

Boston Youth Tobacco Initiative Training

Using a web map for information assembly and presentation

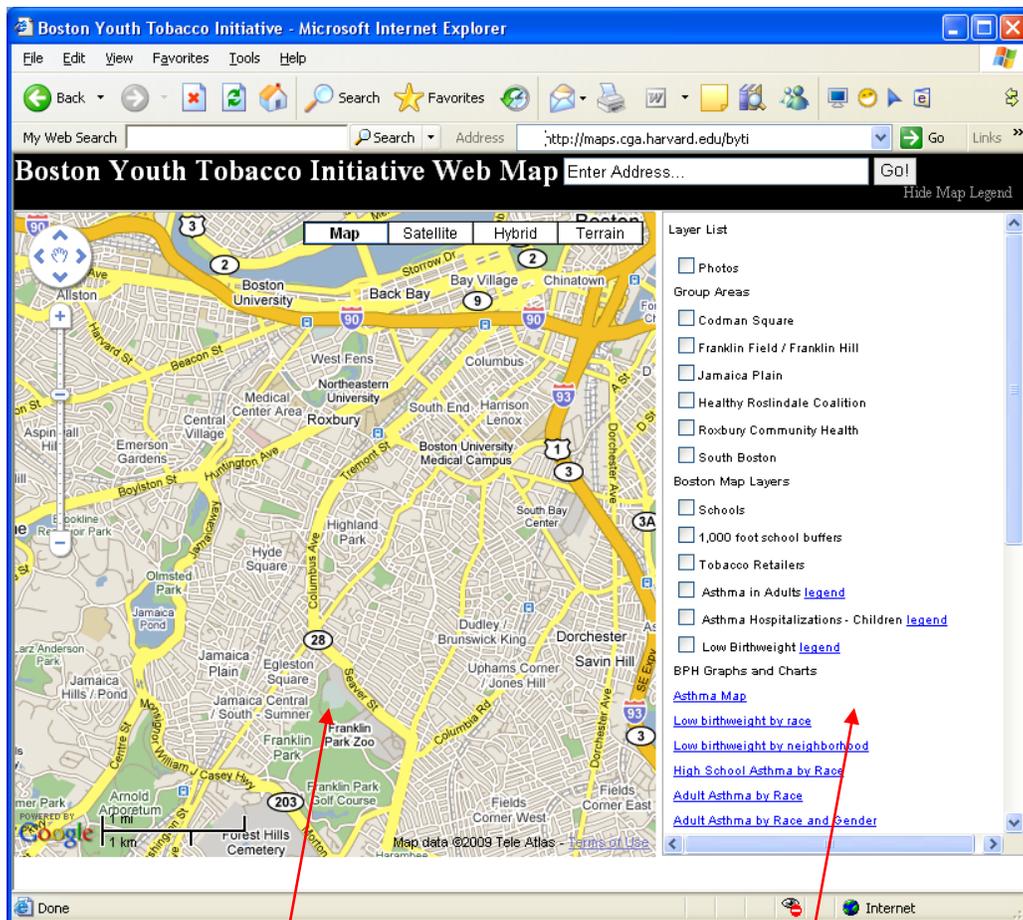
May 20, 2009

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Objective: The goal of this training is to 1) Learn how to access all of the information on the Boston Youth Tobacco Initiative (byti) web map, and 2) Learn how to assemble selected information into a power point presentation.

Part 1: Using the web map

The webmap's address is <http://maps.cga.harvard.edu/byti>
To open it, type the address into the address box a web browser (i.e. Internet Explorer) and hit Enter. Upon loading, the map should look like this:



Map

Map Legend

Navigating the Map

The map loads showing an overview of Boston, MA.

To zoom in to see more detail:

- Double click on the map or
- Use the mouse scroll wheel or

Use the plus button on the left of the map:



To zoom out to see less detail and more area:

- Double **right** click on the map or
- Use the mouse scroll wheel or

Use the minus button on the map:



To pan to a different area:

- Click and drag the map or

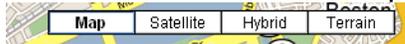
Click one of the arrows on the map control:



To zoom to an address or place, type the **full** address (For example “677 Huntington Ave, Boston, MA”) into the text field that says “Enter an Address...” and click “Go!”. The map will zoom to that address.

