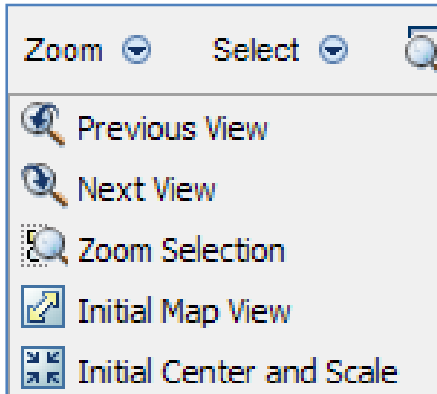


2.3 Atlas tool Bar: Zoom drop down menu

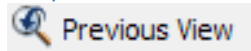


The Zoom drop down menu yields five options: Previous View, Next View, Zoom selection, Initial Map View, and Initial Center and Scale.

2.3.1 Zoom drop down menu: Previous view

The previous view option returns the map back to how it looked before the most recent view change to the map by zooming or panning.

To use the previous view option **single left click** the [previous view text or icon](#).

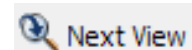


Previous view can be used multiple times in succession to restore other previous map views.

2.3.2 Zoom drop down menu: Next view

The Next view option works in conjunction with the previous view option. The Next view option restores the most recent map view after the previous view option has been used.

To use the Next view option **single left click** the [Next view text or icon](#).



Next view can be used multiple times in succession to restore other recent map views after previous view has been used.

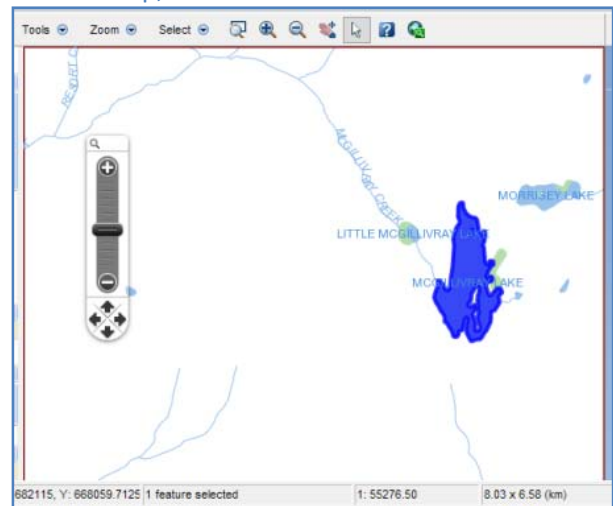
2.3.3 Zoom drop down menu: Zoom Selection

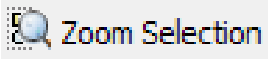
The zoom selection tool may take a **long time** to perform its function.

Zoom selection is used to zoom in on the selected map feature or features. It will center the map on the selected feature at an optimal viewing scale

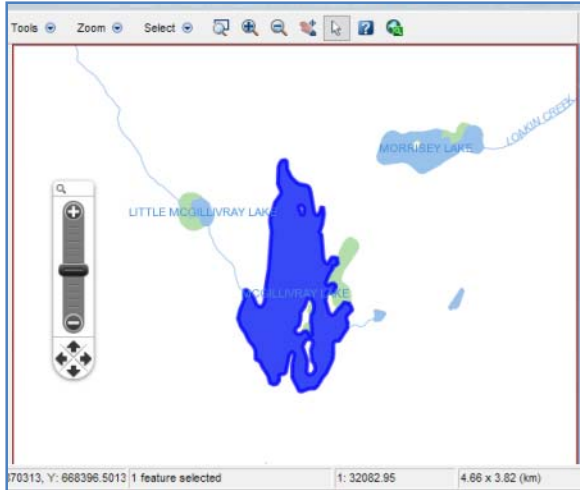
Ensure the atlas is at the proper scale to select the desired feature or features. Zooming in may be necessary.

To use the Zoom selection option, first select the map feature or features the map is to be centered on. **Double left click** the [desired map feature map](#),



then **single left click** either the [Zoom Selection text or icon](#) 

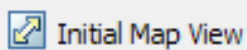
The map will center and zoom in on the selected map feature.



2.3.4 Zoom drop down menu: Initial map view

Initial map view and restores the atlas to a center and scale the same as the opening page of the main atlas.

To use the Initial map view option **single left click** either the [Initial map view text](#) or icon.

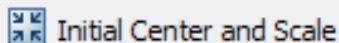


The sub-atlases open with different centers and scales than the main atlas so this option can be used when in any of the sub-atlases to reset the center and scale of the map.

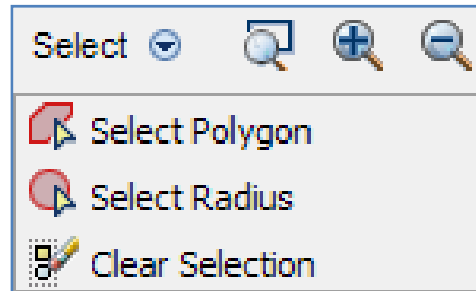
2.3.5 Zoom drop down menu: Initial Center and Scale

The Initial Center and Scale restores main atlas or sub-atlas to the initial view when the atlas or sub-atlas was first open.

