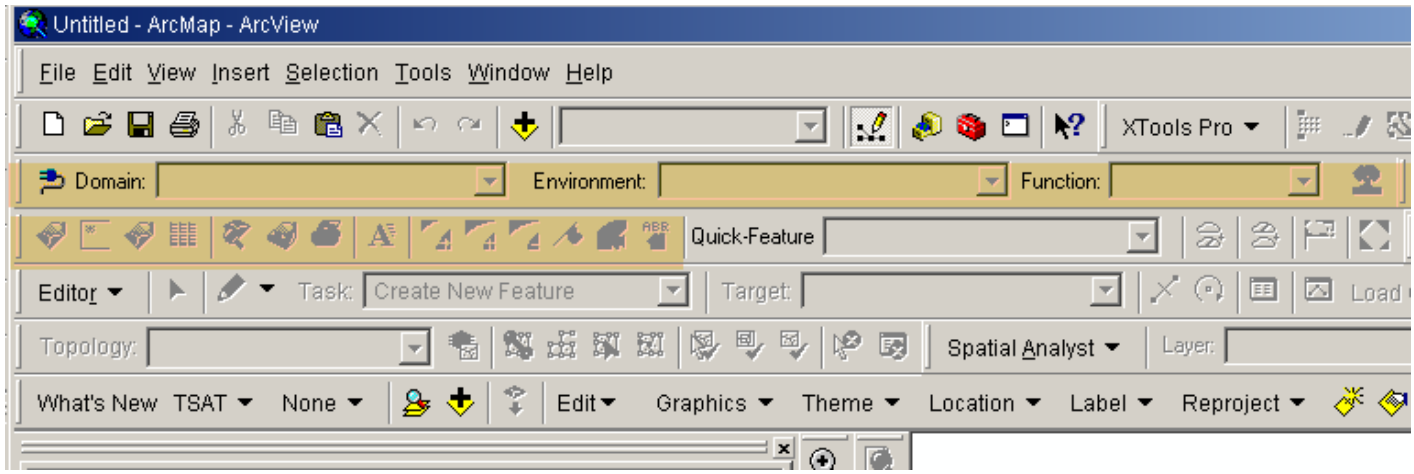


5) Once the application is launched you will get a screen that looks something like below. Click Cancel.

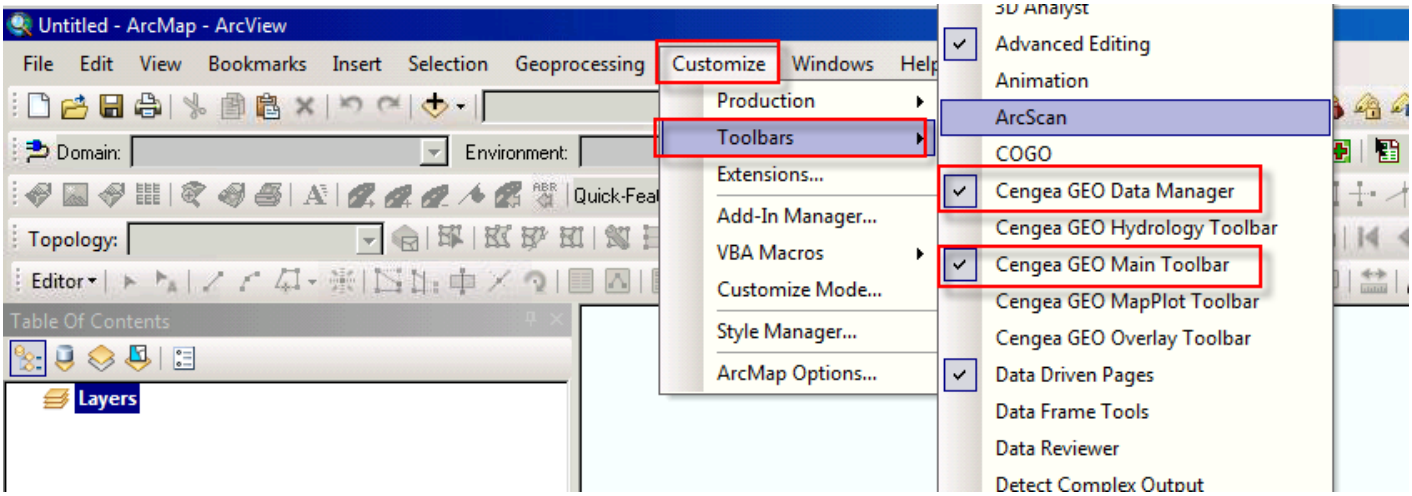
NOTE: this will only appear for you if you haven't checked the "Do not show this in the future" checkbox.



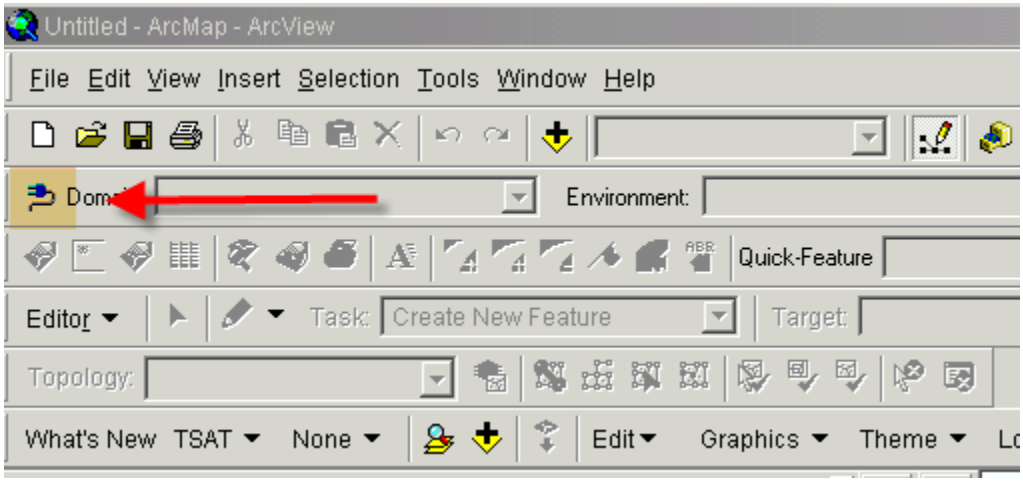
6) If you do not see the Cengea toolbars highlighted below.(they may be in a different location for you if you have moved them or docked them somewhere else)



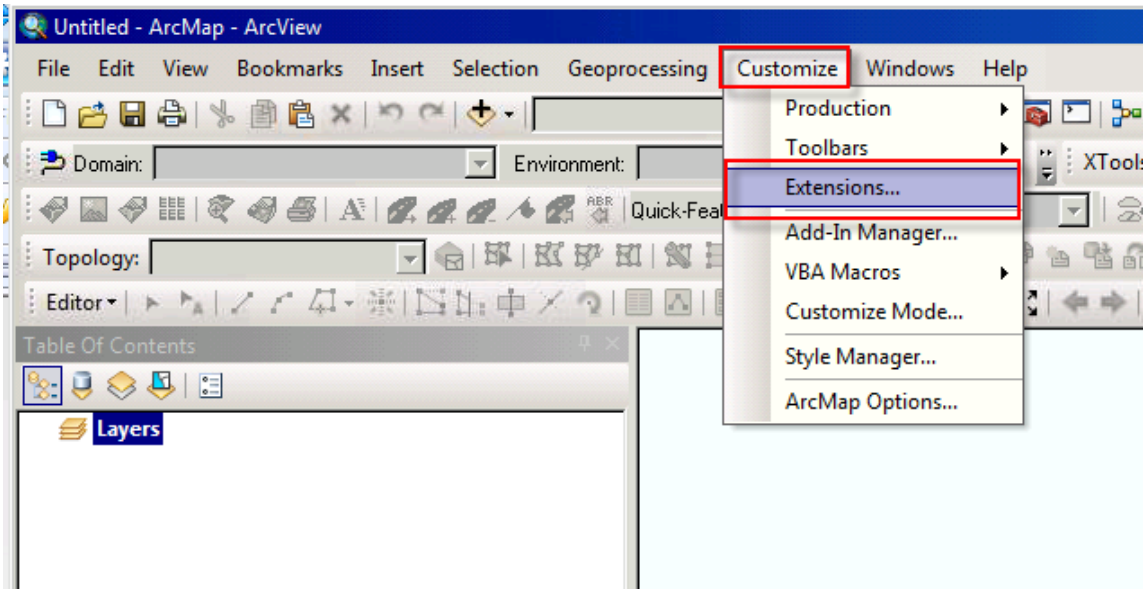
7) To turn on the toolbars, select Customize, toolbars, and make sure the two highlighted toolbars are checked on. You will have to do this twice as you cannot select them at the same time.

