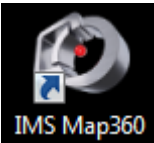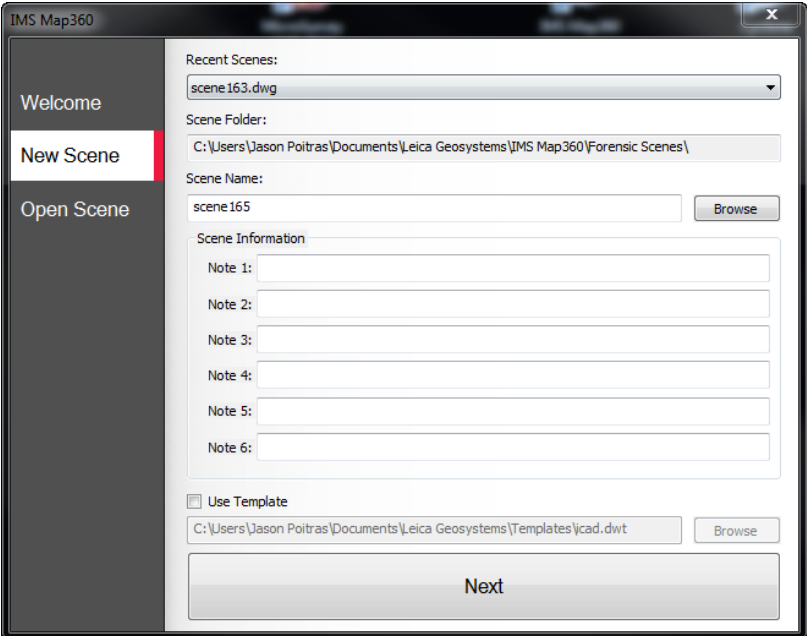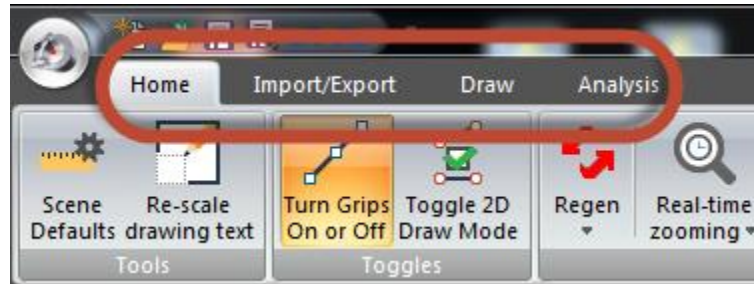# IMS Map360 and LTI Import Cheat Sheet

Checklist

- Registered copy of IMS Map360
- Mouse
- Sample LTI Quickmap file for import. The tutorial uses a project named Rockcliff.csv. It can be downloaded from the resource link below.
- Movies, documents and files can be downloaded from the resource page. Resource file link: http://ims.microsurvey.com/index.php?/Knowledgebase/Article/View/27/1/lti-dealer-resource-page
- Getting help
    - Helpdesk: ims.microsurvey.com
    - MicroSurvey Phone: 800-668-3312

Create New Scene and Import Data
Start Program Start IMS Map360 using the program shortcut.
Create New Scene On the IMS Map360 startup screen, select **New Scene** and accept the default name, or create a new one. Press **Next** to continue

