

# Vicinity Map Standards

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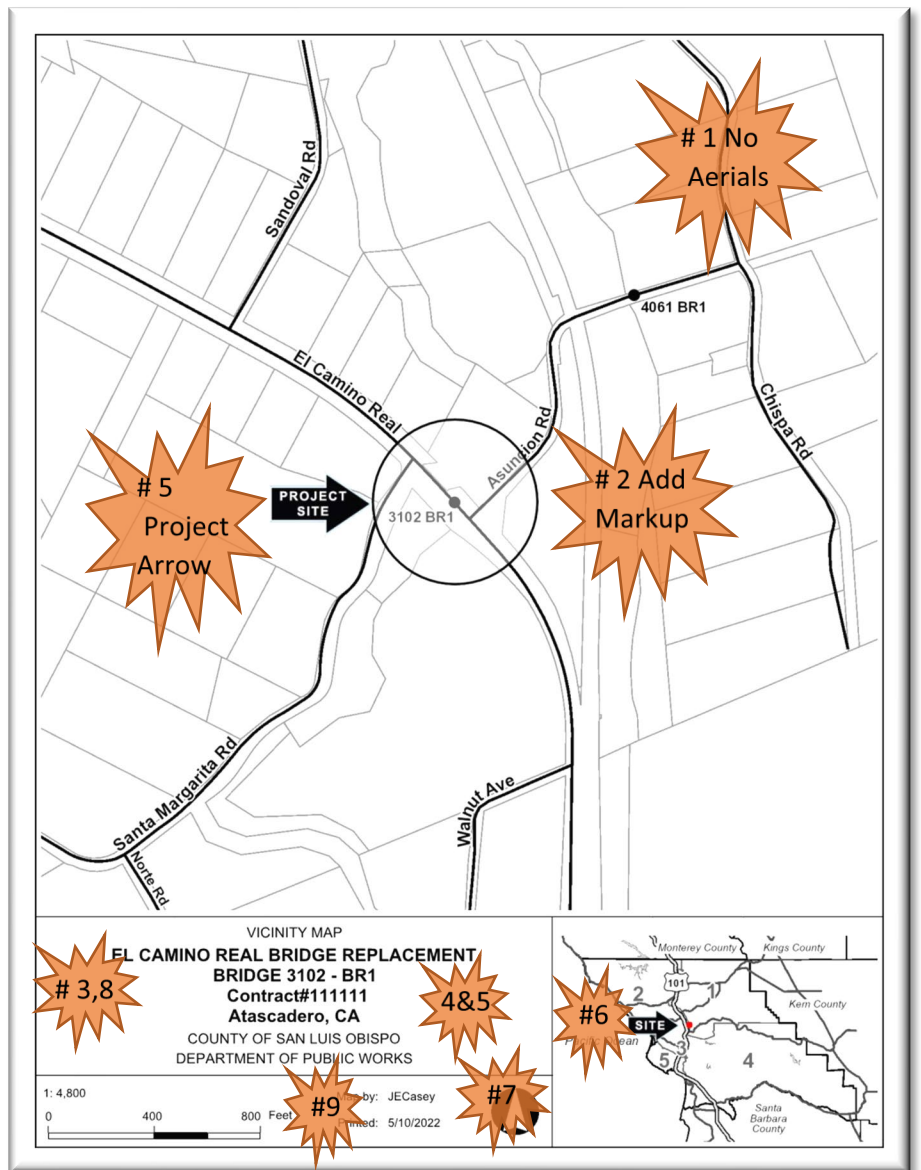
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# Vicinity Map Steps

Read entire document before starting your Vicinity map. See the last page for examples of completed maps. Open GeoWorks: <http://gis.slocounty.ca.gov/sites/geoworks.htm>. See the [Getting Started](#) document for more detailed examples. To find the Board of Supervisors District click here.

## Board of Supervisors Vicinity Map Standards:

1. Map will be primarily black and white without an Aerial Image. The map may be photocopied or printed in Black and White and can appear muddy if the imagery is left on. *Page 6: Change Layer Theme to "PW Vicinity Map"*
2. Markup should be added when appropriate. *Page 3 & 4*
3. The title of the map will be in ALL CAPITALIZATION and should be brief but consistent with the BOS Staff Report Title. *Page 7*
4. Include WBS or contract number in title. Use the long title version of the map template if the title doesn't fit. *Page 7 & 8*
5. The last line of the title will include the Community. Capitalize Each Word. *Page 7 & 8*
6. Arrows will point to the project site (this will be accomplished in Adobe Reader). *Page 10*
7. The Author of the map should be provided. Use your Windows Login, not just initials. *Page 7*
8. Do not use abbreviations. For Example, CSA should be County Service Area.
9. Set Scale to a round number. *Page 8*



❖ **More complicated maps should have legends. See GIS staff to help you with this. Send Staff Report and screenshot or clear description of project location and map requirements to [pw.gis@co.slo.ca.us](mailto:pw.gis@co.slo.ca.us).**

# Vicinity Map Steps

## Step A: Find the project location


[Search](#) and/or zoom into your project location. For a how-to video on the search bar click [here](#).

