MAPS – HOW TO INFORMATION

The following resources are intended to help applicants provide clear maps and drawings for their grant applications. Many cities and counties have their own map software, aerial photographs and/or GIS maps. An agency's own mapping may be the preferred option. If these resources are not available, the following maps are available to applicants.

Many of these web based maps include aerial photography. It is useful to compare more than one map to determine where to obtain the aerial with the best resolution.

All maps and drawings used for a grant application shall include a north arrow, a highlight (star, arrow, etc) of the project's location on the map and the name of the city or county.

This document provides examples of each map reference. All maps are in the same arbitrary location, Lebanon, Oregon.

None of these resources include helps for colored zoning maps. If a colored zoning map required, but not available in the applicant's city, a few labels can be added to any of the resourced maps. Simply label the words "school", "park", "residential", "commercial" , "industrial", etc. on a closely zoomed map.

ODOT Maps

ODOT provides GIS based maps for all incorporated cities in Oregon and all counties.
GIS for mapping data can be obtained from the following link.
http://egov.oregon.gov/ODOT/TD/TDATA/gis/gislinks.shtml

Online maps are also available for cities and counties at the following locations:
Cities: **http://egov.oregon.gov/ODOT/TD/TDATA/gis/CityMaps.shtml**
Counties: **http://egov.oregon.gov/ODOT/TD/TDATA/gis/CountyMaps.shtml**

The maps are in pdf format. The text is too small to read clearly while fully zoomed out for most cities. The text is not resizable in the pdf document, so these maps work best for close up "snapshots".