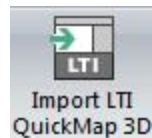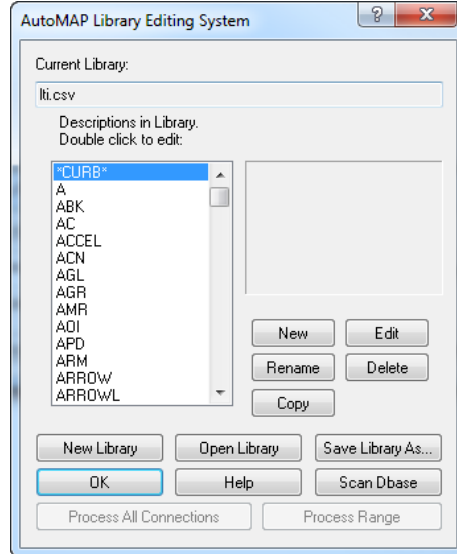|	
Sketch Mode Ensure you are in Sketch mode. You know you are in sketch mode if you only see four ribbon tabs. If you don't see four tabs, you can switch to sketch mode by clicking this icon ⚙ in the lower right corner of your program.	
Tips • **Zoom In and Out** with the middle button of your mouse • **Zoom Extents** by double clicking your middle mouse button • **Pan** by holding down your middle mouse button • **Escape Key** is your Friend! Press **ESC** to cancel commands. • **No Mouse?** Use the zoom and pan buttons in the View section of the Home ribbon. • **Save** by clicking this icon 💾 in the top left menu bar.	
Import Click on the **Import/Export** ribbon and select the **Import LTI QuickMap 3D** button.	
Browse for File Browse for the QuickMap 3d CSV file to import.	
