



Trail Conference User Guide to the 'Avenza Maps' App

Last Update: April 2018 by Jeremy Apgar

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Important Tips to Know Before Getting Started

- The *Avenza Maps* app is **available for both Apple and Android devices**. The different versions are mostly similar, but note that there may be a few features that aren't replicated on both versions, and also note that many components of the User Interface are different (different buttons, different button locations, different settings, etc.). In this Guide, care has been taken to try to describe the How-Tos using both **Apple** and **Android** examples.
- Starting in late 2016, Avenza changed their app to provide a **free "Avenza Maps" version and a paid "Avenza Maps Pro" version**. For most Trail Conference users, the free version continues to be sufficient.
 - The "Pro" version is required for commercial use, so many Trail Conference staff members who use it for their work use the "Pro" version.
 - The "Pro" version allows unlimited map imports, which basically covers any maps downloaded through anything other than the in-app Map Store (including custom-created maps, or QR codes/links supplied by Jeremy for complimentary paid map downloads). The free version is limited to only 3 imported maps loaded on the device at any time (not including purchased maps). If you require more than 3 imported maps, Jeremy may be able to provide details for how to do this without needing you to obtain a "Pro" subscription.
- Any point or track data you record is stored on your mobile device itself, regardless of how you obtained the underlying map. It is **important to export data periodically as a backup procedure**, and especially prior to switching to a new device.

How to Download the App

On **Apple** devices (iPhone, iPad, iPod touch):

- Download and install the free *Avenza Maps* app from the App Store or iTunes.
 - [Click here to go to the App Store directly](#) or search for “Avenza Maps” in the Apple App Store on your mobile device.
 - The latest versions of *Avenza Maps* require iOS 10.0 or later.

On **Android** devices:

- Download and install the free *Avenza Maps* app from the the Google Play Store.
 - [Click here to go to the Google Play Store directly](#) or search for “Avenza Maps” in the Google Play Store on your mobile device.
 - The latest versions of *Avenza Maps* require Android 5 or higher.

How to Download Maps

First, our recommendation is to **create a free Avenza account** within the app. This is an optional step, but is very important if you intend to purchase any maps within the app. If you first create an Account, if you purchase any maps, you will be able to retrieve them on other devices or re-retrieve them on your primary device if you remove them at any point.

- On Apple devices, go to the Store screen, then tap the Account button (symbol is the profile of a person). Tap the ‘Register!’ link to create a new free Account, then use that information to login here. Once logged in, the Account button on the Store screen will include a checkmark.
- On Android devices, go to either the Store or Maps screen, then tap the Account button (symbol is the profile of a person inside a circle). Tap the “Register for a new account!” link to create a new free Account, then use that information to login here. Once logged in, the Account button on the Store and Maps screen will change to just a profile without a circle.

Maps can be downloaded in multiple ways:

- **Purchase Trail Conference Maps online (outside of the app):** If you purchase Trail Conference maps, we recommend you purchase them through a web browser outside of the app. When purchased within the app, either Apple or Google take a high percentage of the revenue; however, when purchased through a web browser, the Trail Conference receives a much higher percentage, so *web browser purchases provide greater support to our organization*. To purchase maps this way, either:
 - Go to <http://www.nynjtc.org/view/maps>, scroll down to the map names, and click the map you want to purchase; this takes you to a www.avenzamaps.com page, where you can purchase the map, OR
 - Go to <http://www.avenzamaps.com/a/wwgfydd>, which is our page on AvenzaMaps.com, from which you can look through our available maps.
- **Purchase Trail Conference Maps in the in-app Map Store:** When possible, make purchases in a web browser (as described above). However, if you must make them within the app, navigate to the Map Store screen. Search for a park or map name using the Magnifying Glass button, or use the map to find nearby maps.
- **Website or e-mail link:** If you receive a link to the map via an e-mail or website link, click the link to open the map. Once opened, you will need to find the “Open In...” option to have the map download to the Avenza Maps app. It will download to the app and then be processed within the app, which may take a few minutes before

being ready for use. Be sure to have internet access to complete this download step; once downloaded and processed, it is not necessary to have internet access to use the map.

- If this method doesn't work, try the next pasting method.
- **QR Code or pasting link:** A link can also be pasted into the app directly. Copy a link, and then open the app. Within the 'Maps' tab, choose the Add Map or Import Map button (usually a plus '+' sign). A link can be pasted at the bottom of this dialog box, or the 'From QR Code' option can be chosen if using a QR code (using the app's built-in QR reader). The map will download and then be processed within the app, which may take a few minutes before being ready for use. Be sure to have internet access to complete this download step; once downloaded and processed, it is not necessary to have internet access to use the map.
- **Other Maps in the Map Store:** The Trail Conference offers more than 70 maps through the in-app Map Store. If you need a map for an area where there is no Trail Conference map, there are freely available USGS topo maps available country-wide. You can find these in the Map Store and download them so that no matter where you might be, you can have a basemap available.

