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Bookmarks

Add a Bookmark

1. Zoom to the location you want to reference.

2. Click on the Bookmark button in the panel located in the upper right of the screen.

3. Enter a name for the bookmark. Hit Enter.

4. Click the X in the upper right-hand corner to Exit.
Return to a Bookmark

1. To return to your bookmarked location, click on the **Bookmark** button.
2. Locate your saved bookmark.
3. Click on the name of your bookmarked location.

Delete a Bookmark

1. To delete your bookmarked location, click on the **Bookmark** button.
2. Locate your saved bookmark.
3. Click on the Delete button located on the bottom right-hand side of the screen.
Layer List/Operational Layers

1. Select the Layer List button on the panel located in upper right-hand side of the screen.

2. A window will open showing the Operational Layers. See Table 1 on pages 3-4 for descriptions of the Operational Layers.

3. Operational Layers can be turned off or on by clicking in the box next to the layer.
   a. **Note:** The default setting will display the Functional Classes & Routes and the Boundaries as checked.

4. To expand the Operational Layers and view the sub-layers, click on the arrow next to the Operational Layer.
   a. **Note:** The BaseMap Labels layer does not have sub-layers.
5. Click on the layers button located on the upper right-hand side of the window to do the following:

- **Turn All Layers On**
- **Turn All Layers Off**
- **Expand All Layers**
- **Collapse All layers**

6. Click on the three dots located next to each Operational Layer for additional viewing options:

- **Zoom to**
- **Transparency**
- **Move up**
- **Move down**
- **Description**

a. Refer to the Zoom information sheet for information on the Zoom to feature.

b. Transparency adjusts the visibility scale from opaque to transparent for each Operational Layer.

c. Move up and Move down allow the user to customize the Operational Layer presentation.

d. Description provides additional information on each Operational Layer.

7. Click on the X located in the upper right-hand corner to exit the window.
### Table 1: Descriptions of Operational Layers

<table>
<thead>
<tr>
<th>Operational Layer</th>
<th>Sub-Layer</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basemap Labels</strong></td>
<td>N/A</td>
<td>This operational layer displays city names.</td>
</tr>
<tr>
<td><strong>Functional Classes &amp; Routes</strong></td>
<td>Interstates, Freeways &amp; Expressways, Principal Arterial, Minor Arterial, Major Collector, Minor Collector</td>
<td>These operational layers display the different functional classifications. For detailed definitions and characteristics of each classification, please visit the Federal Highway Administration’s website: <a href="http://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section03.cfm#Toc336872980">http://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section03.cfm#Toc336872980</a>.</td>
</tr>
<tr>
<td>US Route Shields</td>
<td>US Routes</td>
<td>This operational layer displays U.S. Route shields.</td>
</tr>
<tr>
<td>US Routes</td>
<td>NHS Routes</td>
<td>This operational layer displays U.S. Routes. U.S. Routes are an integrated network of roads and highways numbered within a nationwide grid. State or local governments have maintained U.S. Routes since their initial designation in 1926.</td>
</tr>
<tr>
<td>NHS Routes</td>
<td>Federal Aid</td>
<td>This operational layer displays the National Highway System (NHS) routes. The NHS is a network of selected principal arterial routes identified as essential for international, interstate, and regional commerce and travel, national defense, and the transfer of people and goods to and from major intermodal facilities. The NHS is comprised of four subtypes of road systems: Interstates, STRAHNET routes, other principal arterials, and intermodal connectors. For additional information, please visit the Federal Highway Administration’s website: <a href="http://www.fhwa.dot.gov/planning/national_highway_system/">http://www.fhwa.dot.gov/planning/national_highway_system/</a>.</td>
</tr>
<tr>
<td><strong>State Shields</strong></td>
<td>State Shields</td>
<td>This operational layer displays the State Route shields.</td>
</tr>
<tr>
<td>Operational Layer</td>
<td>Sub-Layer</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>State Routes</td>
<td>This operational layer displays all State Routes in Georgia, including mainlines, ramps, and collector-distributors.</td>
<td></td>
</tr>
<tr>
<td>Boundaries</td>
<td>Census Designated Places</td>
<td>This operational layer displays Georgia’s cities, towns, villages and other Census Designated Places.</td>
</tr>
<tr>
<td></td>
<td>County Boundary</td>
<td>This operational layer displays Georgia’s county boundaries.</td>
</tr>
<tr>
<td></td>
<td>GDOT Districts</td>
<td>This operational layer displays the Georgia Department of Transportation’s seven district boundaries.</td>
</tr>
</tbody>
</table>
Mark Your Current Location

1. To mark your current physical location on the map, click on the locator button on the left-hand side of the screen.

2. A blue circle will be added to the map showing your current physical location. The blue circle will remain on the screen as you zoom or pan across the state.

