Climate-Smart Cities Philadelphia
TRAINING GUIDE

GETTING THERE
- Web Link
- Password protected site

THE BASIC MOVES
- Change the viewer extent
- Change the map background
- Additional map layers
- Get information about specific features
- Add graphics to your map
- Measurement tools
- Print a custom map
- Add bookmarks
- Get help

CLIMATE-SMART CITIES
- Map analysis results
- Display parcels and run reports
- Group Parcel Selection
- Query data
- Project Impact Tool
GETTING THERE

- Web Link
  - Use the following link to connect to the Climate-Smart Cities Philadelphia Portal Page:
    - [https://web.tplgis.org/philadelphia_csc/](https://web.tplgis.org/philadelphia_csc/)
  - Use the following link to connect to the Climate-Smart Cities Philadelphia online mapping site:
    - [https://web.tplgis.org/phillysecure/viewer/](https://web.tplgis.org/phillysecure/viewer/)
  - Note: Mozilla Firefox and Google Chrome works best for this mapping site. Internet Explorer version 7 or higher also works well.

- Password protected site

  - A username and password is required to access the site. You can create your own account. The only requirement is a valid email address.
THE BASIC MOVES

- **Change the viewer extent**
  - Click the ( + ) sign to zoom in.
  - Click the ( - ) to zoom out
  - To zoom in to a particular area hold down shift, click your mouse on one corner of the desired extent, and drag your mouse to the opposite corner of the desired extent.
  - Click and drag your mouse to the right or left to adjust the view
  - As you change the viewer extent the map detail changes. As you zoom in the map becomes more detailed.
  - Click the button to return to the original extent.
  - Click the button to show your location on the map

- **Change the map background**
  - Click the tab on the right side of the map.
  - A drop down panel will appear. Click the small box next to the basemap you desire. Feel free to experiment with different basemaps. Note that you can close this panel at any time by clicking again.

- **Additional map layers**
  - On the left side panel there are a number of options available. If you click on you will see all the layers in the viewer. These layers are categorized.
    - At the top of the **Analysis Results** section there is an option to turn off all results layers. If at any point you would like to remove all the results click this.
    - Each symbol indicates that there are multiple layers grouped under that heading. Click the to expand and see what layers there are.
    - Click to show the symbology for an individual layer.
  - On the LAYERS tab, locate the **Overlay Data** section.
- Click the ☑ to the left of “Overlays” to open this group of overlay data. Click the box to the left of “Neighborhoods”. A check mark will appear in the box next to these layers, and the layer will now draw on the map.
- Click the box to the left of “Neighborhoods” again to remove this data from your map. The check marks will disappear in the corresponding boxes.
- Click the box again to re-add this data to your map.
- Click on the  to use the Transparency slider to change the transparency of the overlay data so that you can see mapped features underneath the overlay data. Click the rectangular tab on the slider and hold the mouse down to drag it to the left or right.

- Experiment with different transparency levels. Notice that the transparency level of all overlay data changes as you change the transparency level.
- In this same drop down menu you can turn on all the overlay sublayers, turn them all off, review metadata, zoom to the layers, and layer swipe.
- If you hover your mouse over the Layer Swipe you can either choose vertical or horizontal.
- A bar will appear in the viewer and you can slide it up/down or right/left depending on if you selected vertical or horizontal. Sliding this bar will show you what the map looks like with or without the data.
  - Click the box to the left of “Philadelphia City Limits/Study Area”. The Study Area boundary is removed.
  - To review the meaning of the colors and symbols displayed on your map, click the button next to the layer name.

- Get information about specific features
  - The Neighborhood layer should still be on
  - Click on the map in an area within one of the neighborhoods.
  - An information box will appear that describes the neighborhood that you clicked.

  - If there is a in the info box title you have identified features. Click to view information on the selected features.
  - Note: If you have multiple layers selected, the one that is highest in the table of contents will appear first.

- Add graphics to your map
  - Click the DRAW tab on the left panel to add graphics to your map.
- To sketch a polygon on your map, click the button.
- Begin sketching a shape on your map by clicking on your map. Double click to finish the sketch.

- You can also add text, points, lines, circles, and freehand polygons to the map by using the other draw buttons.
- If you want to change the graphics, use the button, and recreate the graphics using the methods described above.
  - Note: This action will erase all your drawings
- To stop drawing click the button

- Google Street View
- Open the GOOGLE STREET VIEW tab.
- Zoom into an area on the map that you would like to see in Google Street View.
- Click to see the location you chose on the map.

- You can choose other locations to see in Google Street View by clicking on another location on the map.

- Print a custom map
  - To print a custom map that reflects the data and zoom level that you have chosen above, click the PRINT tab on the left panel.

- Enter a title for your map in the space provided.
- Choose the format and layout you would like.
- Click **Settings** to make other adjustments to your printed map.