How to Record Points/Placemarks

To record points (called Placemarks in the app), follow these instructions:

1. Open the map you are planning to use. Once opened, you should see a crosshair symbol in the center.
2. To have the map pan to your current location, hike the Locate button to center the map on a blue dot.
 - a. On **Apple** devices, this Locate button is a outlined arrow on the bottom left of the tool bar.
 - b. On **Android** devices, this Located button is a crosshair symbol on the top left of the tool bar.
3. To record a point/placemark, first tap this Locate button to ensure the crosshairs are at your location.
 - a. Unlike some GPS units, where a point is automatically recorded at your position regardless of where the map may be panned to, this app places a point at the crosshair in the middle of the map. It can be easy to forget to first zoom to your location before tapping the Placemark button, so make sure to make this a habit to avoid misplacing Placemarks.
4. Next, tap the Placemark symbol (pushpin button in the toolbar next to the Locate button), which will drop a pushpin at the crosshairs and your current location. A screen pops up with advanced options, such as the ability to change the name, change the symbol, and add photos or a description. Be sure to hit Submit (on **Apple** devices) or the Checkmark (on **Android** devices) to finish this process.
5. At any time, you can tap on a Pushpin to view its name, and then tap a button next to the name to view and edit the additional information. The Placemark can also be deleted from this additional information screen:
 - a. On **Apple** devices, tap the Trashcan symbol, and confirm the deletion in the pop-up.
 - b. On **Android** devices, tap the three dots symbol in the top right, choose Delete, and confirm the deletion in the pop-up.

How to Record Tracks

To record tracks, follow these instructions:

1. Open the map you are planning to use.
2. To start recording a track, you need to actively start this process. Track recording does not occur automatically in the background, as often occurs on regular GPS units.
3. Tap the Tools button (wrench symbol on the right side of the toolbar), and select the "Record GPS Tracks" tool.
4. You need to press the Start button to begin recording the track.

- a. On Apple devices, this is a 'Start' button.
 - b. On Android devices, this may just be a right-facing triangle with a 'Ready' label.
5. The track will collect in the background now, as long as you do not hit the 'Stop' or 'Pause' button. Note that for most devices, the track will continue to collect even if you tap your device's power button to put the screen to sleep. This is helpful for conserving battery life, but be sure to test this out first to ensure this works on your device.
 6. Once you are finished walking your route, be sure to tap the 'Stop' or 'Done' button to stop the track collection. That track will then be saved in the app.
 7. You can tap on the completed track or track name to bring up advanced options. Within the advanced options, you can edit the name or add photos. You can also tap the 'Show Graph' section to show statistics like Total Distance and Total Time.
 - a. Like with any GPS-device, the distance measurement displayed should only be considered a rough approximation. There are many factors that can cause these distances to be very high or very low compared to the actual distance.

How to Export Data

It is important to export data periodically as a backup procedure, and especially prior to switching to a new device. Any point or track data you record is stored on your mobile device itself.

The exporting of data can be more complex than it needs to be at times, but if you follow these instructions, you should be able to export your point and track data to be able to share it with others or create a backup.

1. Once placemarks and/or tracks have been collected, it is possible to Export the data.
2. Avenzamaps.com has how-to pages that include graphics, so you can refer to these if necessary:
 - a. For **Apple** devices, "[Exporting Map Features \(iOS\)](#)".
 - b. For **Android** devices, "[Exporting Map Features \(Android\)](#)".
3. To perform an export, open the map you wish to export data from. Tap the Map Features List button (pushpin with lines symbol on right side of toolbar). This brings up folders of Placemarks and Tracks that are available for that map.
4. Tap the Export button.
 - a. On **Apple** devices, this button is an arrow pointing away from boxes, lower right of the screen.
 - b. On **Android** devices, first tap the orange three lines button, then the button with an arrow pointing up from a line.
5. On the 'Export Settings' or 'Export Map Features' screen that appears, there are various settings that can be adjusted. The settings are slightly different, and in a slightly different order, on **Apple** and **Android** devices:
 - a. The Filename is the map name by default. It can be useful to change this to some more appropriate (such as a trail name, or date of the outing).
 - b. The Send To option should be Email, which will allow you to e-mail the data to an e-mail address. There are alternative options, including Dropbox and AirDrop. The **Android** version also allows for sending to device storage, including removable SD cards.
 - c. The Format should be KML. KML is useful when photos are included, and for reimporting back into Avenza Maps, KML is preferred. GPX is also acceptable if the data is not expected to be reimported into the app.
 - d. The Media Size is only applicable if images are to be exported. When possible, larger sizes are preferred.
 - e. The Track Export (**Apple** only) should be set to 'As Track'.
 - f. The Data (**Apple** only) should be set to 'All Features'. It is possible to select specific placemarks and tracks by tapping Custom and choosing the specific data.
6. Next, complete the export by doing the following:

- a. On **Apple** devices, tap the 'Export' button on the top right to complete the export. This should bring up a blank e-mail with the data attached as an attachment. Just enter the e-mail address where the data should be sent, and send off the data!
 - b. On **Android** devices, tap the 'Export' button at the bottom of the screen to complete the export (not the 'Export Schema Only' button). This should allow you to choose your e-mail client (such as Gmail, etc.), where the data will be attached as an attachment. Just enter the e-mail address where the data should be sent, and send off the data!
7. If you would like to reimport the data, or import any other data in KML format, open the map the data would appear on, tap the Map Features List button, and choose the Import button. Choose where the data is to be imported from, and once imported, the Placemarks and/or Tracks will be added to the map.

Other Helpful Tips and Support Options

- **High-resolution map imports:** Typically by default, the app imports maps at a lower resolution to save space. There is a setting that allows all imports to be at a high-resolution, and this is recommended to get the most out of your maps.
 - On **Apple** devices, go to the Settings screen, tap General, then select the option for "Always Use High Resolution". This enables an additional zoom factor to your maps when they are imported/downloaded.
 - On **Android** devices, go to the Settings button (3 vertical dots), tap General, then change the "PDF Resolution On Import" option to 300 dpi. This enables an additional zoom factor to your maps when they are imported/downloaded.
- **Keep Screen On:** If battery life will not be an issue, you can choose to keep your screen on so that the map is continuously displayed.
 - On **Apple** devices, go to the Settings screen, tap Map View, then select the option for "Keep Screen On".
 - On **Android** devices, to the Settings button (3 vertical dots, tap Map View, then select the option for "Keep Screen On".
- **Compass Function:** The app includes a Compass function, but this tool is not obvious and many are not even aware it exists. This is a very useful tool that allows the map to rotate to align with its proper orientation. To access this tool:
 - On **Apple** devices, tap the Location Arrow (bottom left, outlined arrow pointed to northeast) once to zoom to your location, then tap a second time to enter Compass Mode. The Location Arrow changes to a solid arrow point directly up, and as you rotate the device, the map rotates and the compass bearing in degrees appears at the top. To get out of Compass Mode, tap the Location Arrow again. At any time, you can also tap the compass on the top right of the screen to get the orientation back to North Up.
 - On **Android** devices, tap the Location Crosshairs (top left, crosshairs symbol) once to zoom to your location, then tap a second time to enter Compass Mode. The Location Crosshairs changes to a compass symbol, and as you rotate the device, the map rotates and the compass bearing in degrees appears at the top. To get out of Compass Mode, tap the Compass symbol again. At any time, you can also tap the compass on the top right of the screen to get the orientation back to North Up.
- **3 Custom Map Limit:** If you have the free version and have reached the limit of 3 custom maps, you may receive a notification asking if you'd like to upgrade, but this can be ignored. However, this notification may not always appear, and if you are at the limit and attempt to import another map, the app may open and nothing will happen (no map appears, and no notification appears). Usually when you import a map, the map should appear on the Map Library screen as either downloading, processing, or available; if you attempt to import a map and

nothing appears on the Map Library screen, first check to see if you have reached the 3 custom map limit before troubleshooting further.

- Note that the “3 Custom Map Limit” is for having 3 custom maps on the device at any given time. So if you are at the limit, it is possible to swap maps (remove one map, and then add a different one). If you have any data on the map you are removing, be sure to export/backup the data before removing the map!
- **Support Options:** If you are encountering any issues, here is where you can go for help:
 - **App Issues** – Visit the Avenza Support Center at <http://help.avenzamaps.com/> to learn more about the app, troubleshoot issues, or ask questions.
 - This would include issues with purchased maps not being available, issues with your Avenza account, and issues with the app itself such as crashes or things not working. If you have feedback, good or bad, please considering taking the time to contact Avenza so that they can be aware of any issues and work toward making fixes.
 - **Trail Conference Map Issues** – Contact Jeremy at apgar@nynjtc.org to learn more about specific uses of the app for Trail Conference efforts or with questions/clarifications related to this guide. You can also find some Trail Conference-specific information, and a list of the latest maps, at <http://www.nynjtc.org/view/maps>.
 - Please send along any corrections to this guide, or suggestions for improvements to it. Also, if you would like to share any particular ways you use the app to do your work, we’d love to hear about them so we can share with others!