

Quick Guide to Generating a Map to be submitted with a Physical Work Report

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Section 15(1) of the Mineral Tenure Act Regulation states that a report must include:

(d) a map at a scale of detail of 1:10,000 or more detailed that shows the geographic location of the exploration and development activity relative to the boundaries of the claim or block of claims on which the activity was carried out

Here is a quick guide to generating a map that meets those requirements.

Overview of steps required to generate the map:

- [Search for Title](#)
- [Set Map Scale](#)
- [Markup Tools Overview](#)
- [Creating Markups](#)
- [Save a Session](#)
- [Load a Session](#)
- [Print Map/Create PDF](#)
- [Send to Mineral Titles Branch](#)

1) Search for Title:

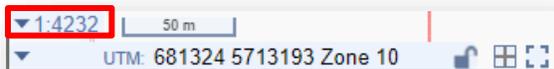
From the Mineral Titles Online homepage (www.mtonline.gov.bc.ca), there are many ways to locate your claim before you begin creating your map. Search for your title by using the search by title or by using the map viewer.

- [Instructions: Search by Title](#)
- [Instructions: Search using the Map Viewer](#)

2) Set Map Scale:

The map **must** be at a scale of **1:10,000** or **greater** detail (smaller number) to be acceptable. You can select a desired scale of the map by clicking the scale in the bottom-left corner of the map viewer. Setting the scale before marking up the map will help ensure your markups and labels show up as depicted in your pdf/print output. You can also select the map scale for your maps in the print dialog box when printing.

Tip: If your entire claim(s) cannot fit in the 1:10,000 or greater scale, please include an index map along with your work report maps showing your claim(s) as a whole and highlighting it/them using the rectangle or polygon markup tools. The index map can be any scale if it can fit your entire claim(s). Please include a work report map for each worksite that work was completed.

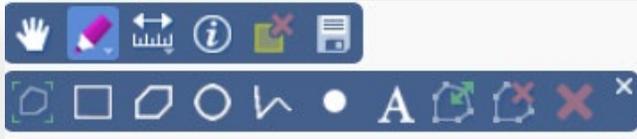


Tip: Alternatively, in the print section, map can be also be printed using a larger layout size in print pop up but if the claim area is very large and impossible to show using this option then please create an index map using the previous tip. See **Print Map/Create PDF** section for print options.

3) Markup Tools Overview:

The **Markup tools**  in the Mineral Titles map viewer can be used to show where the work was completed on the claim. View the tools by clicking the Markup tools  icon on the main toolbar in the top left-hand corner.

Tip: hovering over the tools with the mouse cursor will indicate the name and description of the tool.



Once a tool is selected it will become highlighted with a lighter blue background and you will be presented with style options below the toolbar to customize the look of your markups before you start drawing:



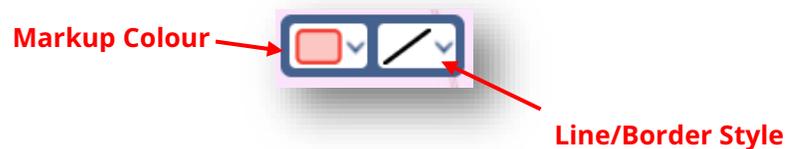
Using different markup styles can help differentiate between similar features.

Example: Use a solid red line to represent access roads and a dotted black line to represent trenches.

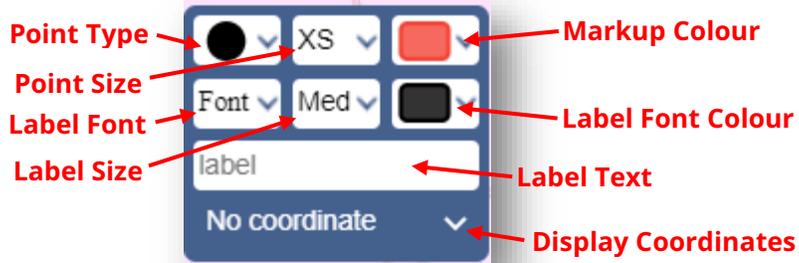
For more information on our Common Web Map Viewer please check out our [Quick Reference Guide](#).

Once you are satisfied with your markup style, any drawings made on the map will have the style you selected beforehand.

