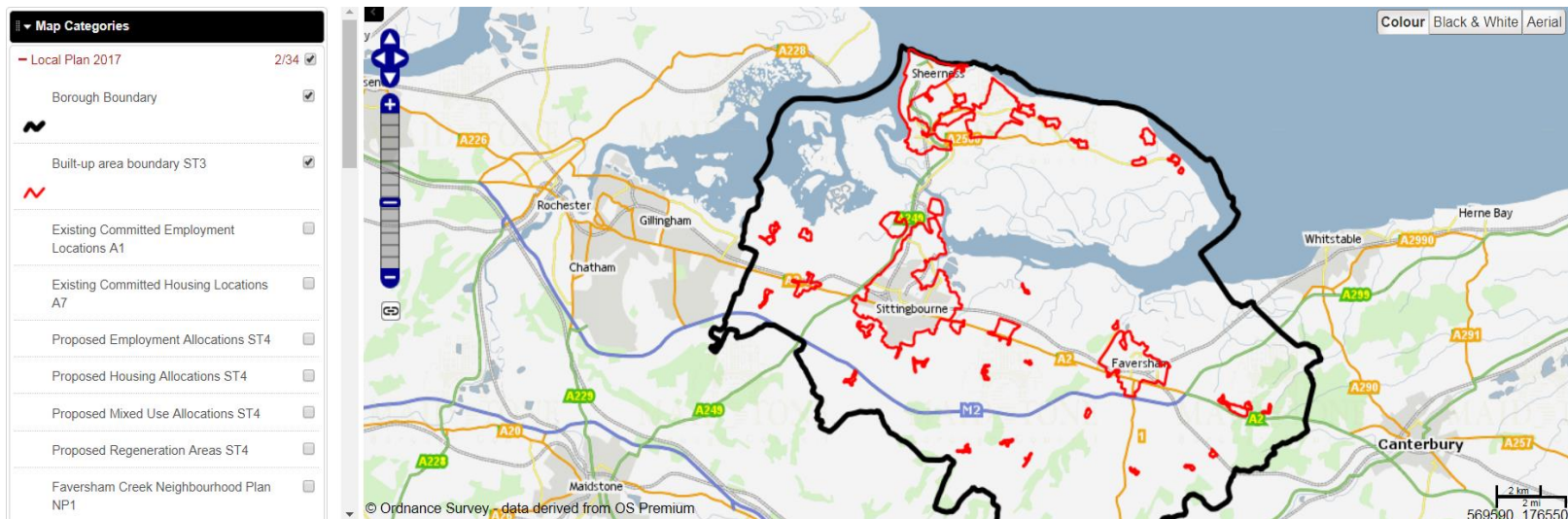


Interactive Website User Guide



The iShare interactive website can be accessed by following this link via a web browser

<http://services.swale.gov.uk/maps/iShare5.6.WebSwaleLive/atMyCouncil.aspx>

ADOPTED LOCAL PLAN

When viewing the **Adopted Local Plan** users can click on blue text within the document which will automatically open the interactive map eg: [Proposals Map](#).

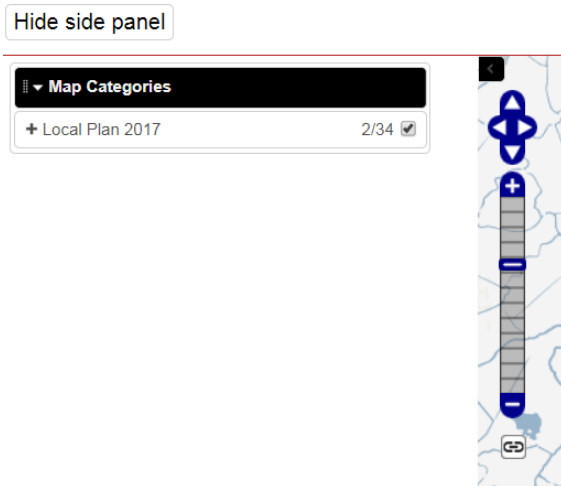
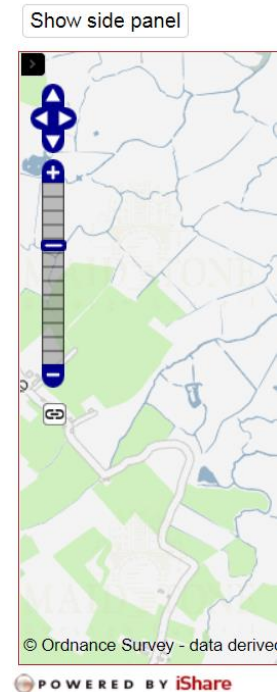
When the interactive map opens, the specific policy layer will open and in most cases, at a specific site, relevant to the policy that is being viewed within the document.

Users can check the information being displayed by selecting the **Map Categories** drop down on the left hand side to see which layers are switched on, indicated by a 'tick' in the category box



MAP CATEGORIES

If you cannot see the Map Categories overlay then you will need to click on the *'Show side panel'* button, or the black square in the top left hand corner.