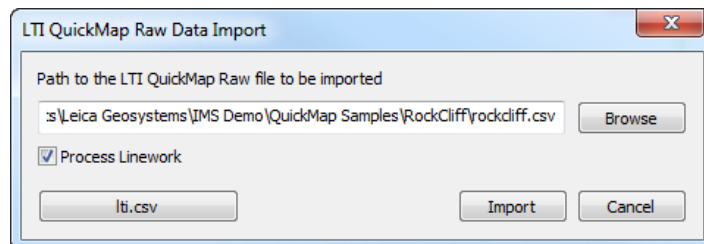
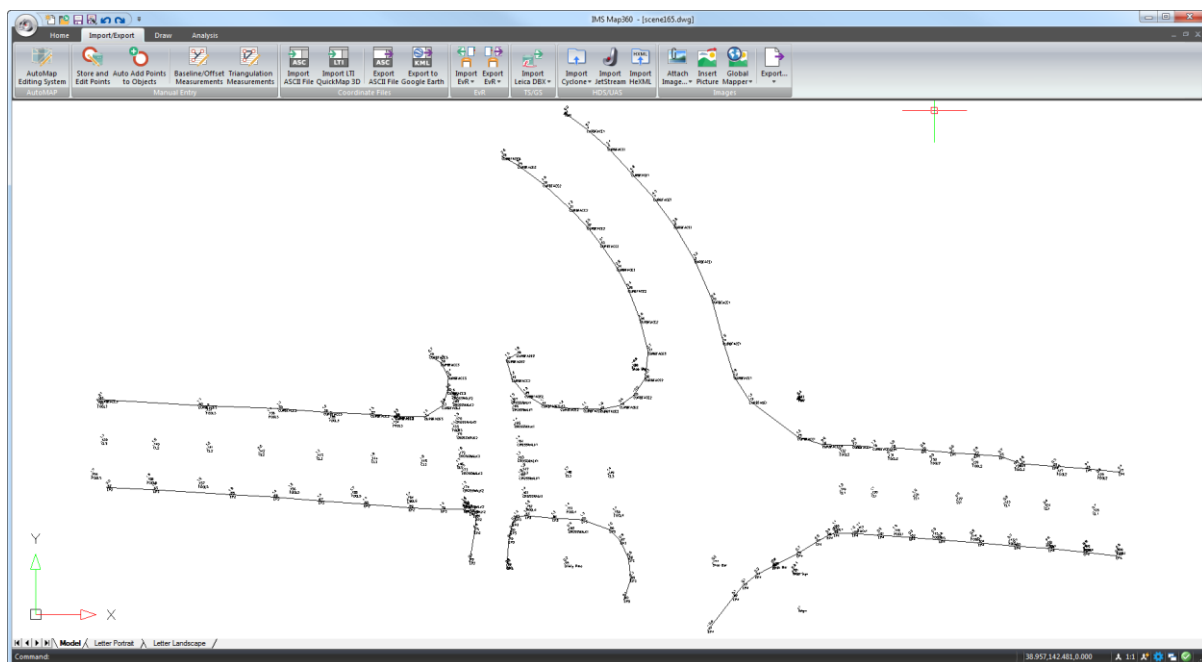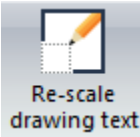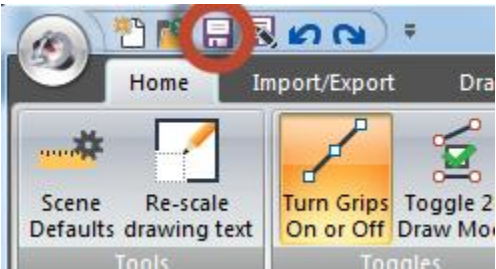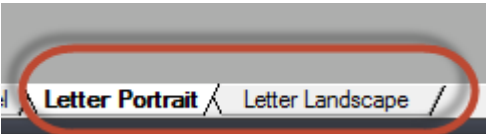|	
Optional Linework If you recorded linework at the scene make sure the **Process Linework** option is turned on and select the **LTI AutoMap** file. Press OK on the AutoMap dialog.	
Import To finish the import press the **Import** button on the LTI Import dialog.	
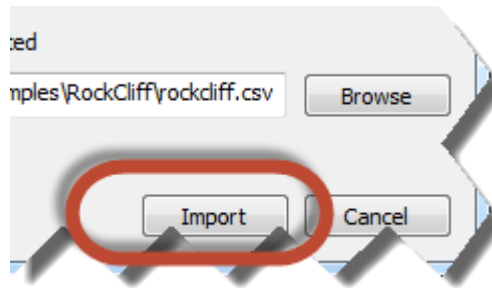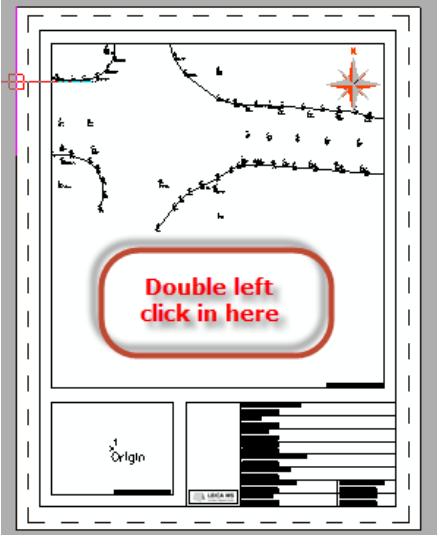
Import Complete!
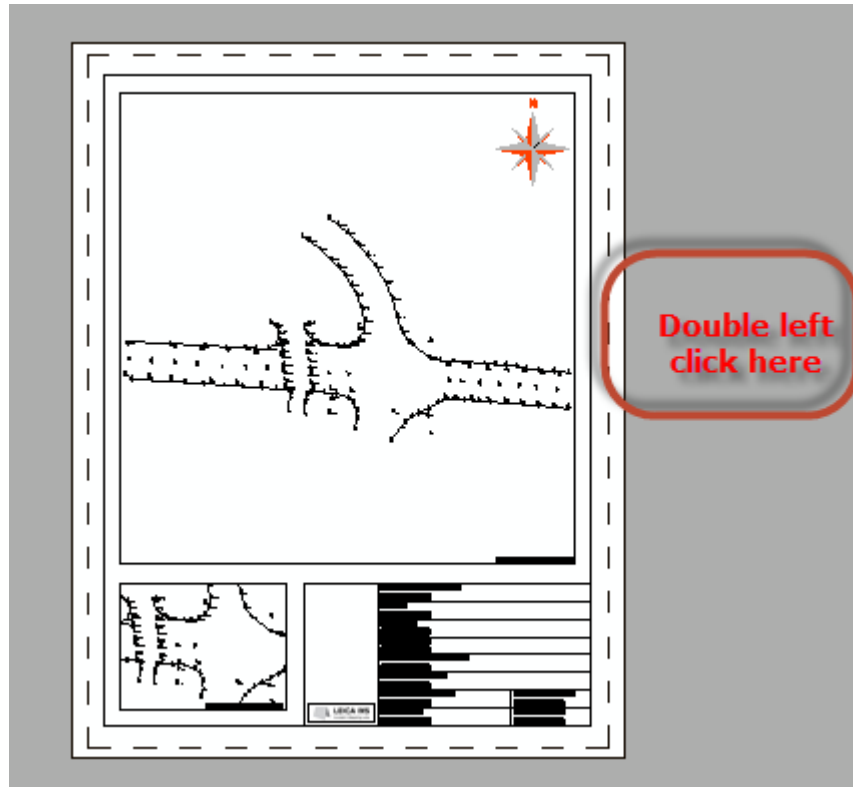
Text too big? You can resize the text by using the **Re-Scale Text** button on the Home ribbon.	 Note that this only rescales the text on point labels.
Save This is a good time to **Save** your drawing.	

