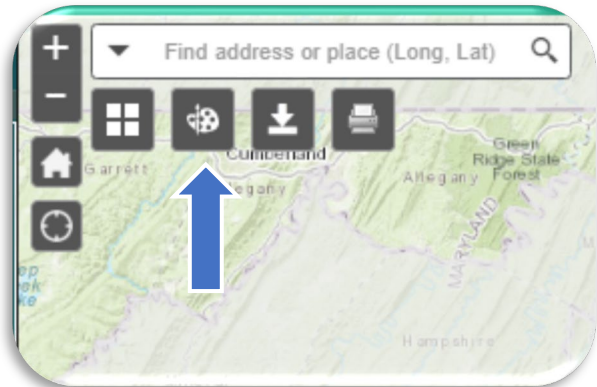


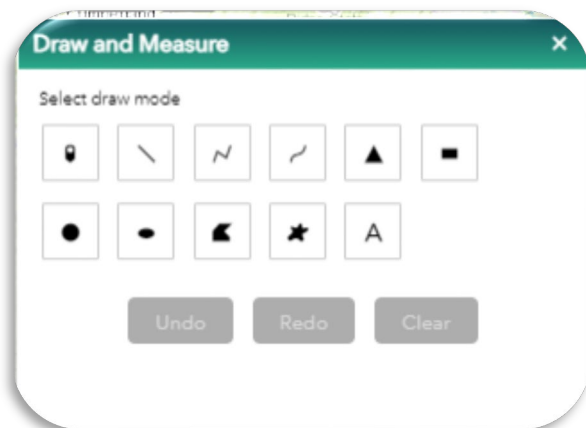
How to Use the Draw and Measure Tool

The Draw and Measure Tool is available as a widget on the map. It allows you to visually modify the map with points, lines, shapes, and text. It ALSO allows you to measure the location, length, perimeter, and area of features on the map

In the upper left-hand corner of the map, the widget with the paint brush icon is the Draw and Measure tool. Click on this widget.



A pop-up box will appear prompting you to select a 'draw mode'. There are 11 different modes you can select, but all 11 can be divided into four basic categories: point, lines, polygons, and text.