- a. For the rectangle , polygon , circle  and line  markup tools the styles you can apply work similarly. You can choose the line/border style and colour for your markups using the predefined options below the toolbar:



- b. For the point  markup tool, you can customize the point symbol, size, colour, add a label and display coordinates for your markup using the predefined options below the toolbar:



- c. For the label markup tool, you can add label text, select label font, adjust label size and display coordinates from the predefined list below the toolbar:



4) Creating Markup:

A map showing site location(s) is **required** for a Physical Work Report Map. This can be done by using the **Draw Point** tool. The other tools can help provide more context to your map.

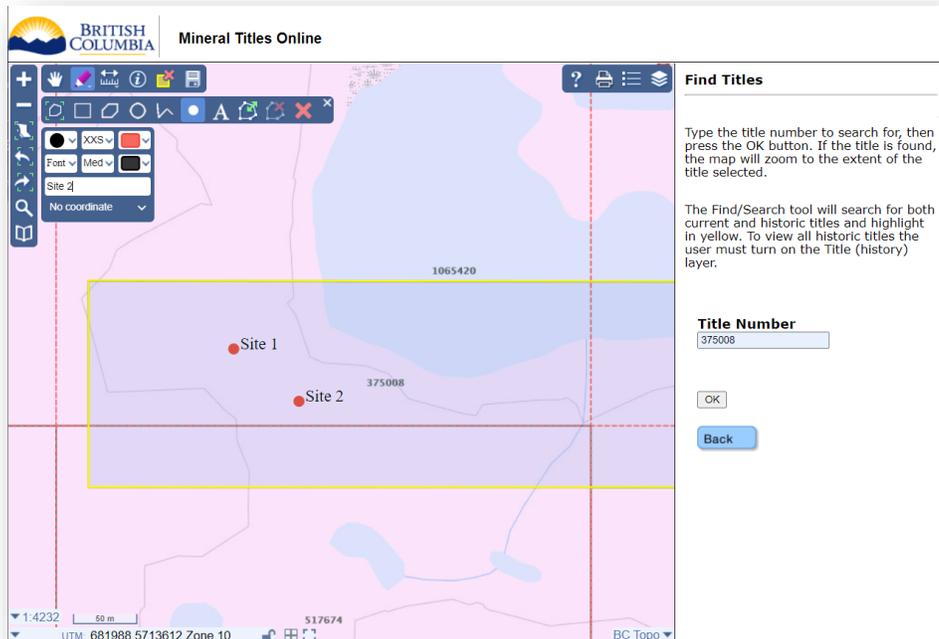
After you are done using any markup tool on the map, you can exit the markup tool by clicking the X on the top right of the tool bar, selecting another markup tool or by clicking the pencil icon .



a. **Draw Point:** 

Tip: Points can be used to show site locations or pits in your work report map.

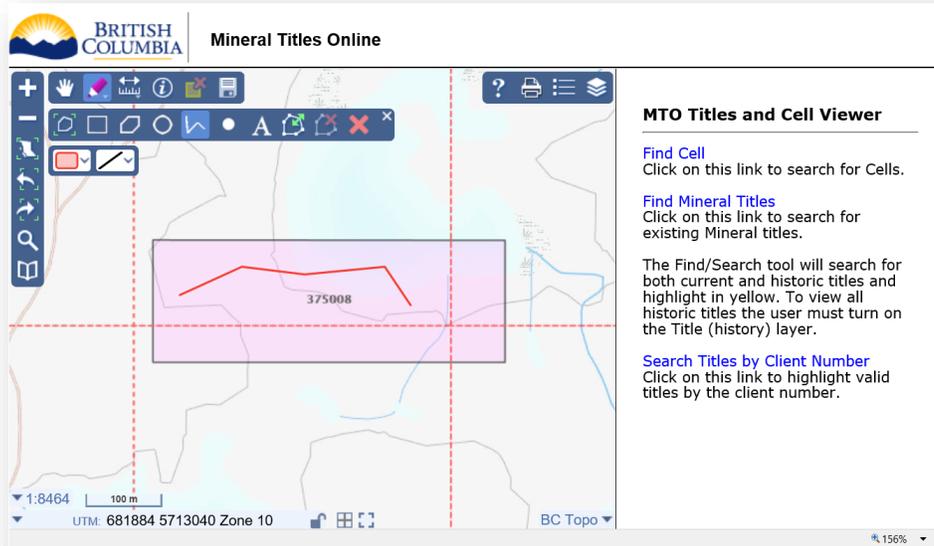
Click on this tool to select it, customize the look of your markup before you begin drawing on the map. **Click** on the map to add your point.



b. **Draw Line:** 

Tip: Lines can be used to show access roads, service roads or trenches in your work report map. It can also be used to highlight your claim by tracing your claim boundary.

