

Getting Started with Avenza (Version 3.6.2)

1. Add a map
 - a. If you already have a map created, open in email and click on the attachment. Select the option to “Copy to Avenza Maps”
 - b. If you need a map:
 - i. On the My Maps page, click the plus sign at the top
 - ii. “Get a map from the store”
 - iii. Click on the magnifying glass at the top to search a map
 - iv. Click on the funnel icon at the top to change settings, and turn on the option of “Free maps only” to make searching easier (unless you are willing to pay for a map)
 - v. View points on map to select a map to import that covers your area of interest and has the features you want. I tend to select the map “mapname, OH TNM GEOPDF 7.5X7.5 GRID”
 - vi. Once you have the map you want, click install, then OK
 - vii. Go back to My Maps and click on the newly installed map to open
2. Turn on Tracking
 - a. Click the three dots in the bottom right corner when on a map
 - b. Click Record GPS Tracks
 - c. When ready, click START TRACKING
 - d. When finished, click STOP TRACKING
 - e. If you want to pause, then pick up later, click PAUSE TRACKING to stop, and RESUME TRACKING when you want to start again
3. Create a New Layer – useful to keep info for one property separate from another if they are on the same map
 - a. Open your layers page by clicking on the pin with three lines next to it along the bottom of your screen
 - b. Click Edit, then the highlighted squares with plus sign along the bottom. This will add a NEW LAYER to the menu above. Click Done
 - c. Click the plus sign next to NEW LAYER
 - d. You may rename this whatever you want, and then select “Set as Active Layer” – all tracks, pins, and areas created from this point on will go in this layer. You may also change default icons if desired
 - e. Return to Map Features, or close to go back to the map
 - f. If you want to add a feature in a different layer, go back to your Map Features menu and select any layer to Active Layer to add to that layer
4. Drop a Pin
 - a. If you want a pin where you are standing:
 - i. Click the arrow in the bottom left corner to center your location
 - ii. Click the pin next to the arrow
 - iii. Change the title to whatever you want the pin to be named
 - iv. Change the symbol or add photos if desired
 - v. Click Submit

- vi. To edit an existing pin, select the pin and click on the i circle
 - vii. Edit as needed then close
 - b. If you want to add a pin elsewhere
 - i. Move your map so the crosshair in the center is over where you want a pin
 - ii. Click the pin icon at the bottom, and follow steps iii-vii above
- 5. Measure and draw a distance or area
 - a. Click on the three dots in the bottom right corner
 - b. Select Draw and Measure
 - c. Move your map so the starting point is under the crosshairs in the center and tap your screen to start
 - d. Move your map so the crosshairs are over the finish point (or a point where you want to bend your line) and click again. It will show you total length, and length of each segment
 - e. If you want to save this as a line on your map, click the checkmark and it will be added to your layer. If you do not wish to save, click the X to go back to the map.
 - f. If you want to get area, follow steps a-d above, except make sure to have your segments close out a polygon. When it is closed out, select the triangle at the bottom to change from distance to area. If you need to change units, select the lines with small squares next to the area (this will also allow you to change the symbol). Again, follow step e to save or delete.
- 6. Exporting Features
 - a. To export your tracks, lines, pins, and areas, view your layers (pin with three lines in the bottom row).
 - b. Click the box with the arrow pointing out in the bottom right and export to others
 - c. Name it whatever you choose, change to GPX formatting if using ArcMap (KML if using Google Earth)
 - d. Note: If you export All Features, all saved tracks, points, and areas linked to the map will be exported. To only export a single feature, select Custom, then choose the layer you want (see section on creating a new layer)