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Map Viewer Help Guide

ArcMap Online Toolbar

1. Search Bar
2. Zoom Tool
3. Print Tool
4. Legend Tool
5. Layer Tool
6. Basemap Tool
7. Measure Tool
8. Description Tool
9. Bookmark Tool

How do I zoom in and out?

Click on in th
main toolbar to zoom in

Click on -
zoom out.

While holding the shift key, draw a box around the area you wish to zoom into.

The home symbol will reset the map to its original view.

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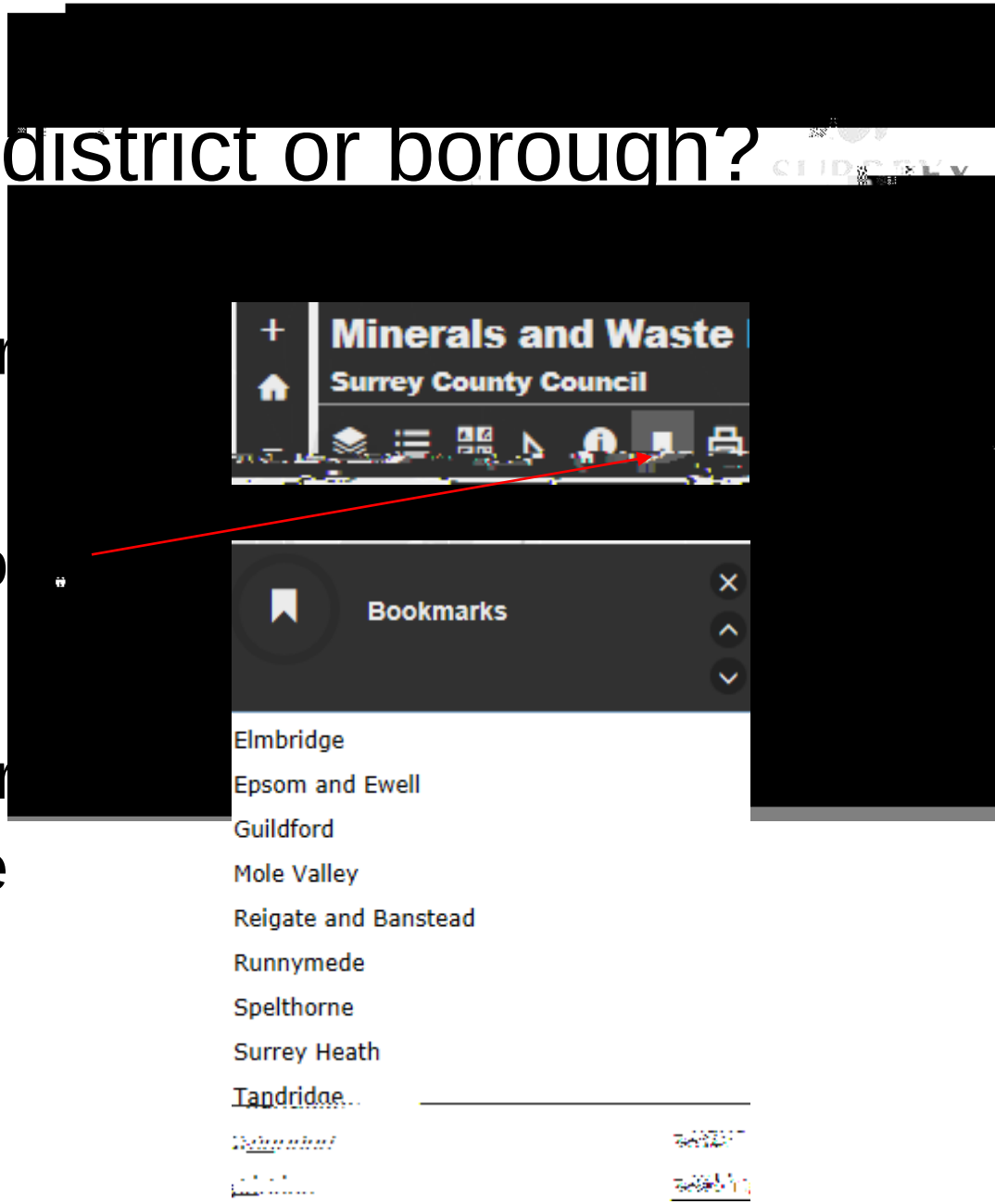
How do I find my district or borough?

Click on the bookmar
icon.

The bookmark windo
should appear.

Click on the bookmar
to zoom into it on the
map.

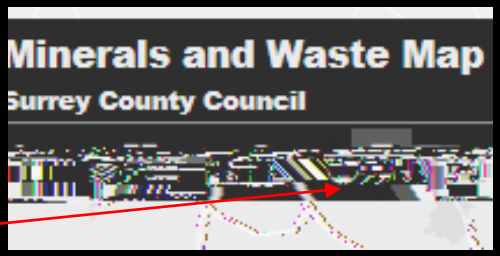


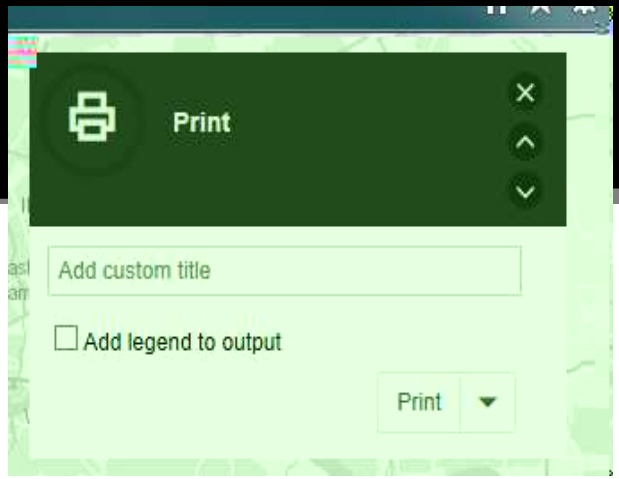
How do I print my map?

