



Using the National Park Service (NPS) Online Sign Planning Tool

Welcome to the NPS Online Sign Planning Tool: it is designed to allow you to enter your planned national historic trail signs into a digital map that can be viewed from any computer or device with an internet connection. This way you can easily collaborate with National Trails Intermountain Region (NTIR) on sign planning, as we may not be able to meet in person. Also, when your plan is complete, it allows NTIR to quickly turn your plan into a printable pdf report to share with road jurisdictions and other partners for review and comment. Please be sure to use this report we will supply you after your plan is complete before you request jurisdiction approval to install signs and for locations to install the signs once shipped to the appropriate road jurisdiction. This document provides step-by-step instructions on how to use the tool, but don't hesitate to contact us with any questions you may have as you get started, or at any time during the sign planning process.

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For more information about the sign types, how to use them, and steps to complete a sign plan, please see one of our signing websites, organized here by national historic trail (NHT):

California NHT <http://www.nps.gov/cali/learn/management/how-to-create-your-sign-plan.htm>
 El Camino Real de Tierra Adentro NHT <http://www.nps.gov/elca/learn/management/how-to-create-your-sign-plan.htm>
 El Camino Real de los Tejas NHT <http://www.nps.gov/elte/learn/management/how-to-create-your-sign-plan.htm>
 Oregon NHT <http://www.nps.gov/oreg/learn/management/how-to-create-your-sign-plan.htm>
 Pony Express NHT <http://www.nps.gov/poex/learn/management/how-to-create-your-sign-plan.htm>
 Santa Fe NHT <http://www.nps.gov/safe/learn/management/how-to-create-your-sign-plan.htm>
 Trail of Tears NHT <http://www.nps.gov/trte/learn/management/how-to-create-your-sign-plan.htm>

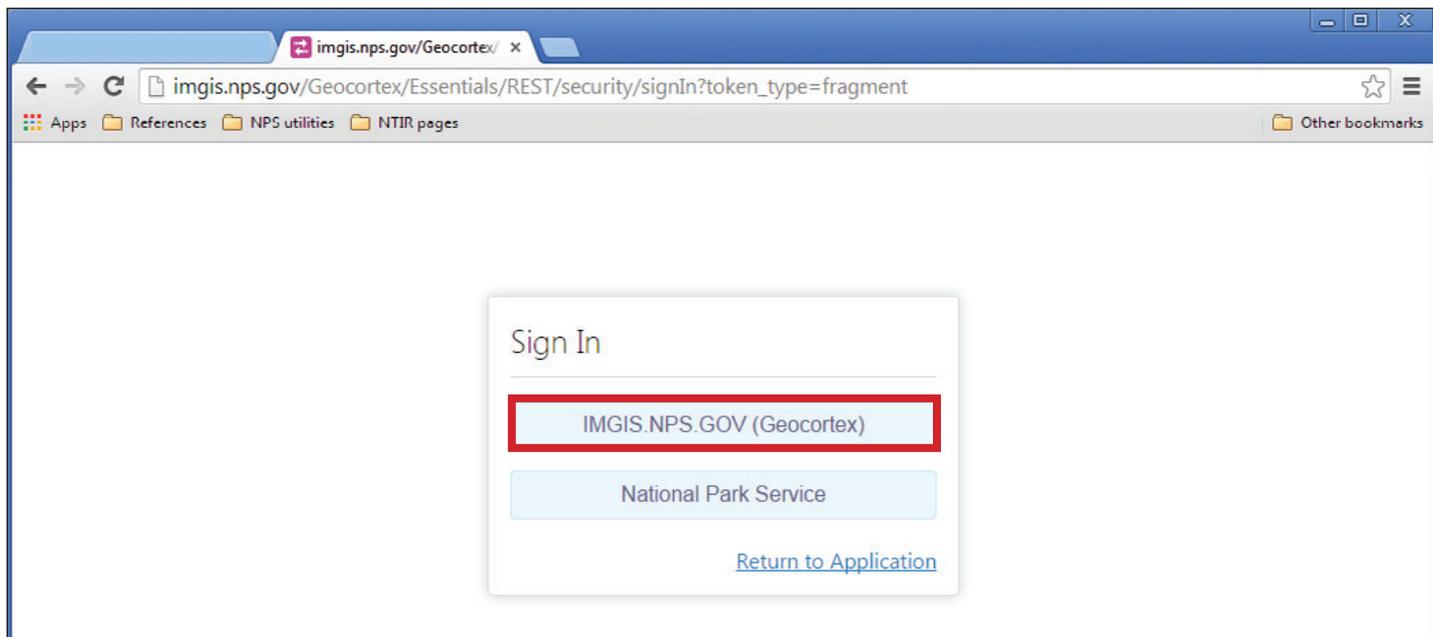
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1: LOG IN

When you enter <http://imgis.nps.gov/HTML5/SIGN/> into your web browser, you will first be asked to choose one of two ways to log in. Choose **IMGIS.NPS.GOV (Geocortex)** (outlined in red below).

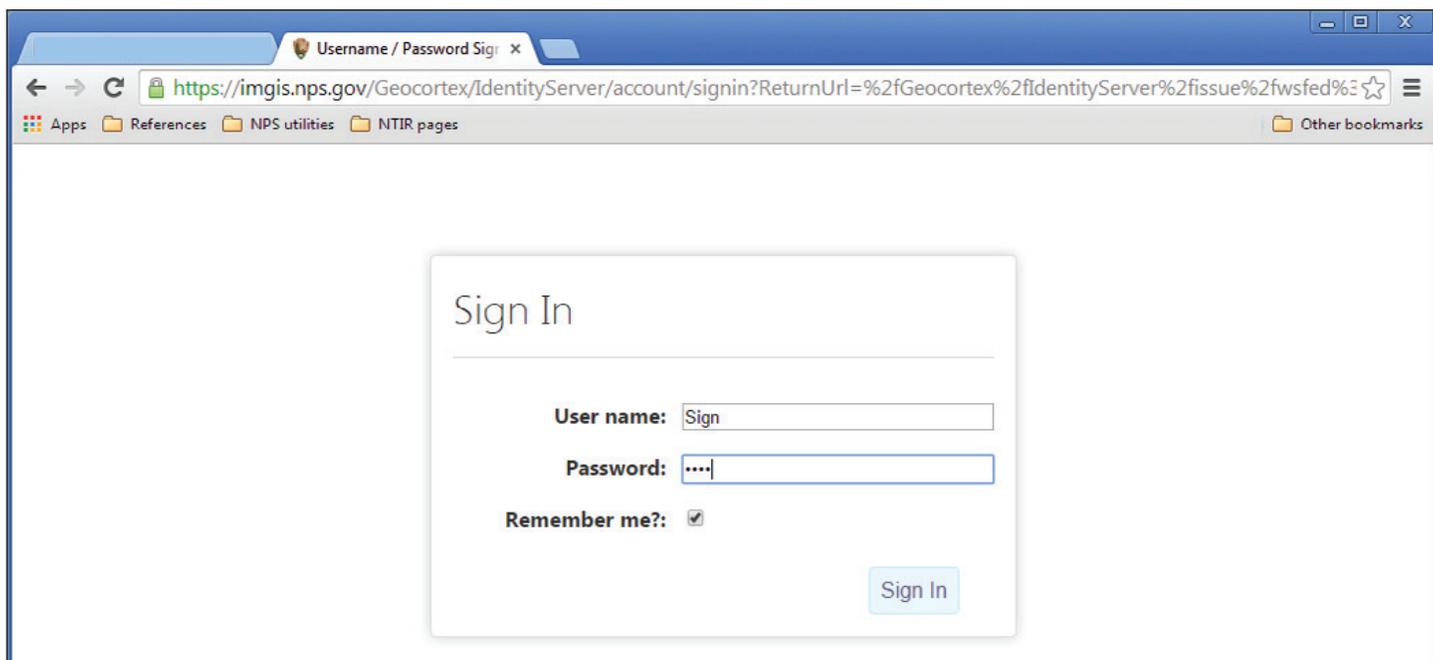


Next, you will be prompted for a username and password. They are case sensitive, so be sure to use capital “S”.