Use the Global Search box to search for an APN, Road Number, Road Name, Street Address or Longitude and Latitude.



## Step B: Define the Project location

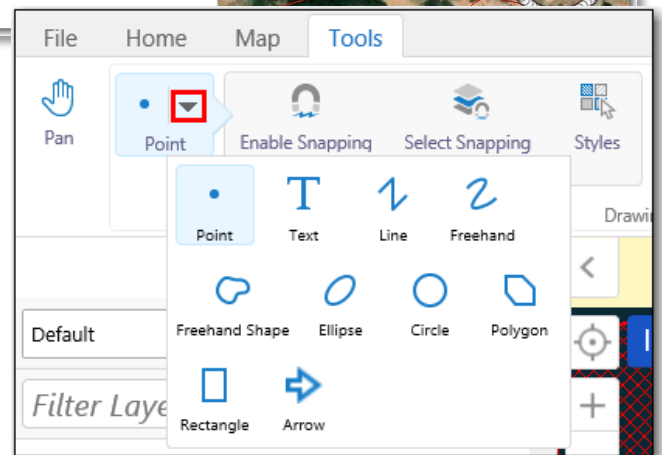
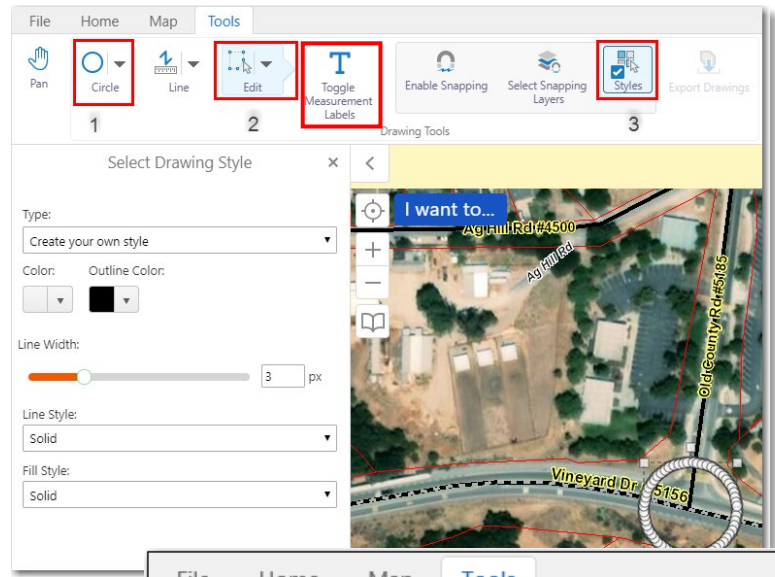
[Markup](#) can be added to the map. For a how-to video on mark up (drawing tools) click [here](#).

The Style of the markup can be controlled before or after drawing on the map. When the Markup button is selected, the Styles button is visible. Click the Styles button to select the Markup style before placing it on the map. Alternatively, use the default style to markup the map and use the Edit  tool to change the style. Click on the Edit tool then click on the markup that needs to be changed.

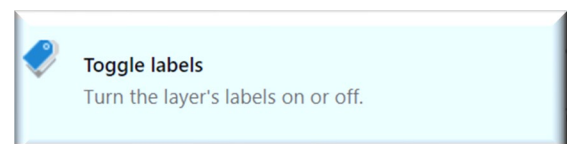
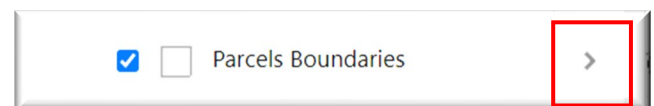
Under the “Tools” tab, in the “Drawing Tools” section, select what type of markup you would like to add to the map (point, line, polygon, text) then additional options will pop up.

If needed, click “Toggle Measurement Labels” to turn off measurement labels from mark ups.