Once open, the panel will display a list of categories that are available to view.

If you wish to hide the panel, click the same button as before which now reads *'Hide side panel'*, or the same black square in the corner of the map.

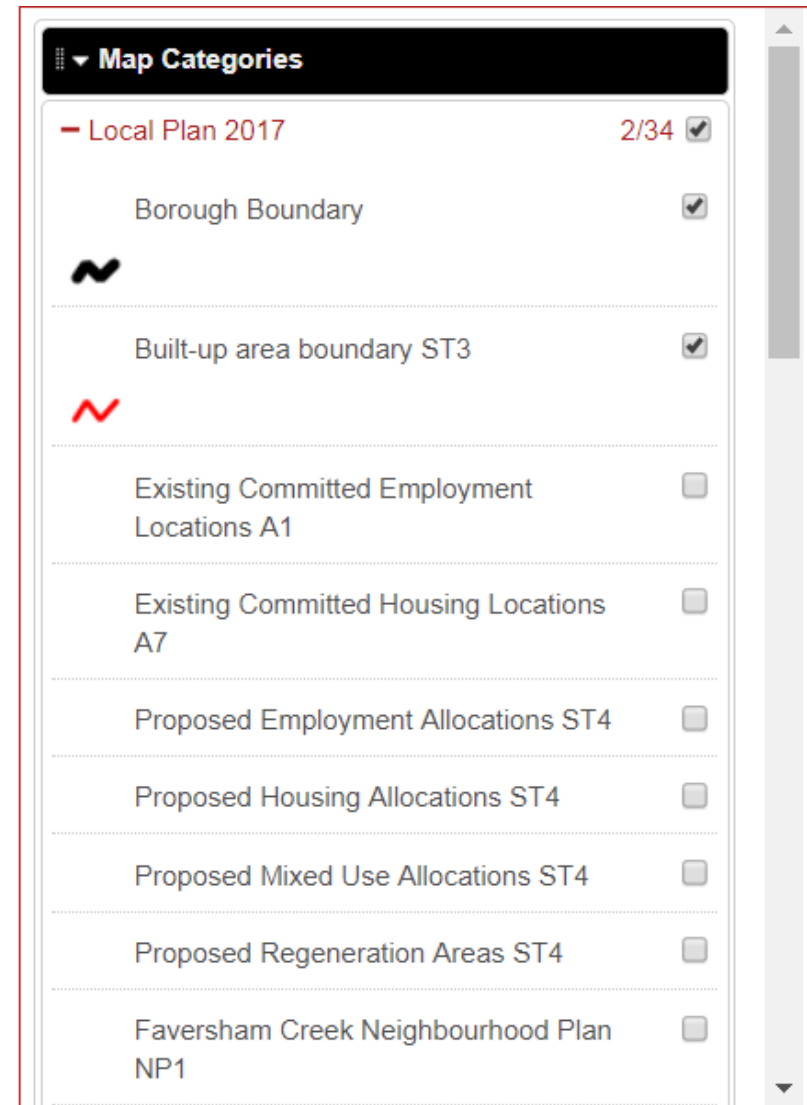
MAP CATEGORIES

Clicking on the + or - on the left will expand or collapse the categories of data to view the individual layers.

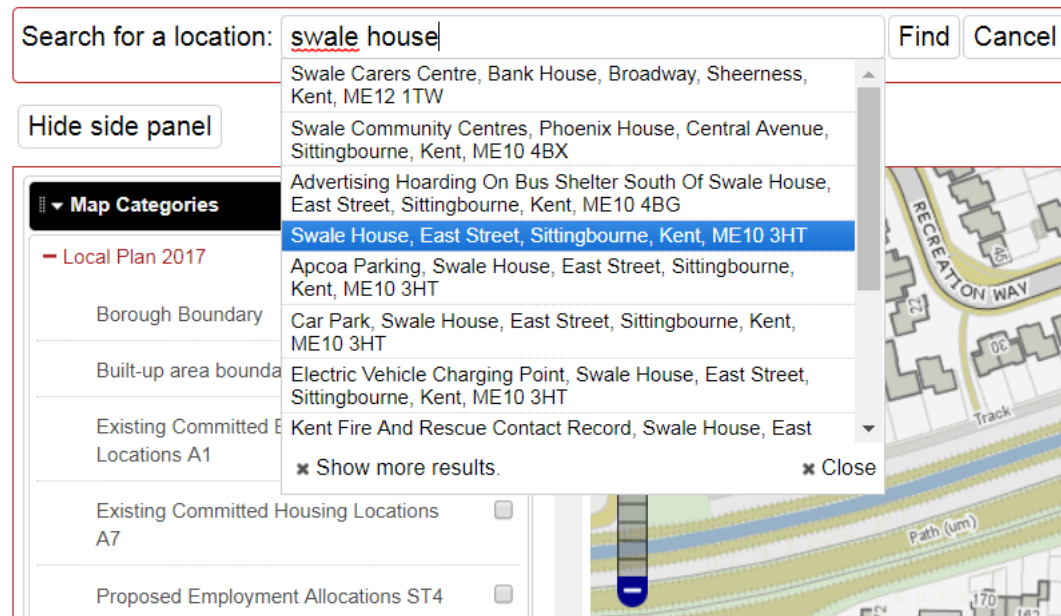
Use the tick boxes to the right to turn the layers on or off.

