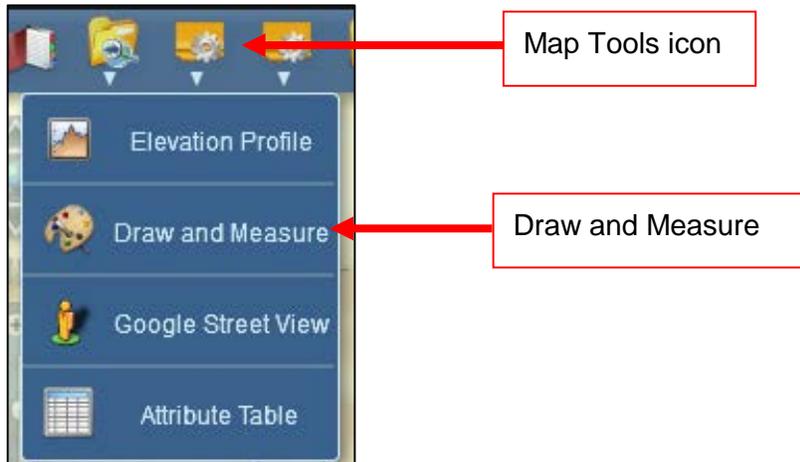


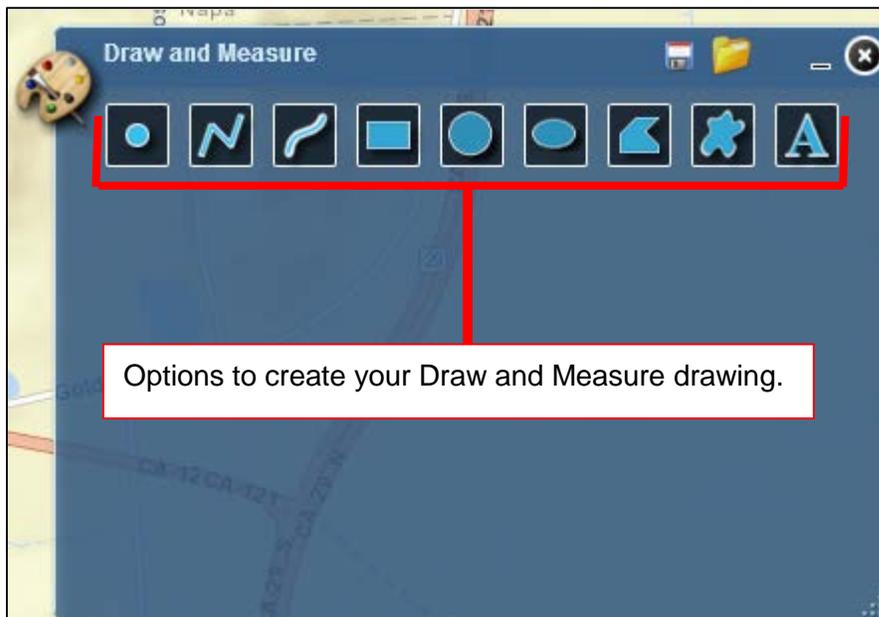
DRAW AND MEASURE

The purpose of the tutorial is to showcase the functionality of the Draw and Measure tool. Draw and Measure lets you make a drawing over an area on the map, and gives measurements using different measurement units.

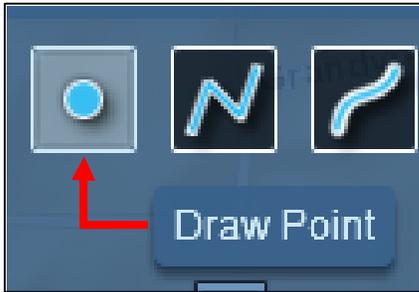
1. To find the **Draw and Measure** tool, click on the **Map Tools** icon, and select **Draw and Measure**.



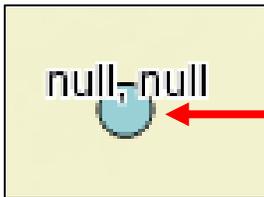
2. Once selected, the Draw and Measure pop-up window will appear with different options to create your drawing on the map.



3. Before creating your drawings, make sure to select the measurement options. To find out more about the Show Measurement, go to step 5. The different drawing options are:



- a. The **Draw Point** tool lets you draw a point in the selected area you want to get coordinates to.



Null, Null default measurement when measurement options are not selected.