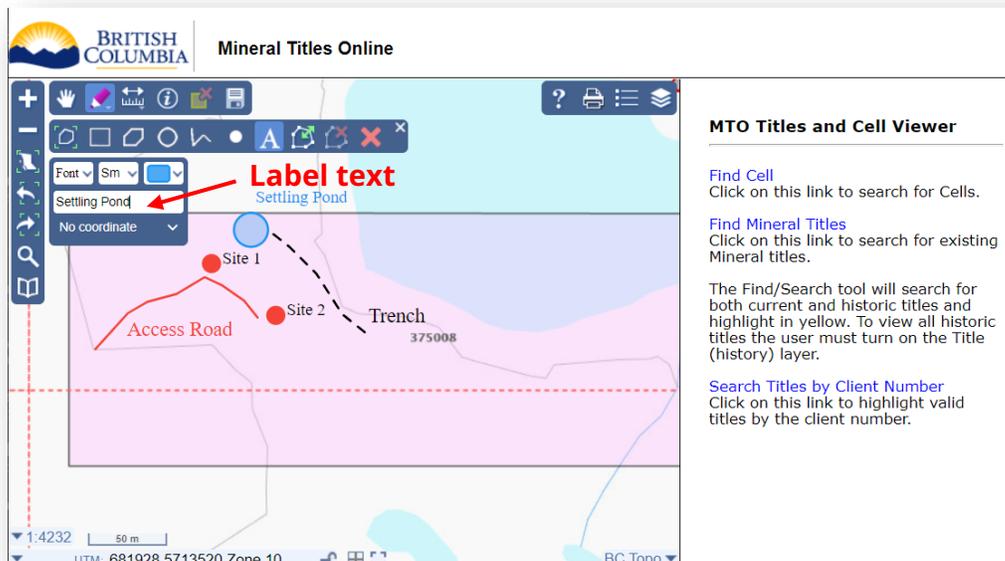
Click on this tool to select it, customize the look of your markup before you begin drawing on the map. **Click** on the map to add the first edge. Continue clicking to add more edges. **Double-click** to commit markup and finish.



c. **Draw Label:** 

Tip: Labeling your markups will help identify what they are on your map and provide context to the viewer.

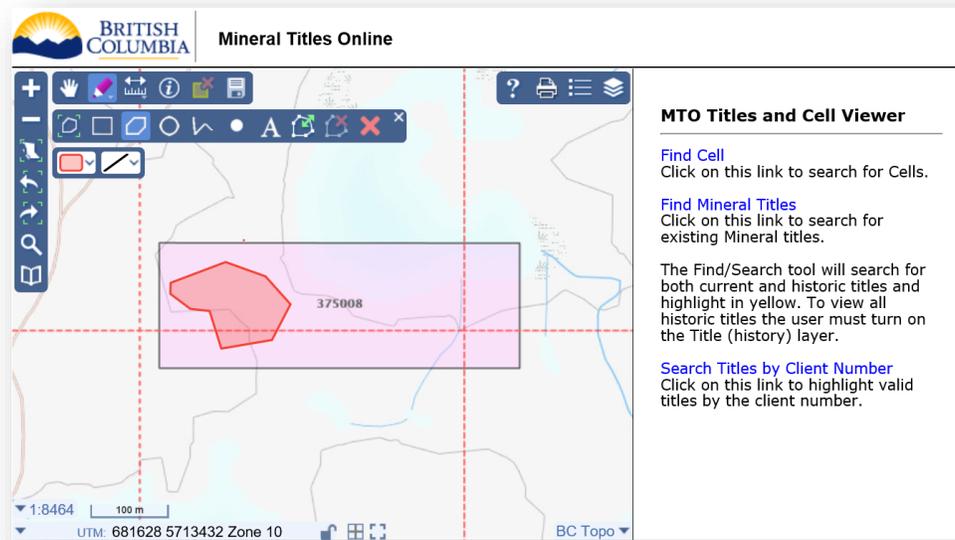
Click on this tool to select it, customize the look of your markup before you begin drawing on the map. **Click** on the location you would like to place your label.



d. **Draw Polygon:** 

Tip: Polygons can be used to show permit boundaries, settling ponds or exploration areas in your work report map. If your claim is in a busy area, you can create a polygon around your claim to highlight it.