USERNAME: Sign

PASSWORD: Sign

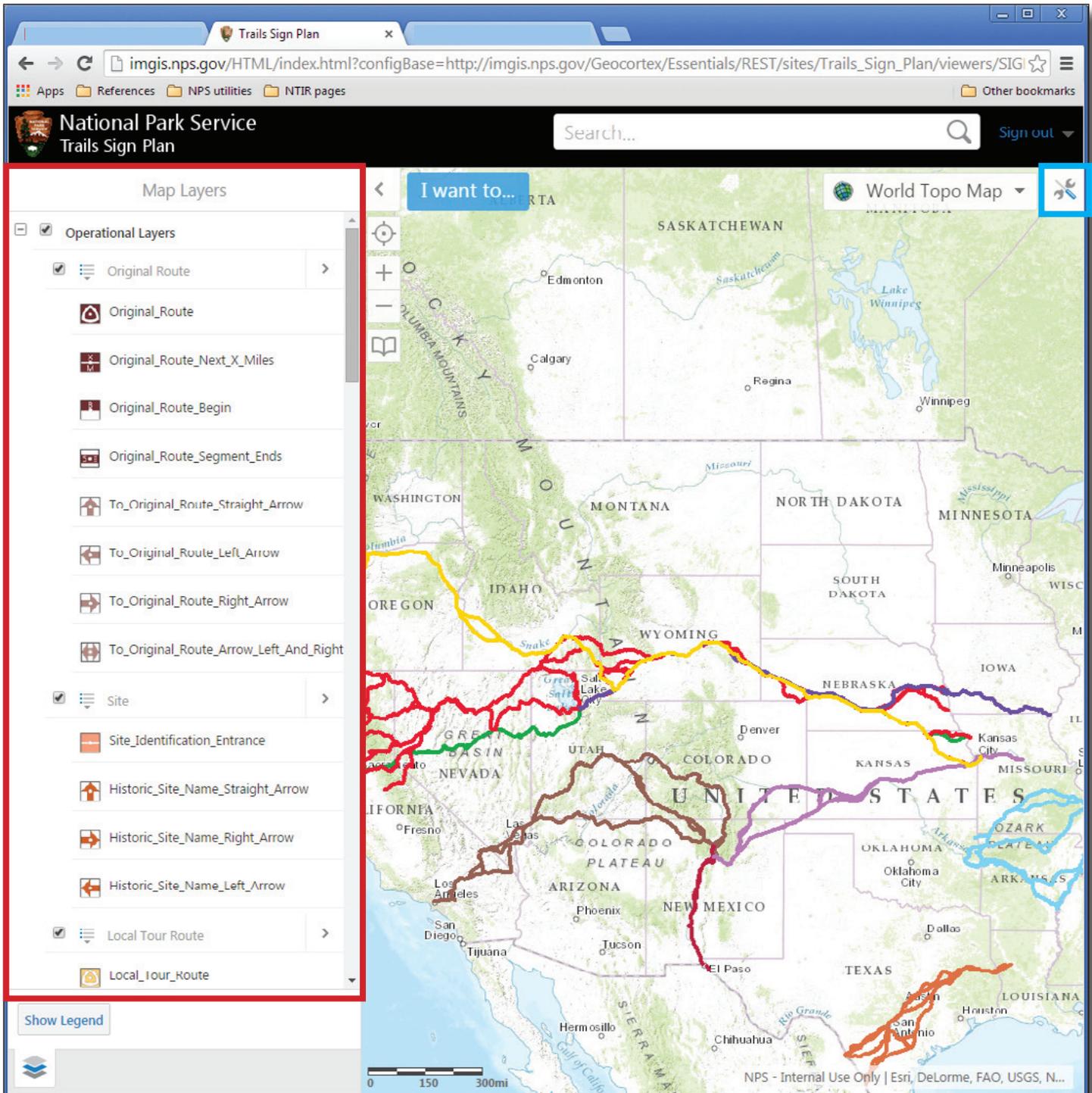
If you select the **Remember me** checkbox the system shouldn't prompt you for the username and password again, at least for a few days. It also can be useful to bookmark this page in your browser so you can return to it easily.





2: ACCESS LAYERS AND TOOLS

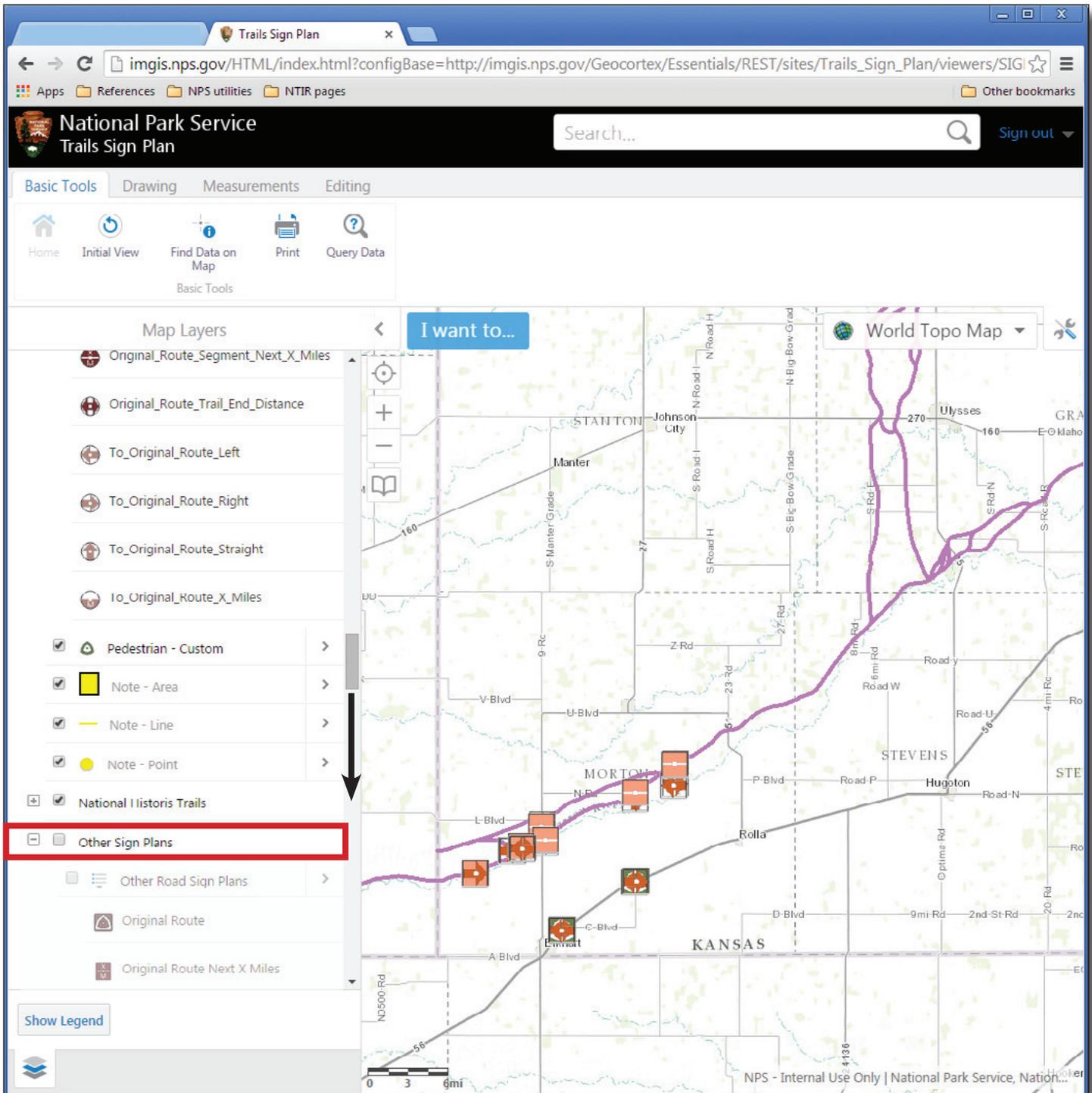
This is the start screen. A menu displaying all the layers in the map (signs, notes, other sign plans, trail lines, and basemaps) is open by default on the left (red box.) To access tools for creating and editing signs, click the toolbar button on the upper right hand side (blue box). Although no signs are visible on the default screen, once you begin to zoom in closer to your area of interest, signs from previous plans may appear.