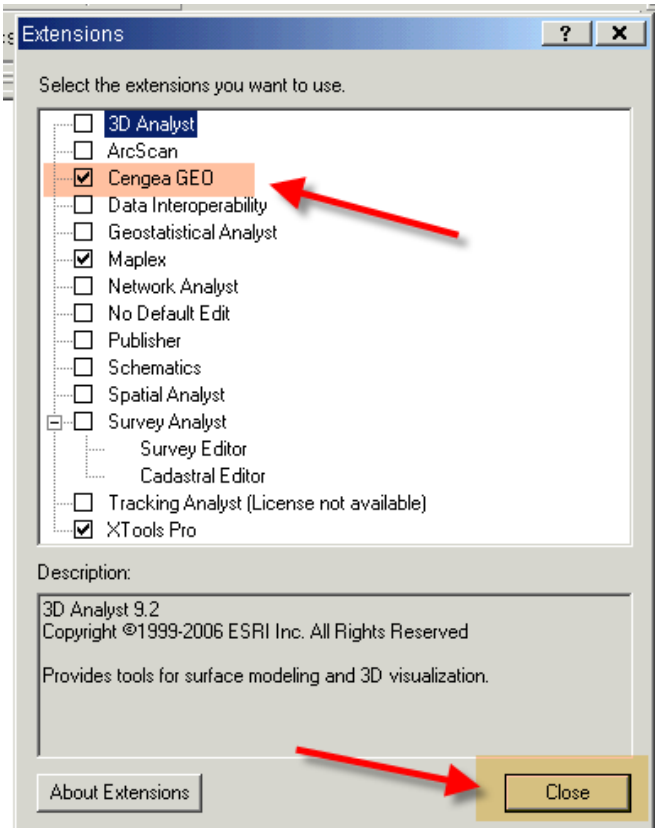


8) If the Plug highlighted below is greyed out, your Cengea extension is not turned on. The second screen shots show you how to turn on the extension.



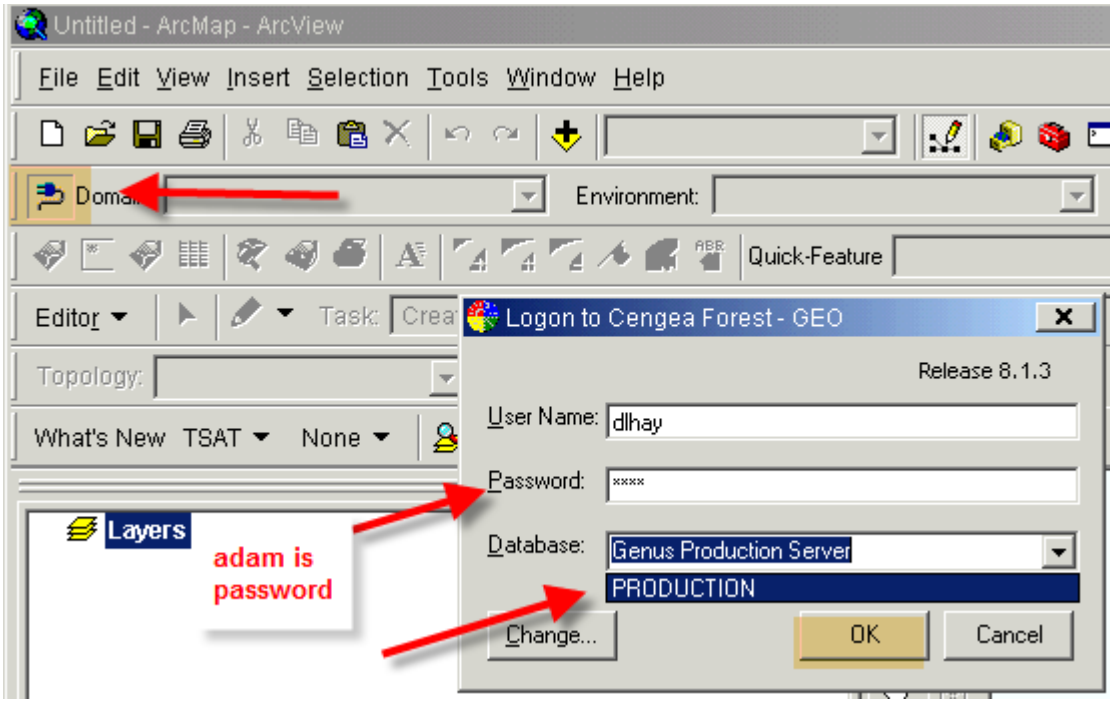
Select Tools, extensions and an extension window will show up. Make sure there is a checkmark beside the Cengea Geo extension and select Close. Now you are ready to access the plot manager.



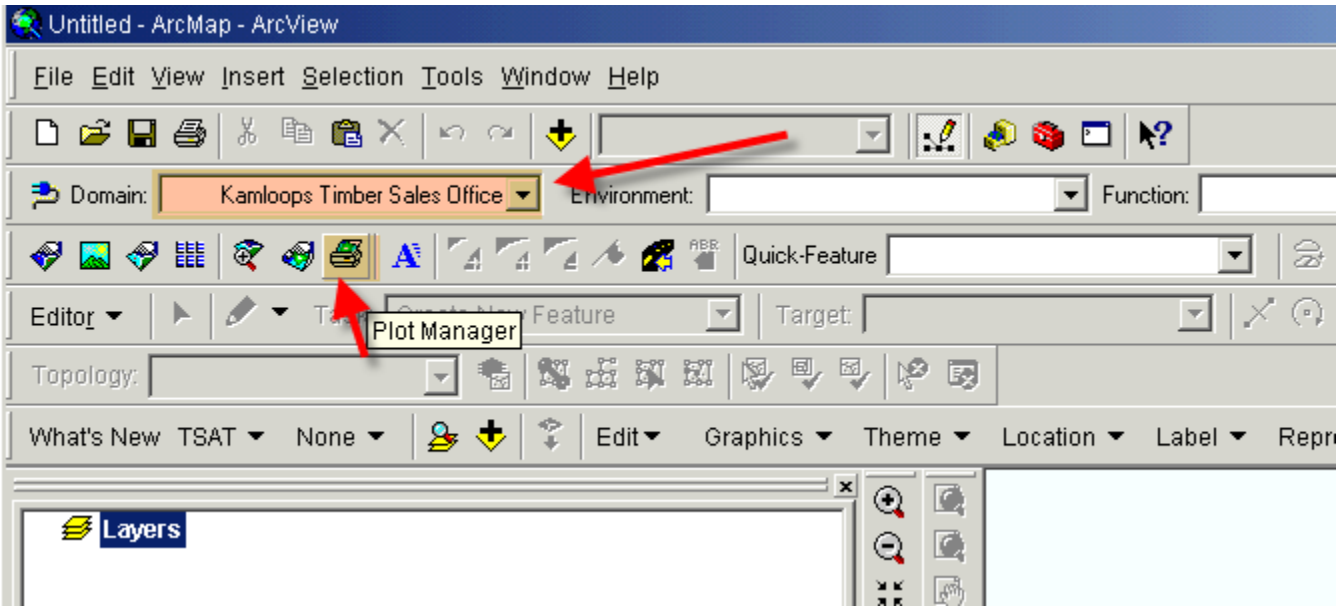


Running a Template

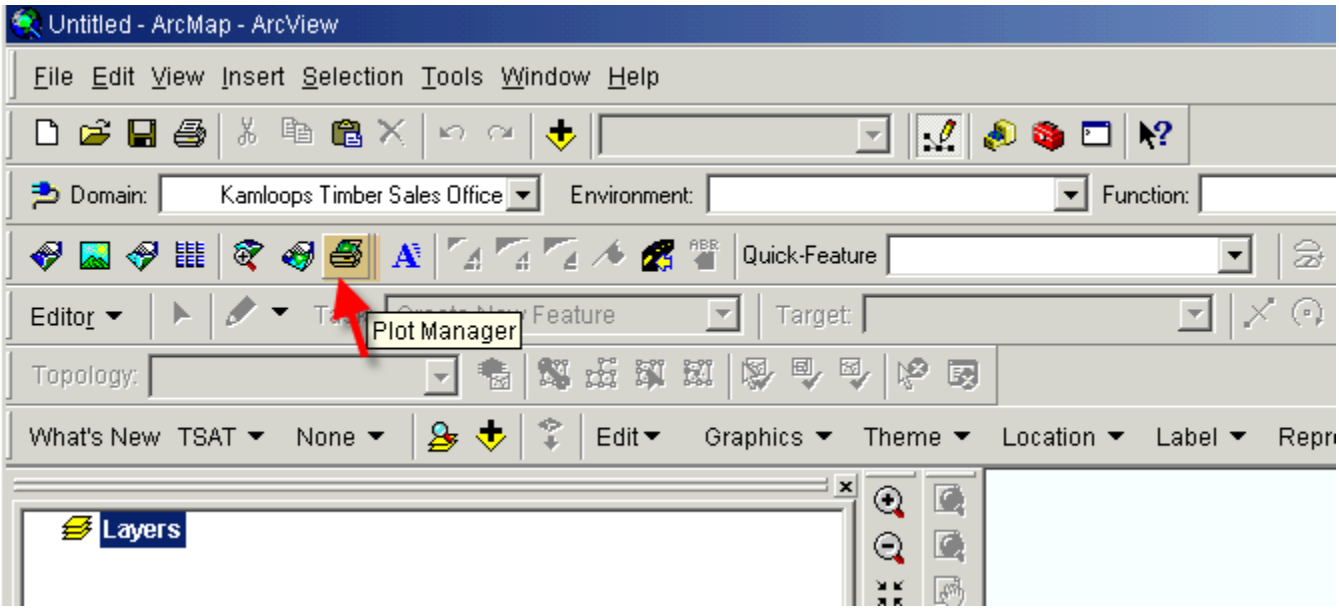
9) Click on the Plug to connect to the domain. When you click on the plug a new window pops up and asks you for a username and password. Enter your IDIR, Password is “adam” and select “PRODUCTION” as the database. (HINT: adam is lower case without the quotes.) This will activate the rest of the toolbar that the plug sits on and the other toolbar that the plot manager sits on.