If Adobe Acrobat does not have the "snapshot" tool button, you can add it by right-clicking on the toolbar and adding a checkmark to "Snapshot Tool". The button looks like a camera.
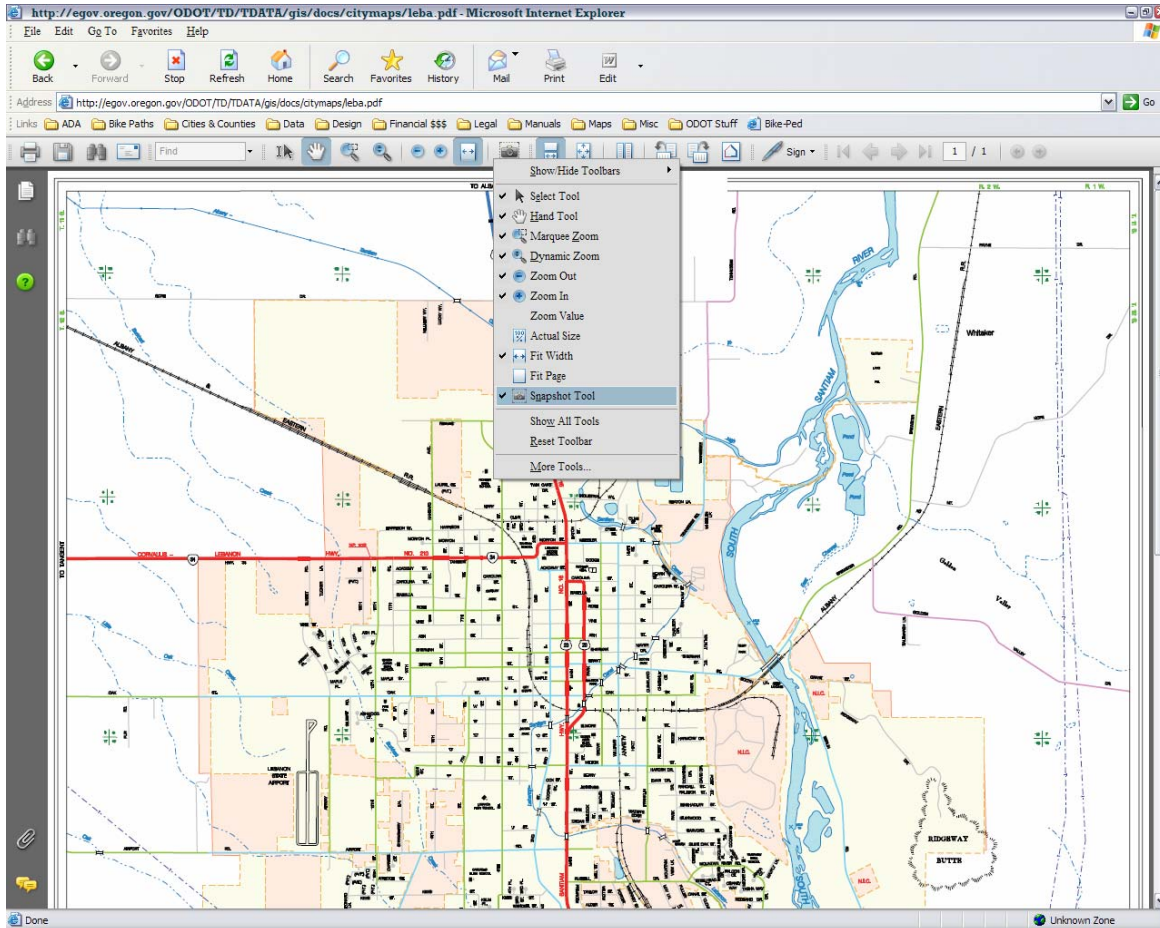
Zoom in to the appropriate level and use the snapshot tool to box in the desired view. The snapshot will highlight