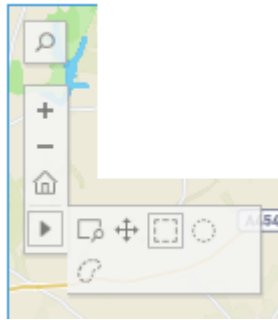# Birmingham Faith Community Engagement Map Navigation and Filters Guide

Contents

Zoom, Pan and Select Locations on a Map

Hovering over a map causes the map's toolbar to appear in the top-left of the map.

This enables the user to zoom in and out, pan across and select locations on the map.

The map's toolbar enables the user to zoom in and out as well as pan across a chosen area of the map.

Zooming in and out – display the toolbar, then click the + or – buttons to zoom in or out.

Alternatively, if the toolbar is hidden, simply double-click the map to zoom in, or hold down Shift, and then double-click the map, to zoom out.

Zooming to a particular area – click on the Zoom Area button to zoom in on a specific area of the map.

Resetting the map – after any interaction with the map, the view and content of the map will differ from the original display and content.

To reset the map, removing any filters selected and zooms, click on the reset button at the foot of the map.

To undo only the last change that was made, click the Undo button at the foot of the map.
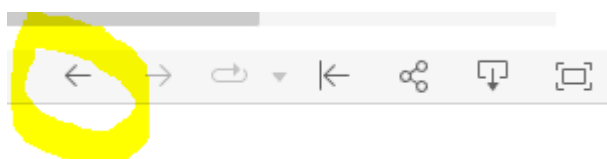
# Birmingham Faith Community Engagement Map Navigation and Filters Guide

To retain existing filters, and simply zoom the map out to display all the current locations, click on the map's toolbar Reset button ⬚ or the Home button 🏠 in the top-left of the map.

Panning the map - to pan across the map, either hold Shift key down and use mouse to move across the map, or, on the map's toolbar, select the Pan button ✛ then use the mouse to drag the map in any direction.

Select Locations

Additional information about locations appears either as a tooltip or in the table below the map.

Selecting locations on the map causes other locations to be dimmed, to highlight the selection(s) made.
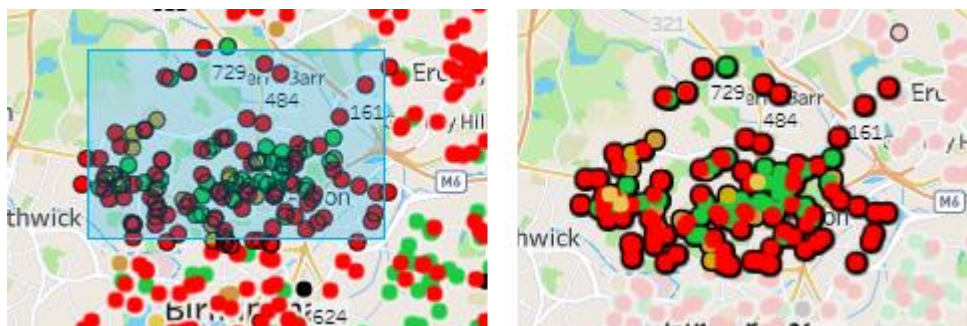
Select one or more locations - to select a location, click it. To add more locations to a selection, hold down the Ctrl key, then click on the additional locations.

To select several locations at once, drag either the Rectangle, Radial, or Lasso tools from the map's toolbar across the map, to create a shape and selection.

Make rectangular selections - the Rectangle tool selects locations within a rectangular shape. To use the Rectangle tool, hover over the arrow on the map's toolbar, select the Rectangle tool button, then drag the mouse across the view to create a rectangle.

If the Rectangle tool does not appear in the map's toolbar, drag the mouse across the map to create a rectangle.

Make radial selections – to select locations within a circular area, use the Radial tool. Hover over the arrow on the map's toolbar, then select the Radial tool button , and drag it across the map.