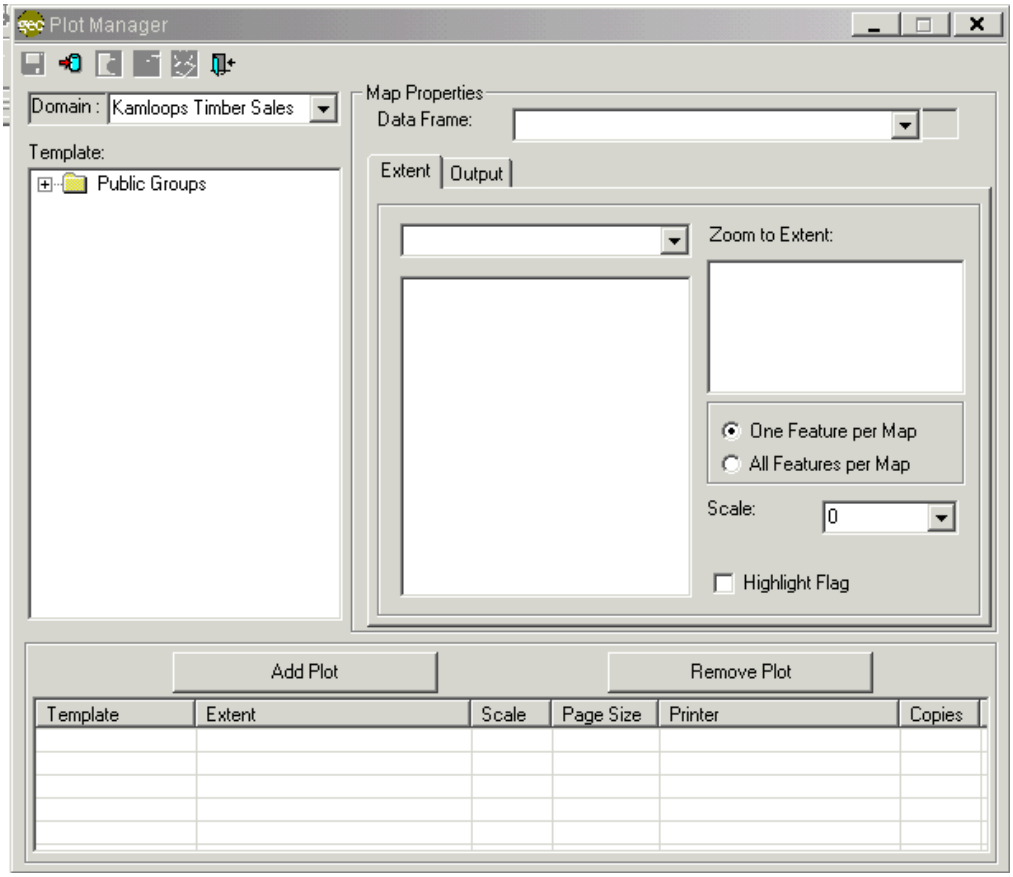
10) Once you connect, you will notice that you are connected to the Kamloops Timber Sale Office and you have activated the toolbars. The Plot Manager button is now active and you will be able to connect to it.



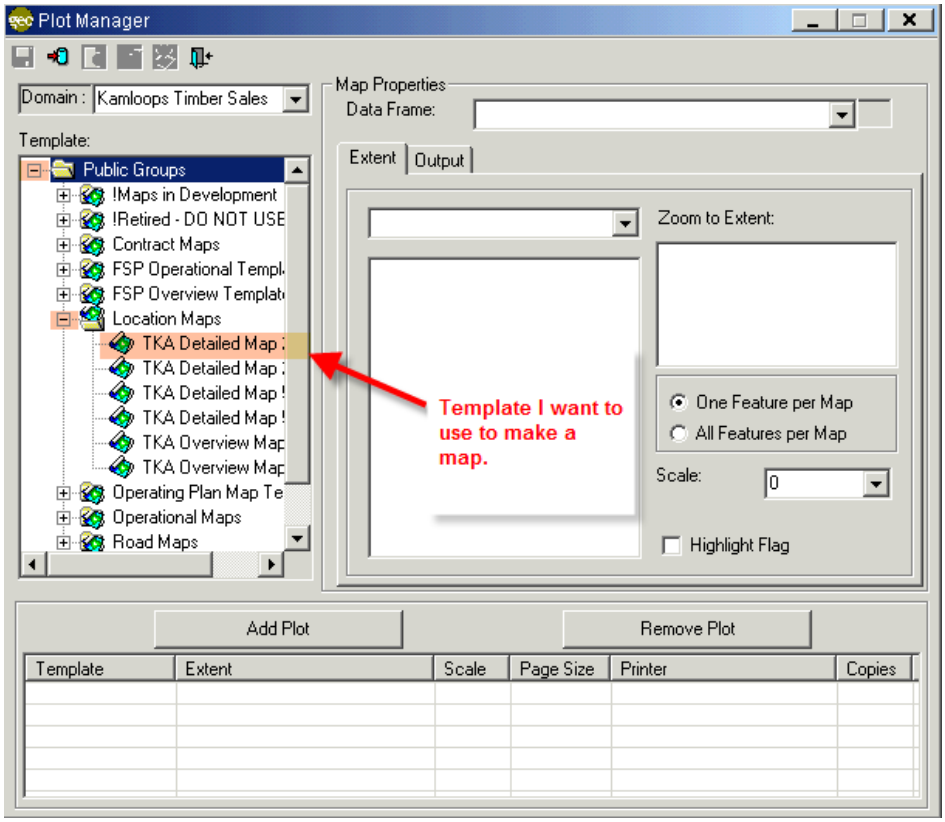
11) Connect to the plot manager by clicking on the Plot manager button. This will open a new window where you will be able to select the template, and the block that you want to make a map for.



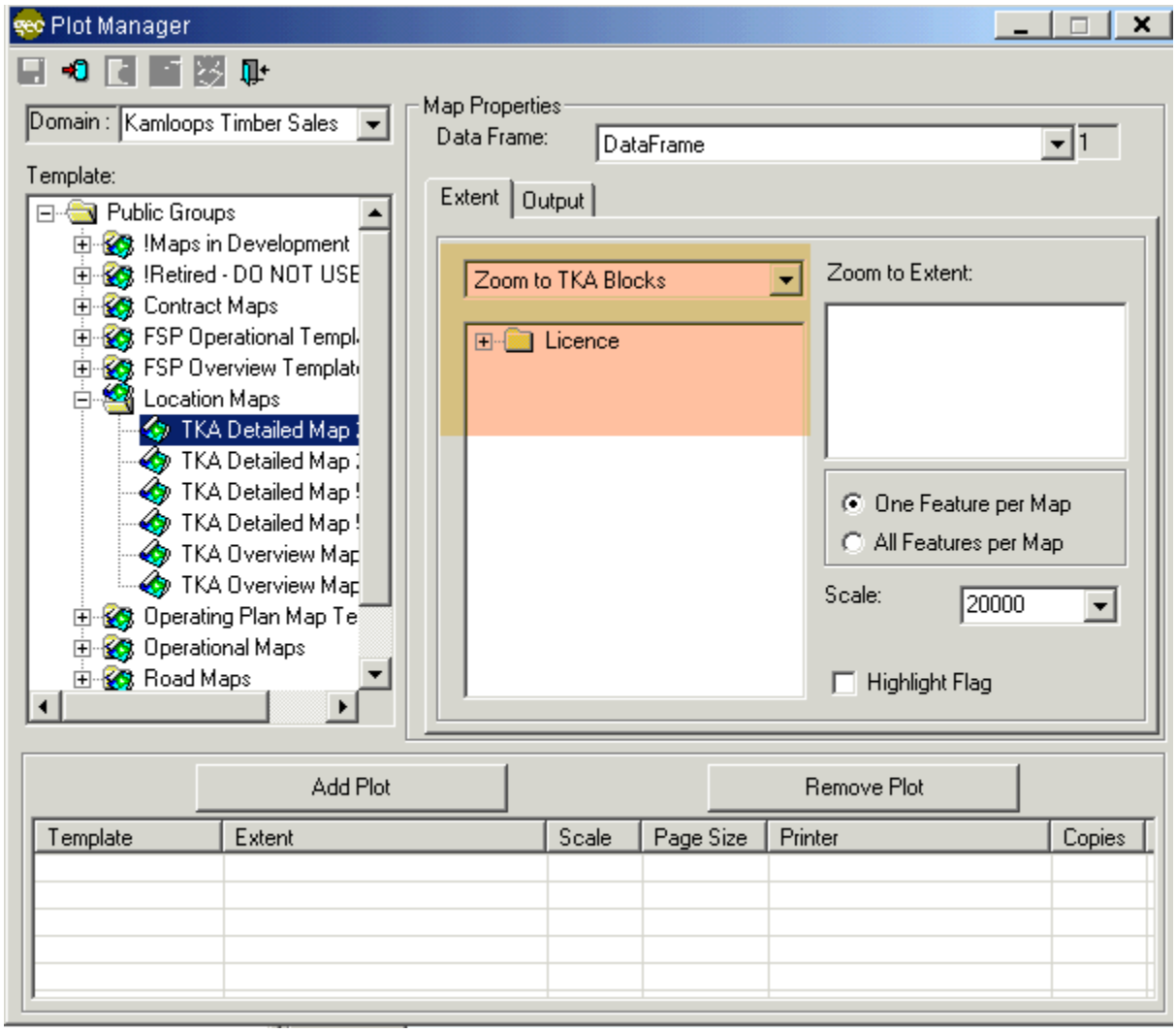
12) When you click on the plot manager it brings up another window that looks like below. When it first opens it will be blank.