2: ACCESS LAYERS AND TOOLS *continued*

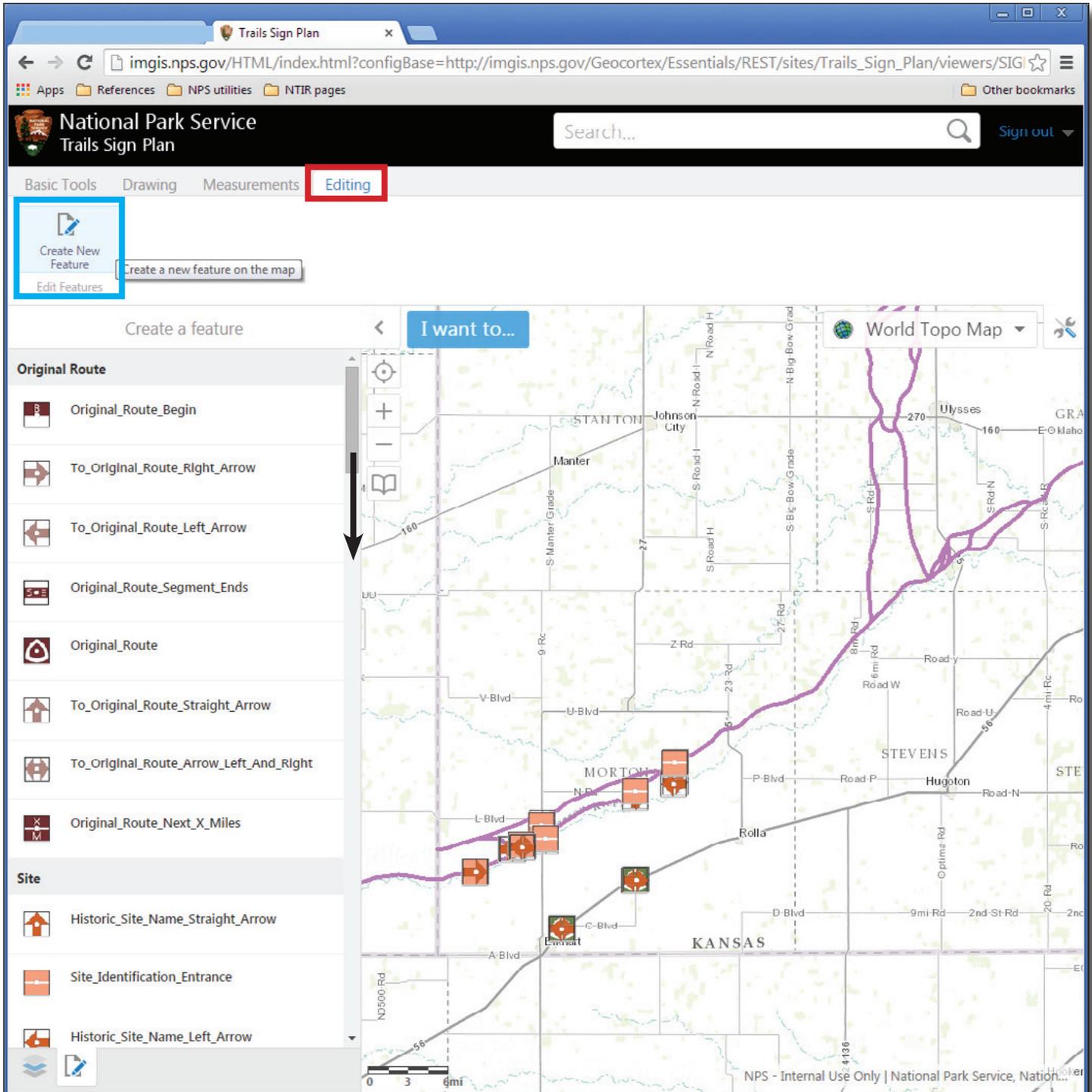
This is what the screen looks like when the toolbar button has been clicked to expand into a full menu, and you have zoomed in far enough to begin to see signs that are already in the map. The **Map Layers** list on the left shows both the signs and layers that are already visible, and other layers that are turned off by default. One useful layer that is turned off when you first open the program is **Other Sign Plans** (red box). If you check that box, you can view sign plans that have already been completed and installed. This group of sign plans is present for your reference and cannot be edited.





3: START CREATING NEW SIGNS

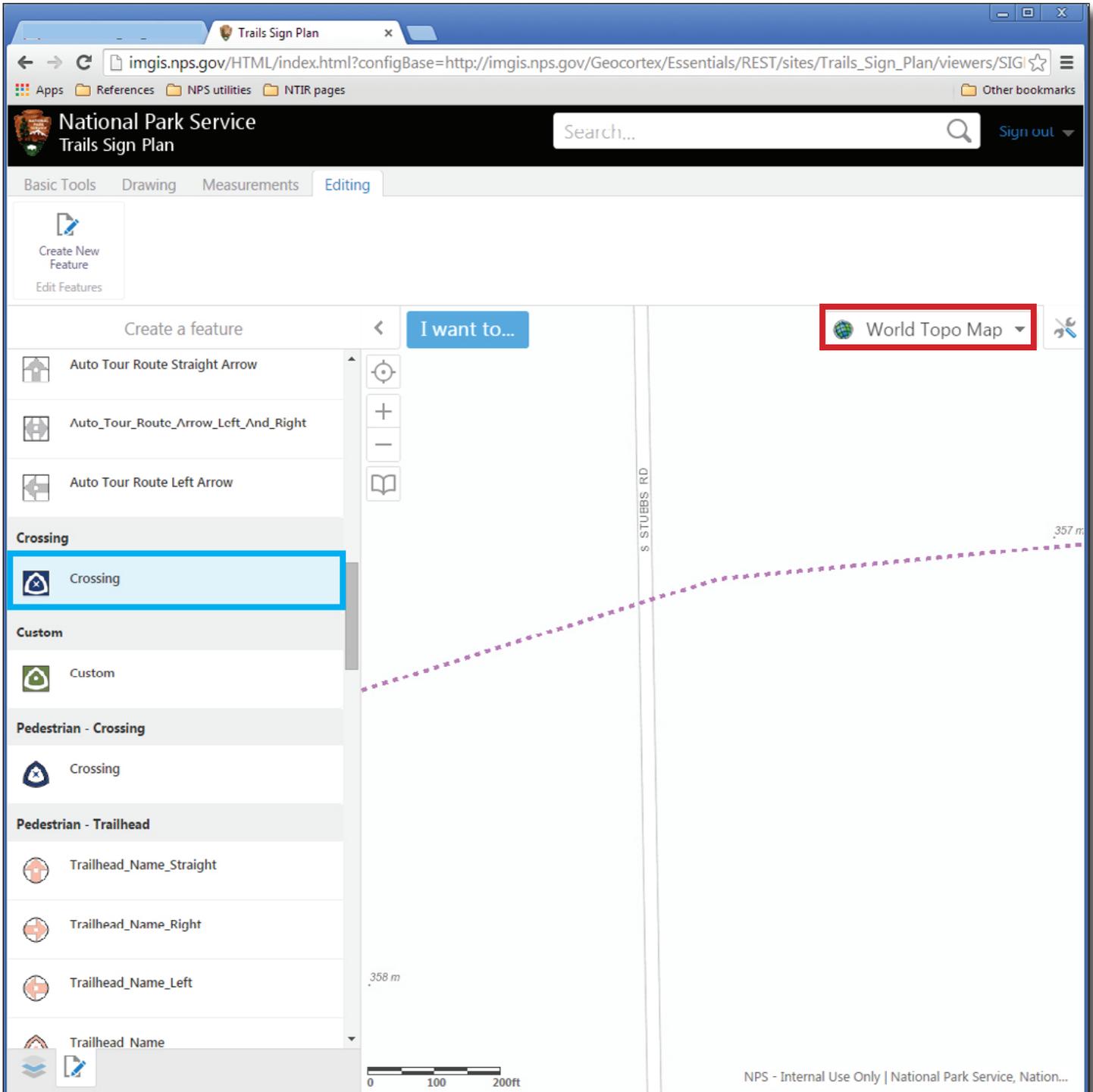
To create a new sign or signs, click on Editing in the upper toolbar (red box). This will display the **Create New Feature** button (blue box). If you click it (as shown below), the left-side menu will display the types of signs available to you. There are both road signs (square symbols) and pedestrian signs (round symbols). You will have to scroll down to see them all. Descriptions of the sign types and their uses are found on the national historic trail How to Create Your Sign Plan web pages. Please read about the sign types before beginning to place signs, as that will help you use the available sign types most effectively. See page 1 of this document for links.





