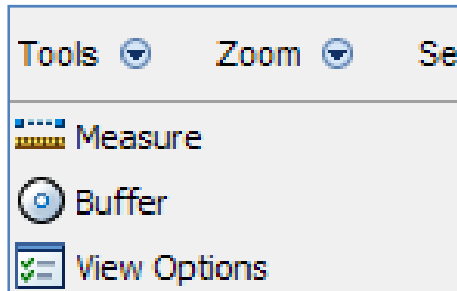


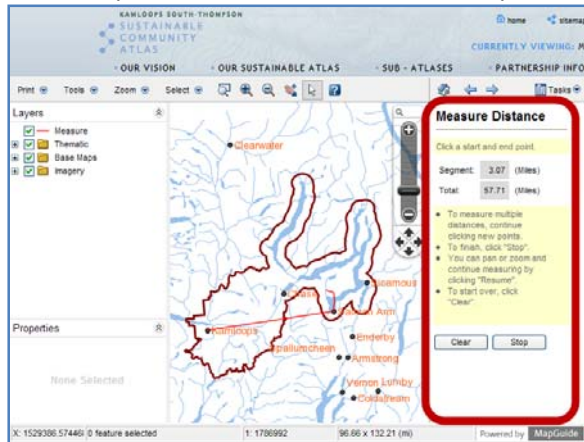
## 2.2 Atlas tool Bar: Tools drop down menu



The print drop down menu yields three options: Measure, Buffer, and View Options.

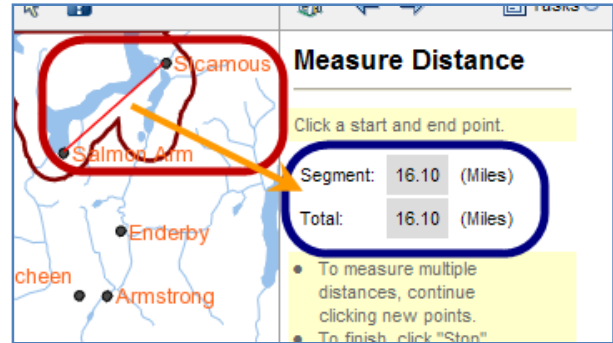
### 2.2.1 Tools drop down menu: Measure option

If the measure option is selected the Task panel will be replaced with a Measure distance panel.

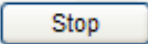


#### Measuring with a single line

To measure the straight line distance between two points **single left click** a desired **start point on the map**, and then **single left click** the desired **end point on the map**. The resultant ground distance between the two points will be listed in the measure distance panel.



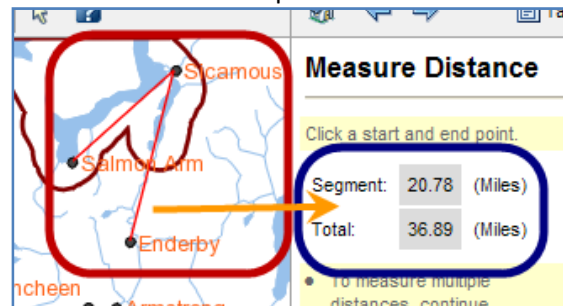
To finish measuring **single left click** the stop

button  on the measure distance panel.

Note: The default measurement units are imperial (miles and feet). The map units can be changes to metric via “view options” in the tools drop down menu.

#### Measuring with multiple line segments

Distance can also be measured as a series of connected line segments. Line segments are made with a series of **single left clicks on the map**. The distance of the most recently created line segment is shown beside the “Segment” label, and the total distance of all the line segments is shown beside the “Total” label in the Measure distance panel.