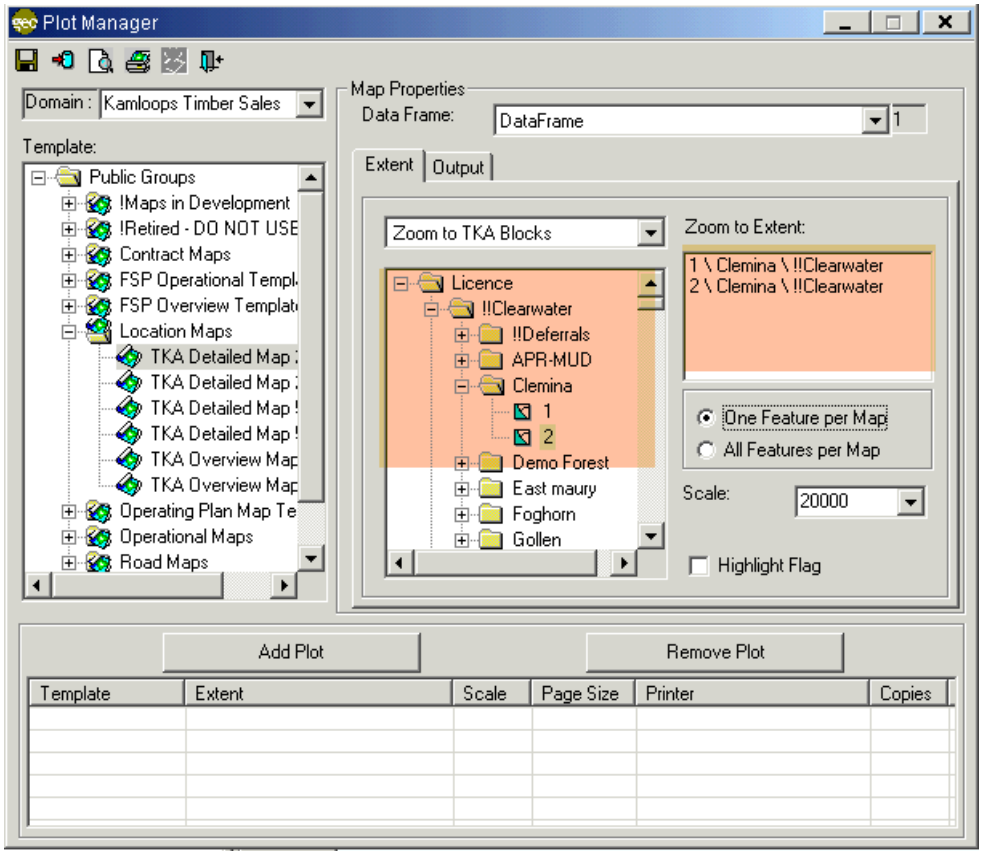
13) Select the template you want to use for your map in the first window on the left by using the little plus sign beside public groups, and by using the plus sign beside the different groupings. Highlight the template I want to use.



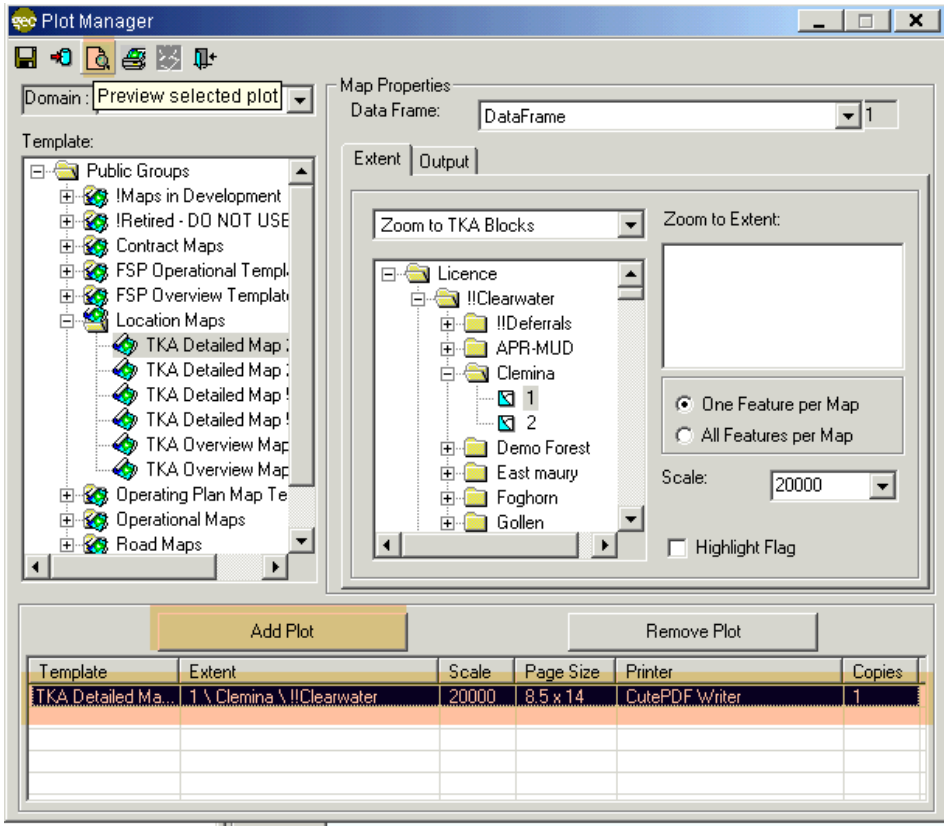
14) You will need to hover your mouse over the middle piece of the window for the next step. By hovering your mouse it activates the quick zoom to the block layer where you will choose your block you are making a map of.



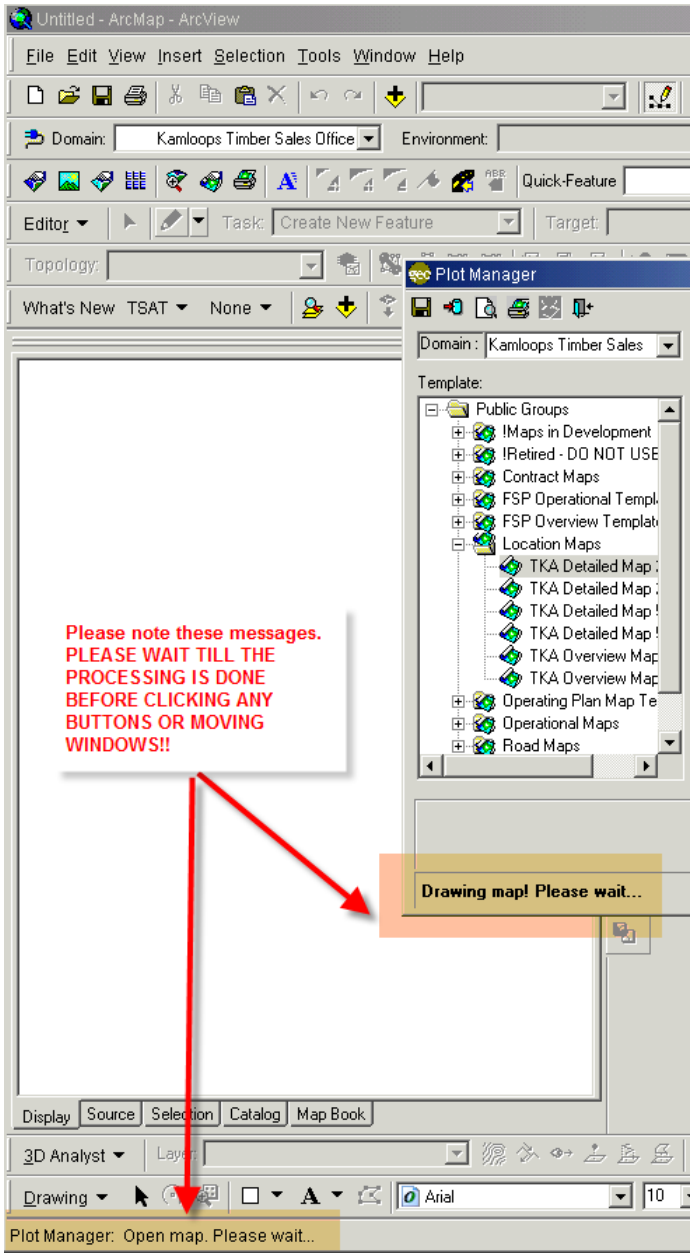
15) Using the plus button, beside the Licence, select the block or blocks you want to make your map of. You will need to double click the block or blocks you are making a map of to get them into the last window (Zoom to extent). You can make a map of each block or put them on the same map by selecting the All Features per Map button below the zoom to extent window. (Hint: the default is one Feature per map).



