Navigating *LISTmap*

Topic 1: Getting started

1. What is *LISTmap*?

LISTmap is an online map viewer that allows you to view or create your own personalised maps of Tasmania, using a wide range of authoritative land-based information.

LISTmap is publicly available through your computer's web browser or via your mobile device.

2. Compatible browsers

LISTmap performs best with the latest versions of modern web browsers such as *Firefox* and *Chrome*.

While older and other browsers are compatible, it is strongly recommended that you upgrade your browser for optimal performance and security.

Minimum requirements are:

- *Firefox 3.6 and above*
- *Chrome 3.0 and above*
- *Internet Explorer 8.0 (Windows XP and Vista)*
- *Internet Explorer 8.0 and above (Windows 7 and 8)*
- *Microsoft Edge (Windows 10)*
- *Safari 5.0 and above*.

3. A quick look at *LISTmap*

See the diagram on the next page for a description of key components of the *LISTmap* interface, or click **here** to view a short video demonstration.

LISTmap site overview

Access LISTmap help

Search for a location

Access map and drawing tools

Pan around the map

Zoom in or out

Zoom to the whole of Tasmania

Zoom to your location

Change the background map

Login to the LIST

Add layers to your map

Change the coordinate format

Home   Maps   Help   Login

Tools

Basemaps

Layers

BASS STRAIT

SMITHTON
IRISHTOWN
WYNYARD
BURNIE
ULVERSTONE
DEVONPORT
WARATAH
DELORAINE
WESTBURY
LONGFORD
PERTH
LAUNCESTON
ZEEHAN
QUEENSTOWN
STRAHAN
Tasmania
MENA
CROSS
WAYATINAH
OUSE
BOTHWELL
OATLANDS
MAYDENA
NEW NORFOLK
RICHMOND
SORELL
ORFORD
HOBART
HUONVILLE
CYGNET
DOVER
ALONNAH
SOUTHPORT
PORT ARTHUR

GEORGE TOWN
BRIDPORT
SCOTTSDALE
BINALONG BAY
ST HELENS
ST MARYS
BICHENO
SWANSEA
COLES BAY
CAMPBELL TOWN

WHITEMARK
LADY BARRON

CURRE

SOUTHERN OCEAN

TASMAN SEA

20 km
GDA94 Lat/Lon : -42.12636, 143.317 1:1,733,372

Tasmanian Government

Topic 2: Finding a location

1. Using the search bar

Click in the *Search Bar* [🔍] and enter any of the following:

- Name (or part of a name) of a locality, place or feature *(e.g. Hobart, Mount Wellington, Tamar River, Orford Bowls Club).*

- Address (or part of an address) *(e.g. 134 Macquarie St)*

- Title reference or Property identifier (Volume, Volume/Folio or PID) *(e.g. 147849/1)*

- Coordinates (using GDA94 MGA55) *(e.g. 507932,5352872)*

- Coordinates (using GDA94 Lat/Long) *(e.g. -41.976,147.10052)*

- Coordinates (using GDA94 DMS) *(e.g. -41 58' 23.2", 147 8' 21.7")*

- Street Atlas Reference *(e.g. SA101)*

- Map Book Reference *(e.g. MB045)*

- Map Book Grid Reference *(e.g. MB048C5)*

- Emergency Meeting Points *(e.g. EMP12)*

- Route Codes *(e.g. B32)*

- State Permanent Marks *(e.g. SPM5269, ST383, HECBM1979, etc)*

Press *Enter* or **click** on the magnifying glass [🔍]

- If there is only one matching result, *LISTmap* will automatically zoom to that feature.

- If there are multiple results, these will be listed in a *Search Results* box (see right):

- **Click** on the most appropriate result.
  The map will zoom and highlight your selection.

Search Results for 'ceth' ✖

7 features found

⊕ Cethana, Cethana (Suburb/locality)

⊕ Cethana, Cethana (Town)

⊕ Cethana Bridge, Erriba (Bridge)

⊕ Cethana Dam, Cethana (Dam)

⊕ Cethana Power Station, Cethana (Building)

⊕ Cethana Road, Cethana (Road)

⊕ Lake Cethana, Moina (Water Body)

2. Zooming

Icons used

Slide Bar

Zoom Out

Zoom In

Show previous map area

Zoom to Tasmania
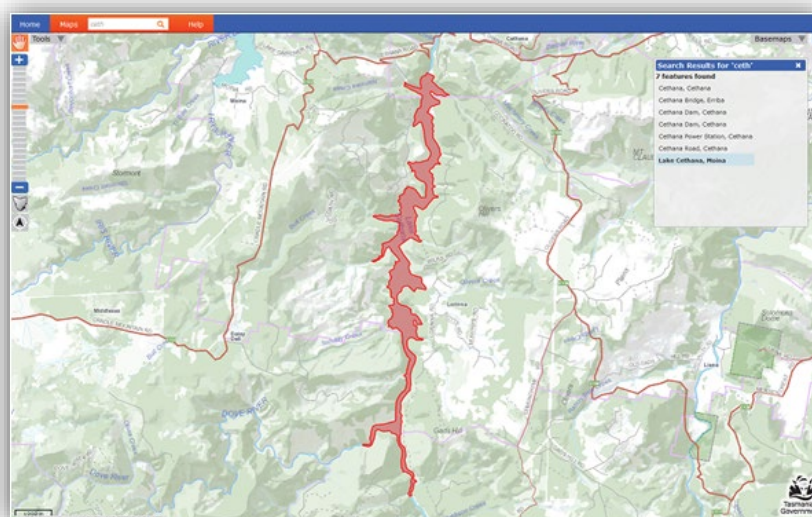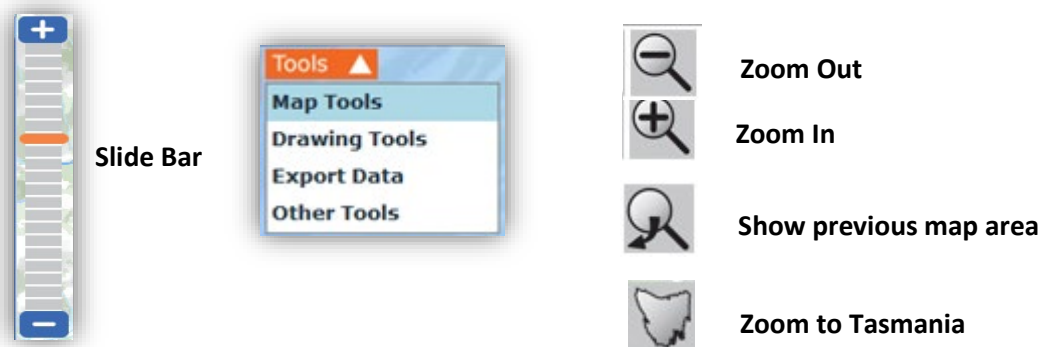
There are many ways to **zoom** in and out:

- **Click and drag** the orange *Slide Bar* up or down (or use the **+** and **–** buttons)

- **Scroll** with the scroll wheel on your mouse

- **Double-click** the right mouse button to zoom out or the left mouse button to zoom in

- You can **zoom in** by selecting **SHIFT+Left** Mouse Button

- Hover over the *Tools* arrow and **click *Map Tools*. Click** the *Zoom In* or *Zoom Out* button, then **click and drag** to create a box around the area from which you wish to zoom. Click the zoom button again to repeat the process.

- You can return to your previous zoom area by clicking the *Show previous map area* button.

- You can zoom to the full extent of Tasmania by clicking the *Zoom to Tasmania* button.

3. Panning

You can move to another area of the same map at the same scale by **clicking** on the *Pan* tool, then **click and drag** anywhere on the map. If another tool is in use, the pan tool will be shaded grey. Click the *Pan* tool to reactivate it.

4. Using mobile devices

If you are viewing *LISTmap* on a **mobile device**, normal **touch and swipe** actions can be used for zooming, panning and other functions.

If your mobile device has a **GPS**, there are features to help you find your current location and track your location as you move around.
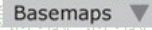
- **Clicking** on the *Zoom to your location* tool will zoom the map to your current location. This works with either a GPS or location-aware browsers such as Firefox, Chrome and Internet Explorer 10.

- **Clicking** this tool again will then enable the *Track location* tool. This will pan the map every few seconds based on your location.

- **Clicking** this tool for the third time will *disable the tracking mode*.

Click **here** to view a short video demonstration on finding a location.

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Topic 3: Using background basemaps

1. Changing the default basemap

It's simple to change to a different basemap as the background for your map. Only one basemap can be displayed at any one time, or you can choose not to display any.