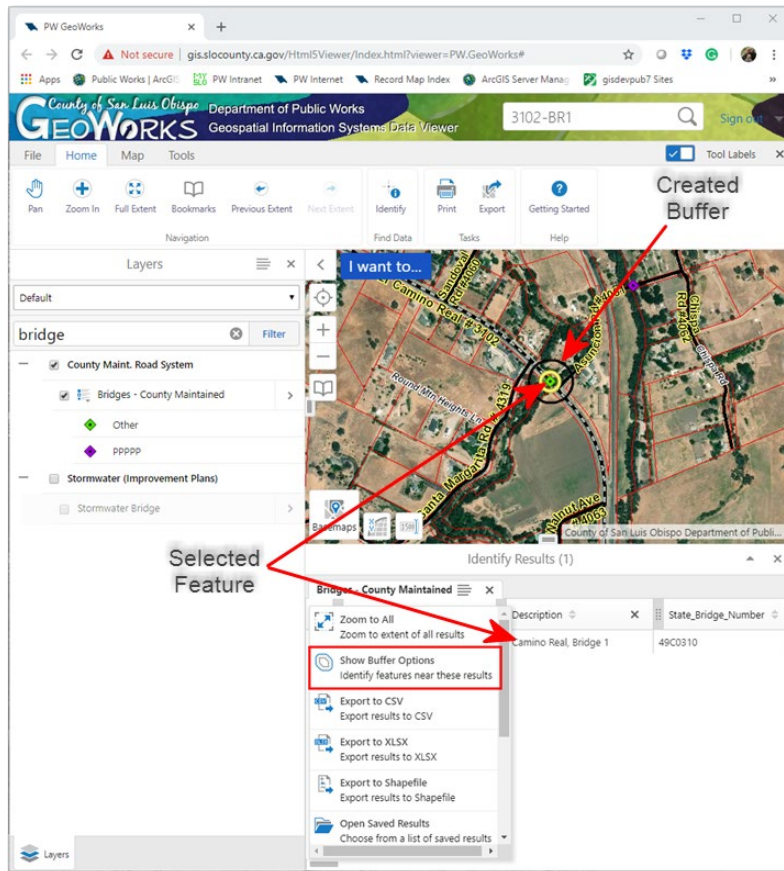
## Turn Off Labels (optional)



Many layers have labels on by default. If you want to show a layer but find the labels to be too busy you can turn them off. Click the arrow next to the label and then select toggle labels.



# Vicinity Map Steps

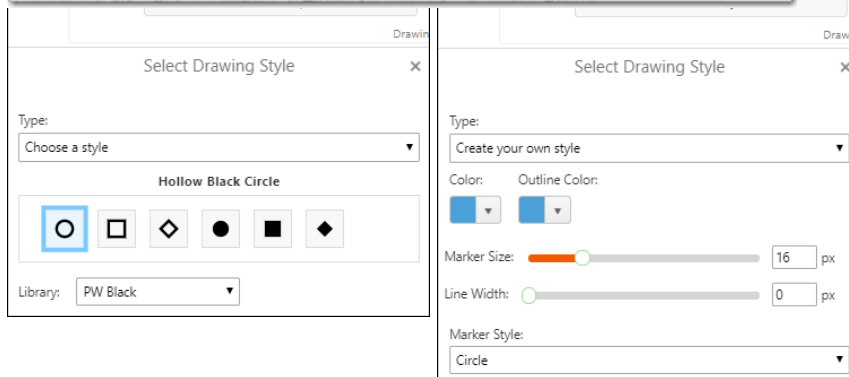


To Edit a shape and/or its style on the map, click on the **Edit** button then click on the shape you want to edit or click on the Style button.

Additionally, selected features can be buffered to create a larger “Area of Interest” markup.

## Markup Style Options

Click on the “Styles” tool to change the mark-up symbology. Depending on the Browser you are using, pre-defined styles will show up or the options to “Create your own style” will show up by default. Each symbol type has a PW Black option.



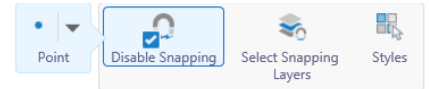
**Editing Markup:** Once you draw a new Markup Shape, it can be edited. Click on the “Edit” tool on the Tools Tab. Each white/gray circle (node) can be moved and the entire shape can be scaled. Once the color and or shape is as desired, click outside of the shape or click the “Edit” tool again to stop editing.

# Vicinity Map Steps



## Snapping

Use enable or disable snapping to turn snapping on and off. This will allow you to snap to existing data such as parcel boundaries. Click on the “Select Snapping Layers” tool to select the layers that need to be snapped to. By default, snapping is enabled to County Maintained Roads and Parcels. Click on the “Styles” tool to change the mark-up symbology.



