Contents
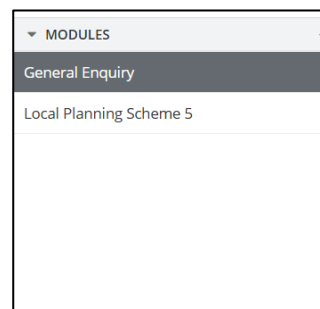
1.   How To Find Your Property

Open Intramaps by clicking on the link located on the Shire's Intramaps page and accept the 'Conditions of access to Information' displayed.

To find your property click on Adress, which can be found towards the bottom of the page and enter your properties address then click search.
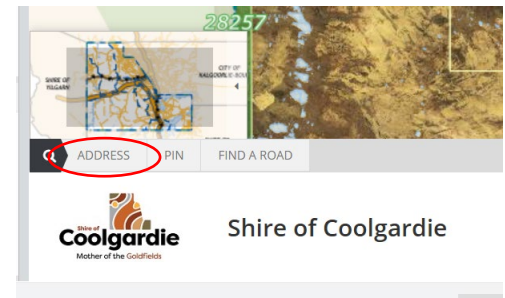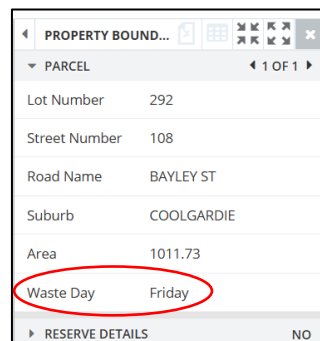
1.1   How To Find My Properties Zoning

To find your properties zoning you will need to switch to the 'Local Planning Scheme 5' module by clicking on the module which can be found in the top left-hand corner of your screen. A panel will appear the right-hand side of your screen containing information relating to the property. Your property zone can be found adjacent to the 'Local Scheme Zone' heading.

1.2   How To Find My Properties Waste Day

To find your properties waste day select the 'General Enquiry' module. The panel on the right-hand side should now show different information relating to your property including the waste day.

2.   Using Layers

Underneath the modules panel on the left-hand side of your screen there is a layer's panel. The layers will change depending on which Module (LPS5 / General Enquiry) is selected. Layers can be turned on and off by clicking the box next to the corresponding layer. The opacity in which the layers are shown can be changed using the slider at the top of the panel.
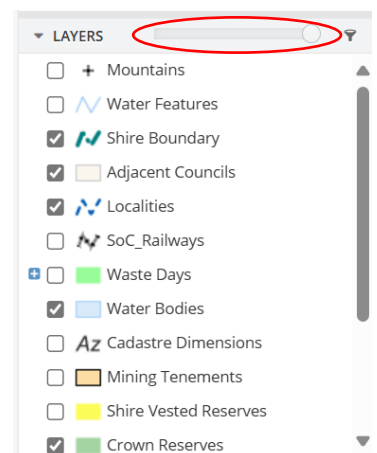
3. Using Annotations

You can use the annotation feature to create a site plan with accurate measurements for your property. Alternatively, you can skip down to the '4. How to Export My Site Map' to export and print the arial view of your property. To access the annotation feature, select annotation from the toolbar at the top of your screen.

3.1 Basics

Moving Objects

1. Select the edit tool –
2. Select the object (line/symbol/text/etc...)
   Move and rotate symbols should appear. See below.
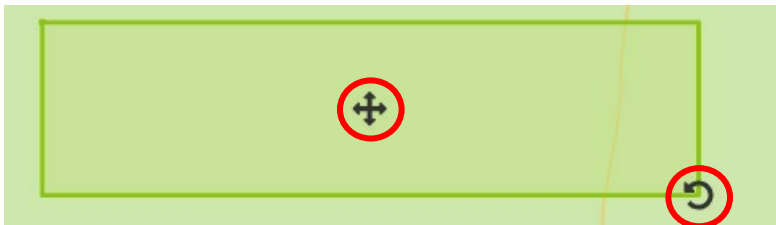
To move the object – click and hold the arrow symbol and drag object.

To rotate or change size – click and hold rotate symbol and move mouse to adjust.

Editing

If you would like to edit an object once drawn:

1. Click on the edit tool.
2. Select your object.
3. Adjust settings or move object.

Deleting

1. Select the bin icon –
2. Click on anything you would like to delete.
3. Or to delete multiple objects click and drag to create a square. Anything within the square area will be deleted.

   Tip: To make sure you do not delete any unwanted objects, first use the move tool to move objects you want deleted away then use delete tool to erase.

