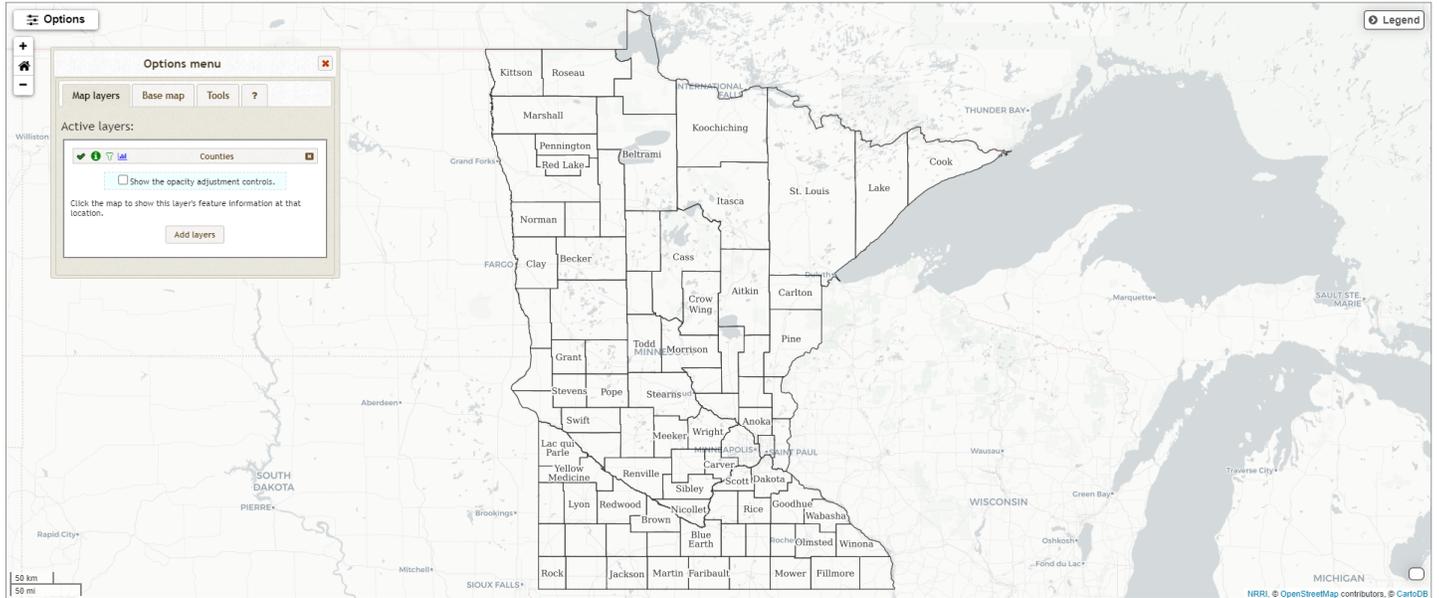


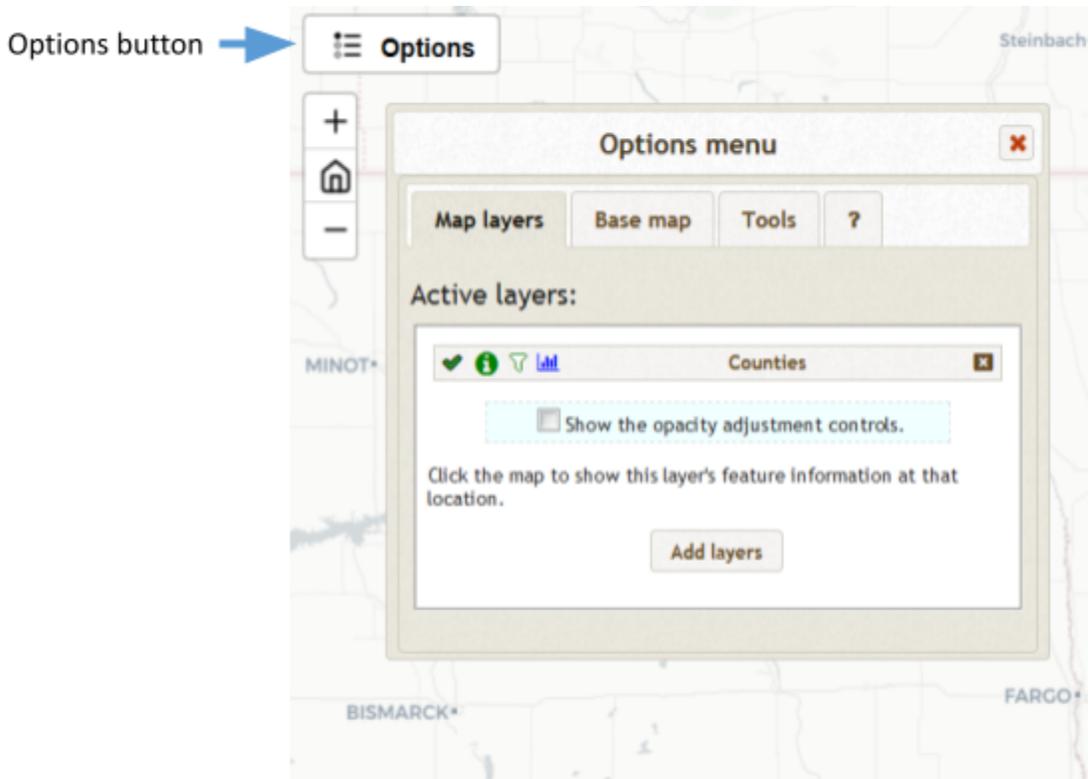
Get Familiar

When opening the **Mapping Tool**, you will see the following layout:



The default settings for the map are to use the **Simple, clean gray-scale** base map and to have the **Counties** layer that shows the Atlas's extent open.

Clicking on the **Options** button will open and close the **Options menu**. The **Options menu** window can be moved by placing the mouse cursor in the white banner at the top of the window, clicking and holding the left mouse button, and moving the mouse in the direction you want.