# Birmingham Faith Community Engagement Map Navigation and Filters Guide
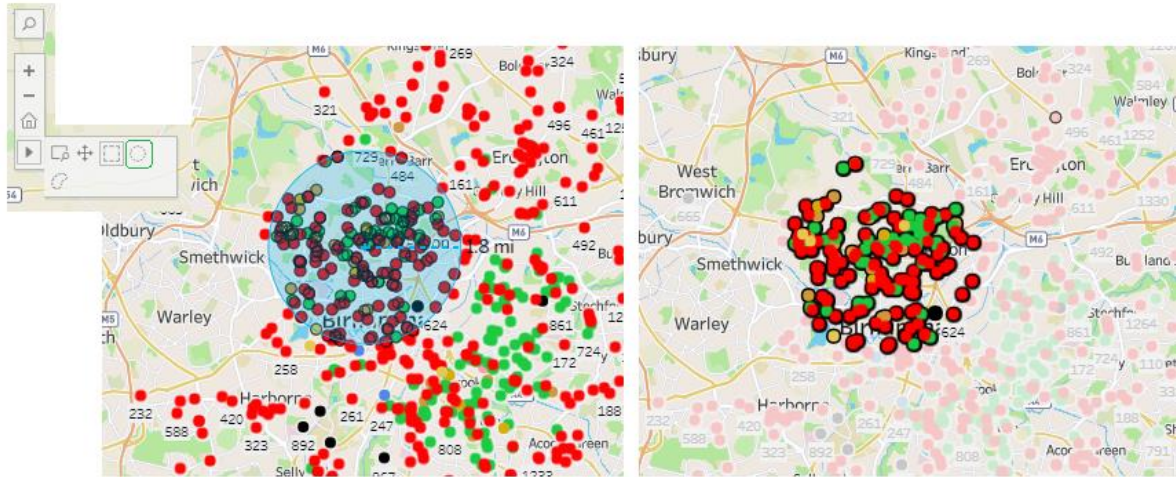
The distance between points on the map can also be measured using the Radial tool.

Make lasso selections – to select multiple locations by drawing a line around them, select the Lasso tool from the map's toolbar, then draw a freehand shape around the required locations. This is useful to select a cluster of nearby locations.

Hover over the arrow on the map's toolbar, select the Lasso tool button , then draw a freehand shape around the required locations.
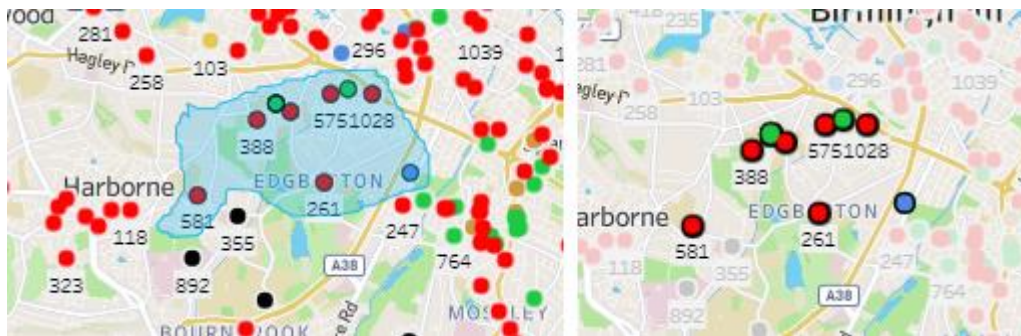
Measuring Distances Between Locations

Whilst viewing locations on a map, it may be required to establish how the locations relate to nearby landmarks, points on the map or other locations.

The Radial tool may be used to calculate the approximate distances on the map.

The following extract shows an area to the west of Birmingham. There is a great deal of information here. However, it may be necessary to look more closely into the data.

To do this, the Radial tool may be used to find all the locations within an approximate area.

Listed here are the steps needed to measure distances with the Radial tool:

Step 1: Zoom in to a location or area

Zoom in to a location or area on the map.

The map search can be used to zoom int. The location types are Continent, Country, State or province, County, City and (partial) Postcode.