| **Template View and Printing**	
Select a Template To view your scene as it would appear on a piece of paper click on one of the built in templates. This is located in the bottom left corner of the drawing area.	
Activate a Viewport To activate a viewport, simply double click inside one. When you do you will see the viewport border thicken. Zoom and pan as needed, or do a Zoom Extents to fit the drawing to the viewport.	

Deactivate a Viewport To deactivate a viewport, simply double click outside the viewport one.	 Double left click here
Edit Text You can edit the text in the title block by double clicking the text.	 Double click on text to edit it
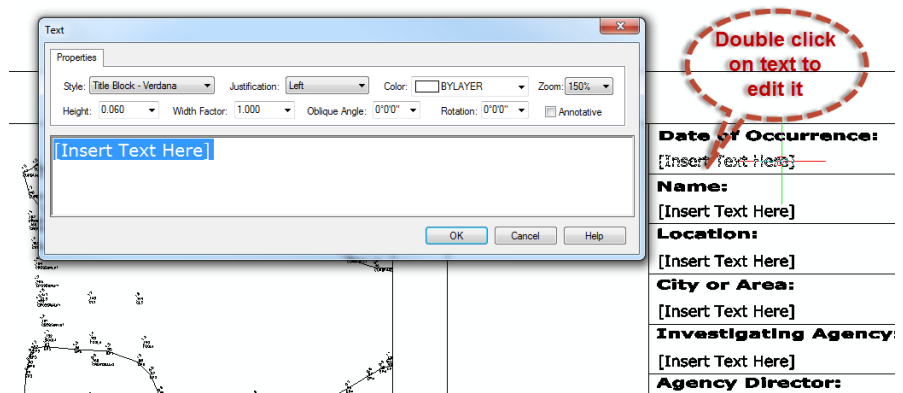
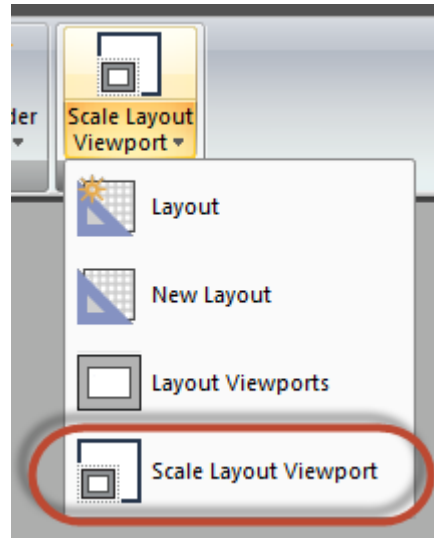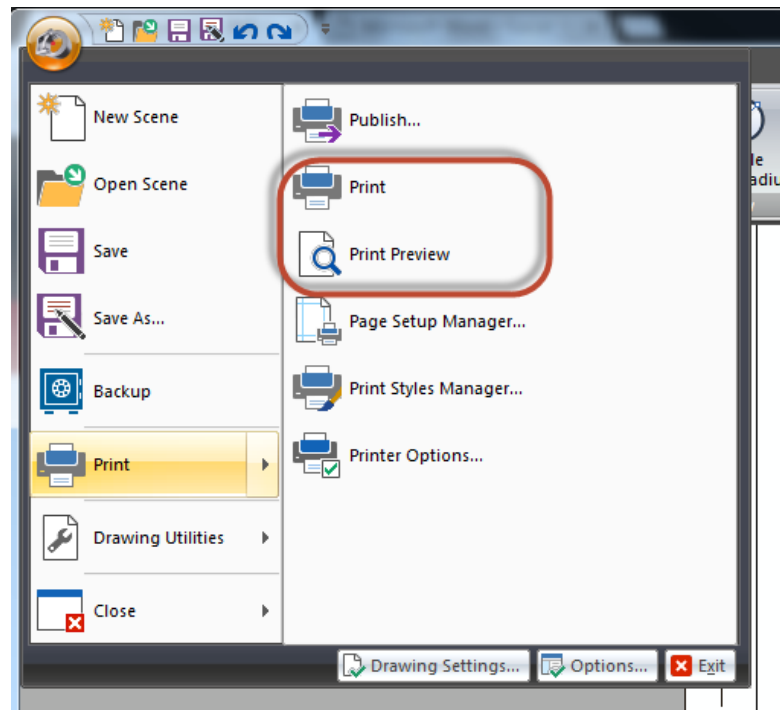|	
Scale Viewport You can scale the viewport to equal an even unit. Select the Scale Layout Viewport button on the Draw ribbon. When the command is executed you then need to select the viewport edge, then enter an even unit. The current estimated viewport scale is listed in the lower left corner of the drawing area. In this example, I entered 45 as the scale to set for the viewport.	 Scale Layout Viewport Layout New Layout Layout Viewports Scale Layout Viewport Model \ Letter Portrait \ Letter Landscape Enter the new scale for the viewport. 1"=<43.12>'
Print Preview To print your drawing or to do a print preview, simply select the related commands from the Home Button. From there, select the print preview, or print commands.	 New Scene Publish... Open Scene Print Save Print Preview Save As... Page Setup Manager... Backup Print Styles Manager... Print Printer Options... Drawing Utilities Close Drawing Settings... Options... Exit

