

## Getting Started with Scholars GeoPortal

Scholars GeoPortal is a search and discovery tool for extracting geospatial data. Ontario University students, faculty, and researchers can easily search, discover, map, share, and download geospatial data.

Scholars GeoPortal contains geospatial data that is licensed to Ontario universities. This includes land based data such as water, roads, boundaries, points of interest, soils, aerial imagery, census geography and much more.

<http://geo.scholarsportal.info>

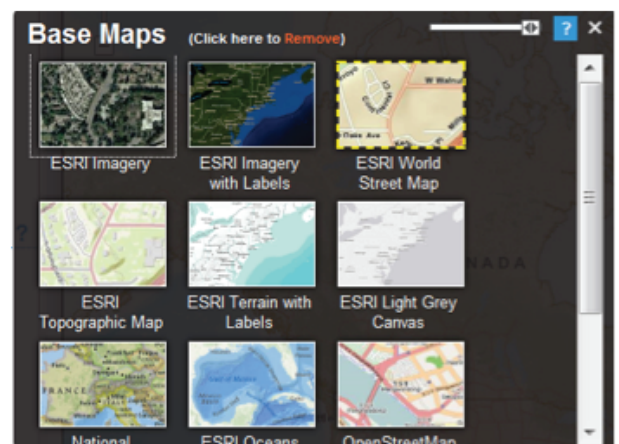
## Navigating the GeoPortal



In the map view, the Zoom tools include a zoom in (+) and out (-) slider and a draw box. The X button returns to full map extent.

To pan or move around the map, click and drag the mouse.

Several base maps are available from the **Base Maps** link (top right). Click on one to change the base map.



## Search Data


- From the **Search** tab, several options are available: data search; place or address search; or select a subject category or a top keyword from the lists provided.
- For example, typing the keywords land use in the data search box will produce a list of available datasets.
- Click the **Details** button for more information about the dataset.

## Add Data


- Click the Add button to load the data in the map view (may take several seconds).
- The data are added as “layers” in the map view.
- Zooming in on a place of interest will increase the level of detail.
- Add as many layers as required.



## Search tips!

Combine keywords using  or draw an area of interest.

## Need more help?

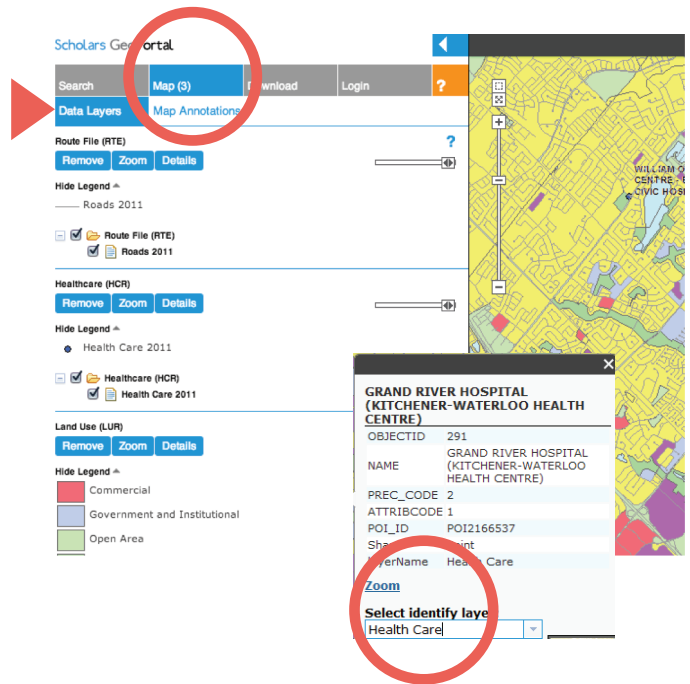
Click this symbol: 

## Preview Data

- The **Map** tab allows options for viewing the **Data Layers** and adding **Map Annotations**.

The order of the layers can be changed (drag and drop). Data layers that are represented as points or lines should be at the top, and imagery and polygon layers (such as land use) should be at the bottom. This will ensure all layers are visible at once.

- Unwanted layers can be deleted using **Remove**, or temporarily turned off by clicking the checkbox.
- Use the transparency slider to adjust the layer's opacity (to view the underlying base map, for example.)
- Click anywhere on the map and **Select Identify Layer** to identify a certain object.

