

# GUIDE:

# HOW TO CREATE A BASEMAP

## Objectives

Many of the tools available in the [www.participatoryplanning.ca](http://www.participatoryplanning.ca) toolbox require a basemap of your neighbourhood or study area. Use this guide to create easy DIY basemaps online with the website [www.openstreetmap.org](http://www.openstreetmap.org).

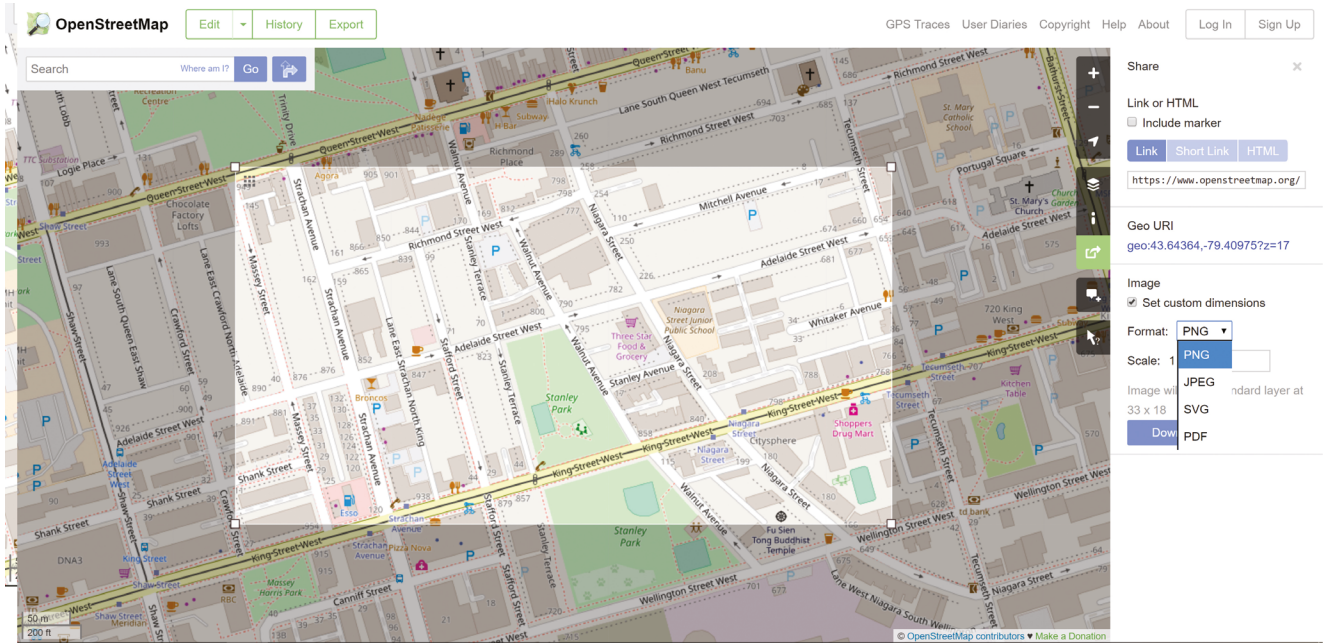
## Using the Tool

### Materials needed

1. Computer
2. Access to the internet
3. Optional: GIS Software

### Facilitation Process

1. Log on to [www.openstreetmap.org](http://www.openstreetmap.org).
2. Search for your city using the search bar. Zoom the map in to locate your neighbourhood focus area.
3. Once you have centred your area of focus on the screen, click the “share” tab along the right hand side of the map. A dialog box will appear to the right.
4. In the dialog box, under the heading “image”, check the box “set custom dimensions”. Choose your map dimensions by dragging the corners of the light coloured box.
5. Also under the heading “image”, you can select the file type that you would like to export (choice of png, jpeg, svg, or pdf. If you are using GIS software, and want an .osm file, refer to the tips section). Select your file type and click download.



**Tip:** If you are using ArcGIS software to create materials using your basemap, rather than using the share tab, select “export” from the top menu bar. Select your map area, and click “export”. This will create a .osm file.