# Vicinity Map Steps

## Step C: Remove the Aerial

**Removing Aerial:** Change Layer Theme to “PW Vicinity Map”, Making this change may turn off layers that you would like on in your Vicinity Map. You will need to turn them back on.

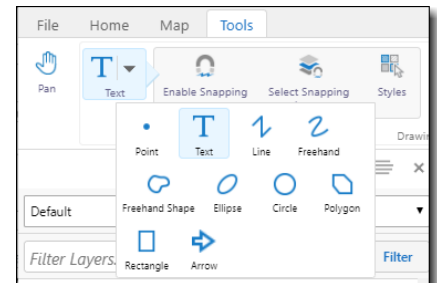


## Step D: Add Text (Optional)

**Vicinity Maps should not have aerial imagery visible in the map.**

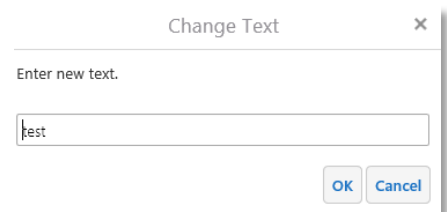
If needed, be sure to add text last. Arrows for pointing to projects will be added in Adobe Reader. Text does not scale so it will move if you zoom in or out. To place text, click on the **T Text** button. The Style section of the toolbar will become active. The text size, font and color can be edited before placing text on the map. To place text, click on the map where you want it to go. A box will appear. Type text into the box. Click off the box to stop editing and to complete the placement of the text. If

the text needs further editing, click on the **Edit** button and Click on the text. Then click on the Styles button to bring up your options for editing the text. While in edit you can also move the text box.



To remove all text and mark ups, click on the “Clear All” button. To remove one shape or text, click on the “Erase” button and click what needs to be removed.

\*Some people prefer to add text on the final PDF.

