



# Layer Control User Guide

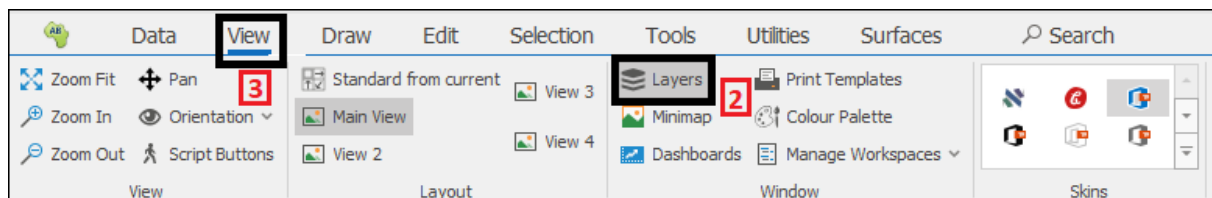
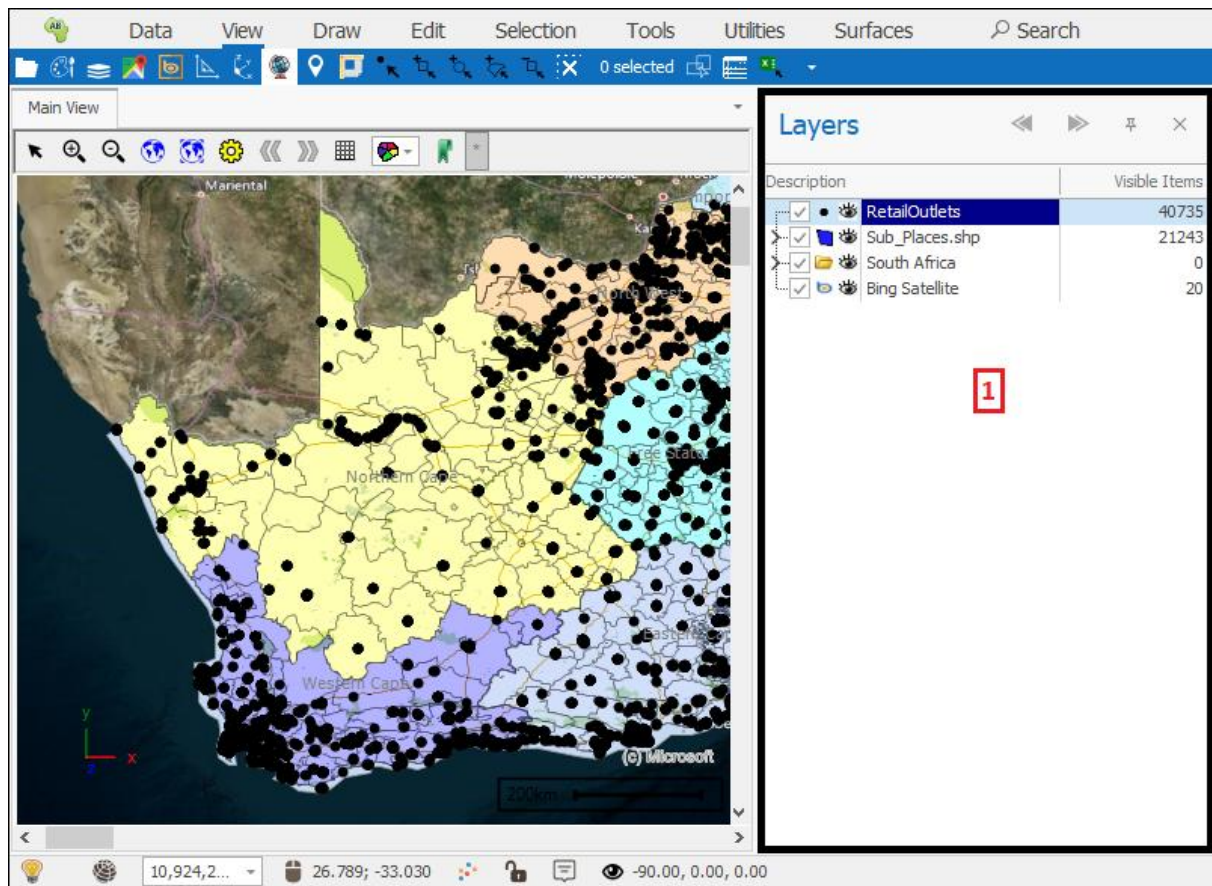
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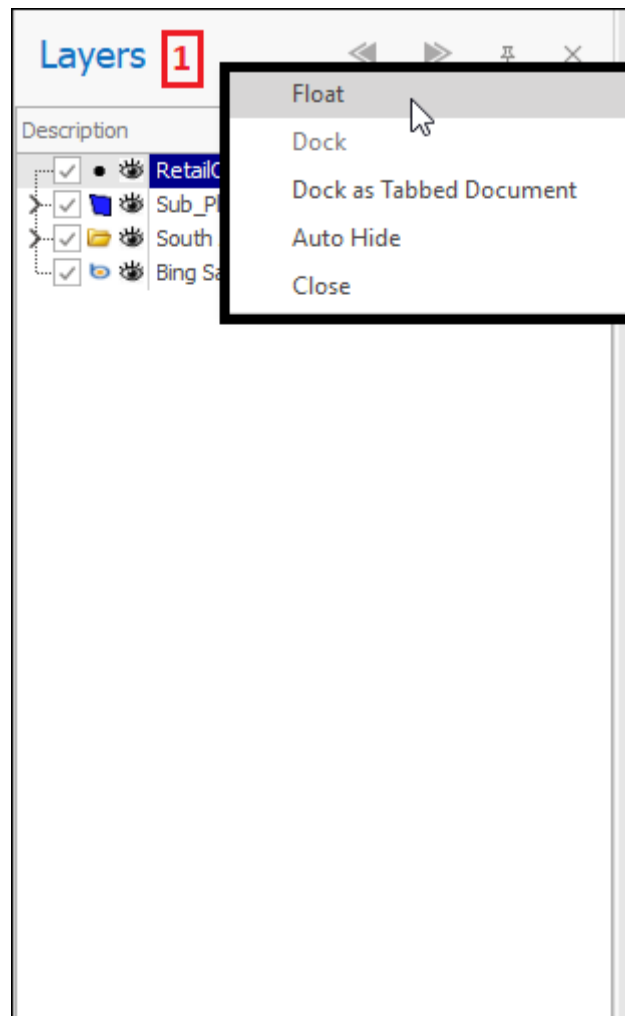
## Layer Control

The Layer Control area (also known as Layer Description Box) is found on the right of the spatial pane in all our spatial products(1). It can be turned on or off by clicking **Layers**(2) in the **View** tab(3), when it is greyed it means it is on and displaying:

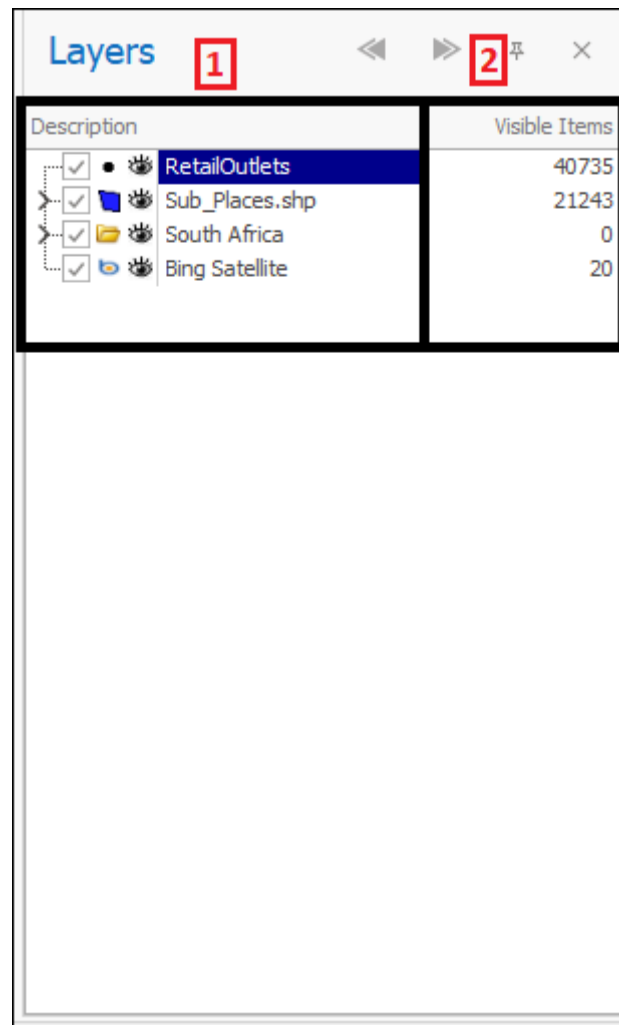
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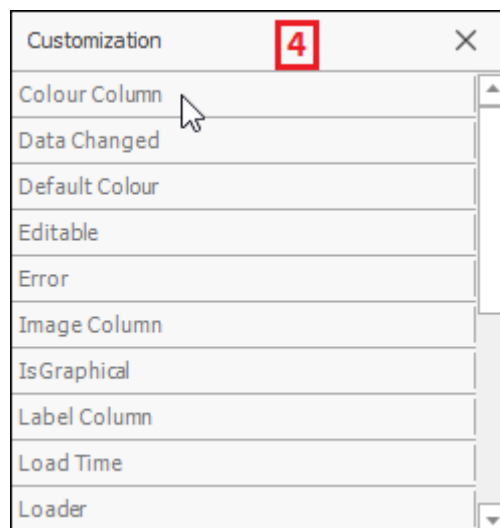
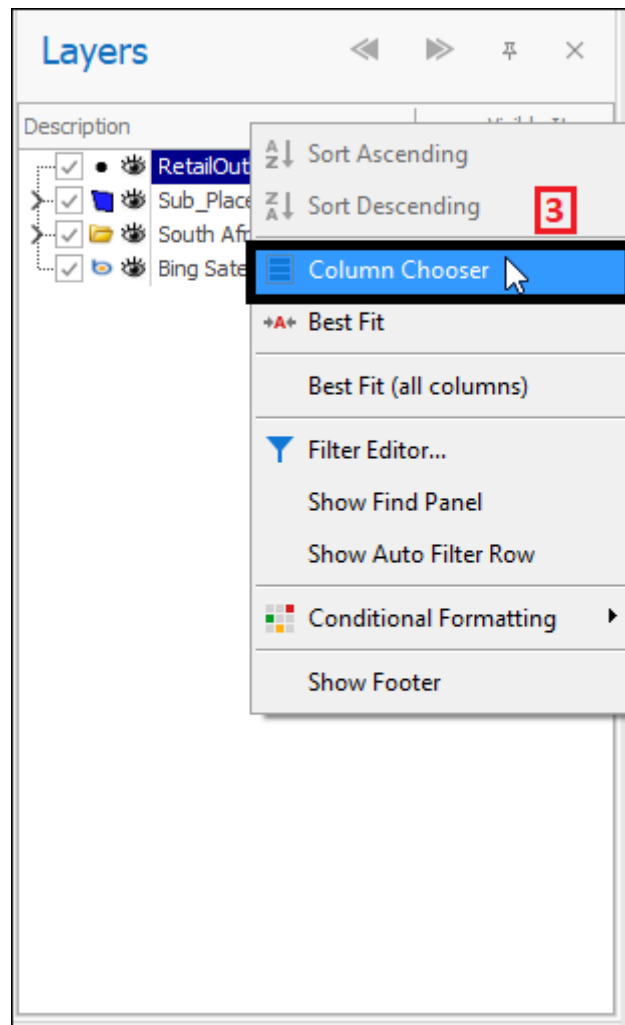


It can be floated or docked as a tabbed document etc. by right clicking at the very top and then selecting appropriately in the context menu(1):



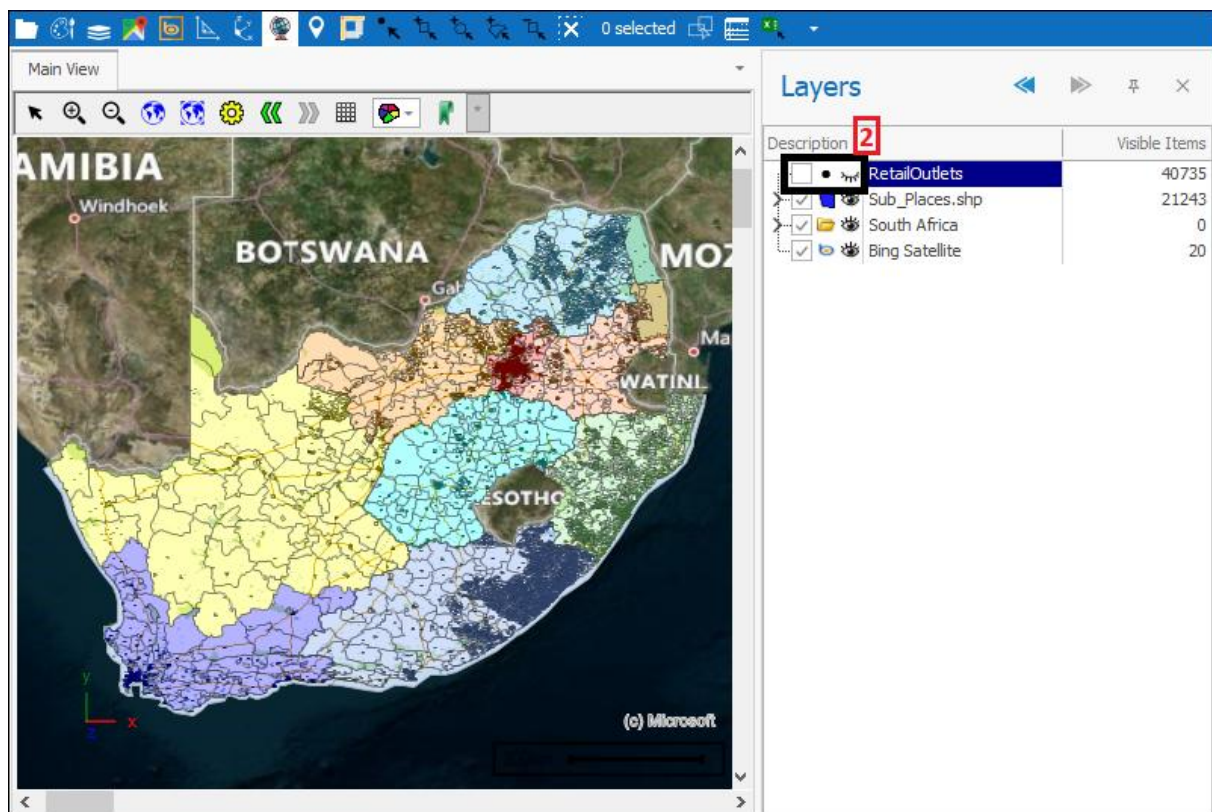
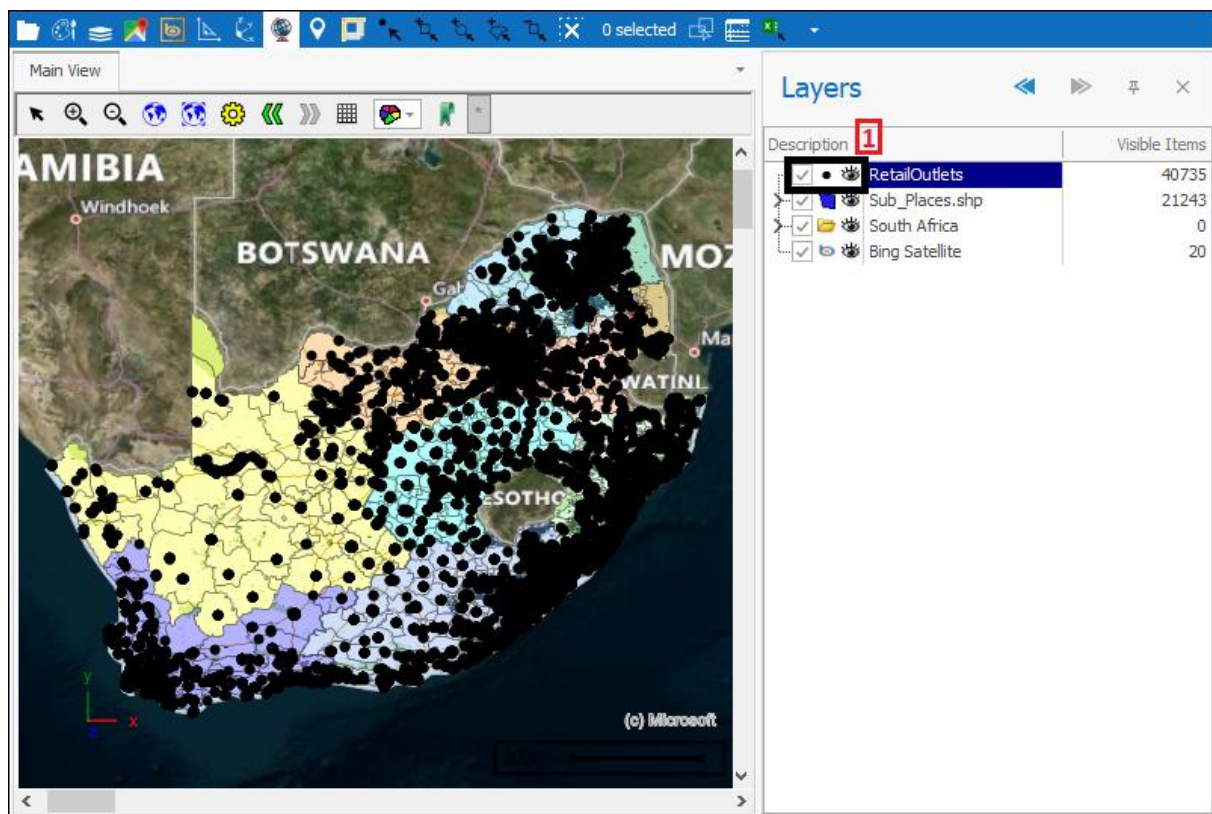
The **Description**(1) column is where your different layers are shown and the **Visible Items**(2) column specifies how many items are currently visible on the scene. There are many more other columns you can choose to add if you wish by right clicking in the column header area and then selecting **Column Chooser**(3) and then double clicking in the dialogue on the column you would like to add(4):



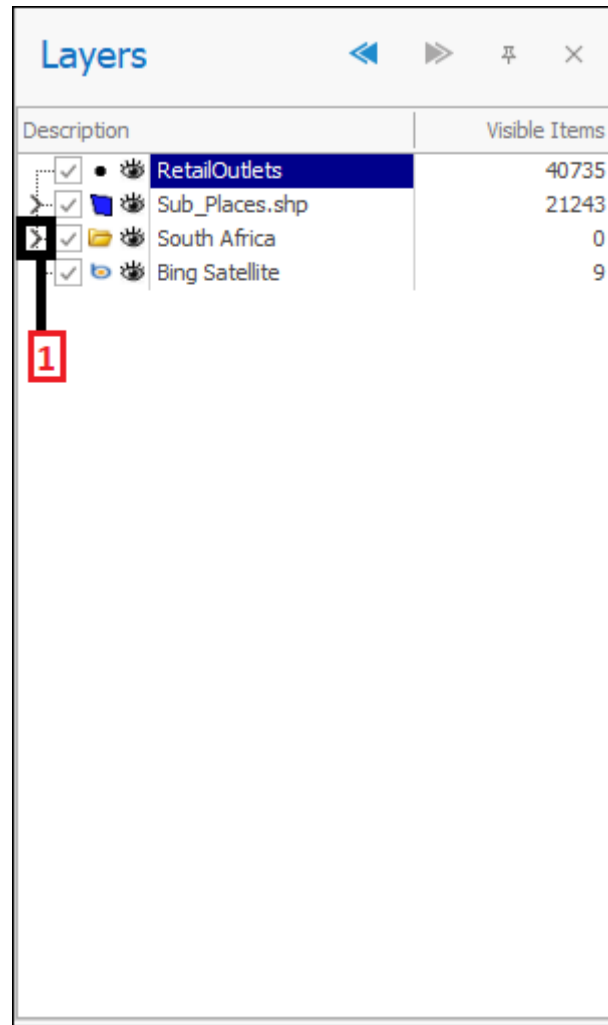


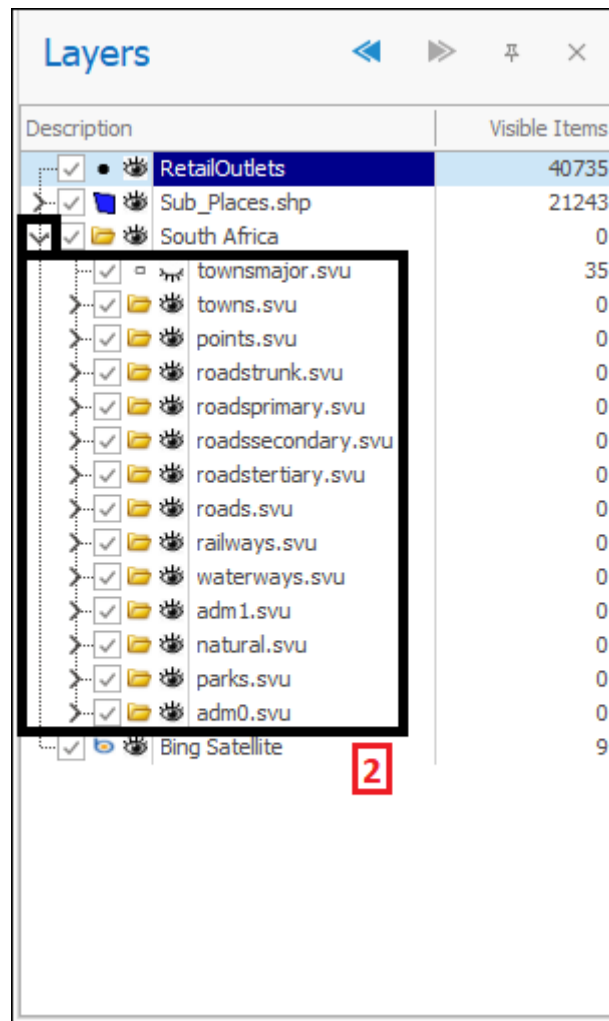
Layers can be ticked on or off to have them shown(1) or not(2) on the scene; when a layer is showing on the scene this is indicated by an open eye(1) and when it is not showing this indicated by a closed eye(2):

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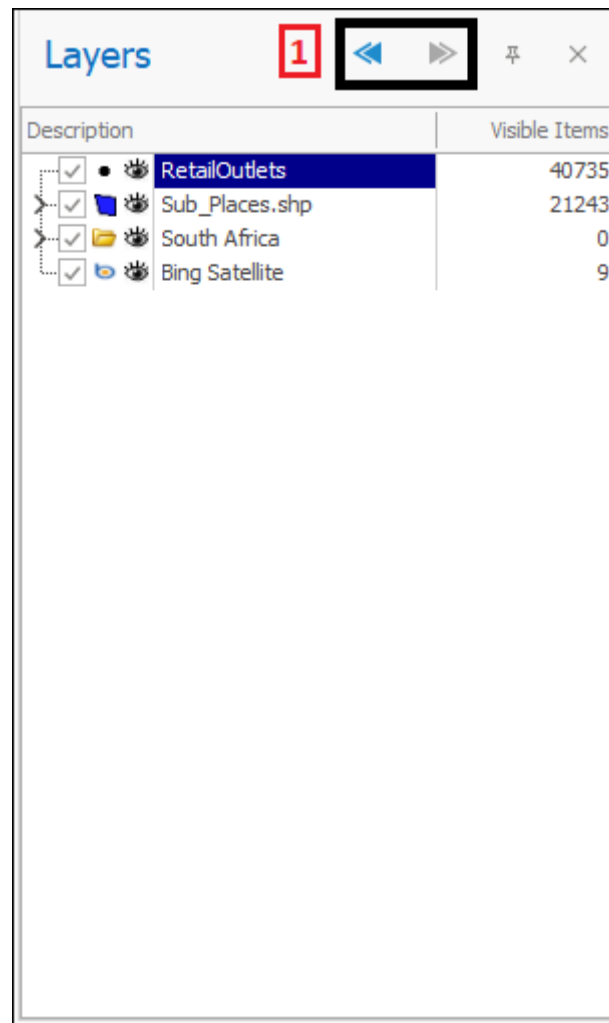
Layers can have other sublayers nested within them. By clicking the arrow next to a layer(1) you can expand it to see the sublayers it contains(2). Clicking it again will collapse the sublayers again:



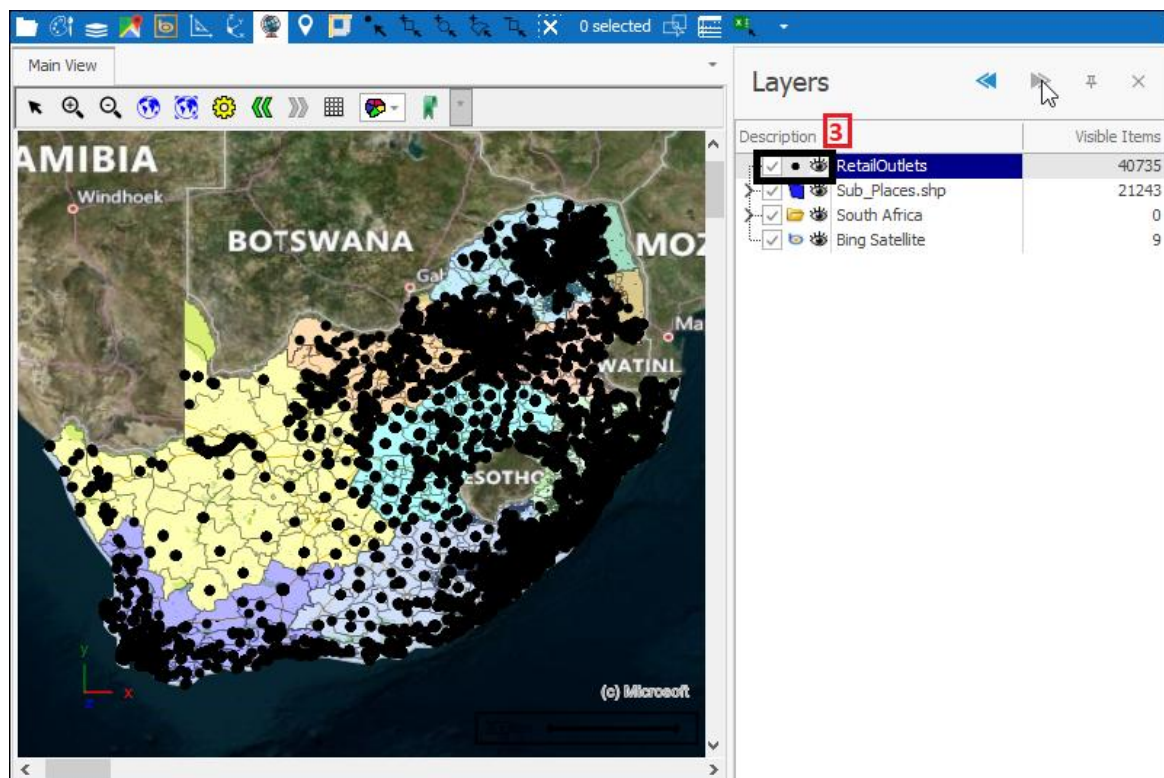
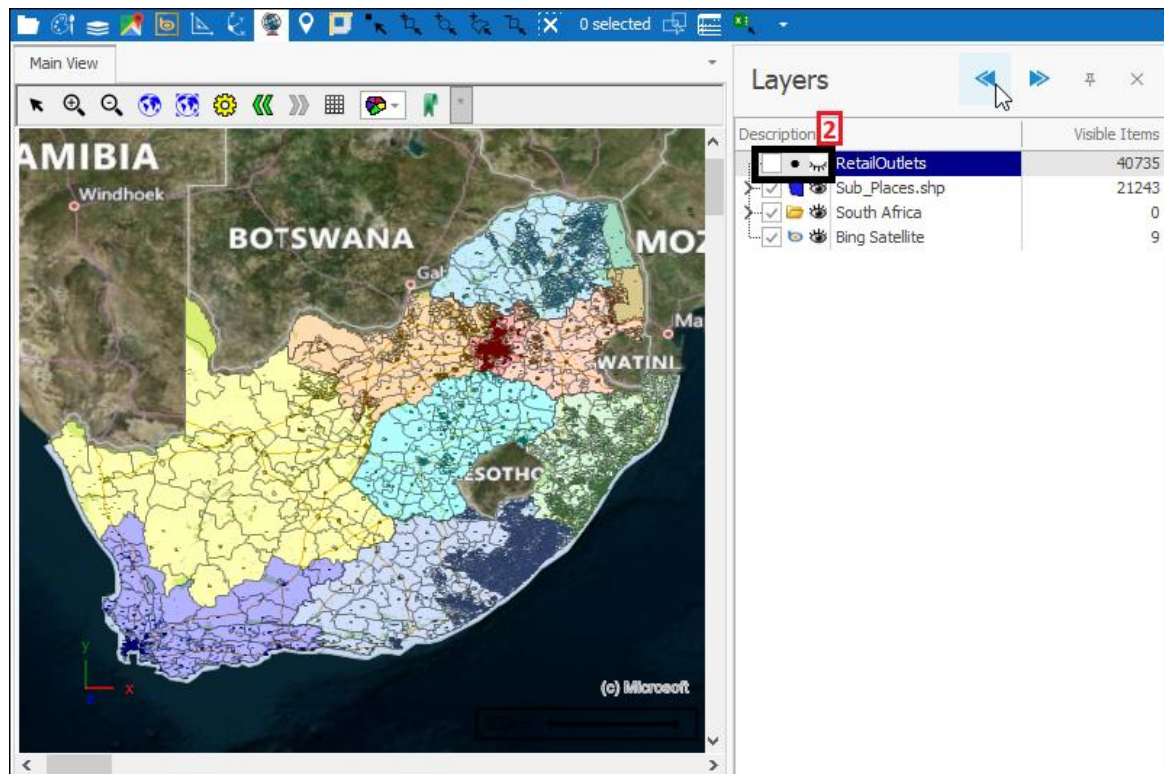


The Previous and Next buttons(1) can be used to display previous or following layer display states. In this example I previously had my RetailOutlets layer ticked off so if I click the Previous button it will take me back to this state(2). If I then click the Next button it will take me to the display state that followed that(3):

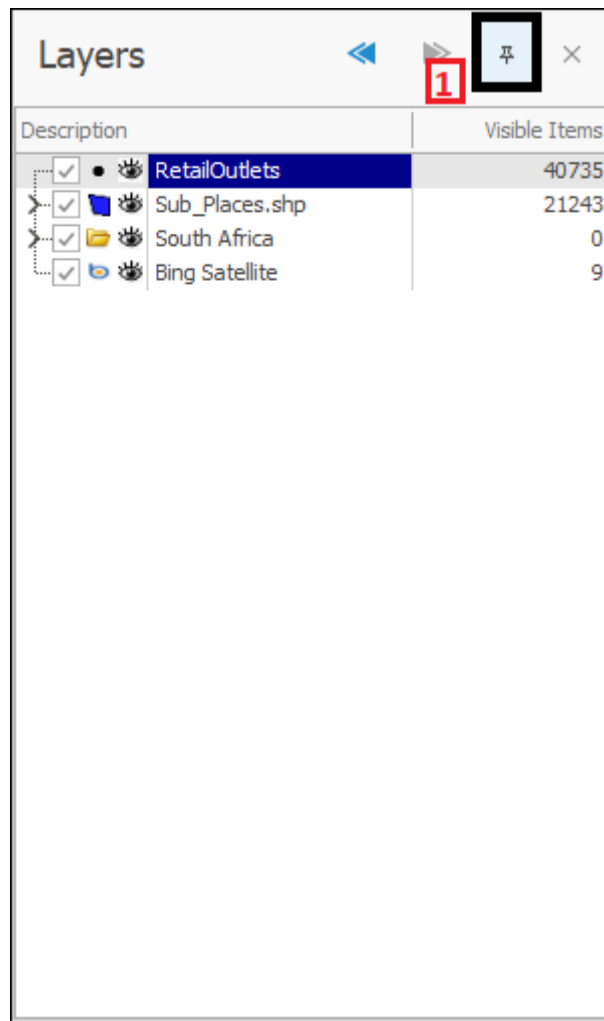




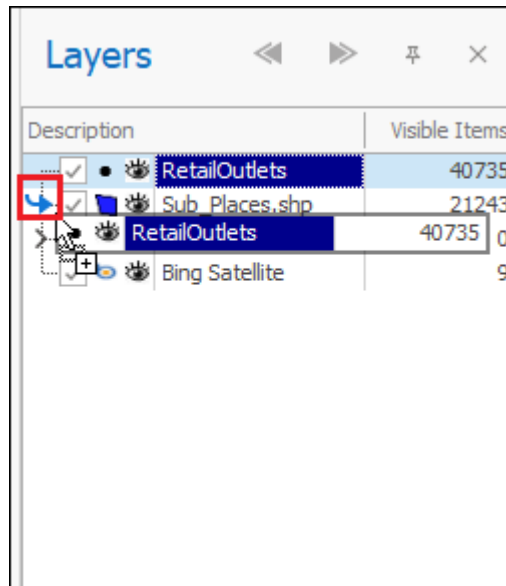
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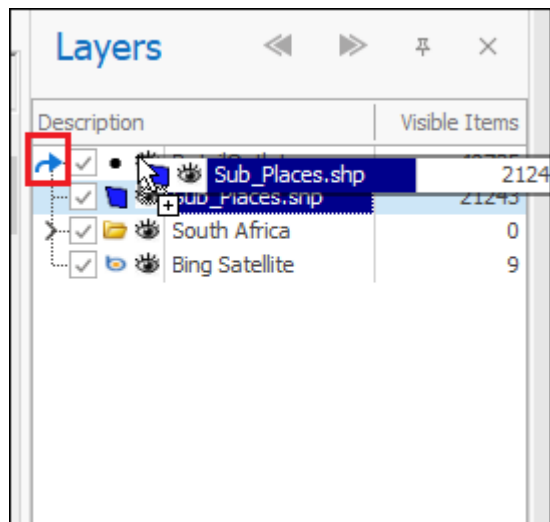
The pin icon(1) can be used to Dock or Auto Hide the Layer Control:



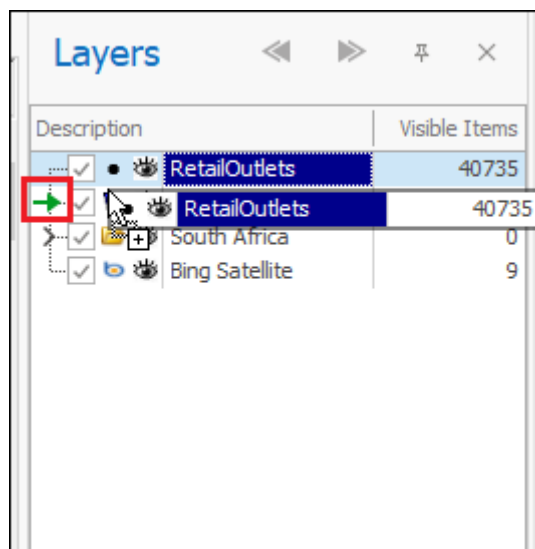
Layers can be moved above, below or inside one another, as a nested layer, by clicking and dragging:



= Below

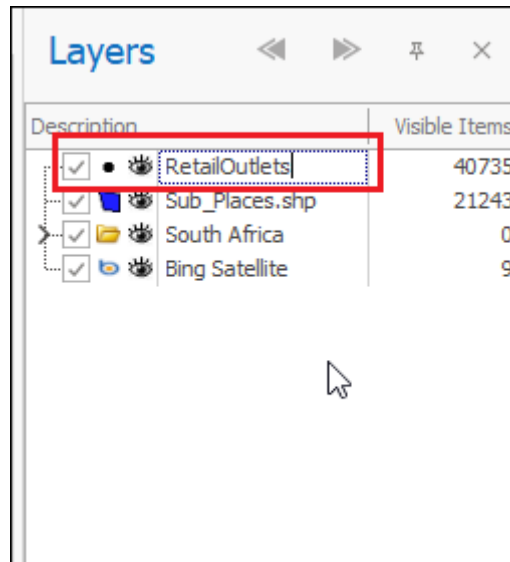


=Above

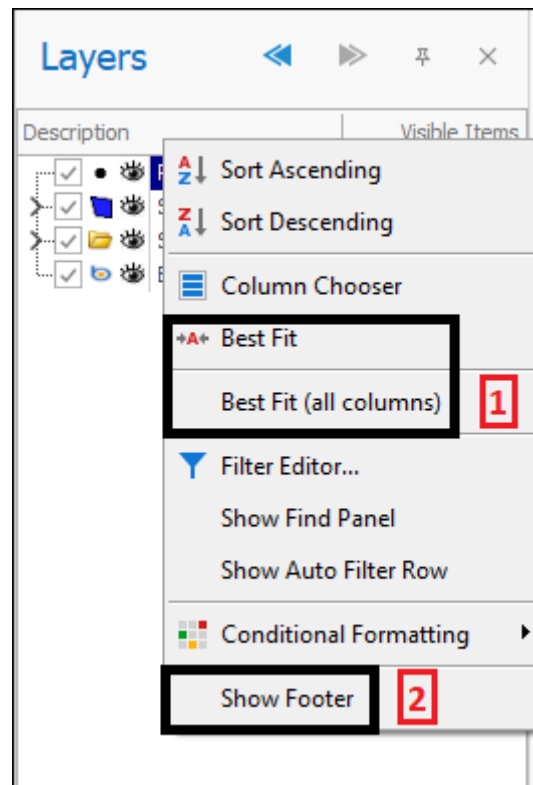


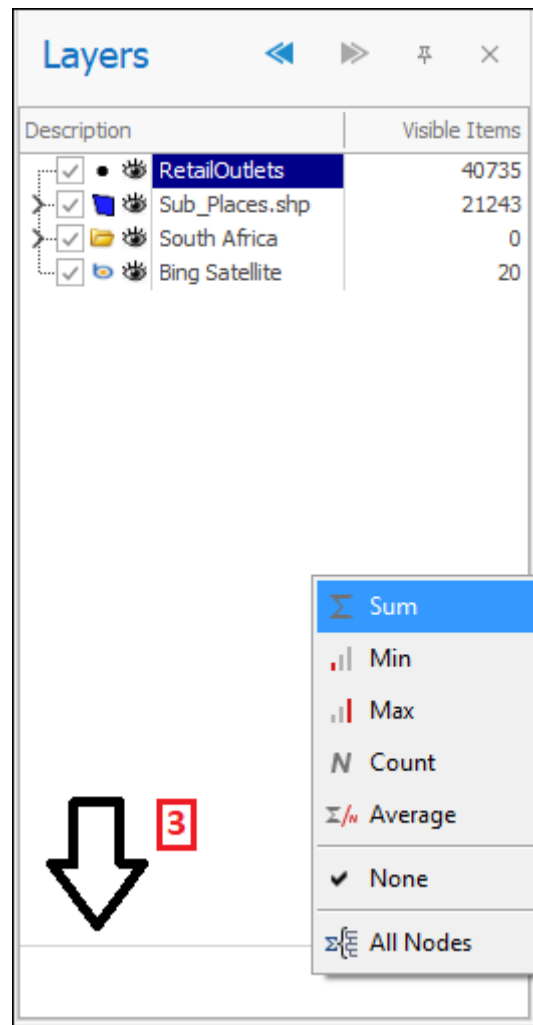
= Inside(nested)

To change the name of a layer simply double click on it and then type it in:



As one last additional note on the Layer Control, when right clicking in the column header area there are a range of things you can do that apply to all our data column interfaces but I will just mention a few more of them here. You can use **Best fit** and **Best Fit(all columns)**(1) to size the column/s in the best way so that the data can be seen clearly and by choosing to **Show Footer**(2) you can the right click in that area and get totals for your data(3)(4):



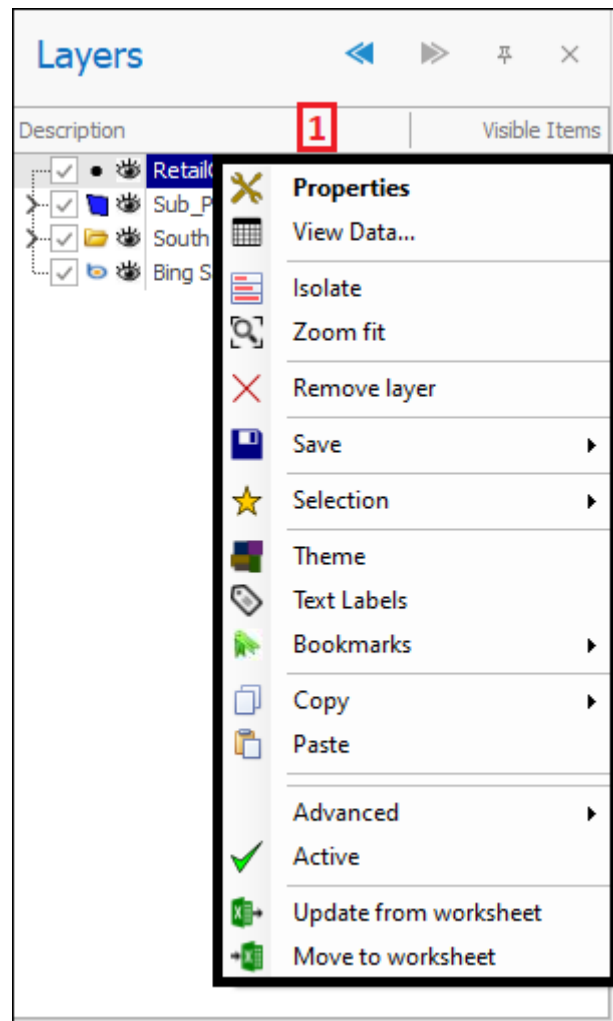




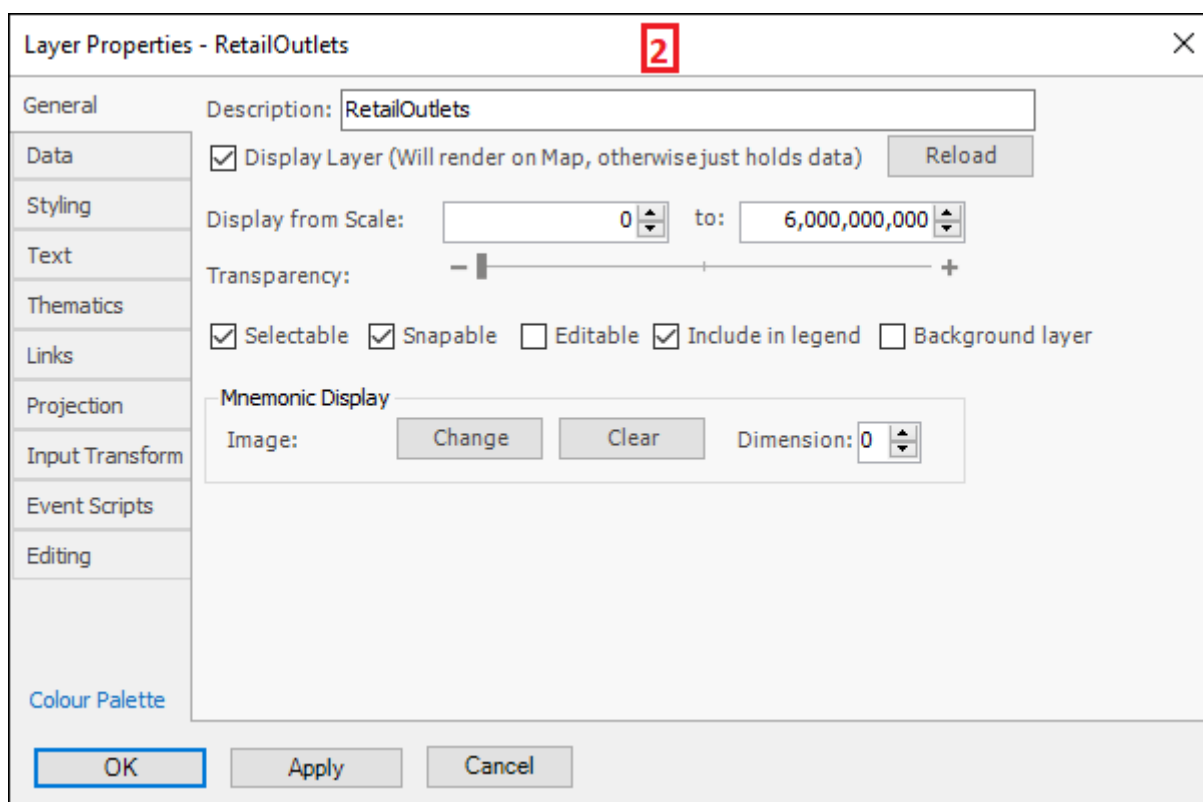
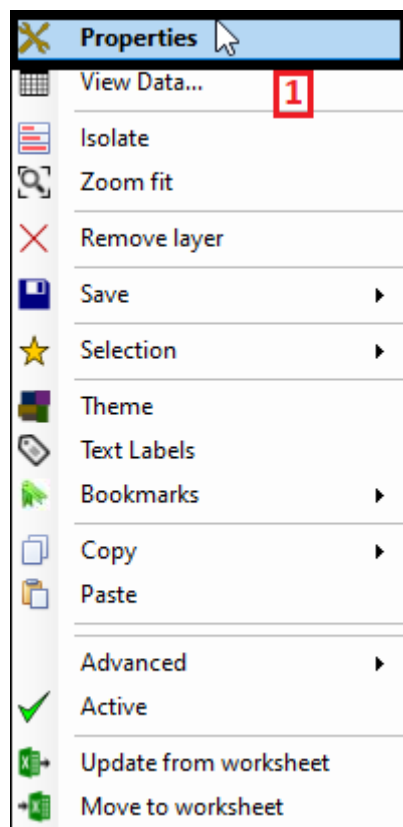
## Main Context Menu

Right clicking on a layer will bring up a context menu of options where you can do various things(1):

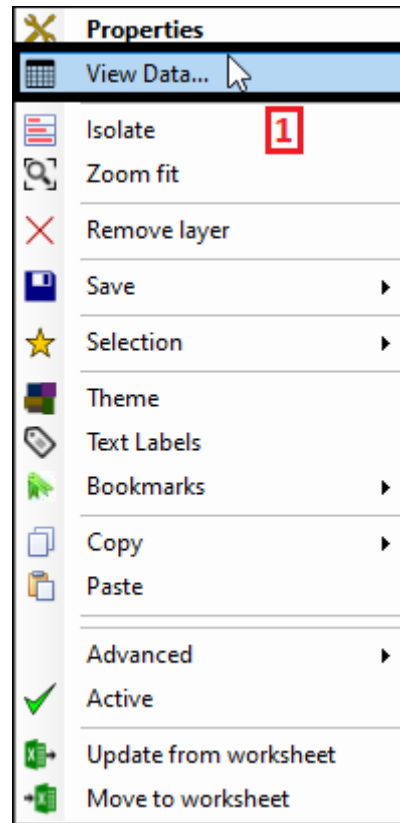




Firstly, you can select **Properties**(1) which will bring up the Layer Properties box(2) for that layer where various things can be set concerning that layer:



Next is **View Data(1)** which will bring up the Layer Data Grid(2) for that layer in which you can see all the data associated with that layer and do various things with it:



Layer Data: RetailOutlets

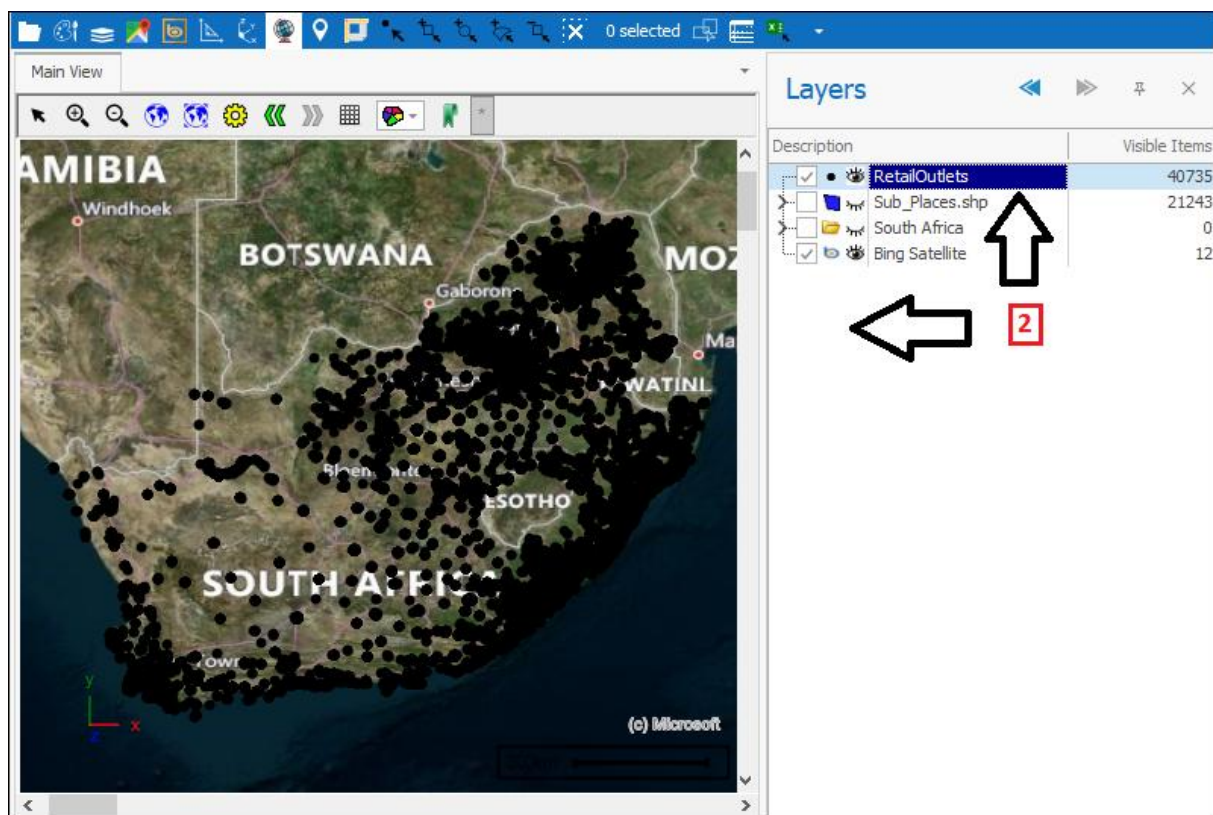
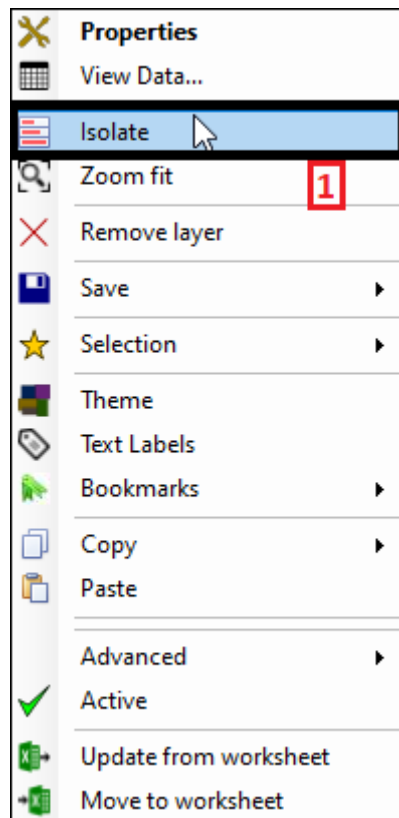
Main

Filter Graphics Columns Refresh Filter Inplace Delete Properties Edit Zoom Zoom and Highlight Pan Highlight All Un Highlight All Highlight Selected Selection Copy Copy Html Export to Excel Print Pivot Output

Drag a column header here to group by that column

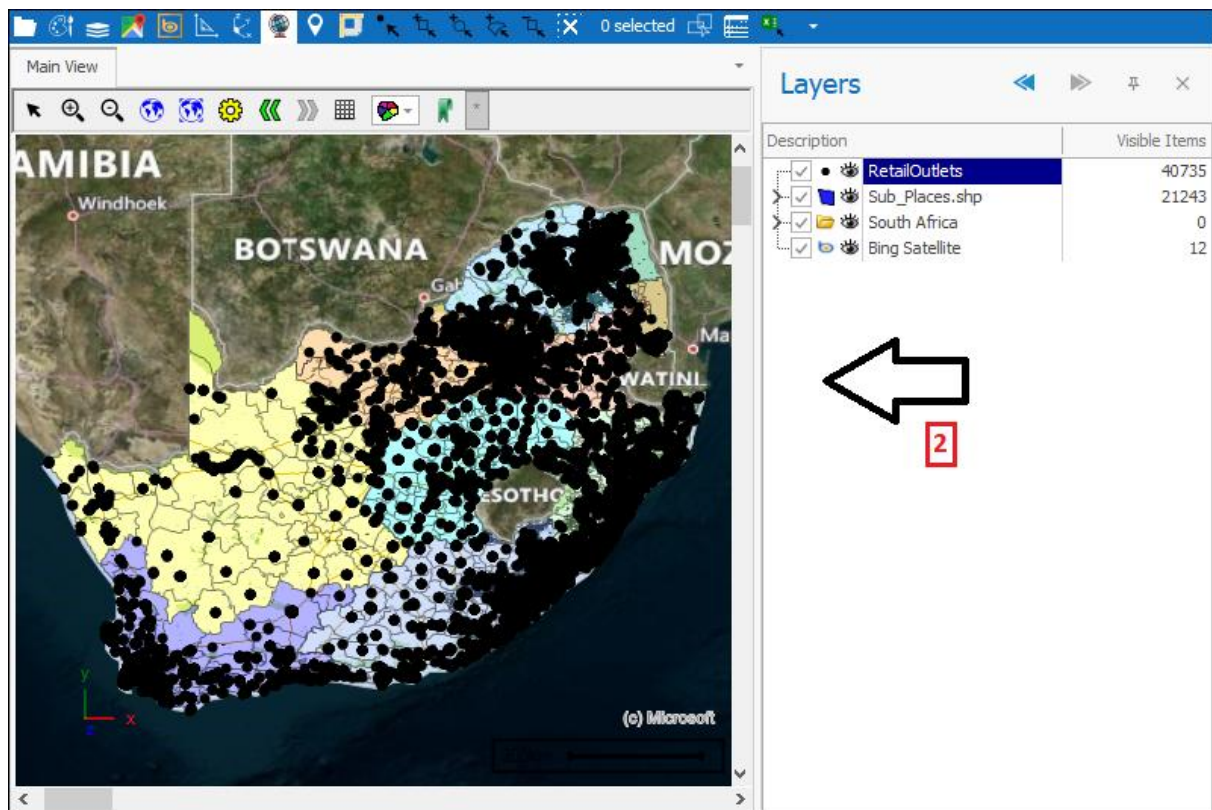
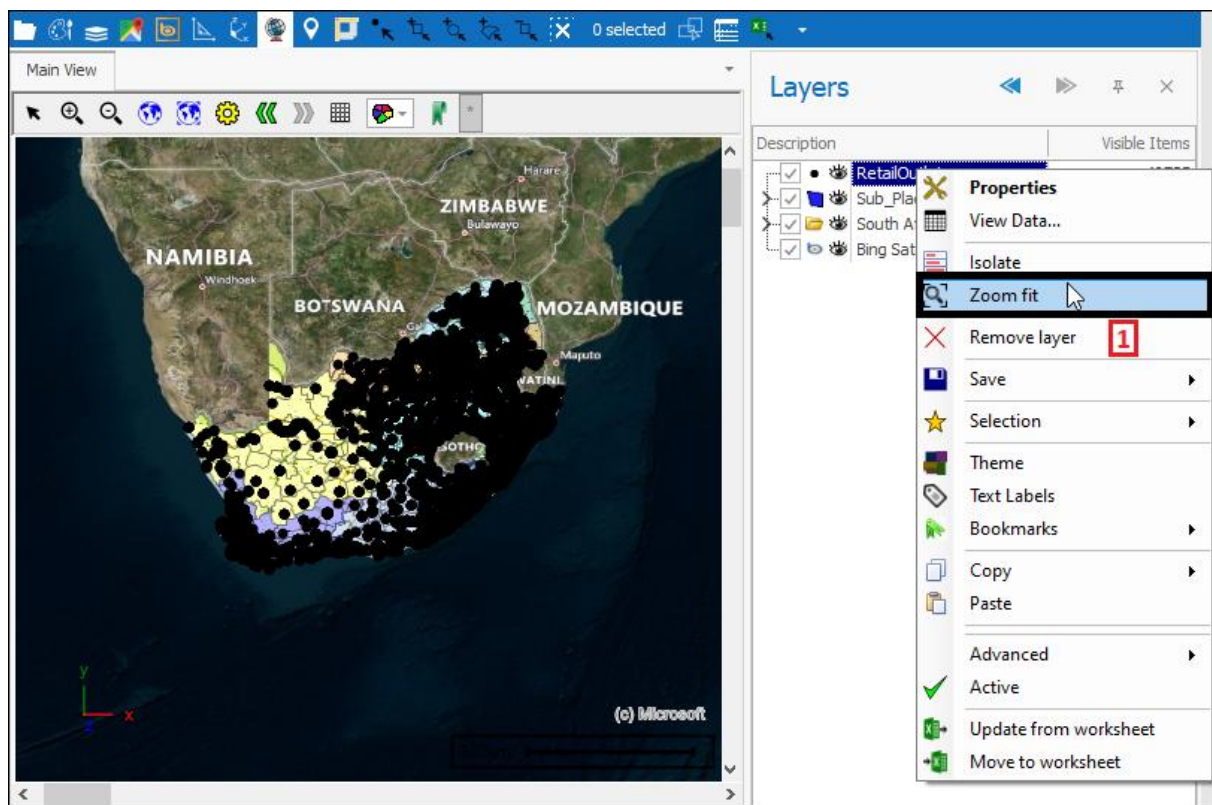
	Row	CODE	CUSTOMER NAME	LONGITUDE	LATITUDE	PROVINCE	REGION	MUNICIPALITY
	2	36248	FRIENDS CAFE	24.0971391471578	-29.6012762756032	EASTERN CAPE	Eastern Cape	NELSON MANDLA
	3	25389	BATHURST ONE PRICE FAIR PRICE	24.1458712450447	-26.8953046443984	EASTERN CAPE	Eastern Cape	NDLAMBE MUNI
	4	3656	BATHURST ONE PRICE BIG II	26.83229	-33.50114	EASTERN CAPE	Eastern Cape	NDLAMBE MUNI

The **Isolate(1)** button will isolate the selected layer, meaning make it the only one ticked on and displaying on the scene(2):

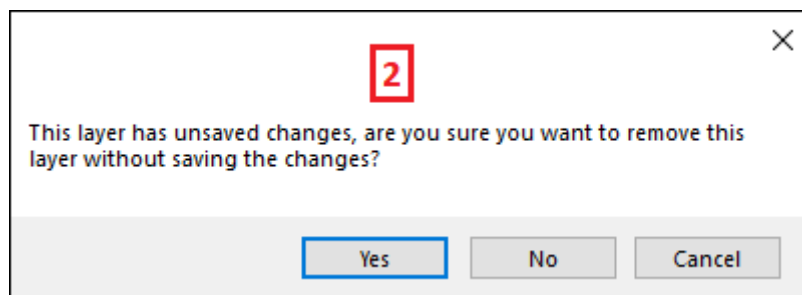
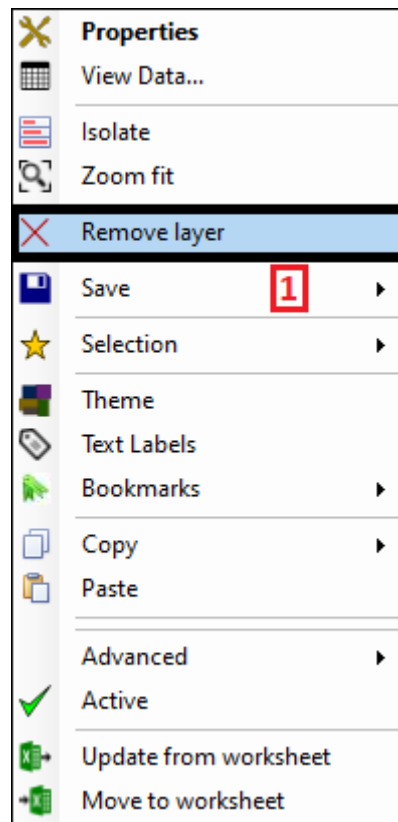


The **Zoom fit**(1) button will zoom to the extent of that layer(2):

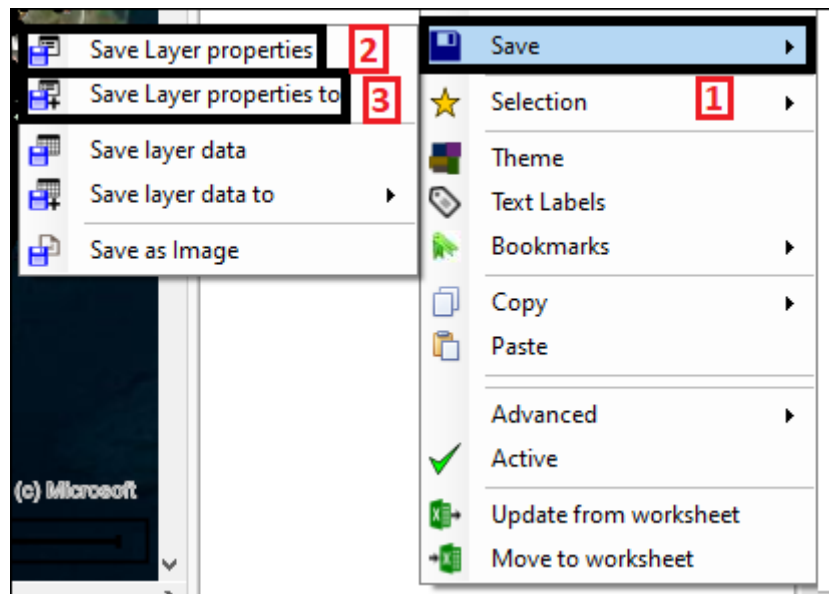
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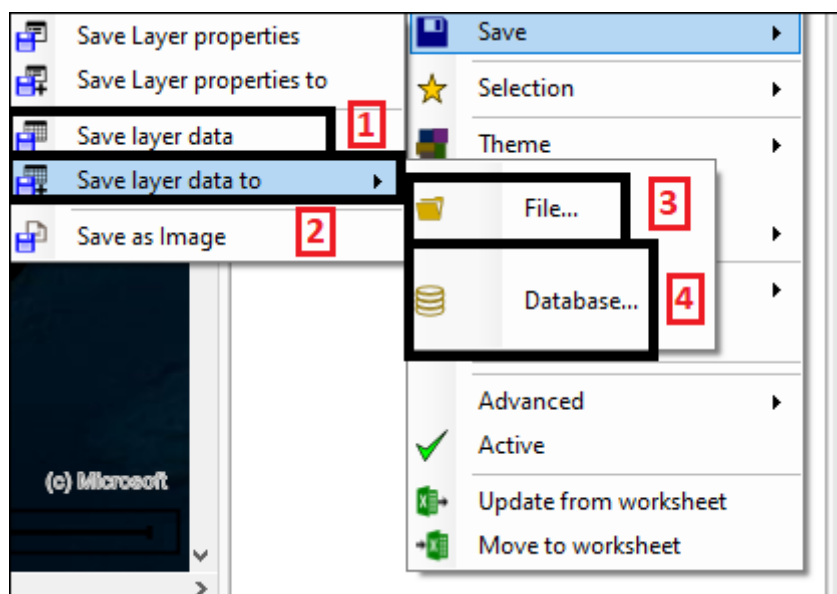
**Remove layer(1)** will of course delete the layer, if there is unsaved data or changes in a layer you will be asked if you are sure you want to remove it(2):



You can save your layer in various ways by clicking the **Save(1)** button which will bring up a menu where you can choose to **Save Layer properties(2)**, which will save just the properties you have set for your layer, or **Save Layer properties to(3)** which allows you to save those layer properties to an external file:

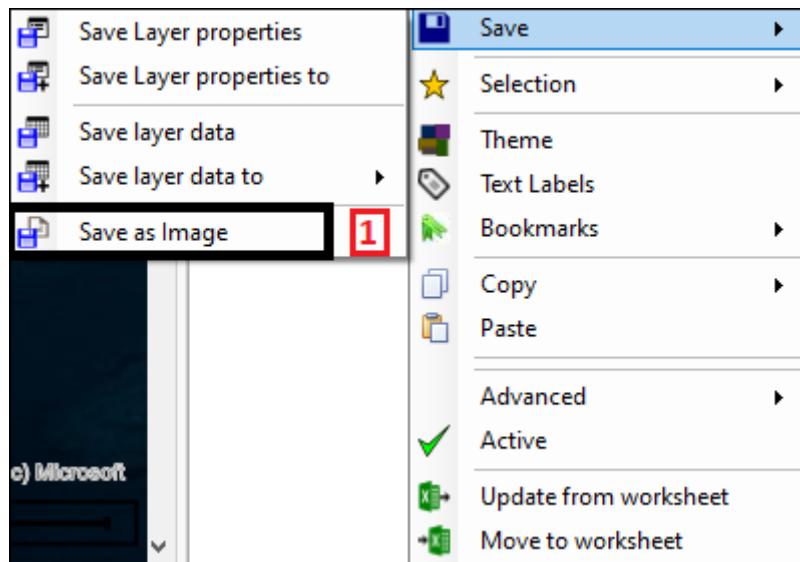


You can also choose **Save layer data**(1) which will save the data that is inside your layer or **Save layer data to**(2) which will bring up a menu where you can choose to save it to **File**(3) or a **Database**(4):

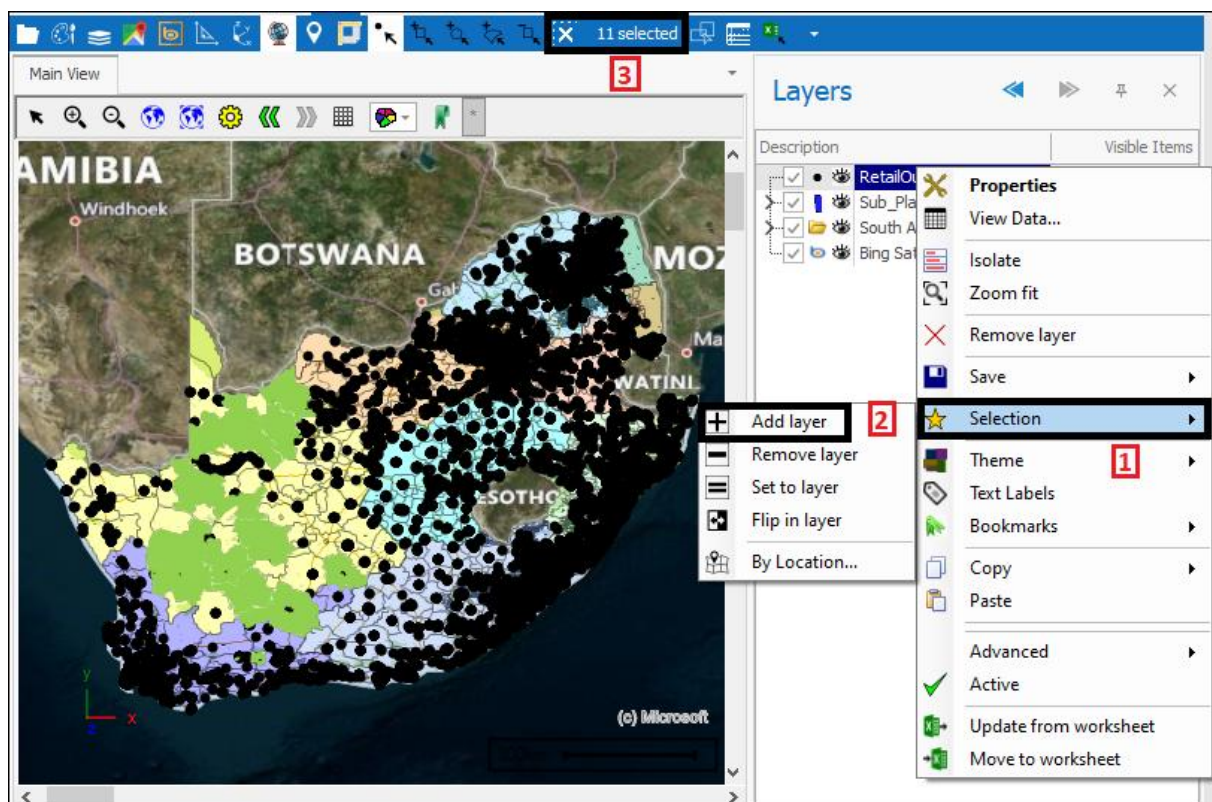


**Save as Image**(1) allows you to save your layer as an image:



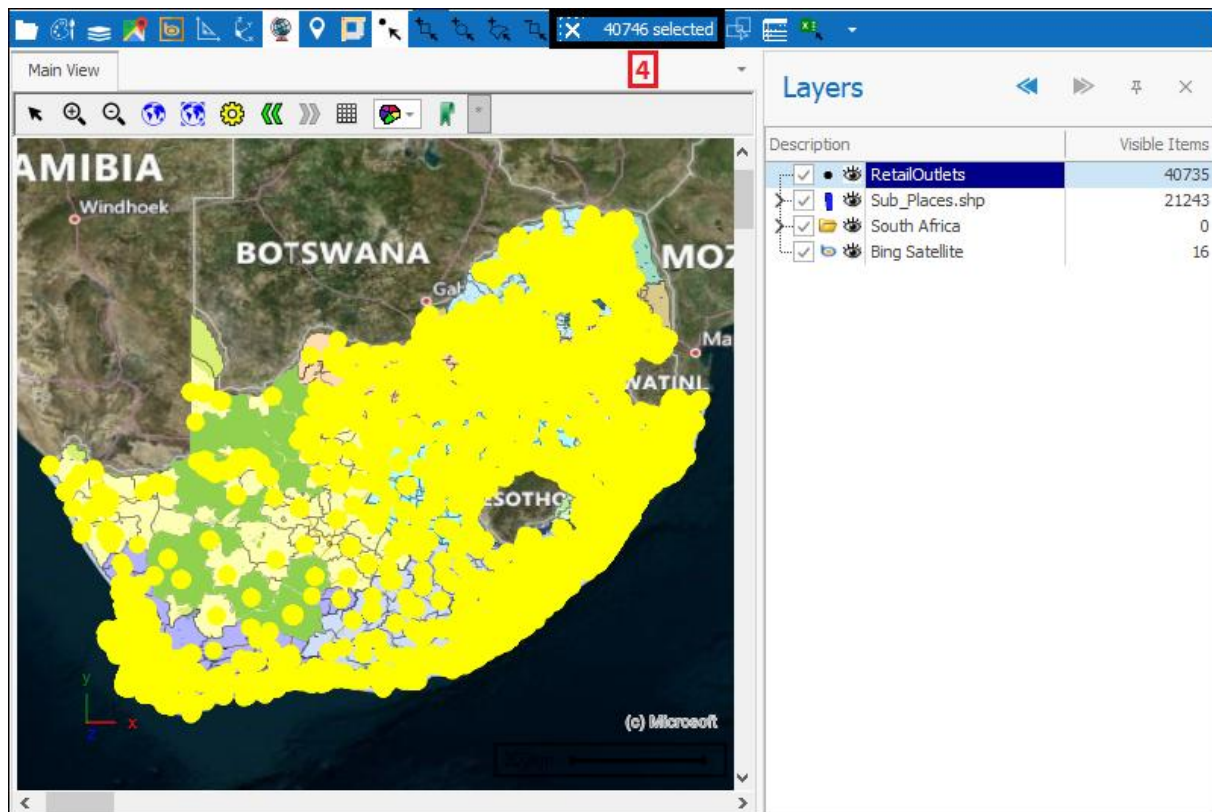


By clicking on **Selection**(1) you can do various selection operations on your layer. **Add layer**(2) will add your layer to anything else that may already be selected in your scene(3)(4):