when you let go of the left mouse button. The snapshot is added to the clipboard. Use the paste command to place the snapshot map into the appropriate map or drawing used for the grant application. Add a north arrow, project location and city name.
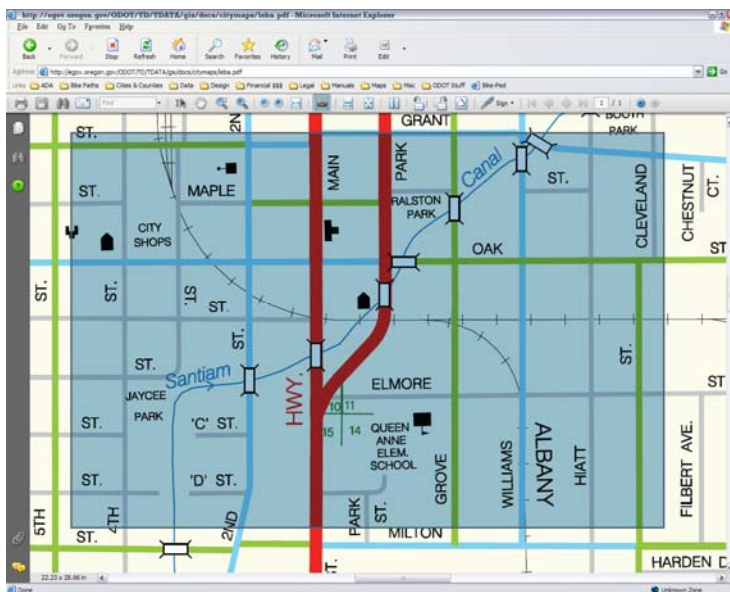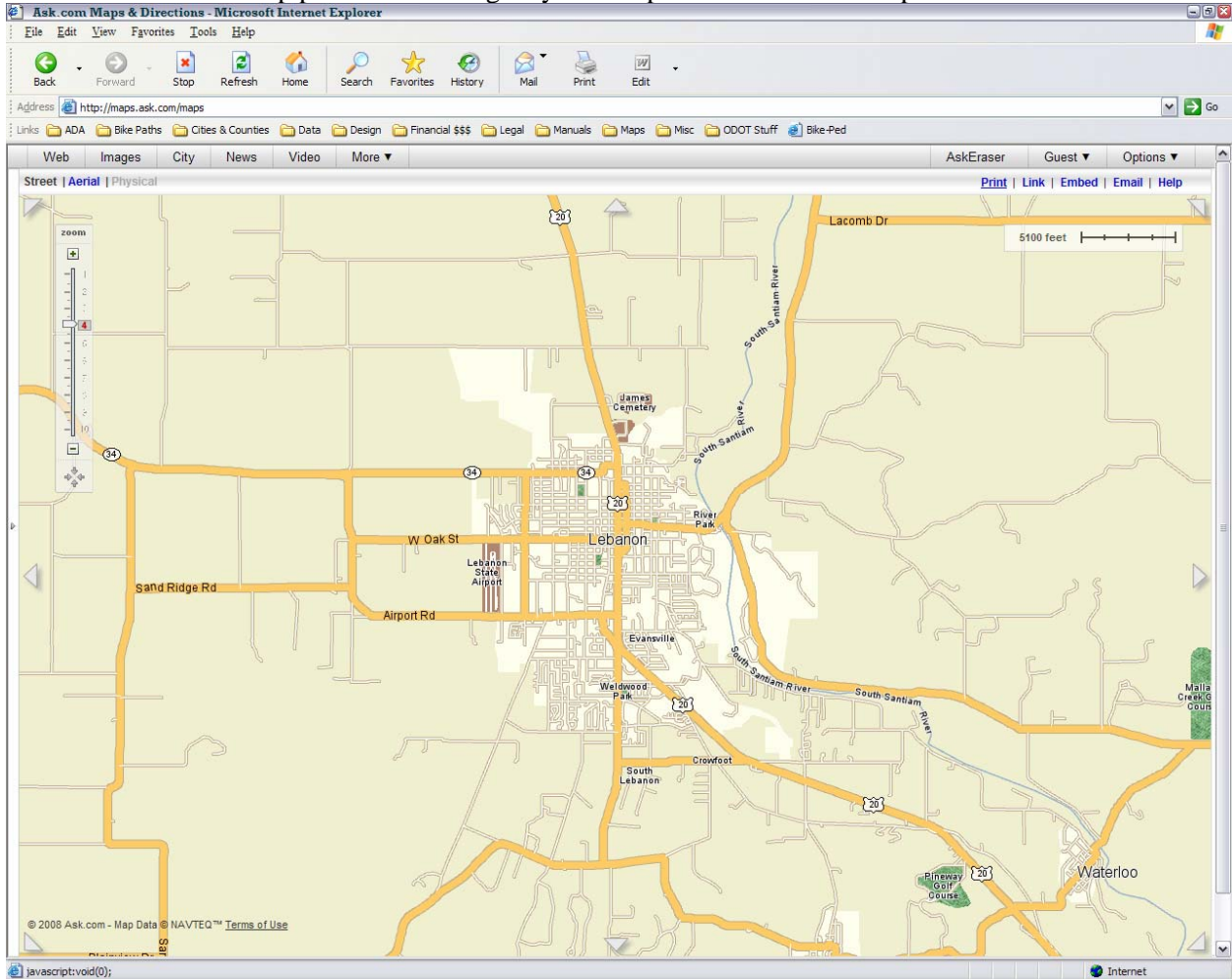
Ask Maps

