



## Hints and tips for DofE participants

We have tried to make eDofE Mapping really easy to use so have a go and use this sheet to help you get started.

### Important things to remember

Create one map for each day of your expedition.

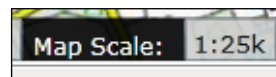
Use this button to add points in your route.



When you have finished adding points, use this button to select a point to add details.



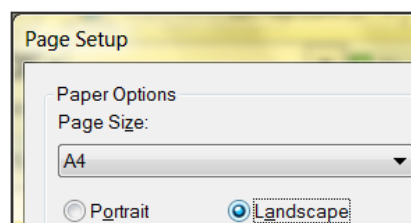
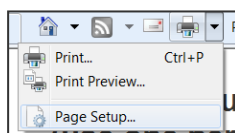
Build your route in full screen and at 1:25k scale so it is as exact as possible. Zoom in to the most detailed Ordnance survey map. Unfortunately Microsoft full screen does not recognise keyboards so exit full screen to add text detail.



Do not press the 'back' button, it will log you out of eDofE Mapping and you will lose unsaved information.

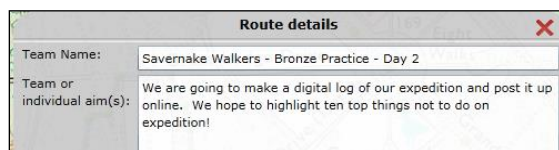


When printing route cards, use *Page Setup* to get your printer to print *Landscape*.



### Getting started and moving around the map

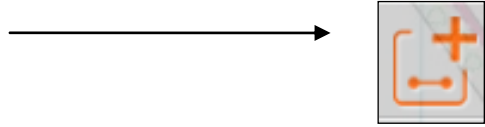
1. Fill in the basic route details and then start mapping. You will need to enter details one day at a time.
2. Click 'Full Screen' to maximise the mapping area and zoom into where your route will be. You should build your route using 1:25K scale maps.



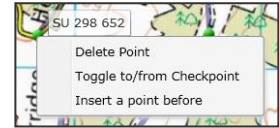
- To do this move around the map by clicking and dragging the pointer around.
- Use your mouse roller on the map to zoom in and out.
- You can also move around the map using the arrow tool in the top left of the screen. Click and hold, then move the mouse around the page to move fast or slow.
- Your keyboard arrow keys and - / + keys will also navigate around the map.

## Build your route

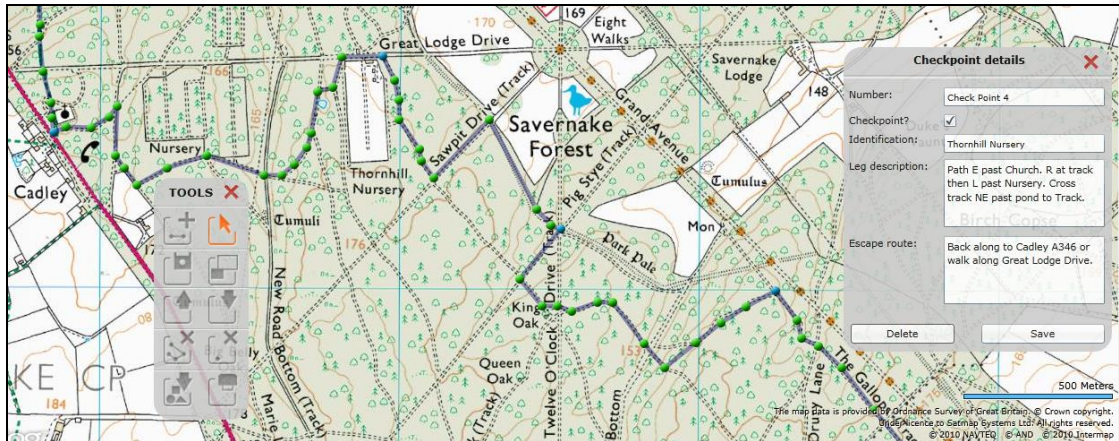
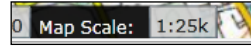
1. Click on this button and click on the map to start putting in your route points. Green dots will appear.



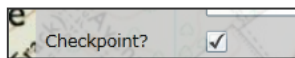
2. You can move the green dots by clicking and dragging. You can also edit checkpoints by right clicking on them.



3. To get the best route zoom in to the 1:25k map (the really detailed one), view in full screen and put in lots of points every time the direction changes, see e.g. below. This will make the distance and height accurate.

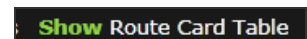


4. Then click on this button to select individual points. Turn them into your checkpoints (they will turn blue on the map)



5. You can then add some details which will also appear in your route card. Your checkpoints are clear landmarks on your route. The 'Identification' is what the checkpoint is, for example 'church'. The 'Leg description' is a description of the journey between the two checkpoints. Text can not be added while in full screen so return to normal view first.

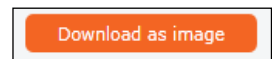
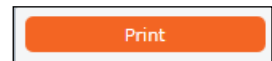
6. Now click on 'Show Route Card Table'.



Some information will already be in your route card but you will need to fill in details about your team, aim and rest times. Double click to add data. Fill in all the boxes.

## Your route and route card are ready. Now:

- Print your route card.
- Print an A4 summary route map for your Assessor. This can also be used as evidence in eDofE.
- Email an interactive digital map. When it is open, 'click file', 'send' and 'send as link' to e-mail the map link to you assessor.
- Save them to your PC as a picture (jpg) for evidence or e-mail.
- Save them to your PC as a mapping file (gpx). This is a good way to make a back up of your map.



You can email these files to your Assessor, or send to your DofE Leader in eDofE to approve. You can also use it as evidence in eDofE.

- If you use other software you can upload gpx mapping files or saved eDofE Mapping routes from your PC using this button.

