

Bury Council Online Maps User Guide

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General info – familiarising yourself with interactive web maps

To navigate around click and drag on the map window. You can zoom in or out of the map by either clicking the +/- buttons, using the mouse scroll wheel, or holding shift and dragging to zoom in to an area.



Some maps have the overview map feature. This is a small tab in the bottom left of the window with a “+”. Click this to expand the minimap which can be used as an overview and to pan around the area. Click the “-” to minimise.

For a more simplistic view whilst using a mobile device, you can click “What would you like to do?” and “Mobile”. This is limited to the basic features: search an address, zoom to your location, toggle map features, place a pin, and return to desktop version.

Searching an address – repositioning the map window

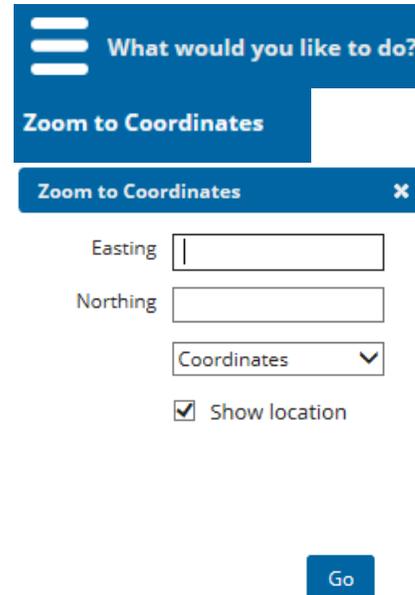


A search bar with a white background and a blue border. The text 'Search...' is in a light blue font. To the right of the search bar is a blue button with the word 'Clear' in white text.

To find an area, use the search bar in the centre of the top ribbon. Start typing a part of an address (e.g. number, street, postcode) and suggestions will appear in the dropdown list. Click “More” if the property isn’t shown.

On webmaps including the layer, Planning Application reference numbers can also be searched for.

Click on the address from the list to relocate and centre the map on the address. This will be marked with a green pin. To remove this, click “Clear” to the right of the search bar.



A blue dialog box titled 'What would you like to do?' with a hamburger menu icon on the left. Below the title bar is a button labeled 'Zoom to Coordinates'. Below that is another button labeled 'Zoom to Coordinates' with a close icon (x) on the right. Underneath are two input fields: 'Easting' and 'Northing'. Below these is a dropdown menu currently set to 'Coordinates'. At the bottom left is a checked checkbox labeled 'Show location'. At the bottom right is a blue button labeled 'Go'.

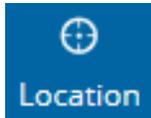
If you have coordinates for a location you would like to find then this can be done using the “Zoom to Coordinates” feature in the “What would you like to do?” menu.

After clicking on this a new menu will appear. Use the dropdown at the bottom to select “Coordinates” or “Latitude/Longitude” depending on what format your position is in.

Fill in the x and y fields then decide if you would like to mark this point on the map with a pin using the tickbox “Show location”.

Finally press “Go” to pan the map window to the new location.