3: START CREATING NEW SIGNS *continued*

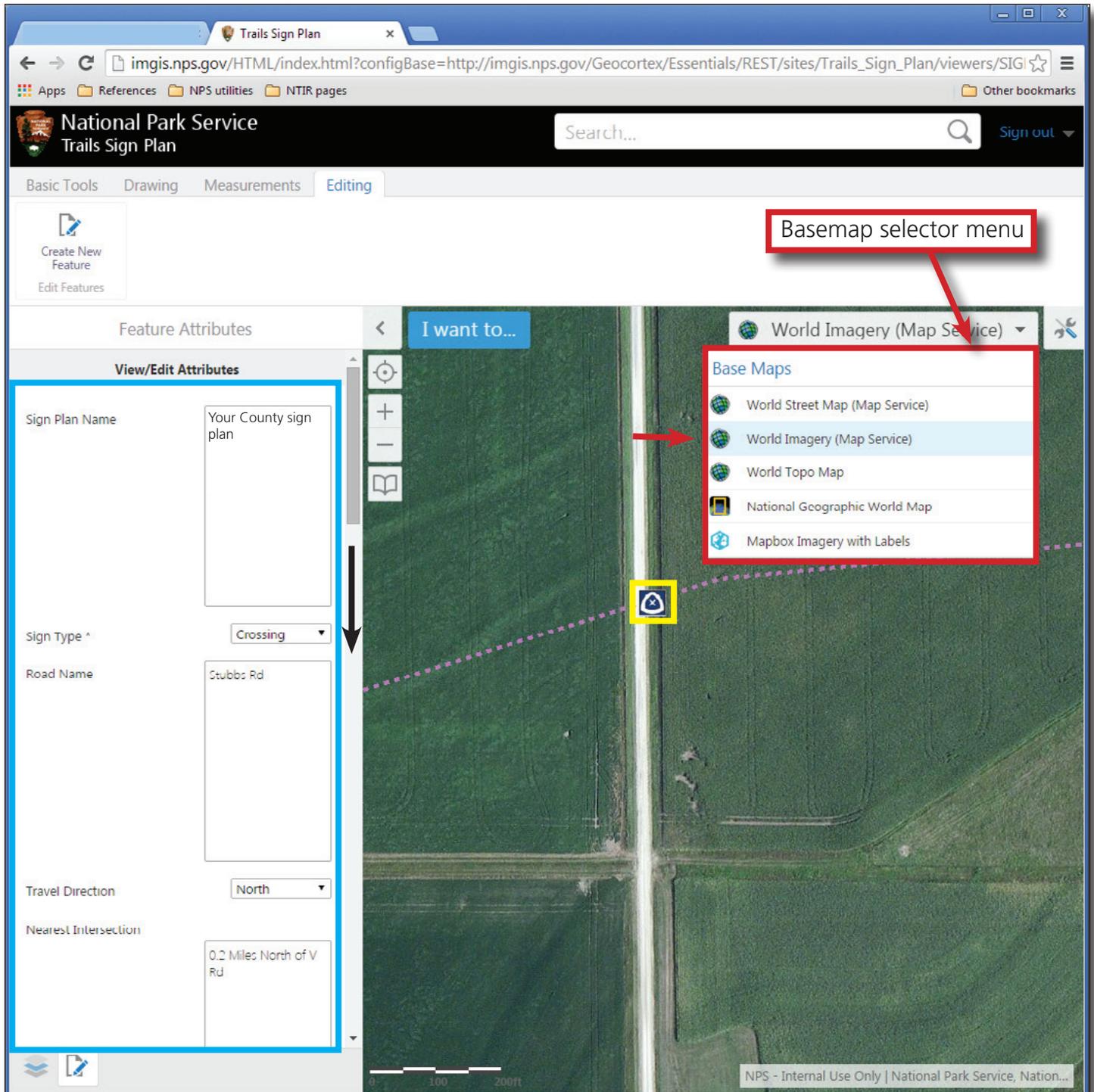
To create your first sign, zoom in at least close enough to be sure that you can accurately place your sign on the correct side of the road. At this point, you may want to change to the aerial imagery basemap, so you can see other features like trees and buildings that may affect where you decide to place the sign. You can do that by selecting the button that reads **World Topo Map** by default (red box), which will then open a drop down menu of basemaps from which to choose, including **World Imagery Map** (see following page). When you're ready, click on a sign type in the left menu to select it, then click once on the map to place the sign.





3: START CREATING NEW SIGNS *continued*

Once you've clicked on the map to place your sign, the icon representing that sign—in this example, the blue square for a crossing sign—will appear on the map (yellow box). A fillable menu of information about the sign will appear on the left side (blue box). Please fill in these fields as thoroughly as you can. You will need to scroll down to see all of the fields—a full list of the fields appears on the following page for your reference. Please also be sure to use the same Sign Plan Name for all the signs in your plan—this will help NTIR staff find all your signs when they are reviewing your plan or discussing it with you.





3: START CREATING NEW SIGNS *continued*

Here is a list of the information fields available to be filled in for each sign, with a short explanation of each field and examples.

| | |
|--|---|
| <p>Sign Plan Name Sample county sign plan</p> | <p>*Required Field Please chose one name for your sign plan and fill in this field for each sign placed. (Name suggestions: Use the name of the county or city the signs are in, or another reference that describes the scope of the plan.)</p> |
| <p>Sign Type * Crossing</p> | <p>This field will already be populated with the sign type you chose when placing the sign. Unless you want to change the sign type, leave this field untouched.</p> |
| <p>Road Name Stubbs Rd</p> | <p>*Required Field Name of the road on which the sign is placed.</p> |
| <p>Travel Direction North</p> | <p>*Required Field Direction motorists will be traveling when viewing sign.</p> |
| <p>Nearest Intersection 0.4 Miles South of US 56</p> | <p>*Required Field Location of the sign in relation to the nearest road intersection. Please also list the approximate distance the sign is from that intersection (e.g. 1 mile east of KS 56, or Just west of Main Street).</p> |
| <p>Site Name</p> | <p>Only fill this field in for Site ID signs or Historic Site Name directional signs.</p> |
| <p>Road Jurisdiction Osage County</p> | <p>*Required Field Use the map as a guide to determine which agency or local government manages the road. If the road is a solid gray on the topo basemap, then it is likely a state road. If the road is within city limits, it is usually managed by the city. All other public roads fall under county jurisdiction. If unsure, make an educated guess and put a ? at the end.</p> |
| <p>Notes This sign is near some visible trail ruts.</p> | <p>Use this field to specify the exact mileage for an "Original Route Next XX Miles" sign. Also use this field to make note of anything of importance not covered by other fields.</p> |
| <p>Sign Status Proposed</p> <p>County Osage County</p> <p>State Kansas</p> | <p>There is no need to fill in these three fields—NTIR will fill them when the plan is reviewed.</p> |
| <p>Create Date 12/29/1899 5:00:00 p</p> | <p>*Required Field Click on the X to auto-fill today's date in the field. . .</p> |
| <p>Create Date 02/26/2015 5:00:00 p</p> | <p>. . .this is how it will look when complete.</p> |
| <p>Created By Trail Volunteer</p> | <p>*Required Field The creator of the sign should enter their name or initials here.</p> |
| <p>Edit Date 02/26/2015 11:49:41</p> <p>Editor</p> | <p>Fill in these fields only if you come back to edit one of your signs at a later date.</p> |

The remainder of the sign fields (9 trail name abbreviations, GIS Notes, Sign Cost, Reflectivity, and Custom Sign Type) can be left blank—NTIR will use them when preparing a report on the final sign plan.



3: START CREATING NEW SIGNS *continued*

When you have scrolled all the way to the bottom of the sign information menu and filled in the fields to the best of your knowledge, you are ready to save your sign and move on to the next one. If while working you have changed your mind about the sign's placement, you can first select the **Edit Geometry** button (red box), then drag the sign to a new location on the map. When you have finished moving the sign, click **Stop Editing Geometry** (which will appear in place of **Edit Geometry** while the sign is movable) then **Save** (blue box).