- **Hover** over the *Basemaps* icon [Basemaps ▼] then **click** to select a different basemap from the list displayed, which include:

  - **TASMAP** – a scanned version of current TASMAP publications (scales ranging from 1:15000 to 1:500000)

  - **Topographic** – a full-colour topographic basemap generated from regularly updated, authoritative digital data

  - **State Aerial Photo** – a basemap of the latest available aerial imagery, sourced from a range of state and local government organisations and business enterprises

  - **ESRI Imagery** – a basemap derived as a web service directly from ESRI

    (Note: due to licensing restrictions, this basemap cannot be printed as a PDF)

  - **Simplified** – a simple background map, suited to overlaying additional data

  - **Topographic Grey** – a grey-scale topographic basemap

  - **Hillshade Grey** – a grey-scale shaded relief (3D) basemap

  - **Hillshade Colour** – a full-colour shaded relief (3D) basemap

2. Changing basemap transparency

You can change the transparency of your selected basemap to improve the display and visibility of other layers of information added to your map.

Basemap transparency can be changed by **clicking and sliding** the *Transparency Bar* (see below) at the bottom of the basemaps window.

Topic 4: Selecting and adding other layers of information

1. Adding and removing layers of information
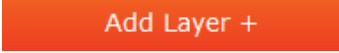
There are hundreds of different layers of information available that can be added to your map. You can add as many layers as you like.

- **Click** on the *Layers* arrow ▼ Layers

   An *Add Layer +* column will appear on the right of screen.
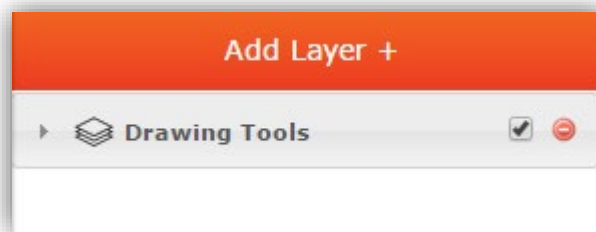
   You will notice that a *Drawing Tools* layer has automatically been added to the column. This allows you to modify any markups you later add to your map (i.e. modify the transparency, change the order of layers, turn the markup layer on or off, or remove it).

- **Click** on the *Add Layer +* button   Add Layer +

- The *Manage Layers* box (below) will appear, listing the different categories of information available
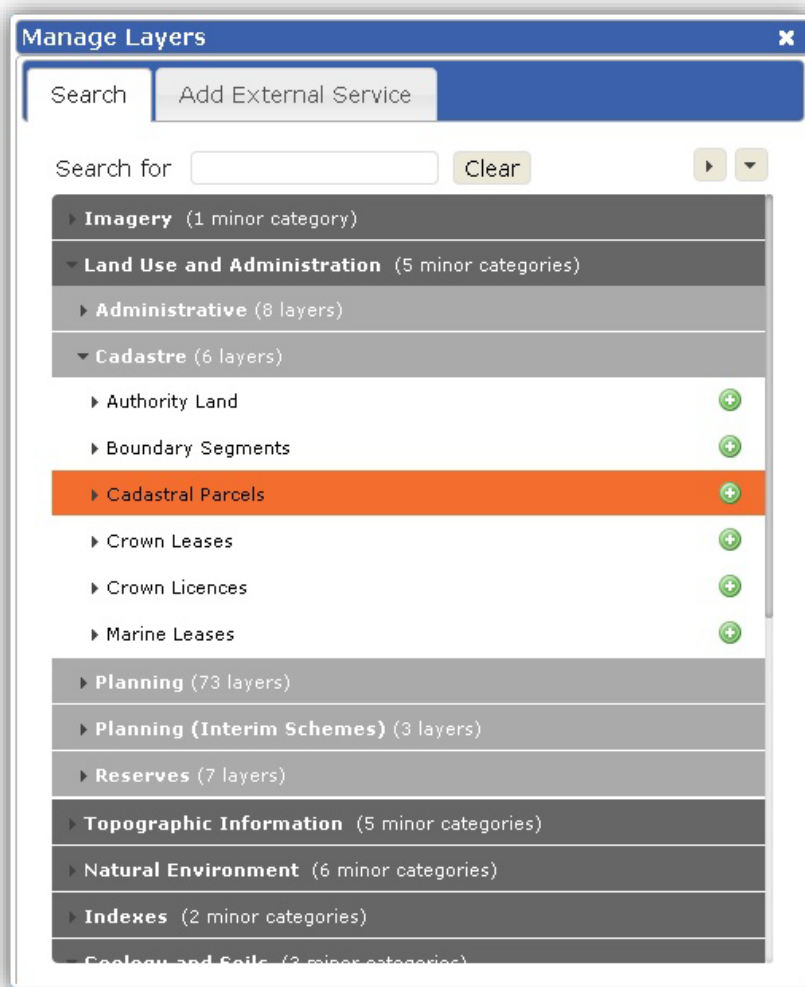
To **find** the information you are interested in displaying on your map, you can either:

- o **Browse** by category – **click** on the arrow or category name to expand/collapse each category and **scroll** (using the scroll bar or the scroll wheel on your mouse)

- o **Search** for a specific layer of information using the *Search for bar*

- o You can open or collapse all folders in one **click**, using the arrows at the top

- To **add** a layer of information, click on the **Add layer** button to the right of the layer name.

- The name of the selected layer will automatically appear in the *Layer Information* column on the right-hand side of your screen.

- To **remove** a layer of information, click on the **Remove layer** button.

- Where a layer name is shown but **crossed out**, that layer is not able to be displayed at the current map scale (see image on next page for an example). Change the scale and try again.

- **Note**: You can add as many layers as you like, however the more layers you add the slower the map will be when navigating. It is best to only display the information you need.

Click **here** to view a short video demonstration.

2. Managing selected layers of information

1:100000 Topographic Index ☑ ⛔ ☰

More Information

Transparency: 45%

Zoom to layer's extent

Filter or Search Layer

☐

Expands/collapses information about the layer

Makes the selected layer visible/invisible

Slide the bar to adjust transparency of the selected layer

Shows how the layer is to be stylised on your map

Where a layer name is shown but crossed out, that layer is not able to be displayed at the current map scale. Change the scale and try again

~~Cadastral Parcels~~ ☑ ⛔ ☰

More Information

Transparency: 0%

Zoom to layer's extent

Filter or Search Layer

☐

Click and drag up or down to change the displayed order of the layers

Click to remove the layer from your map

Zoom to the full extent of the layer

Click to remove any filter from the layer

Public Land Classification ▼ ☑ ⛔ ☰
(Filtered)

More Information

Transparency: 0%

Zoom to layer's extent

Filter or Search Layer   Show: All   None

- Conservation Area
- Game Reserve
- Historic Site
- National Park
- Nature Recreation Area
- Nature Reserve
- Regional Reserve
- State Reserve
- Public Reserve
- Permanent Timber Production Zone Land

Indicates the layer is filtered

Click to open a new tab in the browser with the information about the layer

Click to open the Filter or Search Layer Box

Click to make all attributes of the layer visible/invisible

Legend showing attributes of information within the layer. The attributes in black are visible and the attributes in grey are invisible

Click to make the selected attribute visible/invisible

3. Interrogating your map layers

Once you have added layers of information to your basemap, you can interrogate that information to find out more:

- **Click** anywhere on the map (for example, on a parcel of land)

- A **Drop Pin** will appear on your map, and an **Identify Results** box will appear (see below), displaying a list of features relating to that location as well as the coordinates for the exact location or Point of Interest (**POI**) of the **Drop Pin**.

Expand Arrow

Identify Results
2 features found in 2 layers
▸ Cadastral Parcels (one feature)
▸ Public Land Classification (one feature)

POI: GDA94 MGA55 : 529724E, 5253373N   Identify Options
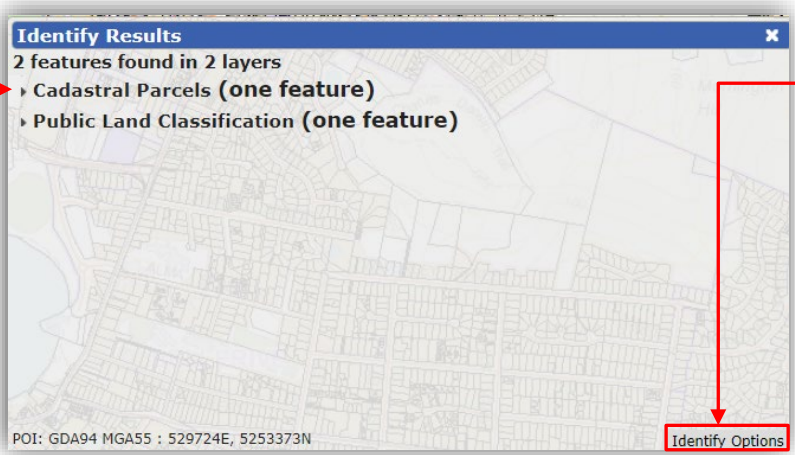
Click to open the Identify Options box, where you can change the colour, size and line width of the selected feature on your map