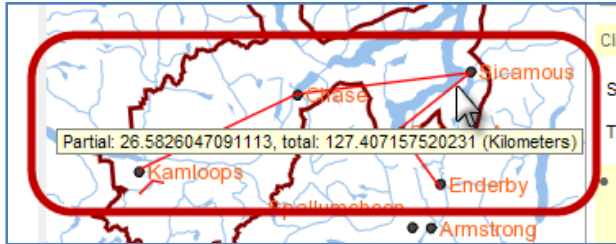


To finish measuring **single left click** the stop

button  on the measure distance panel.

**Hovering the mouse cursor** arrow over a created **line segment** will give that line segment’s length as well as a running total of

the length of the sequence of line segments up to that point



## Measuring and using other tools

The measuring tool will only measure line segments directly after it is selected. If any part of the map is changed, a cursor tool is used, or the stop button has been clicked, the measuring tool will stop creating measurement line segments.

To continue to create measurement line segments, **single left click** the [resume](#) button



in the Measure distance panel.

## Clearing measurements

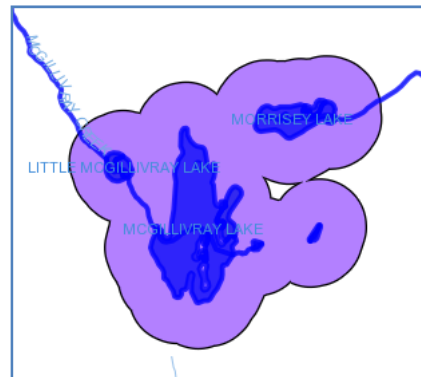
To clear all measurement lines made on the map, **single left click** the [clear](#) button



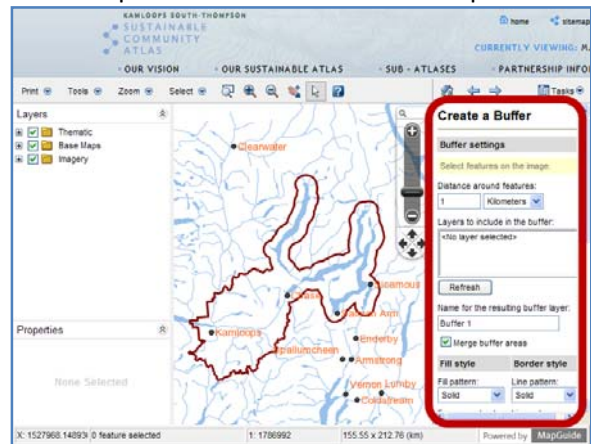
in the Measure distance panel.

Note: Measurement line segments will appear on a printable map, .png file, or DWF plot if they are left on the map when any of these file types are created. Use the clear button to make a clean map.

## 2.2.2 Tools drop down menu: Buffer option



If the measure option is selected the Task panel will be replaced with a Buffer creation panel.



A buffer is a specially marked border region of varying width that can be drawn around a particular map feature in one of the map layers.

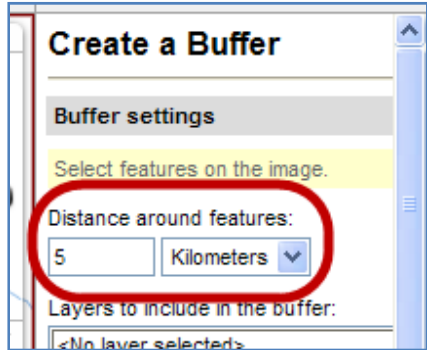
The buffer will be added to the map as an additional distinct map layer. Multiple buffers can easily be added to the map.

Buffer layers are temporary and only last as long as the current atlas session. The user created buffers will not be saved when you log off.

## Creating a buffer

To create a buffer first **type** the buffer distance (desired width) in the “[distance around features](#)” text box and select the appropriate distance units you want by **single left clicking**

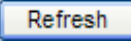
the units drop down menu, and then **single left clicking** the desired units from the list.