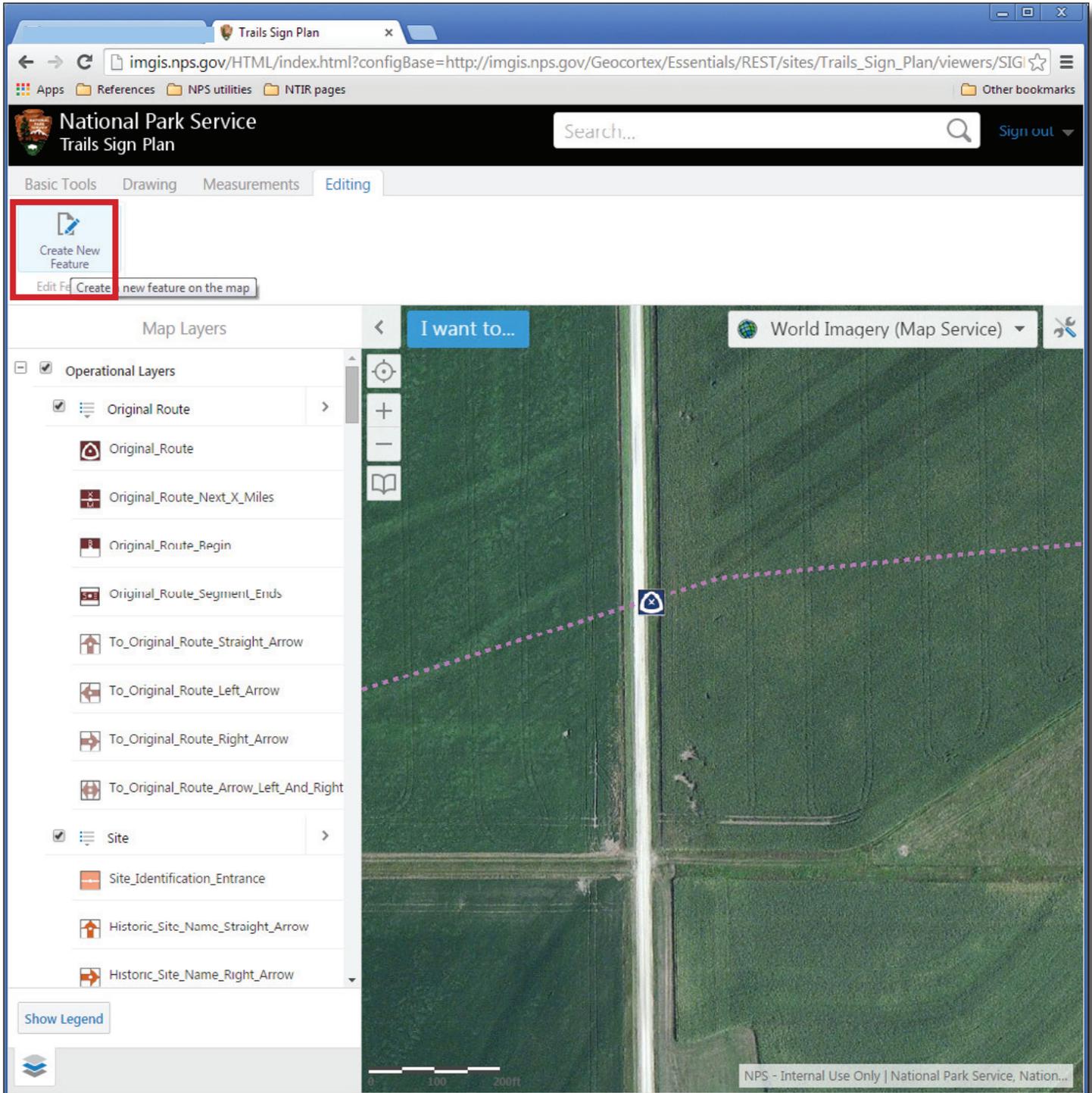
The screenshot displays the National Park Service Trails Sign Plan web application. The browser address bar shows the URL: `imgis.nps.gov/HTML/index.html?configBase=http://imgis.nps.gov/Geocortex/Essentials/REST/sites/Trails_Sign_Plan/viewers/SIGI`. The application header includes the National Park Service logo, a search bar, and a "Sign out" button. The main interface is divided into several sections:

- Basic Tools**: Includes "Create New Feature" and "Edit Features" buttons.
- Feature Attributes**: A panel on the left with the following fields:
 - TRTE: No
 - GIS Notes: A text input area.
 - Sign Cost: A text input field.
 - Reflectivity: High-Intensity
 - Custom Sign Type: A text input area.
- Map**: A central map showing a green field with a road. A sign icon is placed on the road, and a dashed pink line indicates the sign's geometry. A blue box labeled "I want to..." is positioned above the sign icon.
- Buttons**: At the bottom of the Feature Attributes panel, there are three buttons: "Edit Geometry" (highlighted with a red box), "Save" (highlighted with a blue box), and "Cancel".



3: START CREATING NEW SIGNS *continued*

When you click the **Save** button, the sign information menu will disappear. You have successfully created your first sign. To continue placing signs, click the **Create New Feature** button again to bring back the menu of available sign types, and pan or zoom to your next sign location on the map.





4: EDITING YOUR SIGNS

To edit a sign's location or change any of the information you have entered about it, begin by carefully clicking on the sign. If you have multiple signs in a small area, you may want to zoom in very closely to be sure that you're selecting the right sign. Once you have clicked on the sign, a popup will appear showing a generic image of the sign. To edit the sign, click **Edit Feature** (red box). To just view the information you entered about the sign earlier, but not edit it, use **View Additional Details** instead (blue box).

NOTE: please do not edit signs created by other people unless you have their permission to do so.



4: EDITING YOUR SIGNS *continued*

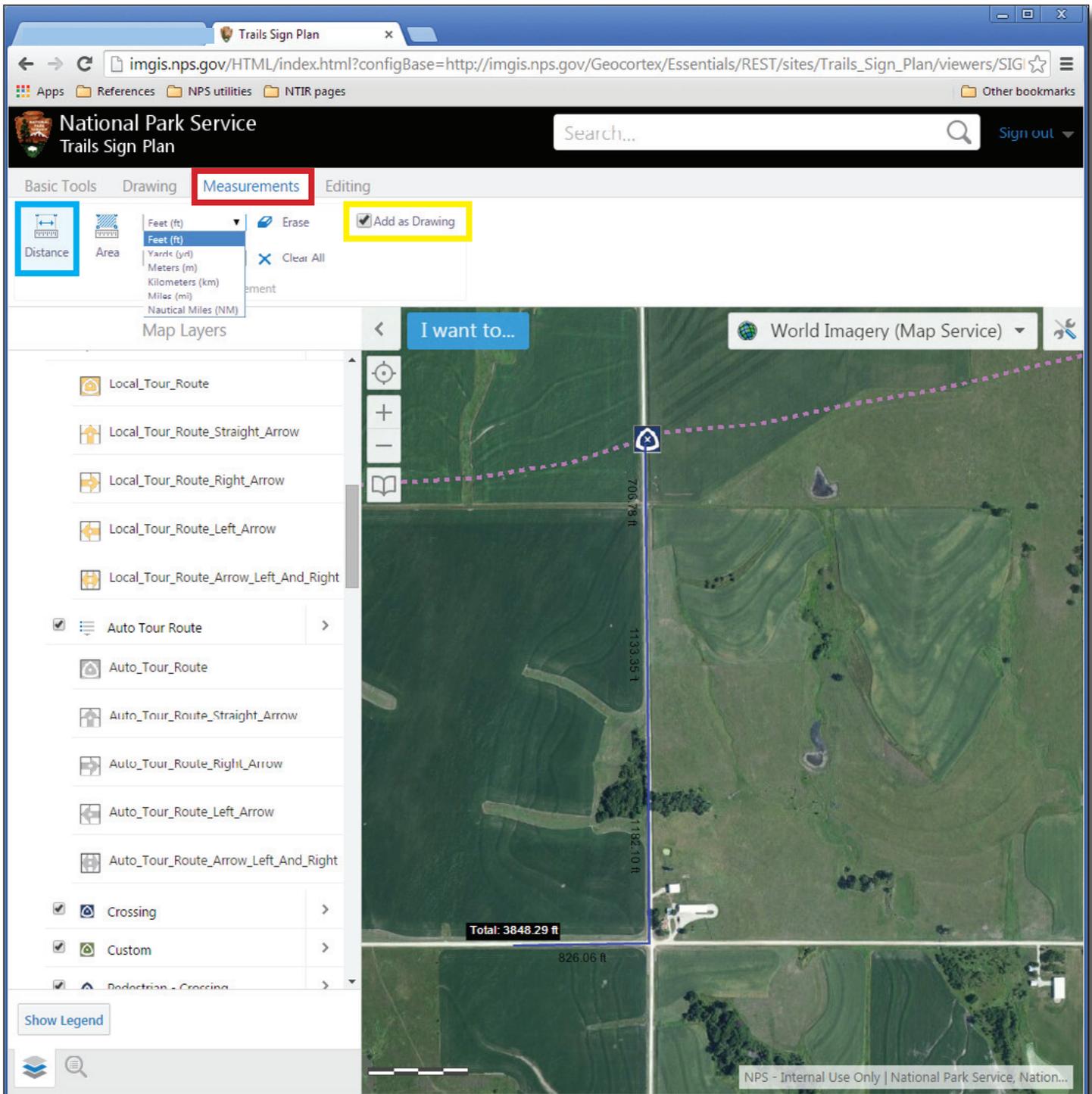
Clicking on **Edit Feature** will bring up the same menu of sign information fields you saw when you first created the sign. Edit the information in the left side menu, or scroll down and click the **Edit Geometry** button at the bottom to move the sign on the map. When you have finished editing the sign, click **Save** at the bottom to save your changes. You can also cancel any changes you've made (red box), or delete the sign entirely (blue box), using the buttons at the bottom of the information menu. If you have trouble selecting signs just by clicking on them, or would like to select a group of signs to edit, see page 15 for an alternate way of selecting and editing.