Zoom to an area – select where to reposition the map window

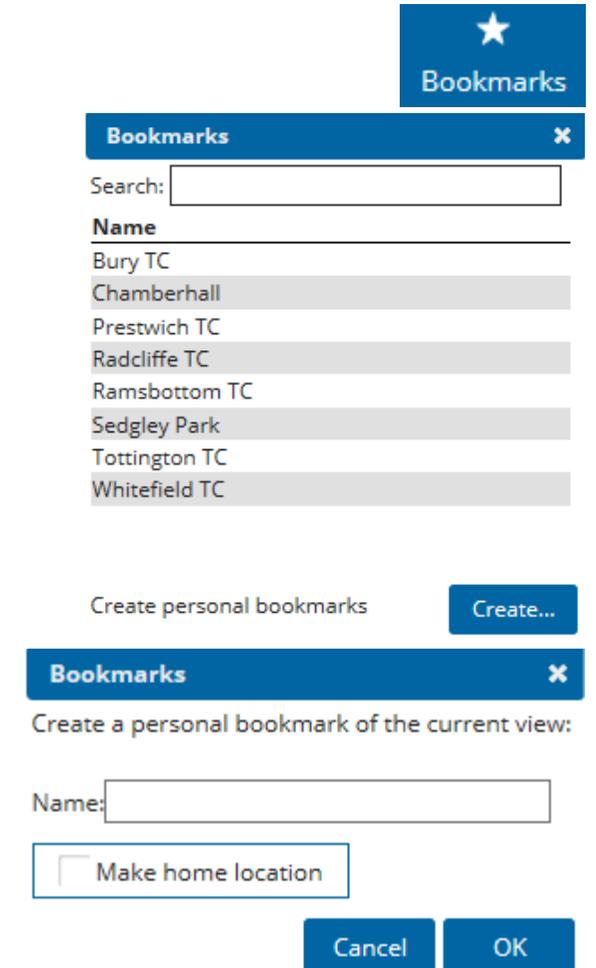


In the top right tool bar there is the “Location” option which will zoom to your computers area. To use this feature you must give permission to the website to access your location. A blue marker will be placed on the map, however this cannot be removed without reloading.

Bookmarks are saved locations. Click the “Bookmarks” icon in the top right and a menu will appear below. This is populated with existing areas (e.g. Town Centres) but user-generated areas can also be added.

To do this, click “Create...” at the bottom of the Bookmarks tab then pan and zoom to the area you would like to remember. You will then be able to name the view you have selected and save it by clicking OK.

The new bookmarks will appear in the list along with an ‘x’ next to them, should you wish to remove it. Use the Search bar at the top of the menu to help find bookmarks. User created bookmarks are not saved between sessions.

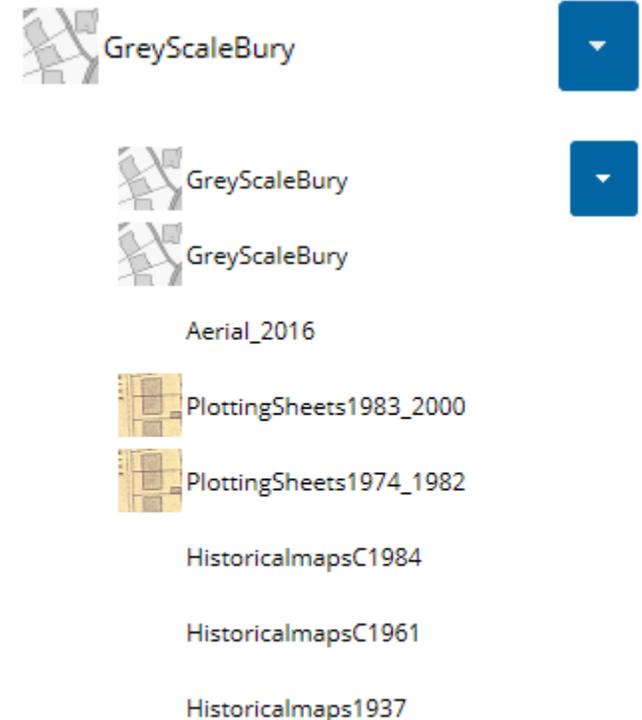


Changing the map base – selecting the appearance

The background mapping on top of which layers are shown can be changed on some webmaps. To do this, click on the dropdown menu in the top right of the map.

The default will be “GreyScaleBury” which is composed of a series of our most up-to-date Ordnance Survey maps.

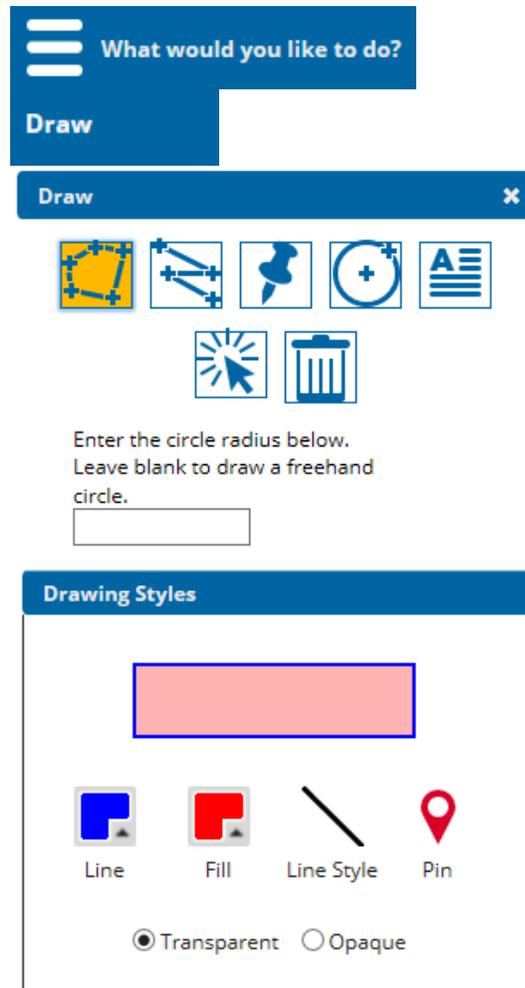
In the list there will be a range of dated maps with the year of their creation noted at the end. These include aerial photography, planning application plotting sheets, and historical OS maps.



