



In the upper right corner of the map there is a tool set with this symbol. The following are tools in this tool set.



On the Graphics Tool bar this icon opens a set of tools to draw graphics on the map.



This tool will **Add A Point** to the map. Left click your mouse button on the icon. Place your mouse pointer over the location you wish to see the point on the map. Left click your mouse button and the point will appear on the map.



This tool will **Add A Polyline** (Line) to the map. Left click your mouse button on the icon. Place your mouse pointer at the beginning point of the line on the map. Left click your mouse button. Place your mouse pointer at the end of the line segment. Left click your mouse button and continue this process as many times as you need. Double left click your mouse button to finish the line.



This tool will **Add A Polygon** to the map. Left click your mouse button on the icon. Place your mouse pointer at the beginning point of the polygon on the map. Left click your mouse. Place your mouse pointer at the next location of the polygon. Left click your mouse and continue this process as many times as you need to create your polygon. Double left click your mouse to finish the polygon.



This tool will **Add A Rectangle** to the map. Left click your mouse button on the icon. Place your mouse pointer at the beginning point of the upper left corner on the rectangle. Left click your mouse and hold the button. Drag your mouse to the lower right corner on the rectangle you want to draw on the map. A green box will appear on the map. Release the mouse button and a red rectangle will appear indicating you are finished drawing the rectangle.



This tool will **Draw A Freehand** line on the map. Left click your mouse button on the icon. Place your mouse pointer at the beginning point of the line on the map. Left Click and hold your mouse button. Drag your mouse to create your line. Release your mouse button to finish drawing your line.



This tool will **Add Text** to the Map. Left click your mouse button on the icon. In the tool box next to the label **Add Text** a text box will appear. Type in the text

box what you want to appear on the map. Left click your mouse button on the map where you want the text to appear. The label will appear on the map.



This tool will **Clear Graphics** on the map. Left click your mouse button this icon and all graphics on the map will be removed.

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This tool will **Identify** features on the map. Left click your mouse button on this icon. An **Identify Results** window will appear. Left click inside the polygon of the project you want information. The **Identify Results** window will show information about that project.



This tool will **Search** for projects on the map. Left click your mouse button on this icon. A **Search** window will appear. There are two buttons one with Project Number and the other for Contractor. Choose the one you want to search against. In the text box to the right type either the project number or the contractor's name and left click the search button. A window will appear with all projects with the information you entered in the text box. You can scroll though the list by clicking your left mouse button and hold on the bar at the bottom or right side of the list. You can left click your mouse button on the project you want to see. The map will redraw showing the location of the project with a light blue dot. Left click your mouse button on the **Search** icon and the windows will disappear.



This tool will **Find an Address** on the map. Left click your mouse button on this icon. A **Find an Address** window will appear. In the text box type the address you want to find. You will need to include the building number, directional, street name, and suffix in the address (620 SE Madison ST). Left click your mouse button on the locate address button.



This tool will **Measure** features on the map. Left click your mouse button on this icon. Left click your mouse button at the start point you want to measure. Drag you mouse to the next point. A red line will appear with a distance bellow the line showing a distance in feet. Left click the mouse button at next location. Move your mouse three numbers will appear. One number for the distance of the first line segment, another number for the distance of the new line segment, and a third number for the total polygon area in square feet. Continue this process till you reach the last point. Double left click the mouse button to finish. The red lines will disappear.



This tool will **Zoom In** on the map. Left click your mouse button on this icon. Move your mouse to the location on the map you want to zoom in on. Left click the mouse button and hold. Move your mouse. A red box will appear. Release the mouse button. The map will zoom to the area inside the red box. Continue this process as needed.



This tool will **Zoom Out** on the map. Left click your mouse button on this icon. Move your mouse to the location on the map you want to zoom out on. Left click the mouse button and hold. Move your mouse. A red box will appear. Release the mouse button. The map will zoom out proportionately to the size on the red box. Small the red box more it zooms out. Larger the red box the less it zooms out. Continue this process as needed.



This tool will **Pan** the map in the direction you move your mouse. Left click your mouse button on this icon. Move your mouse to the map. Left click your mouse button and hold. Move your mouse in the direction you want to move the map. Release the mouse button. The map will move the direction you dragged your mouse.



This tool will redraw the map to the **Previous Extent**. When using the **Zoom In**, **Zoom Out**, **Full Extent**, and **Pan** icons you can left click your mouse button on this icon. The map will automatically redraw the as it was displayed pervious to the current view. You may left click your mouse button on this icon several times to step though each **Previous Extent**.



This tool will redraw the map to the **Next Extent**. After using the **Previous Extent** icon you can left click your mouse button on this icon (**Next Extent**). The map will automatically redraw the map as it appeared prior to using the **Previous Extent** icon. You may left click your mouse button on this icon several times to step though each **Next Extent**.



This tool will zoom to **Full Extent** of the map. Left click your mouse button on this icon. The map will automatically redraw to the view when you opened the map.



This tool will provide an **Overview Map** window. Left click your mouse button on this icon. An overview map window will appear in the lower left corner of the map. You will see a red box with a red cross in the middle of the box. This overview map show where you are in relation to the city. You can left click your mouse button and hold inside the red box. Move your mouse and release the mouse button. The map will redraw showing the new location of the red box. Left click your mouse button of the **Overview Map** icon and the overview map disappears.



This tool will **Magnify** the map. Left click your mouse button on this icon. A round window will appear with a blown up view of the aerial map. Left click your mouse button and hold inside the round window. Move your mouse and the view inside the magnify window will redraw the aerial to show the new location. As you zoom in or zoom out of the map the view in the magnify window will also zoom in or zoom out. Left click on the **Magnifier** icon and the magnify window will disappear.



This tool will control the **Layers List** of the map. Left click your mouse button on this icon. A map content window will appear with three layer options. Left click your mouse button on the box to the left of layers. This will turn on or off the layer you clicked. To the right of the layer name there is a slide bar. Left click your mouse button on the bar to apply a transparency to that layer making the layer more or less visible on the map. Left click your mouse button on the Layers list icon and the **Layers List** will disappear.



This tool will **Switch** the **Base Map** of the map. Left Click your mouse button on this icon. A switch base map window will appear with base map options (street, topo and imagery). The street view is a basic street name. The topo is a topography view similar to the USGS maps. The imagery view is a view with the aerial photo. Left click your mouse button on the button to the left of the view you wish to view. The map will redraw the map with the view you selected. Left click your mouse button on this **Switch Base Map** icon and the window will disappear.



The tool will show the **Legend** of the different types of projects on the map. Left click on this icon. A window will appear with the symbols of the types of projects on the map. Left click your mouse button on the icon and the **Legend** icon and window will disappear.