



WSDOT Community Planning Portal - Quick Start Guide

May 2017

What is the Community Planning Portal?

The WSDOT Community Planning Portal provides access to state transportation data for general planning purposes. The intent of the portal is to help local and regional planners, decision-makers, and citizens better understand their state transportation system. We hope sharing this data will lead to more collaborative planning so that together, we can identify opportunities to operate our shared transportation system more efficiently, manage demand effectively, and where appropriate fund strategic capacity improvements.

How Do I Get Started?

Start by typing the following address in your web browser:

<http://wsdot.maps.arcgis.com>

Select the WSDOT Community Planning Portal from the featured content in the middle of the page by clicking the picture.

For the best performance, WSDOT recommends using the latest version of Mozilla Firefox, Google Chrome or Internet Explorer as your browser.

Navigating the Portal

Zoom to a Location To zoom to a specific location, type a city and state in the search bar, located in the upper right corner of the screen.

Show Contents If you hover your mouse over the Content button under the Basemap tab in the upper left corner of your screen, the text Show Contents of Map appears. (If the text doesn't appear, try clicking in the browser window to make it active).

Click this button to see a list of the state transportation data available in the portal.

Activate a Layer Each data layer listed in the Contents has a check box to its left. Activate a layer by clicking the empty box. Some symbology may not appear until you zoom in closer.

View the Legend Click on the data layer title to view a legend that will help you interpret the symbology. You can also click on the Legend button under the Details tab to view the legend. Hovering over this button will reveal the text, Show Map Legend.

Activate a Pop-up Click on a symbol in the map to activate a pop-up that contains more information about the highlighted symbol.

Scroll Between Pop-ups If more than one layer is active, you can scroll through all pop-ups by clicking on the white triangle in the blue strip at the top of the pop-up.

Open a Planning Fact Sheet The planning fact sheet summarizes state transportation data for a city, county, and tribal reservation. To open the planning fact sheet, activate the planning fact sheet layer in the Contents. Next, click a city, county, or tribal reservation to open the pop-up and then click on the planning fact sheet link. Close the planning fact sheet window to return to the map.

Go Back and Forward Use your browser's Back and Forward buttons to navigate between pages.

Show Table Some layers give you the option of viewing the data table behind the map. If this option is available, you can access it by clicking on the Show Table icon under the data layer title. Then select Show Table. Close the table

by clicking on the X at the top right of the table.

Changing the Appearance of a Map

Modify the map To be able to modify the map, you must first select the Modify Map button in the upper right hand corner of the screen.

Change the Basemap To select a different basemap, click on the Basemap tab located in the tool bar in the upper left hand corner of the screen. Then click on the basemap of your choice.

Set Visibility To adjust the scale at which the symbology appears in the map, click on the three dots under the data layer title. Then select Set Visibility Range and set as desired.

Change the Layer Order The order of the data layers in the Show Contents of Map list determines their visibility. Adjust their order by clicking the three dots and selecting Move Up or Move Down or clicking on and dragging the three dots to left of the data layer title.

Adjust the Transparency Adjust the transparency of a layer by clicking on the three dots under the data layer title and selecting Transparency. Adjust how opaque or transparent the symbology will appear by using the slide bar.

Other Options Some layers give you the option of changing the symbology, reconfiguring the pop-up, or applying filters to screen out a portion of the data. If these options are available, you will see them when you hover over the data layer title.



Understanding the Data

Learn More About the Portal In the upper left corner of the screen, under Details, click the About button to view a short description of the Portal. Click More Details to see additional information about the tool.

Learn More About the Data From Show Contents of Map, click the three dots under the data layer title. Click Show Item Details to see a description of the data layer and links to its metadata. This is a good place to learn details about the data such as when it was collected, limitations on its use, and explanations of abbreviations used.

Adding Data to the Map

Add ArcGIS Online Content WSDOT is one of many agencies that publish data to ArcGIS Online. To gain full access to all available ArcGIS Online data, you first need click the Modify Map button located in the upper right hand corner of the screen. To add data, click the Add tab located in the tool bar in upper left hand corner of the screen. Select Search for Layers from the drop down menu. Change WSDOT Online Map Center to ArcGIS Online. Now, type the desired topic in the Find box and click Go. A list of layers associated with the topic will appear in the results frame. For example, type "roadway" in the Find box and click the Go button. Add one of the roadway layers provided to the map by clicking the word Add to the right of the layer. View the legend

by clicking the Details tab, and then clicking the Show Map Legend button.

Add Map Notes You can also add notes to the map to mark specific locations. To do this, click on the Add tab at the top left corner of the screen and select Add Map Notes from the drop down menu. Enter a name for the layer. Click Create. Click a shape or symbol in the left pane and then click the map where you would like to add the feature. A pop-up window appears where you can add information about the feature or change the symbol. Click the close button when done. You can edit your map notes later by clicking the Edit tab at the top left corner of the screen.

Add Tables or GIS Files The Add tab also allows you to add your own data to the map including:

- Zipped shapefiles (.zip)
- Comma, semi-colon, or tab delimited text files (.csv or .txt)
- GPS data files (.gpx)

Printing and Sharing Maps

Print Click the Print button in the middle of the tool bar at the top of the screen to print your map.

Save and Share You must have an ArcGIS Online account to save your map online, share it, or embed it in a web page or document. You can **subscribe to ArcGIS Online** as an organization, or you can **open a free**

public account for individuals.

Downloading Data Layers

You can download the individual data layers used to create the WSDOT Community Planning Portal to use with your own ArcGIS Desktop software. To do this, click the Show Contents of Map button under the Details tab and click on the three dots under the data layer you want to download. Select Show Item Details and select Open in ArcGIS Desktop to the right of the item description. Click on the download to open ArcMap and then save file to your computer.

Finding Help

Step by step guides to using the WSDOT Community Planning Portal and video tutorials are available at WSDOT's Community Planning Portal home page:

<http://www.wsdot.wa.gov/planning/community/CommunityPlanningPortal.htm>

You can also find additional help resources from Esri by clicking on the Help button on the top right corner of the screen and selecting Help Topics from the drop down menu.

For More Information, Please Contact:

Kyle Miller
WSDOT Planning Innovations Office
kyle.miller@wsdot.wa.gov
360.705.7946

Title VI Notice to Public: It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded pro-grams and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at (360) 705-7082.

Americans with Disabilities Act (ADA) Information: Accommodation requests for people with disabilities can be made by contacting the WSDOT Diversity/ADA Affairs team at wsdotada@wsdot.wa.gov or by calling toll-free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.