Creating Points on the Map

There is only one mode that will allow you to place points on the map. It is the far-left button. Select this.

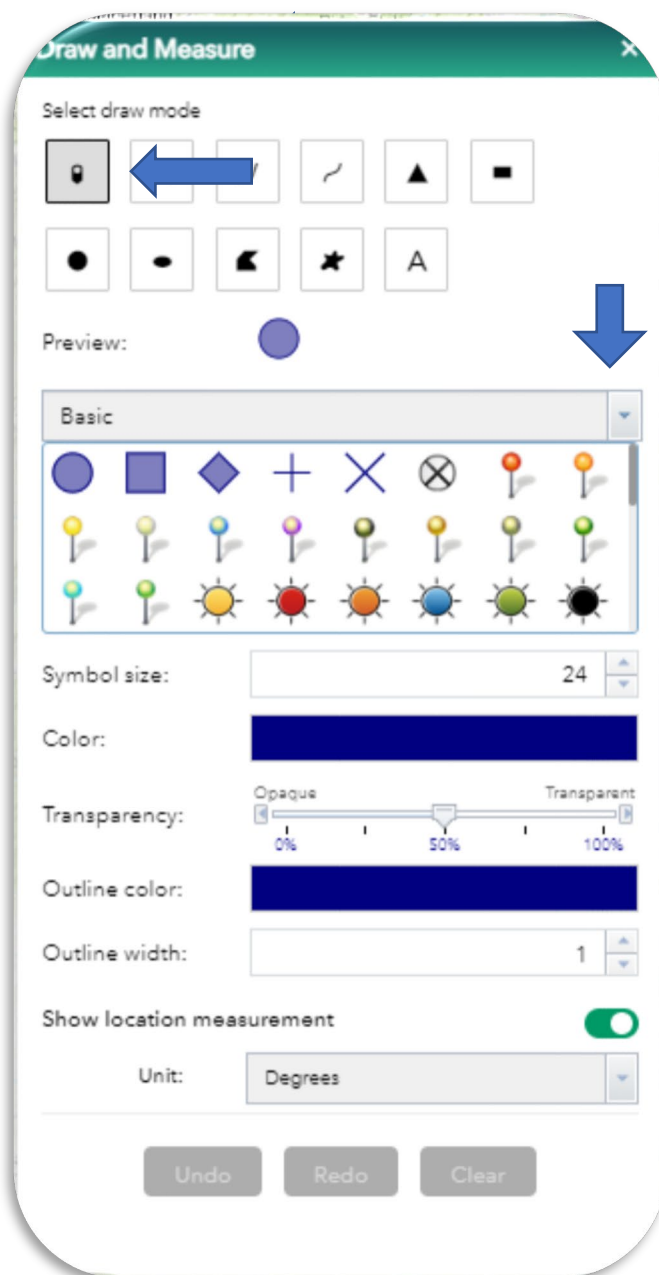
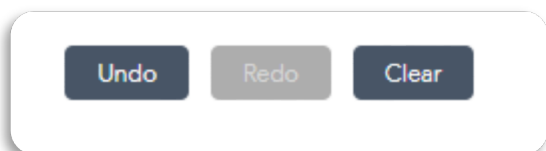
The 'Preview' label will display the default point symbol. If you would like to change this symbol, scroll through the box of symbols, and click on the one you desire. ALSO, note the drop-down menu available for point classes. By default, the 'Basic' class will show, but there are 20 classes of point styles to choose from including: A-Z, Arrows, Points of Interest, Public Safety, and Transportation.