![Settings](image)

**Map scale/extent:**
- Preserve: (✓) map scale  (☐) map extent

**Full layout options:**
- Scale bar units: **Miles**
- Include legend: ✓

**Print quality options:**
- DPI: **150**

**MAP_ONLY options:**
- Width: **3,300**
- Height: **2,550**

- Click the **Print** button once you have completed the above steps.
- Be patient while the mapping site generates a map for you. This process can take up to a minute.
- In the PRINT tab a file will appear once the export is complete. Click on the link to open your map.

![Print](image)

- An 8.5 X 11 formatted map will be displayed that you can print or save to your computer hard drive to share with others.
- Close the export window.
- Return to original map
- Click the **Settings** button at the top left of your map to reset your map extent, click the **Layers** in the layers area, and select “Turn Off All Sublayers”.

8
- Add bookmarks
  - Open the BOOKMARKS tab to add an easily reference location. Bookmarks provide shortcuts to select locations on your map.

  - To add a bookmark, zoom to the desired extent and click **Add Bookmark**. Enter a title for the location. At any point you can open the Bookmarks tab and revisit your bookmarks.

- Get help
  - Click the **Help** button at the top right corner of your map for a copy of this user guide and tutorial.
  - Still need help? Send an email to [gis.support@tpl.org](mailto:gis.support@tpl.org)

### CLIMATE-SMART CITIES

The Climate-Smart Cities Philadelphia project.

- Map analysis results
  - Click the LAYERS tab to the left of the map.
  - Find the section labeled **Analysis Results**.
  - Click the **Expand** to the left of each layer in the section “Overall Stacked CSC Priorities” to expand the list of layers under this heading.
  - Click the **Description** next to the layer name for a description of the colors displayed on your map. The darker the red, the higher the priority.
• Display Parcels or Modeled ROW features and run reports
  - NOTE – This application includes reporting and query capabilities associated with both ownership Parcels and Modeled Rights-of-Way (ROW) features. The Modeled ROW features represent areas not included in the Parcel ownership data but are typically managed by government entities and often provide green infrastructure opportunities.
  - Turn on the “Parcels” layer that’s in the Overlay Data section. Parcels are scale dependent and will only appear once you have zoomed in.
  - Once zoomed in and viewing the parcels click on a parcel to find out more information on it.

- You can create a Parcel Profile Report on individual parcels by clicking [Create Parcel Profile Report]. A Parcel Profile Report provides a detailed characterization of all modeled Climate-Smart Cities priorities and filtering criteria for an individual parcel.
- A download window will open. Click “Download File” to obtain the report.

• Group Feature Selection
You can select Subwatershed/Sewershed, Parcels or Modeled ROW features. Choose the type of feature you want to select, click the “Press to Select/Unselect” button. Begin clicking on Subwatersheds/Sewershed, Parcels or Modeled ROW features to select them. You can either select an individual feature or a group. If you wish to unselect a feature click it again and it will be removed from the selection.

- You can clear the selected feature at any point by clicking the “Clear Selected” button.
- You can create a report on any selection of features by clicking “Create Report”.
- A download window will open. Click “Download File” to obtain the report.

### Query data
- **Query by Value**
  - You can query the Parcels, Modeled ROW or Subwatersheds layers by opening the QUERY DATA tab.

- You can clear a query at any point by clicking the Clear Query tab.
- Query by Value

Select the field you would like to query on from the “Select A Field” menu.
Select the Logical Operator and Query Value and press “Add Condition”.
The condition will appear. You can remove a query at any point by clicking "X".
After you have added all the desired queries click "Run Query".
A table will open at the bottom of the viewer showing you the parcels that fit your query.
- You can either export this data as an excel/csv file or create a PDF report for the queried parcels. Note – you can only create a PDF report if less than 20 parcels or ROW features are selected.

- Add condition to query
  - Perform the same steps as above for any additional conditions you would like to include.

- Make sure and click “Add Condition” after you have set up your condition. Once this is done a second condition will appear in your query conditions.
  - Follow the same directions as above to run the query.
- **Query by Location**

To begin choose how you would like to select your features. You can do this by choosing the Point, Line, or Polygon option and define the buffer of that geometry. Once you have chosen both the buffer and the geometry you will draw on the map defining the point, line, or area that you would like to query.

- Select **Run Query**
- A table will open at the bottom of the viewer showing you the parcels that fit your query.
• You can either export this data as an excel/csv or create a PDF report for the queried parcels.

![Export dialog box](image)

- **Project Impact Tool**
  - Use the Sketch Tool to draw in a new park.

- Use the Access Point tool to add access points.
- Click
- Click OK in the Run Analysis window
- Users will see the service area for their new potential park

- Users can download a PDF Report as well.