

General Writing Guidelines

Write in concise, simple, plain English that can be understood by non-experts and new editors. If you use jargon, make sure it's in the appropriate terminology section or the [Basemap Glossary](#).

Avoid complex sentences and only communicate 1 idea per sentence.

Write direct, non-ambiguous directions and specifications.

Not Ideal	Better
Send the Radar.	Click the "Send" button to send the Radar.
Put the access point near the building.	Put the access point within 50 meters of the building.
Put the ADP in the center of the building.	Put the ADP as close to the center of the building as possible.

Software Element Formatting

Element names in Fusion, Source Catalog, and other software should be written in quotation marks. Capitalization should follow what is written in the software. If the software does not specifically name the element, it should not be capitalized.

- "Clone Ticket" button
- "Geo Ontology" field
- "Reported Context" box
- "Names" pane
- feature pane
- ticket pane

Tense

Process instructions, policy, and scenarios should be written in present tense.

Incorrect	Correct
You investigated and found that the beach has geometry, so the access point must be an AOI issue.	You investigate and find that the beach has geometry, so the access point must be an AOI issue.

Gender

When necessary, "they" should be used as a gender neutral pronoun.

Incorrect	Correct
The user is reporting an issue with the access point given to him for Gray Whale Cove State Beach.	The user is reporting an issue with the access point given to them for Gray Whale Cove State Beach.
An editor is able to access his or her tickets in Fusion.	An editor is able to access their tickets in Fusion.

Capitalization

Avoid unnecessary capitalization of terms.

Should Be Capitalized	Should Not Be Capitalized
Team and layer names, e.g., Address layer and Streets team	Feature names, e.g., address point, territory polygon, and road segment
Basemap and non-Basemap ("non" should not be capitalized)	Place names, e.g., city, province, and region, unless used within a proper noun, e.g., New York City
Software elements named within the software, e.g., "Clone Ticket" button	Software elements not named within the software, e.g., ticket pane
Do not capitalize in the middle of a word, e.g. BaseMap and OnBoarding, unless it is the correct capitalization for a proper noun, e.g. a software name like HipChat.	

In page titles, headings, and subheadings, use title capitalization:

- All words except for articles (a, an, the), [conjunctions](#) (and, or, but, etc.), and [prepositions](#) should be capitalized.
- The first word of a title/heading should always be capitalized regardless of the type of word.
- The first word after a colon should also be capitalized.

Title examples:

- Fields in the Feature Pane
- What Is an Access Point?
- Access Point: A Commercial Example

Basemap and On Boarding

These two terms (Basemap and on boarding) are used frequently in both our training and documentation. Follow these guidelines for using these terms:

	Basemap	On Boarding
One Word or Two?	Basemap is a single word.	On boarding is a single term (e.g. "on" here is not a preposition), but two separate words.
Part of Speech	Basemap can be a noun or adjective: <ul style="list-style-type: none">• Noun: Add an address point to the Basemap in Fusion.• Adjective: I am a member of the Basemap team.	On boarding is a noun or verb: <ul style="list-style-type: none">• Noun: We'll complete the on boarding tomorrow.• Verb: We'll finish on boarding tomorrow.• Verb: I will on board the new editors Monday morning.

<p>Capitalization</p>	<p>Basemap is capitalized if it is referring the Apple Basemap and not capitalized if referring to another basemap (e.g. a basemap in a parcel viewer).</p> <p>If the term is being used to describe a team, e.g. <i>Upstairs is the rest of the Basemap team</i>, then it is capitalized like any other team name.</p> <p>If using the term "non-Basemap," "non" is not capitalized and "Basemap" is, e.g. <i>Data Ops is a non-Basemap Maps team</i>.</p> <p>The "M" in Basemap is never capitalized, i.e. "BaseMap" is always incorrect.</p>	<p>On boarding is not capitalized any differently than any other term that does not describe a layer or team.</p> <p>When in a title or heading, both "On" and "Boarding" should be capitalized, since "on" is not preposition in this context.</p>
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Command Form and Second Person

Process instructions, scenarios, and other actions should be written in second person or command form. This is particularly relevant for eLearning modules

Incorrect	Correct (2nd person)	Correct (Command)
<p>The editor can look at the device location, geotagged uploaded images, and the user's suggested pin to help determine the validity of the user's suggestion.</p>	<p>You can look at the device location, geotagged uploaded images, and the user's suggested pin to help determine the validity of the user's suggestion.</p>	<p>Look at the device location, geotagged uploaded images, and the user's suggested pin to help determine the validity of the user's suggestion.</p>
Incorrect	Correct (2nd person)	Incorrect (Command)
<p>We investigate and find that the beach has geometry, so the access point must be an AOI issue.</p>	<p>You investigate and find that the beach has geometry, so the access point must be an AOI issue.</p>	<p>In this case, the command form would be inappropriate since this statement includes no instructions.</p>


Page Titles

Pages that are specific to the Basemap team should always have the word "Basemap" in them. Certain pages follow a formula:

Page Type	Formula	Examples
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Tool pages	How to Use [Tool Name]	<ul style="list-style-type: none"> • How to Use Fusion • How to Use the Wiki
Main layer pages	Basemap [Layer] Editing	Basemap Transit Editing
RAP layer pages	RAP Policies and Procedures in Basemap [Layer] Editing	RAP Policies and Procedures for Basemap Streets Editing
PC layer pages	Proactive Curation Policies and Procedures for Basemap OR Policies and Procedures for Basemap [Layer] [Project Name]	<ul style="list-style-type: none"> • Proactive Curation Policies and Procedures for Basemap AOI Editing • Policies and Procedures for Basemap Transit Market Ramps • Policies and Procedures for Basemap Transit Sunnyvale Projects
Country pages	Basemap Editing in [Country Name] ([ISO Code])	Basemap Editing in the United Kingdom (GBR)
QA pages	Basemap [QA Team] Workflow or Basemap [QA Team] Workflows	<ul style="list-style-type: none"> • Basemap Mentor Workflow • Basemap Meta Quality Assurance Workflow • Basemap Pedestrian Proactive Curation Approval Workflows
Pilot pages	Basemap [Project Name] Project	Basemap AOI Gemini Adds Project

Headings, Tables of Contents, and Icons

 Tables of contents and icons must be placed in div boxes to the left of the main page content. See [How to Edit the Wiki](#) for instructions on how to do this.

See the [capitalization guidelines](#) for how to capitalize headings and subheadings.

When possible, use standardized wording and formatting for wiki titles:

Guideline	Examples
For process instructions, start the title with a gerund (the –ing form of a verb).	Interpreting a RAP Ticket Adding an Address Point
For definitions, start the title with “What Is” or “What Are.”	What is a Radar? What are Forward and Reverse Geocoding?

For reference lists, start the title with "List of."	List of Address Inboxes List of Ticket Resolutions
For workflows, end the title with "Workflow."	Ticketing and Editing Workflow Ticket Resolutions Workflow

Because the Documentation theme underlines any headings in level 1 or 2, do not use level 2 heading in any non-landing pages. See how to add heading styles in the [How to Edit the Wiki](#) section. Additionally, ALL headings should be numbered and the first-level headings ("Heading 1") should be bolded.

1. Section Title **Heading 1 style**

1.1 Subsection Title **Heading 3 style**

1.1.1 Sub-subsection Title **Heading 4 style**

1.1.1.1 Sub-sub-subsection Title **Heading 5 style***

1.1.1.2 Sub-sub-subsection Title **Heading 5 style***

1.1.2 Sub-Subsection Title **Heading 4 style**

1.2 Subsection Title **Heading 3 style**

2. Section Title **Heading 1 style**

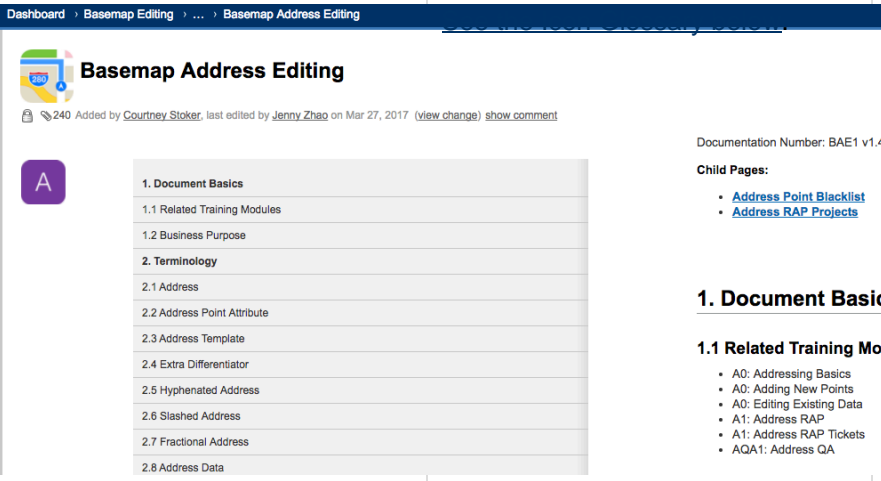
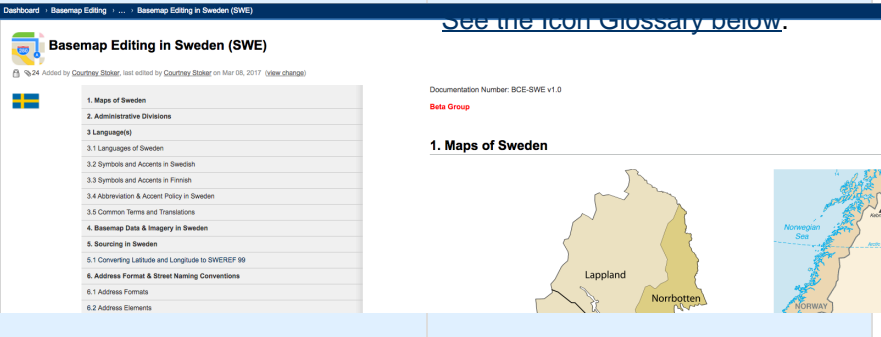
*Use sections with four figures, e.g. 2.1.2.4, very sparingly. In general, try to limit the subsections to three figures, e.g. 2.1.2.

This will lead to a table of contents that looks like the image to the right. If something in the table of contents looks off, e.g. a heading that is far too large, see the [How to Edit the Wiki](#) section.



