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 ('zelfgekozen tekstscheider')→ semicolon ('puntkomma')→ indicate which columns represent the longitude and latitude (x and y field)

- 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
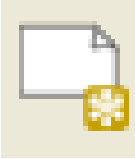
- Save as a Project
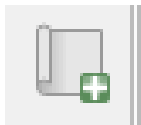
Applications in QGIS

- 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)

- 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): layout and item properties
  - Layout: paper size, orientation, resolution
  - Item: properties from map itself you are making

- Click 'add new map' and drag the rectangle

Item properties

- 'extent' ('bereiken') → crop figure to size of interest; units are the degrees (x=2 → 2°E)

- 'grid' ('rasters') → 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 (tick off 'adjust automatically')
- Text
- North arrow (= picture)
- Scale bar
- Export as image