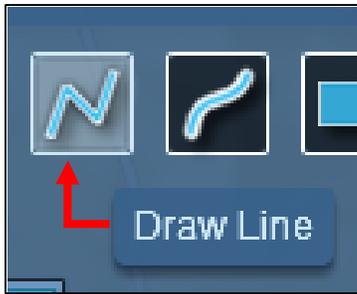
- (1) Click on the drawing tool and place the points on the map. When the measurement options are not selected, the default coordinates are null, null. To learn more about Show Measurements, go to step 5.



Select the measurements before placing the point on the map to get the coordinates.

- (2) Before placing the point(s) on the map, select the measurement options to get the coordinates.

b. The **Draw Line** tool lets you place lines on the map to measure the distance between them.

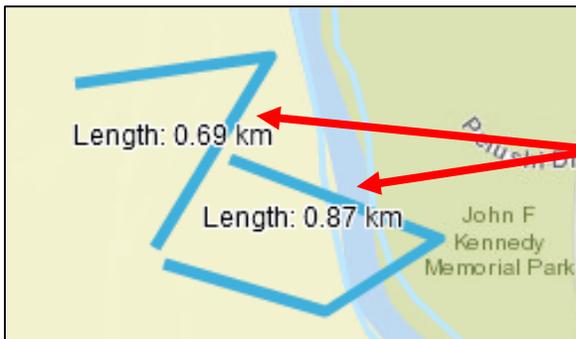


(1) Click on the Draw Line tool and draw your line anywhere on the map. To draw a line, place the beginning and ending points on the map.



Draw Line tool lets you get the measurements between the beginning and ending points.

(2) Multiple lines can be placed on the map.



Multiple lines can be drawn with the Draw Line tool.

(3) Once the ending point is placed in the desired location, double click on the point to finish drawing lines on the map.

c. The **Draw Free Hand** tool lets you draw a free-handed line.



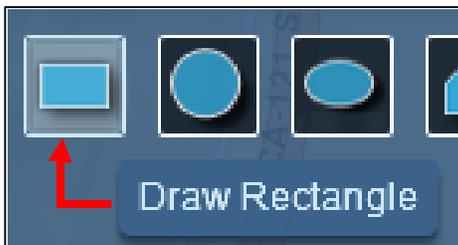
(1) Click on the drawing tool, hold, and draw the line over the desired location.



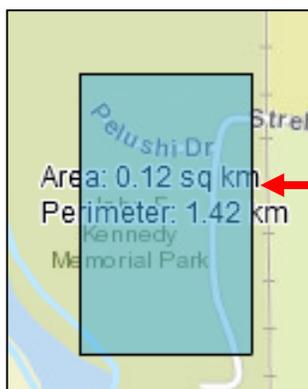
Hold down the left click on the mouse, and draw your line.

(2) Let go of the left click to stop drawing the line and get the measurements for your drawing.

d. The **Draw Rectangle** tool lets you draw a rectangle around the area you want to measure.

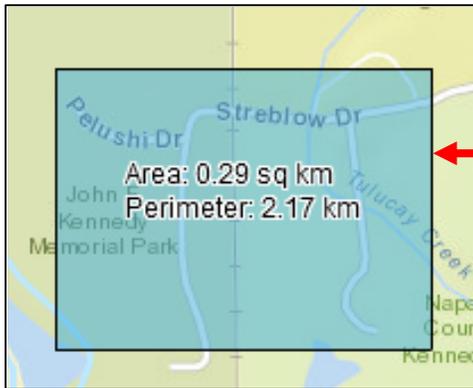


(1) Click on the drawing tool, hold, and draw the rectangle over the desired location.



Hold down the left click on the mouse, and draw your rectangle.

(2) Let go of the mouse to finish your drawing.

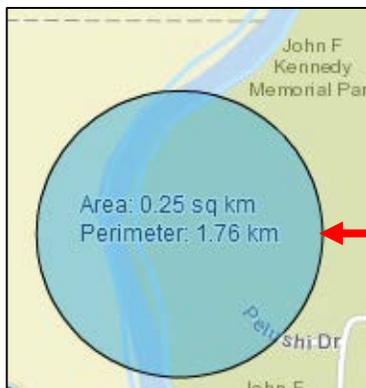


Let go of the mouse to finish drawing your rectangle.

e. The **Draw Circle** tool lets you draw a circle around the area you want to measure.