The following pages require icons (50px size) **in addition** to the sidebar table of contents:

Page Type	Example	Icons Used
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<p>Layer Pages</p>	 <p>Dashboard > Basemap Editing > ... > Basemap Address Editing</p> <p>Basemap Address Editing</p> <p>240 Added by Courtney Stoker, last edited by Jenny Zhao on Mar 27, 2017 (view change) show comment</p> <p>Documentation Number: BAE1 v1.4</p> <p>Child Pages:</p> <ul style="list-style-type: none"> Address Point Blacklist Address RAP Projects <p>1. Document Basics:</p> <p>1.1 Related Training Mod</p> <ul style="list-style-type: none"> A0: Addressing Basics A0: Adding New Points A0: Editing Existing Data A1: Address RAP A1: Address RAP Tickets AQA1: Address QA
<p>Country Pages</p>	 <p>Dashboard > Basemap Editing > ... > Basemap Editing in Sweden (SWE)</p> <p>Basemap Editing in Sweden (SWE)</p> <p>24 Added by Courtney Stoker, last edited by Courtney Stoker on Mar 08, 2017 (view change)</p> <p>Documentation Number: BCE-SWE v1.0</p> <p>Beta Group</p> <p>1. Maps of Sweden</p> <p>See the Icon Glossary below.</p>
<p>Tool Pages</p>	<p>See the Icon Glossary below.</p> <p>? Unknown Attachmer</p>

Columns

In general, columns should not take up the entire page, in case a reader is not reading in a fullscreen browser window. Always check your columns in the "Preview" to determine whether the effect is aesthetically pleasing in different window sizes.

Instead of...	Use...	Or Use...
50% column + 50% column	40% column + 40% column + 20% column (leave blank)	35% column + 35% column + 30% column (leave blank)
33% column + 33% column + 33% column	A table with 3 columns, instead of Column macros	25% column + 25% column + 25% column + 25% column (leave blank)

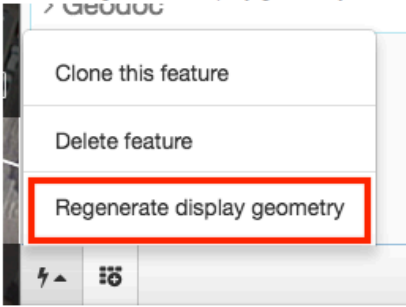
Images

See the [How to Edit the Wiki](#) section for instructions on how to add images and annotate screenshots.

Images are frequently useful in process instructions, but can make the text cluttered and less accessible. Since all images can be seen at full size by an editor clicking on them, you should use images above 500px very infrequently.

Images should almost always be left-aligned (or aligned with the text).

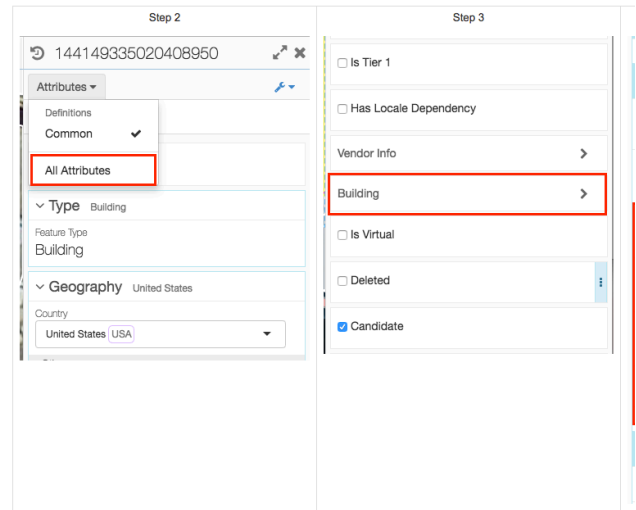
When including screenshots in instructions, follow these guidelines:

How Many Screenshots?	You Should...
2 or fewer	<p>Integrate the screenshots with the numbered instructions</p> <p>4.3 Adding a Display Polygon to an Existing I</p> <p>To add a display polygon to a building feature:</p> <ol style="list-style-type: none">1. Select the boundary of the ground truth polygon2. In the feature pane, click the lightning bolt icon in the bottom3. Select "Regenerate display geometry."  <p>The screenshot shows a context menu with three options: 'Clone this feature', 'Delete feature', and 'Regenerate display geometry'. The 'Regenerate display geometry' option is highlighted with a red rectangular border. Below the menu, there are icons for a lightning bolt and a grid.</p>
3 or more	<p>Separate the screenshots from the numbered instructions. Put the screenshots in a column to the right or below the written instructions.</p>

4.8 Adding a Name Type to a Building in Fusion

To set a name type:

1. Click the boundary of the building you need to edit.
2. Click "Attributes" at the top of the feature pane, then select "All Attributes."
3. Scroll down to a bar that reads "Building" with an arrow to the right. Click this bar.
4. Select "Name" in the "Name" section.
5. Scroll down to the "Name Type" field. Select the dropdown menu.
6. Select "Primary."
7. Click "Attributes" at the top of the feature pane, then select "Common" to go back to the regular feature pane.



4.5 Moving an AOI Feature in Fusion

To move an improperly-located AOI feature:

1. Select the boundary of the polygon you want to move.
2. Click and hold on one of the sides of the geometry, then drag it over to the correct location.
3. Drag the representative point to the correct location.
4. [Align the feature](#) with the surrounding streets and/or AOI boundaries.

▶ Click here to

▶ Click here to

▶ Click here to

4.6 Deleting an Access Point in Fusion

To delete an access point, you can select the feature and use the delete tool. It can also

1. Select the feature.
2. In feature pane, locate the "Access Points" section. Expand if collapsed.
3. Hover mouse over the access point entry to show the blue ellipsis.
4. Hover over the ellipsis to bring the red box into view.
5. Click the red box to delete the access point.
6. The access point will no longer appear in the "Access Points" section.
7. If necessary, [add additional access point\(s\)](#) to content specifications. See the specs in the [General Access Point Type Specifications](#) and [General Access Point Placement Specifications](#) sections.

▶ Click here s

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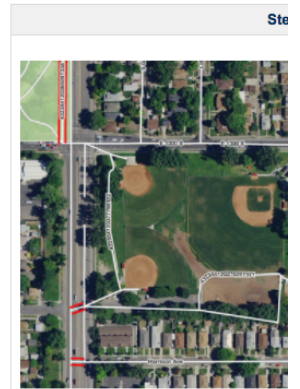
▶ Click here s

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1. Select the boundary of the polygon you want to move.
2. Click and hold on one of the sides of the geometry, then drag it over to the correct location.
3. Drag the representative point to the correct location.
4. [Align the feature](#) with the surrounding streets and/or AOI boundaries.

Click here to see a screenshot of step 1.



Click here to see a screenshot of step 2.



Click here to see a screenshot of step 3.



Tables and Table Plus Macro

See [Creating Workflows](#) for how to format a workflow table. See the Table Plus plugin documentation [here](#).

All Tables

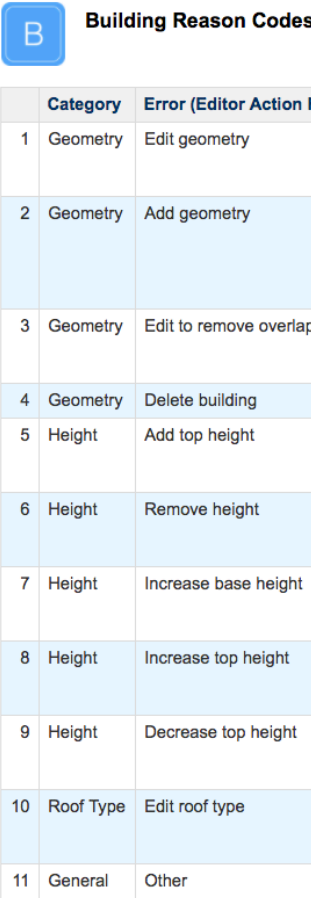
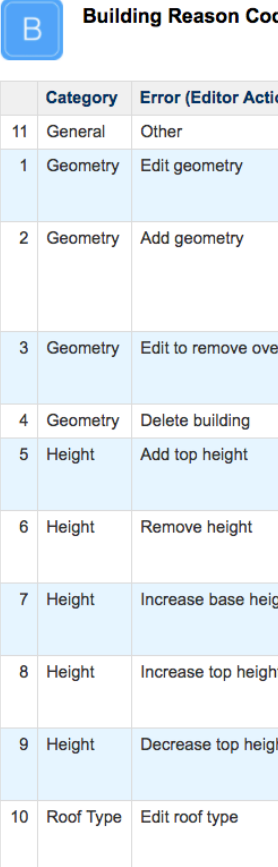
Table Width. If you are not using the Table Plus macro, you can use columns to ensure tables do not go all the way to the edge of the page. If you are using the Table Plus macro, enter pixels or a percentage in the "Table width" field.

Sorting Columns. The Table Plus macro can allow editors to sort the table by columns. To make columns sortable, use the following attributes:

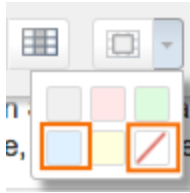
Table Macro Field	Value
Enable column sorting	On
Show sort icon	Off
Sort tip on mouse over	Not usually necessary




Numbering Rows. For many tables, it will help the reader to be able to reference a row number, e.g. the approver tells an editor to reference row #5 in figure 4.2.1 when rejecting their ticket. Do NOT use row numbers if a column already contains a numeric value, because this might confuse the reader.

When numbering rows, use the following attributes:

Table Macro Field	Value	Example																																																																									
Auto number on each row	On	Columns unsorted	Columns sorted																																																																								
Sort auto number column	On (ALWAYS toggle on when you auto number each row)	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>B Building Reason Codes</p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Error (Editor Action I</th> </tr> </thead> <tbody> <tr><td>1</td><td>Geometry</td><td>Edit geometry</td></tr> <tr><td>2</td><td>Geometry</td><td>Add geometry</td></tr> <tr><td>3</td><td>Geometry</td><td>Edit to remove overlap</td></tr> <tr><td>4</td><td>Geometry</td><td>Delete building</td></tr> <tr><td>5</td><td>Height</td><td>Add top height</td></tr> <tr><td>6</td><td>Height</td><td>Remove height</td></tr> <tr><td>7</td><td>Height</td><td>Increase base height</td></tr> <tr><td>8</td><td>Height</td><td>Increase top height</td></tr> <tr><td>9</td><td>Height</td><td>Decrease top height</td></tr> <tr><td>10</td><td>Roof Type</td><td>Edit roof type</td></tr> <tr><td>11</td><td>General</td><td>Other</td></tr> </tbody> </table> </div> <div style="text-align: center;">  <p>B Building Reason Code:</p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Error (Editor Action</th> </tr> </thead> <tbody> <tr><td>11</td><td>General</td><td>Other</td></tr> <tr><td>1</td><td>Geometry</td><td>Edit geometry</td></tr> <tr><td>2</td><td>Geometry</td><td>Add geometry</td></tr> <tr><td>3</td><td>Geometry</td><td>Edit to remove overlap</td></tr> <tr><td>4</td><td>Geometry</td><td>Delete building</td></tr> <tr><td>5</td><td>Height</td><td>Add top height</td></tr> <tr><td>6</td><td>Height</td><td>Remove height</td></tr> <tr><td>7</td><td>Height</td><td>Increase base height</td></tr> <tr><td>8</td><td>Height</td><td>Increase top height</td></tr> <tr><td>9</td><td>Height</td><td>Decrease top height</td></tr> <tr><td>10</td><td>Roof Type</td><td>Edit roof type</td></tr> </tbody> </table> </div> </div>			Category	Error (Editor Action I	1	Geometry	Edit geometry	2	Geometry	Add geometry	3	Geometry	Edit to remove overlap	4	Geometry	Delete building	5	Height	Add top height	6	Height	Remove height	7	Height	Increase base height	8	Height	Increase top height	9	Height	Decrease top height	10	Roof Type	Edit roof type	11	General	Other		Category	Error (Editor Action	11	General	Other	1	Geometry	Edit geometry	2	Geometry	Add geometry	3	Geometry	Edit to remove overlap	4	Geometry	Delete building	5	Height	Add top height	6	Height	Remove height	7	Height	Increase base height	8	Height	Increase top height	9	Height	Decrease top height	10	Roof Type	Edit roof type
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Row and Column Colors. Tables should not be a single background color. Alternate colors to improve readability. The most neutral option is to alternate between white and light blue:



Incorrect			Correct																																									
<p>Tips for Digitizing Features in Transit</p> <table border="1"> <thead> <tr> <th>Feature</th> <th>Function</th> <th>Instructions</th> </tr> </thead> <tbody> <tr> <td rowspan="6">Node</td> <td>Create</td> <td>Double-click on the line segment or polygon edge exactly where you want the node.</td> </tr> <tr> <td>Delete</td> <td>Select, then hold down "command" + "delete."</td> </tr> <tr> <td>Snap</td> <td>Drag one node on top of another and then click on them again. They should snap.</td> </tr> <tr> <td>Unsnap</td> <td>Hold down "option," click on the node, and drag it away from the feature to which it was snapped.</td> </tr> <tr> <td>Keep from snapping</td> <td>Hold down "option" while you move a node.</td> </tr> <tr> <td>Select several</td> <td>Select the first node and then hold down "shift" while selecting subsequent ones.</td> </tr> <tr> <td rowspan="2">Building</td> <td>Keep symmetrical</td> <td>Select it and then click on the square tool  in the tool bar in the Maps Pane.</td> </tr> <tr> <td>Delete and re-add</td> <td> <ol style="list-style-type: none"> Select the building you would like to edit in the Feature Pane. Select "All Attributes" from the dropdown menu in the upper left-hand corner. Hover over "Display Geometry" and click the red subtract symbol. Go back to the dropdown in the upper left-hand corner of the Feature Pane a second time. Deselect then reselect the building you are editing. Use the lightning bolt in the bottom left-hand corner of the Feature Pane to add the building back. </td> </tr> </tbody> </table>			Feature	Function	Instructions	Node	Create	Double-click on the line segment or polygon edge exactly where you want the node.	Delete	Select, then hold down "command" + "delete."	Snap	Drag one node on top of another and then click on them again. They should snap.	Unsnap	Hold down "option," click on the node, and drag it away from the feature to which it was snapped.	Keep from snapping	Hold down "option" while you move a node.	Select several	Select the first node and then hold down "shift" while selecting subsequent ones.	Building	Keep symmetrical	Select it and then click on the square tool  in the tool bar in the Maps Pane.	Delete and re-add	<ol style="list-style-type: none"> Select the building you would like to edit in the Feature Pane. Select "All Attributes" from the dropdown menu in the upper left-hand corner. Hover over "Display Geometry" and click the red subtract symbol. Go back to the dropdown in the upper left-hand corner of the Feature Pane a second time. Deselect then reselect the building you are editing. Use the lightning bolt in the bottom left-hand corner of the Feature Pane to add the building back. 	<table border="1"> <thead> <tr> <th>Address</th> <th>Area of Interest</th> <th>Building</th> <th>Streets</th> </tr> </thead> <tbody> <tr> <td> Content Theme: Addressing Sub-Themes Allowed: • Address Points • Parcels Attribution Tags: Labeling, Point Geometry Do not change attribution tags that are automatically populated. </td> <td> Content Theme: Area of Interest Sub-Themes Allowed: • Education • Entertainment (includes animal exhibition features) • Golf Course • Government • Stadiums and Tracks • Community • Recreation • Medical Facility • Miscellaneous (do not fall in other categories) • Public Safety (police and fire stations) • Natural Features (includes parks and beach features) • Business/Industry • Airport • Religious Do not change attribution tags that are automatically populated. </td> <td> Content Theme: Buildings Sub-Themes Allowed: • Footprint • Blocks Do not change attribution tags that are automatically populated. </td> <td> Content Theme: Roads Sub-Themes Allowed: • Vehicle (ALWAYS select this sub-theme) • Traffic and Maneuver Do not change attribution tags that are automatically populated. </td> </tr> </tbody> </table>				Address	Area of Interest	Building	Streets	Content Theme: Addressing Sub-Themes Allowed: • Address Points • Parcels Attribution Tags: Labeling, Point Geometry Do not change attribution tags that are automatically populated.	Content Theme: Area of Interest Sub-Themes Allowed: • Education • Entertainment (includes animal exhibition features) • Golf Course • Government • Stadiums and Tracks • Community • Recreation • Medical Facility • Miscellaneous (do not fall in other categories) • Public Safety (police and fire stations) • Natural Features (includes parks and beach features) • Business/Industry • Airport • Religious Do not change attribution tags that are automatically populated.	Content Theme: Buildings Sub-Themes Allowed: • Footprint • Blocks Do not change attribution tags that are automatically populated.	Content Theme: Roads Sub-Themes Allowed: • Vehicle (ALWAYS select this sub-theme) • Traffic and Maneuver Do not change attribution tags that are automatically populated.									
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On occasion, it will help aid understanding to color certain columns or rows red (e.g., incorrect examples) and others green (e.g., correct examples). In this case, you do not have to alternate colors for each row/column:

? Unknown Attachment

The Table Plus macro will automatically alternate/band rows or columns for you, which is useful for very large tables. To alternate rows/columns in a table using the Table Plus macro, use these attributes:


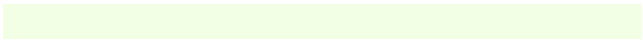
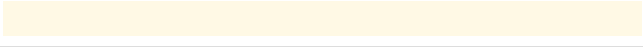



What You Want	Table Plus Field	Value
Alternate row colors	Heading rows	The number of rows at the top of the table that shouldn't be banded, sorted, or numbered
	Footing rows	The number of rows at the bottom of the table that should not be banded, sorted, or numbered
	Row styles	, , background: #e6f7ff
	Retain row style order after sorting	On

Alternate column colors	Heading rows	The number of rows at the top of the table that shouldn't be banded, sorted, or numbered
	Footing rows	The number of rows at the bottom of the table that should not be banded, sorted, or numbered
	Column styles	, background: #e6f7ff, 1, 2, 1, 2 (repeat "1, 2" for all remaining columns)

Highlight Color. For most tables, you'll want to enable the highlight color, so when a reader mouses over a row, it turns a different (highlight) color.

Table Plus Field	Value
Enable row highlighting on mouse over	On (rows will highlight) Off (rows will not highlight)
Highlight color	One of the colors below

The default color is "lightgoldenrodyellow." This is typically a fine color, but if the table already has a lot of yellow in it, the following colors are recommended:

lightgoldenrodyellow	
#f2ffe5	
#fff9e5	
#ffe5ff	
#ece5ff	
#ffe5e5	

Tables within Tables

Even if the larger table is not in a Table Plus macro, it's recommended you put sub-tables into one. This allows you to use different row colors: Purple and green.

For a table within a table, use the following attributes in the Table Plus macro:

Table Plus Field	Value	Example
Heading rows	The number of rows at the top of the table that shouldn't be banded	
Footing rows	The number of rows at the bottom of the table that shouldn't be banded	
Enable column sorting	Off	

Enable row highlighting on mouse over	Off
Auto number on each row	Off
Row styles	, background:#f2e5ff, background:#ecffe5
Table width	Leave blank

Basemap Data Issue	Can You Make the						
1 Feature needs to be added or Feature exists in the real world, but is missing from Apollo and Fusion, with no record and was not deleted	Adding new POI/ File a Radar to Ge (rare), include infor The Radar format : <table border="1"> <thead> <tr> <th>Element</th> <th>Te</th> </tr> </thead> <tbody> <tr> <td>Title</td> <td>[A Ne</td> </tr> <tr> <td>Example Description</td> <td>Fe Pi th W fe Ct Sc</td> </tr> </tbody> </table>	Element	Te	Title	[A Ne	Example Description	Fe Pi th W fe Ct Sc
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Project							
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Incremental							
Other AOI project							
3 Feature should be deleted or Feature is invalid and has never existed or Feature is permanently closed (e.g. a school is closed) but is active in Apollo and/or Fusion	Deleting/suppres: File a Radar to Ge source. If the feature has n <table border="1"> <thead> <tr> <th>Element</th> <th>Te</th> </tr> </thead> <tbody> <tr> <td>Title</td> <td>[A is</td> </tr> <tr> <td>Example Description</td> <td>Fe Pi I v it I (a Pi dc</td> </tr> </tbody> </table>	Element	Te	Title	[A is	Example Description	Fe Pi I v it I (a Pi dc
Element	Te						
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Example Description	Fe Pi I v it I (a Pi dc						

Long Tables


Use the Table Plus macro to band rows or columns and make sure that the highlight color is enabled.

You'll usually make columns sortable if they are long enough they can't be seen on the computer screen without scrolling.

Unless there is already a column with numeric values or the table is organized by columns, always number the rows in a long table.

Numbering Images and Tables

All images, Glifflys, and tables must be numbered using a number template. Which template you use depends on whether the image/Gliffly/table is a step, example, or figure:

 All captions/numbers should be centered above or below the image, Gliffly, or table. The other formatting, such as bolding or color, can vary. Writers should use their judgment to ensure that all captions are clear and aesthetically pleasing on the page.

Category	Steps: Images, tables, and charts that illustrate a step in a set of instructions	Example: Images, tables, and charts that provide an example of something explained in the text	Figure: Images, tables, and charts that do not fall into one of the above categories
Template	Step [Number] OR Steps [Number]-[Number]	Example [Section Number].[Subsection Number].[Figure Number]: [Optional Title] If a section does not have any subsections or the image/table is not located in a subsection, use the format: Example [Section Number].[Figure Number]: [Optional Title] Figures and examples should never have more than 3 digits.	Figure [Section Number].[Subsection Number].[Figure Number]: [Optional Title] If a section does not have any subsections or the image/table is not located in a subsection, use the format: Figure [Section Number].[Figure Number]: [Optional Title] Figures and examples should never have more than 3 digits.
Example	Step 1 Steps 4a-5 Step 5aii	Example 1.2.1 Example 3.3.3: Address Point Placement	Figure 2.2.3 Figure 2.3.15: Political Map of Hungary

Notes

- DO NOT label images/tables that are inside of a table, e.g., the image below would not be labeled separately from this table.
- While examples and figures have separate labels, they will be numbered sequentially. This means no page will have both Example 1.2.1 and Figure 1.2.1. For example, a series of images may be numbered: Example 1.1.1, Example 1.1.2, Figure 1.1.3, Example 1.1.4, Figure 1.1.5, and Example 1.1.6.
- Ignore sub-subsections when numbering examples.