The opacity of the base maps can be set individually using the Map Fader in the bottom right of the screen.



Annotating the map – 1. using the drawing layer and shape tools



Firstly, click on “What would you like to do?” and then “Draw”. A new menu will appear with different icons at the top which can be hovered over to reveal what they are. To create a shape you can use the 1st or 4th options:

- Draw Polygon – click to drop nodes, double click the last to finish.
- Draw Circle – either click and drag or set a radius and click to place.

Nodes can clip to and along other lines and points in the drawing layer.

When using the circle tool you are given two choices:

- enter a radius (in metres) to create a set size. Then, click on the map and drag the shape into place.
- leave the box blank and determine the size by clicking on the map and dragging to enlarge.

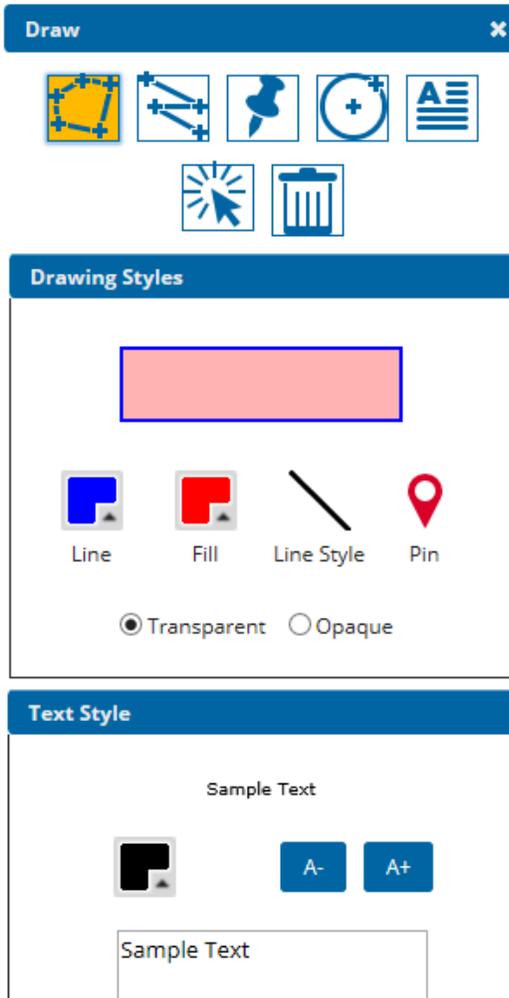
The circle’s location and individual nodes can be moved using the [Select tool](#)

Below these is the Drawing Styles menu which controls the design of the first four.

- Line – the colour of the shape border.
- Fill – the colour of the polygon or circle.
- Line Style – the pattern of the shape border.

Finally there is the option to make the fill either Transparent or Opaque.

Annotating the map – 2. using the line, pin, and text tools



There are 3 other drawing tools on the top row which can be used to annotate the map.

Hovering over them you can see they are:

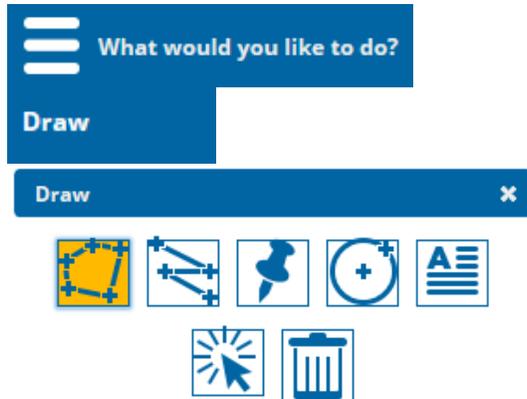
- Draw Line – click to drop nodes, double click the last to finish.
- Drop Map Pin – click to place a marker on a point.
- Add Text – create a message and click to place it.

