Project Work Plan Application - Quick Guide

1. **Find a site:** Zoom to the location of your project. You can use the Zoom tool 🔍 to zoom to an address.

2. **Create a Site:** Use the Site Editor 📝 tool to create a new project site. Be sure to save your new Work Plan before continuing. Before adding features (step 3), it is important to zoom in and edit ✏️ the site to ensure the end points are correct and it aligns well with the road (using other base layers may be helpful).
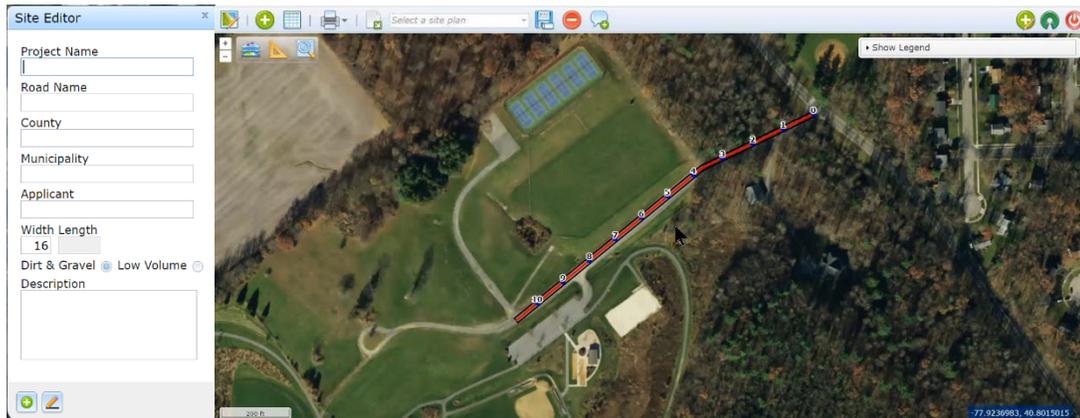
3. **Add Features:** Add features (pipes, underdrain, etc) to the map ➕. Select desired feature type, then the draw button (▦ ✏️ 💟 for points, lines, and polygons respetively), then draw the feature on the map, double-clicking to complete for lines and polygons. Length and area measurements are live, and will adjust if you edit ✏️ features. Features that cover the road such as a mattress, fabric, or fill can be drawn automatically by defining the "start station", "end station", and "width", then clicking "save". You can see a tabular view of all features with the tabular button ▦.
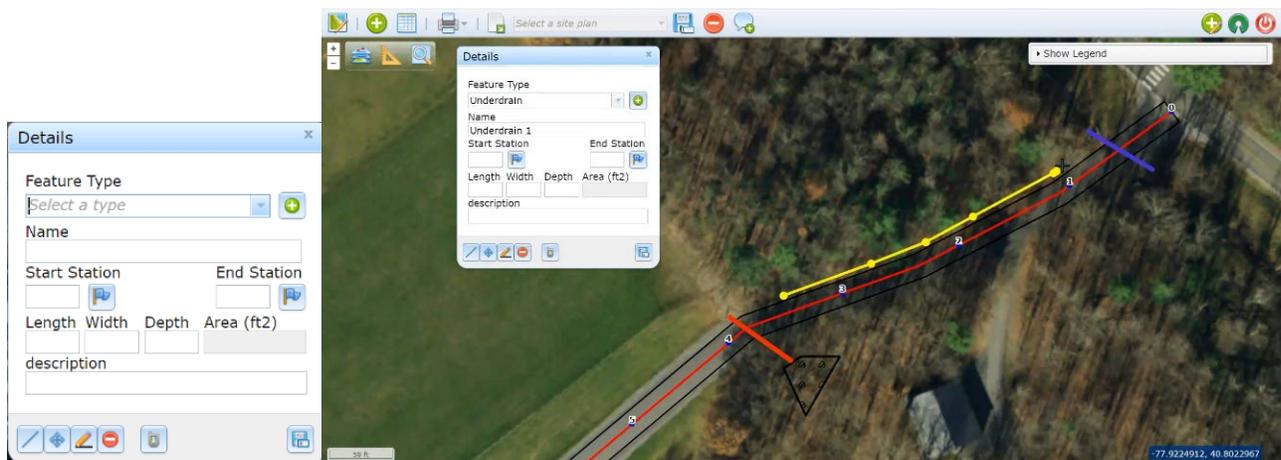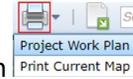
4. **Define Print Scale:** Open the "Project Work Plan" under the printer button [Project Work Plan | Print Current Map]. You must define the print settings before adding annotations (labels). Maps can be set to print either 8.5x11 or 11x17 in landscape or portrait. Adjust the print scale and add tile(s) as needed. Longer sites may need several print tiles, which represent