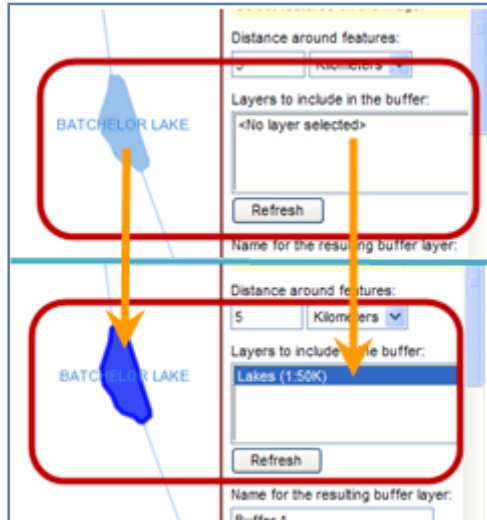


The mouse cursor must be a select arrow

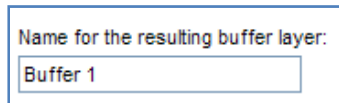


to be able to select a map feature.

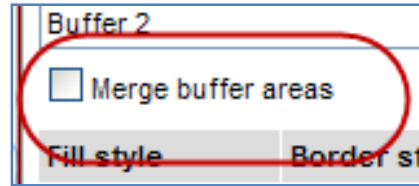
Select the map feature to be buffered by **double left clicking** the map feature. The map feature could become highlighted once it has been selected. Then **single left click** the refresh button  to see the selected feature's map layer added to the buffer layer menu.



Then **type** a title for the buffer layer in the buffer title text box.

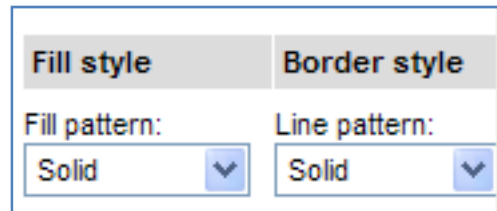


The merge buffer layers checkbox has no effect when a single buffer is created.

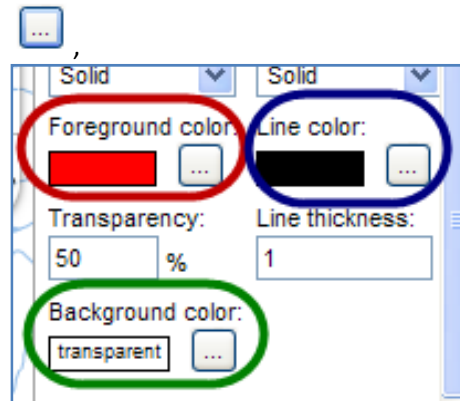


Then choose the border style, pattern, colour, thickness for the border's outline, and choose the fill style, pattern, colour and transparency for the fill within the buffer area.

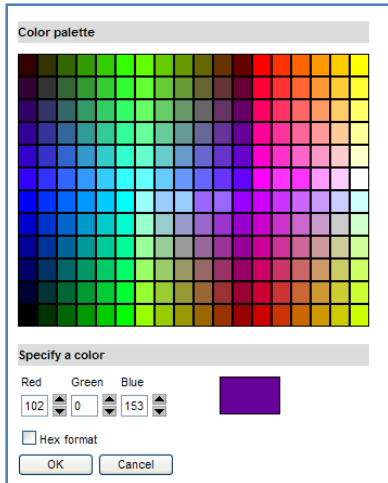
To select the fill pattern and the line pattern **single left click** each drop down menu and the **single left click** the desired pattern from each menu.

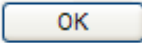


To choose the foreground fill color, background fill color, and the line color, for each option, **single left click** the appropriate color menu box

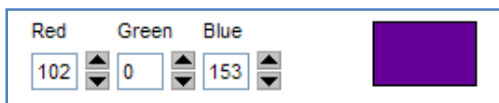


A color pallet selection menu will pop up .