Ask Maps can be used for vicinity maps, aerials and project limits map.
Go to **http://maps.ask.com/maps**
Zoom into the city where the grant project will be. Show the full city extent. Ask.com shades in the city
limits. Note that the map picture does not give you the option to download the picture.

Click on "print" (You don't need to print the map, this command turns the map into a picture format. A new window opens with (as shown below).
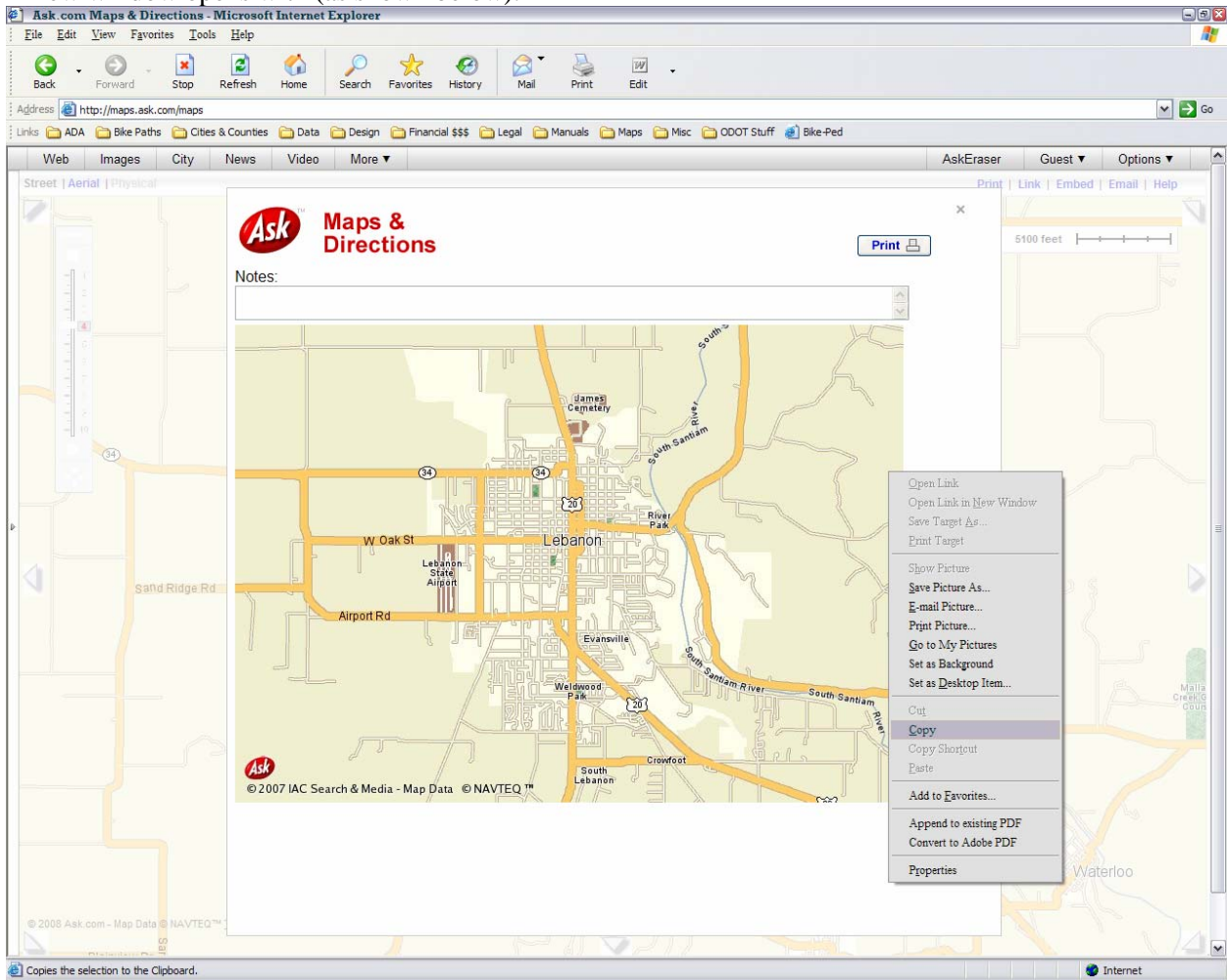

To use the picture in another document, either save or copy the picture.
Right click on the picture. A menu appears with options "Save Picture As" and "Copy"
Paste the map into a document.
Add a north arrow, city or county name and an indication (star, arrow, etc.) of the project's location.

On the top left corner of the online map, there is a menu that labels map styles: Street, Aerial, Physical. Toggle "Aerial" to obtain an Aerial photograph. Follow the instructions above to save or copy the picture.


