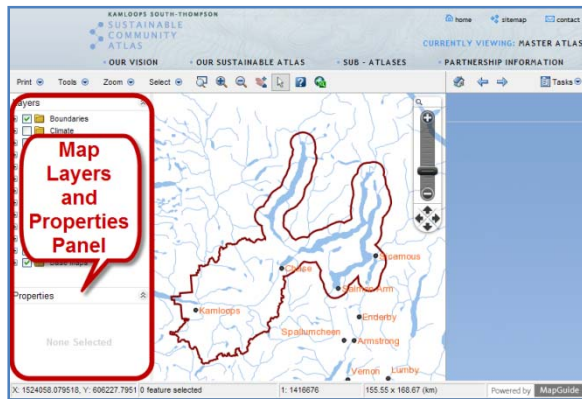


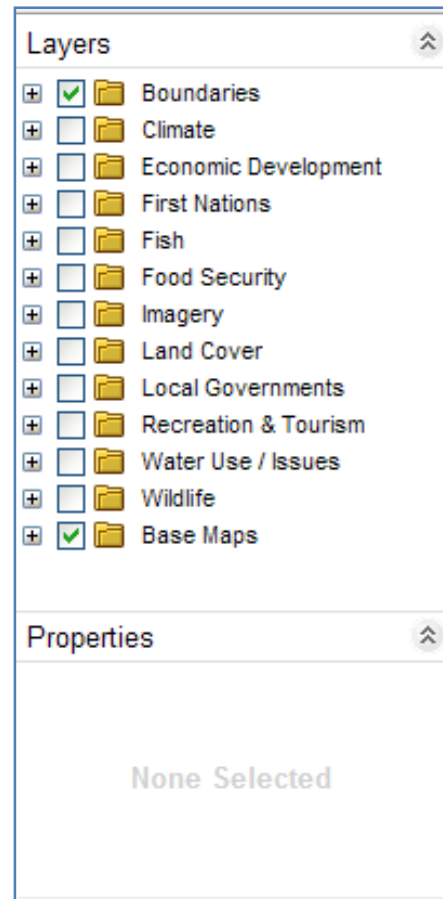
3.0 Map Layers and Properties panel



The map layers and properties panel provides access to all the different map layers available.

The atlas is not one map, but is composed of many different maps all layered on top of each other.

The map shown by the atlas can be customized by turning on and off different map layers to change what information is shown.



Important notes on Map layers:

A) Map Scale is Important

Not all map layers are visible at all scales.

Some map layers will only be added to the map layer menu when the map is zoomed in on the area in which they apply.

B) Different map layers cover the atlas area to different extents

Not all map layers are available for the entire atlas area. The Community mapping network online atlas was created using information collected by many different organizations. As a result some map layers were created with data that was only collected over a specific area.

C) Some map layers may be opaque and can cover or hide map layers underneath.

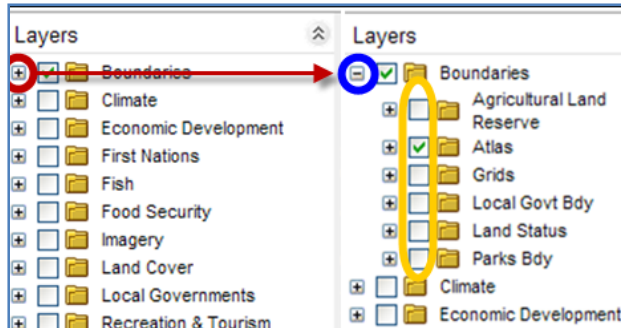
If you suspect a map layer may be opaque, turn it off to see the next layers underneath.

D) Map layers are stacked and can only be displayed in the order shown in the map layers and properties panel



Map layers closer to the top of the list will always be displayed over top of map layers closer to the bottom of the list. This is a function of the mapping software used.


Finding the different map layers

There are many different map layers which are contained in nested folders.



To expand a map layer folder, **single left click**

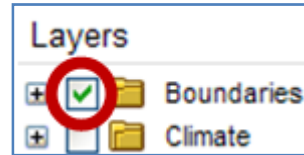
on the **small plus box**  to the left of the folder. The Sub-folders will become visible beneath the main folder. Any sub folders with plus boxes can be expanded to show their contents by **single left clicking** their **plus boxes**  as well.

Once a folder has been expanded its small plus box will change to a small minus box  to indicate that it has been expanded to its fullest.

To contract an expanded folder, **Single left click** the **small minus box**. The small minus box will be converted to a small plus box again, and the folder's contents will become hidden.

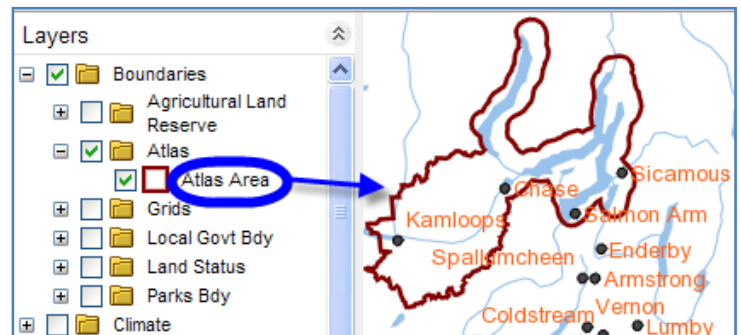
Turning on and off different map layers

Note: Not all map layers are visible at all scales. If an active map layer can't be seen zoom in until it can be seen.





