SWPPP location map instructions for a WORD document

Note: DCR is requiring a location map showing surface waters within one mile of construction.
Note: VDOT requires No Plan assemblies to be in WORD format.

Method 1: (Preferred method) Screen capture using Terrain Navigator Pro & PrintKey 2000:

Step 1: Launch Terrain Navigator Pro and open the map where the project is located.
Step 2: Window an area at least one mile from the beginning and end of the project. Measuring this distance can be accomplished with the use of tools within Terrain Navigator Pro such as the distance or range tools.
Step 3: Use the Label tool to annotate surface waters and project location. Make sure the Labels will display by checking the "Show Labels" toggle from the "View" tool located on the tool bar. Select "Layer Visibility" from the "View" tool and toggle off all layers except the ones you are using.
Step 4: Center the project area in monitor window and press the "Print Scrn" key on your keyboard that activates the PrintKey 2000 software. Select "Rectangle" on the PrintKey menu bar, which takes you to the Terrain Navigator Pro screen. To define the project area, click, hold and drag your mouse key to define a rectangle around the project. The PrintKey dialog box returns after the area is defined. Select "Save" from the PrintKey menu bar and save the image as a jpeg file.
Step 5: On sheet 6 of 7 of the Stormwater Pollution Prevention Plan (SWPPP) General Information Sheet document, position your cursor below the text and select "Insert", then "Picture" then "From File" from the tool bar. Browse to the saved image and insert into the document. Text or text boxes can be added to the document as necessary. After the image is placed into the file, it may be necessary to delete extra line spaces to clean up the document.

Method 2: Exporting a "Copy to Clipboard" image from Terrain Navigator Pro:

Step 1: Launch Terrain Navigator Pro and open the map where the project is located.
Step 2: Window an area at least one mile from the beginning and end of the project. Measuring this distance can be accomplished with the use of tools within Terrain Navigator Pro such as the distance or range tools.
Step 3: Use the Label tool to annotate surface waters and project location. Make sure the Labels will display by checking the "Show Labels" toggle from the "View" tool located on the tool bar. Select "Layer Visibility" from the "View" tool and toggle off all layers except the ones you are using.
Step 4: On the tool bar, select "File", then "Export", then "Copy to Clipboard".

Method 2: (Continued)
Step 5: On sheet 6 of 7 of the Stormwater Pollution Prevention Plan (SWPPP) General Information Sheet document, position your cursor below the text and paste the copied clipboard image. Text or text boxes can be added to the document as necessary. After the image is placed into the file, it may be necessary to delete extra line spaces to clean up the document.

Method 3: Exporting an image from Terrain Navigator Pro:

Step 1: Launch Terrain Navigator Pro and open the map where the project is located.
Step 2: Window an area at least one mile from the beginning and end of the project. Measuring this distance can be accomplished with the use of tools within Terrain Navigator Pro such as the distance or range tools.
Step 3: On the tool bar, select "File", then "Export", then "Active Map". A dialog box will appear. In the lower right of the dialog box is the export option. Select "User Defined" from the Area option. Select "Adjacent Map" from the Mask option. A blue border around the entire map can be sized and moved to cover the project area. Select "OK" and save the image as a jpeg file. Note: because the adjacent map coverage is limited, additional maps may be necessary.
Step 4: On sheet 6 of 7 of the Stormwater Pollution Prevention Plan (SWPPP) General Information Sheet document, position your cursor below the text and select "Insert", then "Picture" then "From File" from the tool bar. Browse to the saved image and insert into the document. Text boxes can be added to the document for labeling surface waters and project location. After the image is placed into the file, it may be necessary to delete extra line spaces to clean up the document.