The screenshot displays the Trails Sign Plan web application. The browser address bar shows the URL: `imgis.nps.gov/HTML/index.html?configBase=http://imgis.nps.gov/Geocortex/Essentials/REST/sites/Trails_Sign_Plan/viewers/SIGI`. The page header includes the National Park Service logo, the text "National Park Service Trails Sign Plan", a search bar, and a "Sign out" link. The main content area is split into a left sidebar and a central map. The sidebar, titled "Sample plan for How-To Document", contains several dropdown menus for "OLSP", "OREG", "POEX", "SAFE", and "TRTE", all set to "No". Below these are "GIS Notes", "Sign Cost", "Reflectivity" (set to "High-Intensity"), and "Custom Sign Type". At the bottom of the sidebar are buttons for "Delete" (highlighted with a blue box), "Save", and "Cancel" (highlighted with a red box). The central map shows a satellite view of a road intersection with a pink dashed line indicating a sign location. A pop-up window titled "Sample plan for How-To Document" is overlaid on the map, containing a sign icon labeled "Trail Name Crossing", the "Site Name", "Plan Name: Sample plan for How-To Document", and "Sign Status: Proposed". It also includes "View Additional Details" and "Edit Feature" links. The bottom of the map features a scale bar (0, 100, 200ft) and the text "NPS - Internal Use Only | National Park Service, Nation...".



5: OTHER USEFUL TOOLS—MEASURE

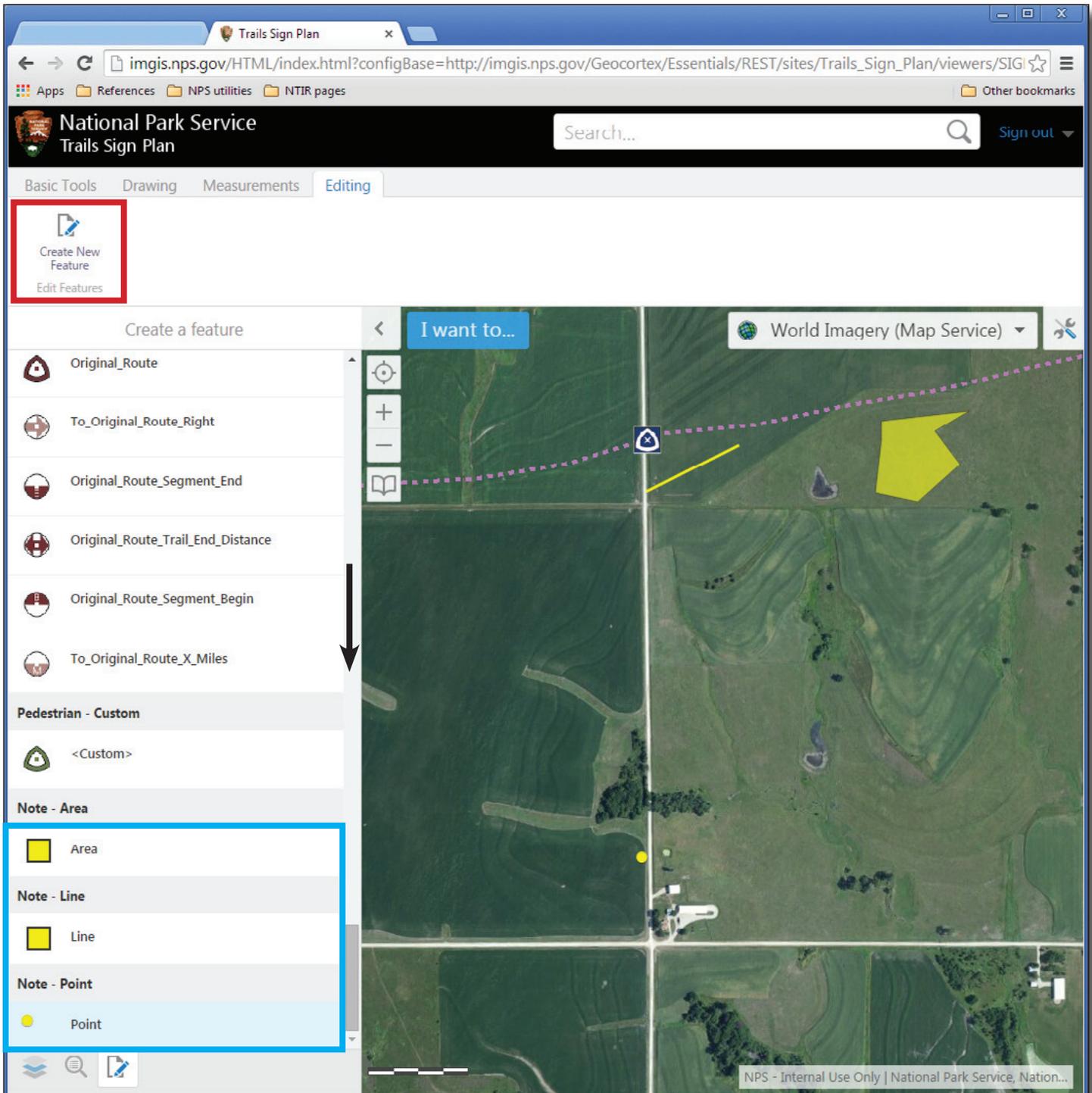
Under the **Measurements** tool tab (red box), select distance or area measurements (blue box), then the units (feet, meters, miles, etc.) you'd like to use. Click once on the map to start your line or area. Use single clicks to continue it, and a double click to end it. This tool can be useful for deciding how far from an intersection to place your sign, or to measure the length of a stretch of original route to be signed. Leave the **Add to Drawing** option (yellow box) checked if you'd like your measurement to stay visible after you've finished measuring, or uncheck the box to allow it to disappear. These saved measurements will only remain until you close the map.





