





NAVIGATION TOOLS


 **Zoom In** - zooms in to the specified area. Allows you to view the map at a finer scale.


 **Zoom Out** - zooms out to the specified area. Allows you to increase the scale at which you are viewing the map.

 **Zoom Full** - clicking this tool will automatically zoom the map's default extent.


 **Zoom Active** - by clicking this tool, the map will automatically zoom to the extent of the active layer. (zoom to the greatest scale where the layer is still visible). Note: some layers will appear only when the map is at the appropriate scale.


 **Zoom Back** - by clicking this tool, the map will automatically zoom to the previous extent.


 **Pan** - click this tool and move the map in any direction. Allows you to move vertically or horizontally while maintaining the same scale.


 **Zoom to Location** - by clicking on this tool, you will open a new window where you can enter specific coordinates (latitude and longitude) to zoom to.


SELECTION TOOLS

 **Hyperlink** - layer with a hyperlinked field. If a layer has this symbol next to it in the Table of Contents, make the layer active before using this tool.

 **Identify** - by selecting this tool and then clicking on a point of the map, a new window will pop-up containing information pertaining to the layers viewable at that extent.


 **Identify All** - by selecting this tool and then dragging a box around an area of interest, a new window will pop-up containing information pertaining to all layers within that box and viewable at that extent.


 **Select Box** - select this tool and drag the box around shapes from an active layer. The corresponding tabular information will then pop up in a new window.

 **Select Identify All** - select this tool and drag the box around shapes in an area of interest. Corresponding tabular information of all layers within your box will then pop up in a new window.


 **Clear Selected Features** - click this button to clear all selected features


OUTPUT TOOLS

 **Print** – clicking this tool will launch a separate window for purposes of titling your map. Enter your desired title and click “Create Print Page” to generate a final map (with legend) to print.

 **Clip and ship** - clicking this tool will launch a window for purposes of layer selection. Once desired layers are selected for download, click “Clip and Ship,” and retrieve your ESRI shapefile.

OTHER ICONS


 The active layer.

 A closed group, click to open.

 An open group, click to close.

A hidden group/layer, click to make visible.


A visible group/layer, click to hide.

 A visible layer, but not at this scale.

A partially visible group, click to make visible.

A closed legend, click to open.

An open legend, click to close.

 A layer with a metadata record, click to view record.

 A layer with hidden labels, click to make visible.

 A layer with visible labels, click to hide.