- for example, select "B15" and the map will zoom to that postcode
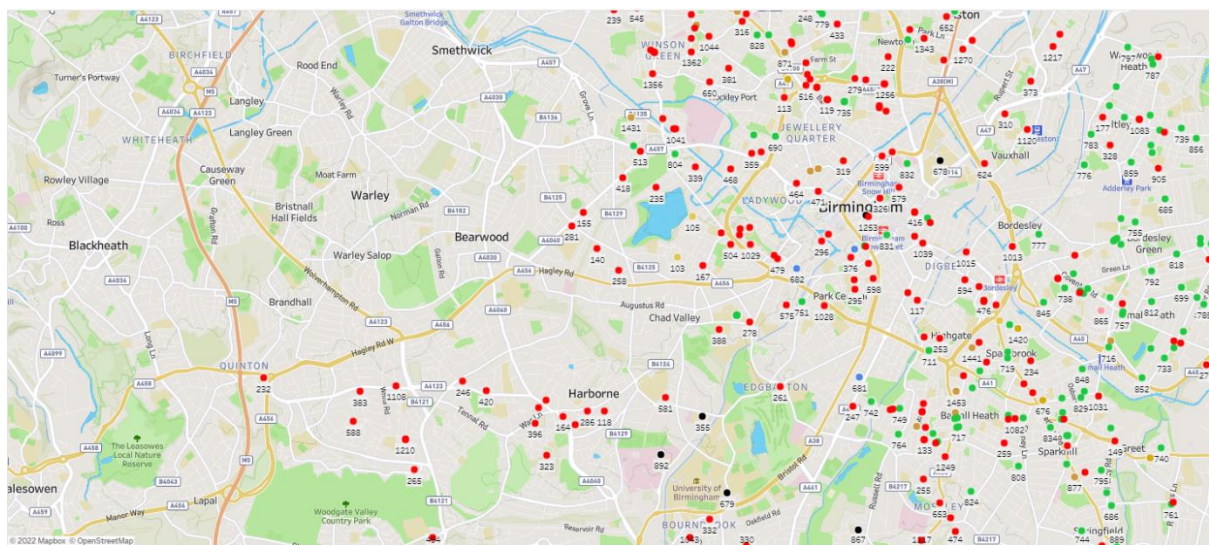- note: it is necessary to zoom in to the map several times before measuring the distance with the Radial tool

Birmingham Faith Community Engagement Map Navigation and Filters Guide

Step 2: Select the Radial tool

After zooming to a location or area on the map, select the Radial tool, then click the mouse and drag across the map. The measured distance appears to the right of the circle that appears when you drag across the map.
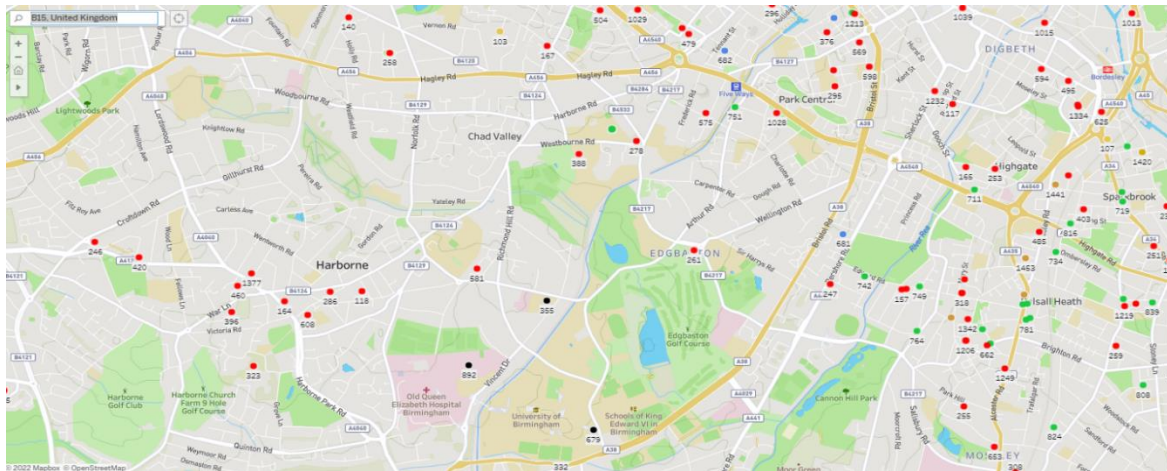
Note: If the measured distance does not appear, zoom in further.
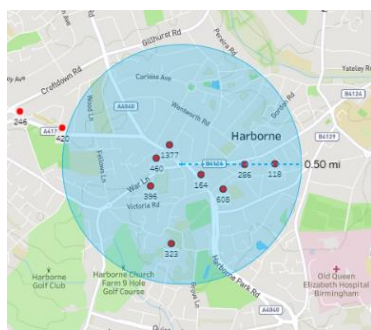
As the Radial tool is dragged across the map, the locations within the radius of the circle are selected. In this example, the radius is 0.5 mile, and is centred over Harborne. This means that, according to the data, all of the selected locations (8) exist within approximately 0.5 mile of the point selected.   Hovering over the resulting selection to see a total.

