Basic Instructions for creating an interactive
web map using paper, markers, and the
Local Ground Toolkit

1. **Register for an Account**
   1.1. Registering for a Local Ground account ensures that all of your work will be saved, and associated with your profile.
   1.2. Register for an account by going to http://localground.org/accounts/register/. You will be asked to create a username and password, as shown below:

To register for an account, please create a username and password below, and enter a valid email address. After submitting the form, you will receive a verification email confirmation, with instructions telling you what to do next.

Username:

Email address:

Password:

Password (again):

Submit

   1.3. Once you have registered, don't forget to check your email to finalize your registration.

2. **Configure and Print a Paper Map**

    2.1. Log into localground.org with your username and password

    2.2. Find your community mapping site by typing the site address into the search text box.

    2.3. Refine the map by panning / zoom to the precise location. If you are taking a detailed look at a particular site, we recommend that the map span no more than a few city blocks, to encourage detailed note-taking.

    2.4. Add a title to your map at the top of the page, and provide optional instructions at the bottom of the page.

    2.5. Click the "Print" button to create a PDF file of your paper map.
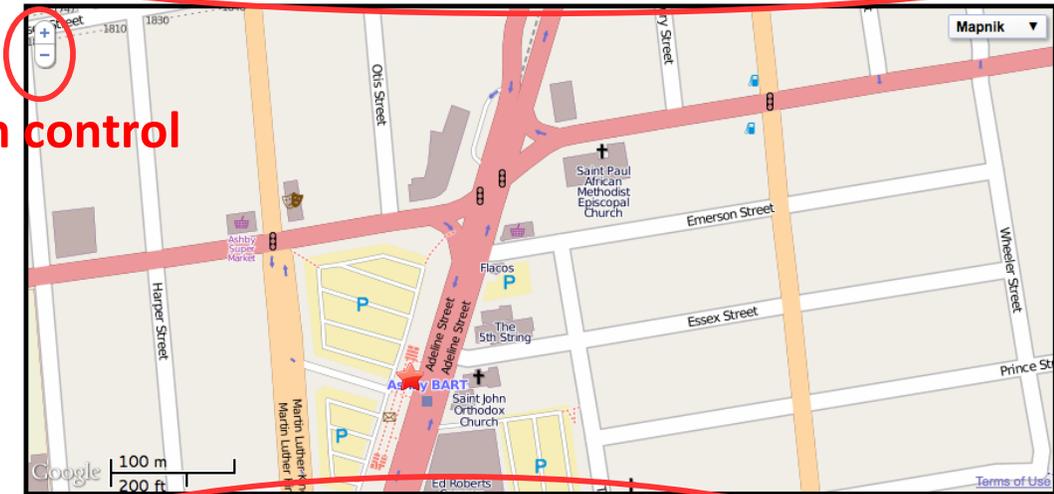
    2.6. Print and photocopy the map as needed.

3. Conduct a Community Mapping Activity

    3.1. Pass out paper maps, markers and clipboards to mapping participants.

    3.2. Encourage participants to take detailed notes about their observations (as seen below):

    3.3. IMPORTANT (for the maps to be processed successfully):

        3.3.1.Provide bright colored markers for participants – no gray, brown, or black markers / pens. Note that bright greens, reds, and blues, like those pictured in the map below, work well.

        3.3.2.Ask that participants not write on the barcode.

    3.4. You are welcome to use stickers, stamps, or any other symbol that may help you facilitate the mapping activity.

Neighborhood Places and Routes

When you're done drawing on the map, scan or photograph it and submit it to our website: http://localground.org/upload, or email it to localground.uploads@gmail.com.

RED DOT = place where you or your family shops for food
BLUE DOT = place where you spend time with your friends and family
GREEN DOT = place where you play or exercise
Walking / Biking routes may be drawn in any brightly colored marker

Please do not write on the barcode

Print ID: phwdrstc

4. **Scan or Photograph Your Maps**
    4.1. Collect maps from participants
    4.2. Create digital images of maps by photographing or scanning each map. Scanners typically produce the highest quality map images, but any camera or camera phone should also work.
    4.3. IMPORTANT: When photographing or scanning the maps:
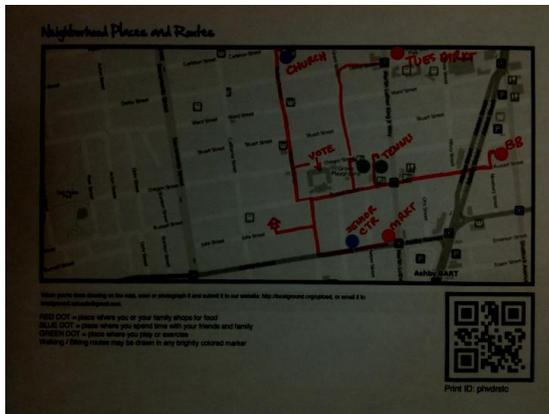   4.3.1. Ensure that the entire paper is included in the photograph

← **Bar code cut off**

        4.3.2. Minimize any background surfaces :
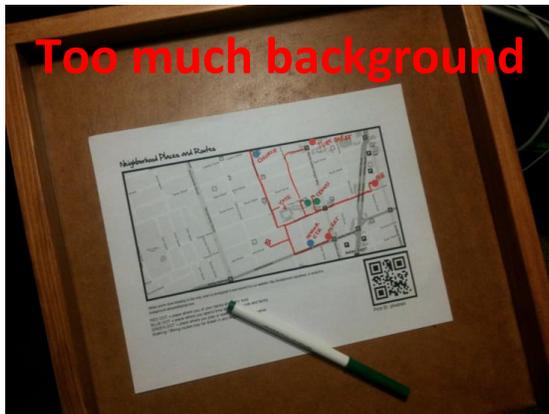
Too much background

        4.3.3. If using a camera, take the photo using good lighting

← **Photo too dark**
   (Not enough lighting)