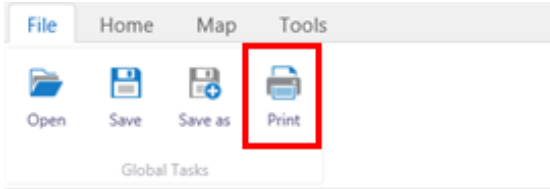


# Vicinity Map Steps

## Step E: Format the Print (Save) map

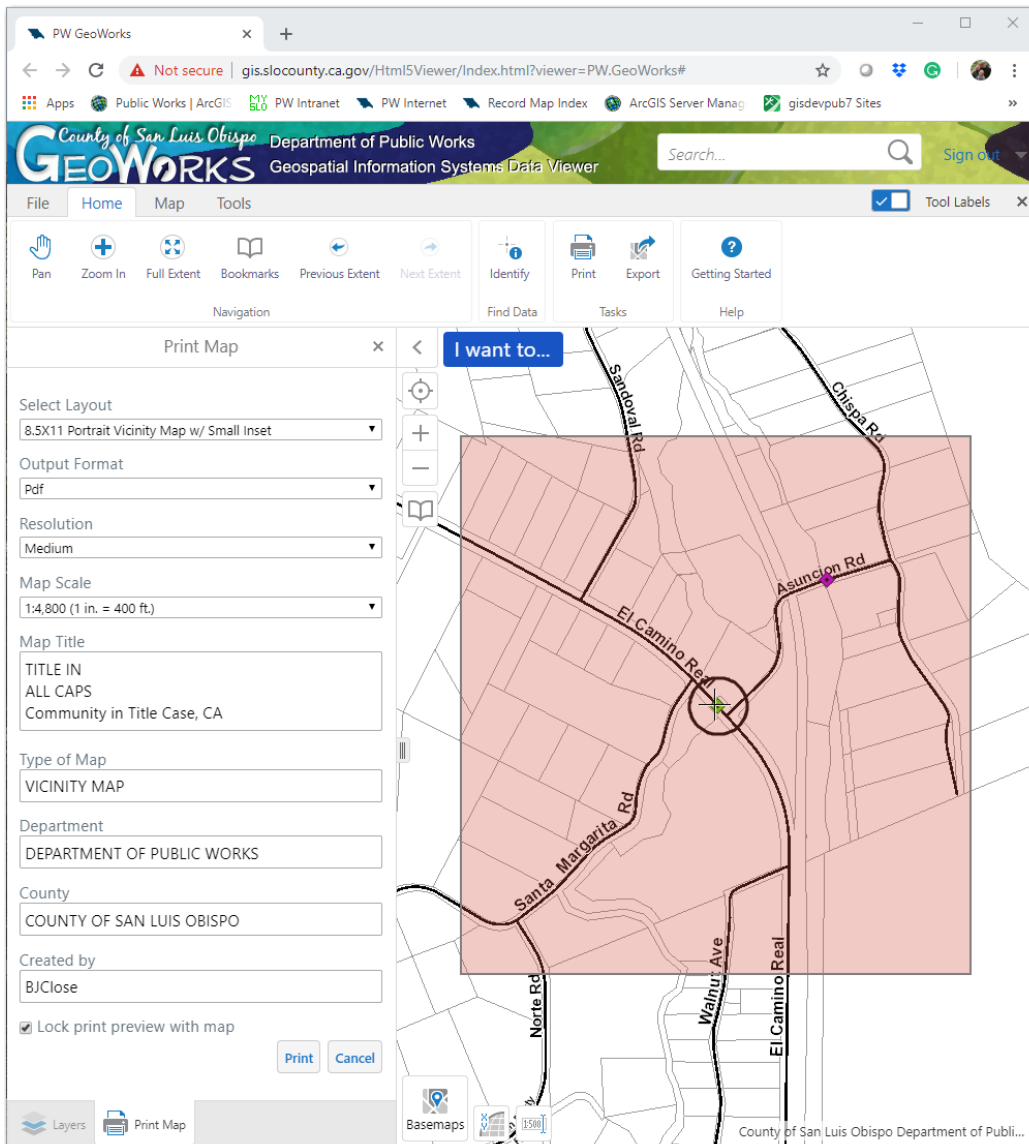
### Printing

For a how-to video on printing click [here](#).



On the File tab, click on “Print” which will allow you to Save a map as a PDF or JPG file.

When the Print Map dialog screen is open, a red transparent rectangle will show up on the map. This is the area that will be included on your map. By default, if you pan or zoom the red transparent box will continue to cover the same area on the map. If you want to change the area covered by the map, click in the check box next to “Lock print preview with map.”



# Vicinity Map Steps

**Select a Layout:** The preferred layout for BOS Packets and Press Releases is the “**8.5X11 Portrait Vicinity Map w/ Small Inset**” or **8.5X11 Portrait Vicinity Map w/ Small Inset (Long title.)**

**Output Format:** PDF is the best for BOS Packets and Press Releases. Use JPG if the map needs to be added to a PowerPoint Presentation or Word Document.

**Map Scale:** Change the Map Scale if an even scale is desired and not just the current map scale.

**Map Title:** The Map Title can be three lines with 8.5X11 Portrait Vicinity Map w/ Small Inset map template and 4 lines with the long title version. In The first 1 or 2 lines should be the title of the project and should be consistent with the BOS Staff Report title and be in ALL CAPS. Do not use abbreviations in the title. The next line should be the contract. This is required if one is available. The last line should be the community the project is in, capitalize the first letter of each Word in the Community Name.

Example:

EL CAMINO REAL  
BRIDGE REPLACEMENT PROJECT  
Contract #111111  
Atascadero, CA

**Created by:** Add your Username or Full Name but no initials. This is so BOS packet reviewers can follow up with questions if needed.

Example:

Bobby Jo Close  
BJClose  
BJC (This is not OK)

*The remaining fields can be edited but should remain as is for BOS Packets and Press Releases.*

When the text has been updated and the area covered by the red box is what you need on your map, click “Print”

It will take a few seconds to the map to generate. When your file is ready, the dialog screen will give you an option to open the file. Click “**Open File**”

The PDF should open in your browser. [Save](#) (download) the file to your project folder and open it with Adobe Reader. The version of Adobe Reader or Adobe Acrobat will determine how you save the map to your computer. Some versions allow you to up the PDF from your browser. No matter what your process it. The Vicinity Map must be opened in the Adobe program and not in your Internet Browser for the next step.

Print Map

Select Layout  
8.5X11 Portrait Vicinity Map w/ Small Inset

Output Format  
Pdf

Resolution  
Medium

Map Scale  
1:4,800 (1 in. = 400 ft.)