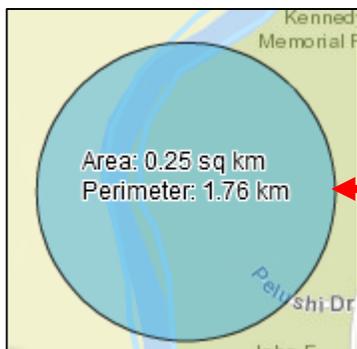


(1) Click on the drawing tool, hold, and draw a circle over the desired location.



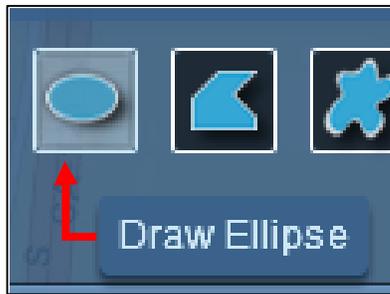
Hold down the left click on the mouse, and draw your circle.

(2) Let go of the mouse to finish drawing your circle on the map.



Let go of the mouse to finish drawing your circle over the desired area.

f. The **Draw Ellipse** tool lets you draw an ellipse over the desired area.



(1) Click on the drawing tool, hold, and draw an ellipse over the desired location.



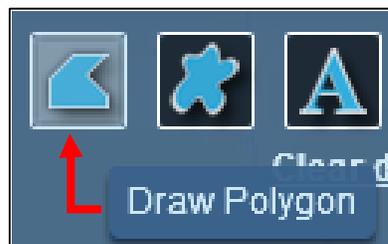
Hold down the left click on the mouse, and draw your ellipse.

(2) Let go of the left click to finish drawing your ellipse on the map.



Let go of the mouse to finish drawing your ellipse over the desired area.

g. The **Draw Polygon** tool lets you draw a polygon over the desired area.



(1) Click on the drawing tool, and place your points in the desired locations, to begin drawing your polygon.



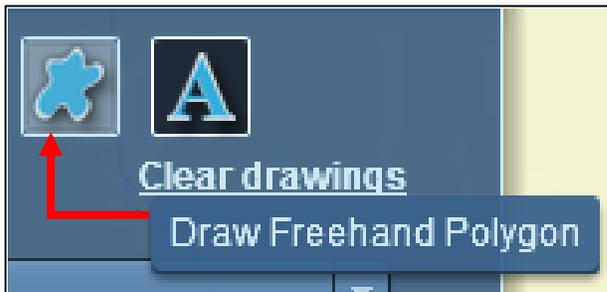
Place points in the desired location to draw your polygon.

(2) Once all the points have been placed, **double click** on the last point to get the measurements for the desired area.



Once your points are placed in the desired location, double click the last point to finish drawing your polygon.

h. The **Draw Freehand Polygon** tool lets you create a freehand shape on the map.

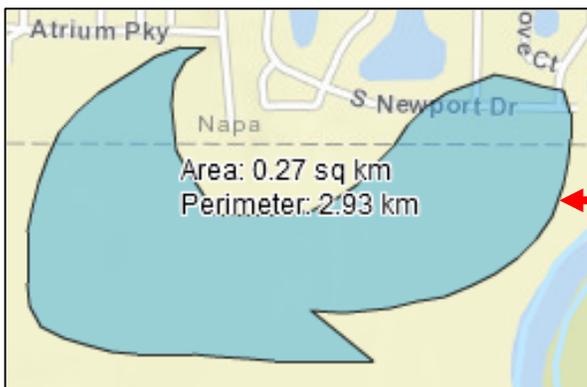


(1) Click on the tool, hold, and draw the shape on the map.



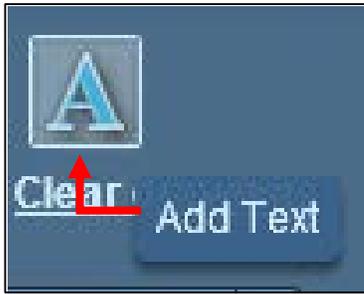
Place the beginning point on the desired location, hold click, and draw your shape.

(2) Let go of the mouse to finish drawing your shape over the desired area.