5. Submitting Your Maps to Local Ground

After scanning / photographing the maps, you can either email them to localground.uploads@gmail.com or submit them using Local Ground's online form.
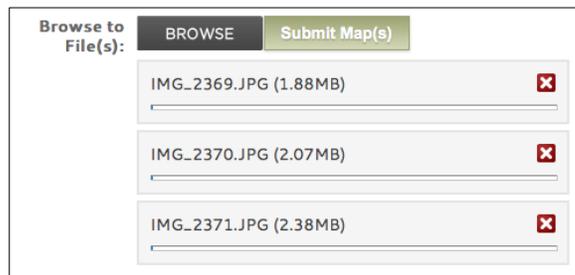
5.1. If you're emailing a map from your camera phone, please be sure to send the largest file size available on your camera or smart phone – small images don't always process successfully. You can email many maps at once, but please don't exceed 25 MB per email. When the paper maps have been processed, you will receive an email containing a link to your web map.

5.2. If you're uploading maps through the web form, navigate to http://localground.org/upload/, and give your map(s) a title and description as seen below:
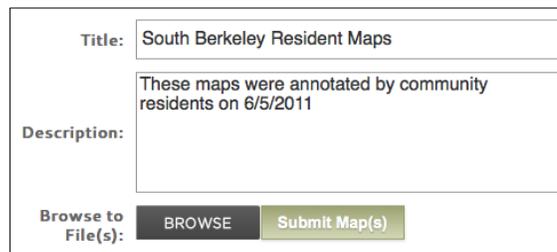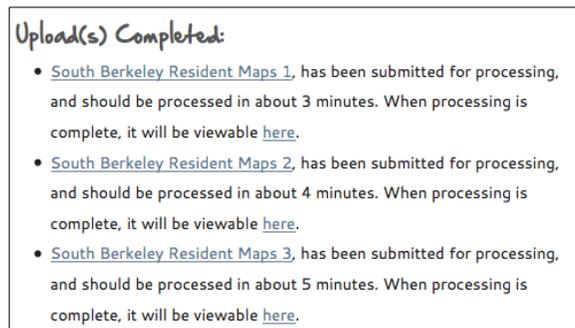

5.3. Then, browse to the directory where your map photos are stored, and select the map-photos you want to upload.

5.4. Your maps will then be processed, and ready to view in minutes:

6. Viewing Your Online Map

    6.1. Once your maps have been processed, open the link to your web map. The link should be e-mailed to you if you have submitted your maps via email, or provided to you on the upload form after you have uploaded your map. These links will also be stored under your user profile, and can be accessed at any time.
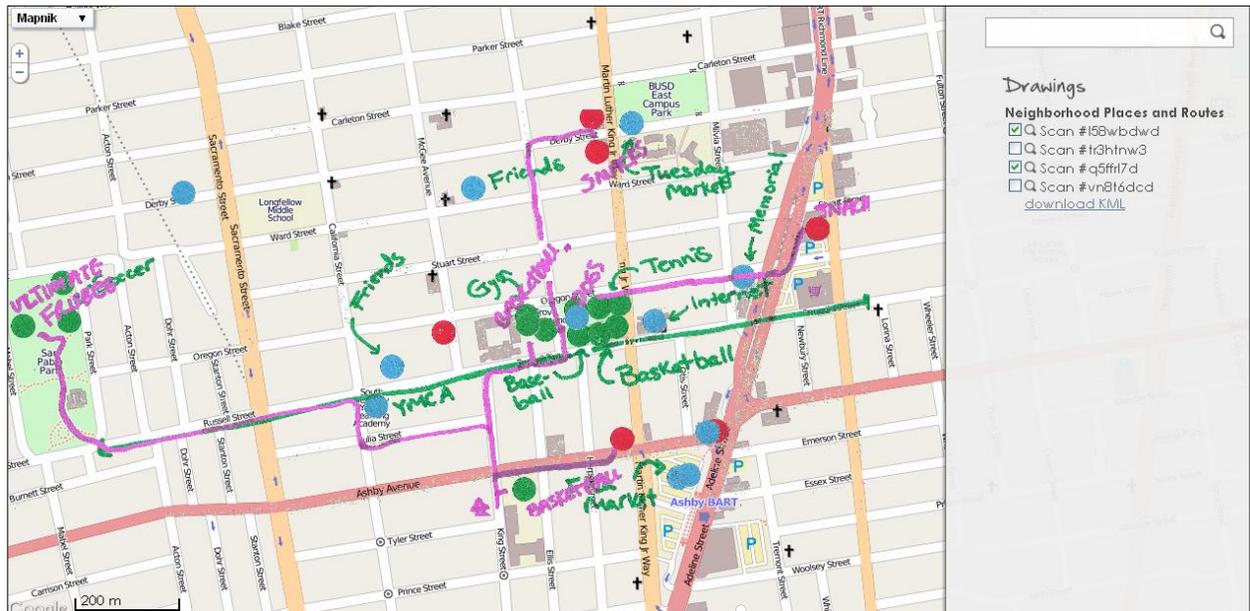
    6.2. You can turn the maps off and on by clicking the check box next to the map image

    6.3. You can also zoom to a particular map by clicking on the magnifying glass

    6.4. You can also download the processed, geo-referenced maps as a KML file to view in other GIS / mapping software.