

## DRAWING AND SAVING A POLYLINE



1. Go to the **Location Tab** and create a new Project Location by entering a **Project Site Location Name**.
2. Type in the address or street intersections of the project location and click **Find**.
  - a. The map should be zoomed into your project location.
  - b. To move around the map, click on the map and hold down the **left click** mouse button and drag your mass to the desired project site location.
3. Once you have your project location in view click on the **“Add a Polyline to the Map”** button and left click on the site specific location of the map to start drawing your boundary. Begin drawing your shape by clicking and dragging the red line. Double click to complete. *If you need to move the map when drawing the boundary, follow 2b above.*
  - a. Click the **Submit Shape** button to save your project location. **The page will refresh, highlighting the shape you drew.**
  - b. If you accidentally created a project site in the wrong location just click on the **“Delete Button”** and start the process over.

## DRAWING AND SAVING A POLYGON



1. Go to the **Location Tab** and create a new Project Location by entering a **Project Site Location Name**.
2. Type in the address or street intersections of the project location and click **Find**.
  - a. The map should be zoomed into your project location.
  - b. To move around the map, click on the map and hold down the **left click** mouse button and drag your mass to the desired project site location.
3. Once you have your project location in view click on the **“Add a Polygon to the Map”** button and left click on the site specific location of the map to start drawing your boundary. Begin drawing your shape by clicking and dragging the red line. Double click to complete. *If you need to move the map when drawing the boundary, follow 2b above.*
  - a. Click the **Submit Shape** button to save your project location. **The page will refresh, highlighting the shape you drew.**
  - b. If you accidentally created a project site in the wrong location just click on the **“Delete Button”** and start the process over.

If you move the map away from a shape that you saved, clicking the **“Zoom to Shape”** button will re-center the map on your shape.

*NOTE: The **“submit shape”** automatically saves Counties, Municipalities, PA House Districts, PA Senate Districts, U.S. Congressional Districts, Latitude and Longitude based on the shape you drew. These can be changed by clicking on the **Edit buttons**. You can make any changes you like to any of this information, but if you delete your shape, all of the County, Municipality, and Legislative selections previously made will be deleted.*

## Legend



**Polyline** – This should be used for Trail projects or any linear project.



**Polygon** – This should be used for Land Acquisitions, Parks and other Project Site Specific Locations.



**Municipality** – This should be used for Planning Projects that cover multiple municipalities.



**Delete** – This should be used for deleting a drawing that may have been entered incorrectly.