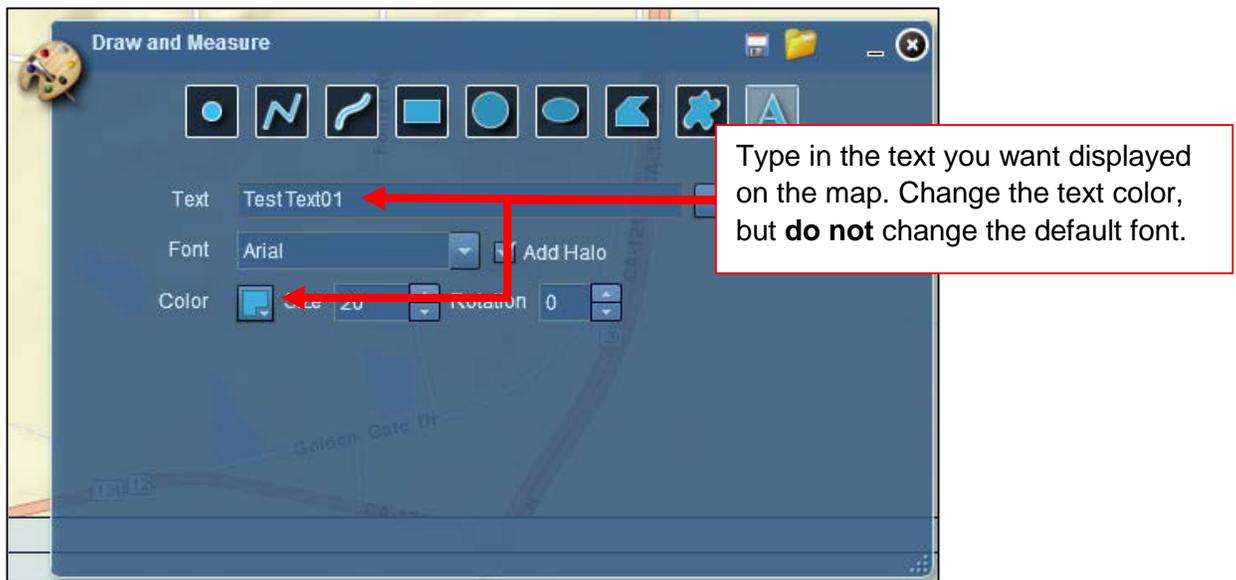


Let go of the mouse to finish drawing your shape.

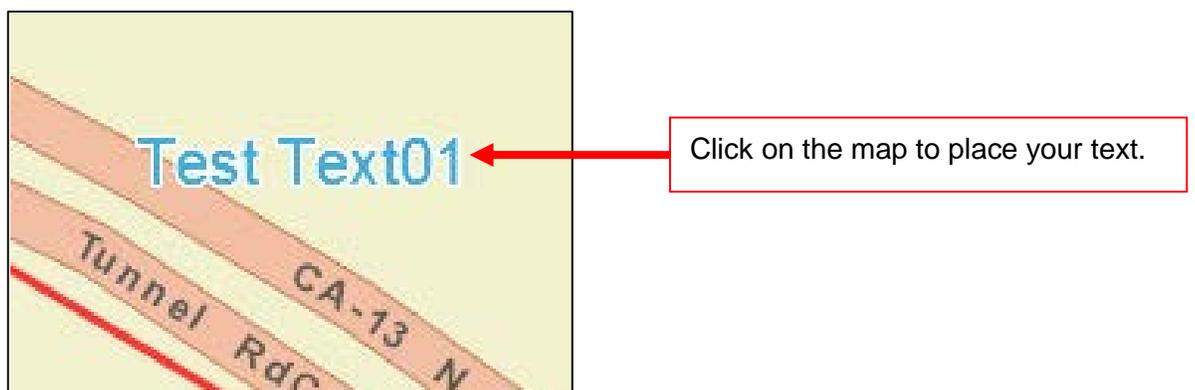
- i. The **Add Text** tool lets you add text to the map, in the desired location.



- (1) First click on the tool. The options for the text will appear.



- (2) Once finished writing the text, click anywhere on the map, where you want to display your text.