Again, below you can select the appearance of the objects before they are placed in the Drawing Styles menu.

- Line – the colour of the line.
- Line Style – the pattern of the line.
- Pin – different marker types for the Map Pin tool.

To add your own text to the map, click the Text tool which will display the Text Style menu. At the top is the preview of your text. Below this you can select the text colour and change the size using the plus or minus buttons. Erase “Sample Text” and type your message. Click on the map to place the text.

Annotating the map – 3. altering, deleting, and saving drawings



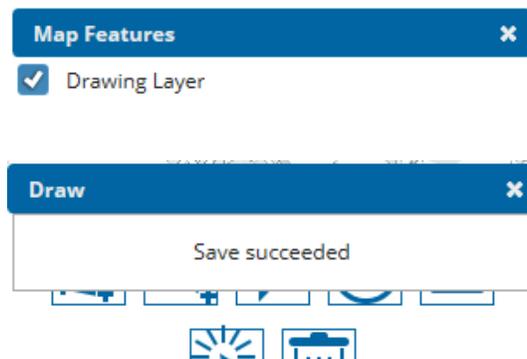
The last two icons found below the others are the Select Feature and Delete Selected Feature tools.

To select annotations in the drawing layer either click on the object or drag a box to select multiple. Selected polygons turn grey with a blue outline, lines turn blue, and pins turn red. Text can only be selected by dragging and will turn pink to show it is selected. To deselect the object(s), select another drawing tool or close the Draw menu.

The style of objects can be changed after they have been finished by clicking the relevant drawing tool, then Select tool and picking the object. Use the Styles menu to change, then deselect the object by clicking the drawing tool again.

Polygons and lines can also be edited by dragging the existing nodes (light red pin) to change the shape. Clicking on a dark red pin will create a new node which can be dragged to a new position. To reposition the object drag by the central node.

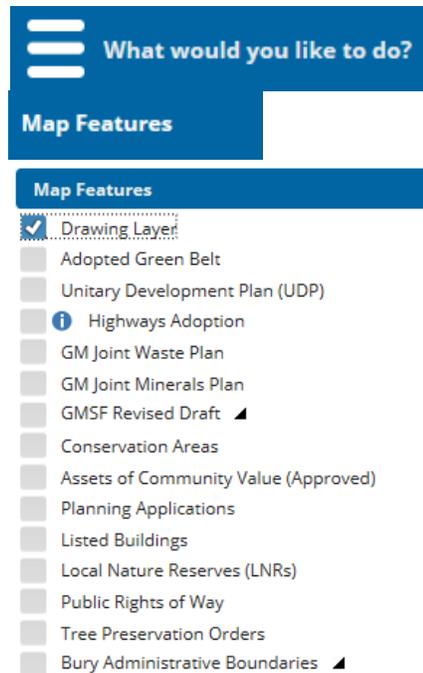
Once you have selected the object(s) then it can be deleted with the Delete tool.



Text and objects created with the drawing tools can be saved in the Drawing Layer and will appear when the map is next opened. Click “Save” and a message should appear with “Save succeeded”.

To clear the Drawing Layer, select the object(s) with the select tool, click the delete icon, and press “Save” again.

Showing different data – toggling layers on and off



To view different spatial data, click the dropdown menu in the top left titled “What would you like to do?” and then “Map Features”.

A floating menu will open listing all the layers in the webmap. From this list you can toggle data on or off with the tick boxes along the left.

Clicking on the blue “i” symbol next to certain layers will provide general information.

The black arrows indicate that the layer contains subsets and can be expanded to toggle these on/off individually.

There is a final option to “Select All”, however opening all datasets at once may have a negative impact on performance.

The first layer available in the Map Feature list is the Drawing Layer which is initially blank. This is a user-generated layer where objects created with the drawing tools are stored and saved. Like any other feature it can be toggled on or off. Whilst it is not being shown, new objects will ‘disappear’ after being created, however they are still stored and will be visible when the layer is turned on again.