Basic Functions

Draw Lines

On the **Draw Ribbon** make sure you have the point snap turned on.

Select the **line** command and then snap to the point nodes in your drawing.

Press your **Enter** key to complete the command, or press **Done** on the prompt options dialog.
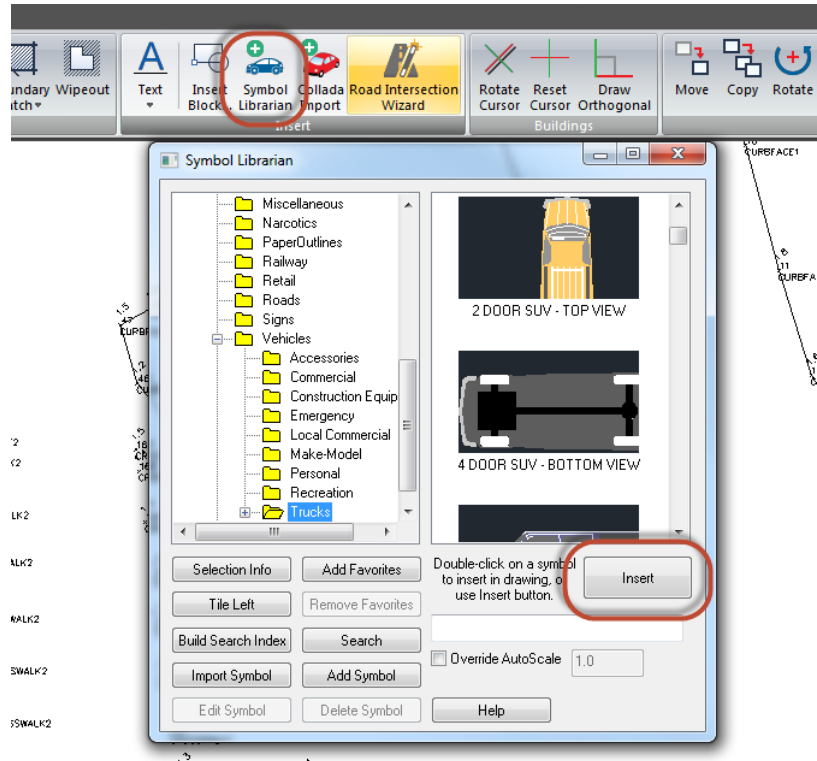