Identify Options ✕
Colour
Point Size
Line Width
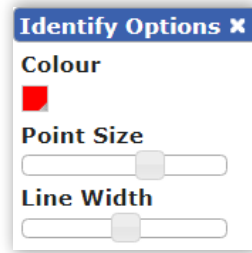
Coordinates of your Drop Pin's exact location

Identify Results
2 features found in 2 layers
▾ Cadastral Parcels (one feature)

Feature	
Property Address	'ROSNY HILL NATURE REC AREA' - 12A AKUNA ST ROSNY TAS 7018
Property ID	5065882
Title Reference	12799/1
Authority	Local Government Authority

▾ Public Land Classification (one feature)

Feature	
Category	Nature Recreation Area
Name	Rosny Hill Nature Recreation Area
Computed Area	213895.663

POI: GDA94 MGA55 : 529250E, 5253715N   Identify Options

- **Click** on the Expand **Arrow** next to each result to see more information about that feature

Scroll bar

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- **Click and drag** the *Scroll Bar* or scroll with the wheel on your mouse to see more results

- **Click** the green button   to add the selected feature to Markup (see here for help on Markup)

- Any hyperlinks or websites for

  Public Land Classification
  (Filtered)
  More Information
  Transparency: 0%
  Zoom to layer's extent
  Filter or Search Layer   Show: All None
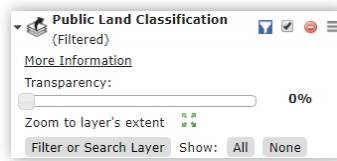
  displayed will link to other documents further information.

4. Querying your map   layers

Once you have added layers of information to your basemap, you can query your map layers.

- In the *Layer* column, find the relevant map layer and **click** on *Filter or Search Layer*:

- A **Filter or Search Layer** box will appear (see below). By default, this box opens on the **Basic Query** tab. From this tab, you can query any of the layer's fields.

An example query:

Identifying land classified as National Park

Filter or Search Layer: Public Land Classification ✖

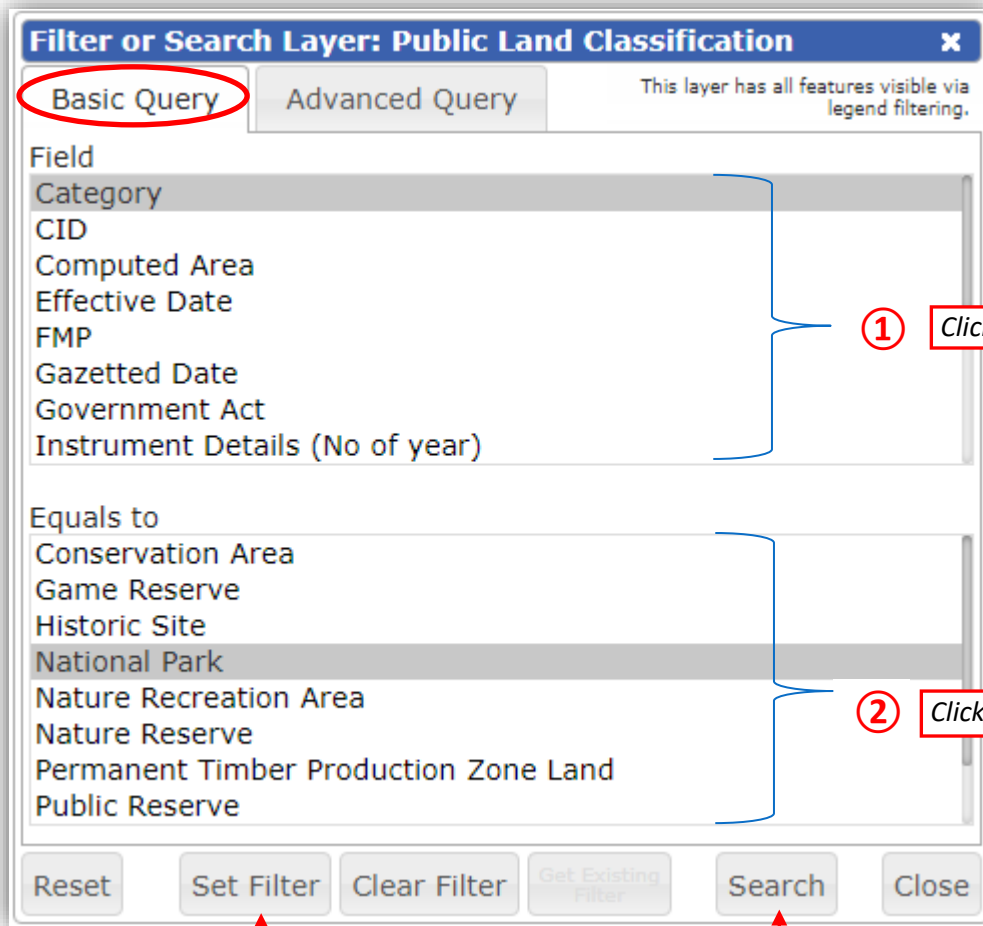Basic Query | Advanced Query | This layer has all features visible via legend filtering.

Field

Category
CID
Computed Area
Effective Date
FMP
Gazetted Date
Government Act
Instrument Details (No of year)

① *Click to select the field to query*

Equals to

Conservation Area
Game Reserve
Historic Site
National Park
Nature Recreation Area
Nature Reserve
Permanent Timber Production Zone Land
Public Reserve

② *Click to select the requested value*

Reset | Set Filter | Clear Filter | Get Existing Filter | Search | Close

③ *Click to set the filter (only one filter can be set at a time)*

④ *Click to Search*

You can also reset the query, clear the current filter or go back to the previous filter using the buttons at the bottom of the **Filter or Search Layer** box.

Note: the 'Get Existing Filter' option [Get Existing Filter] will only be available if you've previously set a filter.

A **Search Layer Results** box will appear for the layer, e.g.:

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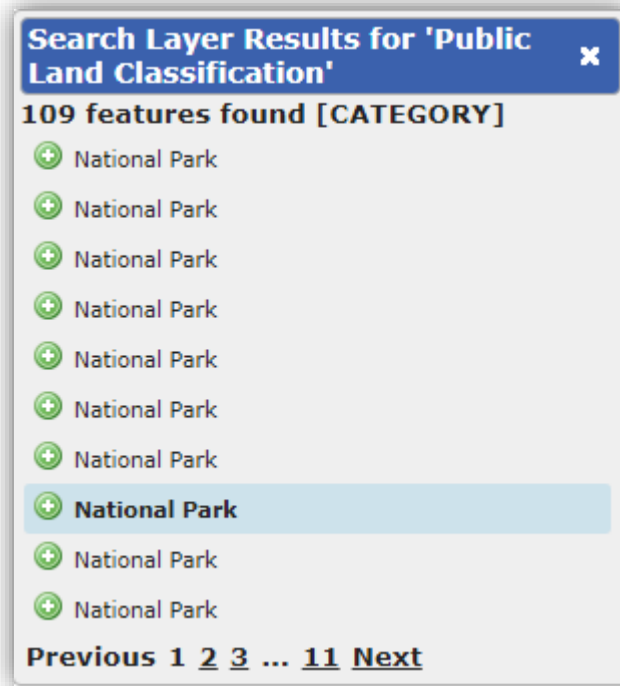
You can **hover** your mouse over the listed features to see where they are located on the map, or **click** on a feature to zoom to it.