Map Title  
TITLE IN  
ALL CAPS  
Community in Title Case, CA

Type of Map  
VICINITY MAP

Department  
DEPARTMENT OF PUBLIC WORKS

County  
COUNTY OF SAN LUIS OBISPO

Created by  
BJClose

Lock print preview with map

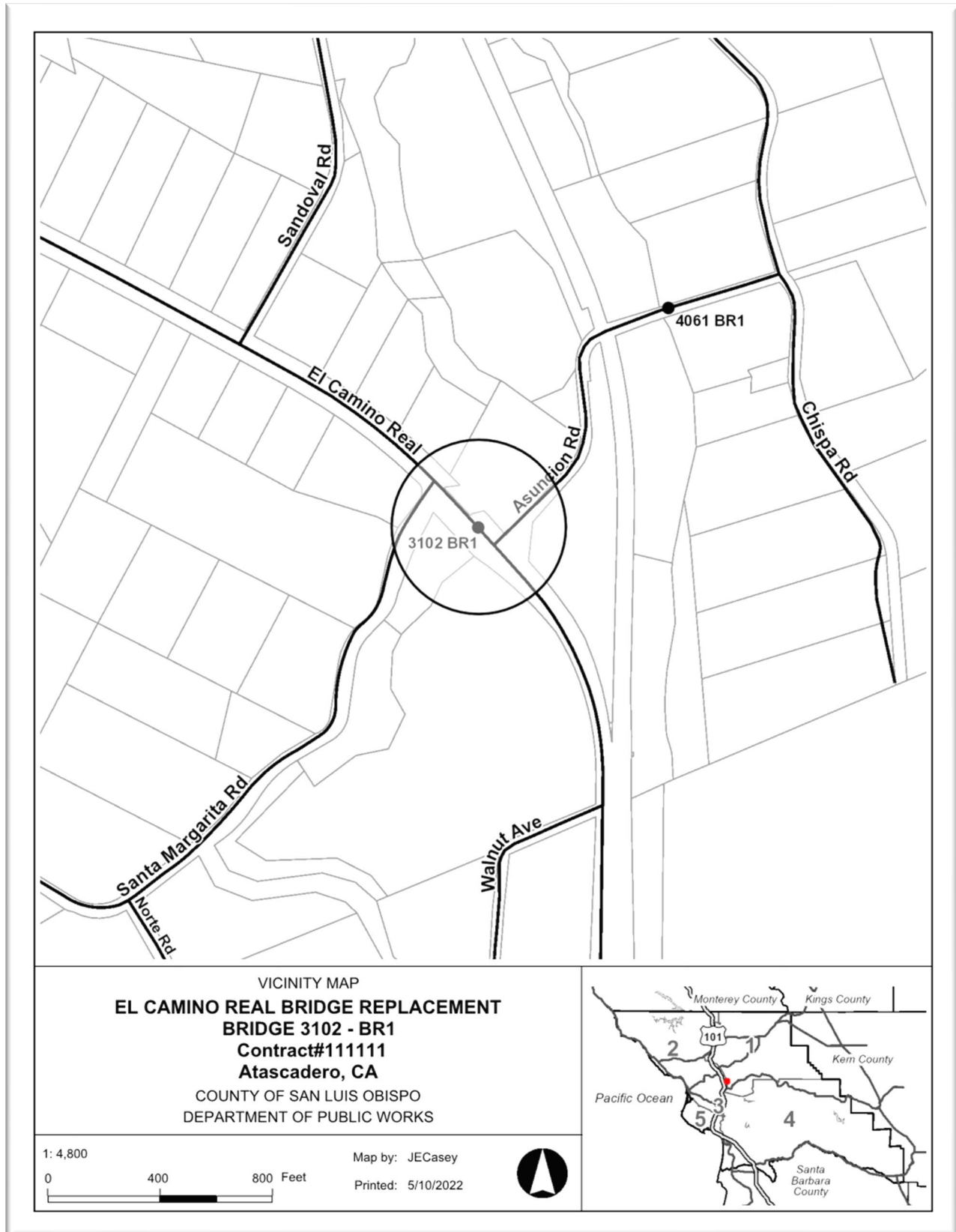
Print Cancel





# Vicinity Map Steps

Example an exported map.