Finding more information – 1. inspecting features



After selecting the layers to show on the map, you can click on the features to receive information about them. If there are multiple features or layers in one location then they can be scrolled through. If there are too many records in one area then an option to “Show all” may appear at the top of the list.

Results are separated and can be closed by layer. There is also the option to close the entire pop-up at once with “Close all”.

Click on the “Show more” next to a record to open up a new menu with additional information about the feature.

More Info ✕

Allocation Name	Elton Reservoir Area
Policy Ref.	GMA7
Total Area (Ha.)	251.66
Proposed Use	Housing, Education, Retail
Proposed Use Class	C3, D1, A1-A5
Housing Units	3520
Employment Fspace (sqm)	0

Finding more information – 2. searching areas

What would you like to do?

Search By Area

Search By Area ✕

Select what you want to search for...

Unitary Development Plan (UDP)

GM Joint Waste Plan

GM Joint Minerals Plan

Conservation Areas

Define the search area by...

Freehand search area

Select feature

Point

Add an optional buffer

m

Next

To view all the information in an area, click on the “What would you like to do?” menu and then “Search By Area”.

Firstly, use the tick boxes to select which datasets you would like to find. These will be searched by the same selected area, but compiled into their own separate tables.

Next, select the method of defining search area. The options are:

- “Freehand search area”. Plotting a polygon using nodes as you would with the drawing tool.
- “Select feature”. Clicking on an existing object (point, line, polygon) from one of the layers toggled on to see what overlaps.
- “Point”. Placing a marker on the map will return the data at that point. What sets this apart from simply [clicking on the map](#) is the ability to buffer this point into a circle and view the results in a table.

To buffer any of the selected search methods you must tick the box and input the radius in metres.

Click “Next” and then draw, click, or place your search area. After finishing the shape or pressing “Next” the optional buffer will be applied and extend the search area.

Finding more information – 3. tabulating results

Search results - Tree Preservation Orders - 18 feature(s) found

Search Download Zoom To Selected

TPO Number	Tree Number	Tree Description	Location	Town	Status	Confirmation Date
233	T3	Horse Chestnut	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T10	Sycamore	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T16	Pine	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T13	Horse Chestnut	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T7	Sycamore	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T17	Oak	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T5	Sycamore	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T2	Beech	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T15	Sycamore	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T8	Sycamore	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003
233	T4	Sycamore	25 & 27 Nuttall Hall Road	RAMSBOTTOM	VALID	2003

Showing first 18 of 18 rows

The results are marked with a pin on the map and listed in the table. If multiple layers were selected in the search then these can be seen by using the dropdown at the top.

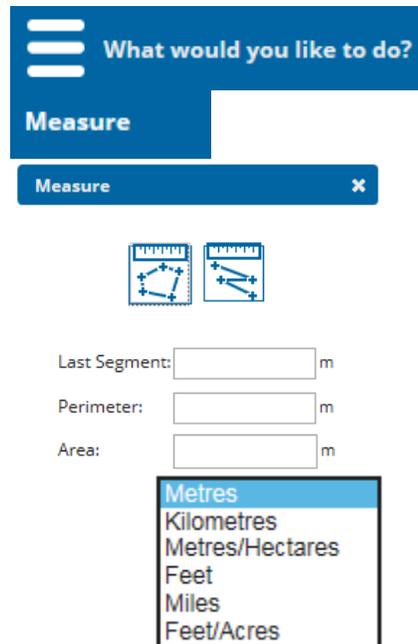
Selecting one or more records in the table and clicking “Zoom To Selected” will reposition the map to the smallest scale whilst including each feature.

To find certain information use the search bar to query all fields, or click on the headers to sort the data A-Z or Z-A.

Clicking the ‘x’ next to the header name will delete the column from the search results. When you have the fields you want you can then press “Download” (at the top of the table) and save a spreadsheet of the table.

After a table has been closed (‘x’ in the top corner) they can be reopened by clicking on them from the bottom bar. Pressing the ‘x’ on the bottom search results tab will permanently close the table.

Measuring – calculating lengths and areas



If you wish to find out the distance or extent on the map then start by clicking “What would you like to do?” and then “Measure”.