Next select the symbol size, color, transparency, outline color, and outline width. These must be selected before placing your point on the map.

They cannot be changed retroactively.

Click on the location on the map where you would like to place your point. By default, the latitude and longitude coordinates will appear. This feature can be turned off.

If you misplace your point, you cannot move or edit the point on the map. You will need to click the Undo button. This will erase the point on the map. As a rule, the Undo button can be pressed repeatedly to slowly undo a series of actions. The Clear button will erase everything ***that has been drawn on the map during your work session all at once. This is a critical difference.***



Drawing Lines on the Map

There are three line modes you can select: line, polyline, and freehand polyline.

The line tool allows you to draw a straight, single segment line on the map.

The polyline tool allows you to draw a multi-segment line with straight segments on the map.

The freehand polyline allows for the creation of a curved, twisting line that can cross itself without closing into a polygon.

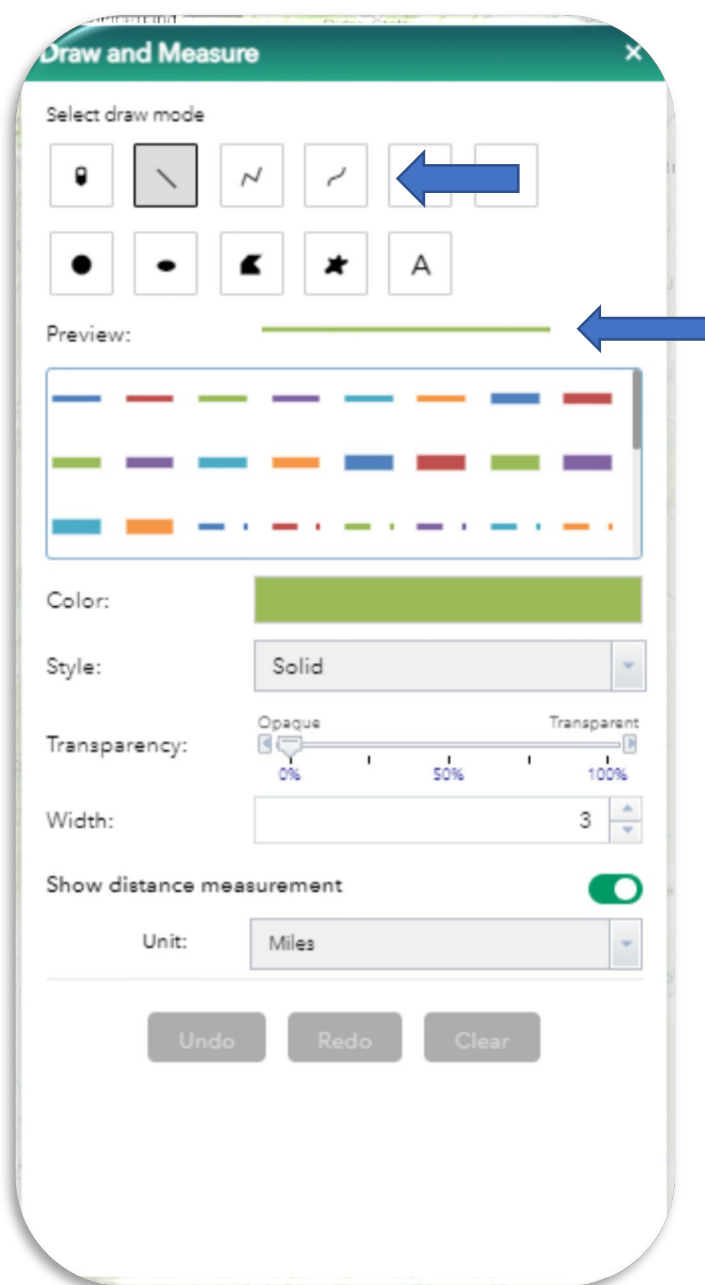
The 'Preview' label will display the default line symbology. If you would like to change this symbol, scroll through the box of symbols, and click on the one you desire.

Next select the color, style, transparency, and width. These must be selected before placing your line on the map. ***They cannot be changed retroactively.***

Click on the beginning location on the map where you would like to start the line.

Instructions will appear in small text guiding you the process for how define the end point. By default, the length of the line will appear in miles. The units can be changed, or this feature can be turned off. But again, it must be done before the line is drawn.

If you misdraw your line, you cannot move or edit the line on the map. You will need to click the 'Undo' button. This will erase the line on the map. As a rule, the Undo button can be pressed repeatedly to slowly undo a series of actions. The Clear button will erase everything ***that has been drawn on the map during your work session all at once. This is a critical difference.***



Drawing Polygons on the Map

There are six, polygon modes you can select: triangle, extent (rectangle), circle, ellipse, polygon, and freehand polygon.

The triangle, extent, circle, and ellipse modes allow you to draw defined shapes with different sizes.