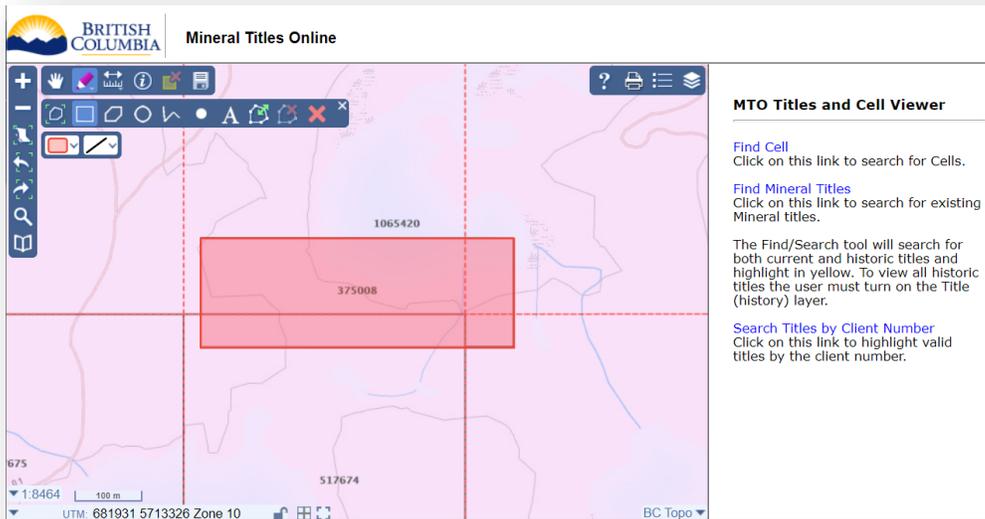
Click on the tool to select it, customize the look of your markup before you begin drawing on the map. You can create a polygonal shape with any number of corners by clicking and defining the corner points of the polygon. **Click** on the map to add edges. **Double-click** to finish and commit the markup.



e. **Draw Rectangle:** 

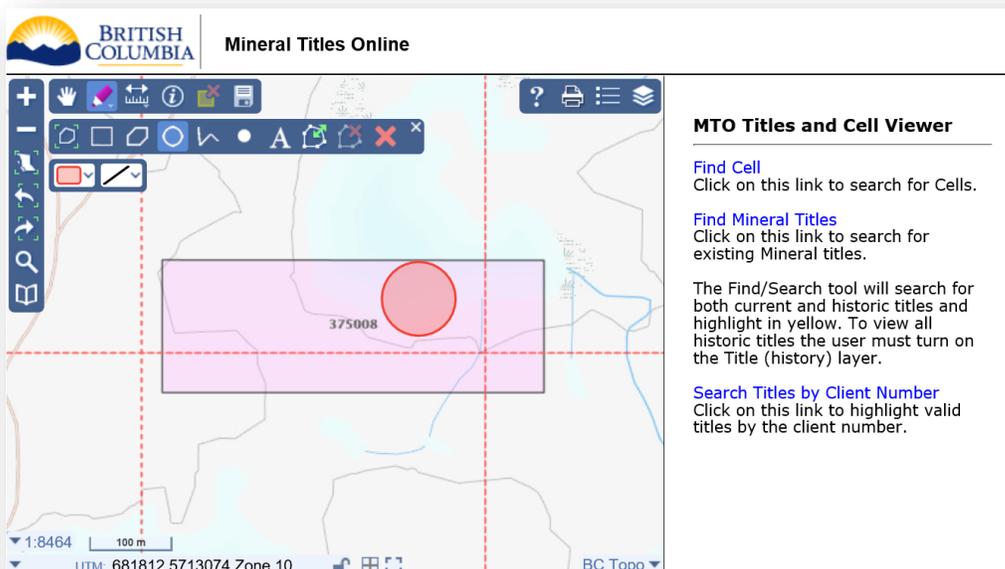
Tip: The Draw Rectangle tool can also be used to highlight your claim if your claim is rectangular.

Click on the tool to select it, customize the look of your markup before you begin drawing on the map. To draw a rectangle on the map, **click-and-hold** on the map to define a corner point. **Drag** to define the opposite corner, then release to commit markup.