Google Maps
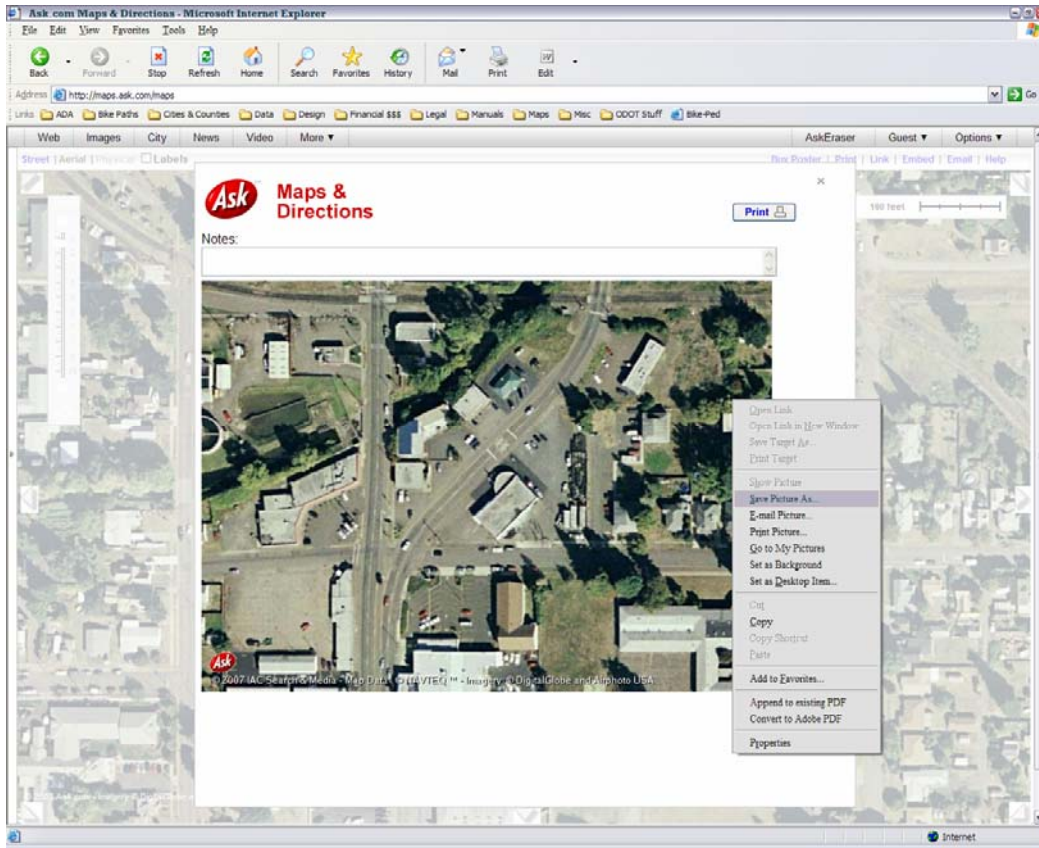
Go to **http://maps.google.com**. The top right side of the map screen has three buttons: Map, Satellite, Terrain. Toggle "Satellite" to obtain aerial photos. There is a checkbox option to turn street labels on or off. Google maps do not have an option to be saved as a picture file or to copy to the clipboard. However, the screen can be copied with the screen print command. (Ctrl + Print Screen) and cropped.

Google Earth is a program that can be downloaded separately. Views can be saved from the file command.
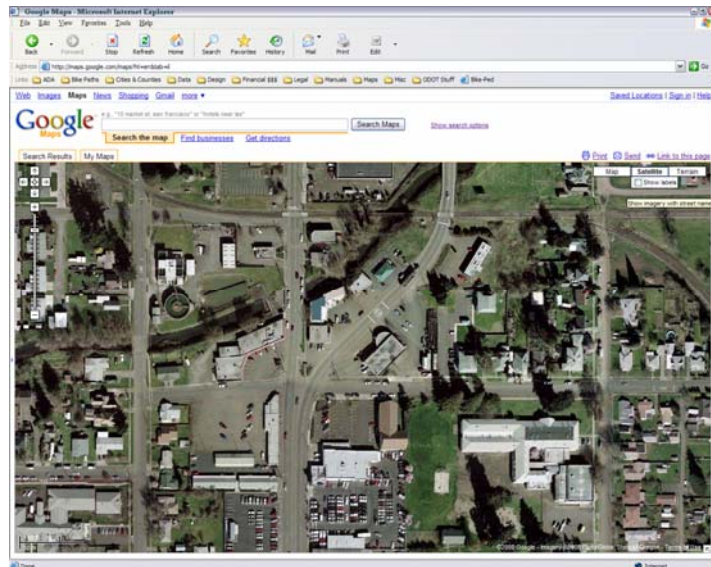
Microsoft Maps