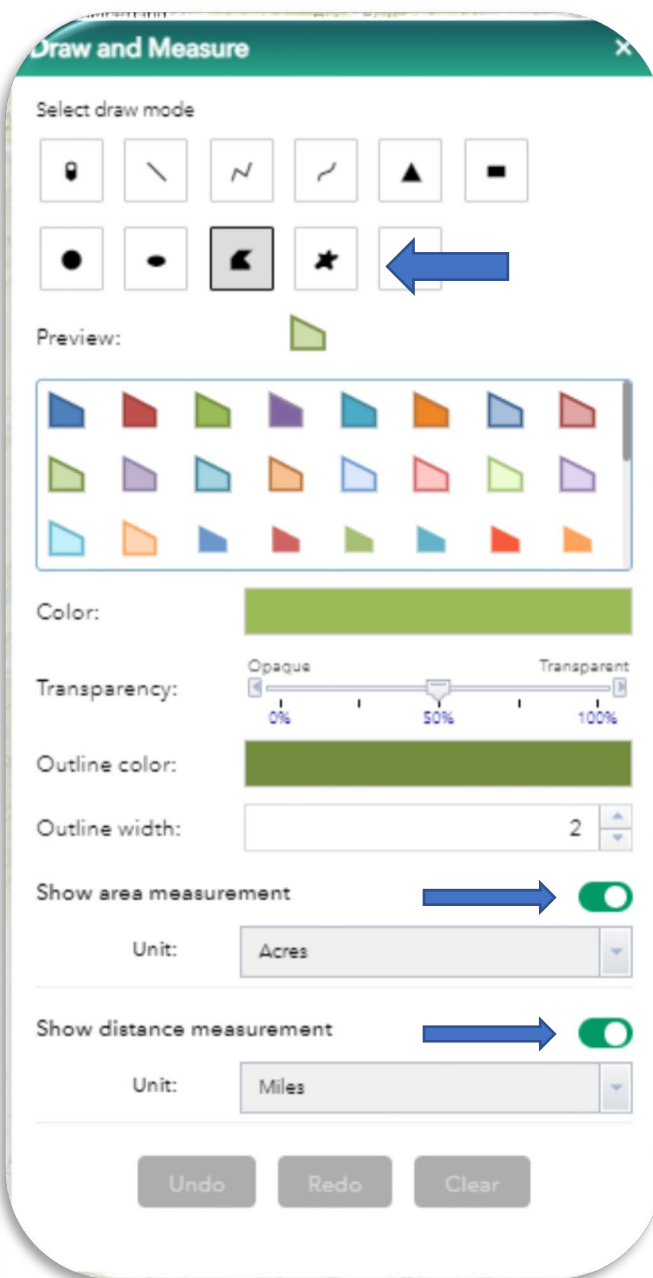
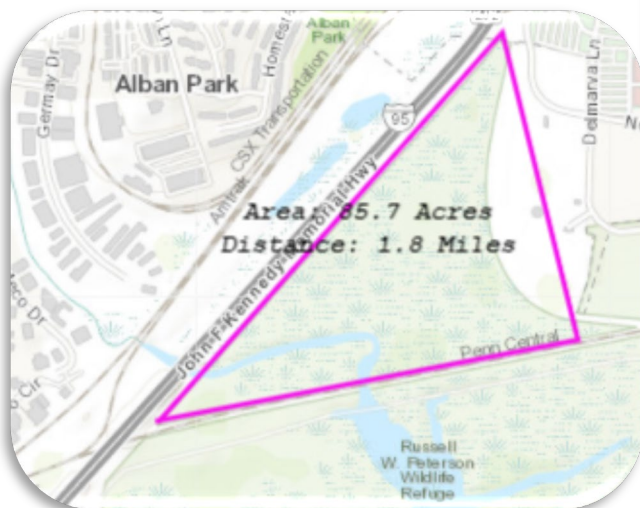
The polygon mode allows you to draw a multi-segment polygon with straight segments on the map.

The freehand polygon allows for the creation of a curved, twisting polygon.

The 'Preview' label will display the default polygon symbology. If you would like to change this symbol, scroll through the box of symbols, and click on the one you desire.

Next select the color, style, transparency, outline color and outline width. These must be selected before placing your polygon on the map. They cannot be changed retroactively.

Click on the beginning location on the map where you would like to start the polygon. Instructions will appear in small text guiding you the process for how define the end point. By default, the area and the distance of the polygon will appear on the map. The units can



be changed, or this feature can be turned off, but the location of where these measurements appear on the map cannot be changed. ***All of this must be done before the polygon is drawn.***

If you misdraw your polygon (or a segment of the polygon), you cannot move or edit the line on the map. You will need to click the 'Undo' button. This will erase the polygon on the map. As a rule, the

Undo button can be pressed repeatedly to slowly undo a series of actions. The Clear button will erase everything *that has been drawn on the map during your work session all at once. This is a critical difference.*

Adding Text to the Map

There is only one mode that will allow you to add text to the map.

Type your desired text into the empty text box.

Next select the font color and font size. These must be selected before placing your text on the map. They cannot be changed retroactively.

Click on the location on the map where you would like to place your text.

If you misplace your text, you cannot move or edit it on the map. You will need to click the 'Undo' button. This will erase the text on the map. As a rule, the Undo button can be pressed repeatedly to slowly undo a series of actions. The Clear button will erase everything *that has been drawn on the map during your work session all at once. This is a critical difference.*

