

QUICK START GUIDE

STEP-BY-STEP HELP



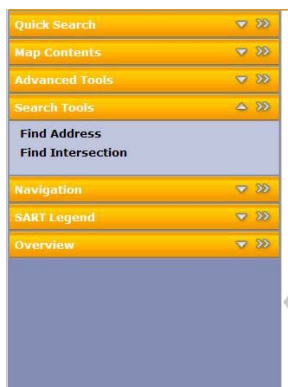
1. Access the map at <http://mapview.memphistn.gov>
2. When the map first loads you will see several areas that you can use to interact with the map.
 - a. The Toolbar – Use for basic navigation such as panning and zooming on the map.



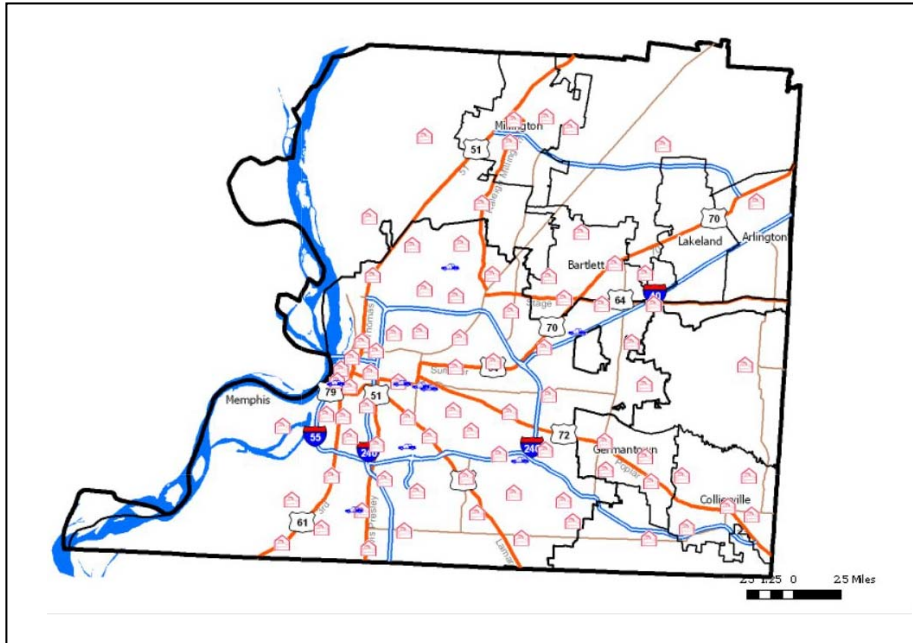
The buttons on this toolbar left to right include:

- Zoom In (click the button, then draw a box around area of interest on the map to zoom in)
- Zoom Out (click the button, then click the map to zoom out)
- Pan (click the button, then click and drag the map where you want it to be positioned)
- Full View / Full Extent (click the button to view entire map)
- Measure (click the measure tool, select a measure type, and click on the map as directed)
[TIP – Don't forget to double click to end a line or area measurement]
- Magnify Window (click the button and drag the window over an area to view a selective magnification, you can specify the power of the magnification with the dropdown)
- Identify (click the button and click anywhere on the map, see the View Map Object Details help topic for more information.)
- Print (click the button to load a printable view of your current map)
- Export (click the button to generate an image of the current map)

- b. Toolbox Menu – Used to access each of the special map manipulation and query tools. Most of these tools are covered in more detail in specific help files. This quick start guide will cover some of the basic elements in the following sections.



- c. Map Window – Used as the display area for the map, but also allows users to use the mouse for direct interaction such as panning, zooming, and identifying map objects.



3. **Finding a Specific Location** – There are a number of ways to find a location. You can browse the map with the pan and zoom controls described above. You can also use the Search Tools.

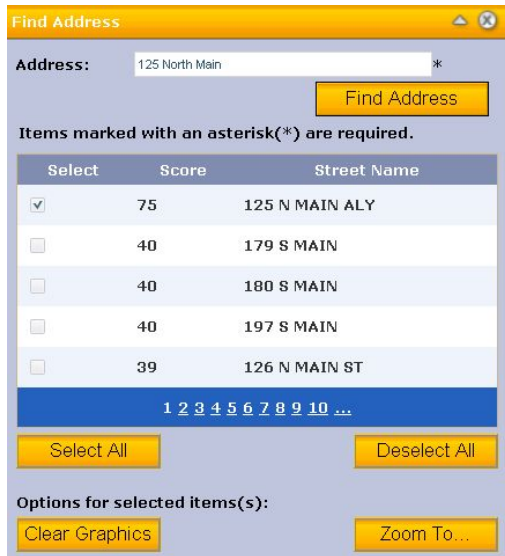
- a. If the Find Address and Find Intersection options are not visible, click the down arrow on the Search Tools panel to expand it. You can also hit the double right arrow to undock the panel and have it float above the map.



- b. Click Find Address and enter an address in the Address text box.



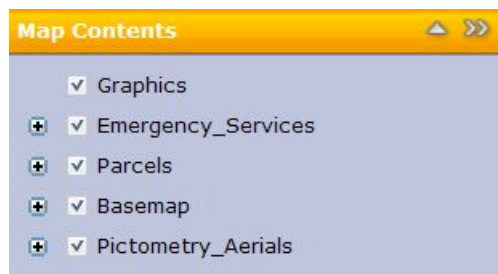
c. Click Find Address and enter an address in the Address text box and click Find Address.



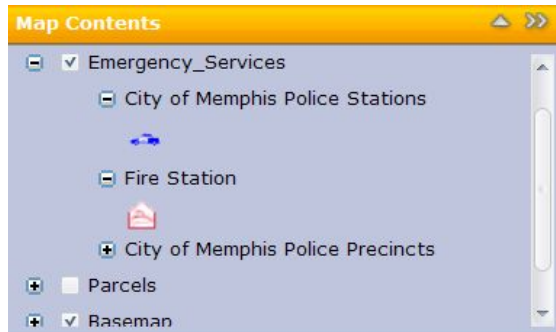
d. Any matching results will be displayed with a match score. Select the location(s) that you want to view and click the Zoom To button. The map will pan and zoom to your selection(s) automatically and display a star at the selected location(s).

4. **Customize Your Map** – The Map Contents panel allows you to hide and show map elements to create a custom map that meets your needs.

a. If the Map Contents options are not visible, click the down arrow on the Map Contents panel to expand it. You can also hit the double right arrow to undock the panel and have it float above the map.



b. To hide or show a specific set of content from the map contents, simply check or uncheck the related checkbox. You can also expand the group to see the individual elements and their symbols used on the map.



5. **Print Your Map** - Once you have customized the look of your map you can print your current view.

a. On the Toolbar click the printer icon



[TIP – if your browser block pop-ups, you may have to hold SHIFT or CTRL while clicking print]

b. A new window will appear with a printable view of your map.