Clicking on the **+** button of the **Zoom** control will zoom into the map. Clicking on the **—** button will zoom out of the map. Clicking on the **House** icon will return you to the original extent. You can also zoom in and out by placing your mouse cursor in the location of interest and rolling the scroll wheel forward or backward. You can move the map in any direction by clicking and holding the left mouse button and moving the mouse.

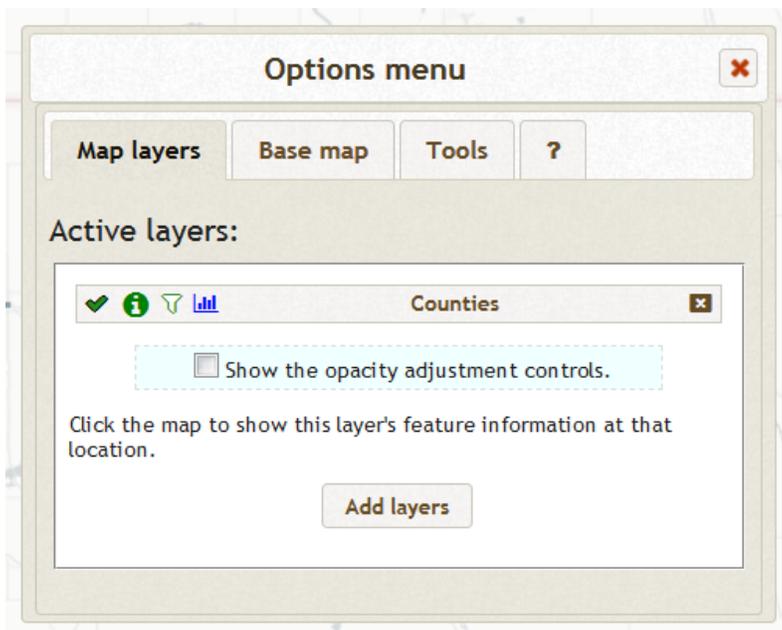


Clicking the **Legend** button opens and closes the legend.