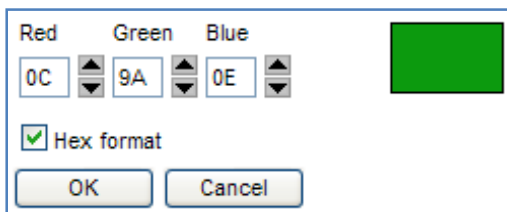


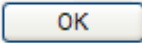
Single left click the desired color, and then single left click the ok button .

To select a color not shown by the color pallet, select the color that is closest to the desired color, and then alter the hue by single left clicking the up or down arrows to change the proportions or red, green, or blue light the color is made of.

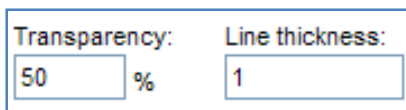


If the desired color's hexadecimal color code is known then single right click the hex format check box and then single left click the up or down arrows to input the appropriate color code.

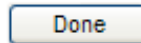


Single left click the ok button  when you desired color has been created.

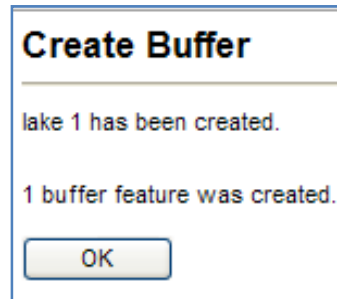
Type the percentage number of the desired fill color transparency in the transparency text box, and type the desired borderline thickness number in the line thickness textbox .



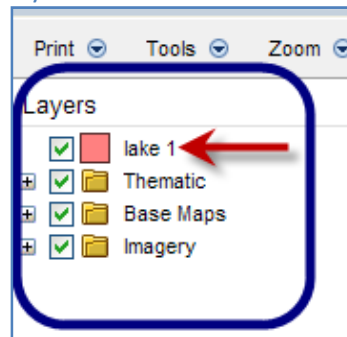
When all the appropriate buffer attributes have been specified, single left click the done button



The Buffer creation panel will be replaced with a buffer creation confirmation notice. Single left click the ok button.

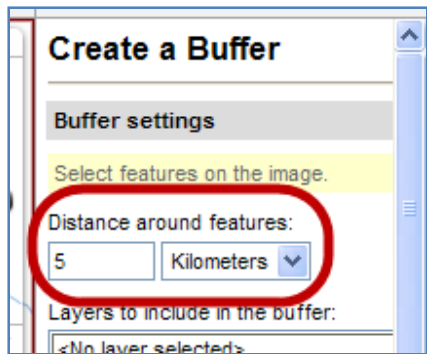


The buffer will now be added to the top or the list of the map layers shown in the Map Layers and Properties panel. Single left click the buffer layer check box to turn it on or off accordingly.



### Creating multiple buffers

To create buffers around more than one selected item, first type the buffer distance (desired width) in the "distance around features" text box and select the appropriate distance units you want by single left clicking the units drop down menu, and then single left clicking the desired units from the list.



The mouse cursor must be a select arrow



to be able to select a map feature.

Select the map feature to be buffered by **double left clicking** the map feature.

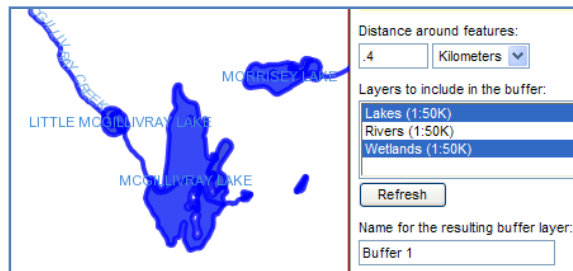
Now select the map features to be buffered using the select tool or any of the select tools on the select drop down menu.

To use the Select tool to select map feature within a rectangular area of map feature **Single left click** the **Select mode Icon** or text. Then **Single left click and hold** when the mouse cursor is **on the map in the desired corner of the rectangle**. With the **left mouse button held down** move the mouse cursor **outwards on the diagonal** to enlarge the rectangle to the desired size, then **release the left mouse button** to complete the rectangle.