To print the map you are viewing click on the print icon on the toolbar.

A printing window should appear.

Add a title using the





How do I view the legend?

To see the legend, click on the Legend icon on the toolbar.

The Legend window should appear showing the key.

How do I chose a layer?

Click on the layers icon

The layers window should appear, showing available layers.

By clicking in the box next to each layer you can turn each layer on and off.

How do I change the basemap?

Click on the Basemap Gallery Icon.

The Basemap window should appear, showing different basemaps to chose from.

How do I mea
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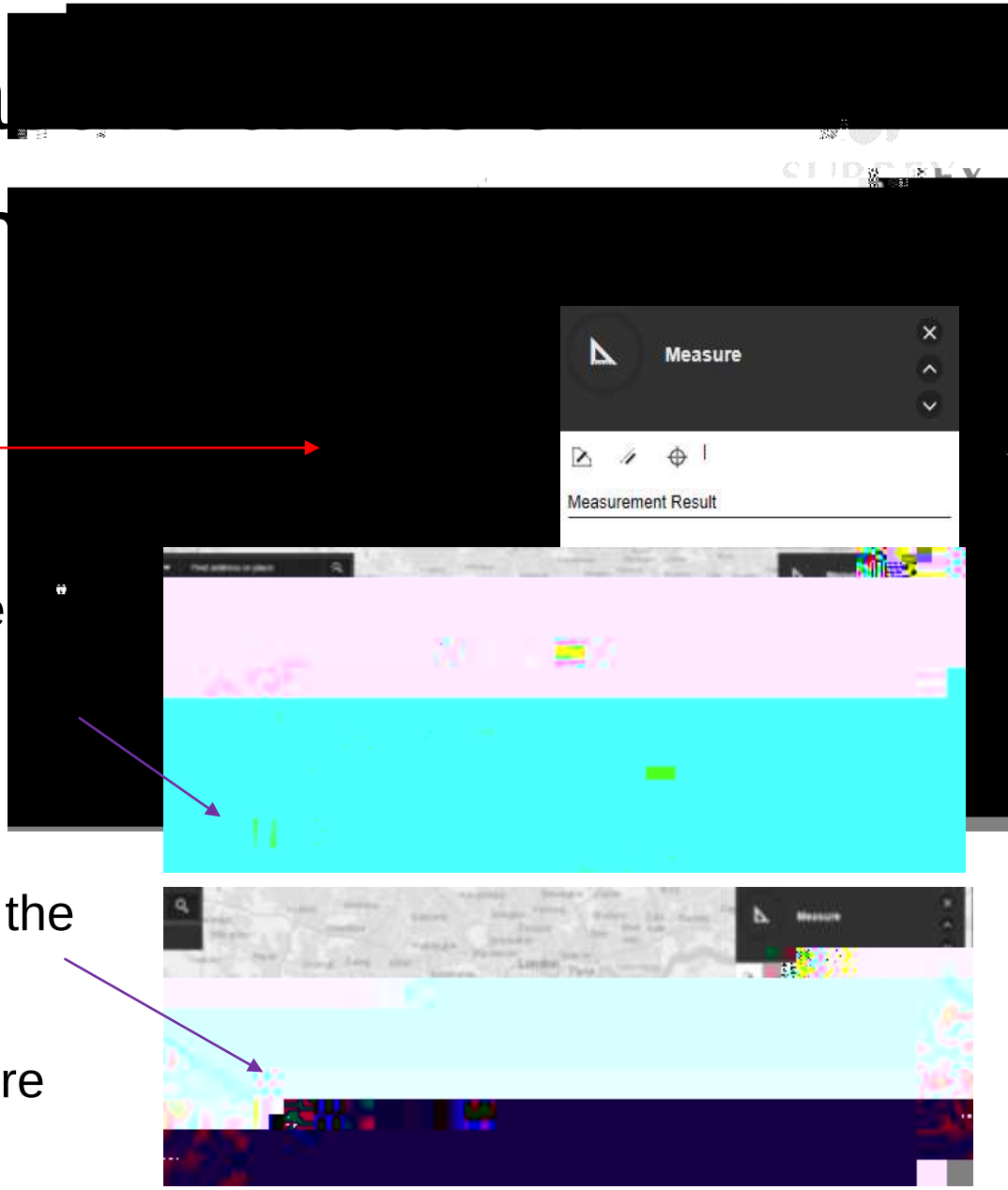
Click on the measure icon

The measure window should appear.

Use the area measure feature drawing an area you want to measure.

Use the distance measure feature by selecting points on the map.

Use the grid reference measure for longitude and latitude of a point.



How do I fi