3. To remove the blue circle, click on the locator button again.
Print

1. Click on the **Print** button located on the upper right-hand panel.

2. Click on **Layout** drop-down arrow to select the below layout options.

   ![Print Layout Options](image)

   The print layout sizes are as follows:
   - ANSI_E_Landscape = 34" high x 44" wide
   - ANSI_E_Portrait = 44" high x 34" wide
   - LetterLandscape = 8 ½" high x 11" wide
   - LetterPortrait = 11" high x 8 ½" wide
   - MAP_ONLY = 8 ½" high x 11" wide
   - TabLandscape = 11" high x 17" wide
   - TabPortrait = 17" high x 11" wide

   **Notes:** LetterLandscape is the recommended option for general use.
   The MAP_ONLY option does not include the title, border, legend, disclaimer, scale and north arrow. All other print layouts will include the aforementioned.

3. Click on the **Format** drop-down arrow to select the file format.

   ![Format Options](image)
The different file formats and a brief description of each are listed below:

<table>
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<th>File Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encapsulated PostScript (EPS)</td>
<td>A vector image format designed to produce high-resolution graphics for printing.</td>
</tr>
<tr>
<td>Graphics Interchange Format (GIF)</td>
<td>A raster image format that uses limited colors and has a drastically reduced file size. This format is commonly used for web projects where an image needs to load very quickly.</td>
</tr>
<tr>
<td>Joint Photographic Experts Group (JPG)</td>
<td>A common raster image format used for projects on the web, in Microsoft Office documents, or for projects that require printing at a high-resolution.</td>
</tr>
<tr>
<td>Portable Document Finder (PDF)</td>
<td>A vector image format universally used for sharing high resolution graphics.</td>
</tr>
<tr>
<td>Portable Network Graphics PNG32</td>
<td>A raster image format commonly used for web project that supports lossless data compression. PNG-32 has higher quality and higher file sizes than PNG8.</td>
</tr>
<tr>
<td>PNG8</td>
<td>A low-resolution raster image format commonly used for web projects that supports lossless data compression. The 8 stands for 8 bit. It can handle up to 256 colors, similar to GIF.</td>
</tr>
<tr>
<td>Scalable Vector Graphics (SVG)</td>
<td>Scalable Vector Graphics (SVG) is an XML-based vector image format for two-dimensional graphics with support for interactivity and animation.</td>
</tr>
<tr>
<td>Scalable Vector Graphics Zipped (SVGZ)</td>
<td>This is a compressed SVG image, which typically results in a file 20 to 50 percent of the original size.</td>
</tr>
</tbody>
</table>

**Note:** Portable Document Format (PDF) format is the recommended option for general use.
4. Click on the **Advanced** button for additional print options, if desired.

![Advanced button](image)

5. After selecting the **Layout** and the **Format**, click the **Print** button.

![Print dialog](image)

**Note:** The **Map Title** is the file name. It is not the title displayed on the printed map.
6. A file will be created using the format you selected. Click on the file name to preview the image.

7. For PDFs only, hover the mouse near the bottom of the image and a gray panel will pop-up.

   a. Select Print.
8. For all other formats, right click on the map and select Print picture...
9. Select your printer from the drop down list.
   
a. **Note:** Select **Fit** under **Page Sizing & Handling** to size the image to the paper, if necessary.

![Page Sizing & Handling](image)

10. Click **Print** located in the lower right-hand corner.

![Print Button](image)

11. To return to the main Functional Classification application, close the open tab by clicking on the **X**.
Return to Home

1. Click on the **Home** button located on the left-hand of the screen.

2. The view will zoom to the entire extent of Georgia.
   a. **Note:** Your selected **Basemap** will not change.
   b. **Note:** Your selected **Operational Layers** will not change.
Request a Functional Classification Change

Who can request a highway functional classification change?

Representatives from Metropolitan Planning Organizations (MPOs) or representatives from local governments can request a highway functional classification change.

- If a local government IS NOT PART of a MPO, local government representatives can submit a request for GDOT to evaluate.
- If a local government IS PART of a MPO, the MPO must make the request.

How do I submit the changes?