5: OTHER USEFUL TOOLS—NOTES

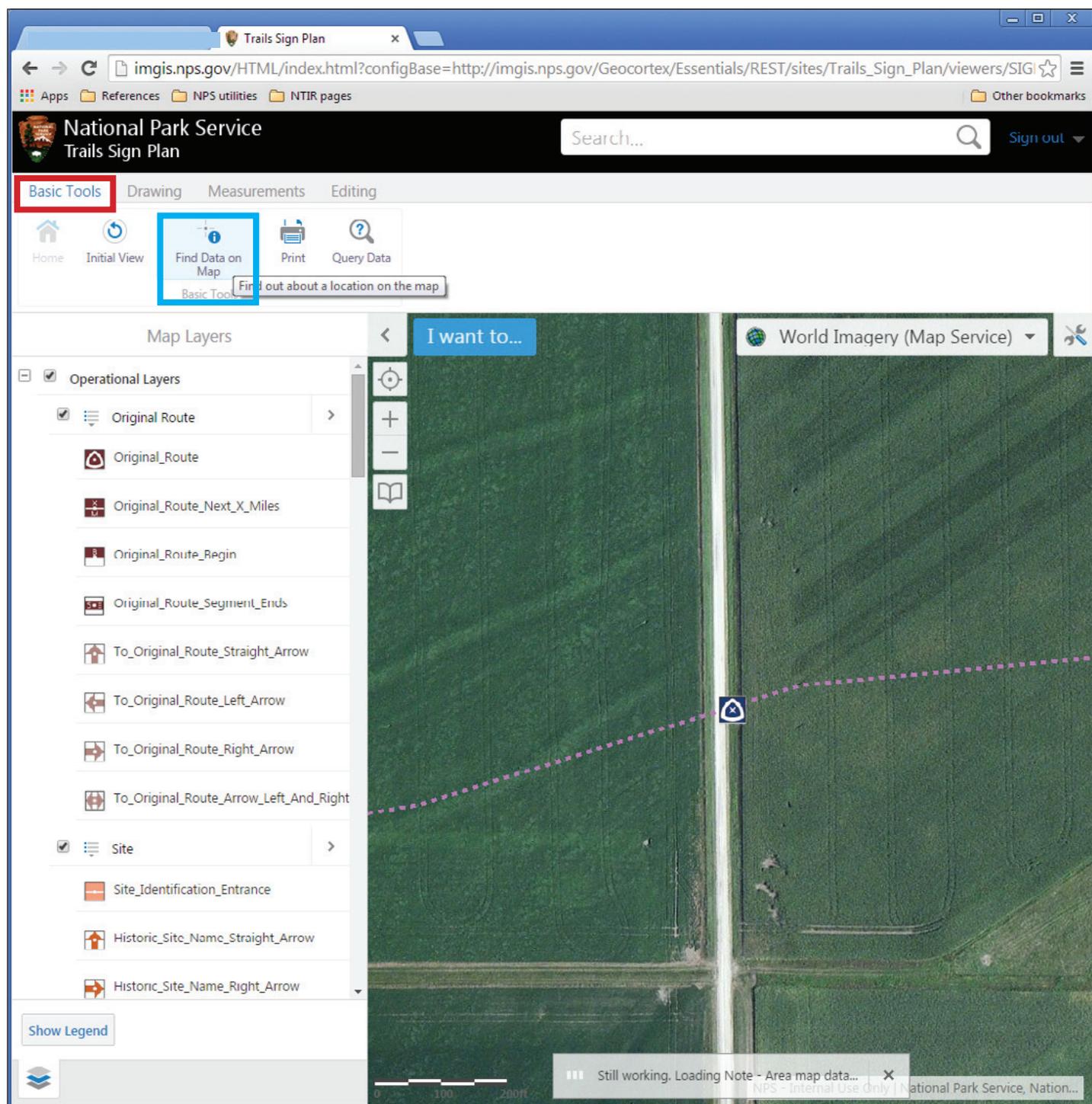
Notes (points, lines, or areas) can be added to the map in same way you would add a sign. After selecting **Create a Feature**, scroll to the bottom of the left-side menu of options to find the yellow notes (blue box). Select the note type you would like to use by clicking on it once, then follow the same process you did when creating a sign, including clicking once to place it and filling in the left-side information menu (pages 5-10). These notes can be useful to identify trail sites to be signed or other points of interest along your route.





5: OTHER USEFUL TOOLS—SELECTING A GROUP OF SIGNS TO EDIT

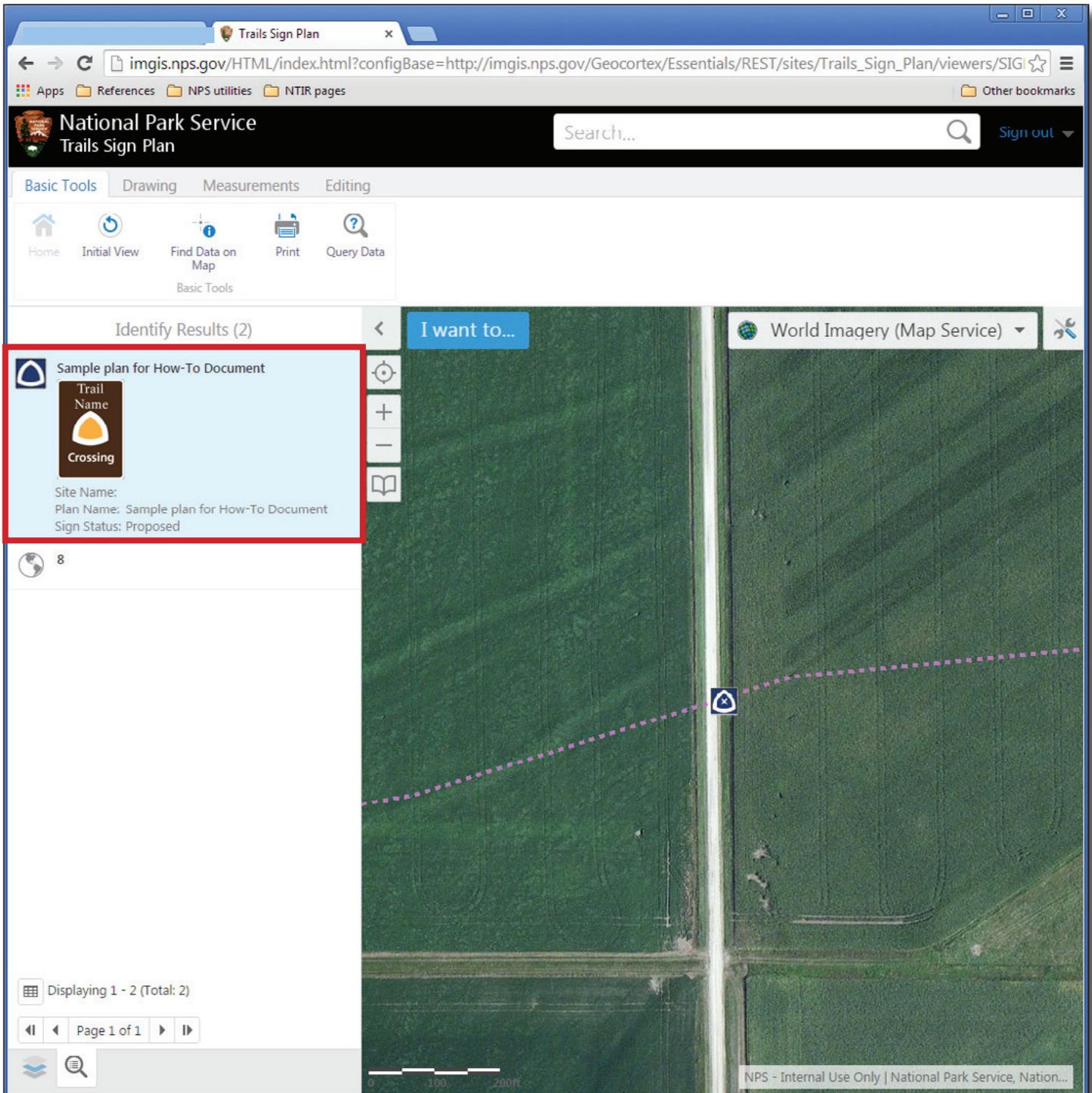
If you have trouble selecting a sign simply by clicking on it, you can also use another tool to select it for editing. Go to the **Basic Tools** tab in the tool menu (red box), then select **Find Data on Map** (blue box). Then, click on the map and drag to create a rectangle around your sign or signs. This tool can also be useful when you want to select a group of signs for editing all at once, rather than selecting each by clicking on it individually.





5: OTHER USEFUL TOOLS—SELECTING A GROUP OF SIGNS *continued*

Once you have drawn your rectangle, a new menu will pop up on the left showing the signs and any other items that were selected by the rectangle. Choose and click on the sign you want to edit from the list (red box). Please note that the list shown below also includes a segment of the national historic trail line (“8”), because it was also selected by the rectangle. This will often happen, but trail lines are not editable and can just be ignored.





5: OTHER USEFUL TOOLS—SELECTING A GROUP OF SIGNS *continued*

Clicking on the sign in the left menu will highlight it in yellow on the map, recenter the map on that sign, and pull up a list of the information you entered about it on the left side menu. If you would like to choose a different sign to edit, use the back arrow in the upper left corner to return to the list of selected signs (red box). To edit the sign you have chosen, select the first option in the new left side menu, **Edit Feature** (blue box). This will pull up the editable sign information menu on the left, as shown on page 11.

Trails Sign Plan

imgis.nps.gov/HTML/index.html?configBase=http://imgis.nps.gov/Geocortex/Essentials/REST/sites/Trails_Sign_Plan/viewers/SIGI

National Park Service
Trails Sign Plan

Search... Sign out

Basic Tools Drawing Measurements Editing

Home Initial View Find Data on Map Print Query Data

Basic Tools

← Sample plan for How-To Document

I want to...

World Imagery (Map Service)

Actions

Edit Feature
Edit the attributes of the feature.

Zoom to Feature
Zoom to this feature on the map.

Pan
Pan the map to center this feature.