f. **Draw Circle:** 

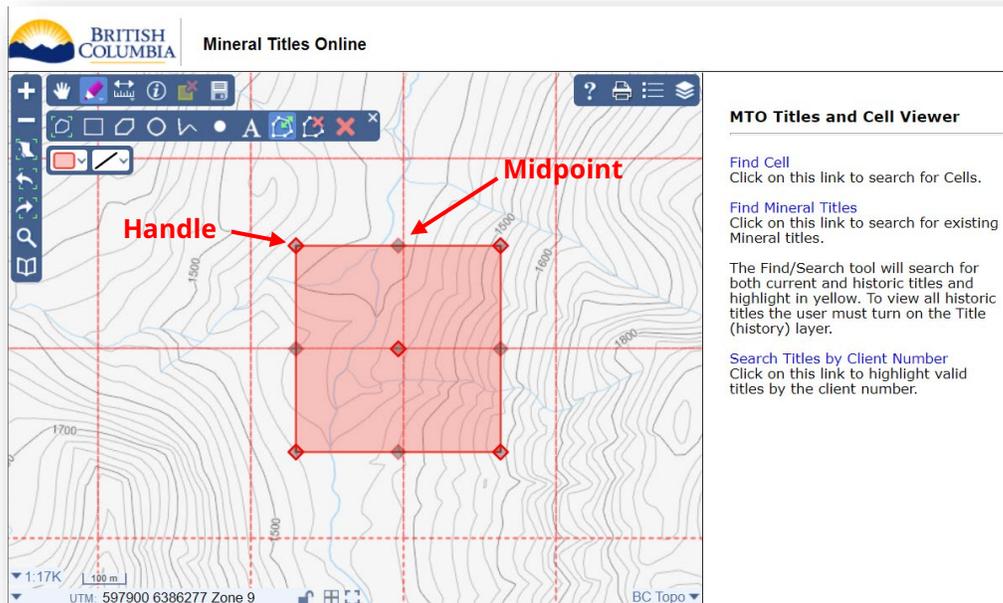
Click on the tool to select it, customize the look of your markup before you begin drawing on the map. **Click-and-hold** on map to define center point. **Drag** to define radius and **release** to commit the markup.



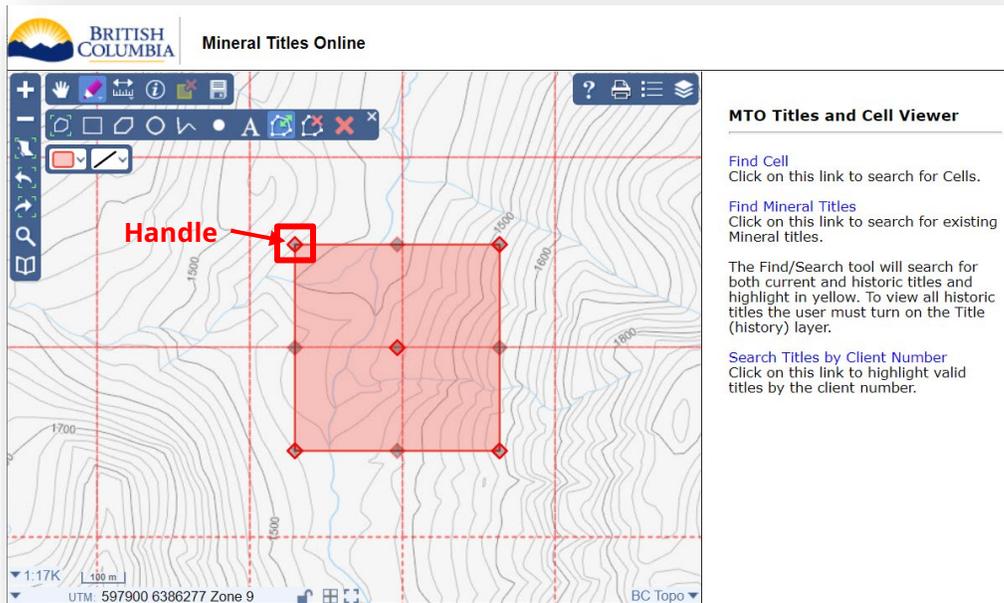
g. **Edit User Markup:** 

Click on this tool to select it. **Click** on a markup feature to select it. You will notice