Connect the dots

Press Done to complete the command
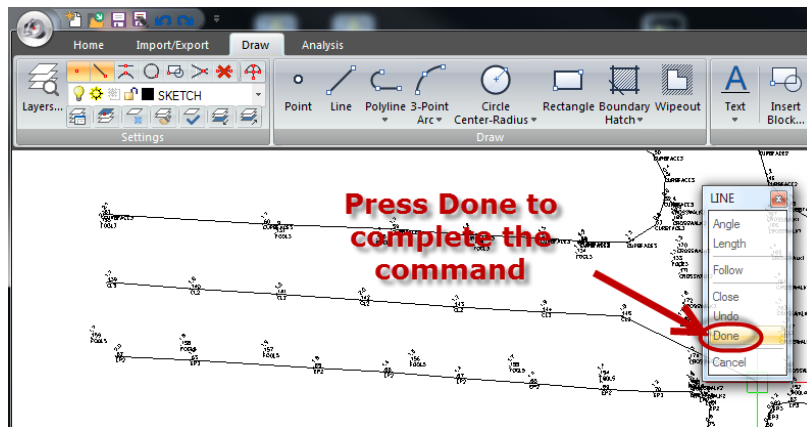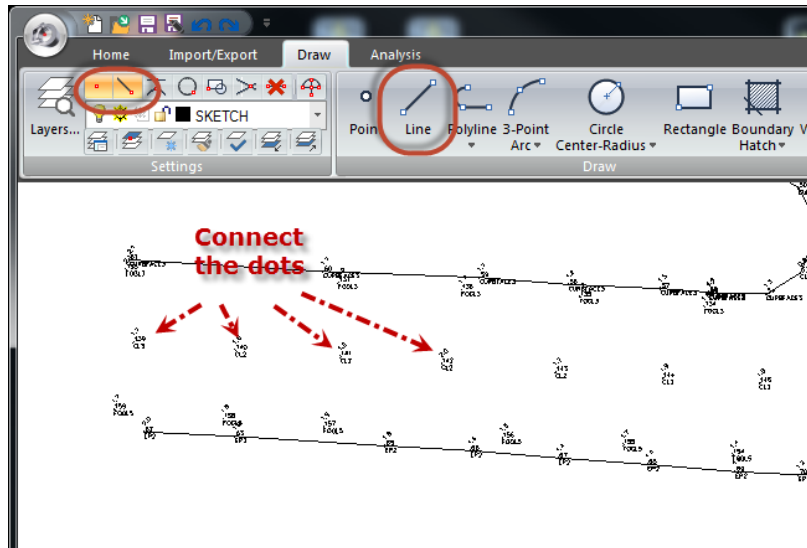
Insert Symbol

To insert a symbol, use the **Symbol Librarian** found in the Draw ribbon.

Select a symbol from the library and press **Insert**.

Left click in the drawing to place and rotate the symbol.

Move Symbol

You can move a symbol after it's been inserted by selecting the symbol and using the grip marker to move the object.

Select this to move it
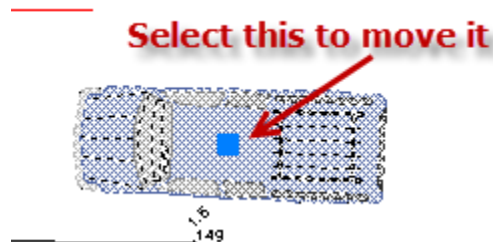
Turn off Layers

The easiest way to turn off layers is to use the **freeze layer** button found on the Draw ribbon.