A Visible map layer is indicated by a green check in the check box to the left of the folder that contains it.


Due to the nested nature of the folders it can be hard to tell exactly which map layers are turned on.




Sometimes the folder and all its sub folders must be expanded before the individual map layers are evident.

To turn a map layer on, **Single left click** on the **empty checkbox**  to the left of its title.


The checkbox will gain a green check , and the new map layer will become visible on your map.

To Turn a map layer off, **Single left click** on the **checkbox with the green check**  to the left of its title.


The checkbox will become empty , and the map layer will be removed from your map.

Expanding and collapsing the map layers menu

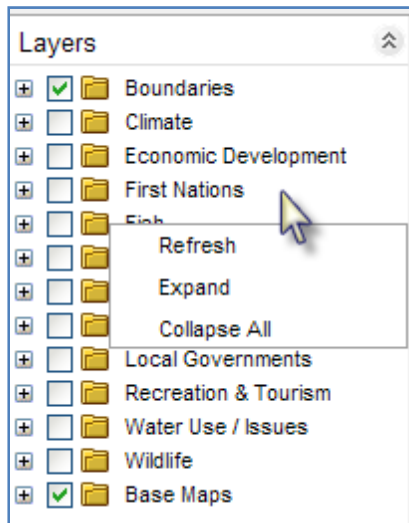
The map layers menu can be collapsed by **single**

left clicking the [collapse icon](#)  in the upper right corner of the map layers menu box.

The map layers menu can be expanded by

single left clicking the [expand icon](#)  in the upper right corner of the map layers menu box.

3.1 Map layers menu Panel



To access the map layers management menu **single right click** [anywhere on the white space](#) in the map layers menu panel.

The map layers management menu yields three options: Refresh, Expand, and Collapse All.

3.1.1 Map layers management menu: Refresh

Refresh

The refresh option is used to refresh the map to reveal recent changes made to it.

To use the refresh tool **Single left click** on the [refresh text](#). The map will refresh.

3.1.2 Map layers management menu: Expand

Expand

The expand option is used to open all the folders and sub folders in the map layers menu, exposing all the map layers available at that scale

To use the expand tool **Single left click** on the [Expand text](#). All map layer folders will open to their fullest extent.

3.1.3 Map layers management menu: Collapse All

Collapse All

The Collapse All tool is used to collapse all folders and subfolders.

To use the Collapse all tool **Single left click** on the [Collapse All text](#). All map layer folders will collapse into their most compact format.

3.1.4 Hiding the map layers menu panel

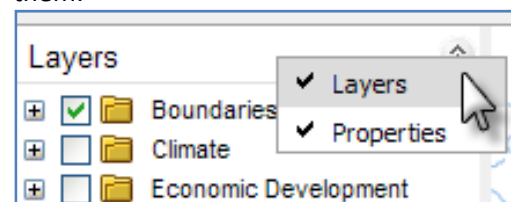
To hide the Map layers menu, **single right click** on the either the [Layers title bar](#)



or on the [properties title bar](#)



A menu will pop up showing layers and Properties, each with a check mark beside them.

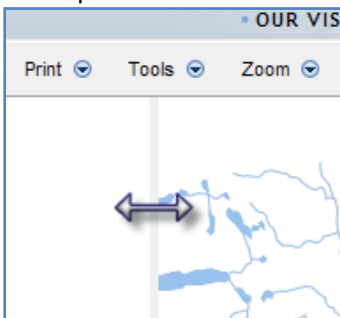


Single left click both the highlighted layers text and the highlighted properties text to hide the Map layers Menu.

To restore the Map layers menu **move the mouse cursor** over to the grey border at the left edge of the screen until the cursor becomes a double ended slider arrow

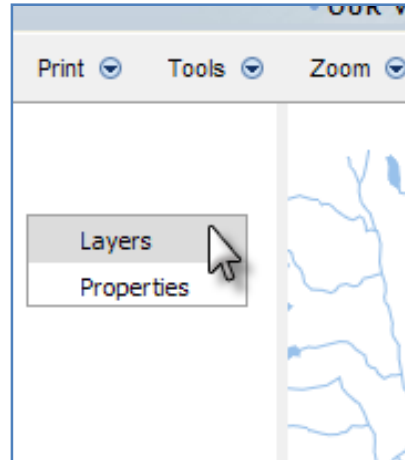


Single left click and hold on the left grey map boarder and **move the mouse cursor to the right** until a space is formed for the map layers menu panel.



Release the left mouse button when the menu panel has been re-formed.

Single right click in the empty map layers menu panel space. A menu will pop up showing layers and properties.



Single left click on both the highlighted Layers option and the highlighted properties option to have the map layers menu panel re-appear.

3.2 Map Properties menu

The map properties menu displays the information available for a selected map feature.



To use the map properties panel, **double left click** a map feature to select it. The properties of that map feature will be displayed in the map properties panel.