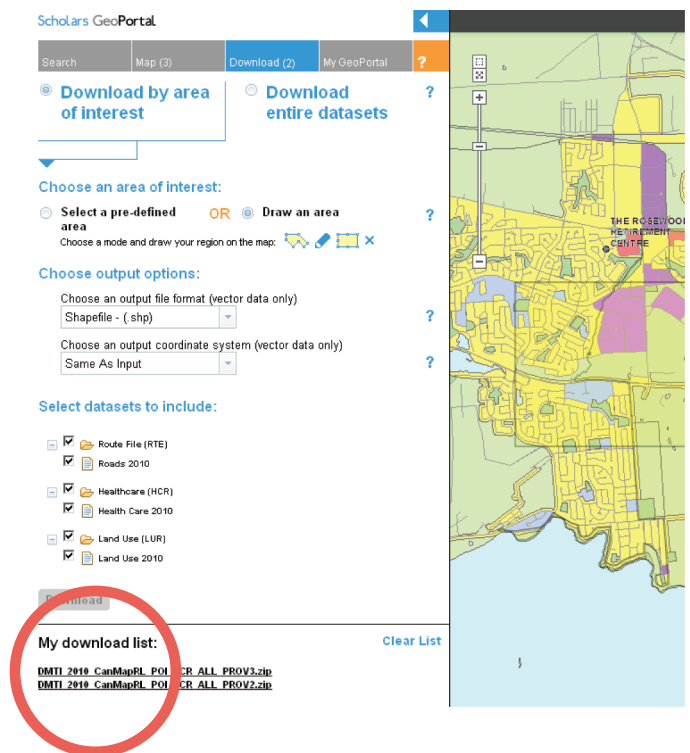


## Download Data

- From the **Download** tab, data can be extracted for use in a GIS program, such as Esri ArcGIS.
- The **Download by area of interest** allows you to select a pre-defined area or draw an area of interest using the draw tools.

Alternately, choose **Download entire datasets**

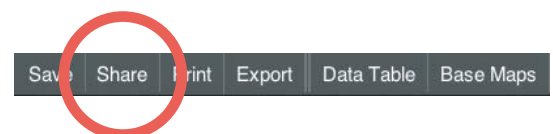
- The **output file format** default is a shapefile, native to the ArcGIS program. Several other formats are available from the dropdown list.
- The **output coordinate system** default is Same As Input and maintains the original projection in which the data was created.
- Click **download** to download each selected dataset. Once completed, these files will appear in the **My download list** and are ready to be saved locally.



## Share a Map

A map view can be shared using the **Share** button from the map view menu bar.

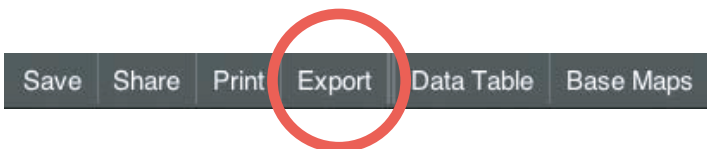
- Click the **share** button and copy the url address from the **Link** box (it could be lengthy).
- Paste this in an email or make a link in text documents to share with others. The link will open the GeoPortal and display the map view you created.



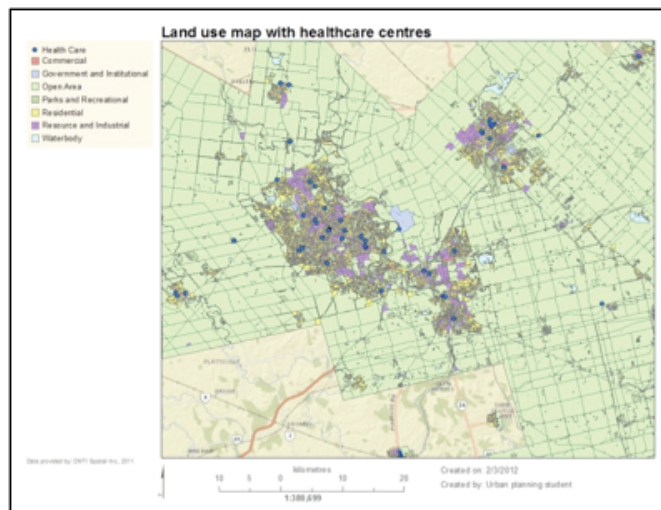
## Export a Map

A map can be exported in several file formats, jpg, pdf, etc.

- Click the **Export** button.



- Complete the information and click **Export**.
- When processed, the file will appear in **My download list** and is ready for saving locally.



## Save a Map

Your map can be saved to the GeoPortal and accessed for future use. A login is required to save maps.



- Click the **My GeoPortal** tab.
- Sign in with your university account (**NOTE:** Only a limited number of universities who use Shibboleth authentication are supported for the My GeoPortal account). Other universities can use their personal account from Google, Yahoo, Facebook, Twitter or OpenID instead.



More help guides are available from the GeoPortal Help Guide at:  
<http://guides.scholarsportal.info/GeoPortal>

If you experience problems using the GeoPortal, contact Scholars GeoPortal technical support at:  
[gis@scholarsportal.info](mailto:gis@scholarsportal.info)

If you wish to contact someone at your home institution regarding using geospatial data or GIS, refer to this page <http://guides.scholarsportal.info/content.php?pid=242877&sid=2179780>