To zoom back to the original map, click the browser refresh button.

To view a different basemap layer, click the Satellite, Hybrid, or Terrain options:



Note the scale bar in the lower left, it gives an indication of distance on the map:



Observe how this changes at different zoom scales.

Adding byti map layers

On the map’s Layer List, many map layers can be turned on or off for display on the map. To turn one on, click the checkbox next to it. Click the checkbox again to turn it off.



To view an explanation of all of the layers, click the “**explanation**” link next to Layer List.

Note: Refreshing the web browser will turn all of the layers off on the map, but they will remain checked. Before refreshing the browser, uncheck all of the map layers.

Viewing Boston Public Health Commission graphs and charts

Relevant graphs and charts can be viewed by clicking on the graph name on the layer list. This will open the graph in another browser window for viewing. Graphs and charts are also explained by clicking the “**explanation**” link.

Viewing the group spreadsheets

Under the Group Spreadsheets topic, all of the tobacco retailer information spreadsheets are available for download. Click on the group name for the desired spreadsheet, and choose “Open with Excel” to open the spreadsheet.

Part 2: Making a power point presentation.

These instructions will explain how to make screen captures of maps or graphs, insert them into power point, and assemble them into a presentation.

Open up Microsoft Power Point by clicking **start > All Programs**.

Click on the map or graph you want to copy into power point.

Hold down **Ctrl+Alt+Print Scrn**. (The Print Scrn button is usually on the upper right of the keyboard). This copies the top window to the clipboard.

Note: When capturing a map, it may be best to click the “Hide Map Legend” button on the upper right of the byti web map to see more of the map.

In Power Point, hold down **Ctrl+v** to paste the captured map or graph.

Click once on the map or graph, and click on the **Crop** button on the Picture toolbar:

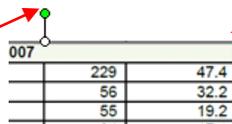


If you don't see the Picture toolbar, click **View > Toolbars > Picture** to add it. You may need to zoom out to see your entire screen capture. Use the **% drop down arrow** for this. The smaller the number, the more of the image you see.



Click on the corner of the image and drag to crop out the unwanted edges of the map or graph.

To resize the screen capture once it's cropped, click the **Crop** tool again so it is deactivated. Then click and drag one of the circles to resize the screen shot.

A screenshot of a cropped spreadsheet. The spreadsheet has a table with 4 rows and 3 columns. The first row has the number "007" in the first column. The second row has "229" and "47.4". The third row has "56" and "32.2". The fourth row has "55" and "19.2". A green circle is on the top-left corner of the table, and a red arrow points to it from the left.

If desired click and drag the green circle to rotate the screenshot.

Repeat this procedure to add more elements to your presentation.

To add a text to your slide, click on the **Text Box** tool:



Then click on the slide and type in what text you want. Other drawing elements are accessed through this toolbar too.

Select different elements in your slide using the Select tool



To make the various objects on your slide presentation appear in a certain order or when clicked, click **Slide Show > Custom Animation**. Select an element on the slide, and click “**Add Effect**”. Specify the Start, Property, and Speed choices. To preview your effect, click the Slide Show button.

To arrange the order of your slide elements, right click it, choose **Order**, and “Bring to Front” or “Send to Back”.

To add a new slide, click **Insert > New Slide**.

Save the presentation by clicking **File > Save**, and give it a name. Copy it to your USB storage media, or email it to yourself.

To view your presentation, **click Slide Show > View Show**. Hit the **Esc** key to exit out.

To download a power point presentation that contains the map symbols on the byti web map, scroll all the way down on the Map Legend, and click on the “Power Point presentation of map symbols”. Click “Open with MS Powerpoint” when prompted.

The byti web map will always be up and running for your use. If you find that it is not, email contact@help.cga.harvard.edu and let us know.

These directions are also available on the byti web map by scrolling down to the bottom of the Layer List, and clicking on “Course Instructions”.