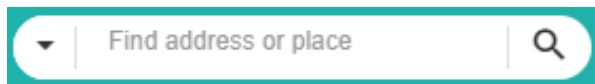# CoDeMap User Guide

Email any questions to Michael.galdi@baltimorecity.gov Or Henry.Waldron@baltimorecity.gov

General Help

Zooming - Zooming in is often required to see data layers. They may be turned on, but most layers don't appear until you are zoomed in enough to see property lines.

Legend - There are a series of tools at the bottom of the map that can help with many tasks. The button on the very left is the legend which can be very useful for understanding the map.

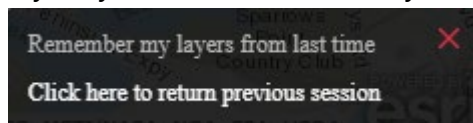Address Search - The address search bar can be used to find a specific property.

Links - The links button can be clicked on for additional sites and tools.
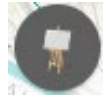
Layer List

- Clicking on the arrow ▸ will expand the layer groups and let you see the layers available underneath.
- Clicking the checkbox ✅ will turn the layer on, but you should make sure every desired layer underneath that group is turned on as well. There are sometimes hidden gems that are turned off way down there.
- Clicking on the three dots to the right of the layer will allow you to view a description of that dataset. **This will only work if you click on a layer at the lowest level. The layer group names do not have descriptions.**
- The next time you open CoDeMap, you can click the box below to have the map remember the layers you had turned on in your last session.

Remember my layers from last time ✕

Click here to return previous session

Customize

Basemap

- Click to explore new basemaps. Some show elevation, satellite imagery, or more details about businesses.
- To return to the original basemap, scroll down and click on topographic (default).

Add Data

- There are three tabs at the top. Search, URL, and File:

1. The **Search** tab requires an ArcGIS subscription. If you are a part of DHCD and there is something that you would like to add, you can contact the email at the top of this User Guide for instructions on how to login.

2. The **URL** tab is for adding in mapping layers hosted on the web. This is mainly for experienced GIS users.

3. The **File** tab is the easiest to use. You can add KML files which are easy to create in Google My Maps. You can also add spreadsheets that have addresses (add these as CSV).

Draw

- This tool is great for taking notes using shapes or words.
- Add a drawing:

1. First select a style of drawing. This will take you to the next page where you select options for the current drawing which you have now activated. At any point you can start drawing on the map.

2. Select presets for your drawing (color, transparency, width, etc) and create a name and description for your drawing. You can also adjust these presets if you scroll down.

3. You can scroll to the bottom below the coloring options and check the "Show Measurements" box to measure your drawing.

- Opening this tool will load all drawings from your previous session. These can be easily deleted in the Drawing List.
- You can also export or import drawings to and from another computer using the options in the Drawing List.

Measure

Area   Distance

- Remember to double click to finish your measurement on the map.
- Holding down CTRL will enable snapping which means your mouse cursor will lock on to features on the map which will more easily allow you to trace outlines that you wish to measure.

Analyze

Select Data by Drawing

- Check on the layers that you wish to be selected when you draw your shape.
- **If any layer title is gray, then features in that layer will not be selected by your drawing. This happens for one of two reasons:**
    1. **You are too far zoomed out and that layer does not appear at your current zoom level. Zoom in on the map. You may have to pan around while drawing your shape to get your entire area of interest.**
    2. **The layers you checked are not turned on in the layer list. Refer to the Layer List section for guidance on how to toggle these layers on.**
- The button starts out activated so you do not need to click it before you draw a shape. You can change your style of drawing with the arrow on this button.
- To draw a shape using the default "Select by polygon" style, click on the map for each vertex of the shape you want, and double click when clicking the last vertex. It will automatically create a line from the last vertex to the first one, so the last click doesn't need to be near the first one.
- Click the sideways snowman ( ) to view a variety of options for your data selection, including exporting to a spreadsheet (CSV).

CoDeMap

Share

Print

- The print tool is very useful for getting a PDF of what you are currently viewing on the map. It comes with a legend and scale bar.
- The default setting is 11x17 (Tabloid ANSI B Landscape) so that is the recommended printing size but others will work.
- Changing the map title is the most important thing to adjust, but you can also make more customizations to the look by clicking "Advanced".