

# InstantAtlas Desktop Edition Introductory Training Course

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## Course Summary

This course is for users with no previous (or limited) experience of InstantAtlas Desktop Edition, or somebody who having used the product wishes to refresh their knowledge. On completion the trainee will be able to publish InstantAtlas dynamic reports for different geographies, add and refresh the indicator data, apply personalised designs and distribute the reports.

## Course Topics

### *Introduction*

- Overview of InstantAtlas
- Software installation and activation

### *InstantAtlas Templates*

- Familiarisation with template components and functions
  - Single Map
  - Double Map
  - Area Profile
  - Performance Analysis
  - Radar Chart
  - Funnel Plot

### *InstantAtlas Publisher*

- Standard publishing functions
- Making custom selections of areas
- Background mapping: image collection vs Web Map Server
- Using editable settings

### *InstantAtlas Excel Data Manager*

- Entering geographies and filters
- Entering data values
- Single vs multiple dates
- Single vs multiple data sheets
- Entering associates
- Managing metadata
- Entering metatext

### *InstantAtlas Designer*

- Overview of functions
- Editing general properties
- Editing component properties
- Inserting text, buttons and images

### *InstantAtlas Style Editor*

- Overview of functions
- Editing component fill and border colours
- Editing text
- Editing contextual geography colours
- Editing comparison geography colours

### *Template-Specific Operations*

- Data preparation and configuration for the specialised templates:
  - Double Map Time Series
  - Area Profile/Radar Chart
  - Performance Analysis
  - Funnel Plot

### *Distributing an InstantAtlas report*

- Intranet/Extranet/Internet
- CD
- Email

## Course Style & Duration

There are two options:

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|---|--------|
| 1. Trainer-led (demonstration of each topic by the trainer)   | 1 day  |
| 2. Hands-on (demonstration of each topic by the trainer and assistance while trainees complete practical exercises) | 2 days |

## If you wish to register for this course

Please contact [sales@geowise.co.uk](mailto:sales@geowise.co.uk) or call +44 (0)131 6248935 stating the option required.