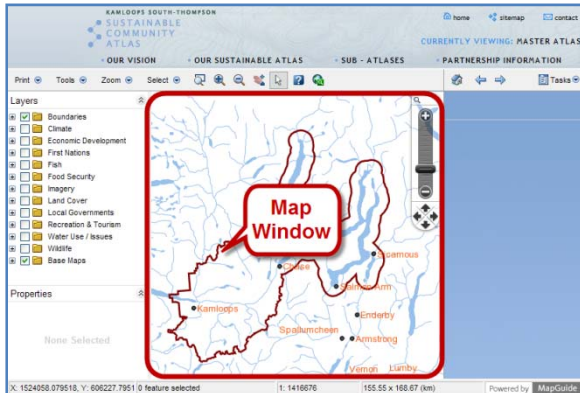


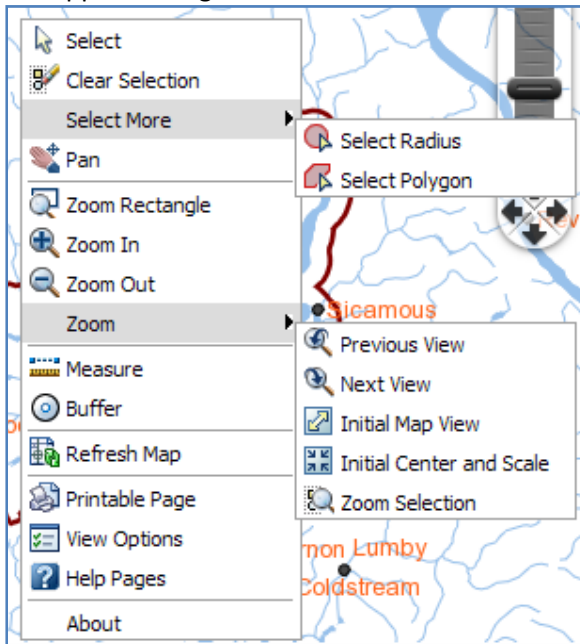
## 4.0 Map Window



The map window is used to view the map, and is also contains the scale bar tool, used to adjust the map scale.

### 4.1 Map Window: Map window options

To view the map window options, **single right click** anywhere on the map window. A menu will appear listing the tools that are available.



These are the same tools as are accessible on the atlas tool bar. **Moving the mouse cursor** over a menu selection with a right arrow will expand that selection.

To use any of the tools listed, **single left click** on the tool's icon or text. Information on how to use these tools is available in the atlas toolbar section of this guide.

### 4.2 Map window: map scale bar tool



The map scale bar tool is used to quickly change the scale of the map, or navigate around the map.

#### 4.2.1 Map scale bar tool: Moving the map scale bar tool

To move the scale bar tool to a convenient place in the map window, **Single left click and hold** anywhere on the top section of the scale

bar tool, then **move the mouse cursor** to drag the scale bar to a new location. **Release the left mouse button** when the map scale bar tool is in the desired position.

#### 4.2.2 Map scale bar tool: Changing the map scale

The map scale bar tool can be used to quickly change the map scale.

Increasing the map scale

To increase the map scale (zoom in) incrementally, **single left click** on the plus icon



at the top of the map scale slider bar. The map scale will increase by one increment for each click.

To increase the map scale my many increments at once **Single left click and hold** on the **map scale slider**, then **move the mouse cursor up** to drag the map scale **slider towards**

**the plus icon**. **Release the left mouse button** when **the map scale slider is at the desired map scale.**

Decreasing the map scale

To decrease the map scale (zoom out) incrementally, **single left click** on the **minus icon**

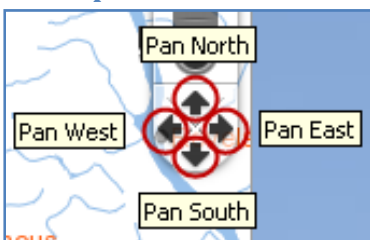


at the bottom of the map scale slider bar. The map scale will decrease by one increment for each click.

To decrease the map scale my many increments at once **Single left click and hold** on the **map scale slider**, then **move the mouse cursor down** to drag the map scale slider

**towards the minus icon**. **Release the left mouse button** when **the map scale slider is at the desired map scale.**

#### 4.2.3 Map scale bar tool: Moving around the Map

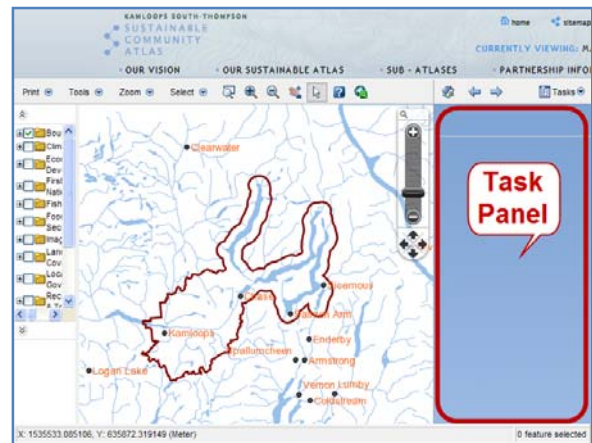


To move around the map (pan) **Single left click**



**the directional arrow** at the bottom of the map scale bar tool that corresponds to the direction you wish the map to shift. The map will shift in the selected direction by one increment.

## 5.0 The Task Panel



The Task Panel is reserved as a place of communication between you and the atlas and is used by tools that need more information than a simple mouse click.

The contents of the Task Panel change depending on the tool used. Tools that use the task panel include Plot to DWF, Measure, Buffer, View options, Search for a Retail Food location, and Data Entry.