To use Initial Center and Scale option **single left click** the [Initial Center and Scale text](#) or icon.



2.4 Atlas tool Bar: Select drop down menu



The select drop down menu yields three options: Select Polygon, Select Radius, and clear selection.

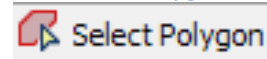
Selecting an item or feature on the map causes it to be come highlighted. Selected features can have a buffer drawn around them using the buffer tool.

2.4.1 Select drop down menu: Select Polygon

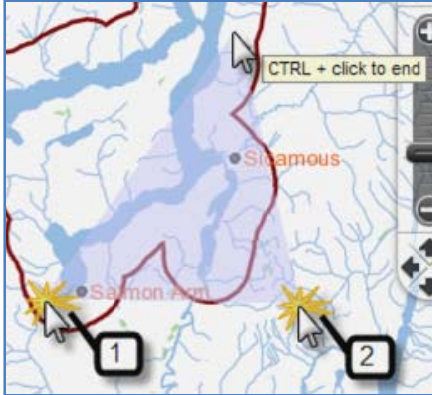
The Select polygon option is used to select the area covered by a polygon which is created with multiple clicks of the mouse cursor.

Ensure the atlas is at the proper scale to select the desired feature or features. Zooming in may be necessary.

To use the select polygon option **Single left click** the [Select Polygon text](#) or icon.



Then **Single left click** the [series of points on the map](#) that form the outline of the desired polygon. **Press the Control (Ctrl) button** during the last single left click to complete the polygon.



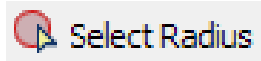
When complete all of the items within the selected polygon should become highlighted.

2.4.2 Select drop down menu: Select Radius

The Select Radius option is used to select the area covered by a circle which is created with a single click of the mouse cursor.

Ensure the atlas is at the proper scale to select the desired feature or features. Zooming in may be necessary.

To use the select radius option **Single left click** the [Select Radius text or icon](#).



Then, **Single left click and hold** when the mouse cursor is [on the map in the desired center of the circle](#). With the **left mouse button held down** [move the mouse cursor outwards](#) to enlarge the circle to the desired size, then **release the left mouse button** to complete the radius selection.

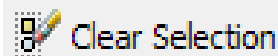


When complete all of the items within the selected radius should become highlighted.

2.4.3 Select drop down menu: Clear Selection

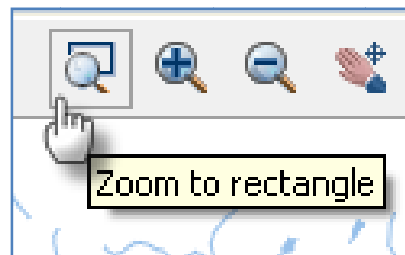
The Clear Selection option is used to clear the map of any selected (highlighted) items or areas.

To use the Clear Selection option **Single left click** the [Clear Selection text or icon](#).



All highlighted map items or areas will be returned to their original unselected (unhighlighted) condition.

2.5 Atlas tool Bar: Zoom to Rectangle tool



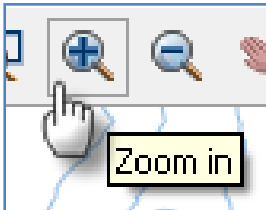
The Zoom to rectangle tool is used to focus in on a selected area of the map.

To use Zoom to Rectangle **Single left click** the [Zoom to rectangle 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 zoom in to encompass the area selected.



The Zoom to Rectangle tool is a quick way to focus in on a small section on the map that is of interest.

2.6 Atlas tool Bar: Zoom in tool



The Zoom in tool is used to zoom in on the map.

To use Zoom in **Single left click** the **Zoom in Icon or text**. Then **Single left click on the map**. The map will zoom in one magnification unit according to the scale bar tool on the map.

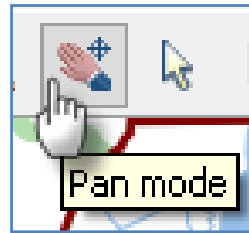
2.7 Atlas tool Bar: Zoom out tool



The Zoom out tool is used to zoom out on the map.

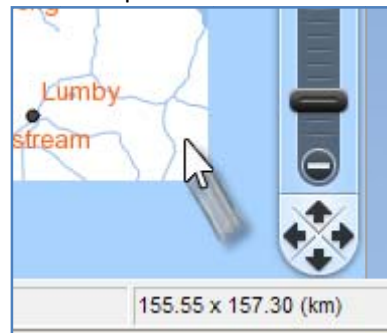
To use Zoom out **Single left click** the **Zoom out Icon or text**. Then **Single left click on the map**. The map will zoom out one magnification unit according to the scale bar tool on the map.