Select this button, then select an entity to hide it
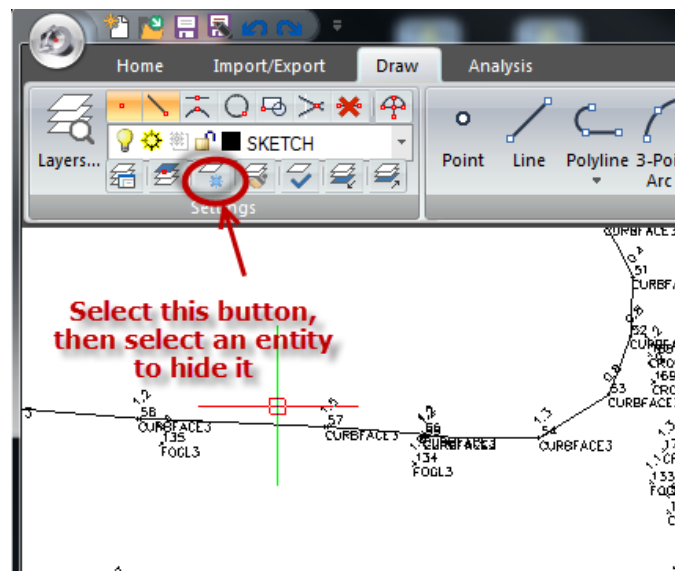
Dimension Drawing You can place dimensions in the drawing by using the dimension commands found on the **Analysis** ribbon. **Aligned** dimensions are the most useful. **Pay attention to your snap settings to ensure you are snapping to correct locations in the drawing.**	
Place Text and Leader To place text in your drawing use the Text tool found in the **Draw** ribbon. Place a **leader and text** using the leader command found in the **Analysis** ribbon.	