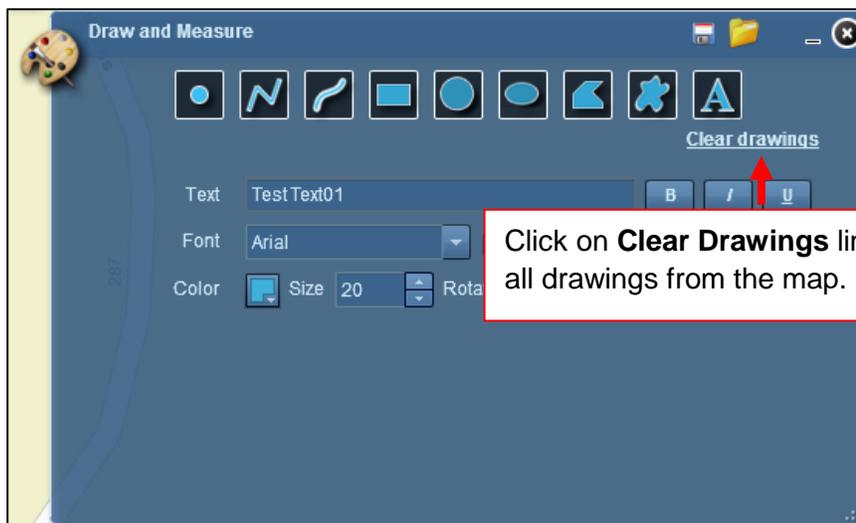


(3) Once Text is moved around, the coordinates appear for the location the text is placed in.



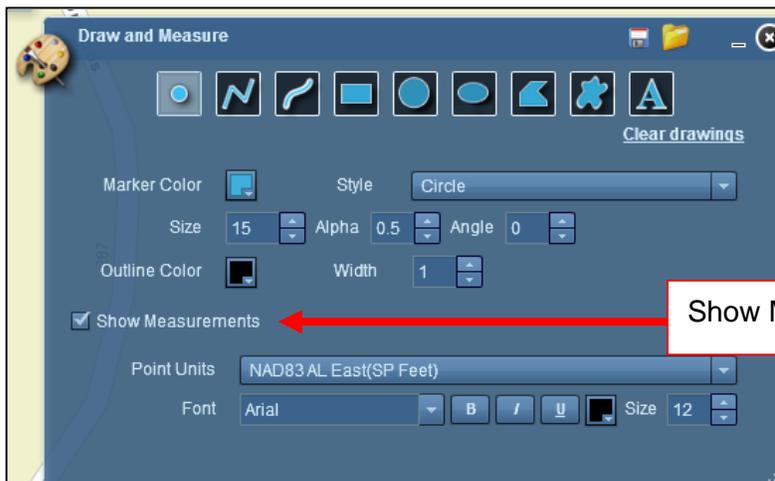
Coordinates appear when moving text to different locations on the map.

4. To clear your drawings on the map, click on the **Clear Drawings** link in the Draw and Measure pop-up window.



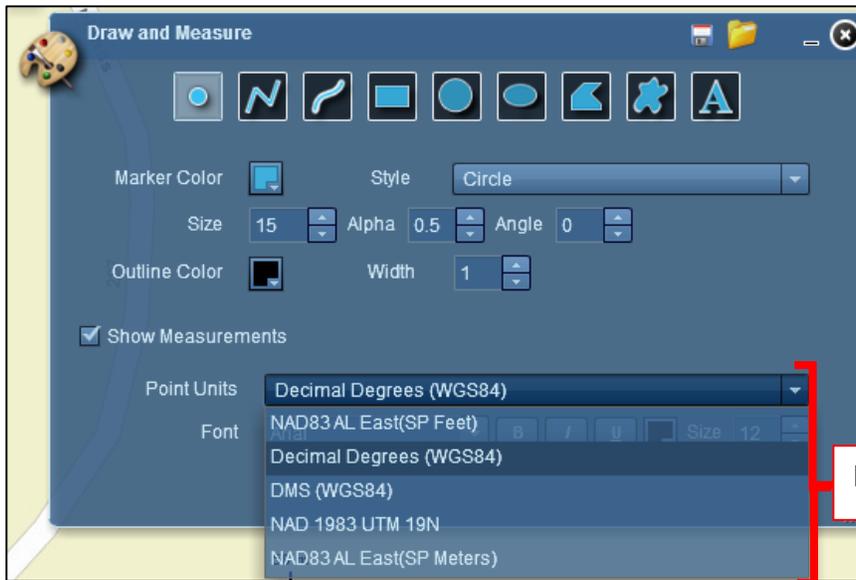
Click on **Clear Drawings** link to clear all drawings from the map.