6.2 Content Specifications

6.2.1 Imagery Policy

See the [source documents](#) for information:

1. OpenStreetMap
2. Apple Satellite Imagery
3. Digital Globe Daily
4. Digital Globe WorldView

All address point data must be placed by:

You can also use imagery to recognize:

Building types can affect the placement:

Multi-use, duplex, and multiplex buildings may have multiple addresses associated with them. In this case, sources of representative points would not be placed in the center of the building, but in the center of the particular address's boundary.

Point placement is not different from residential vs. commercial buildings, but commercial buildings are more likely to have multiple addresses/businesses located in the building. Additionally, if the reported feature is a commercial building, you should check for business websites for locating.

Unless you can find a source that indicates the type of building, determine the building type from the following indicators. The following indicators are not guarantees, nor are they always present.

Feature	Usually Indicates
Bay windows	Residential building or complex
Segmented or multi-pane windows	Residential building or complex
Parking is evenly distributed around building(s)	Residential complex
Parking is centralized, not evenly distributed around building(s)	Commercial building or complex
Includes a pool	Residential building or complex
Chimney	Residential building or complex
Industrial air conditioner on roof	Commercial building or complex
More roof "clutter"	Commercial building or complex
P.O.s in property in Maps	Commercial building or complex
Property includes orderly lines or sections of dirt, wood, stone, cars, buildings, trees, RVs, or other large goods	Commercial building that sells the goods in question
Balcony or porch	Residential building or complex
Commercial/industrial vehicles outside building, especially multiple and especially if they appear to be similarly designed/colored	Commercial building or complex

Multi-use buildings may have a mix of residential and commercial addresses. Typically, the first floor of the building is commercial and the upper floors are residential, but a building or complex may vary from the pattern.

Check for a mix of residential and commercial indicators to determine if a building is multi-use, e.g.

- Balconies on upper floors but no parallel porches or fenced in areas on the first floor
- Awnings on the first floor of a building with 3 or more stories
- Picture windows on the first floor and segmented/multi-pane windows on upper floors
- Signage for businesses on first floor, but no signs on upper levels
- Multiple entrances for each side of each building on the first floor
- Typically have other businesses/restaurants in the same parking lot

Figure 6.2.1

These tables and images are in: Section 6, subsection 6.2, and sub-subsection 6.2.1. However, we only use subsections to label figures and examples. This means you should ignore the sub-subsection in the labels:

Figure 6.2.2




Figure 6.2.3: Duplex or Multiplex Features

Duplex or Multiplex Features	Example
Symmetry in building architecture	
Multiple front doors	

Spacing

Do not place extra spaces between sections in the wiki. Erase as much space as possible between text, macros, and images. [See How to Edit the Wiki for information about the Extra Spaces bug.](#)

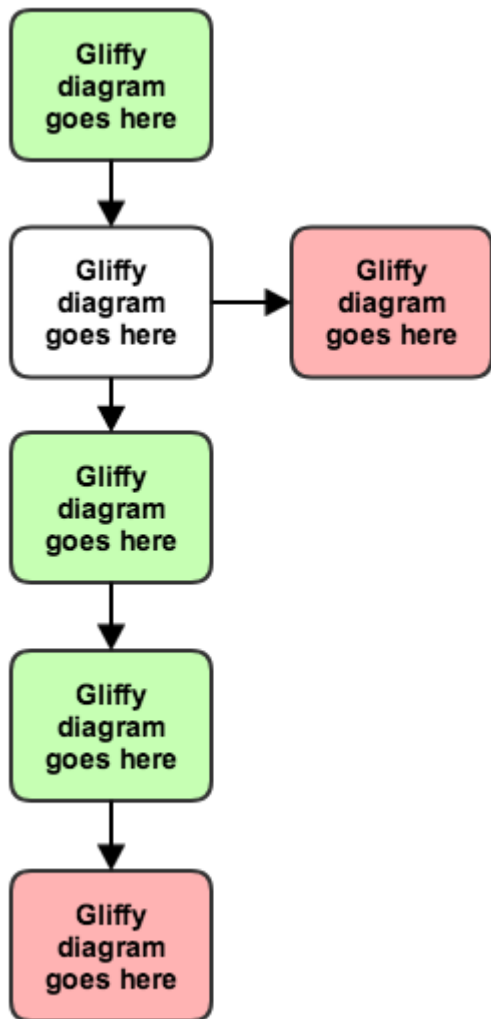
Linking and Repeating Information

 You can see a full list of existing anchors in the wiki in the [List of Anchors in Wiki Pages](#) page.

See How to Edit the Wiki section for instructions on how to [add anchors](#), [link to wiki anchors \(sections\)](#), [link to full wiki pages](#), and [link to the wiki from outside the wiki](#).

Workflows contain two elements within a single table: A Gliffy on the left-hand side and an instruction table on the right-hand side:

Figure # (Do not number the Gliffy and instructions table separately)



Step	Description	Decision Points																					
<p>All steps should be numbered in both the Gliffy and the table. This column should match the Gliffy exactly, except it will have punctuation at the end.</p> <p>The instructions table is banded in blue manually. Do not put it inside of a Table Plus macro.</p> <table border="1" data-bbox="841 1163 1023 1444"> <tr><td>xx</td><td>xx</td><td>xx</td></tr> <tr><td>xx</td><td>xx</td><td>xx</td></tr> <tr><td>xx</td><td>xx</td><td>xx</td></tr> <tr><td>xx</td><td>xx</td><td>xx</td></tr> <tr><td>xx</td><td>xx</td><td>xx</td></tr> </table>	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	<p>Additional details about the step will go here, including numbered instructions, special circumstances, and screenshots.</p> <p>You can use the "Description" field to create if/then situations to reduce the number of steps in the workflow. For example:</p> <table border="1" data-bbox="1052 1218 1234 1969"> <thead> <tr> <th>Step</th> <th>Description</th> <th>Decision Points</th> </tr> </thead> <tbody> <tr> <td>1. Update the "Description"</td> <td></td> <td>Continue to step 2.</td> </tr> </tbody> </table>	Step	Description	Decision Points	1. Update the "Description"		Continue to step 2.	<p>This column will tell the reader what step to go to next. The format for a single option is:</p> <p>Continue to step 2.</p> <p>The format for multiple options is:</p> <p>OPTION 1: Continue to step 2.</p> <p>OPTION 2: Continue to step 3.</p> <p>If the options are YES and NO, then "YES" should always come first.</p> <p>The options should be YES and NO as frequently as possible. When they are something else, they should be as short as possible.</p>
xx	xx	xx																					
xx	xx	xx																					
xx	xx	xx																					
xx	xx	xx																					
xx	xx	xx																					
Step	Description	Decision Points																					
1. Update the "Description"		Continue to step 2.																					

on If the feature has been edited before, indicate that in the "Description" field and provide the feature ID number.

When a step ends the workflow, use this format:

Exit this workflow.

If there are no decision points in the workflow, delete this column.

"
field.

If the feature has not been edited before, put the feature ID number in the "Description" field and indicate what

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Examples

33. Save edits and cite sources.	See Basemap Sourcing Terms and Tools for how to cite sources.	Continue to step 34.
34. Is there a non-Basemap issue? Most questions should be YES/NO questions	--	YES: Continue to step 36. NO: Continue to step 35.
35. Submit ticket as Data Fixed. This step ends the workflow	Refer to the Comment Guidelines section for guidelines on comments to include when you submit a ticket as Data Fixed.	Exit this workflow.

10. What is the main problem feature? Question is set up so that the options can be short	<p>The main problem feature is the primary feature that is reported by the user and/or that is causing the user's issue.</p> <p>⚠️ If the user specifically reports/mentions BOTH an AOI and access points for an address point, edit the AOI first, then come back to this step and edit the access points.</p>	<p>AOI/POI: Continue to step 11.</p> <p>ADDRESS ACCESS POINT(S): Continue to step 12.</p>
---	---	---

Figure 1.1 Aesthetic Review Set Up Workflow

No "Decision Points" column

Straight workflow with no decision points

Step	Description
1. Partition the market.	<p>You will use the spatial data available to divide the market into sections that will represent the regions of the market containing a specific rail type, e.g. light rail, heavy rail, and underground rail. You will then assign each section to a reviewer.</p> <p>Urban areas cannot be divided by specific rail types, since transit systems in large cities are usually a complex web of interconnected systems (see example below). For urban centers, you'll divide the market into sections that contain different rail types, then assign each section to a reviewer.</p>
2. Pull spatial data from Alewife postgres database.	<p>Access to the DB02 server is required before you can complete this step. See a team lead for details on this process.</p> <ol style="list-style-type: none"> Log into DB02 server by entering this bash line command in Terminal, replacing the username parameters. <pre>psql -h db02.geo.apple.com -p 6203 -d geo -U yourusername;</pre> Pull station points by replacing the username, password, market name, and table (e.g. alewife_dump_20170607) parameters and entering the following bash line command in Terminal. This script will yield a multipoint shapefile containing all station POIs for the market. <pre>pgsql2shp -f ~/Desktop/belgium_stations.shp -h db02.geo.apple.com -u yourusername -p 6203 geo "select *, ST_GeomFromText('POINT(longitude latitude)', 4326) geom from alewife_dump_20170607 stations where market_name = 'Belgium';"</pre> Pull transit lines by replacing the username, password, market name, and table parameters and entering the following bash line command in Terminal. This script will yield a polyline shapefile containing all transit lines ingested into Alewife in the market. <pre>pgsql2shp -f ~/Desktop/netherlands.shp -h db02.geo.apple.com -u acruz -p 6203 geo "select al.*, s.shape::geometry from alewife_dump_20170530 alewife_link_segment al join alewife_dump_20170530 segments s on (al.segment_id = s.id) where market_name = 'Netherlands';"</pre> <p>If line data is unavailable or unobtainable from the Alewife postgres database, you can access the Alewife precache to help visualize the</p>

