

QuantumGIS

Las Palmas

Version 2.18.5

1. Making the Excel file

- Every row is a 'point' on the map (species, sampling site,...)
- Every column is a characteristic
 - long & lat coordinates in decimals
 - **add everything you want to retrieve as info from the layer, or if you want to give certain points a different colour** (species, type specimens,....)
- Titles of columns not too long (max 10 characters) no spacing,...
- Save as comma delimited file → .csv

2. Loading into QGIS

Quantum Gis Desktop

- Import the layers you need to visualize what you want: hydro1k, African countries,... → add vector layer (.shp file) 
- Import your coordinates → add tab delimited  → custom delimiters → semicolon → indicate which columns represent the longitude and latitude
- QGIS works with **layers** and places everything 'on top of each other' → what you put on top on the left ('layers) will also be visualized on top on the map
- Save as a Project

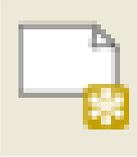
Applications in QGIS

- Zoom in or out 
- Drag 
- With the arrow with the 'i'  you can click on item and this gives you information (layer of interest should be selected) ('view feature form' to view results in a table)
- When you click right on the layer and 'open attribute table' all layer information is listed in a table → make sure from your own file that all info you want to retrieve is a column in excel!!

Layer Preferences

- Double click on each layer to adjust according to your preferences → 'style'
- Always click **'apply'**
- Different categories (e.g. species) into different colours → **categorized symbol**
 - Define column based on which you want to give different colours ('species') and press 'classify'
 - Double click on every symbol to adjust to your preferences (colour, symbol, size,...)

3. Make a printable map in QGIS

- Click on 'New Print Composer' → composer canvas opens 
- 2 tabs (on the right): composition and item properties
 - Composition: paper size, orientation, resolution
 - Item: properties from map itself you are making
- Click 'add new map' and drag the rectangle

Item properties

- 'extent' → crop figure to size of interest; units are the degrees ($x=2 \rightarrow 2^\circ\text{E}$)
- 'grid' → coordinate grids, also adjustable to preferences (also grid frame → exterior ticks)
- Frame
- ...

Add items

- When you add an item, a tab is added to adjust it to your preferences (click on item to make it appear)
- Legend
- Text
- North arrow (= picture)
- Scale bar
- Export as image