5. After choosing your drawing tool, click on the **Show Measurements** checkbox, at the end of your drawing options.

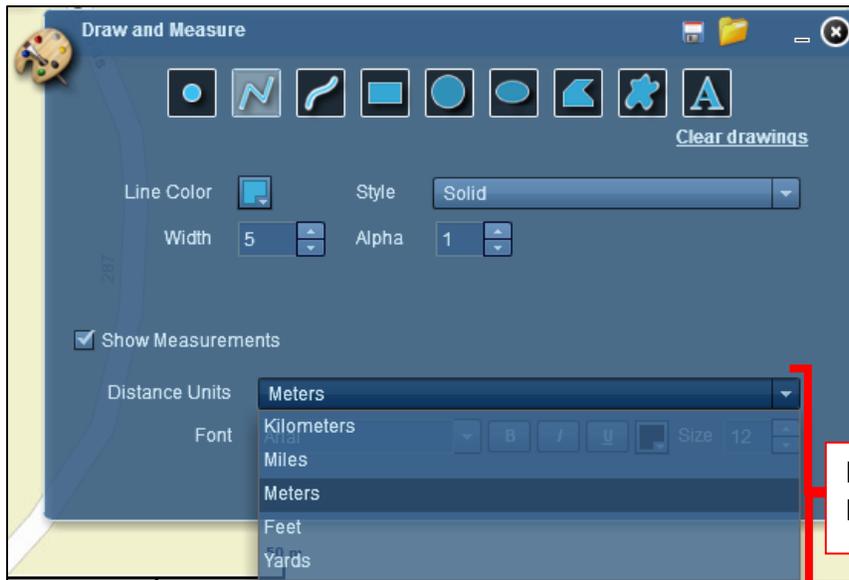


Show Measurements

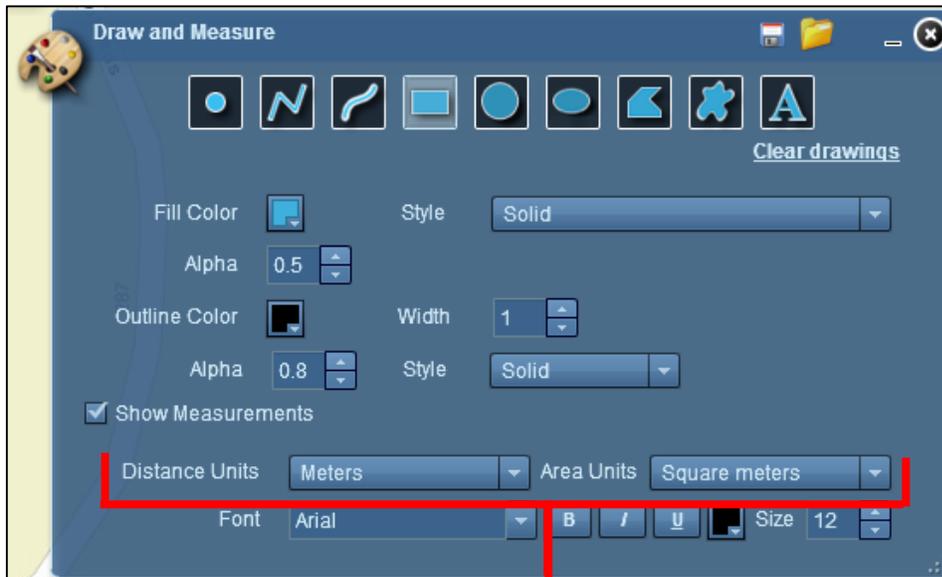
6. Choose the measurements you want to use. Each drawing tool has their own measurement options:



Draw Point measurement options.

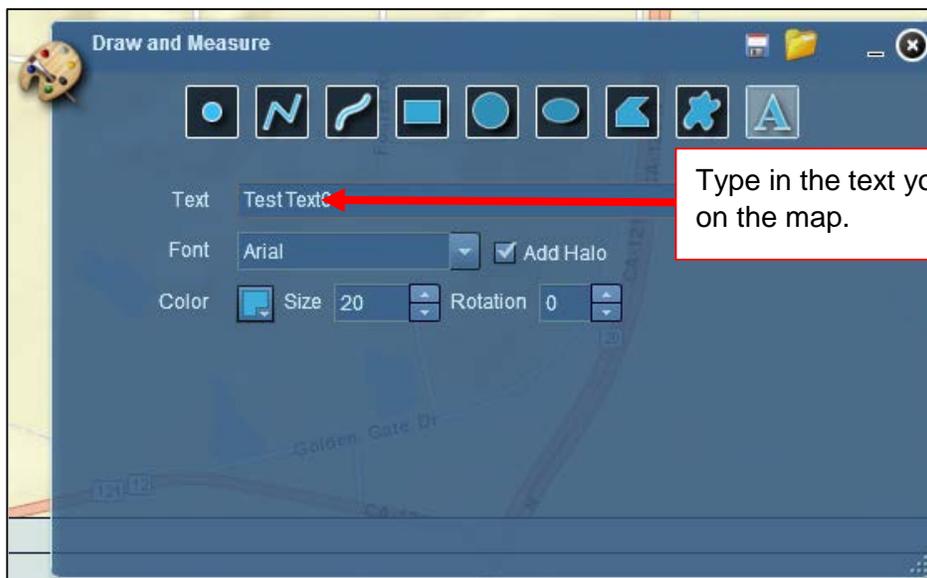


Draw Line and **Draw Freehand Line** measurement options.