# Vicinity Map Steps

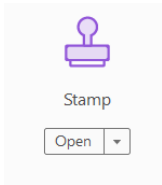
## Step F: Add Project Arrow in Adobe Reader

### Add Project Location Arrows

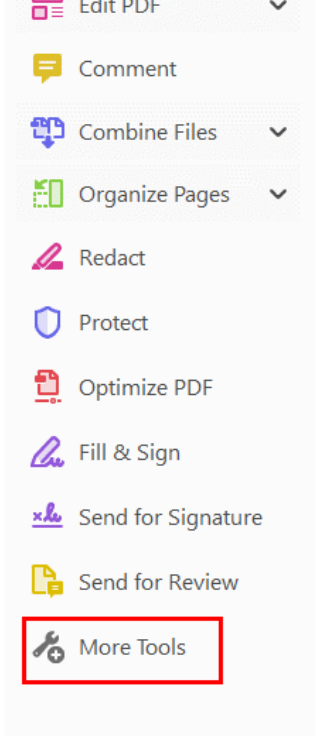
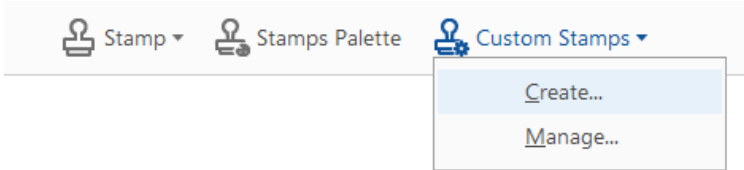
Click stamp.

If the stamp is not showing, click “More Tools”

Then click open under the stamp



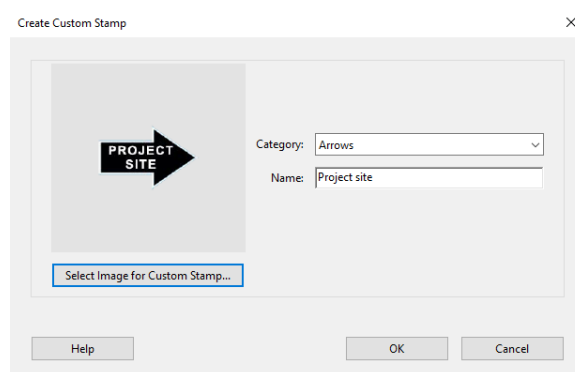
A bar will appear top center. Click “Custom Stamps” then “Create...”



Browse to the arrows location and add to pdf arrow. (<\\\\wings\\public\\works\\Groups\\GIS\\PUBLIC\\ VICINITY MAPS\\ MapArrows>) Select OK

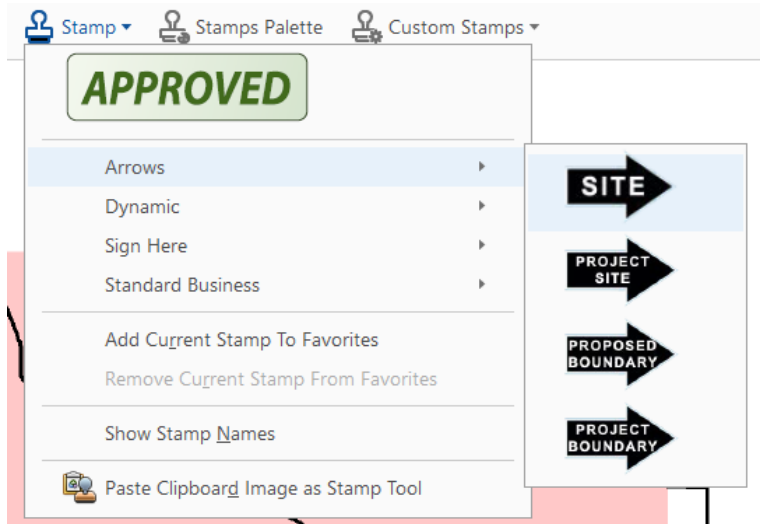
Type Arrows in Category. You will only need to do this once to create a folder for all of you arrows. When adding the second arrow you will be able to choose “Arrows” from the category dropdown.

Under name, name the arrow to match the one you selected. Repeat until you have added all arrows



# Vicinity Map Steps

Once the stamps are created, they will appear in the Arrows section. To see use your stamps, select Stamp, then Arrows, pick an arrow and then place it on the map. The stamp will stay in you arrow folder after the program has been closed.



There are the 4 arrows available:



1: Project Site Point to project location



3: Project Boundary, use for larger projects

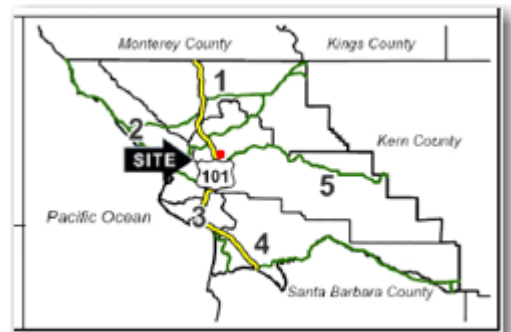
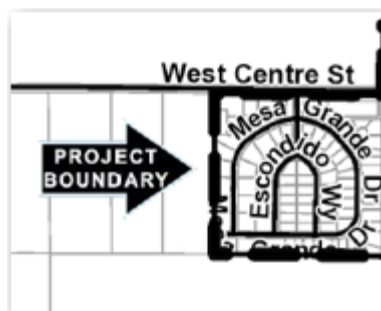