2.8 Atlas tool Bar: Pan tool



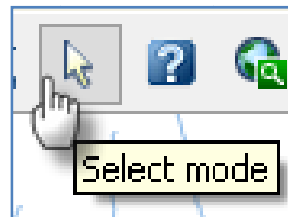
The Pan tool is used to move around the map as if it was sliding across a table.

To use The Pan tool **Single left click** the **Pan mode Icon or text**. Then **Single left click and hold** when the mouse cursor is **on the map**. With the **left mouse button held down move the mouse cursor** to shift the map as if it was sliding on a table. Shift the map to the desired location **release the left mouse button** to let go of the map.



The pan tool is the primary map orientation tool and is useful for fine map adjustments at large magnifications.

2.9 Atlas tool Bar: Select tool



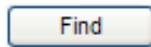
The Select tool is used to select features on the map on the map such as roads, lakes, or rivers.

The Select tool may take a long time to perform its function.

Some map features are unable to be selected at all map scales. If a feature is unable to be

Enter store name (e.g. Superstore).

and then **Single left click** the [Find button](#)



Search results will be listed in the Task panel, shown as the names and locations of the food stores found.

Search results	
Name	Street
Superstore	Columbia

Single left click on the listed [location of the desired food store](#) to

The atlas will mark the requested food retail location on the map.

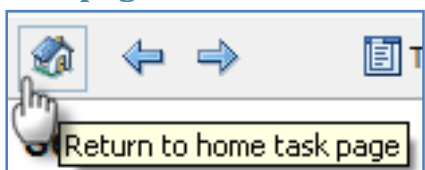
2.12 Atlas tool bar: Page loading indicator



This icon indicates the atlas is processing new information.

This icon will flicker on the Atlas tool bar when the atlas is downloading new information from the server; often when the map scale has changed, or the pan tool is used.

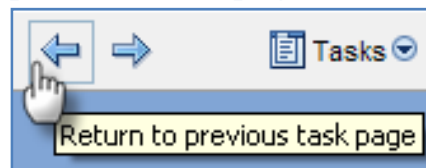
2.13 Atlas tool Bar: Return to home task page



The Return to home task page function returns the Task panel to its default appearance as seen when the atlas first opens.

To use the Return to home task page tool, **Single left click** the [Return to home task page Icon or text](#). The Task panel will be restored to its original appearance.

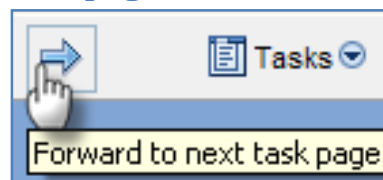
2.14 Atlas tool Bar: Return to previous task page



The Return to previous task page tool is used to scroll through various previous task pages such as the Search for a Retail Food Location panel, or the Buffer creation panel.

To use the Return to previous task page tool **Single left click** the [Return to previous task page Icon or text](#). The Task panel will be returned to its previous appearance.

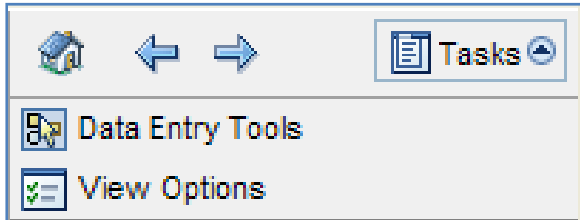
2.15 Atlas tool Bar: Forward to next task page tool



The Forward to next task page tool is used to scroll ahead through various task pages (such as the Search for a Retail Food Location panel, or the Buffer creation panel) after having scrolled back through previous task pages.

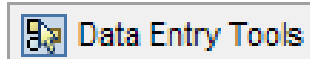
To use the Forward to next task page tool **Single left click** the [Forward to next task page Icon or text](#). The Task panel will be restored to a more recent appearance.

2.16 Atlas tool Bar: Tasks drop down menu



The Tasks drop down menu yields two options: Data Entry Tools, and View Options.

2.16.1 Tasks drop down menu: Data Entry Tools



The Data entry tools option allows remote data entry by a user with a password.

If you are interested in adding Data to our atlas, please contact the atlas administrator.

To use the data entry tools, **Single left click** the [Data entry tools icon or text](#). The Task panel will change to a data entry tools login screen.

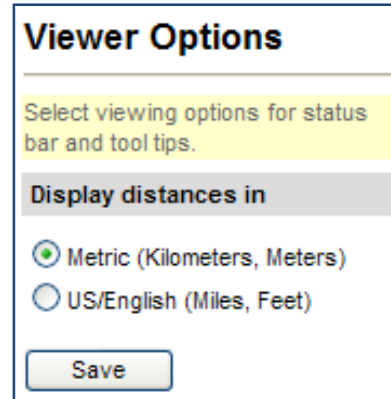
Type your username and password in the [appropriate text boxes](#) to login to the data entry interface.

2.16.2 Tasks drop down menu: View Options



This View Options menu is the same as the one tools drop down menu. The View options tool 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 and then **single left click** the [save button](#)