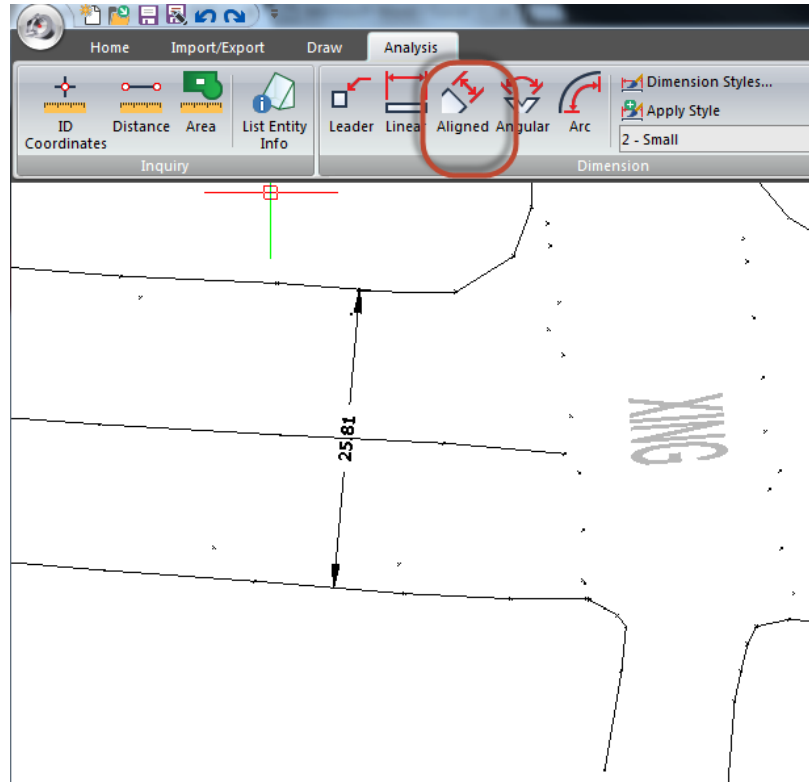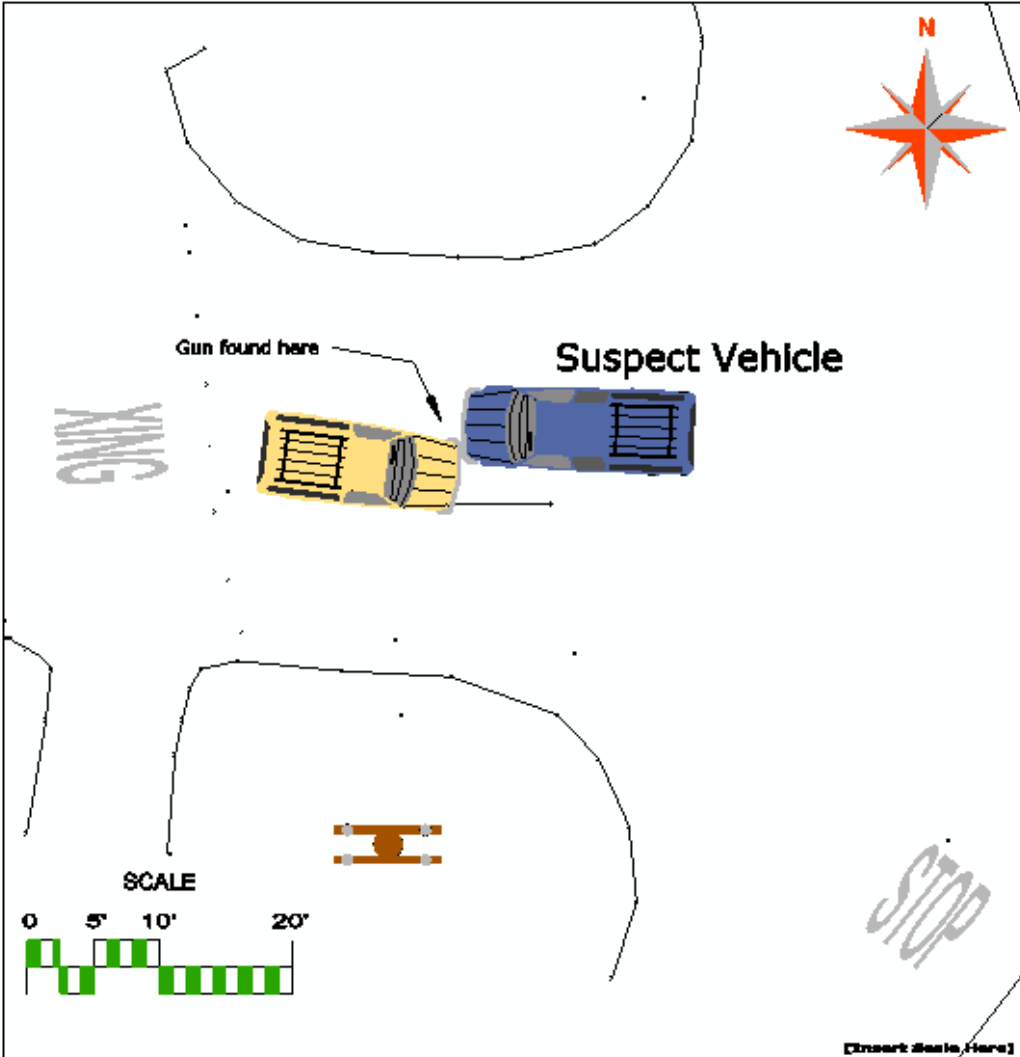
Gun found here

Suspect Vehicle

XING

STOP

SCALE

0   5'   10'   20'

[Insert Scale Here]

Date of Occurrence:	
[Insert Text Here]	
Name:	
[Insert Text Here]	
Location:	
[Insert Text Here]	
City or Area:	
[Insert Text Here]	
Investigating Agency:	
[Insert Text Here]	
Agency Direction:	
[Insert Text Here]	
Lead Investigator:	Date of Sketch:
[Insert Text Here]	[Insert Text Here]
Drawn By:	File Number:
[Insert Text Here]	[Insert Text Here]

LEICA IMS
Incident Mapping Suite

[Insert Scale Here]