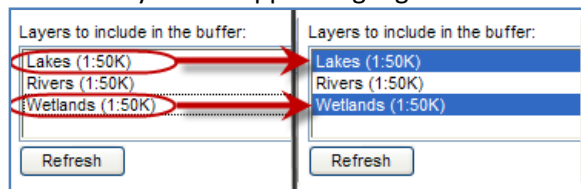


The Atlas will then select the map features in the area selected.

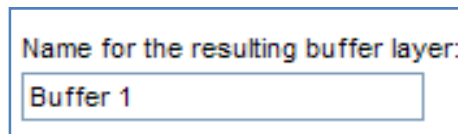
The map features could become highlighted once they have been selected. Then **single left click** the **refresh button**  to see the selected features' map layers added to the buffer layer menu.



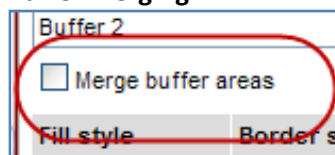
To select particular map layers to be buffered **hold down the control button (Ctrl)** while **single left clicking** the **desired map layers** from the "Layers to be included in the buffer:" menu. Selected layers will appear highlighted in blue.



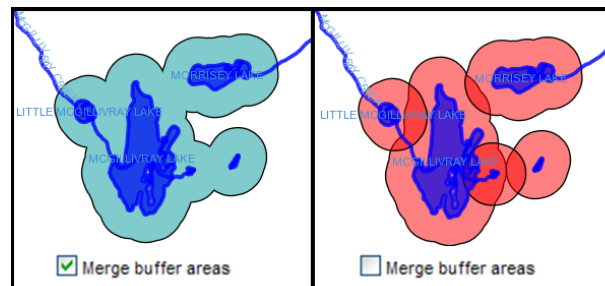
Then **type** a title for the buffer layer in the **buffer title text box**.



### Buffer merging



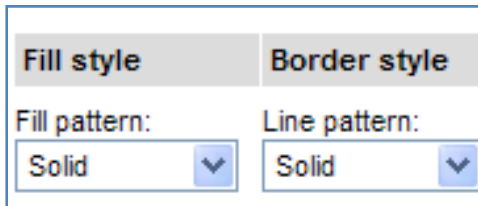
If the merge layers check box is checked the different buffers will merge to form one large buffer, if the merge layers check box is unchecked, the buffers will remain distinct with zones of overlap where two buffers come into contact.




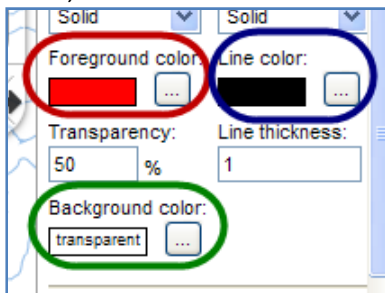
Single left click the [buffer overlap check box](#)  [Merge buffer areas](#) to adjust buffer merging accordingly.

Then **choose** the border style, pattern, colour, thickness for the border's outline, and choose the fill style, pattern, colour and transparency for the fill within the buffer area.

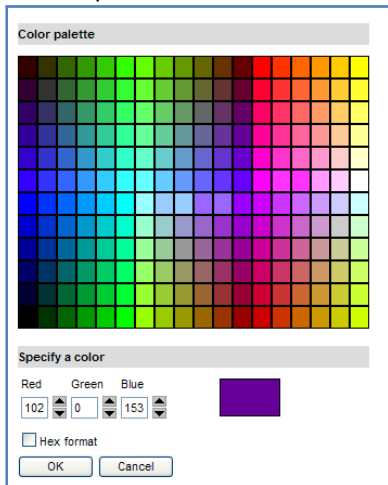
To select the fill pattern and the line pattern **single left click** each [drop down menu](#) and the **single left click** the [desired pattern](#) from each menu.