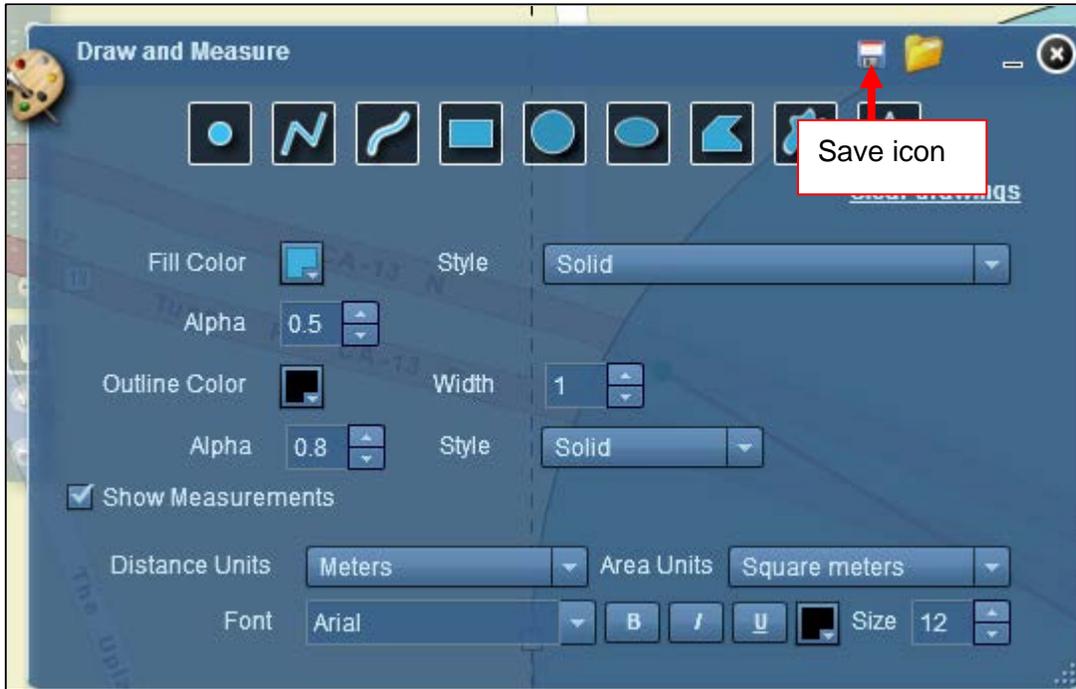
Draw Rectangle, Draw Circle, Draw Ellipse, Draw Polygon, and Draw Freehand Polygon measurement options. Can be changed to other measurement units.

7. For **Add Text**, there are not measurement options. To use the Add Text tool, go to steps i. **(1)**, **(2)**, and **(3)**.