If only a single value is selected (see search example below), the map will zoom into and highlight and the feature.
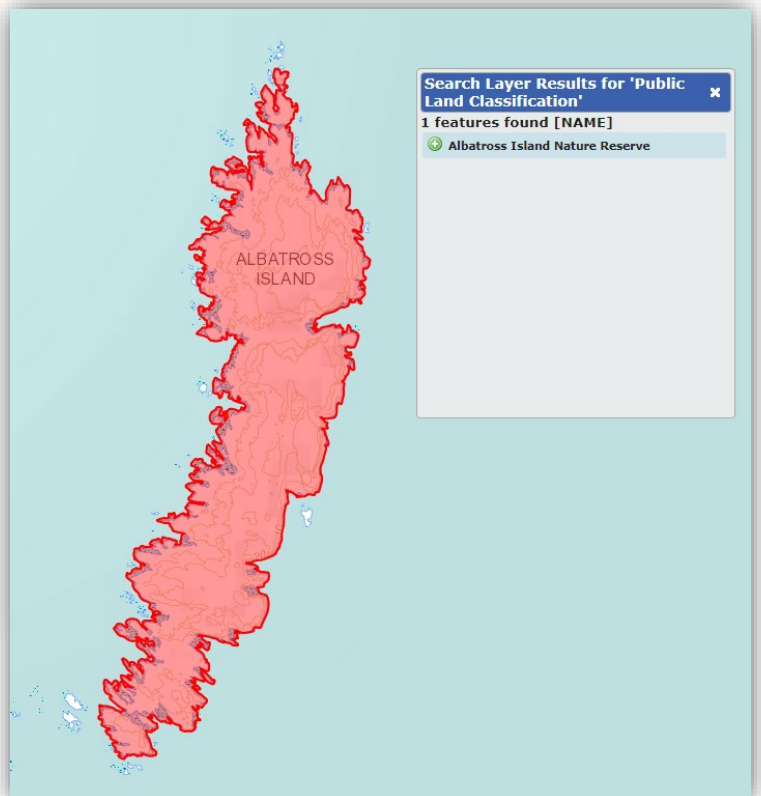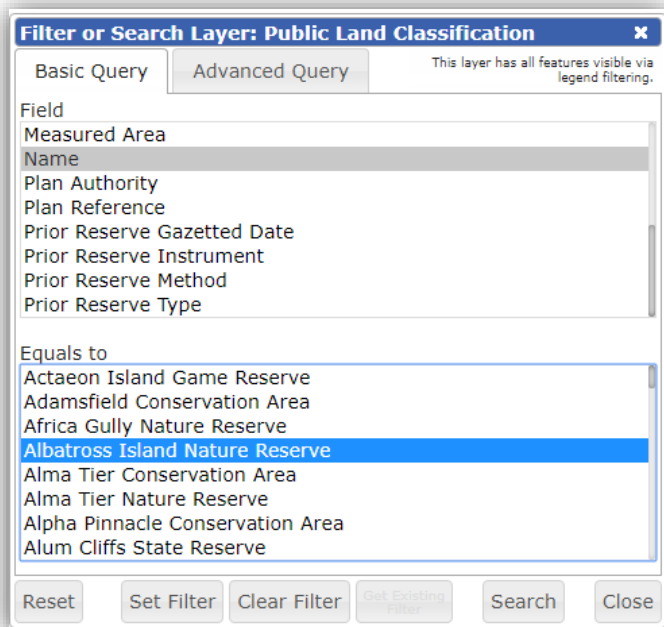
- **Click** on the **Advanced Query** tab to request more specific information

To choose a field, click on the Select Field drop box

To add the selected field, click on the Add button. The selected field will be added in the Search Text Box

To type your own value or query, click in the Search Text Box and type it

To choose a value, click on the Distinct Values drop box

To add the selected value, click on the Add button. The selected value will be added in the Search Text Box

To choose an operator click on it. The selected operator will be added in the Search Text Box

Filter or Search Layer: Public Land Classification

This layer has 8 of 10 features visible via legend filtering.

Basic Query | Advanced Query

Select Field
Computed Area ▾ | Add

Distinct Values
100.316 ▾ | Add

= | <> | < | <= | >= | > | AND | OR
NOT | LIKE | % | _ | IN | () | IS | NULL
BETWEEN (for timestamps)

Search Text:
CATEGORY = 'Public Reserve' AND COMP_AREA < 1000

Reset | Set Filter | Clear Filter | Get Existing Filter | Search | Close

- The **Search Layer Results** will show all the features found, for example:

Search Layer Results for 'Public Land Classification'

403 features found [CATEGORY, COMP_AREA]

⊕ Public Reserve, 584.524
⊕ Public Reserve, 556.044
⊕ Public Reserve, 489.72700000000003
⊕ Public Reserve, 257.099
⊕ Public Reserve, 574.109
⊕ Public Reserve, 590.0640000000001
⊕ Public Reserve, 710.6750000000001
⊕ Public Reserve, 599.4440000000001
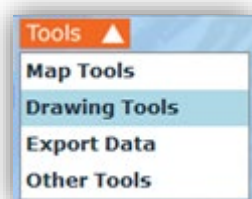⊕ Public Reserve, 41.517
⊕ Public Reserve, 932.994

Previous 1 2 3 ... 41 Next

- **Click** on a feature to zoom to it in the map
- **Click** the green ⊕ button to add the selected feature to Markup.
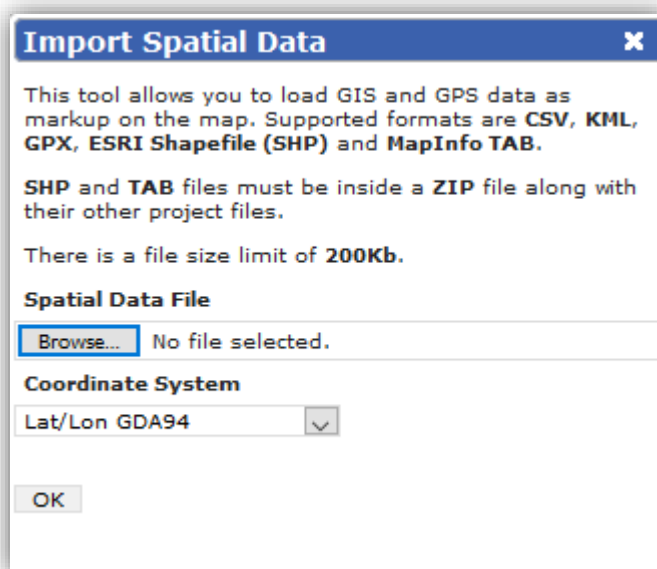
5. Importing data

Icons used

Import Spatial Data

LISTmap allows you add a layer of information to your map from your computer or mobile device. You can add the following GIS or GPS data files: CSV, KML, GPS (GPX), ESRI Shapefiles (SHP) or MapInfo (TAB) files.

Note: There is a file size limit of **200Kb**. You may need to compress your files inside a **zip** file to reduce their size before importing. SHP and TAB files must be zipped along with their associated data files.

- **Hover** over the *Tools* arrow, then **click** on *Drawing Tools*

- Click on the *Import Spatial Data* Icon

- An *Import Spatial Data* box will appear:

- **Click** on *Browse* to locate your file, select the file, then click *Open*

- In the drop down box, select the **Coordinate System** of the data you're importing, then **click** *OK*

- Wait for the layer to load

- **Navigate** the map to view your layer

- Once loaded, you can **select** and **modify** your data by using the *Drawing Tools* (see Adding your own text, points, lines and areas)

- To be able to **view** your new layer at a later date or if you want to **share** it with others, you will need to **bookmark** it (see Adding and sharing bookmarks)

- **Please note** that any data that is imported will be stored on the LIST server.

There is more information on how to transfer data between LISTmap and a GPS (specifically a Garmin etrex® 10 GPS) in **Topic 6** of Using the Garmin etrex® 10 GPS on the NRE website.

6. Adding an external service

LISTmap allows you to import an external service onto your map. An external service is a dataset or a mapping service that is accessible from another data provider or their system. You can import ArcGIS Tile Cache, ArcGIS REST, WFS, WMS, GeoRSS, KML or KMZ services.

To add an external service:

- **Click** on the *Layers* arrow **▼ Layers** then **click** on *Add Layer +*   **Add Layer +**

- The *Manage Layers* box will appear. **Click** on the *Add External Service* tab at the top of the box (below).

- Select a *Service Type* from the drop box (below).
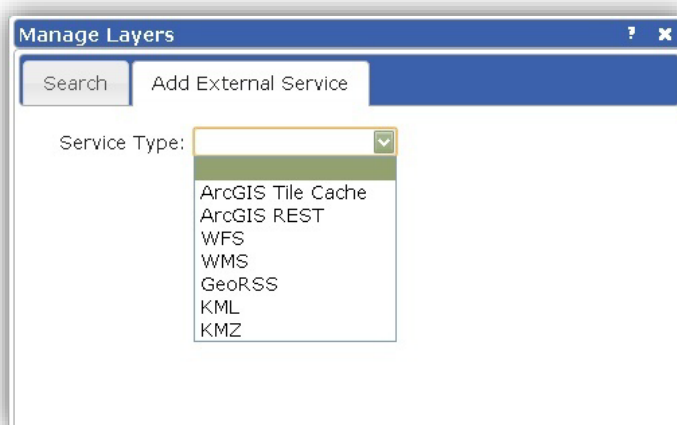
- **Enter** a name for your file, the URL of the web link and other required information into the appropriate cells. (The information required will depend on the service type you have selected). An example is provided below.
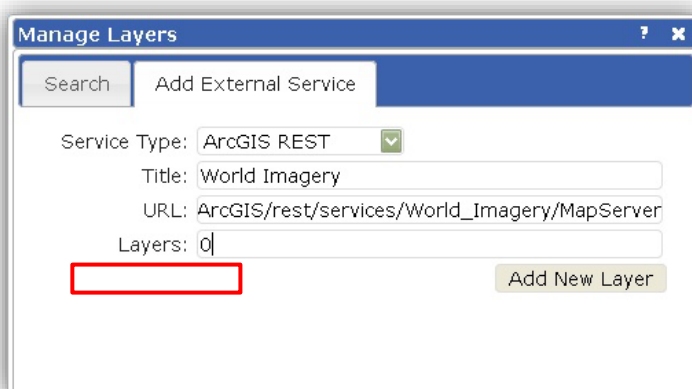
The name you want to call the layer

The address for the web service you are choosing

- **Click** on *Add New Layer* then wait for the layer to load.