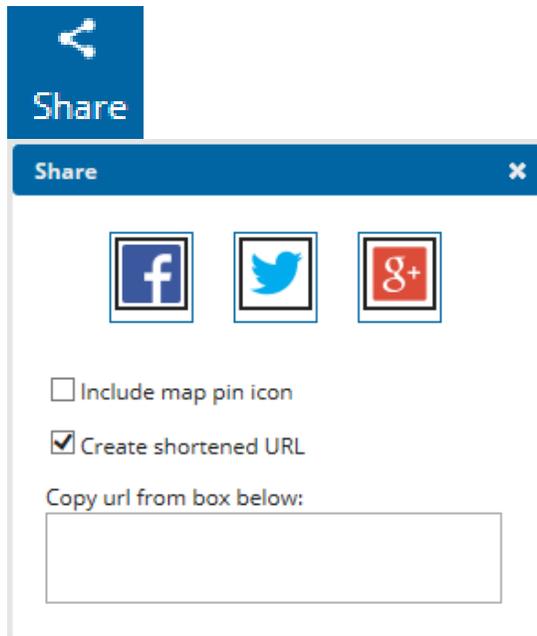
A new menu will appear with two icons to choose from at the top: Area and Length.

If you select to draw an area, then plot a polygon on the map as you would with other tools. As you do this it will tell you the length of the line you’re currently drawing (Last Segment), the length of the Perimeter, and the area. Double-click when plotting the final polygon node to finish the shape – the figures will remain in the menu.

Beneath these is the dropdown to change the units which can be used before or after selecting the area.

When selecting to calculate length with a line, again do so like with drawing tools. The current line you’re drawing will be measured as well as the overall distance. Double-click with the last node and the two figures are shown. The units dropdown is available again to choose from metres, kilometres, feet, and miles.

Sharing – sending the map

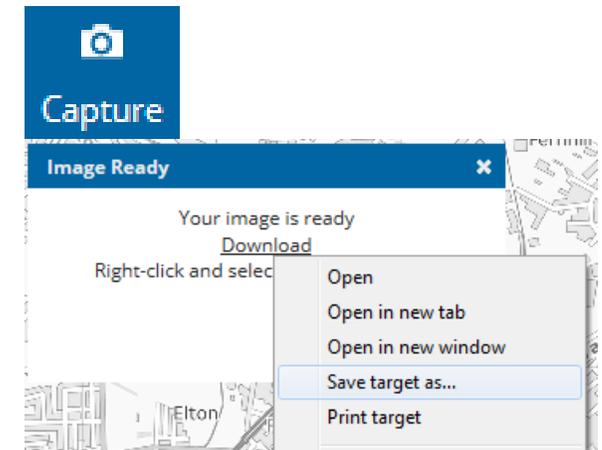


To share the map with another person you can send the URL. On the top right toolbar there is the “Share” tool which brings up a new menu. This allows you to show the same view and layers as you currently have open.

At the top there is the option to send on Facebook or Twitter. Clicking one will open the website and prepare a post with the URL.

Below these there is a tickbox to add a marker to the centre of the new map being sent.

The second option is to shorten the URL which is to save characters when sending to other webmap users.



Alternatively you can send a screenshot of the map window using “Capture” also found on the toolbar. A pop up will appear telling you to right-click “Download” and then press “Save target as...”.

Printing – creating pdfs and physical copies

What would you like to do?

Print

Title Author

Print Options

Paper size

A4
 A3

Paper orientation

Portrait
 Landscape

Design





Output



 PDF Print Scale
1:14173

[Return To Mapping](#)

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Some maps have printing functionality, both to paper and PDF. Click “What would you like to do?” and “Print” to open a new print layout view. The area in the map window can be adjusted by dragging and zooming.

At the top of the page a title and author can be added, and a description in the text box at the bottom. This can be toggled in the Design section of Print Options.

Select whether you would like A4 or A3 and the orientation of the map.

In “Design” you can toggle on/off a floating key which can be moved. This will only show one layer at a time.

The printer icon will open up your computer’s printing settings for you to create a paper copy. To create a digital copy, check the PDF Print Scale is what you would like. Although the map window doesn’t rescale, another number can be input to change the zoom level. A “Download” link will appear after clicking the PDF icon. Click to load the document and choose to save / print. Once you are done, or if there are layers to amend, click “Return To Mapping”.