

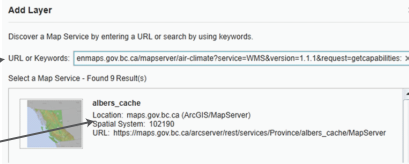
## Adding External Map Layers

Click the **External Map Layers** tool from the 'Maps and Data Sources' tab to add Web Mapping Services (WMS) layers to your map.

1. Enter a Web Mapping Services address in the URL or keywords box.

OR

2. Select one of the pre-populated province of B.C. Web Mapping Services layers.



## Uploading Shapefiles

1. Click on the **Add Shapefile** tool from the 'Maps and Data Sources' tab.

2. **Browse** to the location of the shapefile, select the .dbf, .prj, and .shp files, and click the **Open** button.

3. The shapefile will be added to the map as a graphic layer.

## Uploading CSV Point Coordinates

1. Click on the **Add CSV** tool from the 'Maps and Data Sources' tab.

2. **Browse** to the location of the CSV, select the .csv file, and click the **Open** button.

3. The point coordinates will be added to the map as a graphic layer.

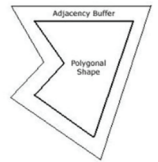
*Note: CSV must have coordinate fields named either X or Y, or Latitude or Longitude and coordinates must be in Decimal Degrees (DD).*

## Spatial Overlay Engine (SOE) Report

The **SOE Report** tool in the 'Reports and Printing' tab queries the BCGW layers that intersect with the drawn point, line, polygon, or rectangle. SOE is a specialized reporting tool for the BCGW.

To use the **SOE Report** tool:

1. Select the **SOE** geometry you wish to draw (point, line, polygon, or rectangle) from the options. This example uses the **Polygon** option.
2. Draw a polygon on the map to define a boundary and click **Next**.
3. Enter an **Adjacency Buffer** distance (m).
4. Choose your **Report** and **Format Options**.
5. Click **Submit**.
6. The SOE report will open in a new browser window. The shape will be drawn in the map window if the option was selected.



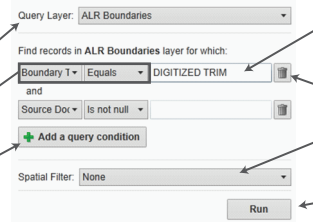
## Simple Query

The **Simple Query** tool allows users to locate features by building complex queries without writing SQL statements. To use, select the layer, field name, operator, and field value. Users can add multiple query conditions.

**Query Layer** - select the layer from which you want to select records.

**Field Name / Operator** - select a field and operator that will determine the field and how it relates to the database.

**Add a query condition** - add another query condition to your query.



**Field Value** - enter an attribute or value into the textbox. If you are unsure of the format, type the first letter or number in the Field Value box, and a list of values with the first letter/number will be displayed.

**Remove Query Condition** - removes the query condition from your query.

**Spatial Filter** - adds a spatial filter to your search results. The spatial filter can be the map window, markups, or selected features.

**Run** - starts the query based on the criteria in listed in the Query Box. Results will be displayed in the information panel.

## Advanced Query & Filter Builder

The **Advanced Filter** tool allows you to locate features by building SQL statements.

The **Filter Builder** tool allows you to remove features from the selected layer by building SQL statements.

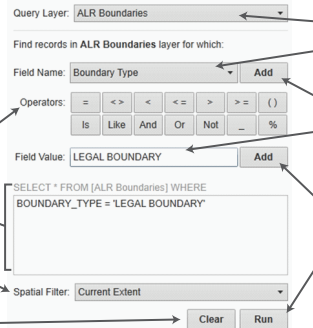
Users familiar with SQL can write their own SQL statements. Results are displayed in the information panel.

**Operators** - select a boolean operator from the options to relate your database field to the value.

**Query Box** - lists the SQL statement(s) in proper syntax. These statements are editable for those familiar with SQL.

**Spatial Filter** - adds a spatial filter to your search results. The spatial filter can be the map window, markups, or selected features. *Note: This option is not available in the Filter Builder window.*

**Clear** - removes all SQL statements in the query box.



**Query Layer** - select the layer from which you want to select records.

**Field Name** - select a field from the layer which you are interested in basing your query.

Click **Add** to add the Field Name to the Query box.

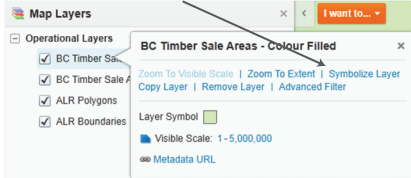
**Field Value** - enter an attribute or value into the textbox. If you are unsure of the format, type the first letter or number in the Field Value box, and a list of values with the first letter/number will be displayed.

Click **Add** to add the Value to the Query box.

**Run** - starts the query based on the criteria in listed in the Query Box. Results will be displayed in the information panel.

## Symbolize Layer

To Symbolize a Layer, right click on the layer name and click the **Symbolize Layer** option.



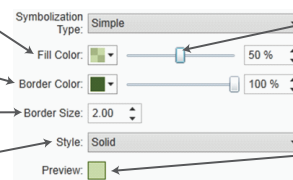
## Simple Symbolization

**Fill color** is the colour of the inside of a polygon or point feature.

**Border color** is the color of the outline surrounding the feature.

**Border size** is the thickness of the outline surrounding the feature.

**Style** is the pattern of the inside of a polygon or point feature.



The **Transparency** sliders allow you to adjust of transparency of the feature. The lower the percentage, the less visible the feature will be.

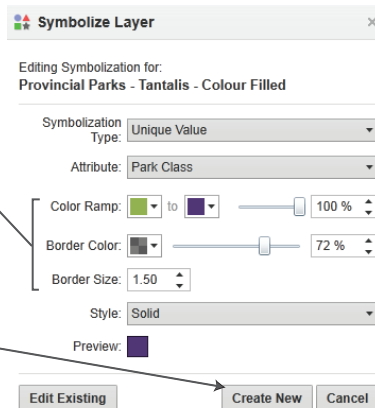
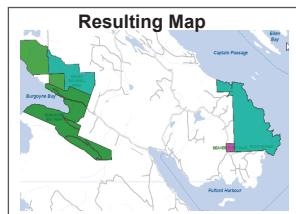
**Preview** shows what the layer will look like using the current symbolization.

## Symbolize By Unique Value

**Unique Value** will symbolize groups of features that have matching attributes, such as tree species, soil types, or protected area classifications.

Set the **Color Ramp** and **Border** options.

Click **Create New**.



## Symbolize by Class Breaks

Class Break symbolization makes each feature in a layer appear differently based on a specific numeric value in the layer. The attribute must be numeric. Break Method options:

- **Natural Breaks**: groups based on natural groups in the data distribution.

- **Equal Interval**: groups contain an equal range of values.

- **Quantile**: groups contain approximately equal numbers of features.

- **Standard Deviation**: groups measured by the spread of values from their mean.