   To clear all annotations: click

3.2   Line And Arrow Tools

These tools allow you to draw straight lines and arrow.

1. Select the line icon. The following panel should appear.

2. Click on the line you would like to use from the first box above:
    To open the full menu, click on the bottom arrow.
3. Use the vertical slider to adjust the size.
    If you would like the distance of the line to be displayed, select the
    measurement tick box.
    To change colour click on the fill box.
4. Click once to begin the line.
    Click once again to end line segment.
    Double click to complete the line.

3.3   Polygon Tool

This tool allows you to draw polygons.

1. Select the polygon icon. The following panel should appear.
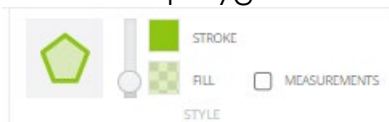
2. Use the vertical slider to adjust the size.
    If you would like the distance of the edges and total area to be
    displayed, select the measurement tick box.
    To change colour of the stroke and fill click on the according fill boxes.
3. Click once to place the first corner.
    Click once again to place the next corner.
    Double click to place the final corner and complete polygon.

3.4   Rectangle Tool

This tool allows you to draw rectangles.

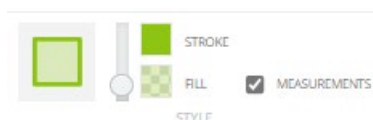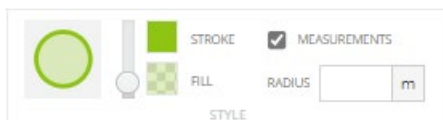1. Select the square icon. The following panel should appear.

2. Use the vertical slider to adjust the size.
   If you would like for the distance of the edges and total area to be displayed, select the measurement tick box.
   To change colour of the stroke and fill click on the according fill boxes.
3. Click and hold, then drag to adjust rectangle to desired shape and size.

3.5   Circle Tool

This tool allows you to draw circles.

1. Select the circle icon. The following panel should appear.

2. Use the vertical slider to adjust the size.
   If you would like the radius and area to be displayed, select the measurement tick box.
   To change colour of the stroke and fill click on the according fill boxes.
3. If you would like the circle to be an exact size, type the desired radius into the box allocated. Then click on the map where you would like the circle placed.
4. Otherwise, click and hold where you would like the center of the circle, then drag outward to adjust to desired size.

3.6   Text Tool

This tool allows you to add text.

1. Select the text icon. The following panel should appear.
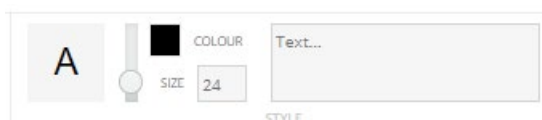
2. Use the vertical slider to adjust the size or type size into box allocated.
   To change the colour of the text click on the according fill box.
3. Type your text into the text box.
4. Click on the map where you would like the text placed.
5. If you would like to edit the message later, click the edit tool then the text box and edit in the above panel.

4.   How To Export My Site Map

If you have used the annotation feature to edit your site map, skip down to '4.2 Exporting to an Image' as the annotations will not show up when exported to a Word document.

4.1   Exporting to a Word Document

Use the aerial photo slider to choose how much of the aerial image you would like shown.
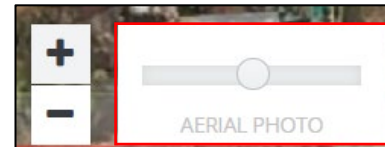
- If the slider is moved all the way to the left, when exported none of the aerial image will be shown.
- If the slider is moved all the way to the right, when exported none of the layered information (selected in the layers panel) will be shown.

To export the map area shown on your screen:

1. Select Export from the toolbar at the top of your screen.
2. Click on the 3rd document icon for report. The icon should turn orange.
3. Then click 'Export'.

A word document should be downloaded. From here you can print, save or edit your document.

4.2   Exporting to an Image

When exporting to an image you first need to use the aerial slider to choose how much of the aerial image you would like shown. However, when you do this the more the aerial image is shown, the less the annotations are shown. If you would like the annotations to be printed overtop the aerial image, use your computers snipping tool.

Using the Snipping Tool

For Windows:

On your keyboard, hold down - Windows + Shift + S

For Mac:

On your keyboard, hold down - Shift + Command + 4

Not all computers are the same, but for most you should then be able to click and drag to capture a portion of your screen.

Using Intramaps image export feature

1. Select Export from the toolbar at the top of your screen.
2. Click the image icon   and a panel should appear.
3. Tick the box for aerial image and click 'Export Map'