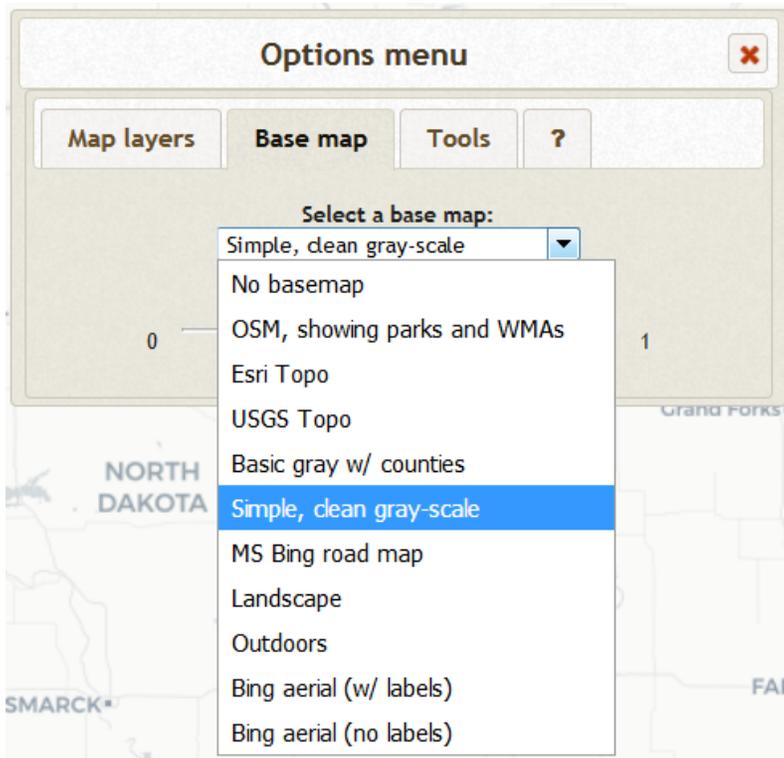


Most of the functionality of the **Mapping Tool** is controlled from the **Options Menu**.

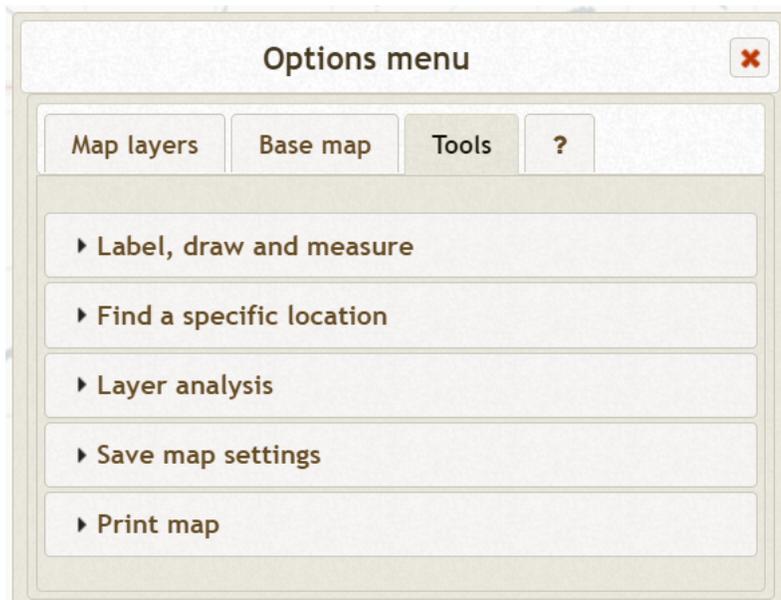
The **Map layers** tab allows you to add data layers to the Atlas. For more information on adding and managing data layers, see the **Add and Manage Data** tutorial.