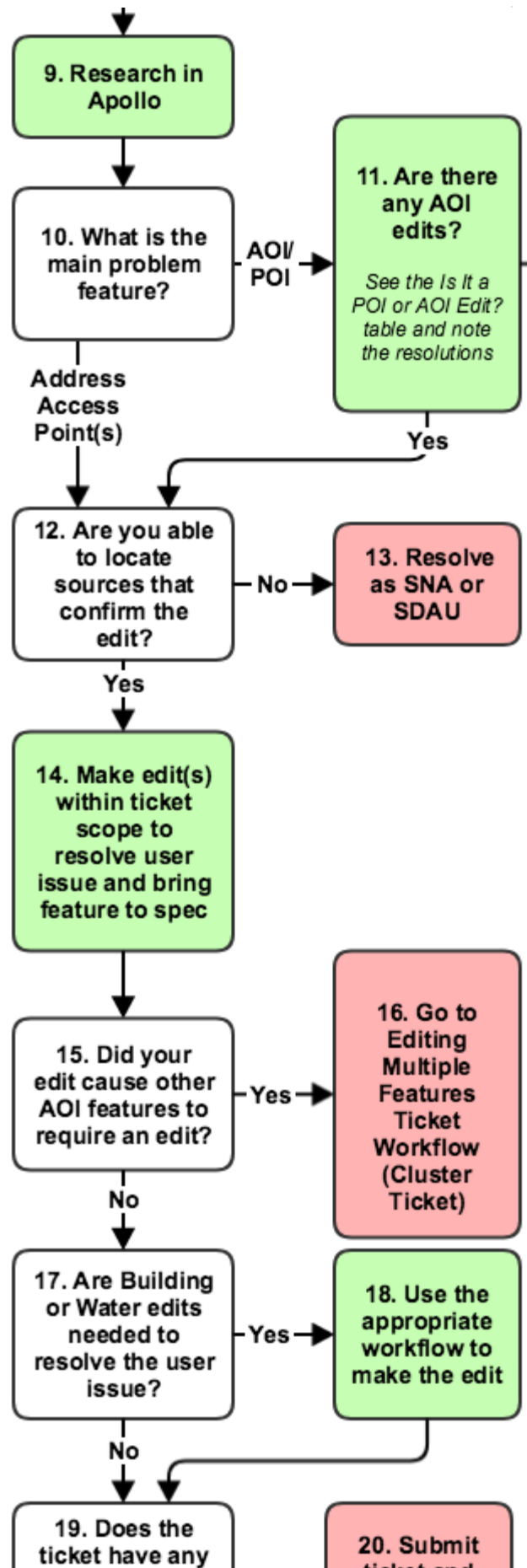
The format *above* must be followed so that workflows are consistent throughout the wiki. The guidelines *below* have been developed to make workflows consistent, easy-to-follow, and aesthetically pleasing. In some situations, you may need to disregard a guideline to improve clarity and appearance.

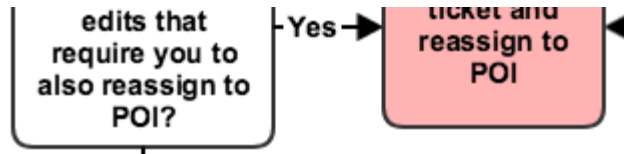
Workflow Guidelines

Type	Guideline
Organization	

Numbering should be progressive. Ensure that each step continues to a step with a larger number UNLESS the editor is being asked to go back and repeat steps.

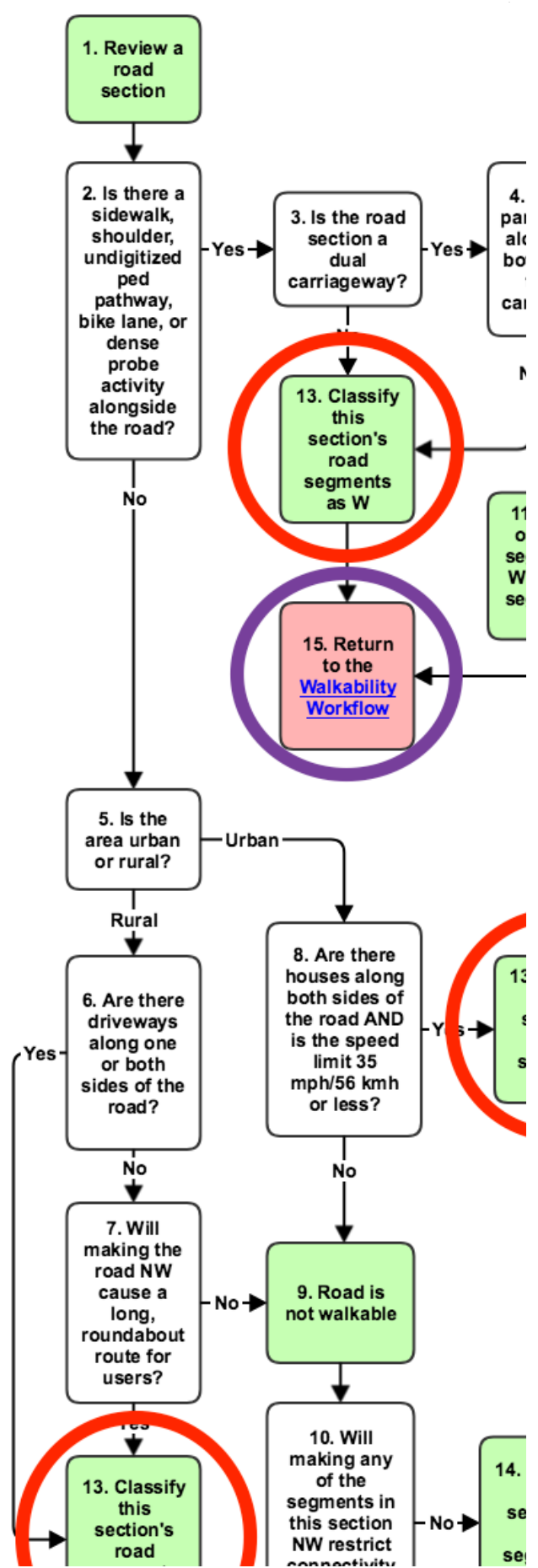
▼ [Click here for an example.](#)

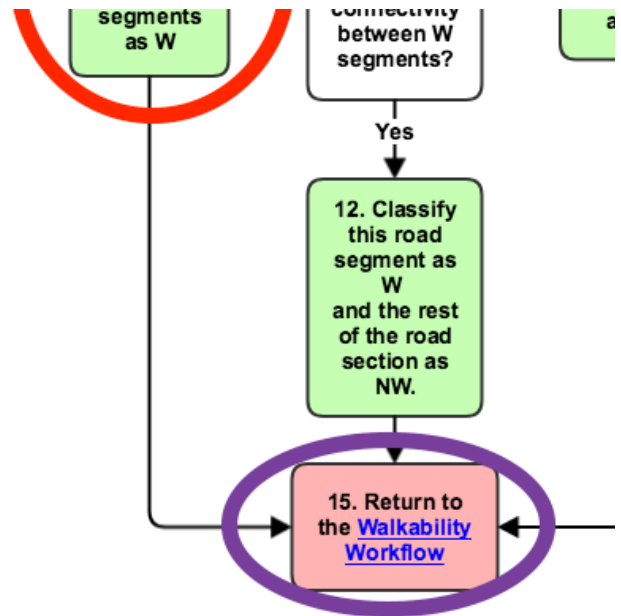




To do this, you may need to list a step twice in the Gliffy workflow.

- ▼ [Click here for example.](#)

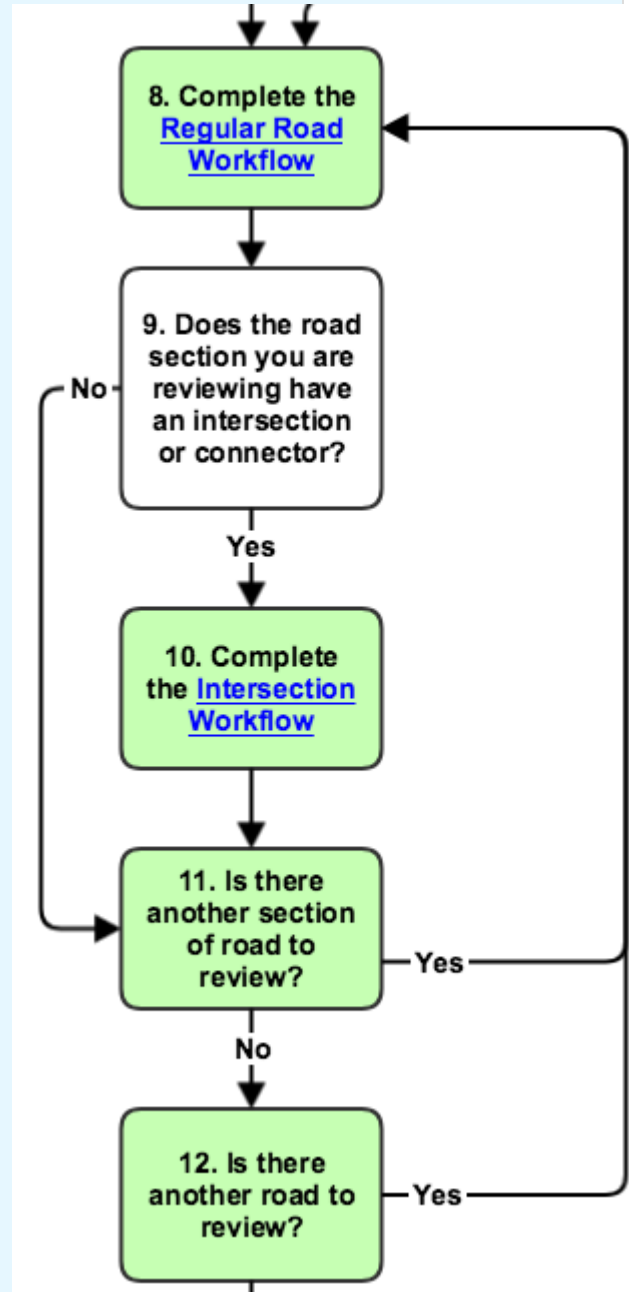




Organization

When an editor does need to repeat steps, trigger going back with a question.

▼ [Click here for an example.](#)



Organization

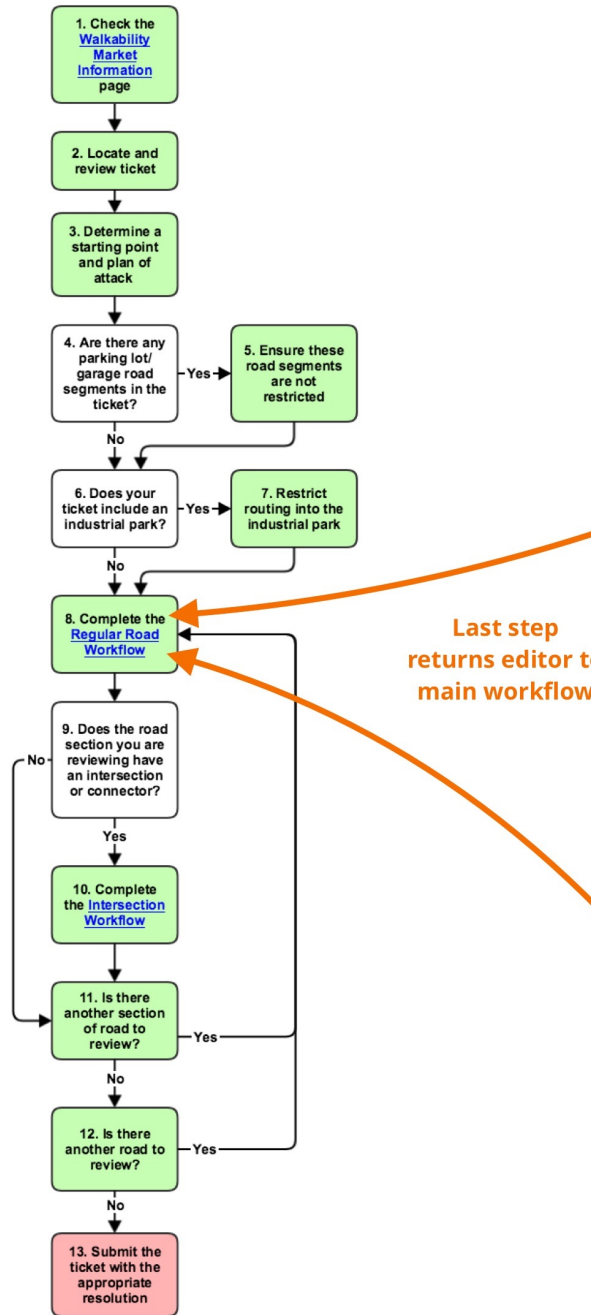
Do NOT create hyperlinks in the actual Gliffy diagram unless you are directing the editor to another workflow or sub-workflow. Otherwise, place all hyperlinks in the corresponding table instead.

