



# GUIDANCE

## How to Upload a Snapshot

### Field Papers

*Field Papers is a web-based mapping tool managed by Stamen Design. It allows users to create a map from anywhere in the world (using data from OpenStreetMap), print it out, and mark it up with their own notes. Later, the updated map can be photographed, uploaded back to the Field Papers website, and merged with the original atlas. You only need a computer, printer, digital camera and pen or pencil to capture and share the latest geospatial data with millions of other users around the world.*

*This activity is part of USAID's Learning Improvement Projects, funded by PPL's Office of Learning, Evaluation, and Research, and supported by the KDMD project. These projects aim to catalyze Agency learning by sharing lessons learned from innovative pilot projects with the hope that promising approaches can be replicated and scaled up by others for greater impact.*

### OVERVIEW

Field Papers operates with OpenStreetMap, a free and editable map of the world. Field Papers maps can be generated using this software, and any updates made to Field Papers may then be incorporated back into the larger OpenStreetMap dataset. OpenStreetMap works similarly to Wikipedia where anyone with an account can add information, correct mistakes, and improve the available geographic data of a region. It's especially useful in areas without robust map information available.

After you've marked up your atlas, share this useful information with millions of other users by uploading your atlas back into the Field Papers site. It's easy to do, just follow the steps on the next page.

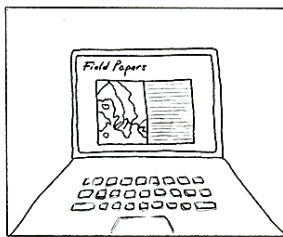
**Snap • shot:** (noun)  
A snapshot is a photo of a marked up Field Papers atlas uploaded to the website.

### UPLOAD A SNAPSHOT

Field Papers

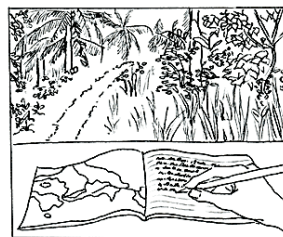
- MAKE an atlas to print
- UPLOAD** pages you've marked
- WATCH recent activity
- LOG IN or create an account

### Welcome to Field Papers



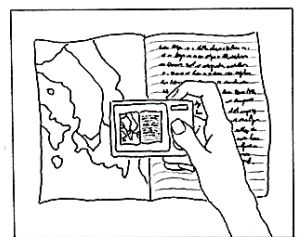
#### Make yourself an atlas

Print out anywhere in the world.



#### Take it into the field

Make your notes and observations.



#### Capture your notes

Upload pages you've photographed.

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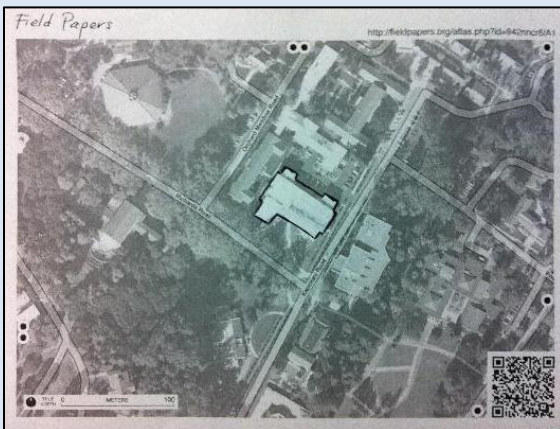
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1. After you have marked up the Field Papers atlas that you printed out, take a picture of each page using a camera and save it to your computer or hard drive. The image must be high resolution (at least [200 dots per inch \(dpi\)](#)) and saved in one of these formats: JPG, PNG, TIF, or GIF. Most camera phones take pictures at this resolution or much better.

### TIPS ON SNAPSHOTS

- Make sure to save your photo in the largest size possible, especially if you are using the camera on your phone. This will save your image in the highest resolution possible.
- One page equals one snapshot so if your map is multiple pages, you will need to take a picture of each page.
- When taking your “snapshot”, make sure that your map fills your screen (without cutting anything off) and that the photo is not taken at an angle. Also make sure the QR code is displayed in full. If Field Papers is not able to upload your snapshot (it will tell you), try taking another picture using these guidelines. Here’s [a good snapshot](#):



2. Click on “Upload pages you’ve marked” from the main Field Papers page.
3. Browse for your file on your computer or hard drive (make sure it’s in one of the file formats recognized by Field Papers) and hit “Upload.”
4. You will see a bar tracking the progress of your upload. Be patient, it won’t take that long!
5. Optional: Add notes to your snapshot using Field Paper’s basic annotation tools. Click on the ✕ to add markers (specific points on your map) or the 📐 icon to draw boundaries or borders. You can add notes to each. Note that these edits will not be saved permanently to your snapshot. For more advanced editing options, advanced users can edit their snapshot in iD or Potlach using OpenStreetMap. Click “Finished”.
6. You should now be able to see your hand-drawn edits on your updated snapshot.
7. Download your map (“Download PDF”) to save, print, or share using the unique URL.
8. View atlases that others have generated nearby by looking under “Activity”.
9. For advanced users, export your map into three different programs: [GeoJSON](#), [Plain Text \(CSV\)](#), or [Shapefile](#).
10. Field Papers maps can also be easily opened using two of OpenStreetMap’s editing tools: (1) [iD editor](#); or (2) [Potlach](#).