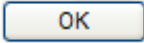


To choose the foreground fill color, background fill color, and the line color, for each option, **single left click** the appropriate [color menu box](#) 

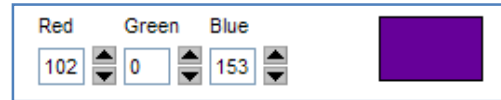


A color palette selection menu will pop up .

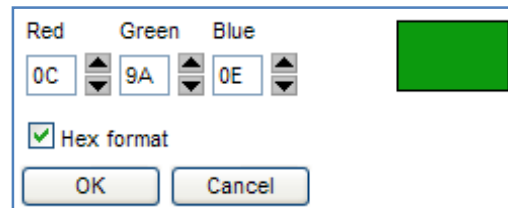


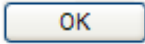
Single left click the desired [color](#), and then **single left click** the [ok button](#) 

To select a color not shown by the color pallet, select the color that is closest to the desired color, and then alter the hue by **single left clicking** the [up or down arrows](#) to change the proportions or red, green, or blue light the color is made of.

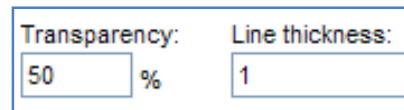


If the desired color's hexadecimal color code is known then **single right click** the [hex format check box](#) and then **single left click** the [up or down arrows](#) to input the appropriate color code.

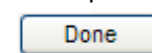


Single left click the [ok button](#)  when you desired color has been created.

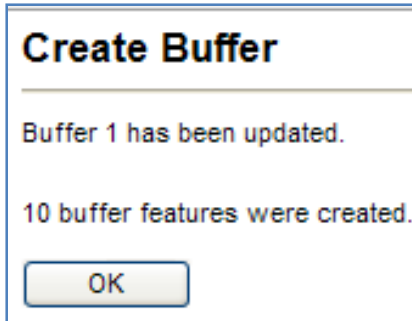
**Type** the percentage number of the desired fill color transparency in the [transparency text box](#), and **type** the desired borderline thickness number in the [line thickness textbox](#) .



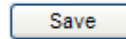
When all the appropriate buffer attributes have been specified, single left click the done button



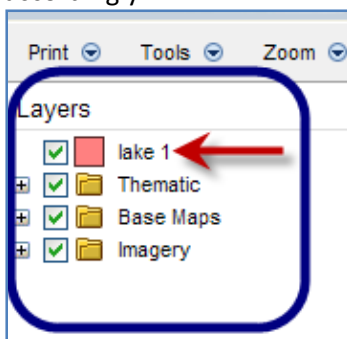
The Buffer creation panel will be replaced with a buffer creation confirmation notice. **Single left click** the [ok button](#).



and then **single left click** the [save button](#)



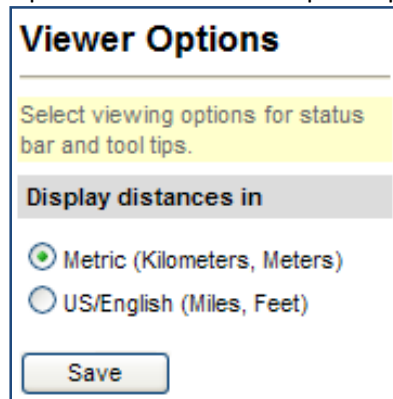
The buffer layer will now be added to the top or the list of the map layers shown in the Map Layers and Properties panel. **Single left click** the [buffer layer check box](#) to turn it on or off accordingly.




### 2.2.3 Tools drop down menu: View Options

View options allows the map measurements to be show in metric or imperial units.

If view options is selected the Task panel will be replaced with a Viewer options panel.



To change the map units **Single left click** the [option bubble](#)  next to the desired map units