The following tutorial is intended to assist users recording historic or archaeological sites with locating and preparing proper USGS topographic maps for submission to the Pennsylvania State Historic Preservation Office.
1. Go to the Pennsylvania Spatial Data Access (PASDA) website

   http://www.pasda.psu.edu/

   [you may know of another digital map source. PASDA is simply a suggestion]  

2. Click “Online Mapping” at the top of the page
3. Click “Pennsylvania Imagery Navigator”
4. Find your topographic quadrant map by mapping the location of your resource
   • A - Select “Topographic Map” from Display Imagery dropdown box
   • B – next, select either a County to map, or map an address
5. Zoom in further on the area where your resource is located by using the zoom bar on the left side of the screen, or by using the toggle wheel on your computer’s mouse.
6. With your mouse, right-click on the map in the area where your resource is located. A “PASDA Download Links” box will appear. Make sure you select the “Topo Map” tab. You will then see the name of the Quadrangle map on which your resource is located.
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7. Click on the “download” link
8. “Open” or “Save” the .zip file on your computer.
9. Once in the .zip file folder, open the .tif image file of the selected Quadrangle map. Since the Quadrangle map is an image file, it can be opened, resized, cropped, marked, etc. in almost any editing program, such as PowerPoint, Photo Shop, Paint, etc. To decrease file size, and when submitting your map digitally, you must save your map as a .jpg file.
Now you’re ready to clearly mark your historic or archaeological resource location, and create your map!

...but before starting, check out a few examples of maps that are both USEFUL and NOT USEFUL in helping the Pennsylvania State Historic Preservation Office record and evaluate resources.
Map Example: NOT USEFUL
Resource is marked, but boundary is not clear, and nearby location names for reference are NOT visible.
Map Example: USEFUL!
Resource is clearly marked, and nearby location names are included for reference.
Map Example: NOT USEFUL
Entire quad map is used for an individual resource, making it difficult to see exact location, or boundary lines.
Map Example: NOT USEFUL
Resource is vaguely marked, boundary is not clear and helpful, and nearby location names for reference are NOT visible.
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Map Example: USEFUL!
Resource is clearly marked and labeled, and nearby location names are included for reference.
Please Note!

When creating maps for National Register nominations, the National Park Service (NPS) has very specific requirements for acceptable maps.

The NPS requires*:
- WGS/NAD datum labeled on map
- A map that very clearly labels the property being nominated. The point or district should be distinguishable from the rest of the map.
- A scale
- A north arrow
- Needs to be readable when reproduced in black and white.
- Decimal degrees for each point(s)
- A large scale map
- A small scale map

* for additional guidance, consult the National Park Service’s map policy factsheet, http://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf, and/or contact your regional PA SHPO National Register review staff member
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National Register Nomination Map Example:
Resource is clearly marked, and NPS map requirements are included.

William Penn Memorial Museum & State Archives Building
UTM Zone 18
Easting 0339709
Northing 4458975
Dauphin County, PA

Datum: NAD83
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THE END