- The name of the external layer will appear in the *Layer Information* column on the right-hand side of your screen.

- Please note that any data that is added will be stored on the LIST server whilst the layer is still connected via the web service.
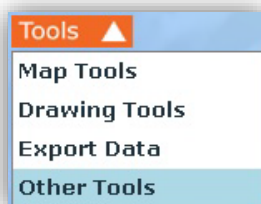
7. Accessing LIST Spatial Web Services

LISTmap layers can also be added directly into GIS systems such as ArcMap, MapInfo, and AutoCAD etc. More information is available in the LIST Spatial Web Services User Guide.

8. Google Street View

Google Street View enables you to select a location on the map, and open a Google Street View window at that location.

Icons used

Google Street View

- **Hover** over the *Tools* arrow and **click** on *Other Tools*
- **Click** on the *Google Street View* tool
- **Click** on your property of interest.
  (**Note** that you must select a location near a road that is covered by Google Street View.)
- Wait for **Google Street View** to appear in a new tab, then use the **Google Street View** tools to navigate.

9. Google Map View

Google Map View enables you to select a location on the map and open a Google Map View or Satellite window at that location.
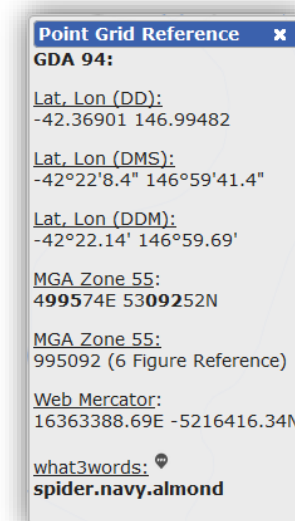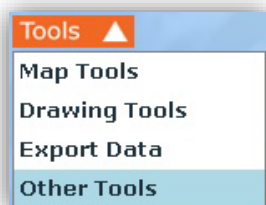
Icons used
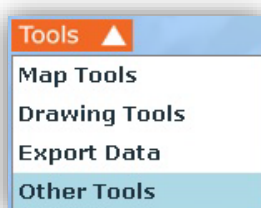
Google Map View

- **Hover** over the *Tools* arrow and **click** on *Other Tools*
- **Click** on the *Google Map View* tool
- An options window will appear
- **Click** to select *Map* or *Satellite*
- A new tab will open in your browser with the Google product loaded. Use the **Google Map View** tools to navigate.
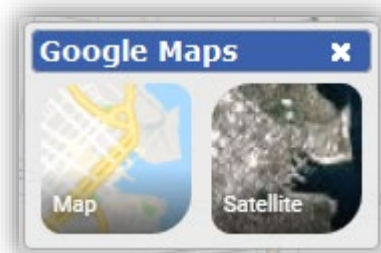
10. Display current coordinates

The *Locate Me Tool* enables you to select a location on the map and have the coordinates displayed in several different coordinate systems.

Icons used

 Locate Me

Point Grid Reference ✖
GDA 94:

Lat, Lon (DD):
-42.36901 146.99482

Lat, Lon (DMS):
-42°22'8.4" 146°59'41.4"

Lat, Lon (DDM):
-42°22.14' 146°59.69'

MGA Zone 55:
499574E 5309252N

MGA Zone 55:
995092 (6 Figure Reference)

Web Mercator:
16363388.69E -5216416.34N

what3words:
spider.navy.almond

- **Hover** over the *Tools* arrow and **click** on *Other Tools*
- **Click** on the *Locate Me* tool
- **Click** on the map. A *Point Grid Reference* Box will appear, giving you the coordinates for that point in different coordinate systems.

  Click on the headings to give you a **description of each coordinate system**. (This will take you to a site external to the LIST).

Topic 5: Measuring lengths and areas

Use the *Map Tools* to measure lengths and areas from the layers in your map. The tool that is selected will be highlighted orange.

Icons used

 Measure lengths

 Measure areas

 Pan

1. Measuring distance

- **Hover** over the *Tools* arrow then **click** on *Map Tools.*
- **Click** on the *Measure lengths* tool.
- **Click** a starting point on the map, **moving** your mouse and **clicking** at any point to change direction as you move. As the cursor moves, an information box will appear and display the cumulative distance as you move. **Double-click** your finishing point to end.

- To measure freehand, hold down the *Shift* key then **click and drag** the mouse along the route you wish to measure. As the cursor moves, an information box will appear and display the cumulative distance. **Release** the mouse button at your finishing point to end.
- To recommence zooming and panning, you must first select the *Pan* button.

2. Measuring area

- **Hover** over the *Tools* arrow then click on *Map Tools*.
- **Click** on the *Measure areas* tool.
- **Click** a starting point on the map, **moving** your mouse and **clicking** at any point to change direction as you move. As the cursor moves, an information box will appear and display the cumulative area. **Double-click** your finishing point to end.
- To measure freehand, hold down the *Shift* key then **click and drag** the mouse around the route you wish to measure. As the cursor moves, an information box will appear and display the cumulative distance as you move. **Release** the mouse button at your finishing point to end.
- To recommence zooming and panning, you must first select the *Pan* button.

Click **here** to view a short video demonstration.

Topic 6: Adding your own text, points, lines and areas

Use the *Drawing Tools* to add text, points, lines and areas to your map. The tool that is selected will be highlighted orange.

Icons used

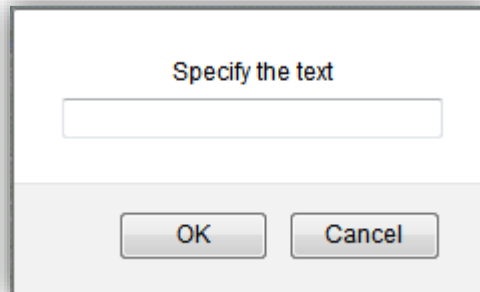|		
T Add a text label	Add an area	Select feature
Add a point	Add an ellipse	Delete selected feature
Add a line	Add a defined circle	Duplicate selected features

1. Adding text

- **Hover** over the *Tools* arrow then **click** on *Drawing Tools*.

- **Click** on *Add a text label*.

- **Click** on the map where you'd like your text to display. A *Specify the text* box will appear.

*Note: the appearance of this box may vary, depending on the Internet Browser used.

- **Type** your text in the cell, then **click** *OK*.

- To **change** the appearance or position of your text, **click** on the *Select feature* tool, then **click** on the text you've created. A *Format Text* box will appear.

  You can **change** the text itself and the colour and size of the text. **Close** the box.

  You can also **move** the text by clicking and dragging the *four small green arrows* (see below). **Click and drag** the *green circular arrow* (see below) to rotate the text.
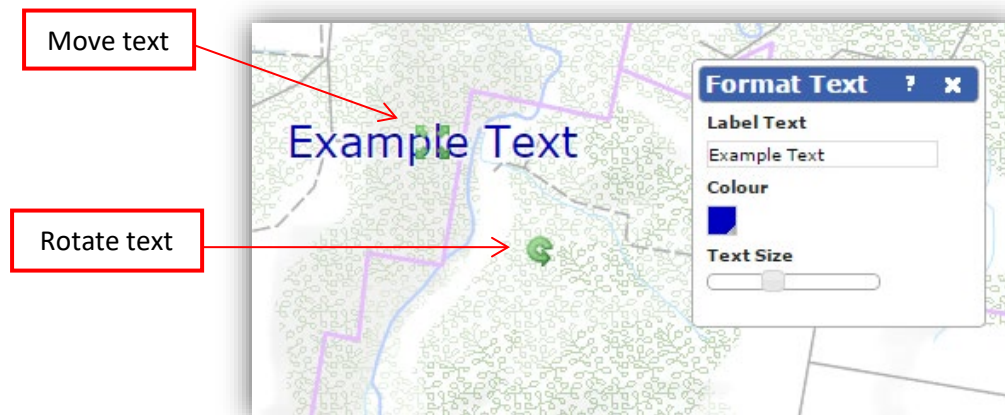
- To **delete** your text, **click** on the *Select feature* tool, **click** on the text, and then **click** on the *Delete selected feature* tool from the *Drawing Tools*.