Organization

Create sub-workflows only when absolutely necessary. As frequently as possible, have the sub-workflow bring the user back to the original workflow.

Click here for an example.

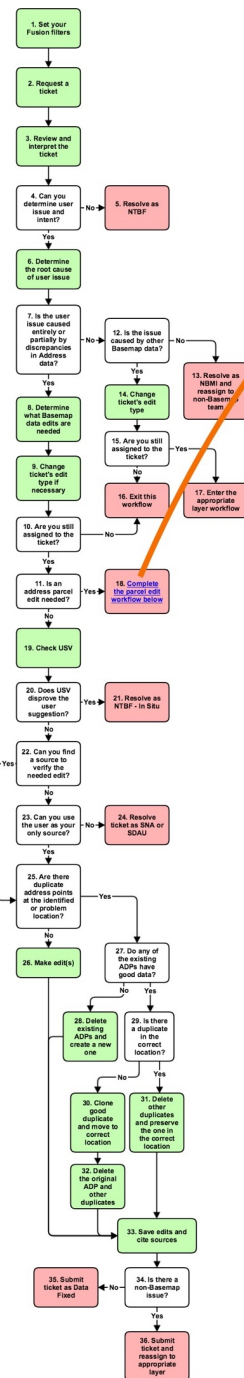
Main Workflow



Sometimes it makes more sense to have the editor end in the sub-workflow.

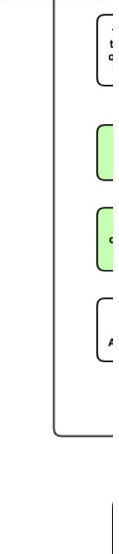
Click here for an example.

Main Workflow



Editor moves from main workflow and ends in sub-workflow

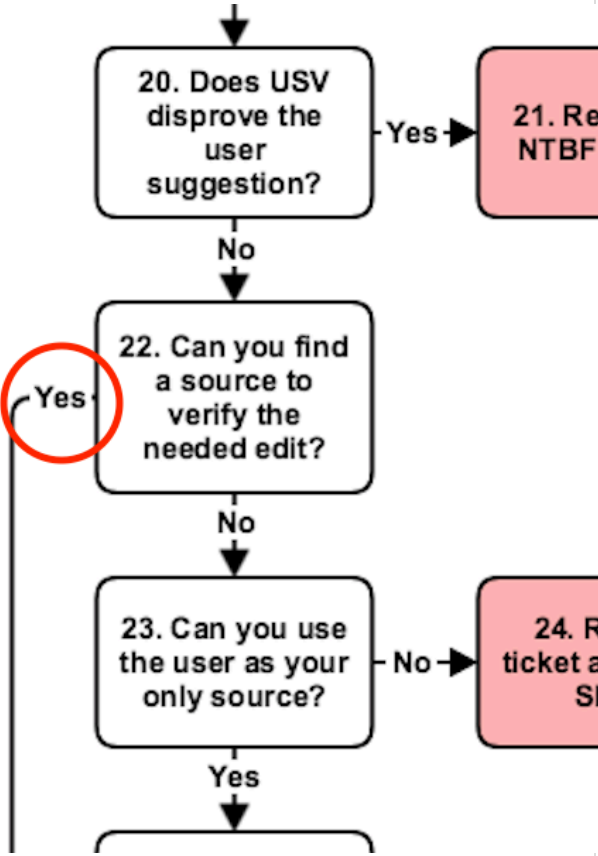
Single property with multiple ADPs with parcel geometry

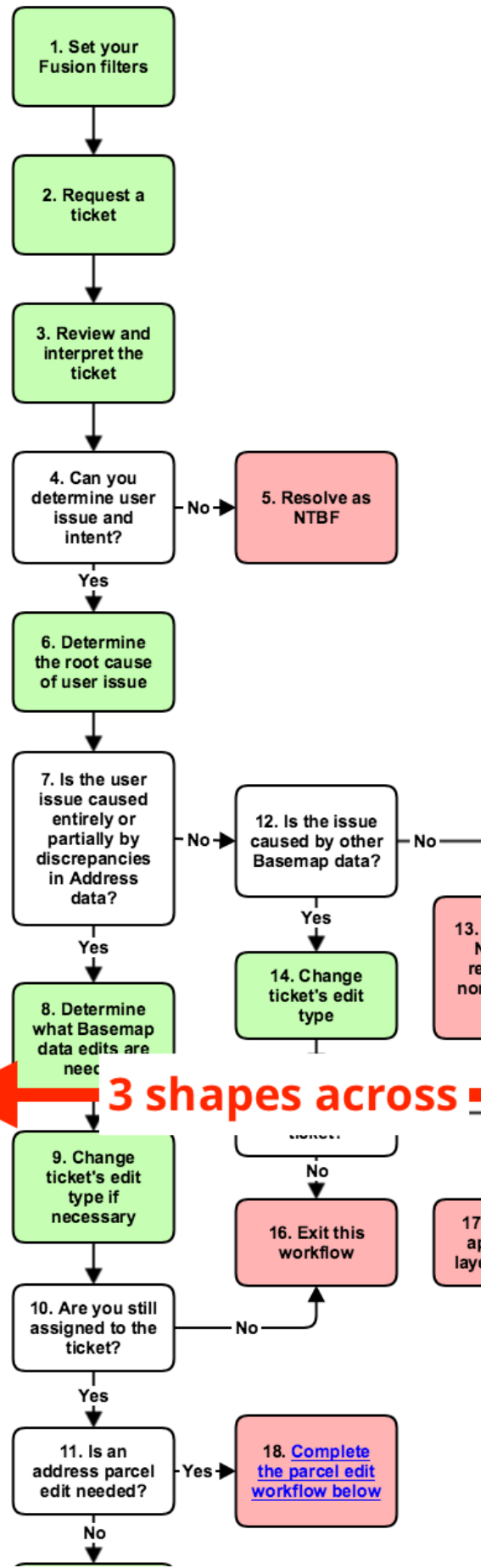


Organization

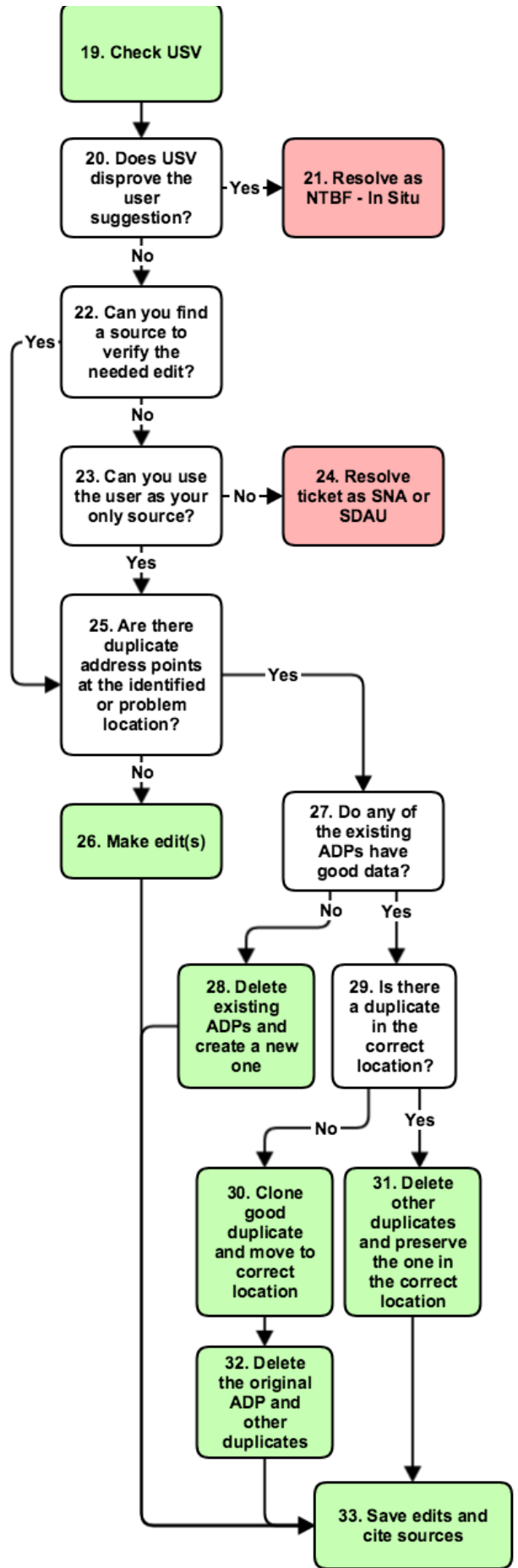
Do NOT add headings to label sub-workflows. Sub-workflows should not be where editors BEGIN their work, so they should not have the ability to "jump" to one in the document.

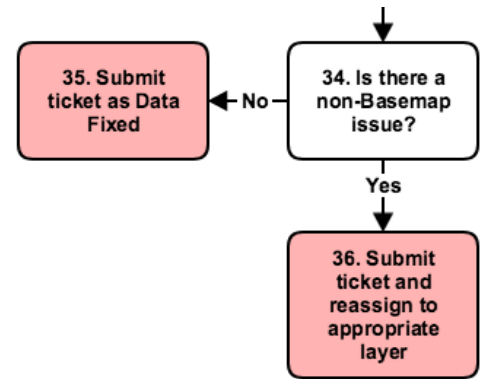
If approvers request a link to a sub-workflow, you can provide them with a link to the anchor.