Go to **http://maps.live.com**
A toolbar at the top of the screen lists several options for viewing the map. Some of these include: Road, Aerial, Hybrid, and Birdseye. "Hybrid" is an aerial photo that includes street labels. "Birdseye" is an aerial photo that looks at an a angle, rather than straight down. They are only available in the Portland, Salem and Eugene areas.

When there is a printer icon on the top right corner of the map. Click on the icon. A new window opens. Right click on the photo in the new window. Click on Copy or Save As. The photo can be pasted into another program to add the north arrow, project location and city name.
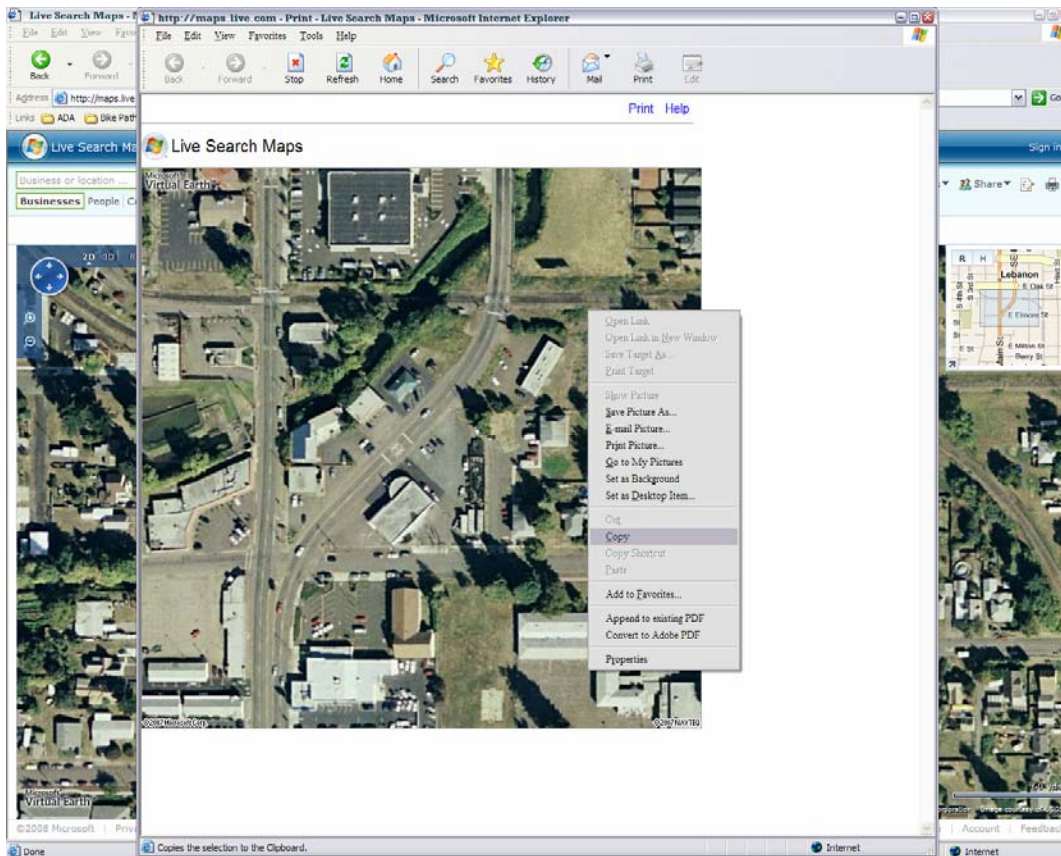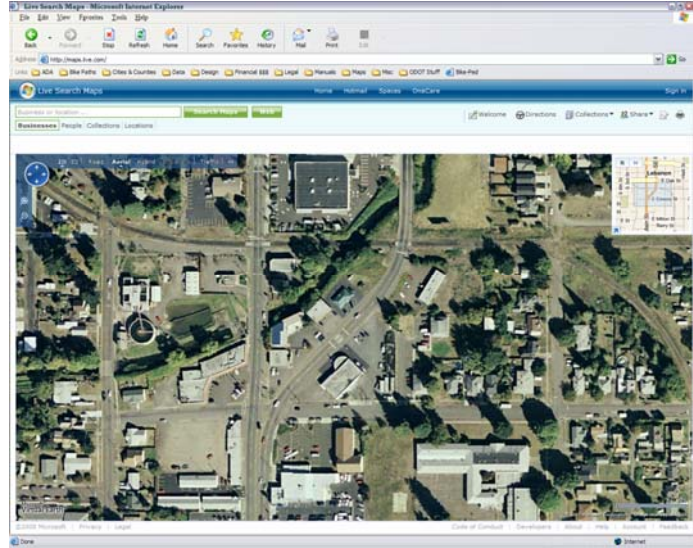
Yahoo Maps