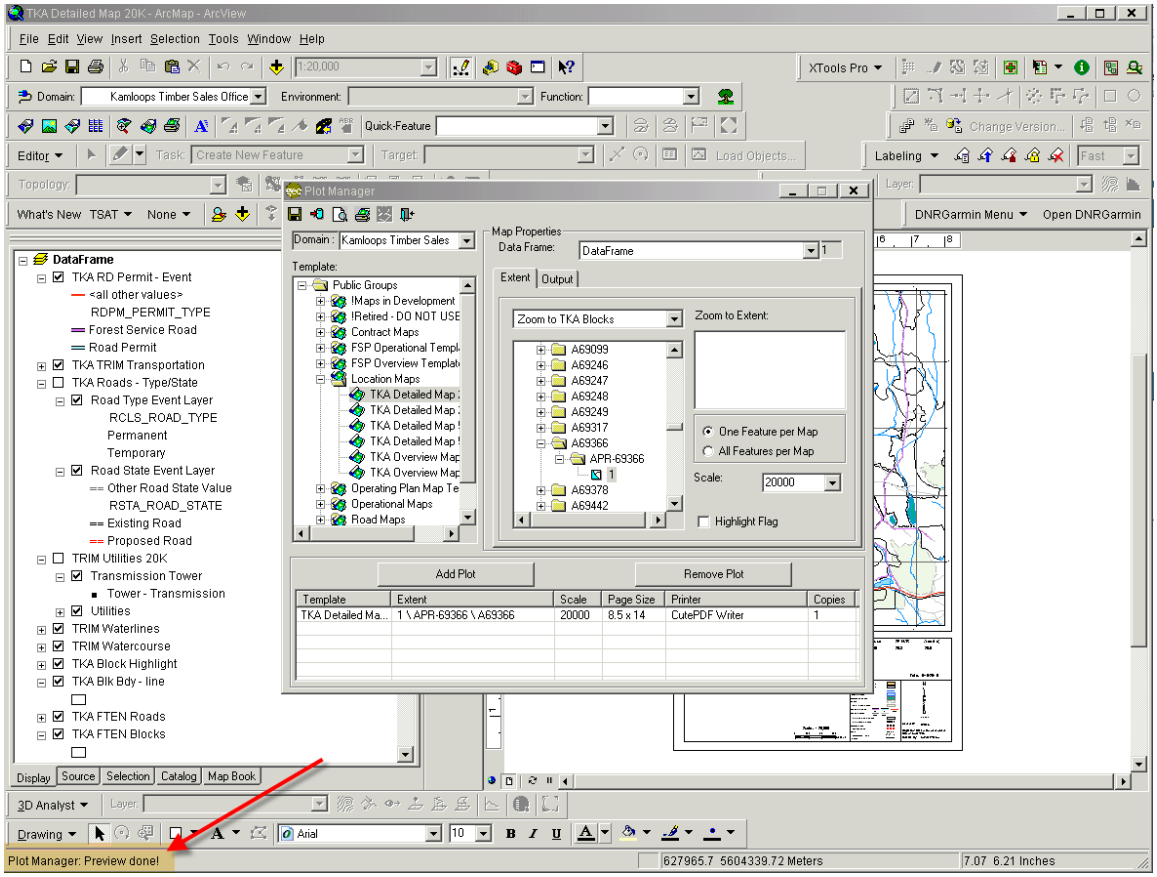
16) Once you select the block or blocks you want to make a map of, you will need to click the Add Plot button to add them to the last screen within this window. Once they are in the bottom screen highlight the record and select the Preview button as highlighted below.



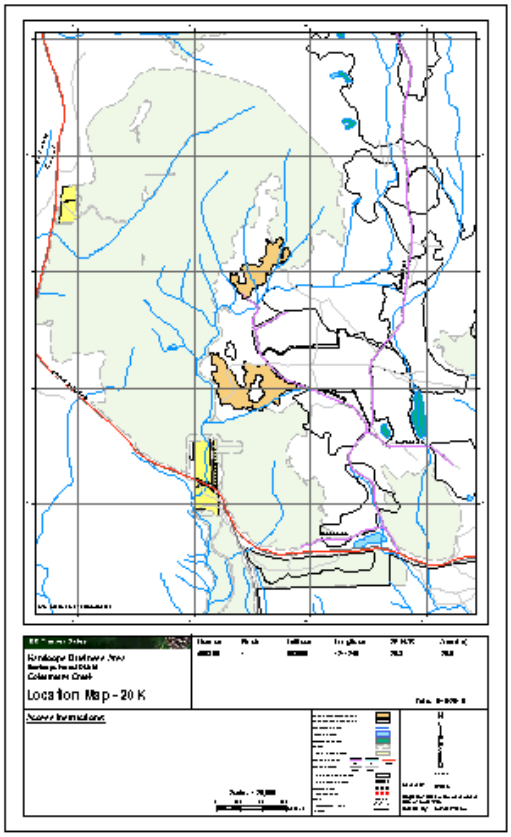
17) Once you hit the Preview button, it will take a few minutes for the map to create and populate ARCVIEW. (HINT: Do not press any buttons while this is processing as it is known that it can hang your processing)



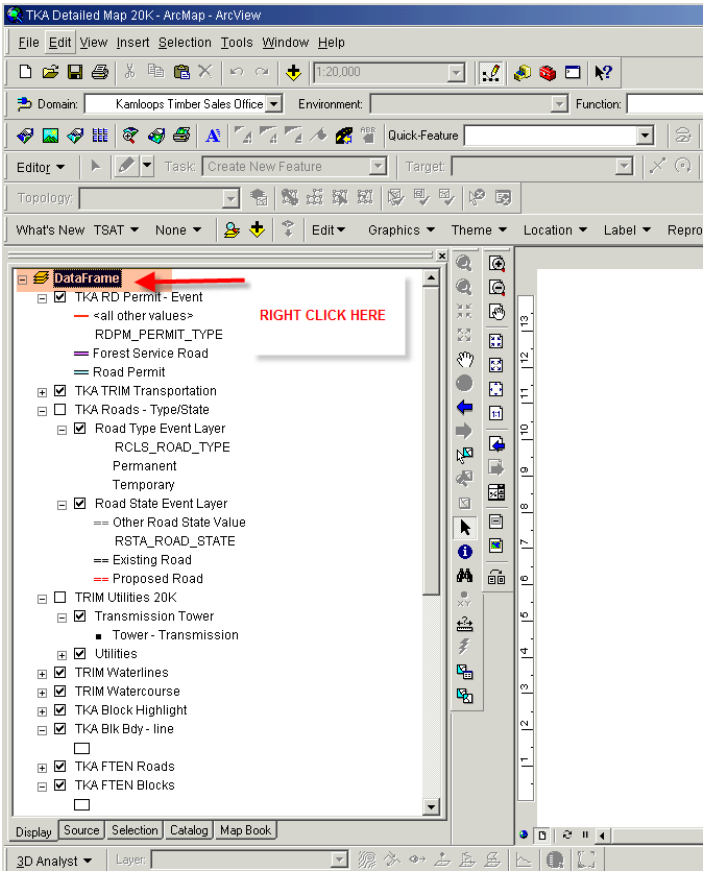
18) Once your preview is completed, you will get a message on the bottom left hand corner of the ARCVIEW application. Once this appears you can move or minimize the plot manager window out of the way. (HINT: do not close this window as the map will also disappear before you have exported the map to a PDF)



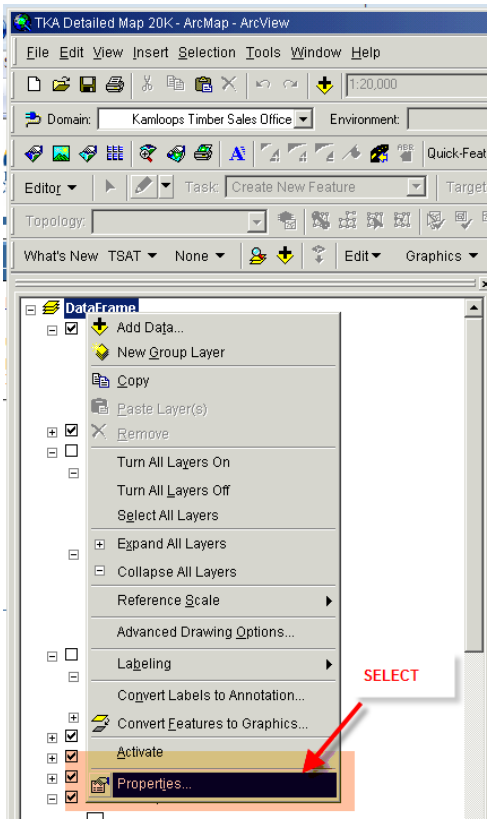
19) Your map is now ready for some minor editing. You may want to add a block label or some access instructions or other information that can not be pulled from the system.