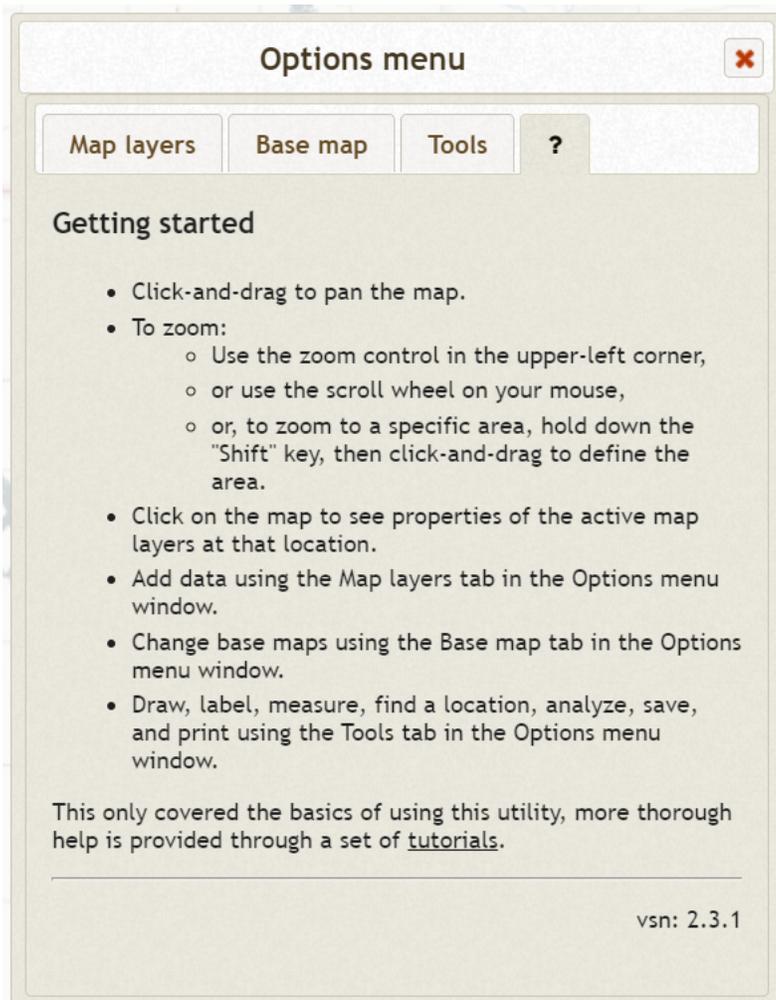
The **Base map** tab allows you to select between 10 different base maps and adjust their opacity. A base map serves as the base layer of the Atlas. Data layers are drawn on top of it.



The **Tools** tab gives you access to a variety of tools that allow you to label, draw, measure, find a location, analyze data, and share the results. For more information on labelling, drawing, and measuring, see the **Draw and Measure** tutorial. For more information on finding a specific location, see the **Find a Location** tutorial. For more information on layer analysis, see the **Analyze** tutorial. For more information on saving settings and printing, see the **Save and Share** tutorial.



The ? tab reviews basic navigation within the Atlas.



Options menu ✕

Map layers Base map Tools ?

Getting started

- Click-and-drag to pan the map.
- To zoom:
 - Use the zoom control in the upper-left corner,
 - or use the scroll wheel on your mouse,
 - or, to zoom to a specific area, hold down the "Shift" key, then click-and-drag to define the area.
- Click on the map to see properties of the active map layers at that location.
- Add data using the Map layers tab in the Options menu window.
- Change base maps using the Base map tab in the Options menu window.
- Draw, label, measure, find a location, analyze, save, and print using the Tools tab in the Options menu window.

This only covered the basics of using this utility, more thorough help is provided through a set of [tutorials](#).

vsn: 2.3.1