

When you begin (first time only!):

1. Open <http://bit.ly/2xDluw9> and select the Project assigned by your Project Leader.
 - Write the Project number on your log, once assigned.

NOTE: There are several ways to create accounts in OpenStreetMap, but not all of them connect with our mapping project. Please follow the steps below!

2. In the top right corner of the page, click **Login to OpenStreetMap**.
3. Click **Register Now**.
4. Fill out the form using your credentials, then click **Sign Up**.
 - Note that your password must have a minimum of 8 characters.
5. On the Contributor Terms page:
 - Select Rest of the World.
 - Check the box for Public Domain access – it allows greater access.
 - Click Agree.

You will be sent a confirmation email. It may take a few minutes... It also may go to Clutter, if you used your campus email address!

6. Open your email (based on the email you used to sign up), and click the link to verify your identity. You're all set!

All instructions in this packet are adapted from those provided in the Humanitarian OpenStreetMap OSM Tasking Manager, 2017.

To start your project:

1. Open <http://bit.ly/2xDluw9>, scroll down, and select the Project assigned by your Project Leader.
 - We recommend you use Chrome for your work; other browsers are also supported.
 - We recommend you do NOT use Internet Explorer.

2. In the top right corner of the page, click **Login to OpenStreetMap**.

You will be asked to Authorize Access to your OpenStreetMap account. This should only happen the first time you start your project.

3. Click Grant Access.

4. On the OSM Tasking Manager page, click **Contribute**.

5. Select an open square. (If the square is highlighted or filled in, it is already taken.)

- You can also allow the system to assign you a square at random.

6. Note the task number on your mapping log.

7. Click **Start Mapping**.


8. From the Edit with drop-down menu, select Edit with **iD editor**.

9. Click **Edit Now**. (You can also complete the walk-through, if you would like!)

To trace your buildings:

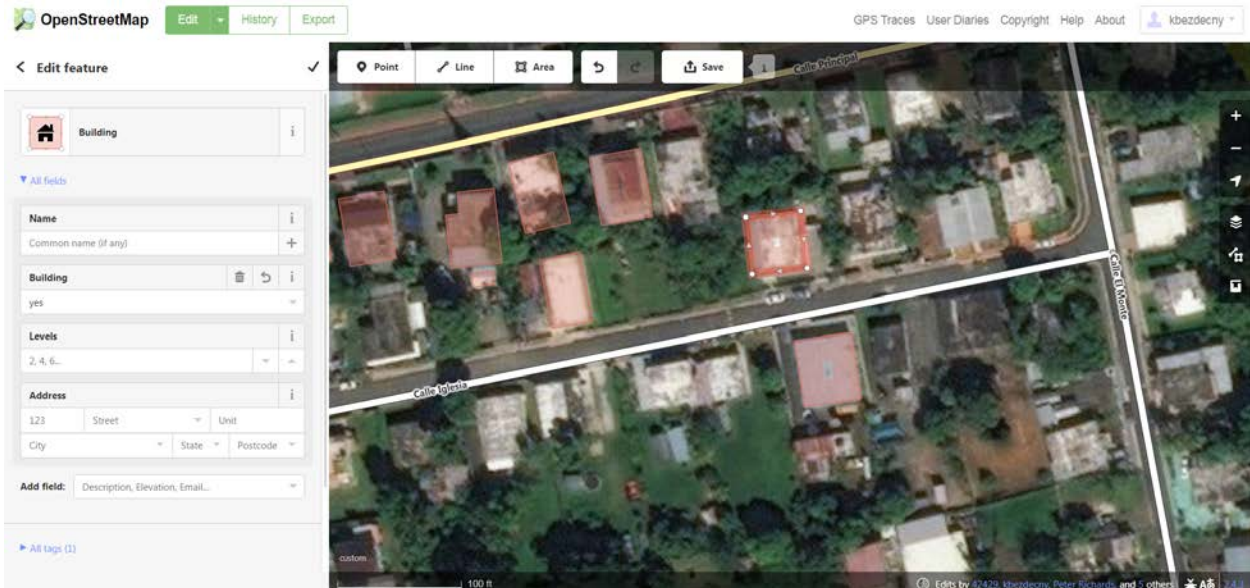
1. Zoom into an area in your square (marked by a purple box on the map).
 - Double-click the map, click the + on the right-hand side of the page, or press your + key.
 - To zoom out, use your mouse roller, click the – on the right-hand side of the page, or press your – key.



2. Once you have found a building to trace, click  .
3. Trace your building!
 - If you make a mistake, click Undo.
 - To finish your drawing, **double-click your last point on the map**.
4. Once you've finished the drawing, select your new building and type **S**.
 - This makes sure the corners are nice and square, without your needing to futz with them too much.

BEFORE YOU CLICK SAVE, on the left-hand side, the Select feature type options have opened up.


5. Select Building Features to open the drop-down list, then select **Building**. We are only selecting Building as our option today!
6. Click **Save**, then click **Upload**.
7. Now pick the next building!



If the roads don't line up with the imagery in the editing tab:

1. Ask for help from your Project Leader. They will help walk you through performing an offset (or do the offset for you).

If there is too much cloud cover in your imagery:

1. On the right-hand side of the page, click  to open the background settings.
2. Explore the available images until you find one with limited cloud cover.
3. If the roads don't line up in the new image, ask for help from your Project Leader.

If the square is just TOO MUCH:

Chances are the square needs to be split. If you are unsure, ask your Project Leader for help.

1. Close the editing tab in your browser.
2. On the OSM Tasking Manager page, click Split.
3. Move to a new square.

When you have finished a square:

1. Close the editing tab in your browser.
2. On the OSM Tasking Manager page, click Mark Task as Done.
3. Pick a new square!

If you need to quit a square:


1. Close the editing tab in your browser.
2. On the OSM Tasking Manager page, click Stop Mapping.
 - This unlocks the square for others to work on. If no one else finishes it, you can come back to the same square later and continue work.


If you need to take a break:

You are allotted 2 hours to work in a square before it is unlocked for another to continue work in that space. If your break is going to be longer than 15 minutes, I ask that you follow the instructions for quitting a square.

For more information on the Humanitarian OpenStreetMap project's work to support Puerto Rico, see the links at <http://www.calstatela.edu/faculty/kris-bezdecny>.


Shortcuts:


Change the image (background settings): B, 

Save: Control-S, 

Square the building: S

Undo: Control-Z, 

Zoom in: double-click the map, +, 

Zoom out: -, 

Housekeeping:

- We ask that no food or drinks be consumed in the GIS lab. Food and drink are allowed in the other rooms, and in the hallway.
- Bathrooms are marked on the map below.
- A water bottle refill station is located on the 3rd floor, next to the Women's bathroom.
- If you have any questions, or need any assistance, talk with your Project Leader.