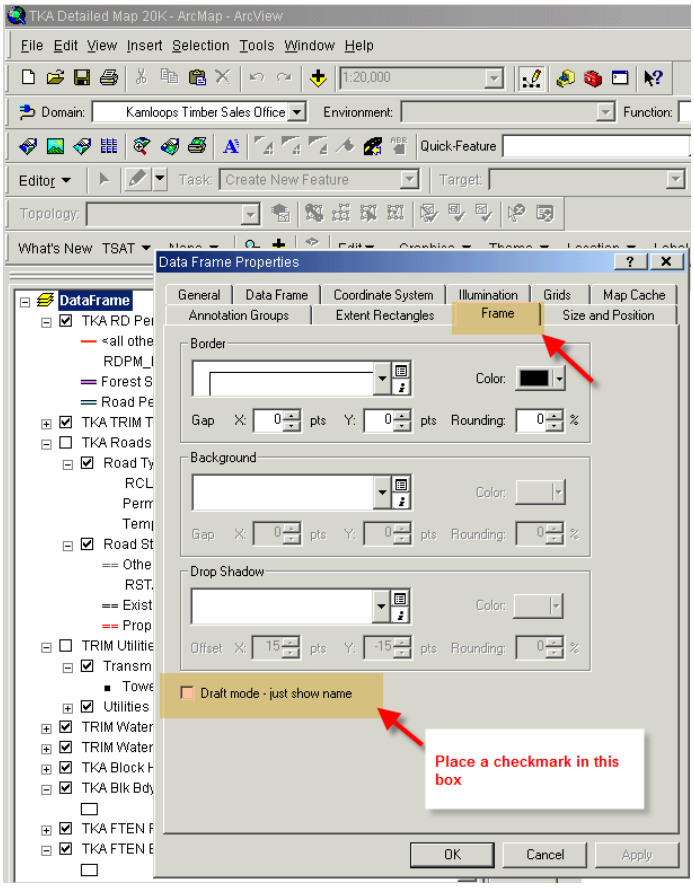
1) For quicker editing of text and adding information, it is recommended that you turn the dataframe (the window that houses all the layers that make up your map). In order to do this RIGHT CLICK on dataframe in the legend on the left side of your screen.



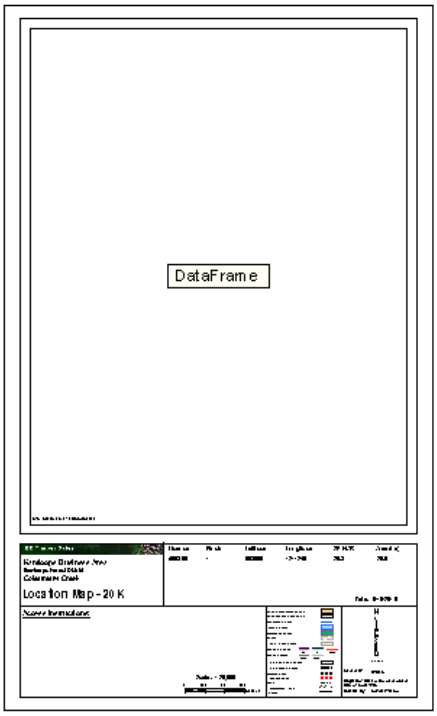
2) This will open another window where you can select properties. When you select properties, it will open another window where you can change some of the settings.



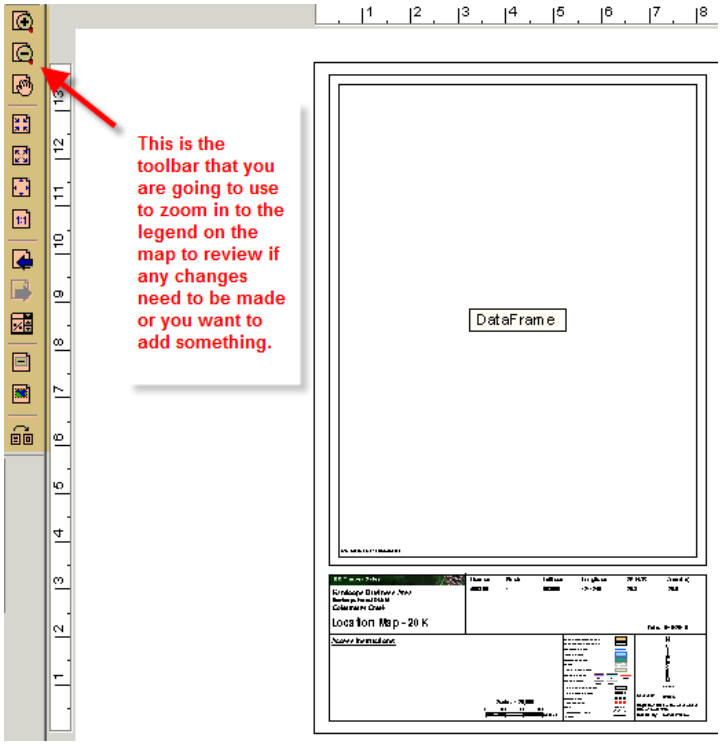
3) To change to draft mode from the properties window, select the frame tab, and place a check mark in the highlighted box (this will put the data in draft mode(sort of turns off the layers for faster refreshing))



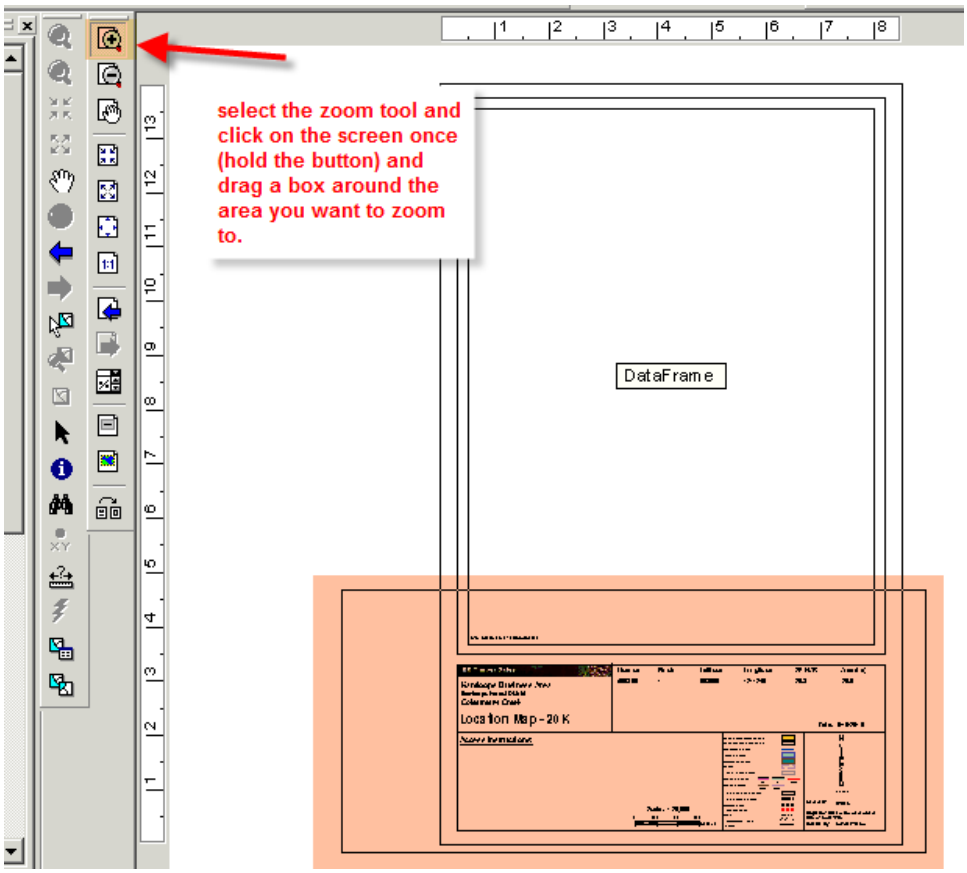
4) This is what your map will look like after you do the step above in #23. Now you will be able to edit or change text much more quickly without all the layers refreshing every time you make a change.