Description

Trail Name
Crossing

Site Name:
Plan Name: Sample plan for How-To Document
Sign Status: Proposed

Details

| | |
|------------------|---------------------------------|
| OBJECTID | 137145 |
| Sign Plan Name | Sample plan for How-To Document |
| Sign Type | Crossing |
| Road Name | Stubbs Rd |
| Travel Direction | North |

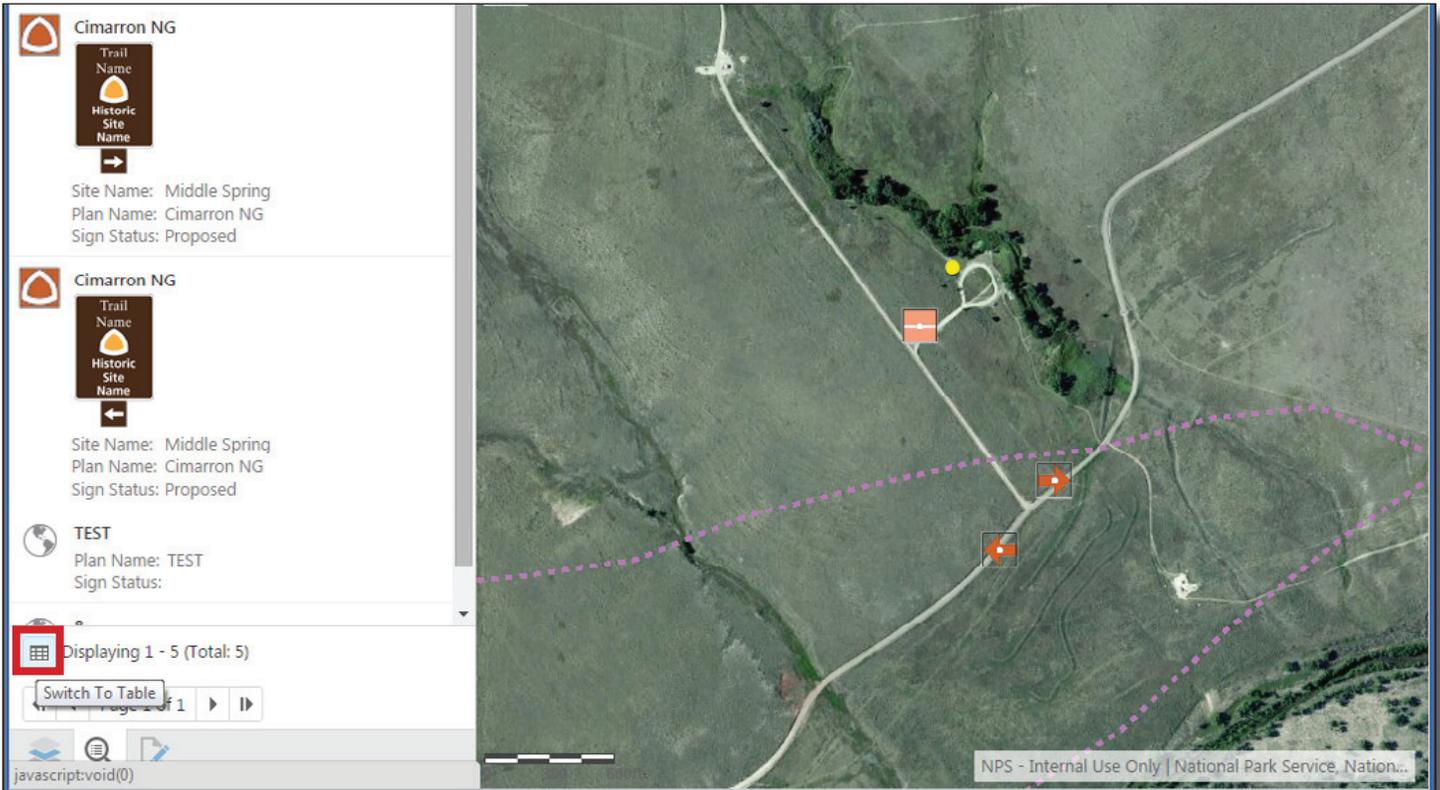
0 100 200ft

NPS - Internal Use Only | National Park Service, Nation...

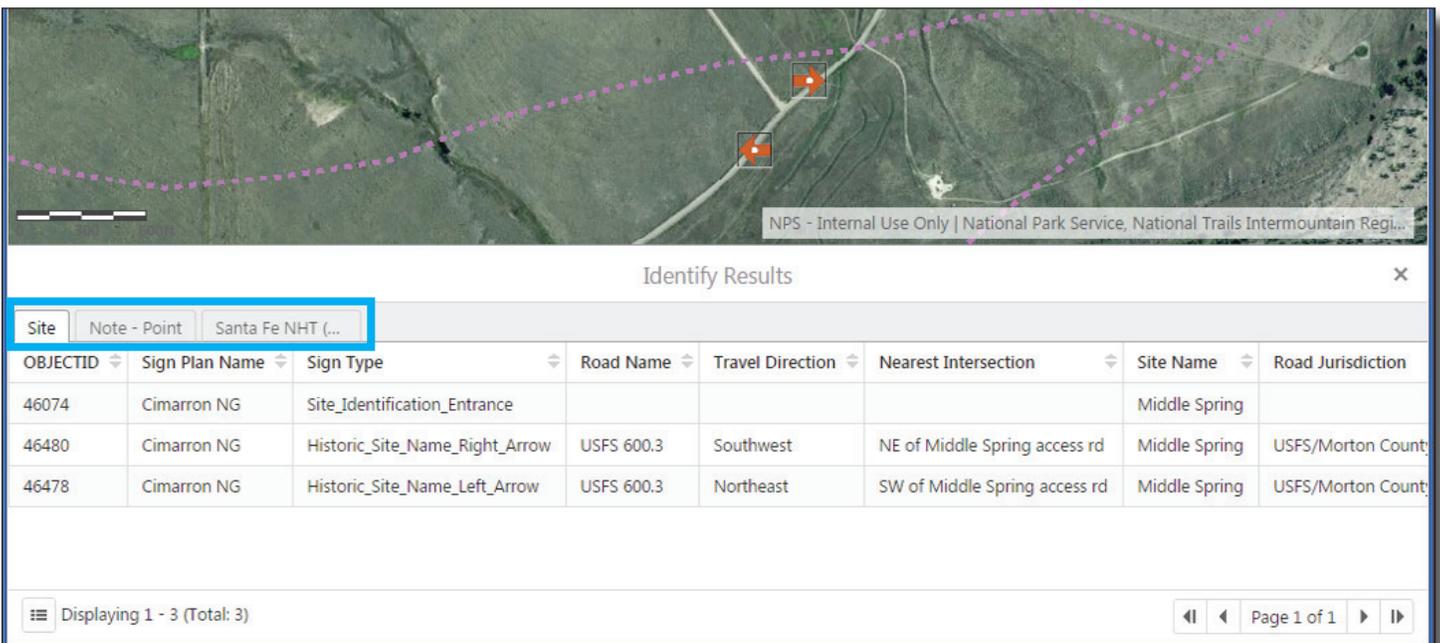


5: OTHER USEFUL TOOLS—TABLE VIEW

When editing a group of signs, it can sometimes be difficult to identify which is which in the left-side menu. One way to get more information to distinguish between these signs is to switch to table view, by clicking on the **Switch to Table** button on the bottom left of the left-side menu (red box).



This will open a table at the bottom of the screen showing the information that has been entered for each of the selected signs. Different categories of signs or notes are shown in different tabs (blue box).





5: OTHER USEFUL TOOLS—TABLE VIEW *continued*

Clicking on an individual sign listing in the table (red box) will highlight the sign and bring up a popup menu including the **Edit Feature** link (blue box). As in other situations, clicking on **Edit Feature** will open the sign information menu on the left and allow you to edit it. Use the **Switch to List** button at the lower right corner of the page (yellow box) to return to the view with the list of signs on the left.

Identify Results

| OBJECTID | Sign Plan Name | Sign Type | Road Name | Travel Direction | Nearest Intersection | Site Name | Road Jurisdiction |
|----------|----------------|--------------------------------|------------|------------------|-------------------------------|---------------|--------------------|
| 46074 | Cimarron NG | Site_Identification_Entrance | | | | Middle Spring | |
| 46480 | Cimarron NG | Historic_Site_Name_Right_Arrow | USFS 600.3 | Southwest | NE of Middle Spring access rd | Middle Spring | USFS/Morton County |
| 46478 | Cimarron NG | Historic_Site_Name_Left_Arrow | USFS 600.3 | Northeast | SW of Middle Spring access rd | Middle Spring | USFS/Morton County |

Displaying 1 - 3 (Total: 3)