individual printed pages. The basemap can be made lighter with the slider bar if the printed document is too dark. Note that you don't have to delete old tiles before changing map sizes. You can change the page size and/or tile scale and the tiles will adjust themselves. Do not add annotations (labels) until you are satisfied with the print layout, since changing the print layout later will cause annotations to move.
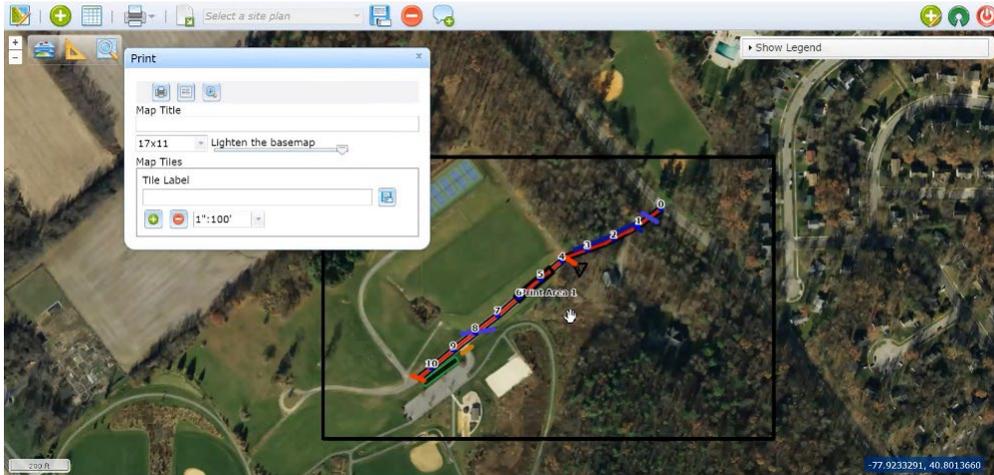
5. **Add Annotations (labels):** Add annotations and as needed. You can type annotations from scratch and place them on the map, or you can auto-populate the annotation text by clicking on a feature. The zoom scale will be locked at the actual print scale (that you specified in step 4 above) while the annotation dialog is open, to ensure label positioning is correct. Note that if you zoom in and out later (once annotation dialog is closed) annotations will seem to resize and move. They will return to normal if you re-open the print or annotation dialog in order to ensure they print properly.
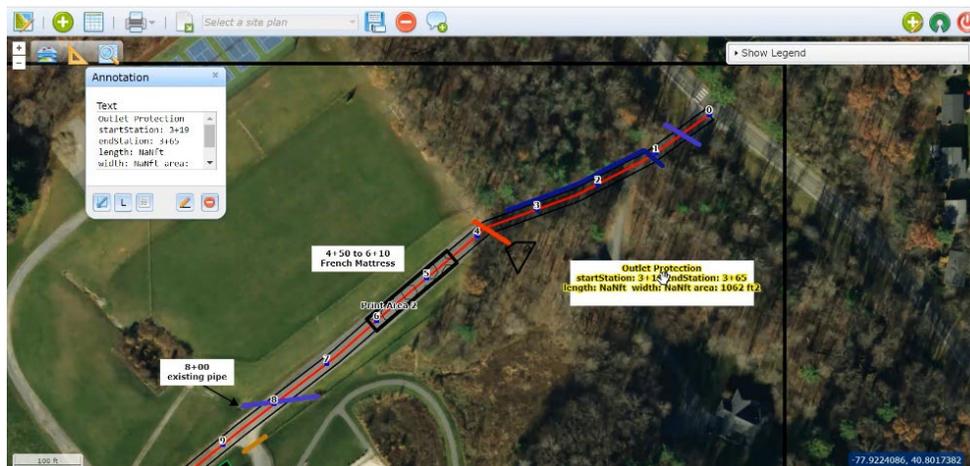
6. **Print the map.** A pdf will be generated, including title page with location map and legend, and a page for each print layout defined in step 4. This PDF can be printed and saved.

   SAVING: Sketch can be saved both locally and on server. Files saved locally can be e-mailed. To open a saved file, open the sketcher and just drag the file onto the map.

Save locally to computer   Save to server

Hankins Pond Road

Name of plan, select name to load new plan