Getting Started on Know Your Place

Learn the Basics to start exploring Know Your Place with confidence

In this Handout you will learn how to:

1. Search for and find a location on the map
2. Select and compare different historic map layers
3. Select and search the information layers
4. Use the Community layer to find out what other people have shared

Look out for the Step-by-step instructions, Top Tips *and* Try it Yourself! *Exercises.*

1)   Find your location

Step 1 - Set your Location - When you open Know Your Place for the first time, it will give you the option to set your location as the area which appears on the map.

Top Tip: If you want to do this manually, you can click on the 'Satellite' icon which will say 'location found' and a blue dot will appear at your location on the map.

Note: Know Your Place is expanding gradually in 2016, so if the screen appears blank, maps for your area may not be available yet.

Step 2 - Search for an Address - If you have specific address or postcode you would like to find, click on the 'House' icon and type your search into the text box that appears. Click on the looking glass to search.

Step 3 - Zoom In and Out - Click on the + or – buttons at the top left of the screen to zoom in and out of the map.

Top Tip: If you have a mouse with a scrolling wheel, you can use this to zoom in and out instead.

Step 4 - Move around - Click and hold the mouse button down while moving the mouse, to move the map around your screen.
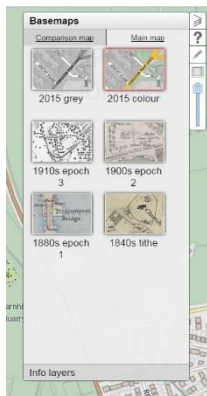

Try it yourself!
Exercise 1 – Finding Locations

- Open up South Gloucestershire KYP by clicking on the link at www.kypwest.org.uk
- Find your current location using the Satellite icon. (If your location can't be found, why might this be?)
- Find Yate using the House icon
- Zoom in to Yate Railway station
- Move the map across to show the Shopping centre and Firgrove Crescent, Yate.

Top Tip: You can increase the area viewed on the screen – click on the top icon at top right which looks like a pile of pages, to close the menu. This will allow you to use more of the screen look at the map.

Go to Know Your Place by opening http://www.kypwest.org.uk/ and clicking on the map or name

2)   Use the Basemaps

Step 1 - Select your maps - Click on 'Basemaps' to open the menu of maps available to look at in your area. This will bring up a series of small images of each type of map, with its name and approximate date beneath the image. Directly below 'Basemaps' you will find two tabs, one for the Main Map, one for the Comparison Map.

Step 2 - Click on the Main map tab and select the first map you would like to look at, from the options available, by clicking on its image.

Step 3 - Click on the Comparison map tab and select the second map you would like to compare with the first, from the options available.

Note: Some map layers don't provide complete coverage of an area. Gaps in coverage can be caused by a number of different reasons, including:
- this map layer is still under construction during the project
- the original map no longer exists or is still in copyright so can't be published
- the original map contains holes or missing information in its fabric
- the original map was inaccurately drawn, meaning it does not correctly 'fit' to map beside it

Step 4 - Compare maps - Once you have selected your two maps, there are three different tools you can use to compare them:

- **Screen Slider** - Click and drag left to right on the vertical grey line on the screen, to draw one map over the other.
- **Spyglass** - Click on the square icon at the top right of the screen to activate the spyglass. Then click and drag it around the map.
- **Transparency Slider** - Click and drag the slider at the top right of the screen up or down to make one map more or less visible through another.
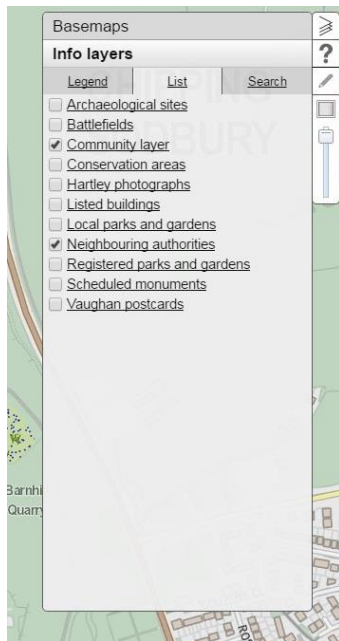
Top tip: you can use the transparency slider at the same time as using the screen slider or spyglass.

Try it yourself!
Exercise 2 – Using the Basemaps

- Change the Main Map to show the 2015 grey map.
- Change the Comparison Map to show the 1840s Tithes. (If the may layer doesn't appear, why might this be? Move around / zoom out of the map to find the answer)
- Change the Comparison Map to show the 1900s epoch 2 / 1900s Ordinance Survey 2nd edition
- Use the Screen Slider to identify how Firgrove Crescent looked in the 1900s.
- Use the Basemaps menu to compare the 1880s epoch 1 / 1880s Ordinance Survey 1st edition and the 2015 colour map
- Use the Transparency Slider to more directly compare the two maps.
- Click on the Spyglass – how does this change your view?

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3)   Use the Information Layer

Info layers menu:

Basemaps
Info layers
Legend | List | Search
☐ Archaeological sites
☐ Battlefields
☑ Community layer
☐ Conservation areas
☐ Hartley photographs
☐ Listed buildings
☐ Local parks and gardens
☑ Neighbouring authorities
☐ Registered parks and gardens
☐ Scheduled monuments
☐ Vaughan postcards

Step 1 - Select your Information Layer - Click on 'Info Layers' to close open the menu information available to look at in your area. Directly below 'Info Layer' you will find three tabs, the middle one is a 'List' of the Information, the left tab is the 'Legend' and the right tab is the 'Search' facility.

Step 2 - Click on 'List'. This will bring up a list of different types of information in your area, with a tick box to the left of each.

Step 3 - Select a layer from the list that interests you – click on the tick box to open this layer. You may see a clock timer appear in the middle of the page while this information loads.

Step 4 - Point Data – opening and expanding - Once the information has loaded, you should see a number of different spots or 'points' of information. To view what has been added, simply select a point and click on it to open. A pop-up box should appear with summary information about this record.

Top Tip: If it is not the information you were looking for, click anywhere on the map to close the pop-up box, or on the 'X' in the box at the top left.

Step 5 - Click on the arrow at the top right to open up the detailed entry. At the top right this will tell you if there are multiple pages of information to look at, or just a single page '1 of 1'.

Step 6 - If an image has been added to the record, you can click on it to open a larger picture.

Top Tip: Right click on the image and select 'Open link in new window' if you want to be able to compare the record and the detailed image.

Step 7 - To return to the map, click on the 'X' in the box at the top left or the 'down arrow' at the top right.

Try it yourself!
Exercise 3 – Using the Info Layers

- Open up the Info Layers menu.
- Notice which layers are already switched on. Zoom in and out of the map to find information relating to these.
- Switch off the Community Layer and switch on the Archaeological sites layer and explore some of the information this reveals.

Top Tip: On some Information Layers, different information is represented by differing shaped or coloured points. Click on the Legend Tab to open up a key of different points and what they mean.

Top Tip: Sometimes it can take a little while to load all the information onto Know Your Place. You can sometimes speed up the process by switching off any information layers you don't want to look at, so there is less information being loaded.

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