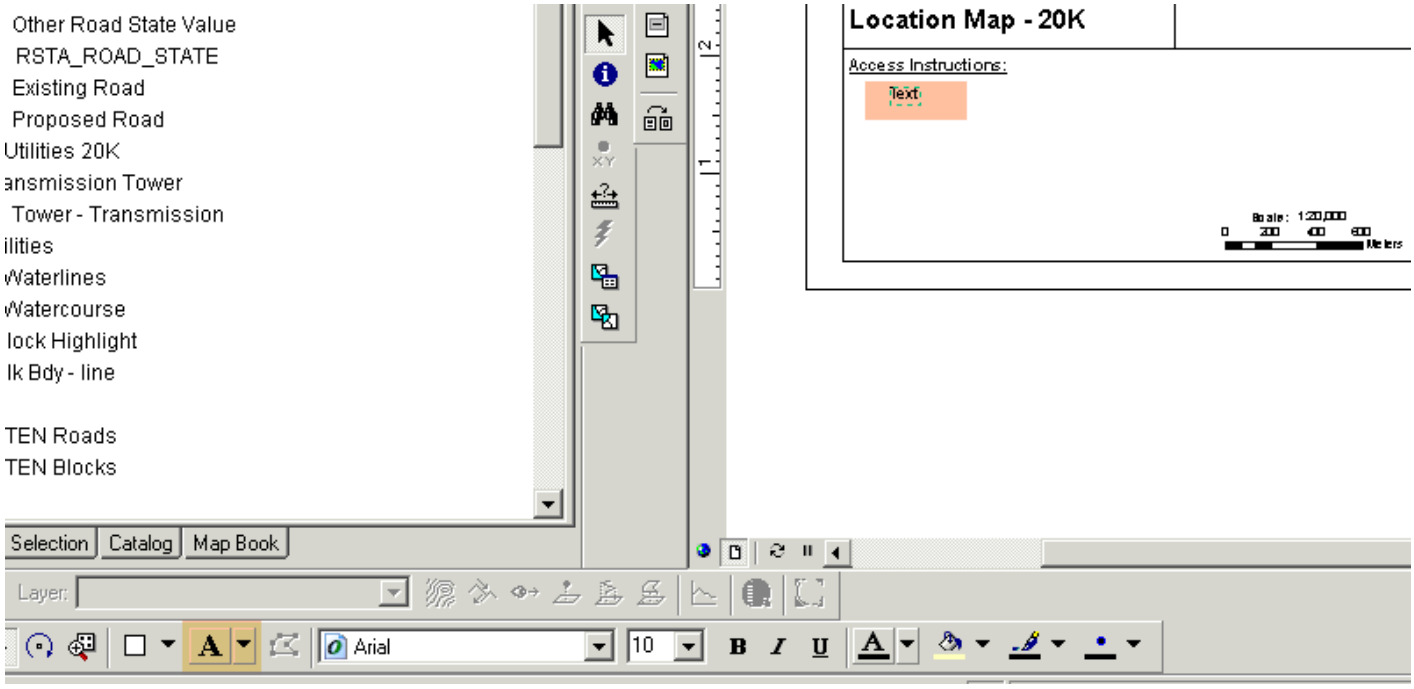
5) Use the toolbar highlighted below to add/change/update information in the map. If you don't see this toolbar anywhere in your screen please go back to step # 8 and make sure that a checkmark exists beside the LAYOUT toolbar. Your location of the toolbar may be different from what you see on the screen capture below but the tools will be the same. (HINT: By hovering over the individual tools on the toolbar, some hover text will show up telling you what each tool does.)



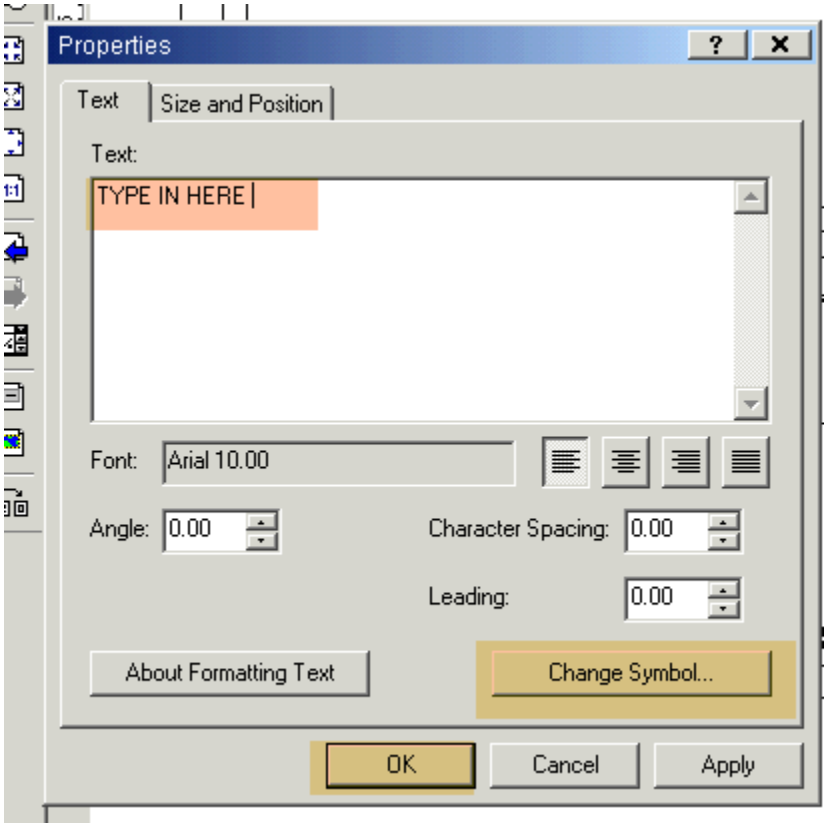
6) Select the zoom tool, and click(holding the button) and drag a box around the area you want to zoom to.



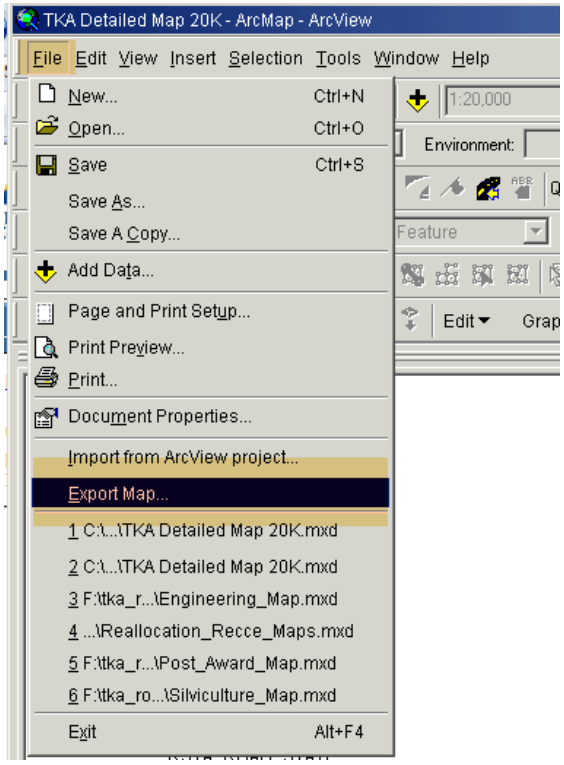
7) To add text, select the text tool on the DRAW toolbar (HINT: to make sure your draw toolbar is checked, go back to # 8 for directions). Click on the spot where you want to add text. When you double click on the box you created you will be able to edit the properties and change the settings.



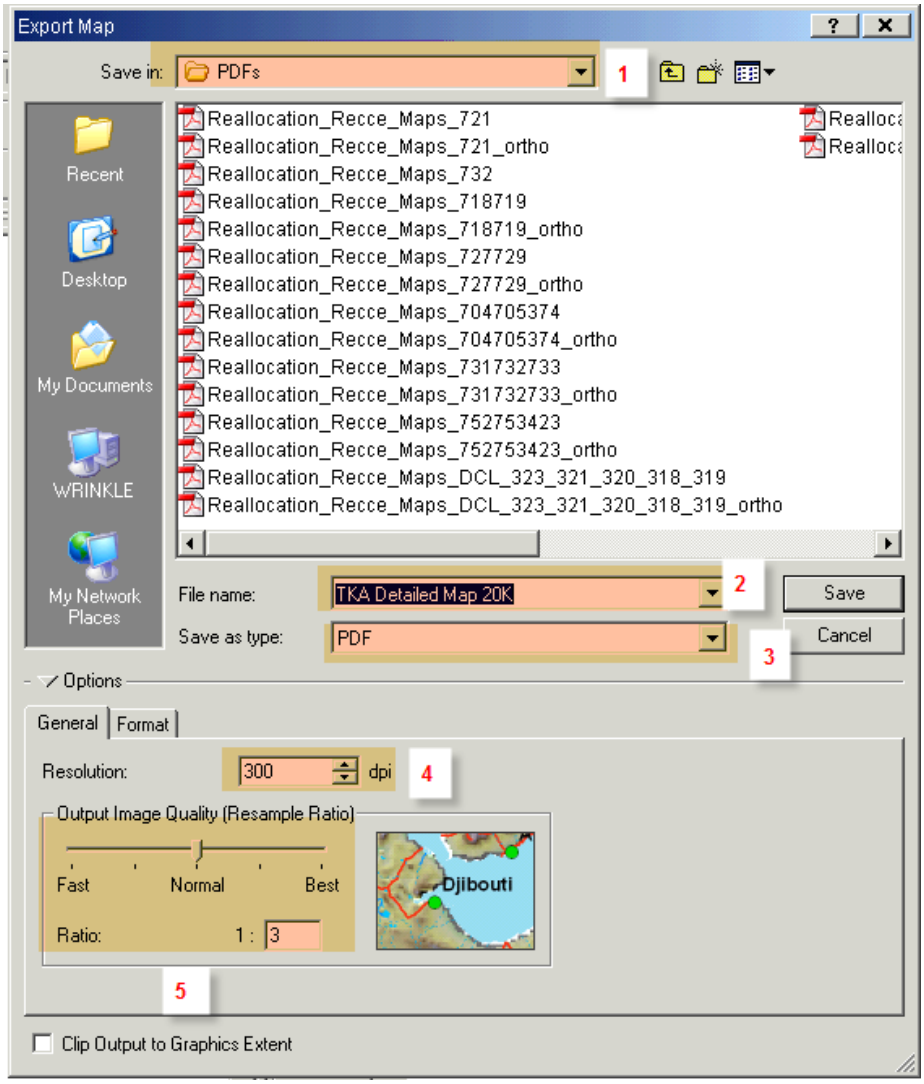
Type the text you want to add, to change the size of the font, click change symbol and put in your size or select from the dropdown menu. Click OK. Once the changes you made are completed you will be able to export your map. (HINT: your map can be exported in the draft mode and will actually be quicker to export as well.)



