How to electronically submit a route

Should you wish to submit a proposed INM route online, this is how you do it (using Windows).

• Click the Microsoft Windows button (usually in the bottom left of the screen).



• From the programmes select Paint (if never selected before type paint into the search area) .



• Click back onto the opened pdf map and press the Print Screen button on the keyboard.





- Click back onto the *Paint* screen and click the paste icon displayed (usually) in the top left corner of the screen in the menu bar.
- The map should now be displayed in the *Paint* programme.
- Select a colour from the colours pallet (a colour that will easily stand out on the map) then select the pencil icon from the menu bar.
- Your mouse arrow will now have changed into a pencil. To draw a line on the map simply press and hold down the left mouse button and move the mouse where you wish the line to be drawn.



• To stop the line, de-press the left mouse button.



• Save once completed (as a jpeg if possible) and e-mail the attachment to <u>Activetravel@conwy.gov.uk</u> with a brief description.

Alternatively, you may print the pdf plan, clearly draw your proposed route and post to:

Active Travel Environment, Roads and Facilities Mochdre offices, Conway Road, Mochdre, LL28 5AB