- To recommence zooming and panning you must first select the *Pan* button.

2. Adding points

- **Hover** over the *Tools* arrow then **click** on *Drawing Tools*.

- **Click** on *Add a point.*

- **Click** on the map where you'd like your point to display.

- To **change** the appearance of your point, **click** on the *Select feature* tool then **click** on the point. A *Format Point* box will appear. You can change the size, transparency and shape of the point. **Close** the box.

- **Click and drag** to move your point to another location on the map.

- To **delete** your point, **click** on the *Select feature* tool, **click** on the point, and then **click** on the *Delete selected feature* tool from the *Drawing Tools*.

- To recommence zooming and panning you must first select the *Pan* button.

3. Adding lines

- **Hover** over the *Tools* arrow then **click** on *Drawing Tools*.

- **Click** on *Add a line*.

- **Click** on the map where you'd like your line to start, then **move** the cursor, **clicking** to change direction and **double-clicking** to end.

- To draw a freehand line, hold down the *Shift* key then **click and drag** the mouse along the path you wish to draw. **Release** the mouse button at your finishing point to end.

- To **change** the appearance or position of your line, **click** on the *Select feature* tool then **click** anywhere on the line you've created. A *Format Line* box will appear. You can change the width, colour and transparency of the line and **close** the box. *Nodes* will also be highlighted at the midpoint of each line segment (see below) and where lines change direction. **Click and drag** on these nodes to **move** line segments individually. You can **move all line segments** as one by clicking and dragging the *four small green arrows (see below)*. **Click and drag** the *green circular arrow* (see below) to rotate the line.

- To **delete** your line, **click** on the *Select feature* tool, **click** on the line, and then **click** on the *Delete selected feature* tool from the *Drawing Tools*.

4. Adding areas

- **Hover** over the *Tools* arrow then **click** on *Drawing Tools*.

- **Click** on *Add an area*.

- **Click** a starting point on the map, **moving** your mouse and **clicking** at any point to change direction as you move, **double-clicking** your finishing point to end.

- To draw a freehand area, hold down the *Shift* key then **click and drag** the mouse around the area you wish to draw. **Release** the mouse button at your finishing point to end.

- To **change** the appearance of your area, **click** on the *Select feature* tool then **click** anywhere in the area you have created. A *Format* box will appear. You can change the colour, border width and transparency of the selected area, and **close** the box. *Nodes* will also be highlighted (see below) at the midpoint of each line segment and where lines change direction. **Click and drag** on these nodes to **move** line segments individually. You can **move all line segments** as one by clicking and dragging the *four small green arrows* (see below). **Click and drag** the *green circular arrow* (see below) to rotate the area.
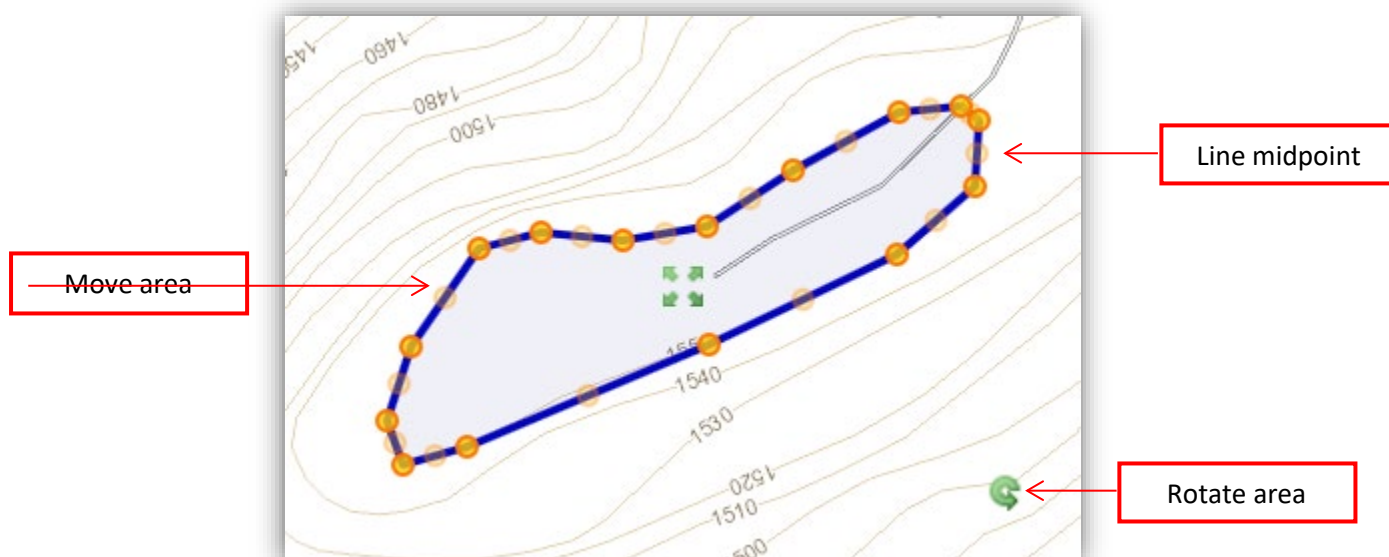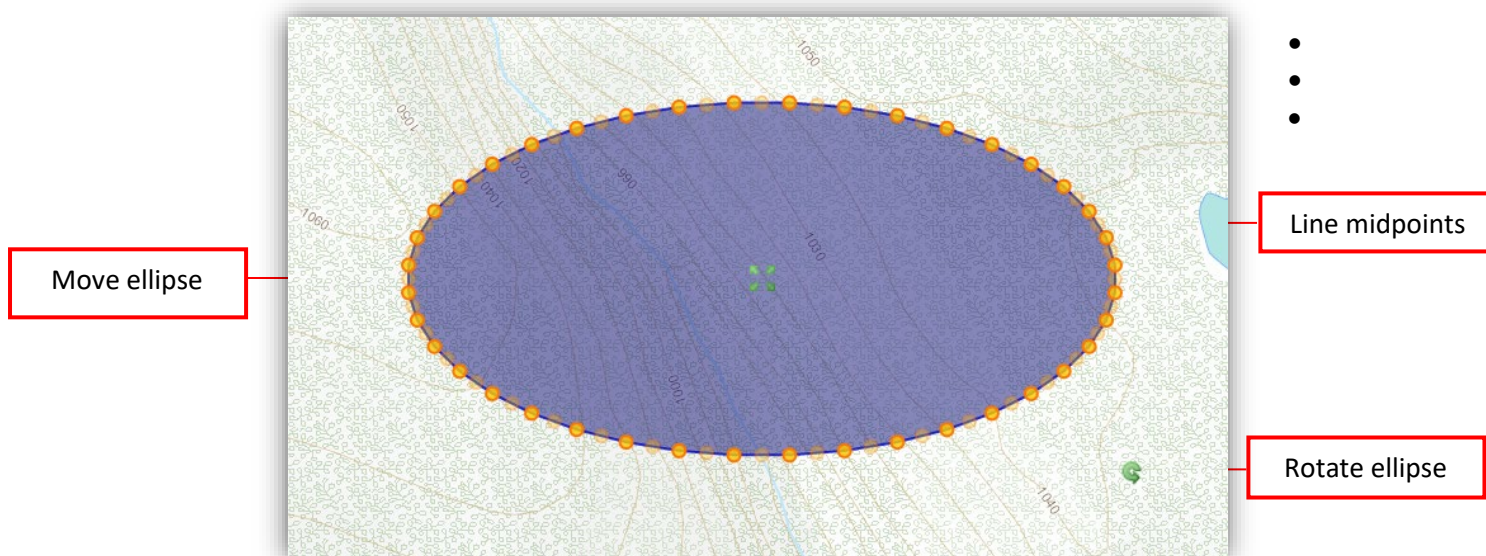

- To **delete** your area, **click** on the *Select feature* tool, **click** on the area, and then **click** on the *Delete selected feature* tool from the *Drawing Tools*.

Click here to view a short video demonstration.

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5. Adding an ellipse

- **Hover** over the *Tools* arrow then **click** on *Drawing Tools*.

- **Click** on *Add an ellipse*.

- From a starting point on the map, **click and drag** an ellipse.

- To change the appearance of your ellipse, **click** on the *Select feature* tool then **click** anywhere in the ellipse you have created. A *Format* box will appear. You can change the colour, border width and transparency of the ellipse, and **close** the box. *Nodes* will also be highlighted (see below) at the midpoint of each line segment and where lines change direction. **Click and drag** on these nodes to **move** line segments individually. You can move **all line segments** as one by clicking and dragging the *four small green arrows* (see below). **Click and drag** the *green circular arrow* (see below) to rotate the area.