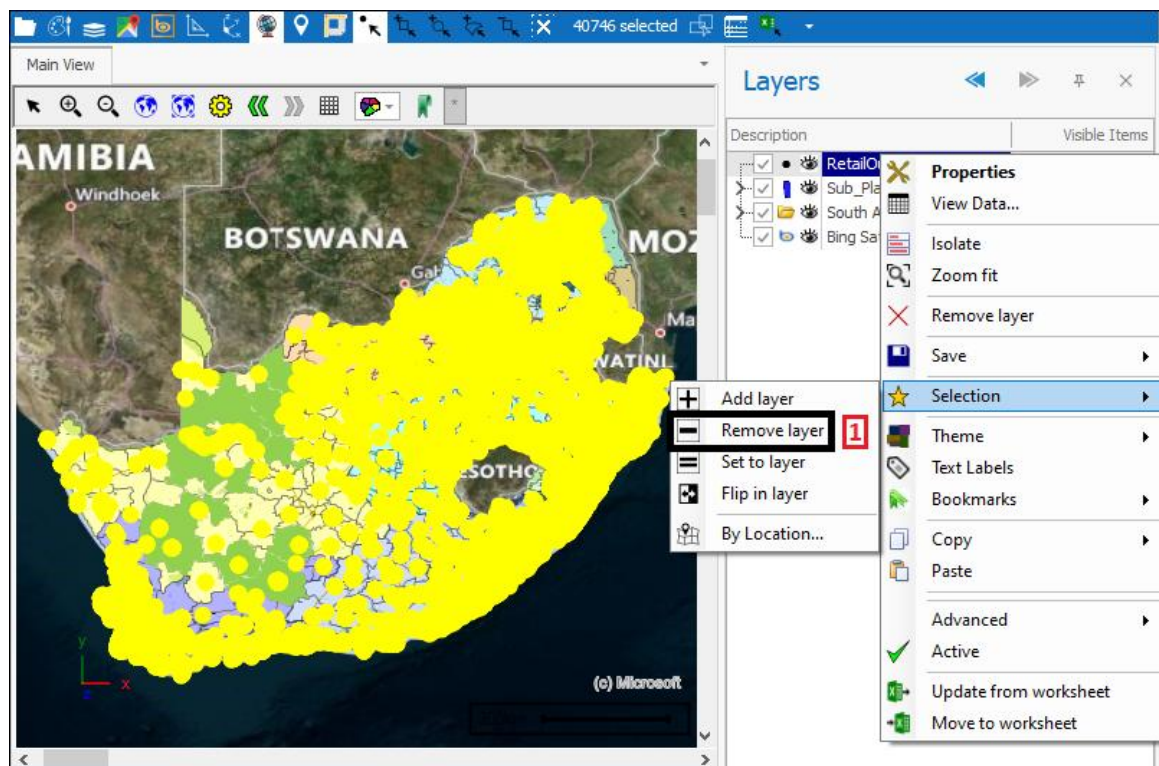




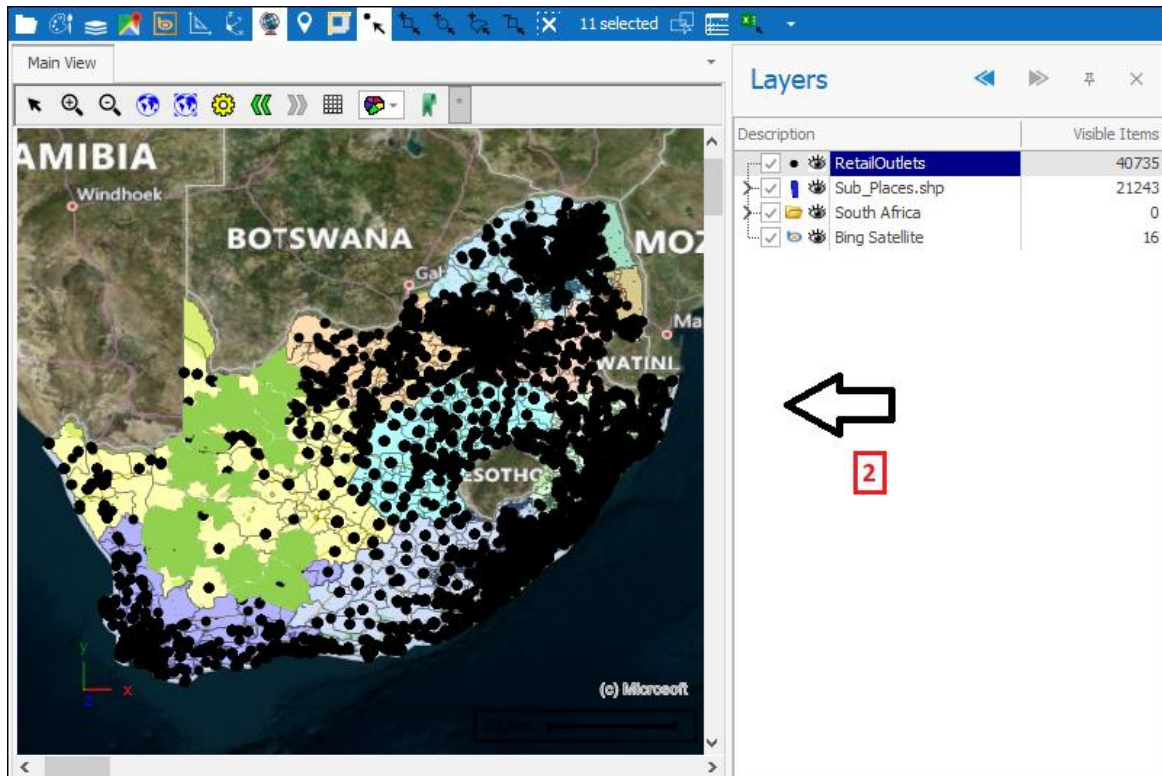
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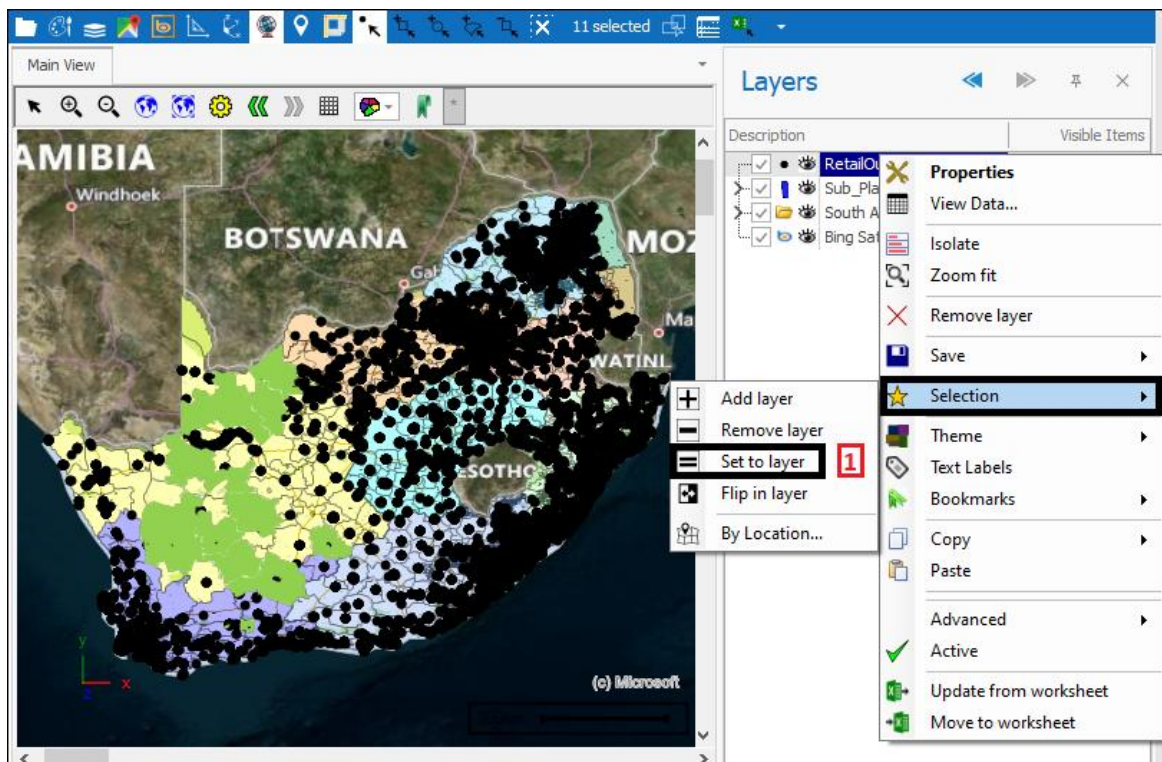
Remove layer(1) will remove the layer from selection(2):



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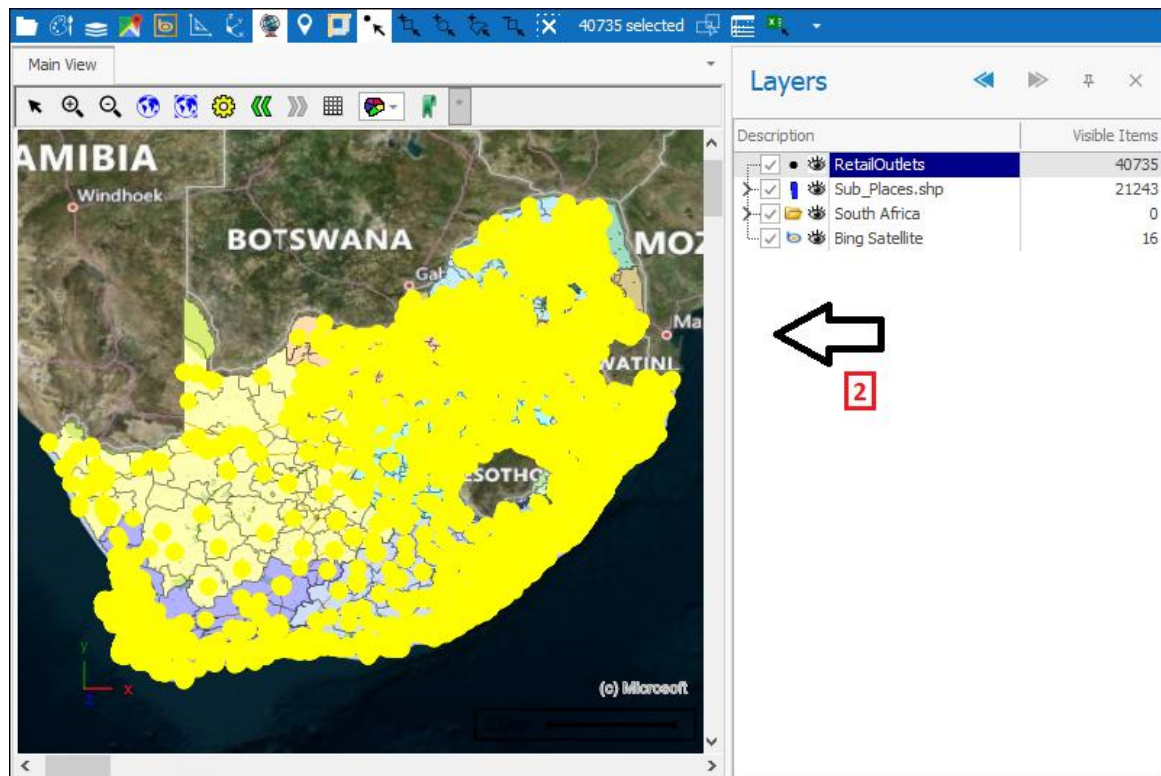


Set to layer(1) will select the layer and make it the only one selected in your scene(2):

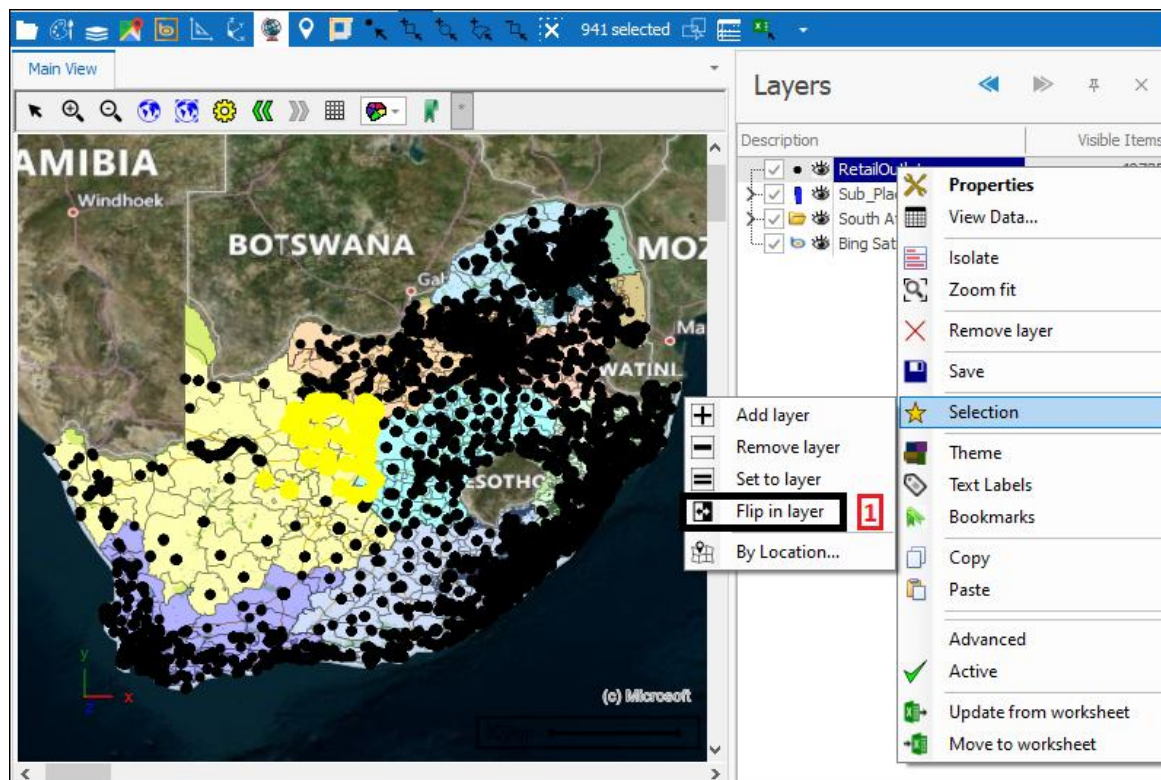


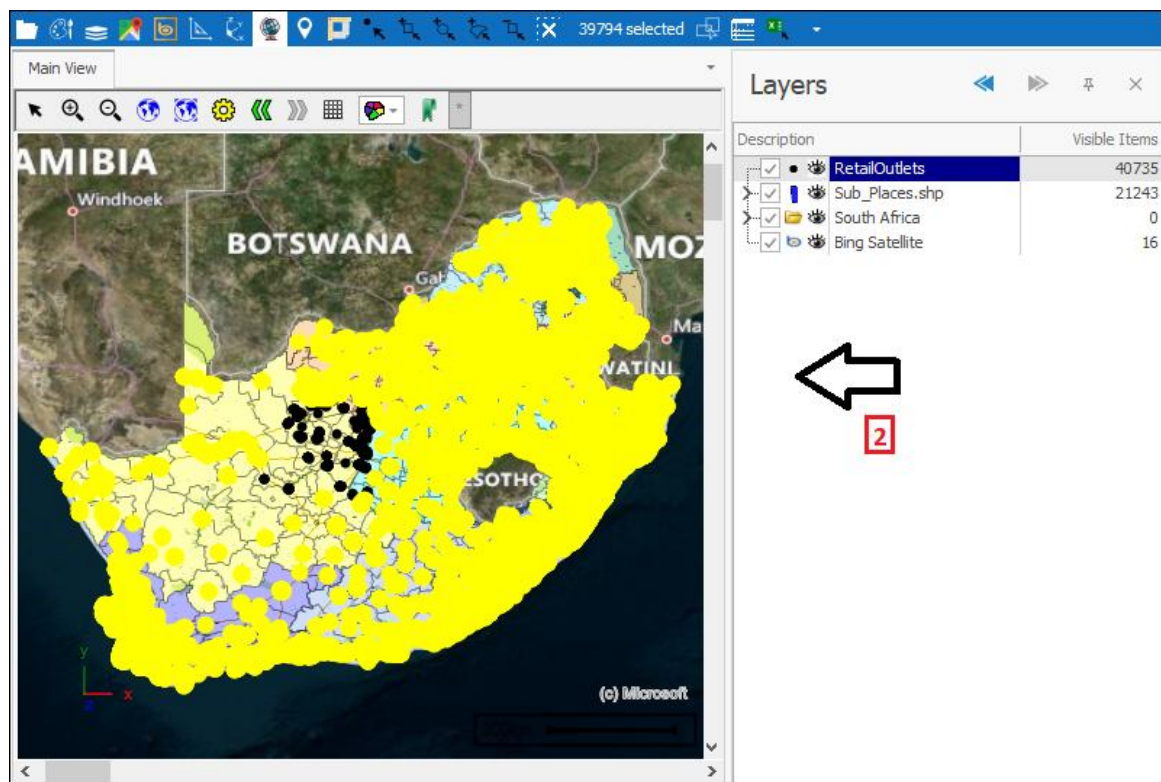


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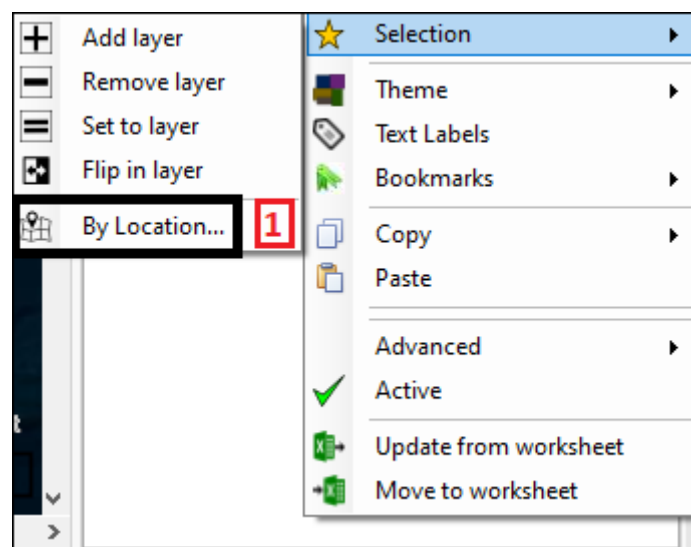


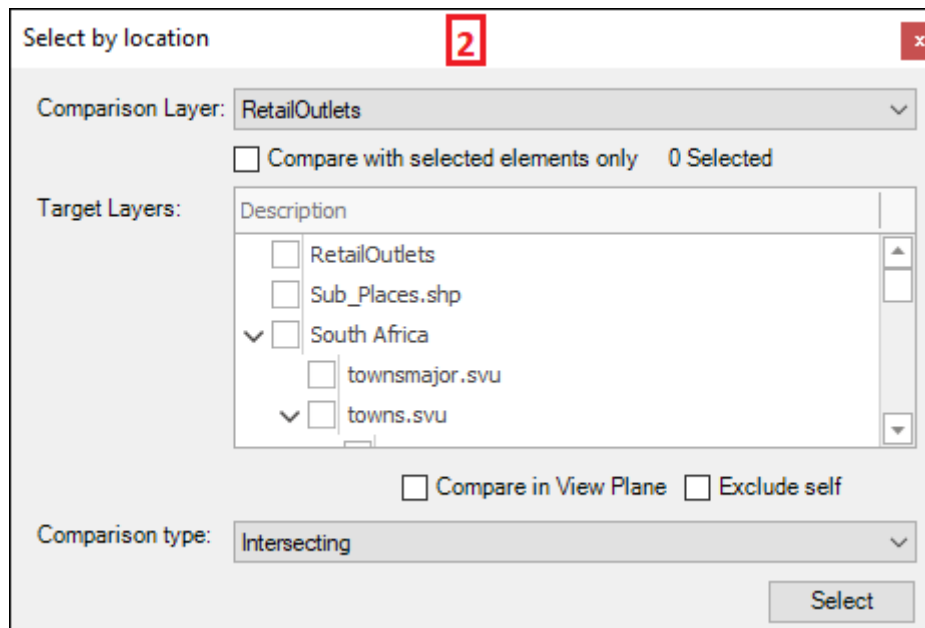
**Flip in layer(1)** will flip whatever is selected in the layer so that what was unselected before is now selected and what was selected before is now unselected(2):



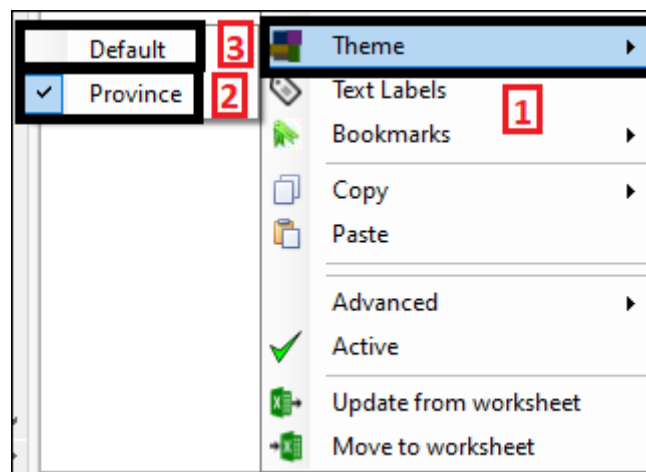


**By Location(1)** will bring up the Select by Location tool dialogue where you can select by location(2). This tool is described fully in the *Select by Location tool* manual:

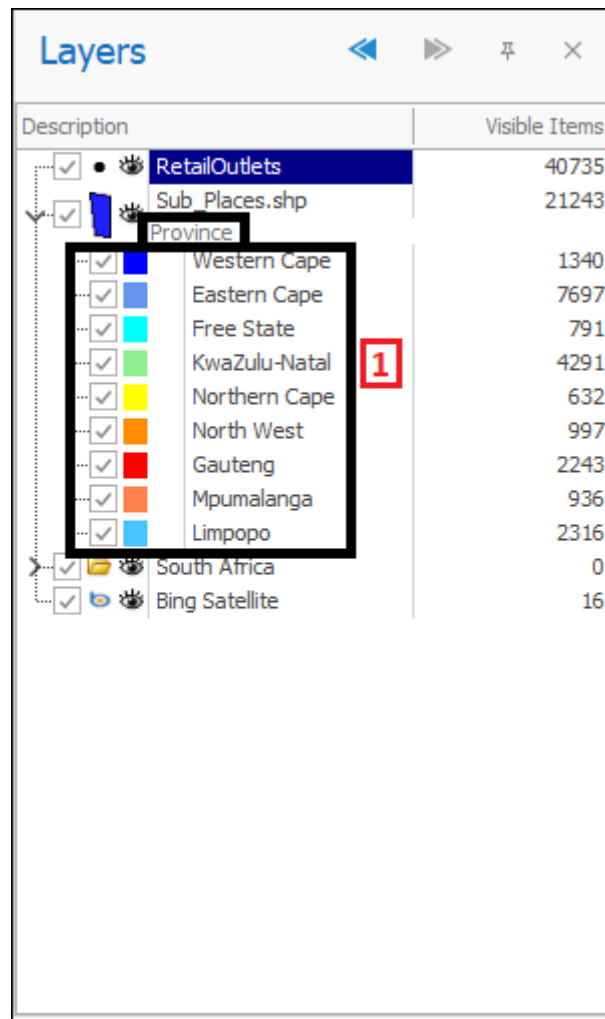




**Theme(1)** is where you can easily switch between themes you have set up for the layer. There will be a tick next to whichever theme is currently being used, in this example I am using the **Province** theme for my Sub Places layer(2). **Default** means no theme(3):

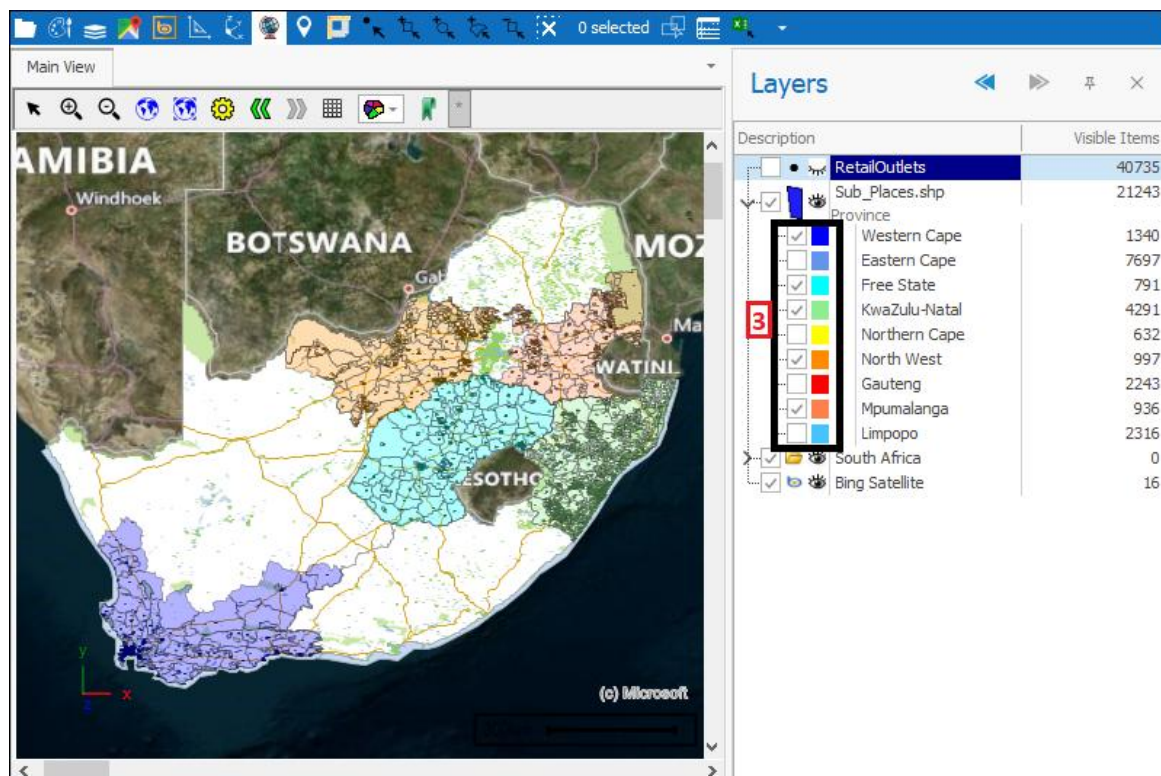
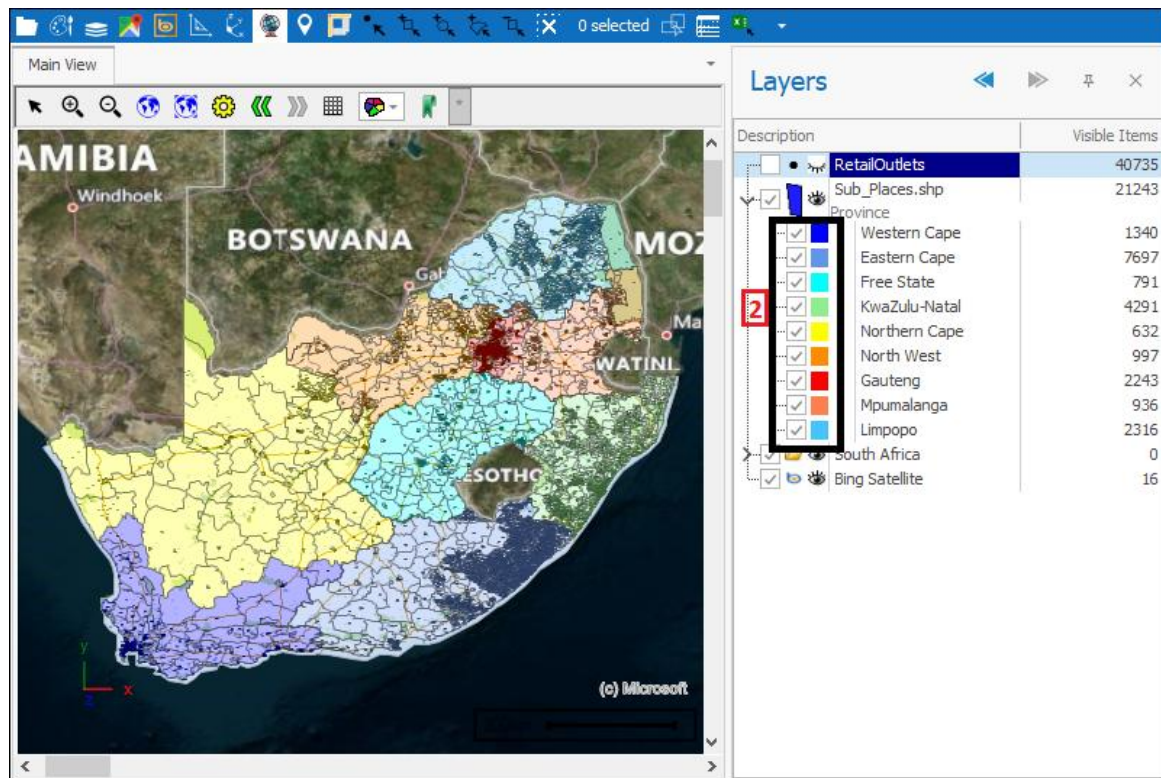


The theme can be seen in my Sub Places layer as a set of sublayers(1) that can be ticked on or off(2)(3):



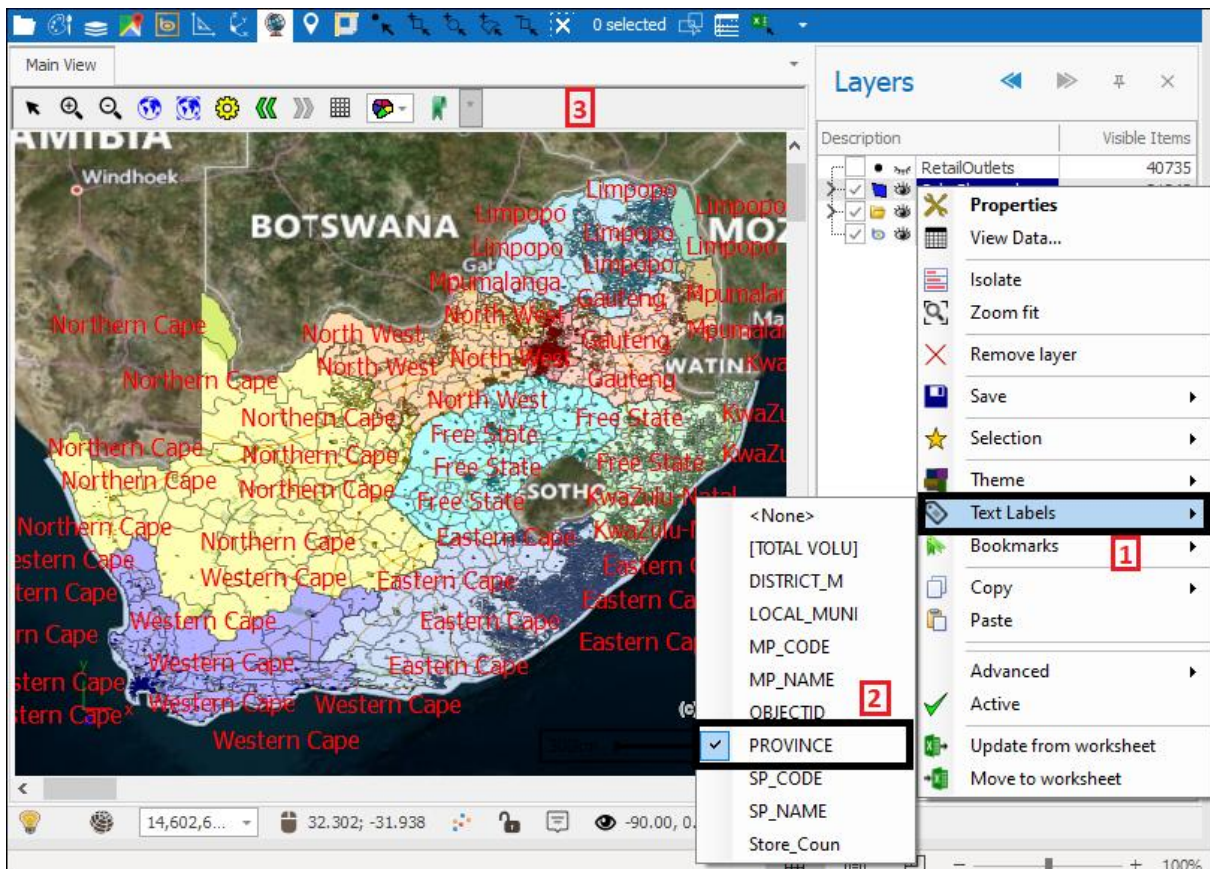


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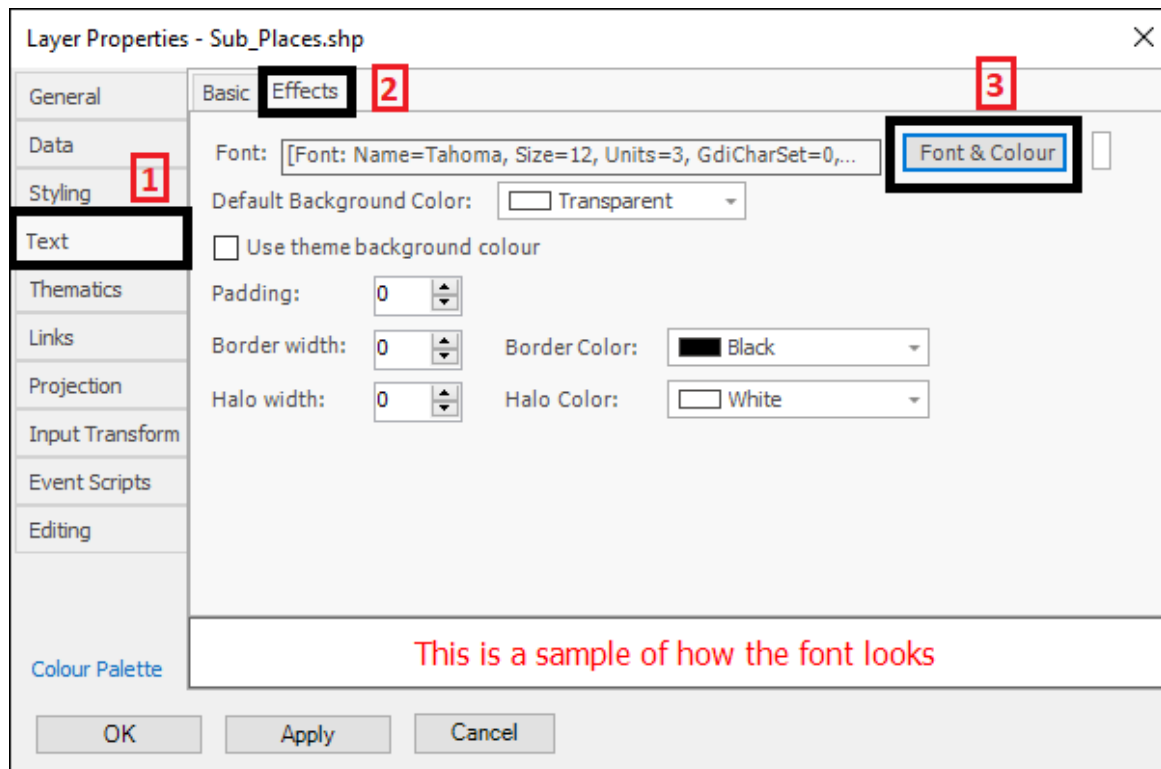
**Text Labels(1)** is where you can set labels for your layer based on a column of data in the layer. For example here I will put a label based on the PROVINCE

column(2) in the Sub Places layer so that the province of each element is shown as a label on the scene(3):

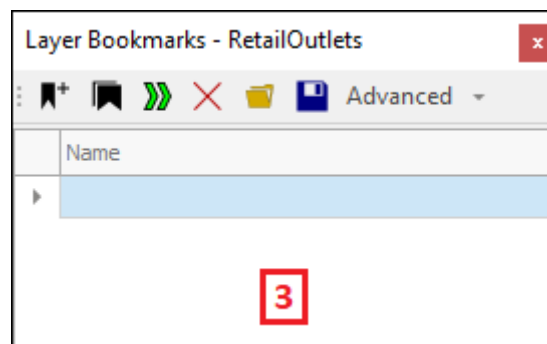
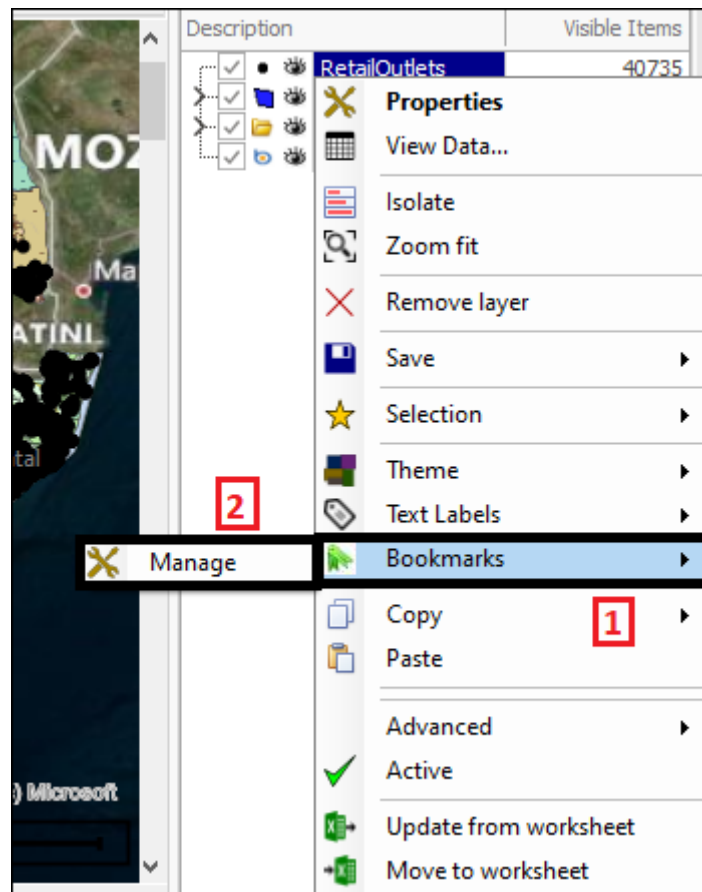


The text of the labels can be edited in the Layer Properties box of that layer in the **Text(1)**, **Effects** tab(2) and then clicking on **Font & Colour(3)**:

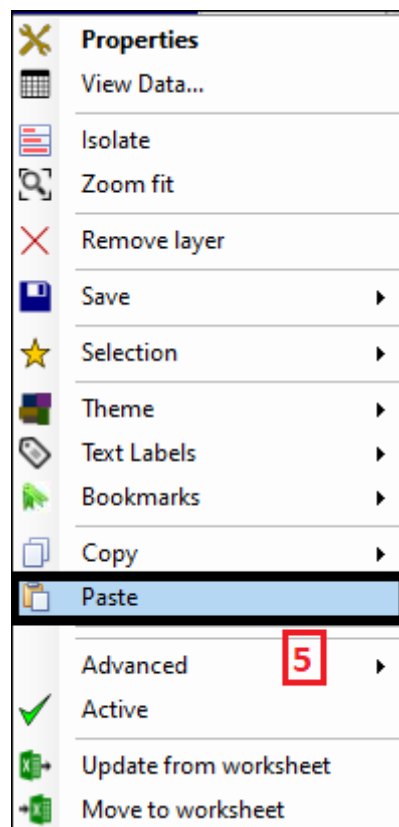
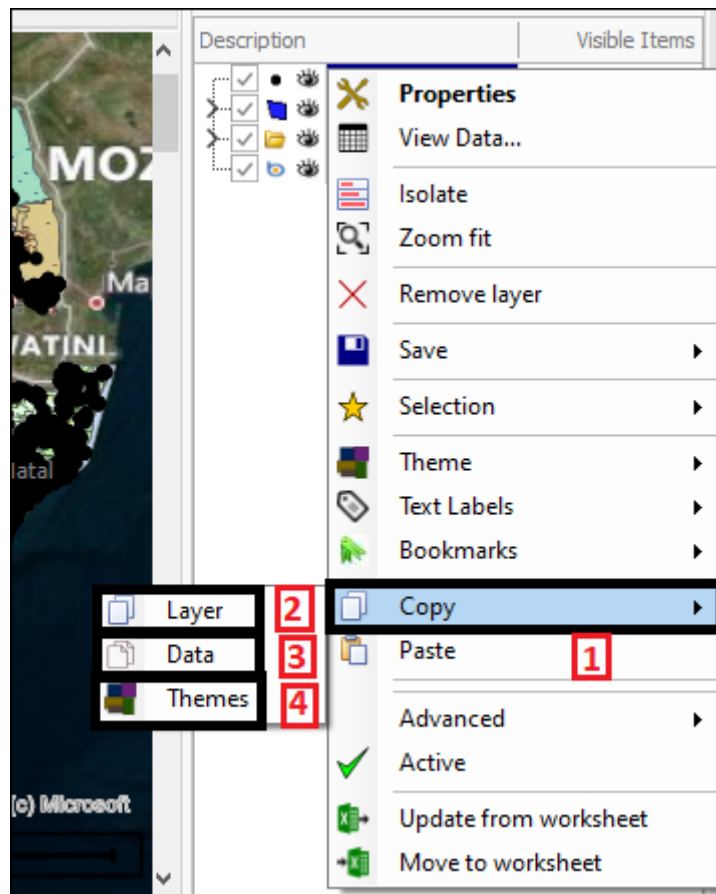




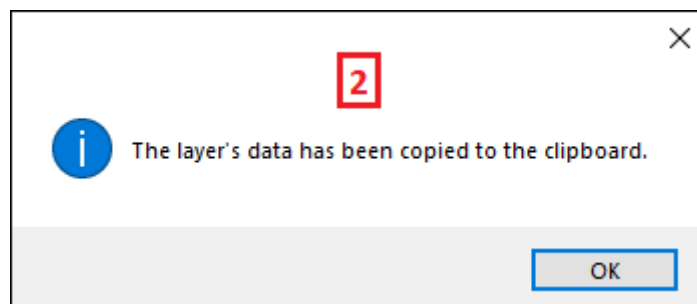
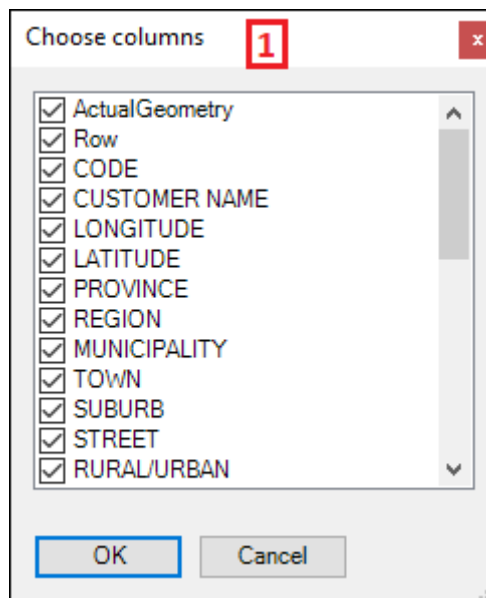
**Bookmarks(1)** is where you can set bookmarks for a layer, which is to say specific save locations that you can easily go to again. Go into **Manage(2)** and this will bring up the Bookmarks dialogue(3) where you can create the bookmark:

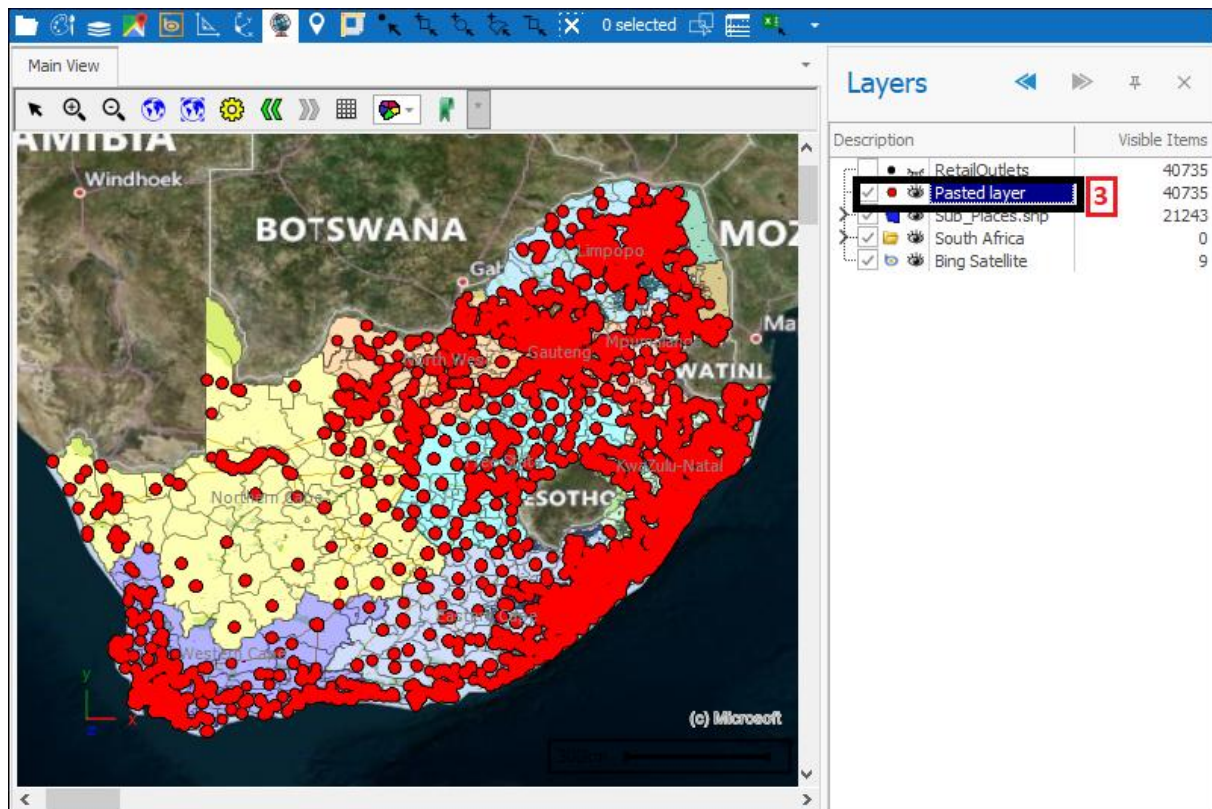


You can copy a layer by using the **Copy**(1) button. You can choose to copy the whole layer by **Layer**(2), just the data of the layer by **Data**(3) or just the themes of the layer by **Themes**(4). This can then be pasted back in the layer control using the **Paste**(5) button as a new separate layer or into Excel or anywhere else.(The **Paste** button can be used to paste anything into the layer control, whatever is pasted will be added as a pasted layer.):

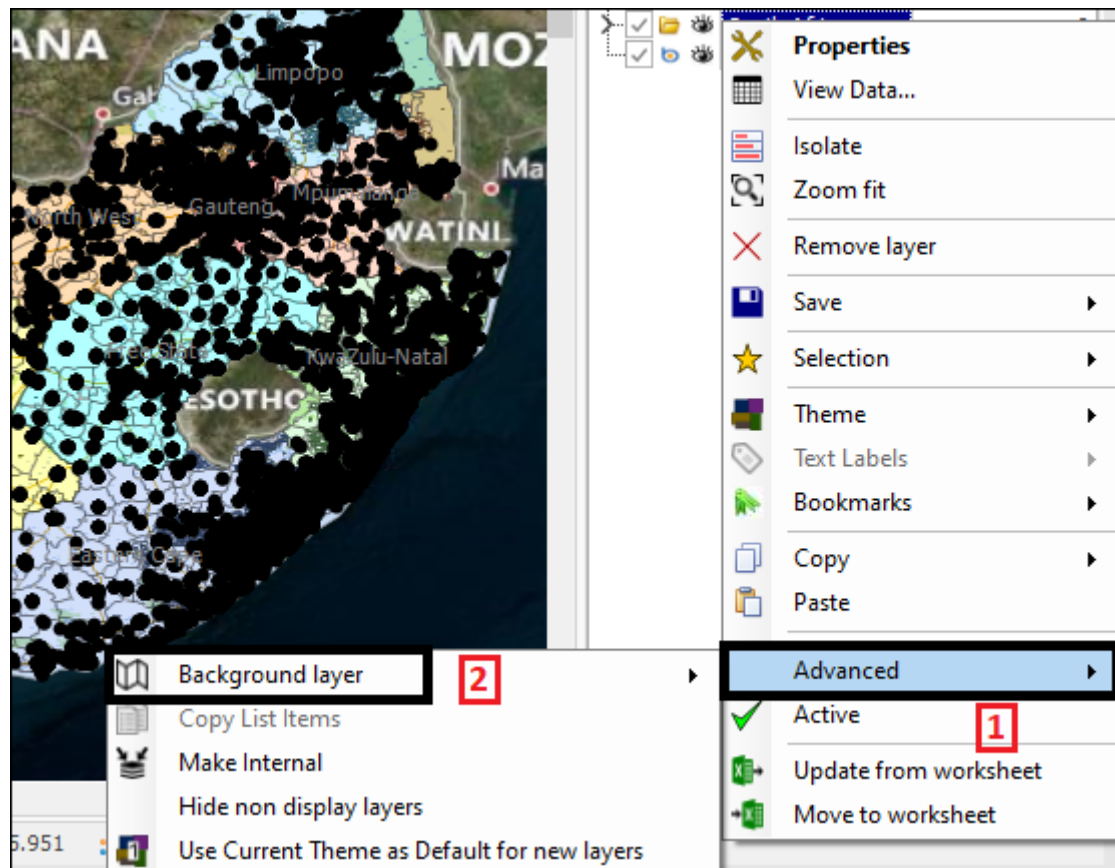


In this example I will copy the data of my RetailOutlets layer and paste this back in the layer control as a new layer. I am prompted to choose which columns in the data I would like to copy before it is copied to clipboard(1). It has now been copied(2) and I can paste it in my layer control(3):

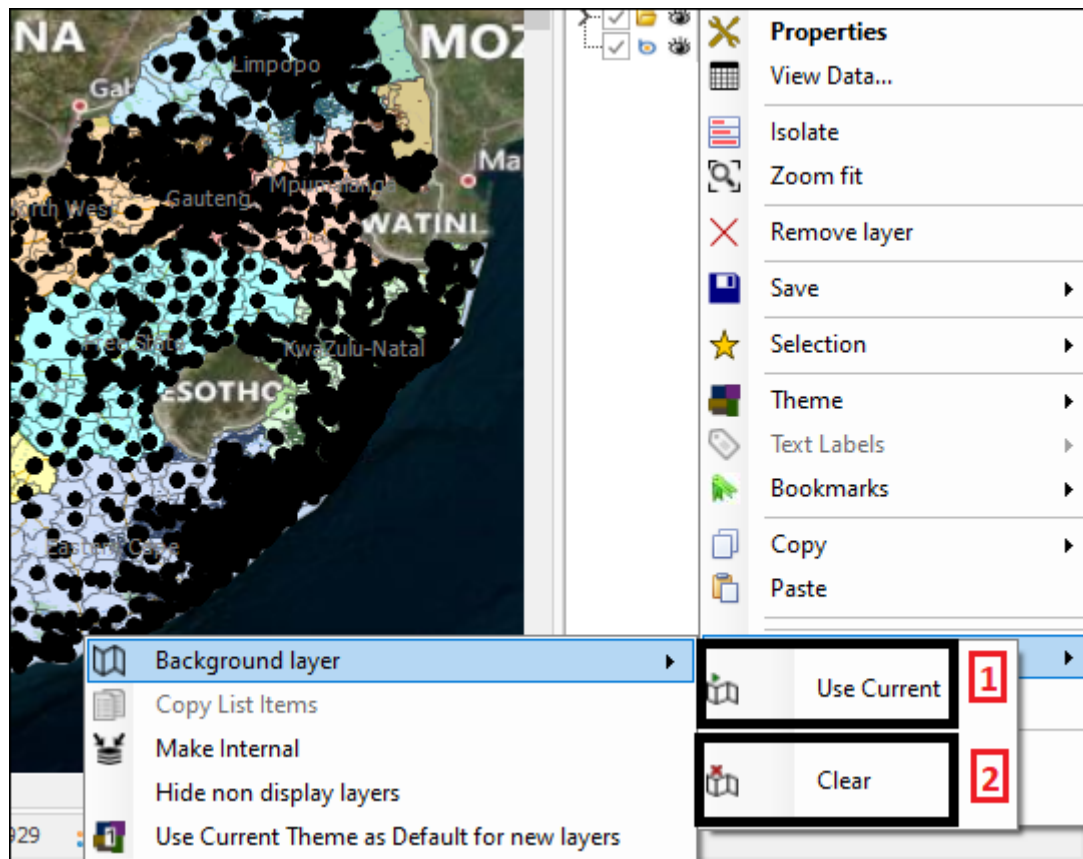




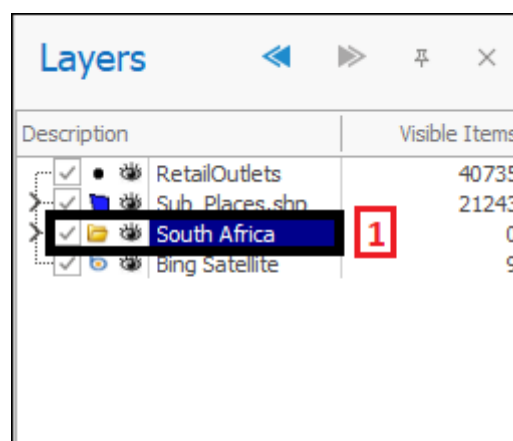
By **Advanced**(1) you can access a menu of advanced options the first of these being **Background layer**(2) which will make the layer a background layer meaning it will appear in each new workbook opened as a default background layer on which other layers can be placed:

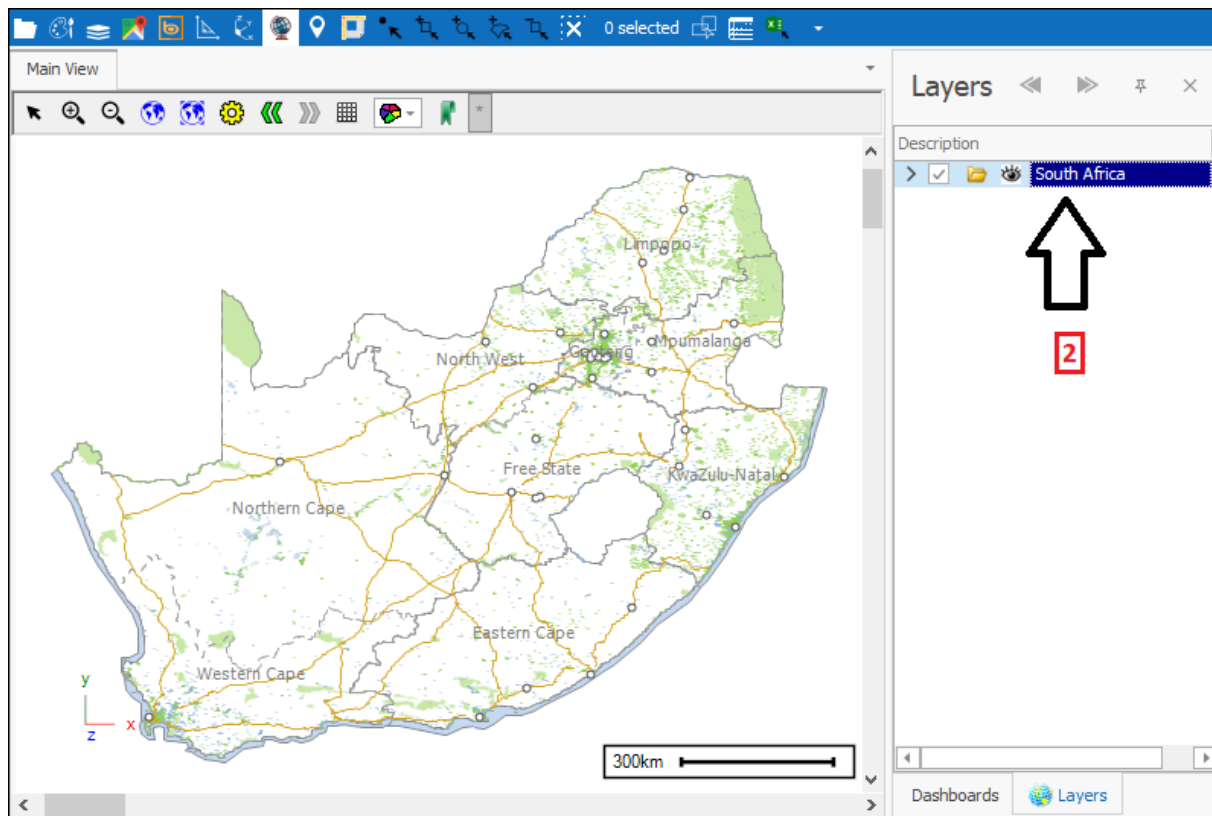


Clicking on it will give you the option to **Use Current(1)** which will make this current layer the background layer or **Clear(2)** which will clear the current layer from being a background layer:



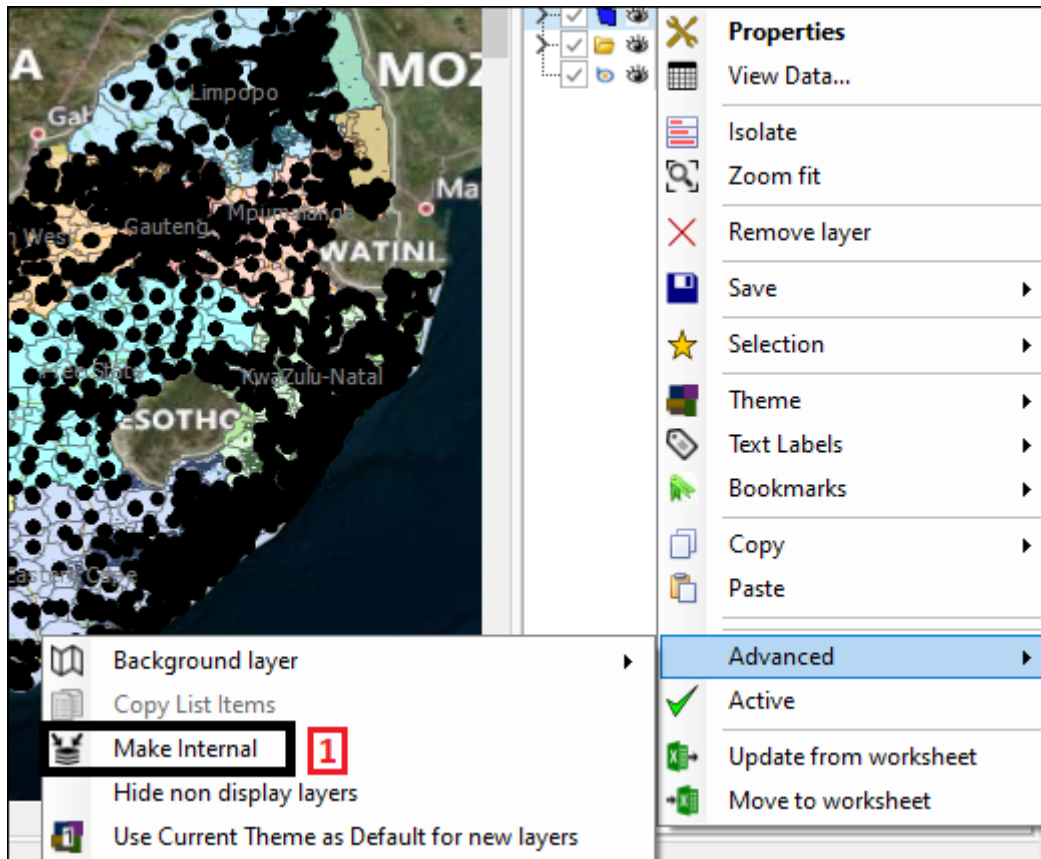
In this example I made my South Africa layer(1) a background layer and now you can see when I open up a new workbook it appears in my spatial pane as a default background layer(2):



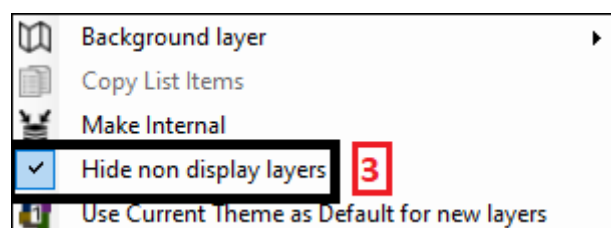
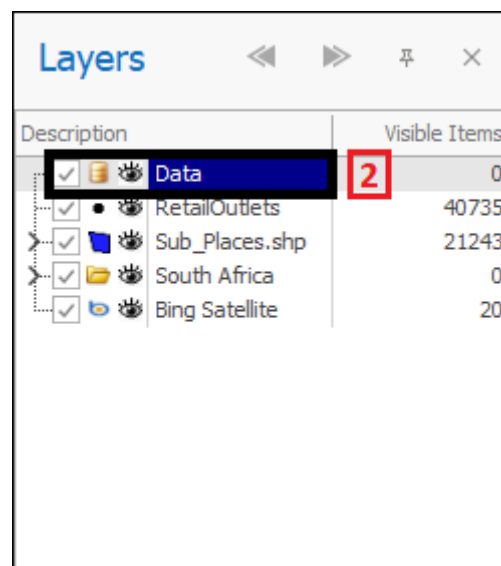
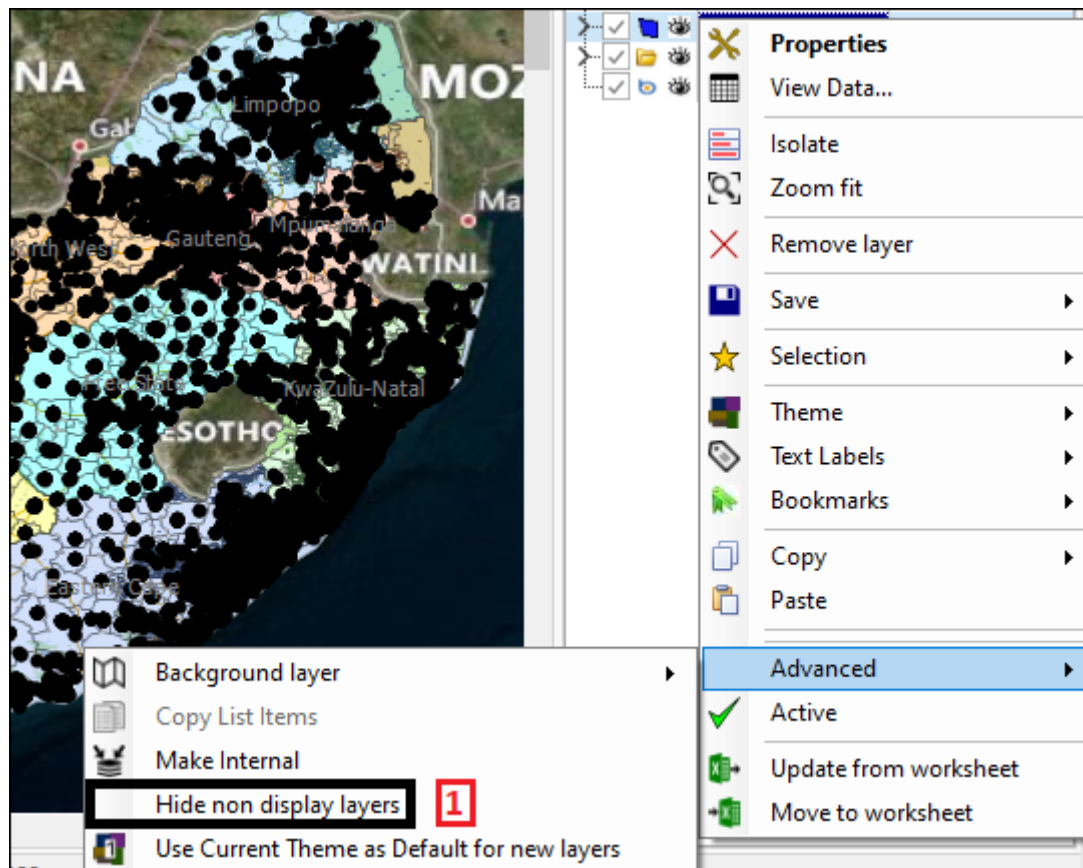


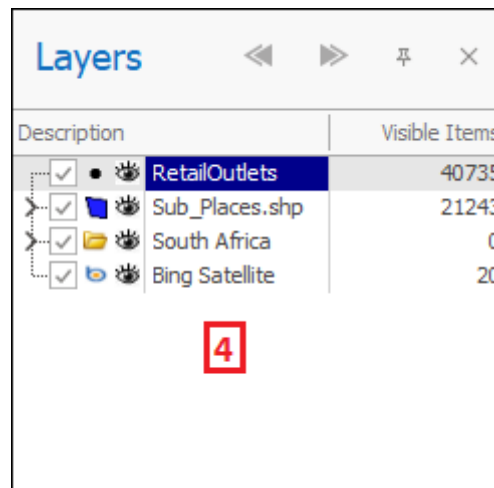
**Make Internal(1)** will make the layer an internal layer meaning it is saved within the workbook as part of the workbook even if the external file is removed:



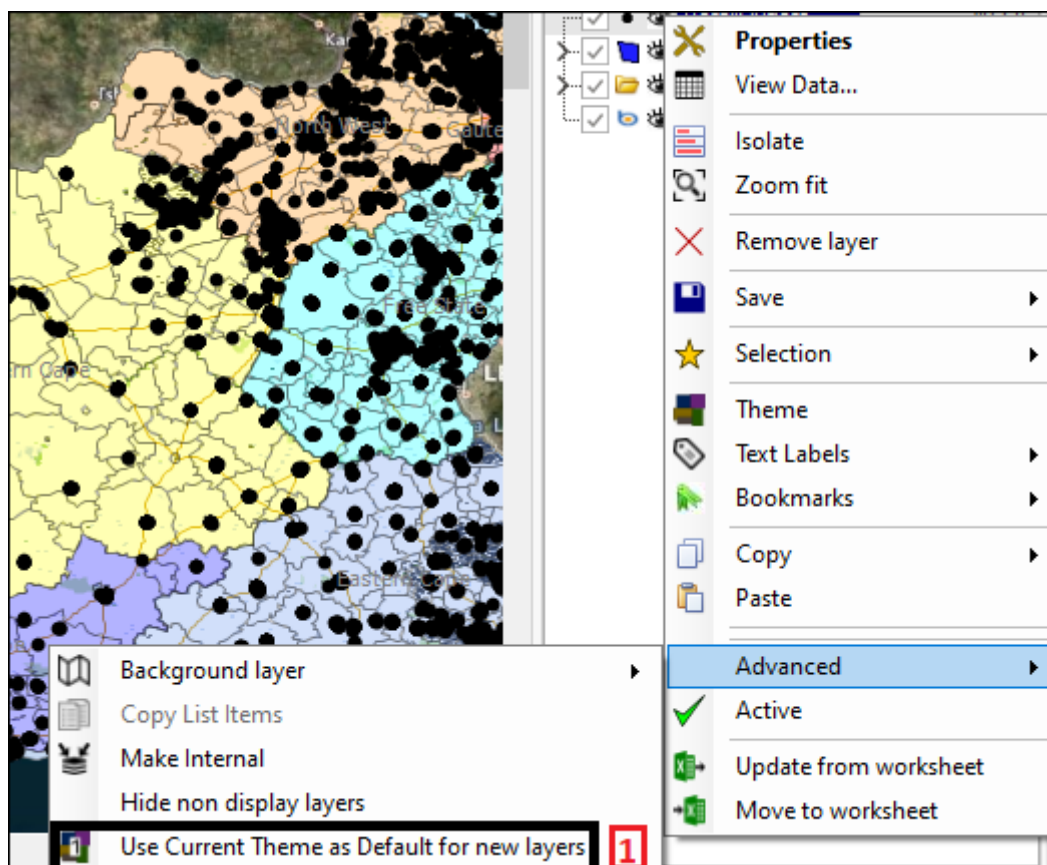


**Hide non display layers**(1) will hide layers that are not display layers meaning they just hold data but don't render on the map. My Data(2) layer is non display. I will tick this option on(3) and as you can see the layer is now hidden(4):



