

Printing Maps:

1. Choose the "Printing" tab at the top of the map interface.
2. Click the "Print" Icon at the top of the page.
3. Choose your layout, Output format, Resolution, and Scale.
4. You may add notations in the Note box and change the title
5. Click the print button at the bottom of the choices. Follow the instructions given for the format you have chosen to save your map.
6. To exit, click the X next to the "Print Map" heading. This will show the Layers tab again.

Identify tool:

1. Click the "Identify" tab.
2. Choose point or polygon to determine how to choose information.
3. Point will produce results only for features directly under the point chosen.
4. Polygon will produce results for features within polygon you draw on the map.
5. Results will be shown in the window and each one may be clicked on to display data in the file.
6. Click on the X to go back to the query result, and again to go back to layers.

Query tool:

1. Click the "Identify" tab.
2. Click the Query tool.
3. Choose the layer you wish to query.
4. Use pull-downs to create your query.

Measure tool:

1. Choose the "Measure" tab at the top of the map document.
2. Choose either "Distance" or "Area" tools.
3. If you need to erase the measurements, go to the "Markup" tab, access the "additional tools" pulldown, and choose "clear".

Markup:

1. Choose markup tool at top of page.
2. Use tools to draw on the map.
3. If you need to change or erase drawings, use the down arrow to the right of the tools and choose edit, erase, or clear.