

Creating location maps for City of Vancouver site signs

The City of Vancouver has a standardized set of wayfinding maps that should be used for site signs.



The maps are available here (sign up not required):

<https://www.dropbox.com/sh/x1frfjamub1oylr/AACowlHcenvjyX8tRn7fIDQpYa?lst>

How to create a location map for a site sign:

1. Using the files in the Dropbox link, determine which map you will need by looking at **Finder Maps > (list view) "citywide-map-tile-reference.jpg"**. Choose the section of the city where the address you are plotting is located.

- DOWNTOWN.jpg
- NORTHEAST.jpg
- NORTHWEST.jpg
- SOUTH.jpg
- SOUTHEAST.jpg
- SOUTHWEST.jpg

2. Open the chosen jpg from the list above in **Adobe Photoshop**. Adjust the view so you can see the entire map.

3. Go to Toolbox, select the **Rectangular Marquee Tool** (top right icon - dashed square), and create a box around the area that you would like to crop out. Remember to leave a little more on the sides than you need so you have room to manoeuvre your map around in InDesign.

4. With the box that you just created still highlighted, go to **Image > Crop** which will cut your box down to the size that you want. Save this cropped map at 600 ppi (pixels per inch), as a jpg, using a different name than the bigger map you took it from. Let's call this

cropped map "**map.jpg**" for our purposes. Keep this **map.jpg** in the same folder with your InDesign file of your site sign.

5. Now go into InDesign, select the image box in the site sign that you want the **map.jpg** to appear in. **Place** the **map.jpg** that you just created, in the box you have selected, and use the **Direct Selection Tool (white arrow)** to move the image around and to change the **map.jpg** size in the box until it is how you want it to look.

6. With the **map.jpg** set in place in your InDesign site sign file, draw the proposed building location shape onto your map, using the **Pen Tool** in InDesign. The standard colour for this is 100% magenta + 100% yellow to make bright Red. Go to **Objects > Effects > Transparency** and designate the Red colour as "**Multiply**" (instead of Normal) with **Opacity 50%** to make the red shape transparent with a red tint. (Note: you can also make the location shape in Photoshop, or bring the jpg into Illustrator if you prefer to do this.)

7. The "**YOU ARE HERE**" wording is on the Master page in InDesign. You can move this around to where you want it on top of **map.jpg**. The **compass icon** for the map is also in InDesign, so you move this around on top of the map to where you want it.

8. When you are happy with your InDesign site sign, **Save As**. Then go to **File > Export** and save your site sign as a pdf. The pdf is what you send to print.