Wording	Make Gliffy steps as short as possible.
Wording	<p>Do not put punctuation in the Gliffy unless there is more than one sentence or a question.</p> <p>If there is more than one sentence, use punctuation for the first one(s).</p> <p>If there is a question, end it in a question mark.</p> <p>▼ Click here for an example.</p>  <pre> graph TD Start(()) --> Q20{20. Does USV disprove the user suggestion?} Q20 -- Yes --> B21[21. Res NTBF -] Q20 -- No --> Q22{22. Can you find a source to verify the needed edit?} Q22 -- Yes --> Q22 Q22 -- No --> Q23{23. Can you use the user as your only source?} Q23 -- No --> B24[24. Re ticket as SD] Q23 -- Yes --> Q22 </pre>
Wording	Format questions in a YES/NO format. If doing this will add excessive length to the workflow, collapse the question into a step or format with different options.
Visual	<p>Gliffy should be as thin as possible, so it can be easily read next to the instructions table. Try to avoid having more than three shapes horizontally.</p> <p>▼ Click here for an example.</p>



← 3 shapes across →

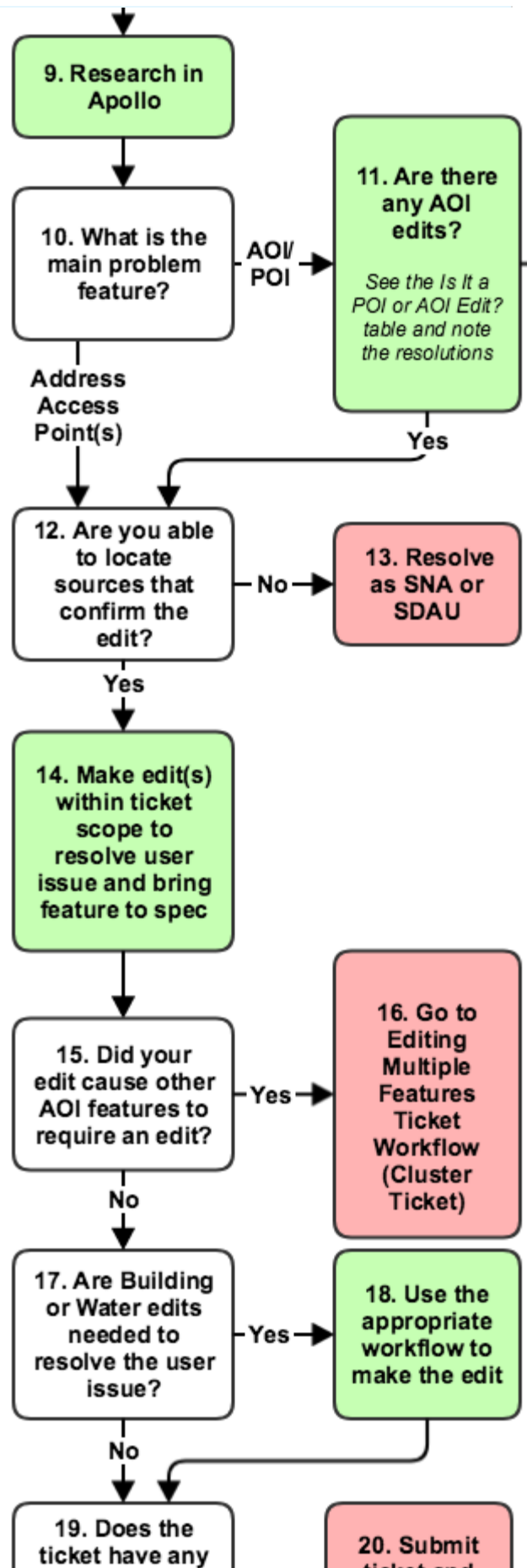




Visual

When a question has two options, put one option to the right and one below the question.

▼ [Click here for an example.](#)





Visual

If there is a note or detail that must be in the Gliffy (not just in the instruction table), press Return in the Gliffy shape and add the note in size 12 or 14, italicized, and unbolded. Do NOT punctuate in either the main step or the note, unless one of them has more than one sentence.

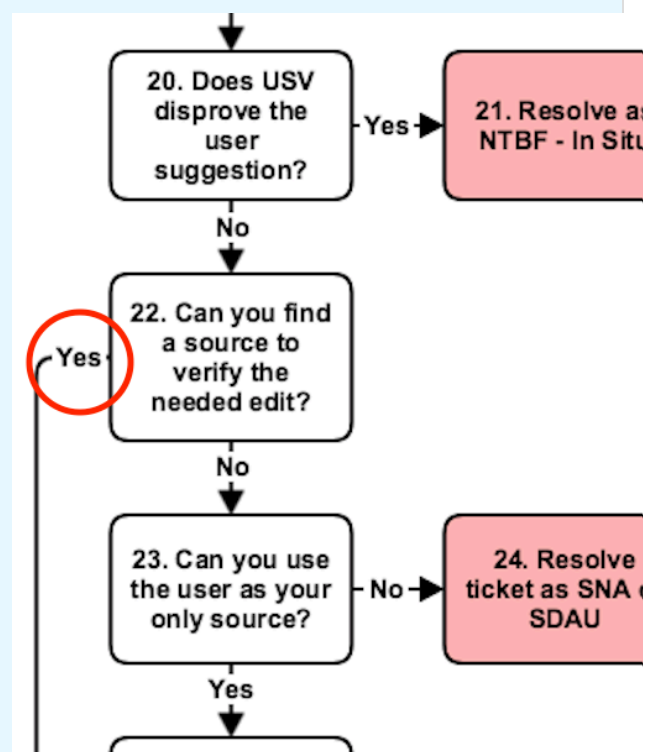
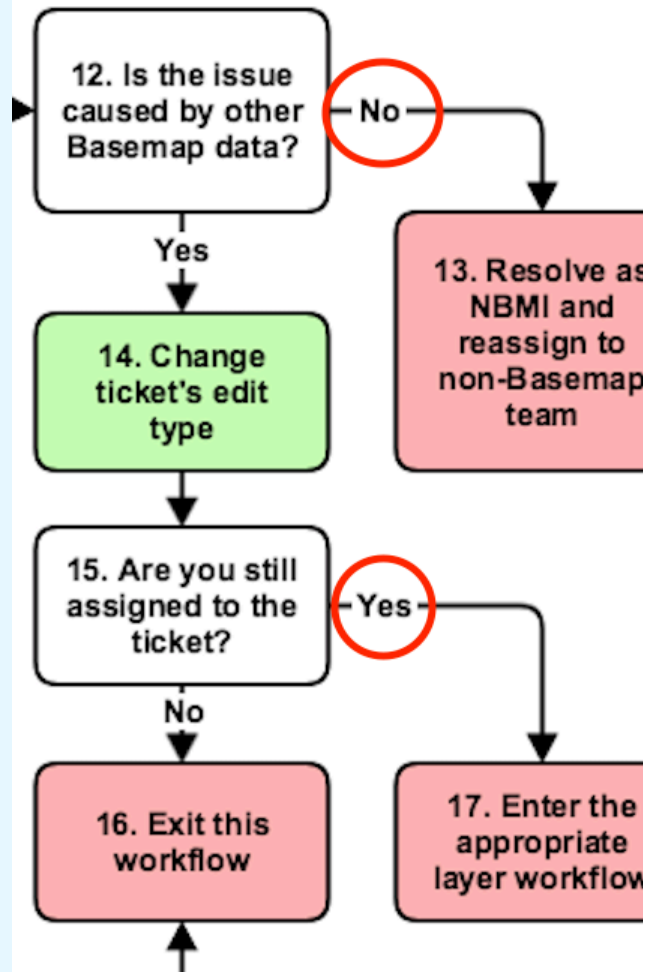
Arial, bold, 14pt
11. Are there any AOI edits?

See the Is It a POI or AOI Edit? table and note the resolutions
Arial, italicized, 12pt

Visual

Make sure the line text is near the shape that asks the question. By default, the word is in the middle of the line and will need to be moved if the line curves or is too long.

- ▼ [Click here for an example.](#)

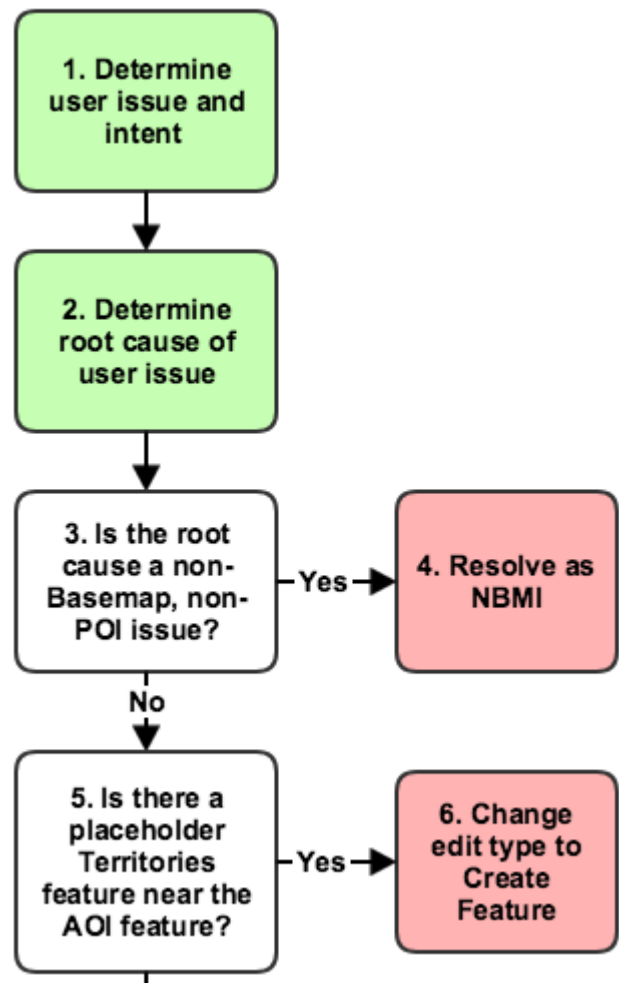


Visual

If the workflow contains 2+ YES/NO options, use the following color scheme:

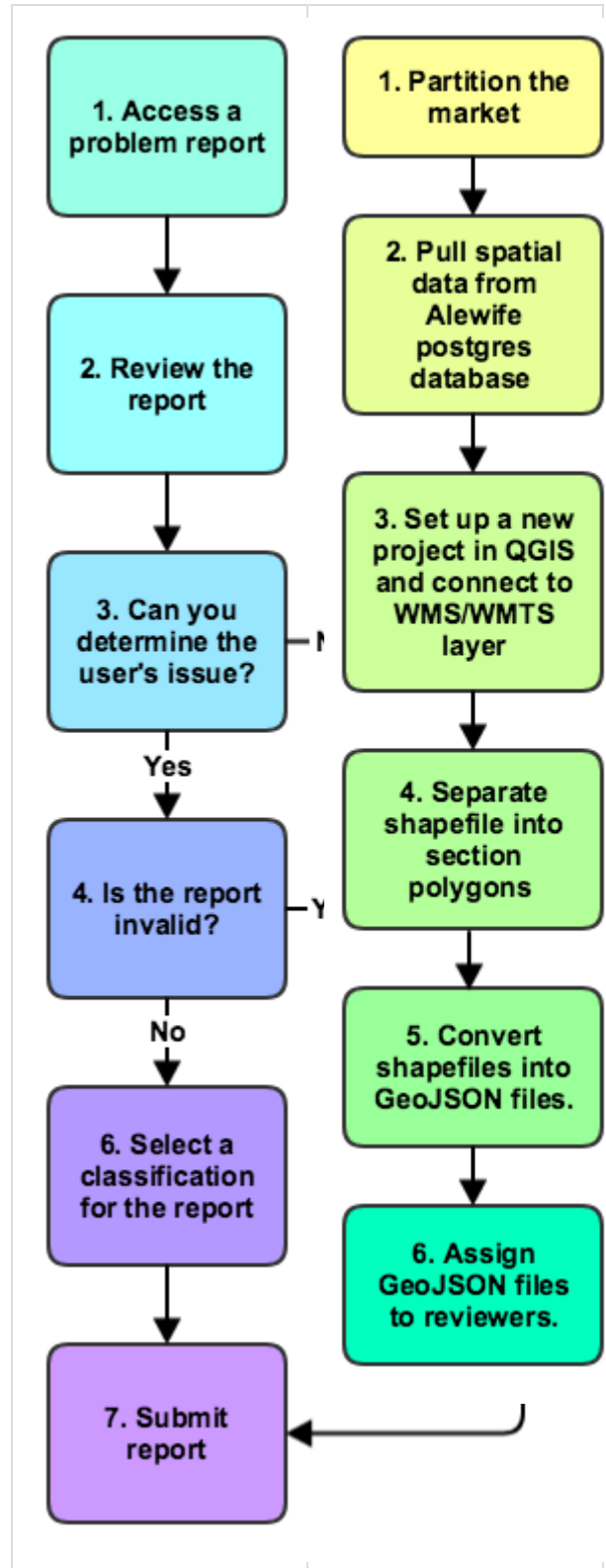
Step	Color	Hex
Steps the reader must complete	Green	#C6FFB3
Questions	White	#FFFFFF
Steps that end the workflow	Red	#FFB3B3

▼ Click here for an example.



