




8 How do I export data?

To export data, make the relevant layer is visible on the map. With the Select by Rectangle tool, select the entities which you wish to export. Once they are highlighted, select the Spatial Data Export tool .



Select the output format, coordinate system, then OK. Once the 'Processing Data Inventory' has completed, select Download. You will be sent an email with a link to your exported data.





9 How can I create a report?

To create a report, make the desired layer active. Select entities with the Select by Rectangle tool . Select the Reporter tool . You will then be presented with a choice of standard report links.

10 How do I access the online help?

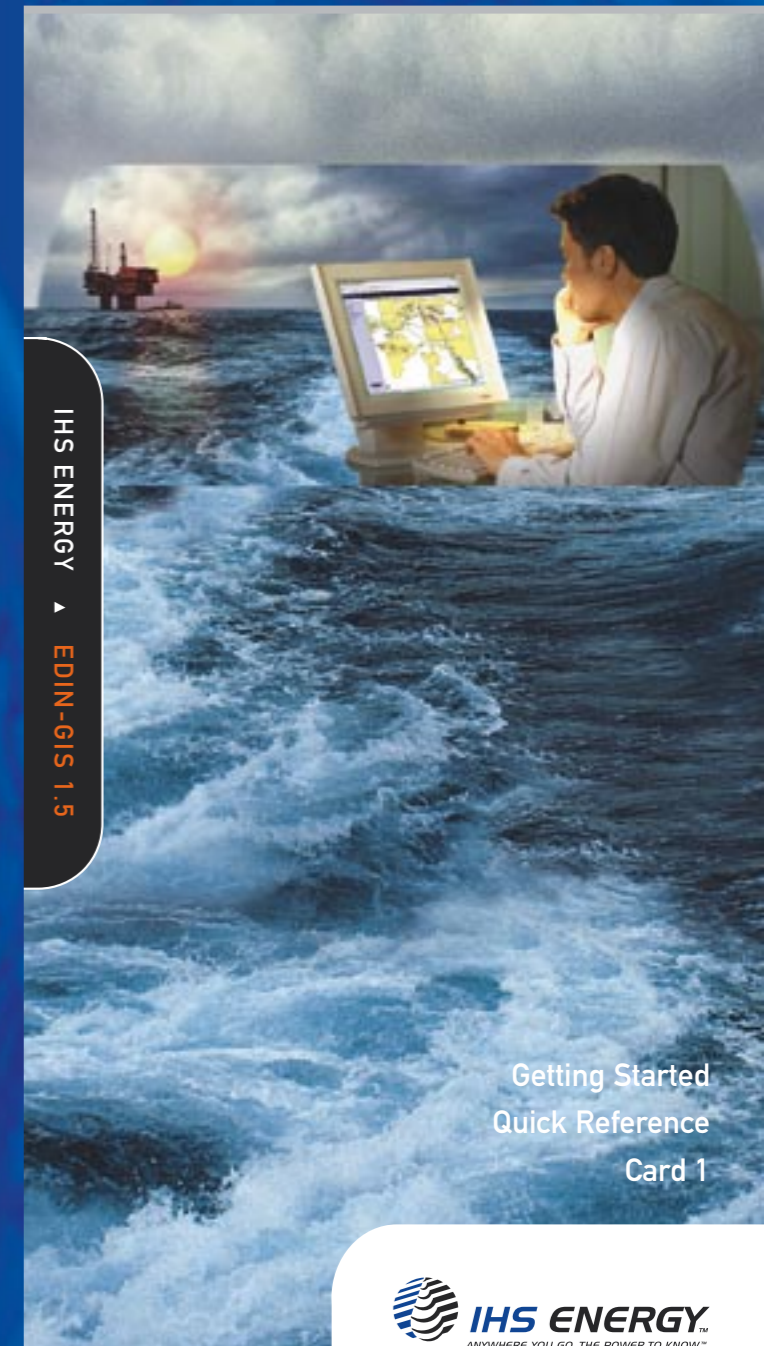
Click the 'help' link at the top of the page. Use the Table of Contents, Index or Search tabs to find the information you need.

Icon glossary

	Toggle Overview Map
	Toggle Graticule
	Change Coordinate System
	Zoom In
	Zoom Out
	Restore Full View
	Zoom to Active Layer
	Back to Last Extent
	Pan
	Identify
	Find
	Select by rectangle
	Quick Browse Listing
	Clear Selection
	Measure
	Set Units
	Power Query Tool
	Reporter Tool
	Graph Tool
	Spatial Data Export Tool
	Label Tool
	Print
	User Settings
	Editorial Products

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EDIN-GIS

Getting Started

Quick Reference Card 1 – Contents

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1 How do I turn on and make a layer active?

By default EDIN-GIS starts with several relevant layers visible which appear at an appropriate scale. To turn on a layer, go to 'Map Layers' and select a layer by clicking the check-box. Alternatively, click the name (this will also make the layer active). You will then need to select . To make a layer active, click the name. The layer name will turn to red.



You can also specify default visible layers for your projects – see QRG 2 point 8 for more information.


2 How do I add data to the map?

To add Colombia contracts to the map, first zoom into Colombia. Now go to 'Map Layers' and expand 'International', then expand 'Exploration/Production'. Select Valid Contracts to make that layer active, then .

3 How do I set preferences?

The preferences tool provides quick method for screening the data. Click 'PREFERENCES'. Enter your preference criteria; region, country, company. Click either on 'Apply' to activate the preferences or 'Apply & Zoom' to activate the preferences to the map co-ordinates which match your preferences. Before leaving the preference tool you will be prompted to save the preferences – if you want to use them again then please save them.


4 How do I label entities?

To label entities select the Label Tool icon . You will then be presented with a label tool which allows you to specify and apply labels to all of your visible layers. Choose the layers you want to label and click 'Apply'. To turn off the labels simply uncheck the boxes next to the layers you want to remove and click apply.






5 How can I retrieve data from the map?


There are several tools you can use to retrieve data from the map, (remember each retrieval will work with your current ACTIVE layer);

- ▶ Click the Identify tool , click on an entity from your selected layer. This will return a form showing basic attributes. You can use the hyperlinks to access the summary report and entity graphs.



- ▶ Select a group of entities using the Rectangle tool . Select the Quick Browse Listing tool , this will return the same form above showing basic attributes for all selected entities. You can use the hyperlinks to access the summary reports and entity graphs. From within the browse listing you can zoom directly to individual or multiple selections.
- ▶ You can also use the Reporter Tool , which will provide access to many different pre-defined reports that can be copied, saved or printed.
- ▶ The Graph tool (please see QRG 2 point 3).

6 How do I unselect entities?

To unselect highlighted entities on the map, click the Clear Selection tool . To remove any applied preferences just press the 'RESET' button.

7 How do I use the project manager?

To save a project click on 'PROJECTS', then 'NEW'. Enter the name, a description and choose whether or not to share this project with others in your company. Then click 'SAVE'. The project will save – any active preferences, any active participation; Labelling parameters and visible layers.

You can choose to change the visible layers by checking boxes next to the layer name.

To restore a project click on 'PROJECTS' and choose the projects you want from the drop-down list. Then click 'APPLY' and the project will be loaded and displayed on the map.