Measurement Accuracy

There is a small margin of error with the Radial tool measurements as, the further the distance from the equator, the greater the projected distances become exaggerated. Consequently, only approximate distances can be measured.

The further that a map is zoomed in, and the distances reduced, so the accuracy of the distances calculated are more accurate.

The Radial tool will not display measured distances when the map is zoomed out too far, because of the level of inaccuracy.

Searching for Locations on a Map

The map's search icon will appear in the top-left of the map when hovering over the map.

Clicking on the search icon, displays a search box.

As text is typed in the search box, suggestions for places found in the map will appear.

Searches can be made for (partial) postcode, city, county, providence, state country or continent.

By selecting on a suggestion, the map is refreshed and zooms or pans to the selected area on the map.

Displaying Google Maps / Street View

To open and display a Google Map or Google Street View of the location, left-click on a map's location, and two hyperlinks appear below the details shown.
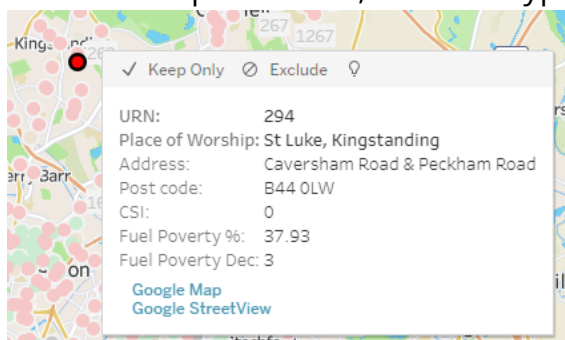
Birmingham Faith Community Engagement Map Navigation and Filters Guide

Clicking on 'Google Map' opens a new window, displaying Google Maps at the selected location.
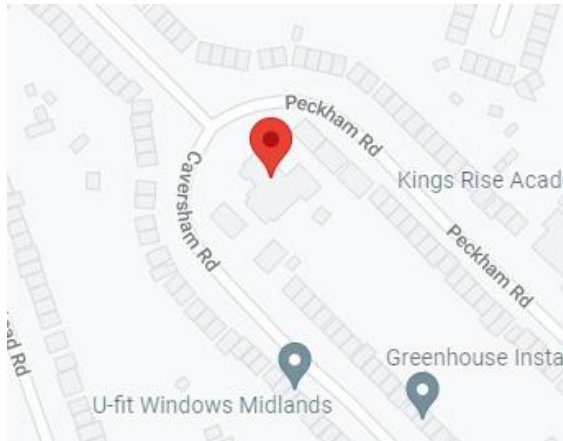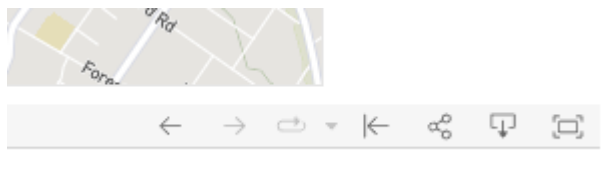

Clicking on 'Google StreetView' opens a new window, displaying a Google StreetView of the selected location.

Clearing Filters and Filter Actions

In the lower-right corner of the map is a further toolbar with buttons that affect the content or view on the map:

- The first, 'Undo', removes the most recent change to filters – this may increase or reduce the number of locations displayed/selected

- The second, 'Redo', adds back the most recent change to filters – this may also increase or reduce the number of locations displayed/selected

- The third, 'Replay Animation', will be enabled only if at least one animation has occurred in the active session in the viz, and it will replay the last played animation. The dropdown next to it can be used to adjust the speed

- The fourth, 'Reset', returns the content and filters to the original selections (as displayed when the map was first selected from the website (ie the selections from when administrators last saved the map)

- The fifth, 'Share' displays a popup window with content required by webmasters to embed the map/dashboard in a website, and a link to the Tableau Public website for the map/dashboard. Users may select between the current view (with filters chosen) or the original view (ie the selections from when administrators last saved the map)

- The sixth, 'Download', enables the user to download the current view in a number of different formats. If appropriate, data download is disabled.

- The last, 'Full Screen' changes the Tableau view to full screen mode. Pressing [Esc] returns the view to normal web-view.