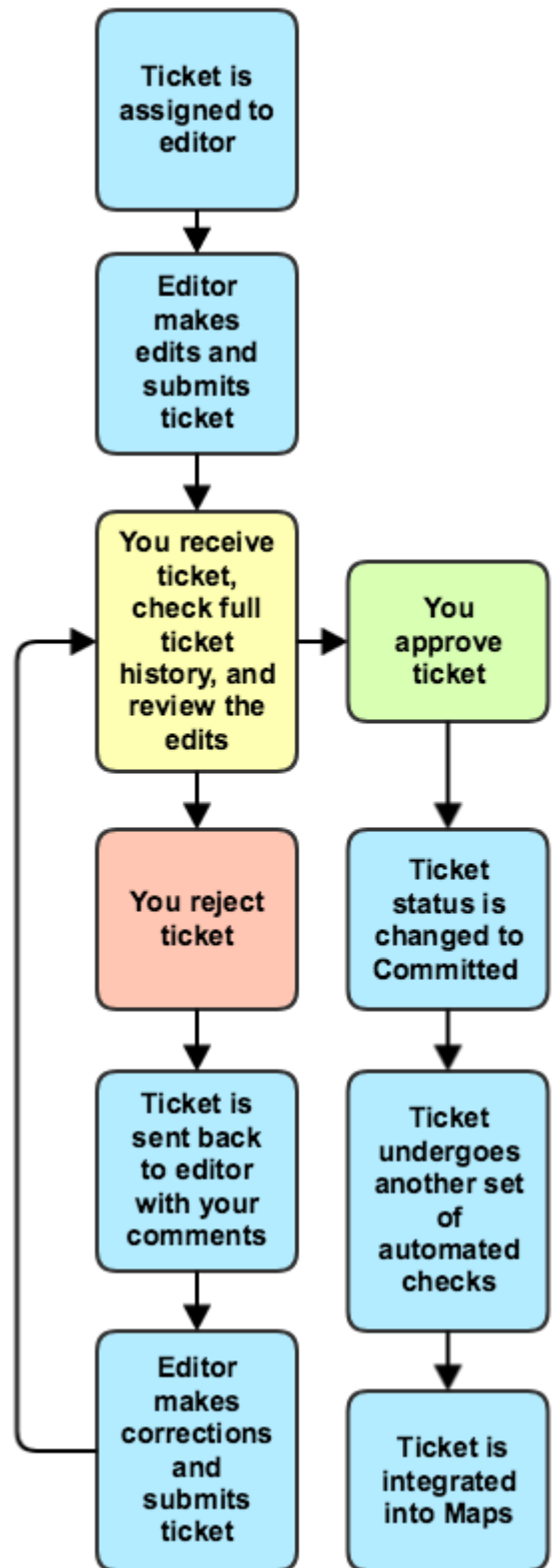
If the workflow is mostly vertical (few or no YES/NO options), use "rainbow" coloring, which helps the reader to move naturally down the workflow and differentiate steps from each other. (If all the steps are the same color, e.g. green, it is more difficult to read the workflow.) Colors should [be 80% or 85% of the full color](#).

▼ [Click here for some examples.](#)



Use a color scheme that helps the reader follow the workflow more easily. For example, if some steps are not completed by the reader or the reader's team, you can use a cool color to indicate the other team's steps and warm color(s) to indicate the reader's steps, including questions. This will draw the reader's attention to their own required actions in the workflow.

▼ [Click here for an example.](#)



Visual

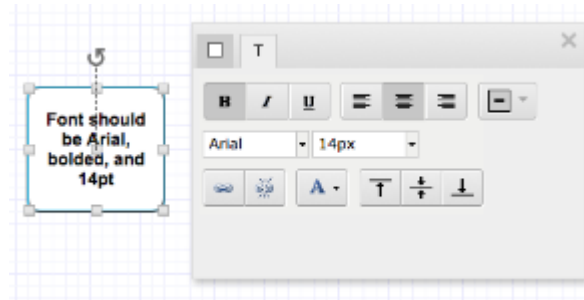
Shapes in Gliffys should always be squares/rectangles with rounded corners.



Keep the border of the shape as-is

Visual

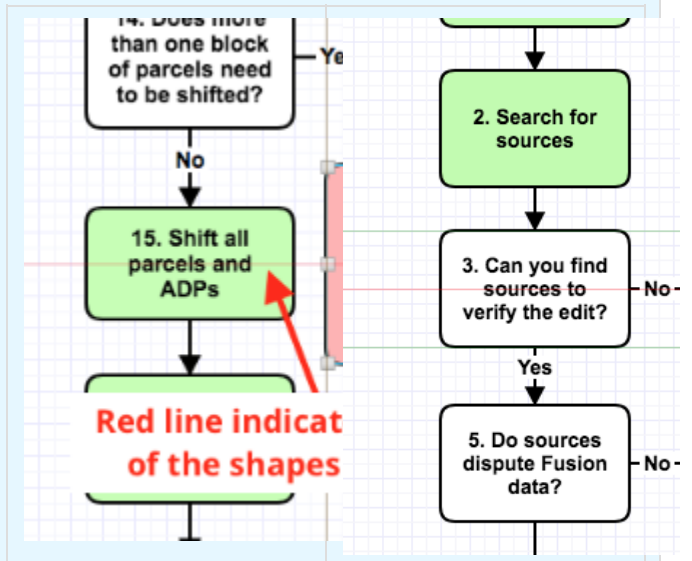
The font in Gliffys should be in Arial font, size 14, and bolded.



Visual

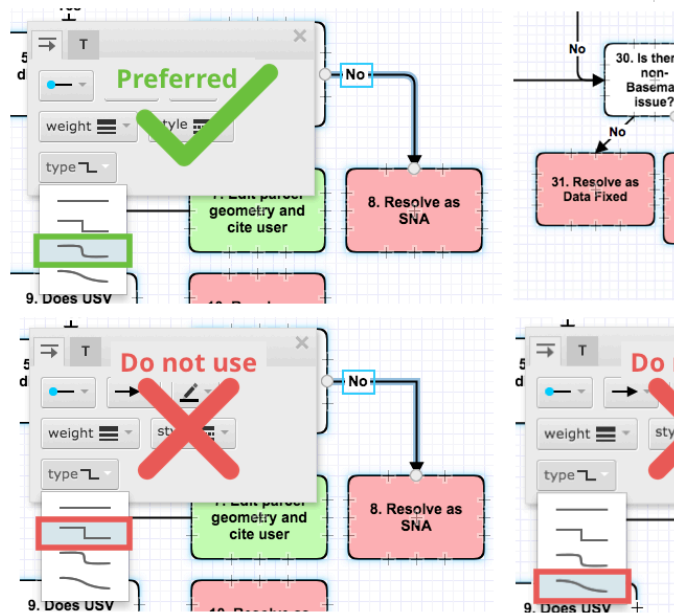
Shapes in Gliffys should align with each other, creating straight lines as frequently as possible. Typically, having steps branch off diagonally creates a fatter workflow.

In Gliffy, you can see that a selected shape is aligned with other shapes when green and red lines appear:



Visual

Use the rounded corner line type in Gliffy. If it is cleaner to not use this line type, use the straight line type. Do NOT use the sharp corner or curved line types.



Wording

Make Gliffy steps as short as possible.

Wording

Format questions in a YES/NO format.

If doing this will add excessive length to the workflow, collapse the question into a step or format with different options.

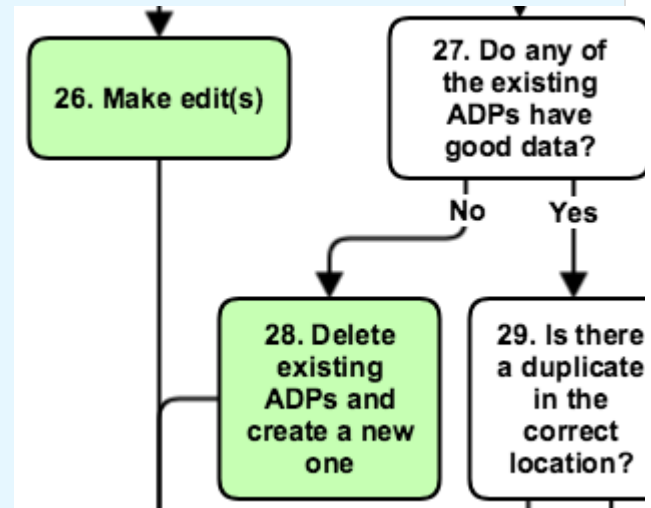
Wording

Do not put punctuation in the Gliffy unless there is more than one sentence or a question.

If there is more than one sentence, use punctuation for the first one(s).

If there is a question, end it in a question mark.

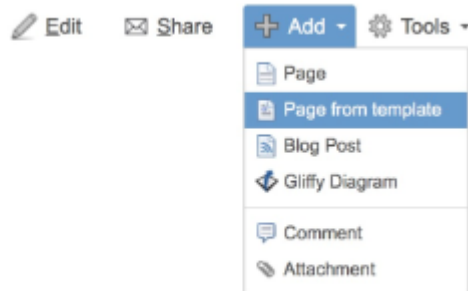
▼ Click here for an example.



9. How to Edit the Wiki

Creating Wiki Page from Template

1. Go to the page that will be the parent page. For example, the parent page of a Country page would be [Ba semap Editing](#).
2. Click the "Add" button in the top right and then "Page from template."



3. Select the template needed and click "Next."