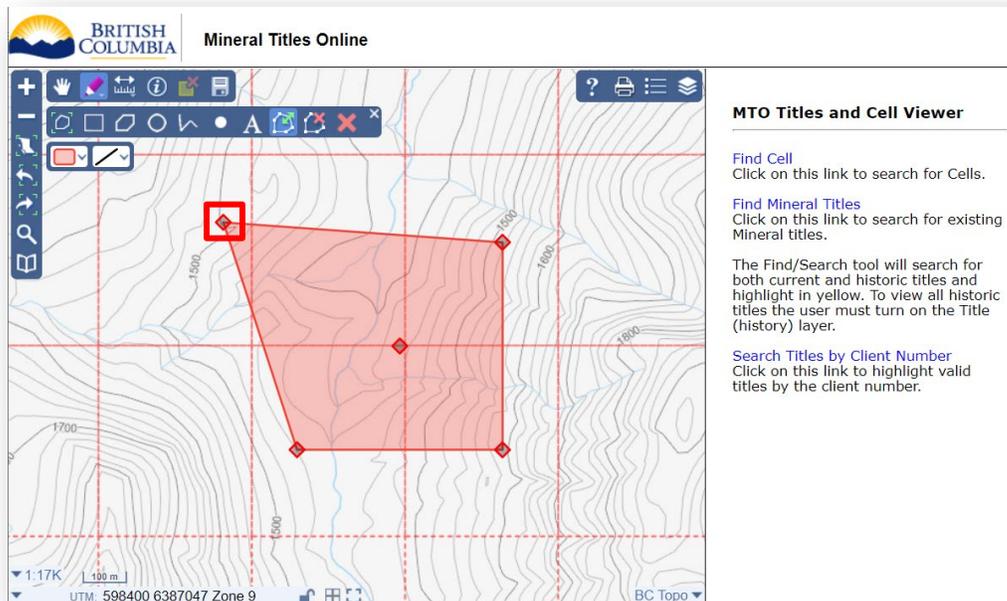
diamond handles throughout the markup have been added to allow the user to move or adjust the shape of the markup. Handles appear in the corners of markups while midpoints are between corners. The dark/bold diamonds are handles and the lighter gray diamonds are midpoints. **Click** on a diamond handle and **drag** to move it or hit the delete key on your keyboard to delete it. **Drag** edge midpoint to add another handle.



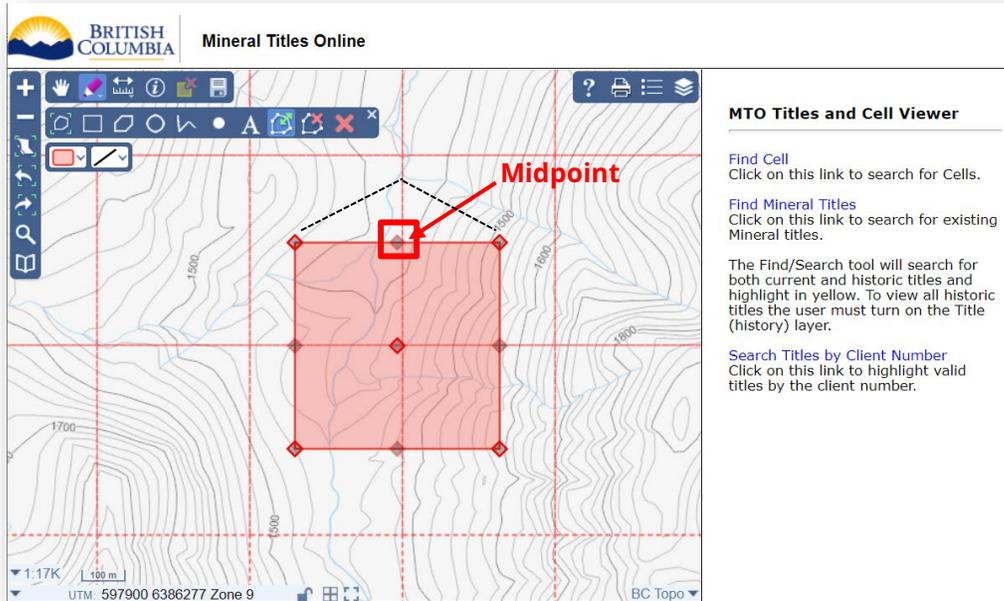
Here we are selecting a corner handle to change the shape of our markup. By **clicking** and **dragging** the handle you can change the shape of your markup.



