

To create your first layer:

- 1. Open QGIS
- 2. Click on the Project menu and select New
- 3. Go to the Layer menu, select Add Layer and click Browse
- 4. Locate the file where you saved your layers
- 5. Find the folder that contains roads then go through Files Transport/CMA100/North East/Transport/VM Trans.
- 6. Select the SHP file for TR_Roads.shp and upload it.
- 7. Note that the Roads will appear on your canvas
- 8. Go to the Layers Styling panel to the right and click the Paint Brush icon
- 9. Click on the Simple Fill
- 10. Click the drop drown button beside the Fill field and select the colour Red
- 11. The roads will change to Red
- 12. Go to Project and select Save
- 13. Save it as Topo1
- 14. Have a look around the map using the magnifying glass
- 15. To Zoom out click the Map Scale button at the bottom right of the screen and select a larger number
- 16. You can also right-click on the TR_Road layer in the Layer panel to the left and select Zoom To Layer
- 17. You can move the map around without zooming by selecting the Hand button on the top Menu bar.
- 18. Single click on the TR_Road layer to the left then on the right-hand Layer Style Panel click the Label (abc) button
- 19. Change No Labels to "Labels For This Layer" by clicking on the Drop Down
- 20. Click on the Y beside the "Label With" field and select Road_Name
- 21. At the bottom right of the Layer Style panel select Live Update
- 22. Names will appear on the roads.
- 23. To make them smaller click on the ABC button below Label With
- 24. Change the font size to 8 and select Apply Text Substitutes
- 25. Click the sixth button to the right (Placement) and select Curved
- 26. Save your work

To add your next layer:

- 1. Repeat steps 3 to 9 above for the Watercourse Layer (HY_watercourse)
- 2. Change the colour to light blue

3. Repeat steps 12 to 26 above

Note that these layers a LINE VECTORS the next layer to be added is a POLYGON VECTOR

To add a Polygon Vector Layer:

- 1. Repeat steps 3 to 10 above after you have located the Water_Area layer (HY_water_area.shp)
- 2. Make the layer light blue
- 3. Note that it may cover the roads layer
- 4. Go to the Layer list to the left of the screen and single click on the Waterbody layer to select it
- 5. Hold your mouse down and drag the layer to the bottom of the list
- 6. Save your work

Add the other layers

- 1. Contours (grey) and above Water_areas
- 2. Forested Areas (light green) and above water_areas
- 3. Places of interest (orange) at the top of the list
- 4. Save your work

Note: Layers should be in the following order from top to bottom Points, Lines, Polygons