Go to **http://maps.yahoo.com**
The top right of the map has three buttons: Map, Hybrid and Satellite.
Yahoo maps can be used to clearly label a vicinity map. Zoom the city where the grant project will be. Show the full city extent. Yahoo colors in the city limits (and uses different colors when two cities are adjacent). Note that the map picture does not give you the option to download the picture.
Click on "printable version". A new window opens with (as shown below). Right click on the picture Click on "copy". Paste the map into a document. Add a north arrow, the city name and an indication (star, arrow, etc.) of the project's location.
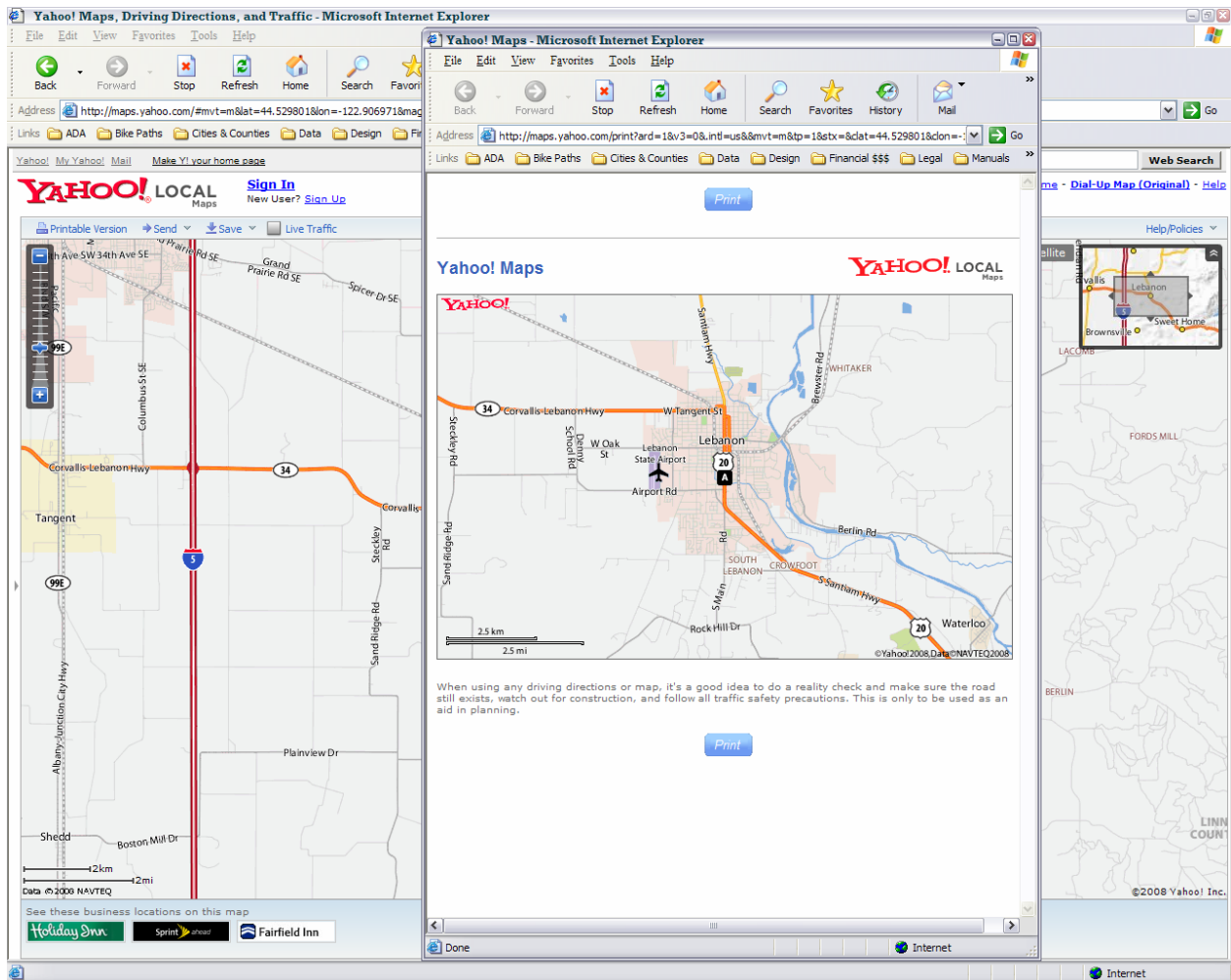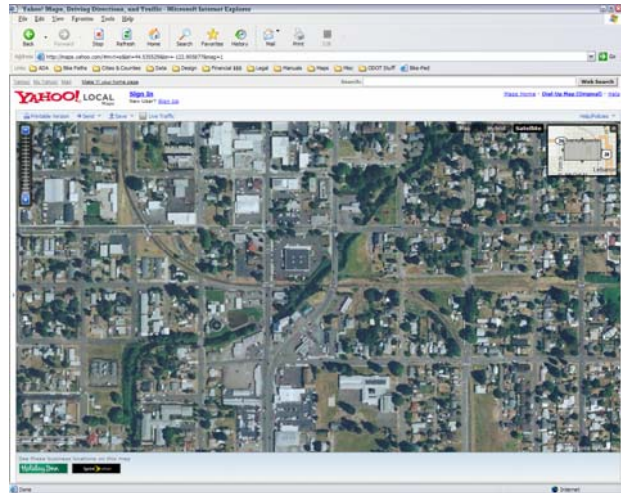
Labeling

Make sure that maps are not overly cluttered with labels and too many details. Simply labeling the state highways in a vicinity map is usually sufficient. After placing a map into a document, the following labels must be added to the map to complete the drawing.

➤ Dot, star or arrow indicating the project's location
➤ North arrow
➤ City or County Name

If pasting the map into Microsoft Word or similar application, arrow labels can be added from the top menu: Insert; Picture; Auto shapes; Block arrows. Double click on the arrow. Under "colors and lines", you can change the line style and color of the arrow. You can also drag the arrow to change its size and rotation.
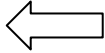
To add text to the drawing, use the command from the top menu: Insert; Text box. Click inside the text box and type. Resize the box as necessary to show the text on the number of lines desired. Highlight the text can to change the font size and/or style. Double click on the text box. The "Format text box" tool appears. In the "colors and lines" tab, change Fill color" to "No fill" and Line color to "No line". This removes the appearance that it is a text box.

Project
Location