1. Local governments or MPOs can download the Functional Classification Change Request Form.
2. Complete the Functional Classification Change Request Form.
   b. **Note:** Requesting a functional classification change is NOT a substitution for submitting a Local Road Acceptance (LRA) form. If this is a new road, the local government needs to submit a LRA form: [http://www.dot.ga.gov/PS/Local#tab-2](http://www.dot.ga.gov/PS/Local#tab-2).
3. Return the completed Functional Classification Change Request Form to GDOT’s Office of Transportation Data via email (FCRequests@dot.ga.gov).
   a. If there are **three or less change requests**, the local government or MPO can simply return this completed worksheet to GDOT’s Office of Transportation Data via email.
b. If there are **more than three change requests**, in addition to submitting this Excel spreadsheet form, a representative from the local government or MPO must present the changes as a collection with appropriate reasoning/criteria, maps, and other supporting information to the Office of Transportation Data located in Atlanta, Georgia. Please contact the Office of Transportation Data at (404)-347-0691 to arrange a meeting. Our office is located at the following address:

**Office of Transportation Data**
19th Floor
Georgia Department of Transportation
600 West Peachtree Street, N.W.
Atlanta, GA 30308

**What happens after I submit my request to GDOT’s OTD?**

1. You will receive an email to confirm receipt of your request.
2. OTD will review each request based upon the information provided.
3. If OTD agrees with a request, the request will be sent to the FHWA for approval.
   a. The Federal Highway Administration’s (FHWA’s) Division Offices approves functional classification changes at the local level.
   b. If the change requires a modification of the National Highway System, the FHWA’s Headquarters in Washington, D.C. must also approve the change.
4. OTD will notify the local governing authority of the following:
   a. OTD agrees with their request
   b. OTD recommends an alternative
   c. OTD cannot recommend the request
5. OTD will update our records with the new functional classification, if approved.
1. Click in the **Search** box on the **Find Locations** text.

![Find Locations](image)

2. Enter any of the following:
   a. Address
   b. City Name
   c. County Name
      i. **Note:** The word *county* must be added after the county name.
      ii. **Example:** *Fulton County*
   d. Major Tourist Destinations
      i. **Example:** *Zoo Atlanta*
   e. Intersection
      i. **Example:** *Cedars Road and Old Fountain Road*

3. Hit **Enter** or click on the magnifying glass icon. The map will zoom to your location.
Select a Basemap

1. Click on the Basemap Gallery button located on the upper right-hand panel.

2. Click on one of the icons in the Basemap Gallery.

3. The background of the main map will automatically change to the selected Basemap.

4. Exit the Basemap Gallery window by clicking the X in the upper right-hand corner.
Share

1. Click on the Share button located on the upper right-hand panel.

2. To share the link, click on the email button, Facebook button, Twitter button, or Google button.

   **Note:** You will be required to login to your Facebook, Twitter, and Google accounts before the link can be shared.

3. To embed the app in a website, copy the information in the lower text box to your website.

4. For further options, click on the Link Options or Embed Options.

5. To exit, click on the X in the upper right-hand corner.
View the Legend

1. Click on the Legend button located on the upper left-hand of the screen.
   
a. If the functional classification layers are selected (i.e. the default setting) in the Layer List, the Legend will show the different functional classifications.

   ![Legend](image)

b. If the NHS Routes layer is selected and the functional classification layers are not selected in the Layer List, the Legend will show the NHS Routes.

   ![Legend](image)
c. If the NHS Routes layer and any of the functional classification layers are both selected, the legend will display both.

2. Click the X to exit the window.
**Zoom**

**Using the Zoom on the Home Screen**

1. From the home screen, users can zoom in or out by using the zoom buttons located on the lower left-hand side of the home screen. The plus sign zooms in. The minus sign button zooms out.
2. Users can pan to a specific location by clicking on the screen and dragging the mouse in any direction.
3. The home button will return a user to the statewide view.

**Using the “Zoom to” feature under the Layer List**

1. To use the “Zoom to” feature, select the Layer List from the home screen located on the upper right-hand panel.
2. Click in the box next to the Operational Layer that you want to view/select.
3. Click on the three dots on the right side of the panel.
4. Click on Zoom to. The map will move to the full extent of layer (i.e. the statewide view).
   a. If the layer is not selected in the list, you will not be able to zoom to the feature(s).
   b. If you are currently at the statewide view, the screen will not change.
   c. Layers may be shown in grey at the statewide level. Upon zooming in, the layers will change to black as they becomes visible at that scale.
   d. **Note:** The Zoom to feature does not work for the BaseMap Labels layer. It will result in a grey screen with no visible information.