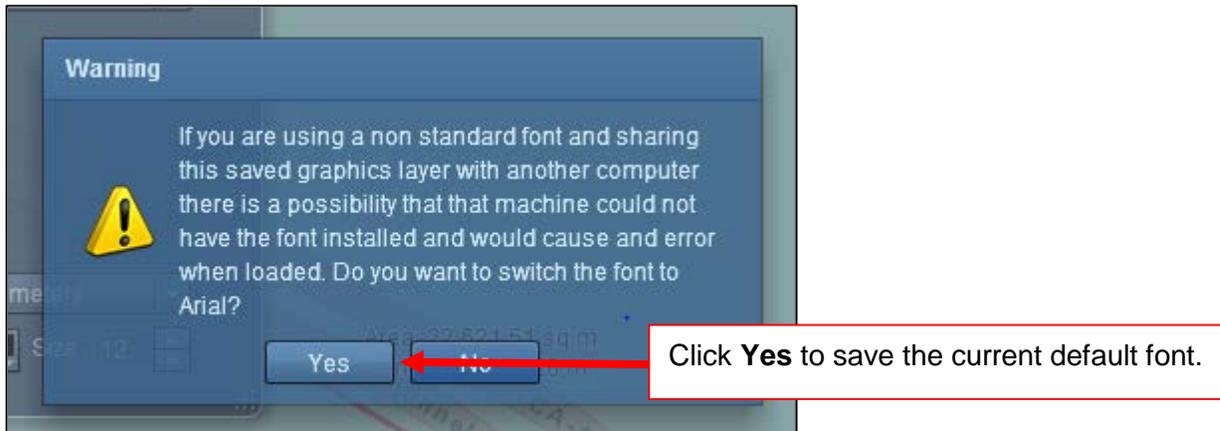


Type in the text you want displayed on the map.

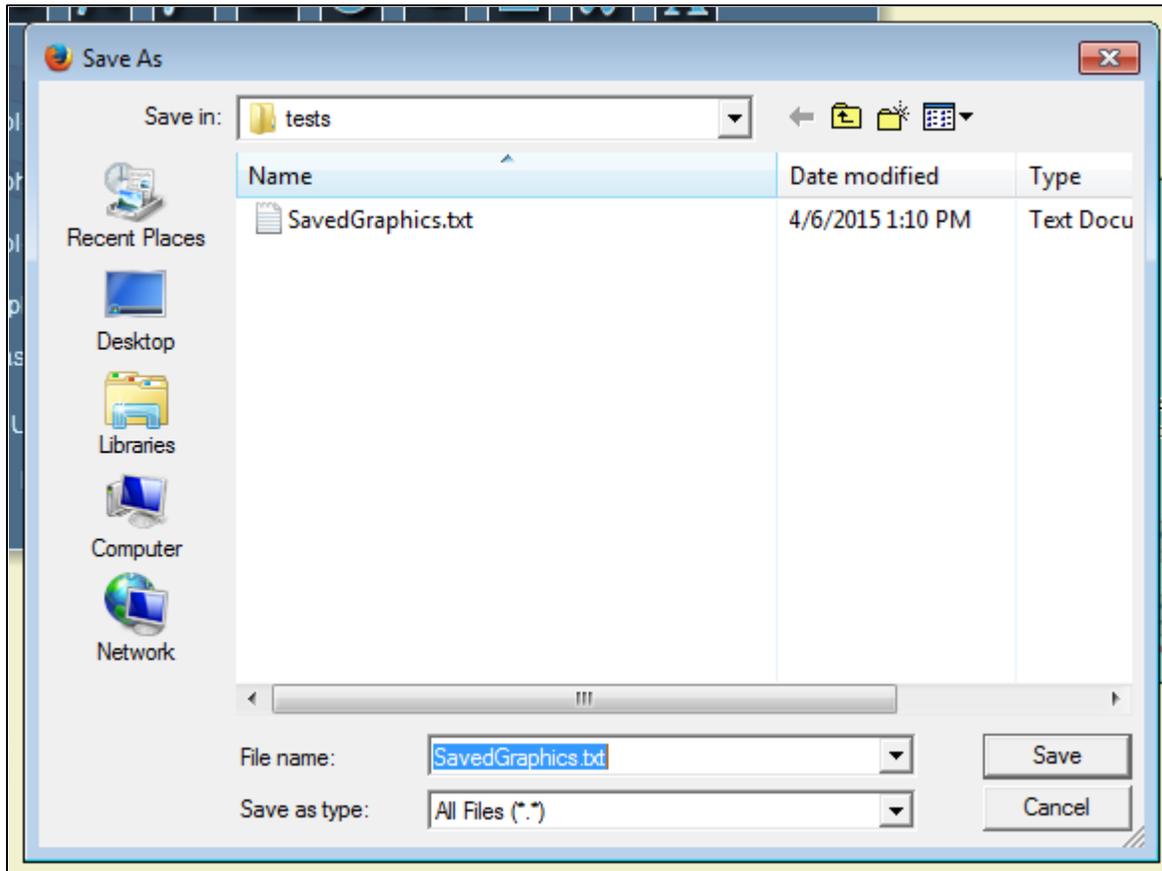
8. To save the current data, click on the **Save** icon. Your data will be save as a graphic.



a. Click **Yes** to use the default font.



b. Choose the location you want to save your graphic data, name it, and click **Save**.



9. To open your saved file, click on the Open Folder icon, and navigate to your file.



10. Once the file is opened, the data will render back on the map.

