Workshop for Soft Teach Local Studies

General information

Launch the Local Studies program. If on a stand-alone PC there should be an icon on the desktop screen. If loaded on a university or school network consult your IT representative. The program runs best on a screen resolution of 800 by 600 pixels.

The program consists of a drop-down menu and a series of buttons or icons around the main screen. The blank white area in the centre of the screen is where the map can be drawn.

On the drop-down menu select **Keys** then **Pictograms**. A house symbol will now appear in the top row of buttons. Selection of the house, church or bicycle icon will determine the set of symbols in the key on the right-hand side. For this exercise, select the **house** icon**.**

The **blue arrow** button at the top of the displayed key set can be clicked to reveal more symbols.

A mixture of different symbols from each of the sets can be used on the map; however, a warning is given when mixing symbols on one map.

The **palette** icon can be used to create personal touches to the map using the different drawing tools.

File then **Save As** is used to save the project for the first time or if you want to save it to disc, otherwise it is **File** then **Save**

The program can use up to three layers, background (**B**), layer 1 (**1**) and layer 2 (**2**). To choose how many layers are available select **File** then **options**, then the *Trace layer* tab. Click either 1 or 2 for the number of trace layers then click **apply** and then **OK**. Selecting the tabs on the side of the screen will change the order of the layers and determine which layer is 'live'.

Basic feature can now be added to the map

Select the background layer by clicking once on the '**B**' tab

Click on the **road button** and move the cursor to the point on the map where you want the road to begin. Drag the cursor along the route of the road with the left mouse button depressed and release on completion. A straight road can be drawn by selecting the **palette** icon that brings up a toolbox: select the line function and the red colour. The width of the line can also be altered.

Building symbols can also be added to the map. Click on the symbol that you require and hold down the left mouse button. Drag the house symbol to the place on the map that you want and release the mouse. The symbol can be moved by clicking with the left mouse button and dragging to a new location.

All symbols can be removed by dragging into the dustbin at the bottom right-hand corner of the screen.

Select layer 1 by clicking Tab '**1**'and repeat the procedures from the last section, this time drawing a railway line.

Select layer 2 by clicking Tab '**2**' and repeat the procedure to draw a river.

Layers can be altered. Click on the tabs to bring each of the layers to the front.

Layers can also be switched off by clicking a second time on the highlighted layer. This will make all drawn images on the layer disappear. Please note, however, that symbols will remain even if the layer on which they were drawn is switched off.

Now add a name to the road and the river by selecting the **'A**' icon on the tool bar. Type the text that you require in the box that appears.

The fonts can be changed by selecting **Text\Fonts** then **Fonts**. Use this feature to change the colour and size as well. Click **OK**.

The box can then be moved to the desired location by dragging with the left mouse button. Double click with the left mouse button to remove the box and anchor the text. It can now only be removed with the eraser.

The eraser will remove anything on screen apart from the icons. Left click **Text\Fonts** then **Eraser**. Move the cursor to the area to be erased. Hold down the left mouse button and move the cursor to erase detail. It will only remove images on the layer that is highlighted.

The look of the map can be improved by adding map furniture

Select a suitable scale for the map Choose **View** then **set scale** and choose an appropriate scale.

A grid can be added using the '**Show/Hide Grid**' icon on the tool bar. The grid remains whatever layer is selected, even if all the layers are turned off.

Add a north point arrow by clicking on the '**Show/Hide Compass**' icon on the tool bar.

Measurements from the map

Click **View** then **Trundle Wheel** and a dialogue box will appear to the right of the map showing the distance in kilometres and miles or just metres, depending on the scale chosen.

Move the cursor to the point where you want to start and hold down the left mouse button. Move the cursor along the route and the distance will show up in the window to the right. Release the mouse button at the end of the required measurement.

To do a second measurement click on **Reset** or to finish click **Close**.

Add an information panel to your features

Select number '**1**' icon from the top toolbar. Hold down with the left mouse button and drag to the desired location next to a building.

Double click on the placed symbol and select **Text Pictures**.

Complete the text box by giving it a title and a description.

Pictures or videos can also be added to the box by selecting **File** then **Import** then **Picture** and choosing your picture from the file.

Go to **File** then **Save** then **File** then **Close** – the box will now close.

Look at the information in the box by double clicking on the numbered symbol.

Adding GIS elements to the map

Land use

Use the **palette** icon to identify areas of different land use such as individual building or whole areas. Choose **palette** then **fill** tool, selecting a colour, and then left click in the area to be filled. **(Check that the linework to contain the fill is on the same layer, otherwise you will colour the whole screen.)**

Routes to school

Select layer 2, to put all the journeys to school on a separate layer.

Choose **palette** then **(any tool of your choice)** to depict the routes to school. When complete close the palette.

Click **Keys** then **Journey** and then click the **cycle** icon. With the left mouse button depressed drag into the window journey symbols such as ‘speed bumps’ or ‘pickup point’.