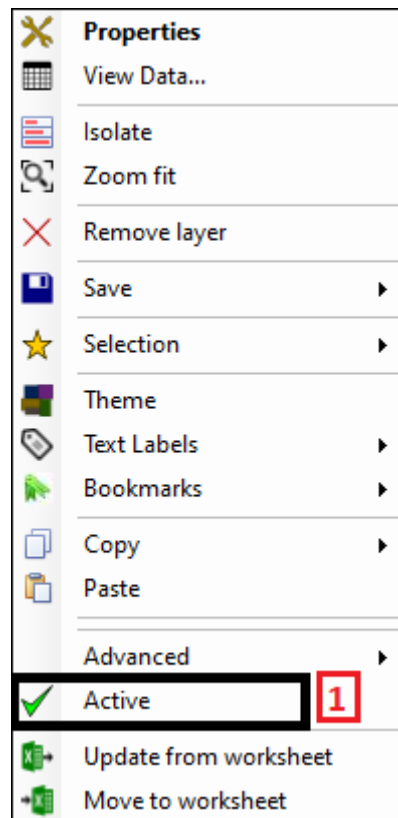


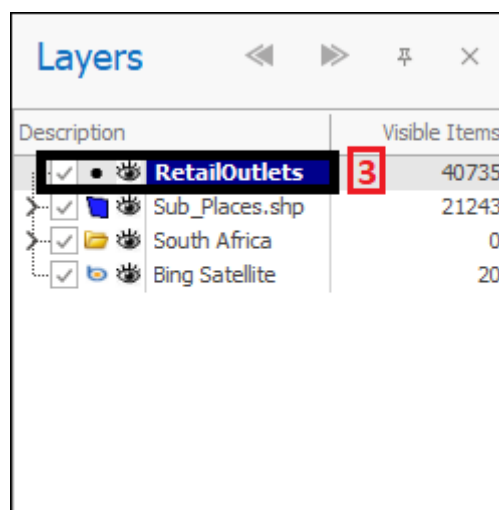
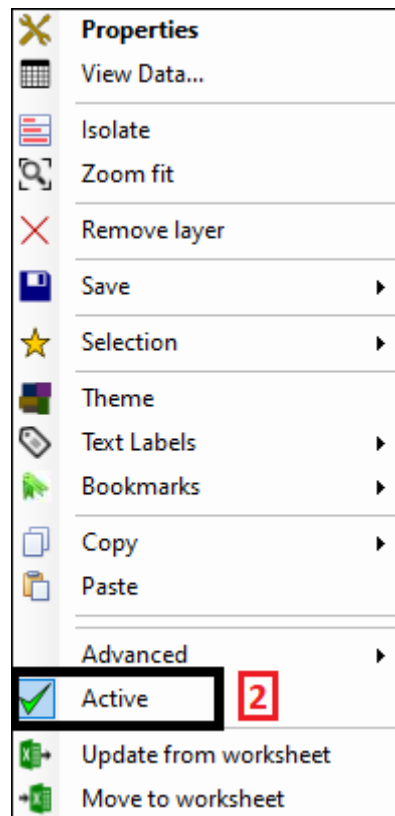
Use Current Theme as Default for new layers(1) will cause the current theme in the layer to be used as a default for every new layer that is created:



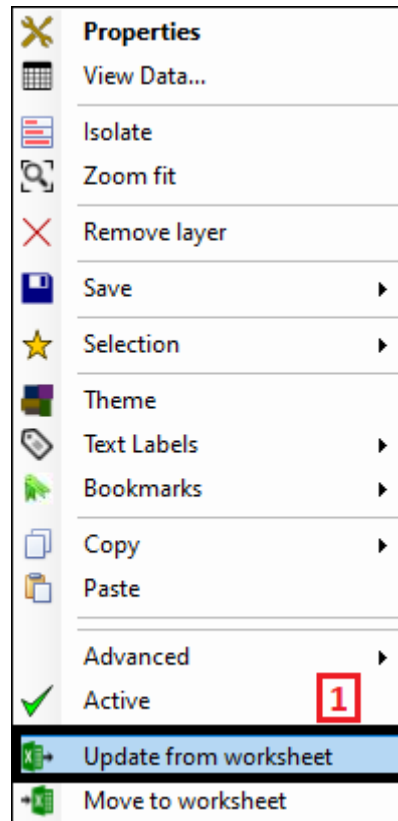
The **Active**(1) button makes the current layer active meaning that whatever is drawn or done will be put to that layer. When the tick is greyed it means it is

on(2), further once it is on the name of the layer will be in bold letters too indicating it is active(3):

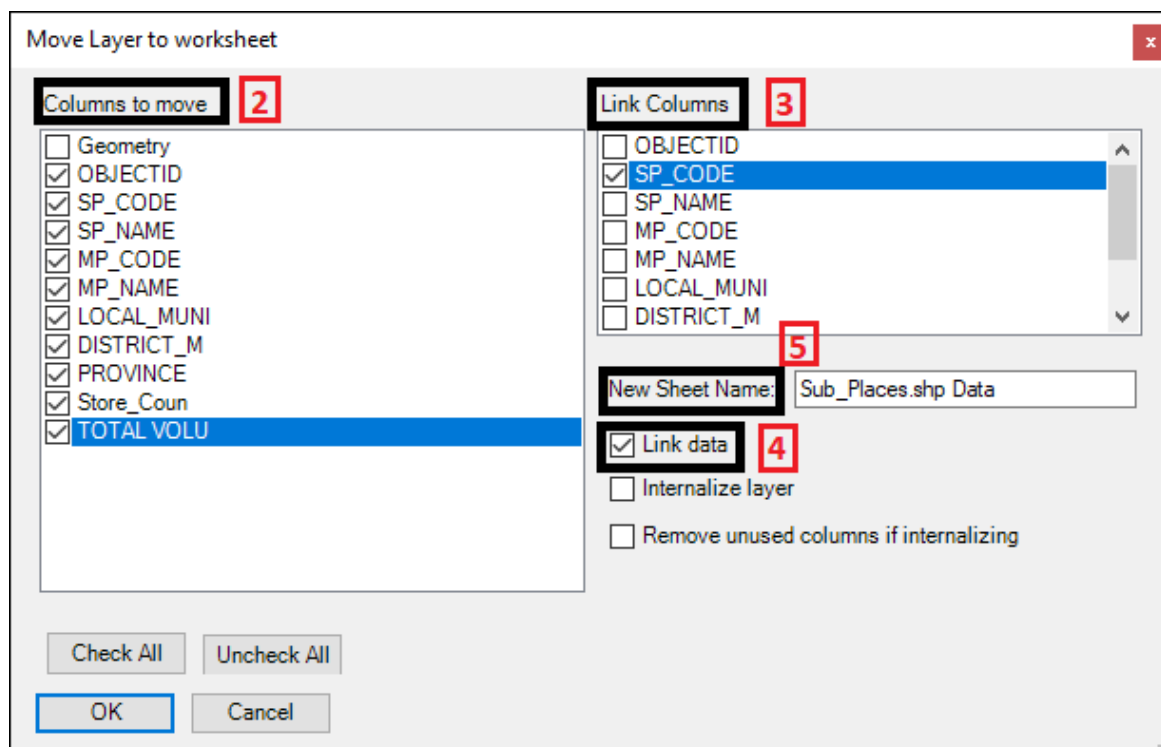
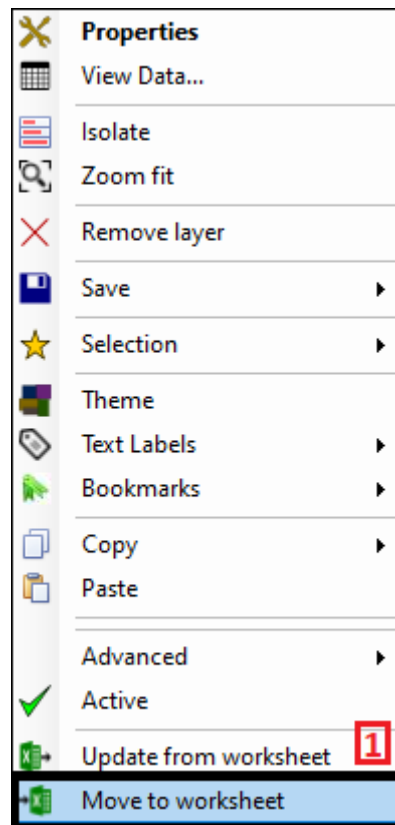




If anything is added to an Excel worksheet that is linked to a layer, this can be updated in the layer by clicking the **Update from worksheet**(1) button:



If you would like to move the data in a layer to an Excel worksheet you can do this by using the **Move to worksheet**(1) button, this will bring up a dialogue where you will tick which columns you would like to be exported to Excel by **Columns to move**(2). If you would like to link the worksheet with the layer so that if you filter etc. in the worksheet it will reflect in the layer as well, you will tick on which column/s you would like to link on in the **Link Columns** box(3) and then have **Link data**(4) ticked on. Then you can give your new sheet a name by **New Sheet Name**(5). In this example I will move my Sub Places layer to worksheet:



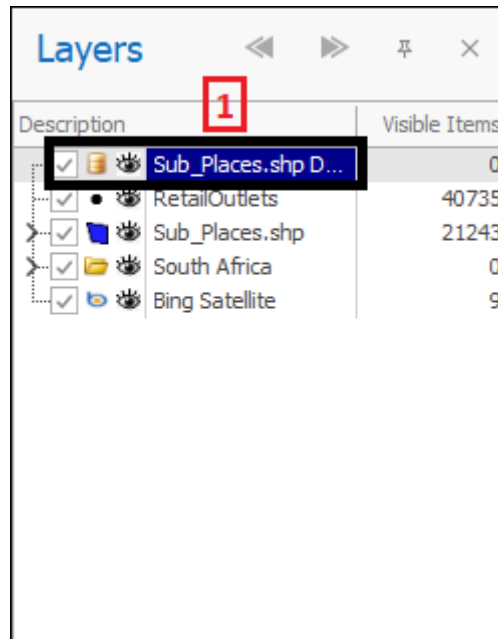
I then click **OK** and as you can see the data has successfully been moved to worksheet(1):

	A	B	C	D	E
1	OBJECTID	SP_CODE	SP_NAME	MP_CODE	MP_NAME
2	1	10101000	Doringbaai SP	10101	Doringbaai
3	2	10106004	Vredendal NU	10106	Matzikama
4	3	10107000	Strandfontein SP	10107	Strandfontein
5	4	10106003	Vredenda NU	10106	Matzikama
6	5	10102000	Ebenhaesar SP	10102	Ebenhaesar
7	6	10110001	Vredendal AH	10110	Vredendal
8	7	10109000	Vredendal Part1 SP	10109	Vredendal
9	8	10105001	Lutzville BSB	10105	Lutzville
10	9	10105002	Lutzville West	10105	Lutzville
11	10	10104001	Koekenaap	10104	Koekenaap
12	11	10104000	Koekenaap SP	10104	Koekenaap
13	12	10105003	Uitkyk	10105	Lutzville
14	13	10111001	Vredendal North	10111	Vredendal
15	14	10109003	Vredendal	10109	Vredendal
16	15	10109001	Aiville Park	10109	Vredendal
17	16	10109002	Joe Slovo Park	10109	Vredendal
18	17	10103000	Klawer SP	10103	Klawer
19	18	10103001	Klawer Ward 12	10103	Klawer
20	19	10106001	Klawer	10106	Matzikama
21	20	10106000	Matzikama SP	10106	Matzikama
22	21	10108002	Van Rhynsdorp AH	10108	Vanrhynsdorp
23	22	10108000	Vanrhynsdorp SP	10108	Vanrhynsdorp
24	23	10106002	Van Rhynsdorp NU	10106	Matzikama
25	24	10108001	Maskamsig	10108	Vanrhynsdorp
26	25	10201002	Piketberg NU	10201	Cederberg
27	26	10204000	Elandsbaai SP	10204	Elandsbaai
28	27	10204001	Elandsbaai	10204	Elandsbaai
29	28	10201001	Clanwilliam NU	10201	Cederberg

RetailOutlets   **Sub\_Places.shp Data**   Simpl ...   (+)   :   <   >

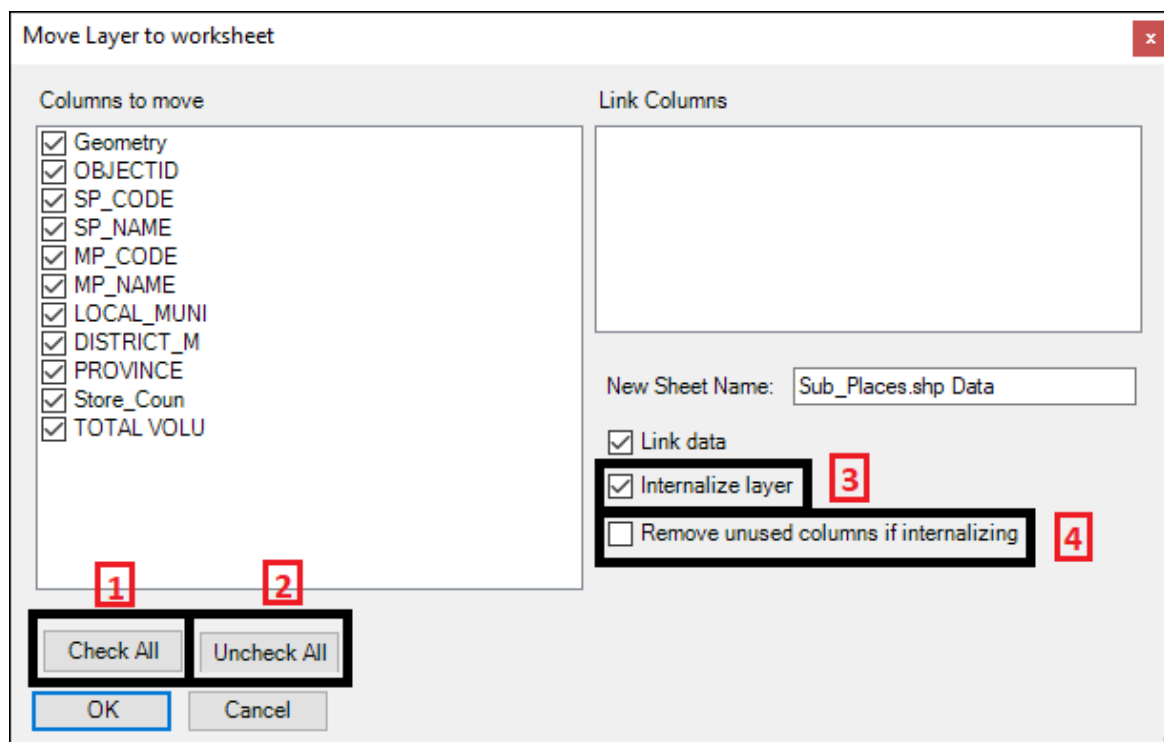
A non-display layer is also added in the layer control(1) which acts as the link between my new worksheet and the layer, since I chose to link the worksheet:



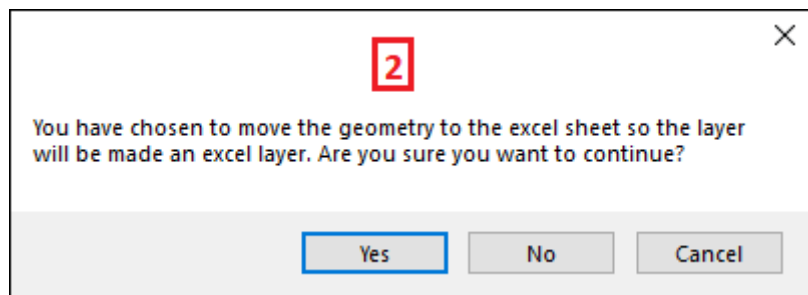
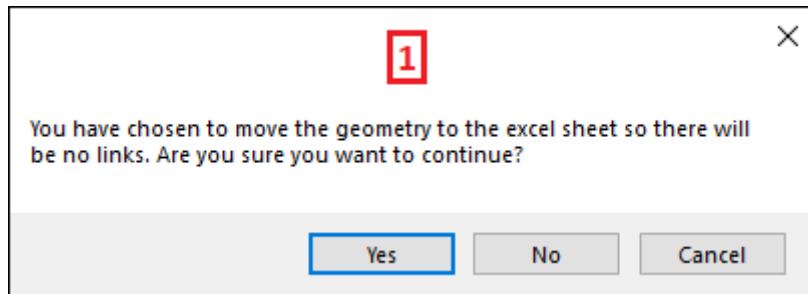


The **Check All**(1) button will check all columns to be moved and the **Uncheck All**(2) button of course unchecks all the columns. Ticking on **Internalize layer**(3) will make it possible for the layer to be stored inside the workbook.

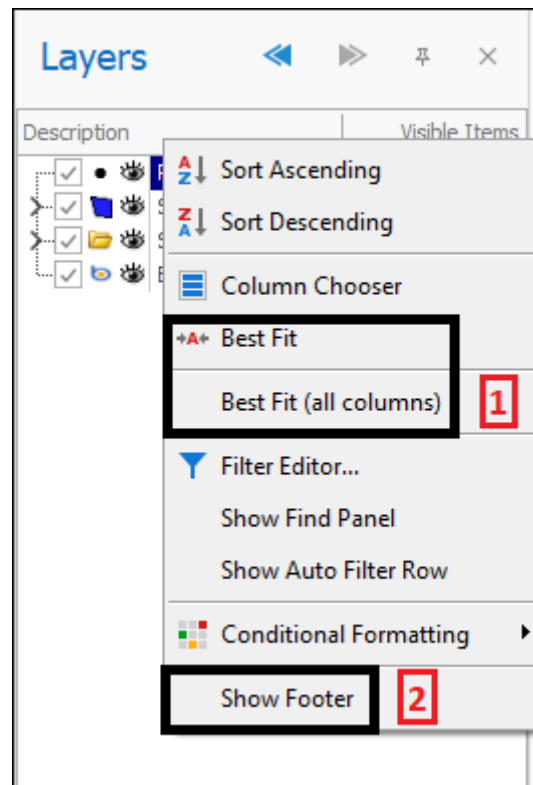
**Remove unused columns if internalizing**(4) will cause any columns you have not checked on when moving to worksheet to be removed if you are using the internalize layer option:

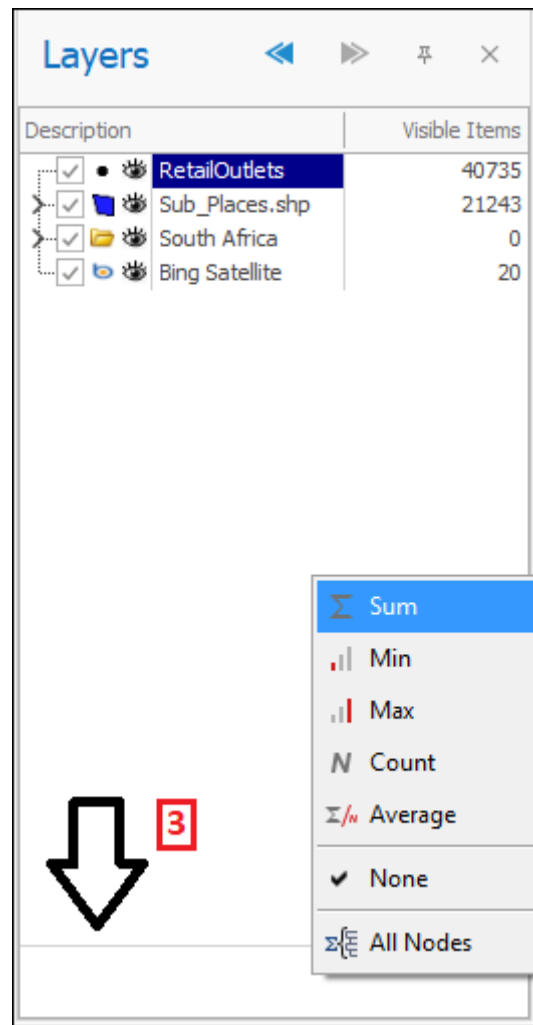


Now if you were to **Check All** and tick on **Link Data** and **Internalize layer** when moving to worksheet then everything will be moved to worksheet and there will be no need to link on any columns as the worksheet will already be linked with the layer and the layer will have been made into an Excel layer. When I do this I get two messages<sup>(1)(2)</sup>, click **Yes** on both:



As one last additional note on the Layer Control, when right clicking in the column header area there are a range of things you can do that apply to all our data column interfaces but I will just mention a few more of them here. You can use **Best fit** and **Best Fit (all columns)**<sup>(1)</sup> to size the column/s in the best way so that the data can be seen clearly and by choosing to **Show Footer**<sup>(2)</sup> you can the right click in that area and get totals for your data etc.<sup>(3)(4)</sup>:

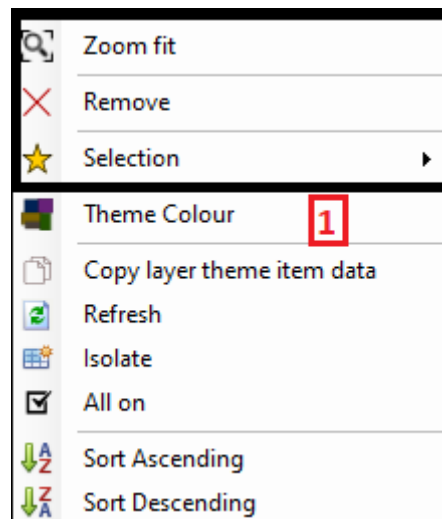




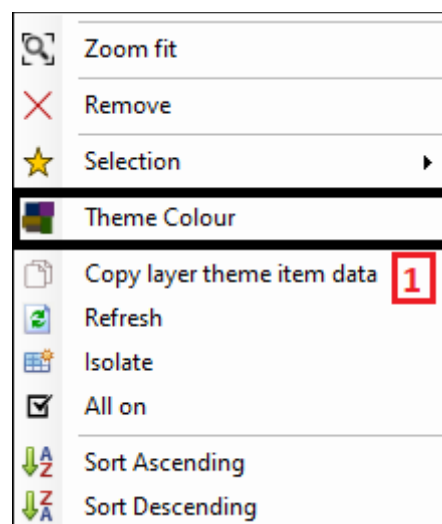


## Theme Context Menu

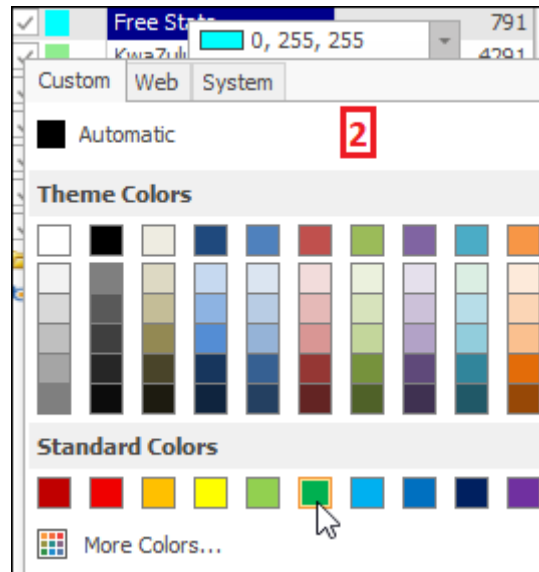
By right clicking on any one of these theme sublayers a context menu of various options is brought up. **Zoom fit**, **Selection** and **Remove**(1) work the same as described above for the main context menu:



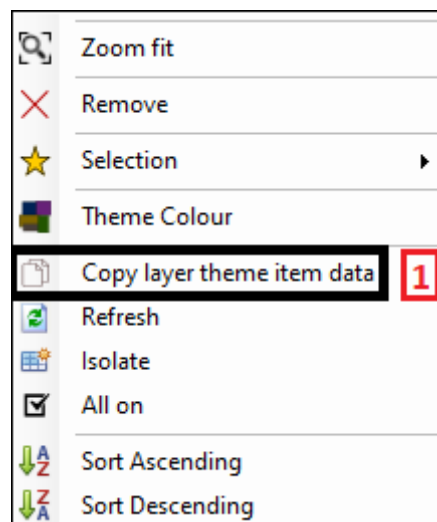
By **Theme Colour** you can change the theme colour of any one of these theme sublayers(1):



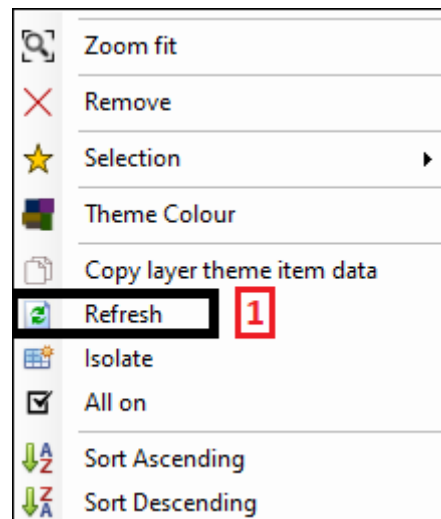




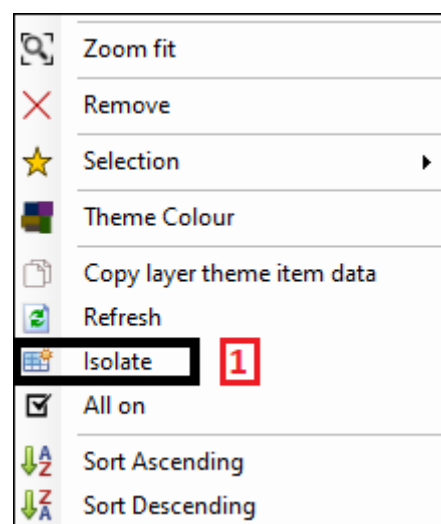
**Copy layer theme item data(1)** allows you to copy the data of a theme item(theme sublayer) and this can then be pasted back into the layer control as a separate layer or pasted into an Excel spreadsheet etc.:



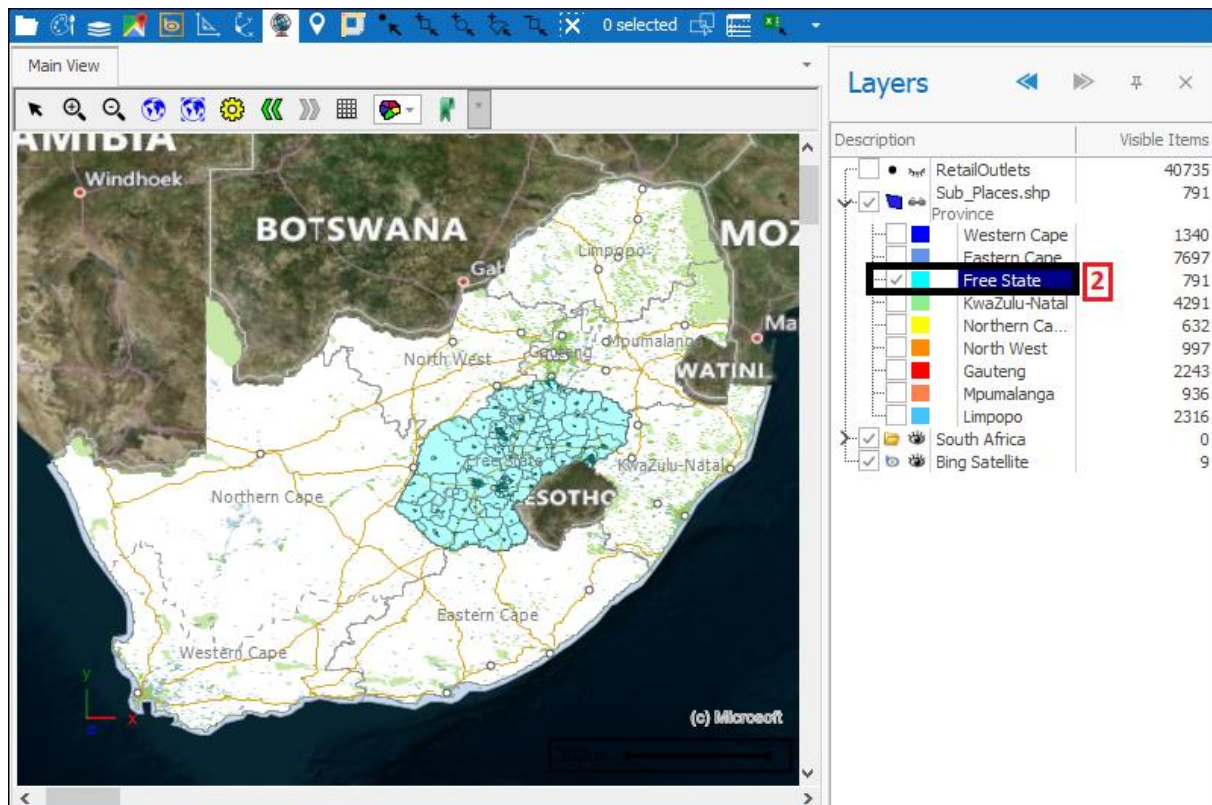
**Refresh(1)** will refresh the current theme if anything has been changed and it needs to be updated:



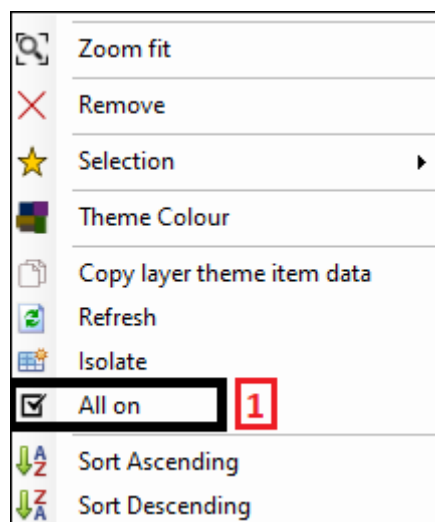
Individual layer theme items can be isolated using the **Isolate** button(1)(2):

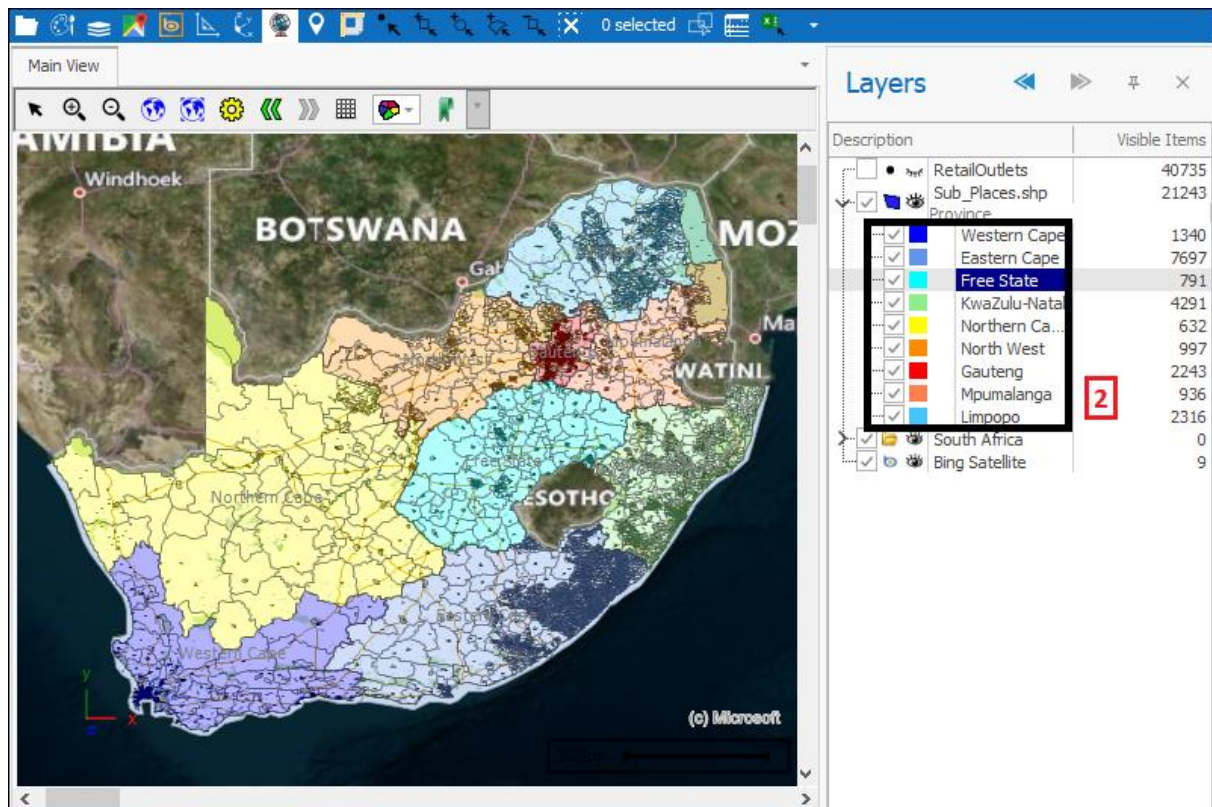


## Layer Control User Guide

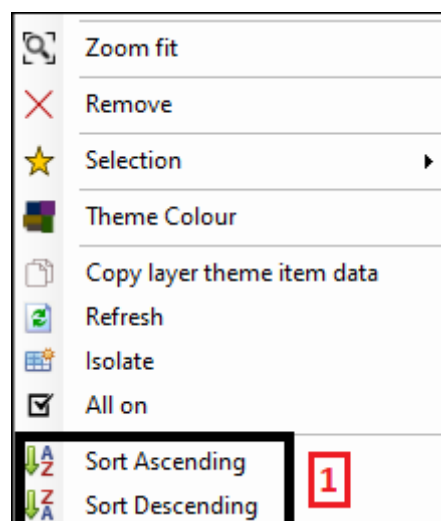


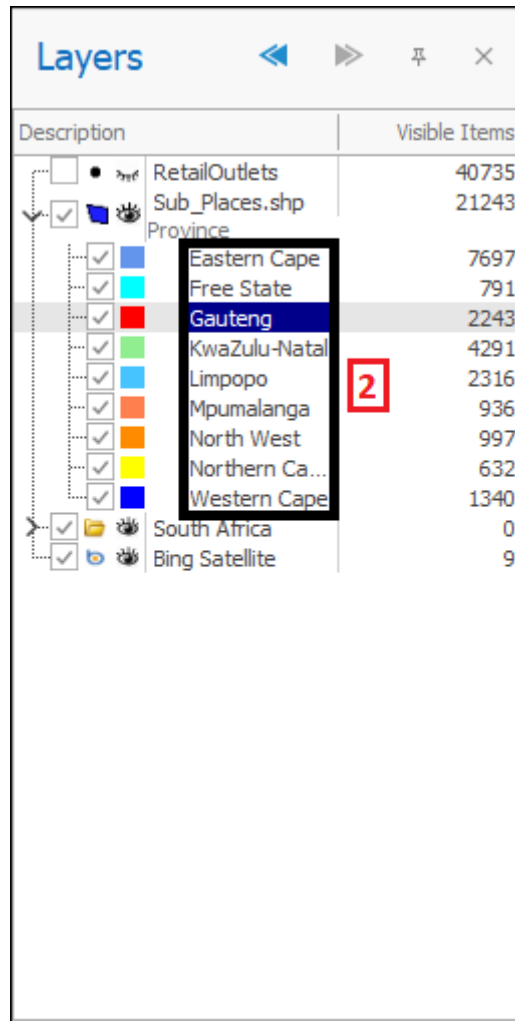
All on(1) will turn all layer theme items back on that have been ticked off(2):





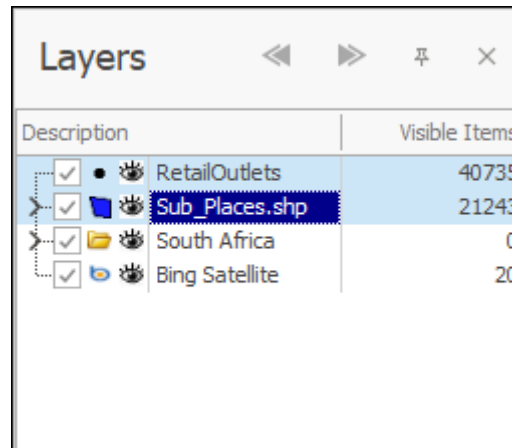
**Sort Ascending** and **Sort Descending**(1) will sort your layer theme items in alphabetical order from A-Z or Z-A; or if there are values, from smallest to largest or largest to smallest. In this example I sorted my items in ascending order(2):



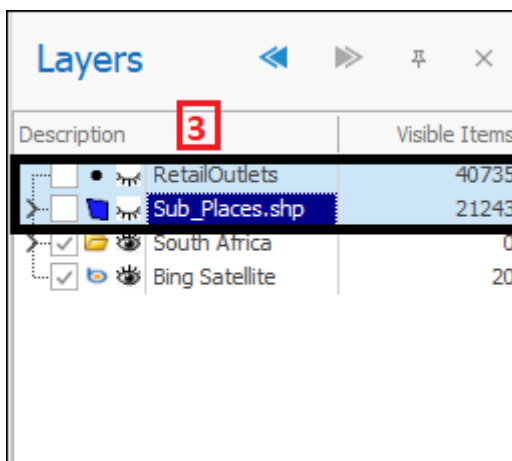
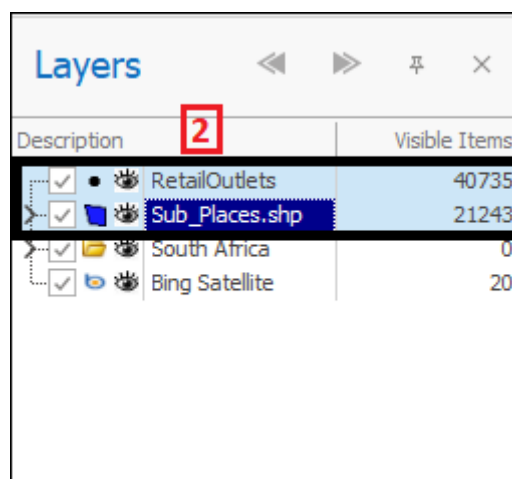


## Shift Context Menu

You can select more than one layer at a time in the Layer Control by clicking on the first layer and then holding down Shift and then using the down arrow on your keyboard to highlight the layers you want to:

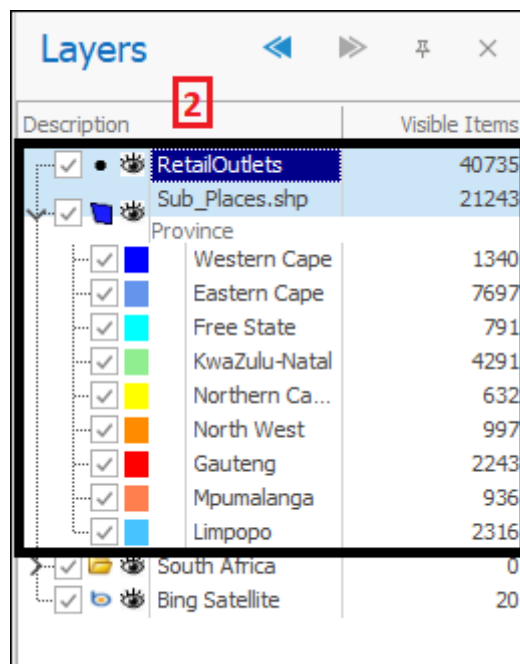
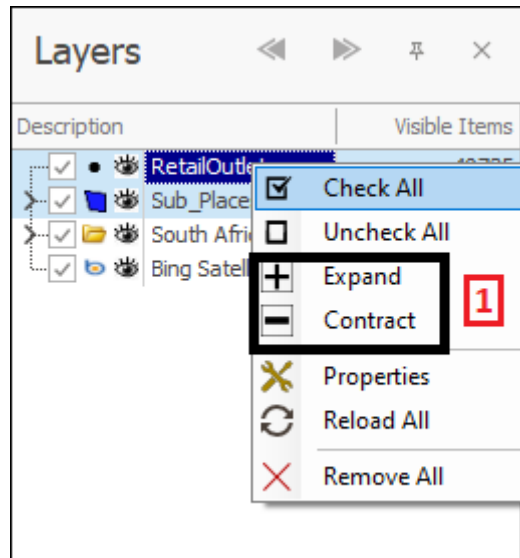


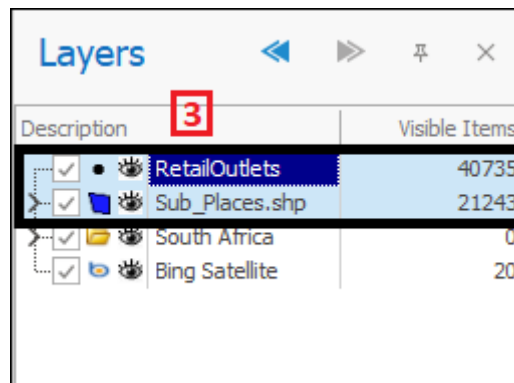
I can now right click on these and a context menu will come up where I can **Check All** or **Uncheck All**(1) which will respectively cause all the highlighted layers to be ticked on(2) or off(3):



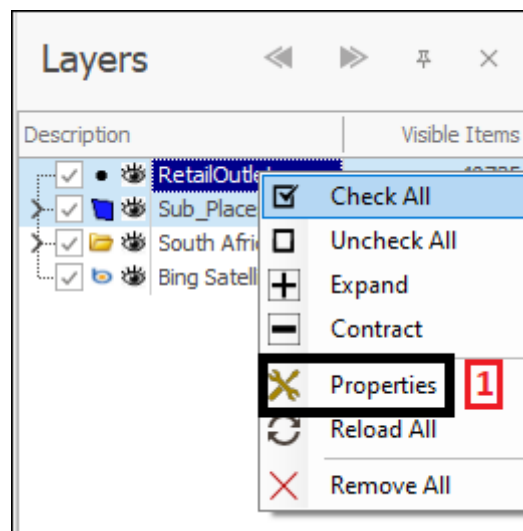


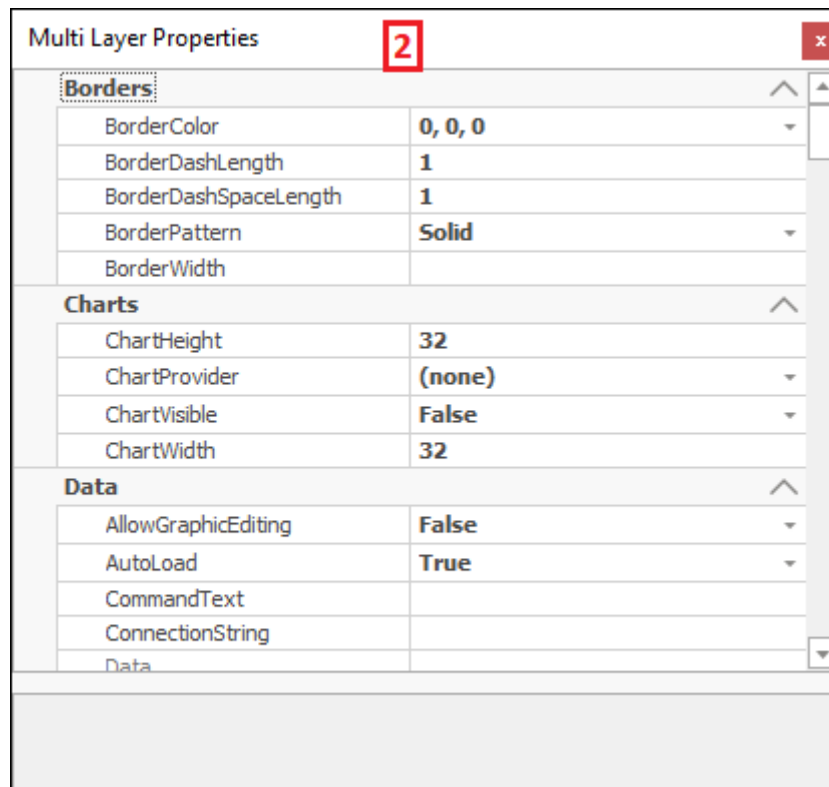
**Expand** and **Contract**(1) will respectively cause the highlighted layers to be expanded if they have any nested layers in them and contract when they are expanded(2)(3):



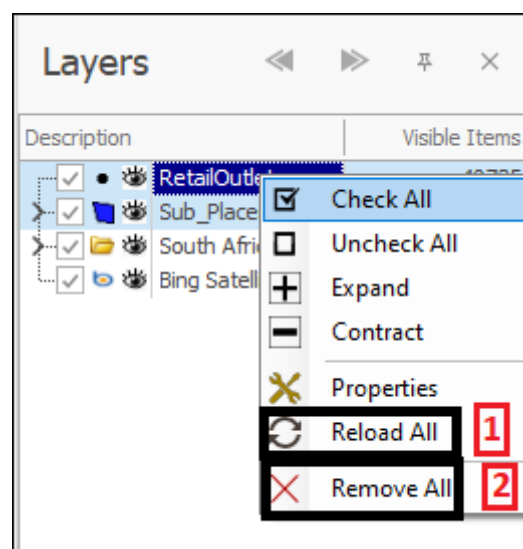


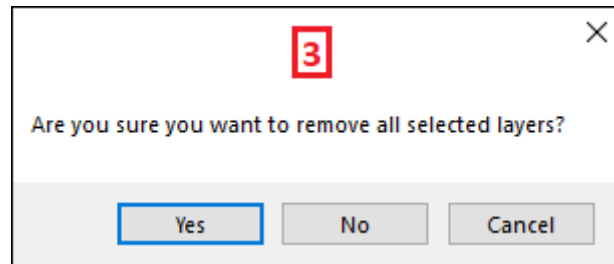
**Properties(1)** will bring up a **Multi layer Properties** box(2) where you can view various properties for the layers:





**Reload All**(1) will reload the highlighted layers if you needed to do that and **Remove All**(2) will delete the layers, you will be asked if you are sure you want to delete the layers(3):





### Support

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