Move ellipse

Line midpoints

Rotate ellipse

- To **delete** your ellipse, **click** on the *Select feature* tool, **click** on the ellipse, and then **click** on the *Delete selected feature* tool from the *Drawing Tools*.

6. Adding a defined circle

- **Hover** over the *Tools* arrow then **click** on *Drawing Tools*.

- Click on *Add a defined circle*.

- **Click** on the map where you'd like the centroid of the circle to be. A message box will appear.

- **Enter** a radius (in metres) for the circle, then **click** on *OK*. A circle with the specified radius will appear.

- To change the appearance of your circle, **click** on the *Select features* tool then **click** anywhere in the circle you have created. A *Format* box will appear. You can change the colour, border width and transparency of the ellipse, and **close** the box. *Nodes* will also be highlighted (see below) at the midpoint of each line segment and where lines change direction. **Click and drag** on these nodes to **move** line segments individually. You can move **all line segments** as one by clicking and dragging the four *small green arrows* (see below). **Click and drag** the *green circular arrow* (see below) to rotate the area.

- To **delete** your circle, **click** on the *Select features* tool, **click** on the area, and then **click** on the *Delete selected feature* tool from the *Drawing Tools*.

7. Duplicate selected features

Once you have added a feature (text, point, line, area, ellipse or defined circle), you can duplicate it.

- **Hover** over the *Tools* arrow then **click** on *Drawing Tools*.

- **Click** on the **Select features** tool, then **click** on the feature you wish to duplicate.

- **Click** on the *Duplicate selected features* tool**.** A copy of that feature will appear on your map. This can be modified as described above.
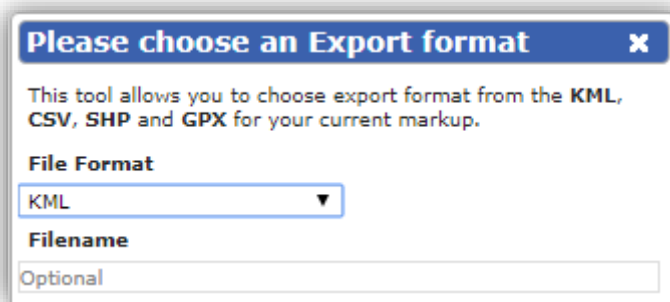
8. Exporting markup

Icons used

 Export Markup

Advanced users can download the map markups into a KML, CSV, ESRI shapefile or GPX format.

These files can be opened and viewed in programs such as Google Earth, Microsoft Excel and ArcGIS **and GPS applications**.

- **Hover** over the *Tools* arrow, then **click** on *Drawing Tools*

- **Click** on the *Export Markup* icon

- **Select** a file format from the dropdown menu

- **Enter** a file name in the appropriate cell (and the coordinate system and your email address (optional) if you have selected SHP file format), then click ***OK***
- The file will then be made available on your computer in the requested format.

Topic 7: Saving and sharing

Use the *Map Tools* to save your maps and or share them with others. The tool that is selected will be highlighted orange.

Icons used
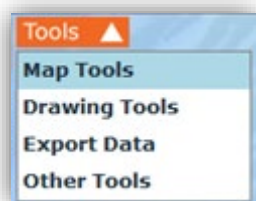
Print to PDF

Create a shareable bookmark

Open Bookmarks

1. Saving and printing your map in PDF format

Once you've created your map, you can **save** your map as a PDF document.

- **Hover** over the *Tools* arrow then **click** on *Map Tools*.
- **Click** on the *Print* tool.
- When the *Print Options* window appears, modify your options (map title, page size, orientation and whether you'd like a graticule or legend), then **click OK.**
- Once the PDF is generated you can save it to your computer or mobile device and print.

Note that in order for your map to print out at the same extent and scale as the map on your screen, you will need to make your browser window the same size as either a landscape or portrait orientation as required.

2. Adding and sharing bookmarks

You can **bookmark** (or save) the map you have created to use at a later date or share with others:

- **Hover** over the *Tools* arrow then **click** on *Map Tools*
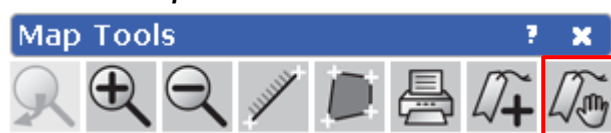- **Click** on the *Create a shareable bookmark for this map* tool

- When the *Save Bookmark* box appears, type in a name for your bookmark and **click OK.**

To **view** a bookmark:

- **Hover** over the *Tools* arrow then **click** on *Map Tools*

- **Click** on the *Open Bookmarks* tool

- When the *Bookmarks* box appears, **select** a bookmark by **clicking** on a bookmark title

- Your saved map will automatically display on your screen.

Note: if you are logged in when you create a bookmark, the bookmark will be available on any machine/browser, provided you are logged in. If you are <u>not</u> logged in when you create a bookmark, the bookmark will only be available on the original machine/browser you created it on.

Also note that if you are opening a bookmark that has been created by someone else, you will only see the layers that you have permission to view. If you are not logged in, you will only see the public layers.

To **share** a bookmark:

- **Hover** over the *Tools* arrow then **click** on *Map Tools*

- **Click** on the *Open bookmarks* tool

- When the *Bookmarks* window appears, **select** an option for sharing – Email or share a link
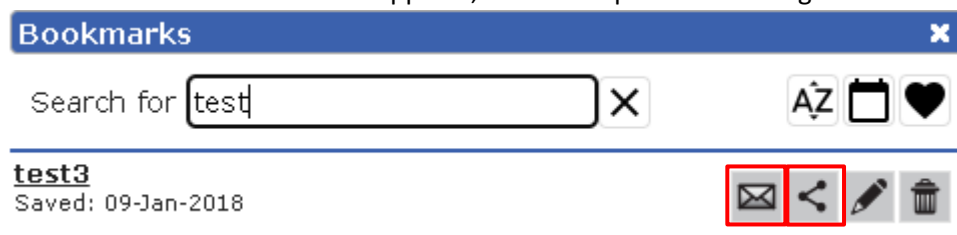

- The email button will open a new email in your installed email app with the bookmark URL

- The share link button will open a window that will allow the user to copy the bookmark link into the clipboard. You can then paste this into an email or any social media account you wish to.

  - To share the bookmark, you will need to check the Public box

  - Click the copy to clipboard button

  - Paste the URL link into your desired location (email, social media etc)
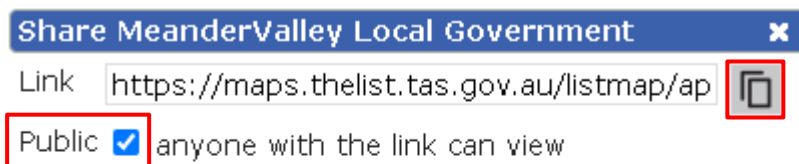
To **delete** a bookmark:

- **Important**: Once a bookmark is deleted, it can only be restored by contacting listhelp@nre.tas.gov.au.

- **Hover** over the *Tools* arrow then **click** on *Map Tools*

- **Click** on the *Open Bookmarks* tool

- When the *Bookmarks* window appears, **click** the *Delete* tool
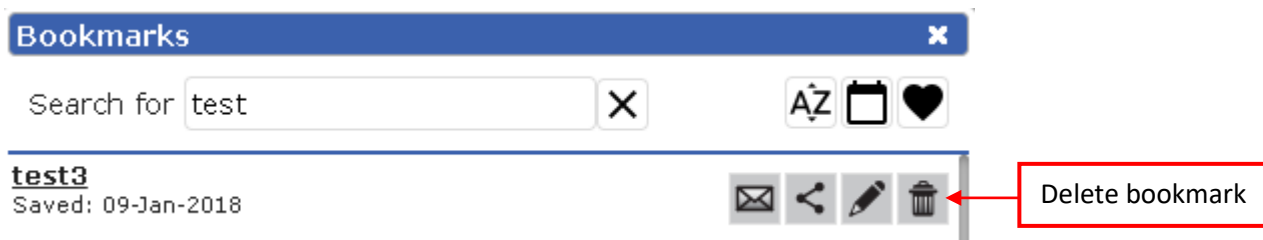

Delete bookmark

Please note: if you delete a bookmark, all the information about that bookmark will still remain in the LIST database. If you haven't shared the bookmark with anyone, it won't be available to anyone. If you have shared the bookmark with others prior to deleting it, the bookmark will still be available to those people, provided they still have the URL.

Also note that some advertisement blocking software (e.g. Adblock Plus) may disable sharing functions in *LISTmap*. This software blocks access to the addthis.com sharing services which *LISTmap* requires. When this occurs, you will only be able to view and delete bookmarks.