2: Use on Countywide Inset map



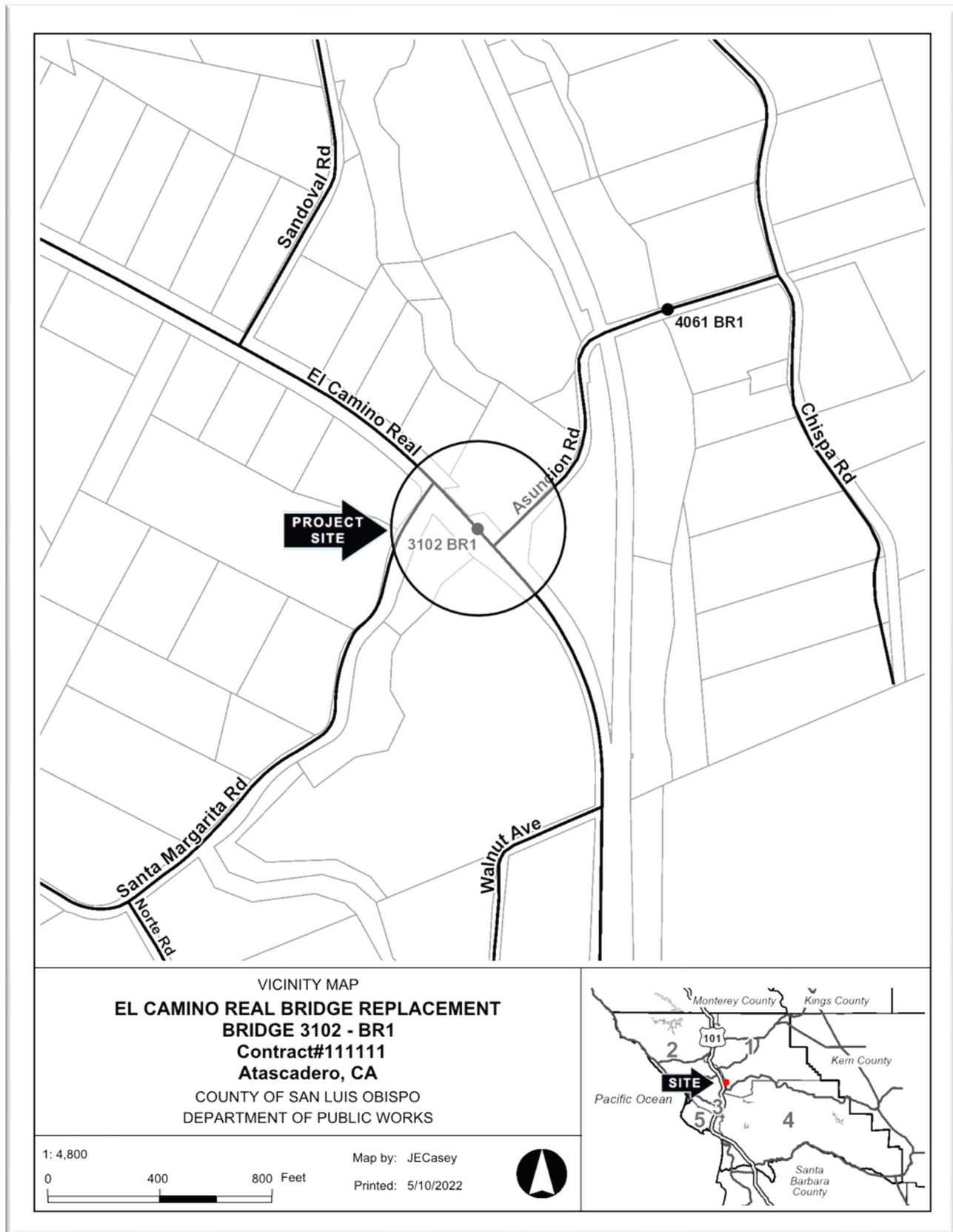
4: Proposed Boundary, use when proposing a new boundary to BOS for approval.

Add a Project Site arrow and a Site arrow in the Inset. Save the updated map.



# Vicinity Map Steps

## Examples



# Vicinity Map Steps

An example of a map with a boundary.