When the layers have been switched on, the legend will appear to show what format and colour the information will be displayed as on the map.

Use the Reset layers button above the map on the right if you wish to clear the map of all layers quickly and start again.



SEARCH FOR A LOCATION



The search bar sits above the map. This is the gazetteer of addresses for registered properties within Swale Borough Council.

Click the box where it says 'Postcode/house number' and begin typing the address.

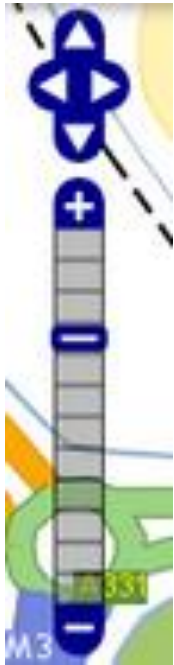
Search results will begin to appear as you type.

If the desired result is not in the initial list, click 'Show more results'. Click 'Next' to scroll through the options.

Click on the address for the map to move.

To search for another address, click the 'Find' button which is now on the right.

NAVIGATING THE MAP



Click on the Up, Down, Left and Right triangles at the top of the Navigation Tool to move the map up, down, left and right respectively.

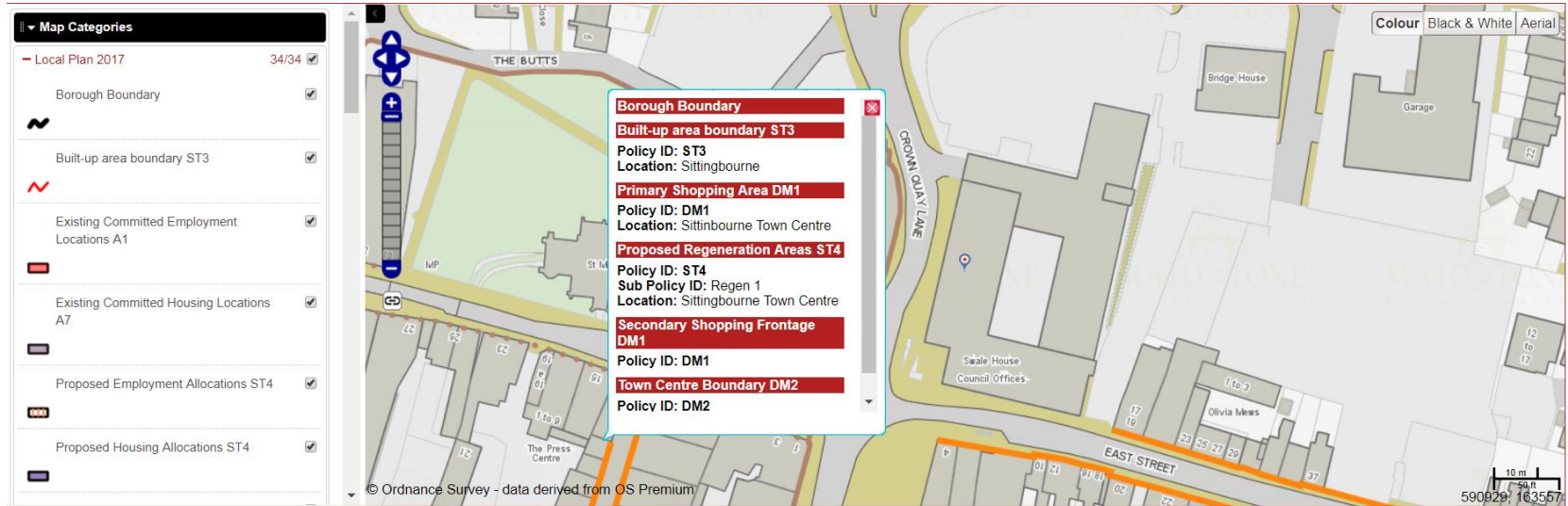
You can also use the arrows on your keyboard to move around the map.

If you click on the Plus sign at the top of the vertical slider you will Zoom in and clicking on the Minus sign at the bottom will Zoom out.

Alternatively you can click on the slider handle in the middle and drag it up or down to Zoom in and out.

You can also use the scroll bar on your mouse to zoom in and out.

INFORMATION



Each layer that is shown on the map holds a variety of information about the area it covers.

Click anywhere on the map to see a pop up window. This will show the user the layers that are associated with that area on the map as well as the information held about it.

Please note that only the layers which have been turned on will be shown in the pop up window.

To close the window, click the small red **x** in the top right hand corner.

The base map on display is the 2017 version.