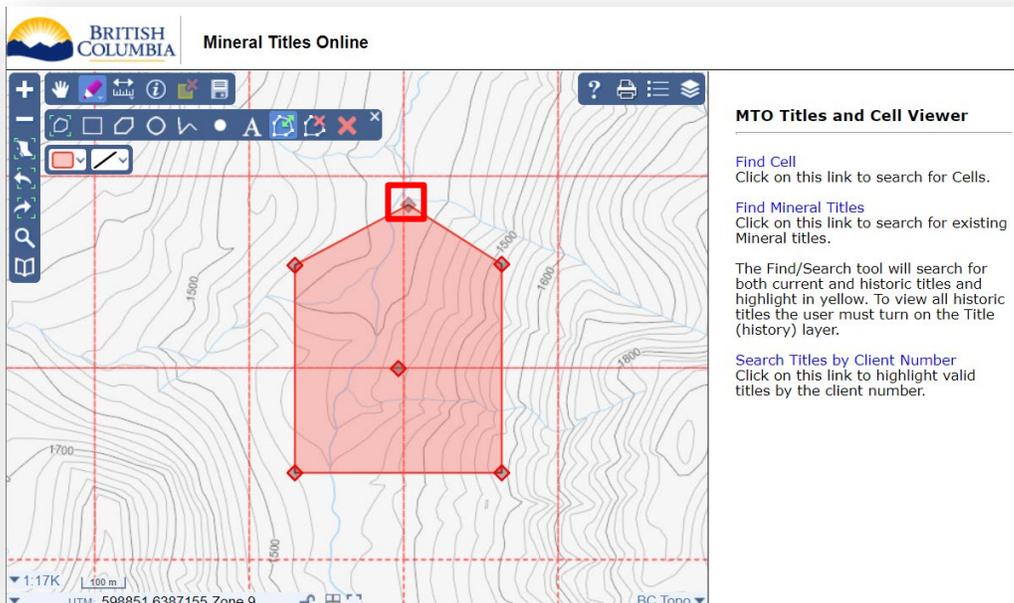
By **releasing** the mouse button, you will commit the change to the markup.



To add another handle, **click** and **hold** any of the midpoints and then drag to position the handle.



Release the mouse button to commit the handle position and apply the shape change.



h. **Delete Selected Markup:** 

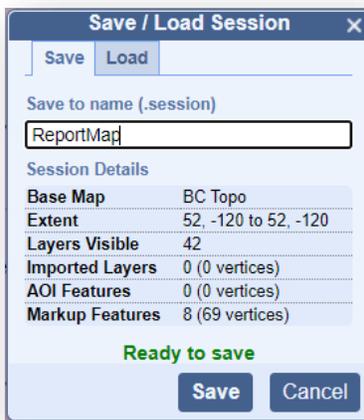
When you have a markup selected with the **Edit User Markup Tool** , you can erase it completely by clicking . **This cannot be undone.**

i. **Clear All User Markup:** 

Click  to delete all mark up drawings from the map. The drawings will be deleted **permanently. This cannot be undone.** **Note:** you do not have to have the markup selected prior to clicking this button. As soon as the Clear All User Markup tool is clicked, the markups on the screen will disappear.

5) Save a Session:

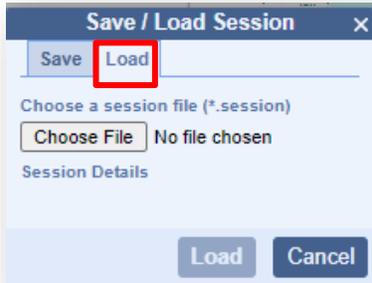
It is best to save your session before exiting the application. Saving your session can be useful if you need to revisit your work report map in the future. To save your session, select the “Save/Load Session” icon  on the toolbar. A pop up will appear showing a summary of your session details.



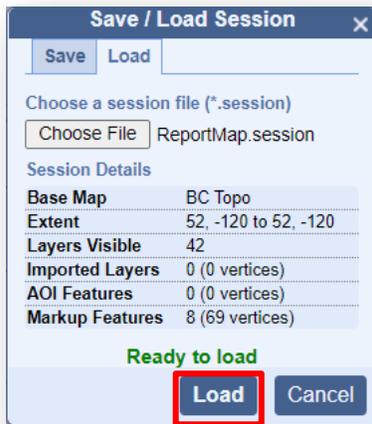
Once you click **Save**, a .session file will be downloaded to your computer’s downloads folder. Later, this file can be loaded into the MTO mapping application to continue editing your map or if revisions are needed in the future.

6) Load a Session:

To load a previously saved session, select the “Save/Load Session” icon  on the toolbar. A pop up will appear with two tabs at the top, click the **Load** tab.

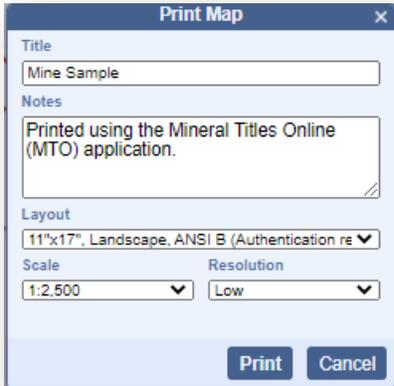


Click the **Choose File** button and a file explorer will open. Navigate to where your previous session was saved, select it and click **Open**. A summary of the session will appear in the Sessions Details section in the pop up. Click **Load** to load your session.