Edit bookmarks

You can edit existing bookmarks by doing the following:

- **Hover** over the *Tools* arrow then **click** on *Map Tools*

- **Click** on the *Open Bookmarks* tool

- When the *Bookmarks* window appears, **click** the *Edit (pencil icon)* tool next to the bookmark you wish to edit.
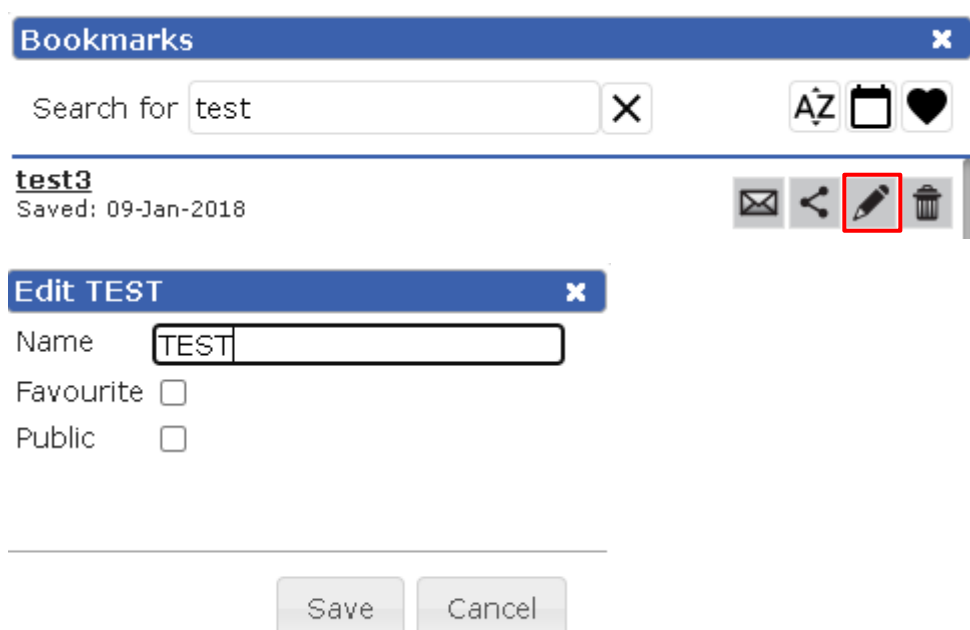
- You can now change the name of your bookmark, make it a **favourite** (see next step) or **share** it publicly
- If there is a bookmark that you use regularly you can save it as a **favourite** to keep it at the top of your bookmark list
- To set a bookmark as a favourite, edit the bookmark using the instructions above. Then click the favourite box in the editing window.

Searching and sorting bookmarks

- You can search for a bookmark by opening the bookmark window
- **Hover** over the *Tools* arrow then **click** on *Map Tools*
- **Click** on the *Open Bookmarks* tool
- When the *Bookmarks* window appears, enter a search term for the name of your bookmark (see below)

To sort your bookmarks, you can either:

- Click the Sort by name button (see below) to sort alphabetically
- Click the Sort by date button (see below) to sort chronologically
- Click the sort by Favourite button to show favourite bookmarks at the top
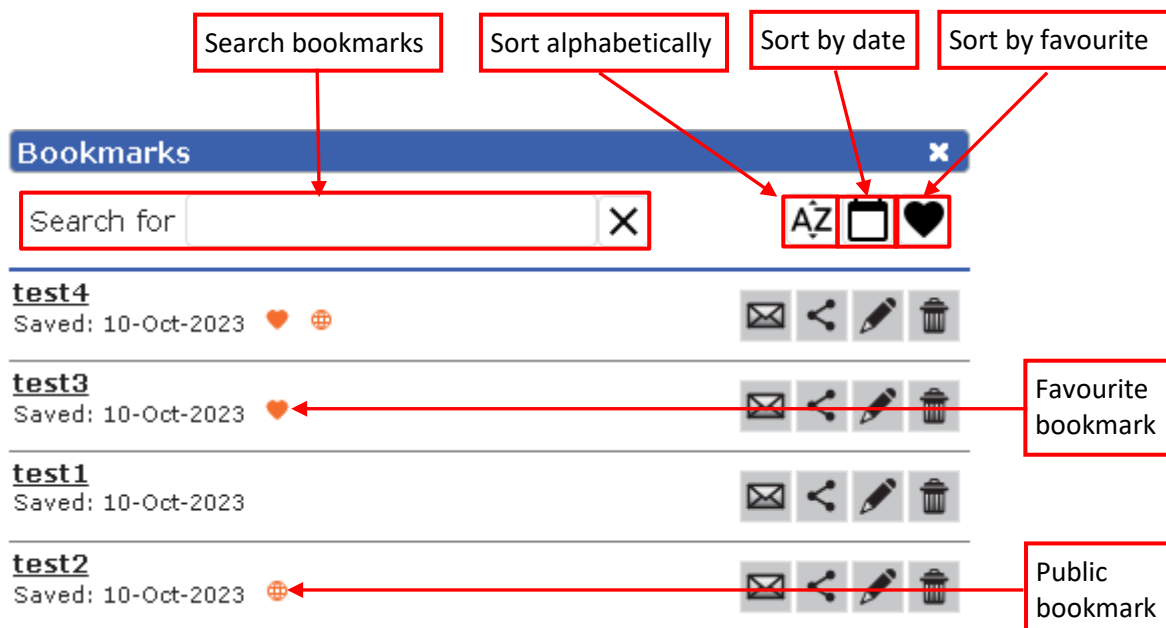
Topic 8: Advanced

Property Proximity, Property Radius and Survey Search and Tools (approved clients only)

You can use these tools to purchase reports on all of the survey information or owner names and addresses over a selected area.

Note: This tool is available to approved clients who have a legislative requirement to access owner names and addresses. (Examples may include notifying adjoining owners of a particular business activity, or if there is a requirement to enter a property to conduct work).

Please contact listhelp@nre.tas.gov.au for further details.

Icons used

   Property Proximity

Property Radius

Survey Search

1. Property Proximity

- Ensure you are logged in
- **Hover** over the *Tools* arrow and **click** on *Other Tools*
- **Click** on the *Property Proximity* tool
- **Click** on the property of interest
- **Enter** the distance around the selected property you wish to search (in metres), then **click *OK***. A ***Property Proximity Results*** box will appear.
- **Click** on the ***Select Required Properties*** link in the Results box. This will take you to a results page in the ***Property and Titles*** component of the *LIST*. It will identify the number of properties in your search and the amount that will be billed to your account.
- If you wish to proceed, **click *Add to Cart***.
- When you are ready to purchase the contents of your cart, go to **Section 9** of the Properties and Titles Help notes .

2. Property Radius

- Ensure you are logged in
- **Hover** over the *Tools* arrow and **click** on *Other Tools*
- **Click** on the *Property Radius* tool
- **Click and drag** a radius around the property of interest
- A ***Property Radius Results*** box will appear, identifying how many results have been found.

- **Click** on the *Select Required Properties* link in the Results box. This will take you to a results page in the *Property and Titles* component of the *LIST*. It will identify the number of properties in that radius, and the amount that will be billed to your account.
- If you wish to proceed, **click *Add to Cart.***
- When you are ready to purchase the contents of your cart, go to **Section 9** of the Properties and Titles Help notes.

3. Survey Search

- Ensure you are logged in
- **Hover** over the *Tools* arrow and **click** on *Other Tools*
- **Click** on the *Survey Search* tool
- **Click** on the property of interest
- Draw an area around the property of interest (**click** to begin and change direction, **double click** to end).
- A *Survey Search Report* box will appear, identifying the number of plan results returned.
- **Click** on the *Select Required Surveys* link in the Results box. This will take you to a Survey Search page in the *Property and Titles* component of the *LIST*.
- Confirm that your contact details (especially your postal address) and the identified parcel are correct, and that the Search Results are adequate for your purposes.
- At the bottom of the page, **click** the checkboxes to select the type of plan search you would like to request (see below):

Please choose a plan search request type below		
Product	Scanned images only	Manual search
LTO (Land Titles Office)	✔	☐
DO (Deeds Office)	☐	
CPO (Central Plan Office)		☐

Please note: Scanned images only are supplied as a PDF.
An hourly rate applies to manual searches, which will be supplied by mail when completed.

- If you wish to proceed, **click *Submit*** at the bottom of the page.
- A Survey Information Report document will appear in your cart (this may take some time to process, depending on the size of the search and resulting PDF).
- When you are ready to purchase the contents of your cart, go to **Section 9** of the Properties and Titles Help notes.

Topic 9: Further support

1. LIST YouTube channel

A range of help videos is available on http://www.youtube.com/user/gsbclientserv

2. LIST Helpdesk

Feel free to contact our helpful Client Services team by:

- **Phone:** (03) 6165 4444 or

- **Email:** **listhelp@nre.tas.gov.au**

3. LIST Facebook page

Like us on