8) To export your map, go to File and choose export map

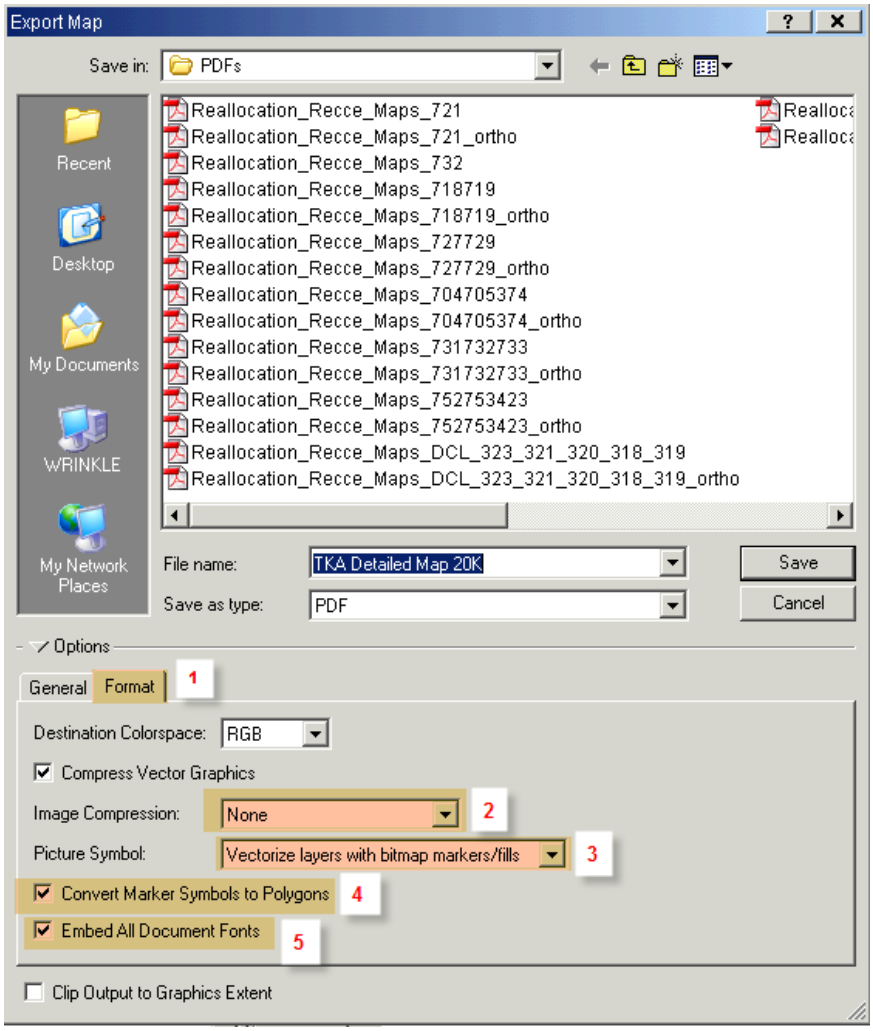


9) By selecting EXPOR T MAP, a new window will open where you need to fill in and select some information.



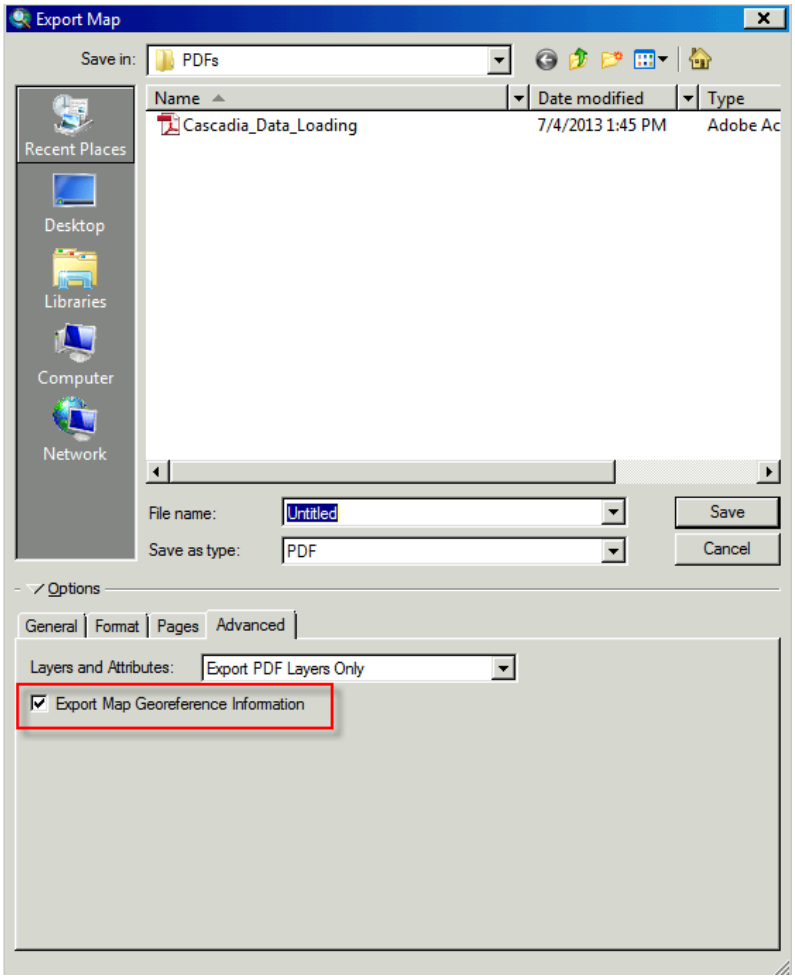
1. Select the location where you want to save your PDF file
2. Enter the name of the PDF following the naming convention for the BA (HINT: refer to the Standards_for_BCTS_spatialdata.pdf on the ftp site at TKA\external\!publish\genus)
3. Check the PDF as the file type to save to
4. Make sure your resolution is set to 300 (the higher the resolution, the larger the file and the longer it takes to export to a pdf and the longer it will take to print)
5. Make sure the image quality is set to normal. (best practice)

10) Once you have set these settings you need to click on the FORMAT tab on this screen to set a few more settings.

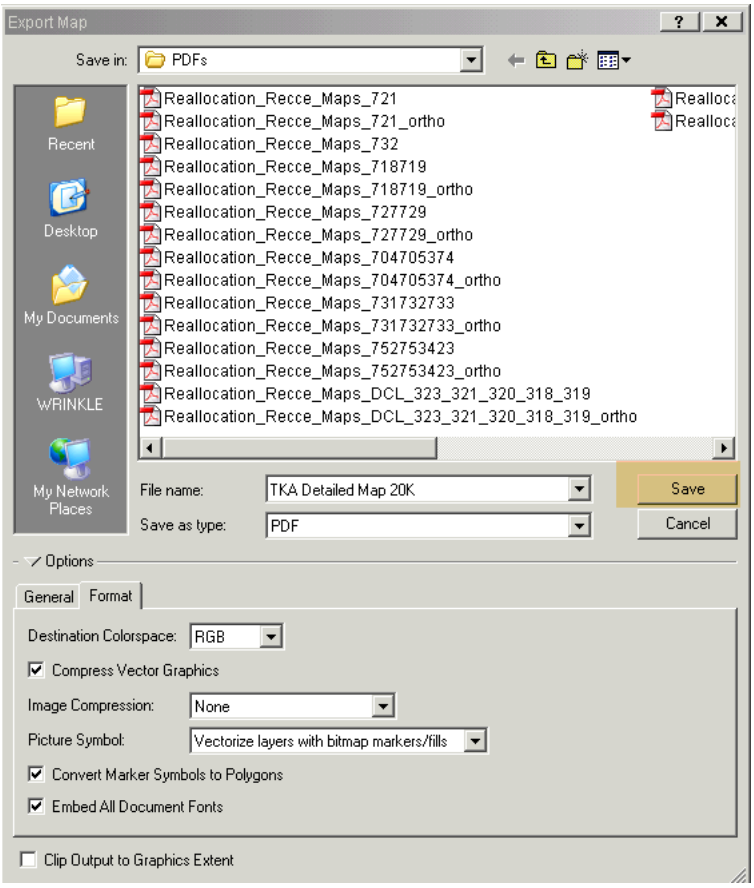


1. Select the Format tab
2. Set image compression to None
3. Set picture symbol to vectorize layers with bitmap markers/fills
4. Place a checkmark in the box
5. Place a checkmark in the box (this will make sure your north area comes out correctly)

11) Once you have set these settings you need to click on the ADVANCED tab on this screen to set a few more settings.
    1. Place a checkmark in the Export Map Georeference Information box. This will allow users to find coordinates when using the pdf in Acrobat



12) Once all the settings in #28 to 30 have been set, you can select save. The export process will take some time and you need to watch the messages in the bottom left corner of ARCVIEW as identified in # 19



13) Once the exporting to PDF is completed you can open the PDF (stored in the location you selected in # 28 step 2) and send to the color printer or plotter.

Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
	April 2016	Devona Hay	- Update of screen captures - Add in Document Change Tracking -
			-