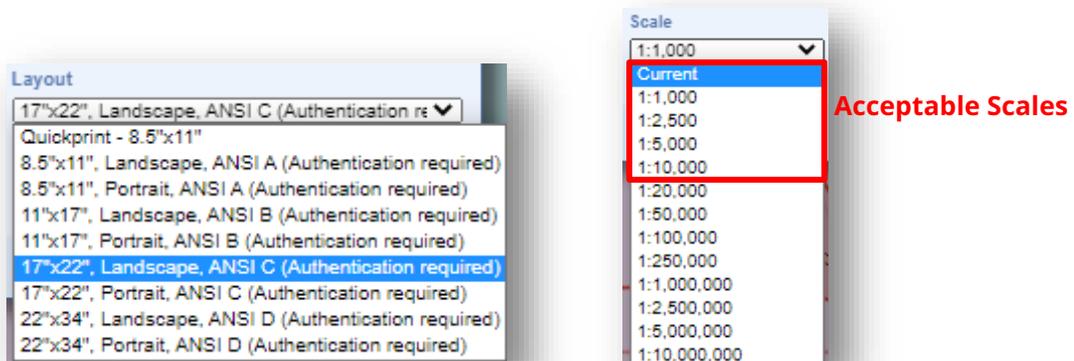
7) Print Map/Create PDF:

In the top right corner of the map, click the Print Map icon . A pop up will appear allowing you to give a title, add notes and select a layout for your map. A PDF map will be generated at the end. A work report map **must** be at a scale of **1:10,000** or **greater** detail (smaller number) to be acceptable.

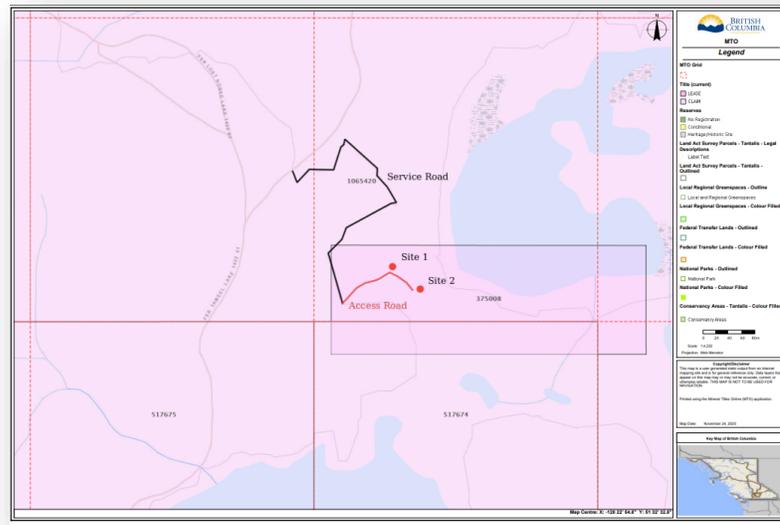


Layout - There are two different printing options available:

1. **Quick Print:** The default printing option is:
 - Quickprint - 8.5"x11".
 - Prints to browser window as 8.5"x11" map.
 - Press **Print** to print the page.
2. **Print by Page Size (Will Require MTO Login)**
 - Select a layout type and size from the "Layout" drop down menu.
 - The map can be printed in four different sizes, ranging from letter 8.5"x11" to 22"x34" size, either as landscape or portrait.
 - Select the "Scale" for the map from the predefined list of scales. If "Current Scale" option is selected, the map will be printed at the scale indicated in the bottom left corner of the map viewer. Adjusting to a larger scale (smaller number) will zoom your map extent to display a more detailed view.



- Choose the “Resolution” of the map. Higher resolution maps may take longer to print.
- Once you have confirmed your print settings in the pop up, click **Print** to print the page. In a moment, a PDF map will be generated in a new window, you can print it as a PDF (Ctrl + P) or save the PDF (Ctrl + S) so you can submit it with your work report.



8) Send to Mineral Titles Branch:

The completed map(s) can be either [uploaded](#) along with your report on Mineral Titles Online (www.mtonline.gov.bc.ca) or emailed with the report to Mineral.Titles@gov.bc.ca. Do **not** email the URL, as it will not be viewable by another party.