

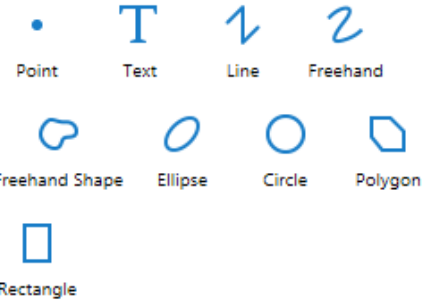
Adding Text to the Map:

- | ▼ 1. Click on the black triangle/carrot for more drawing options
- 2. Select 'Text' button
- 3. Default text is black – {optional} to select different type of style, click 'Style'
- 4. Click on the map where you want text and type in the dialog box

Select Desired Styling



Note – Shapes can be added to the map in these forms



Delete Added Text or Shapes off the Map:

- | ▼ 1. To Edit text or shapes click on the 'edit button'
- 2. To move text or shapes double click with the 'edit button' and drag/drop it somewhere else
- 3. To erase one added text or shape click on the black arrow/carrot and select 'erase'
- 4. To clear all added text or shapes click on the black arrow/carrot and select 'clear'

Note – You can also simply restart the application





Perform a Table Join: (Add an excel spreadsheet to the map)



Table Join

1. Click 'Upload Excel File' and browse to the location the file is saved, click 'open'
2. Click 'Next'
3. Choose the field in the spreadsheet you know can join to a field in one of the layers in the map (i.e. Parcel Number or PID)
4. Choose the Map layer you want to join the table to
5. Choose the Name of the field in the layer you want to join on (i.e. Parcel Number or PID) – note the type of data will need to be the same – numbers to numbers and text to text
6. {optional} Select the field from your spreadsheet you want to label on the map
7. Provide a name for the newly created layer (this will show on the legend)
8. Click 'Next'
9. Layer Symbols and labels can be adjusted like all other layers by clicking the > next to the layer name

To Find Latitude/Longitude at a Point and Label (And Later Delete):

1. Right Click on the map where you want the lat/long
2. Click 'Plot a Coordinate'
3. Choose the units: Latitude/Longitude, Decimal Degrees/Minutes, Decimal Degree Minutes/Seconds or an XY in feet.
4. Click on the map to add a labeled point with your chosen units.
5. To delete a single point – click on the  and select to delete
6. To delete all added points click on the  next to 'Plot Coordinates' and 'Delete All'

To Go To a XY Coordinate

1. Perform steps 1-3 from above
2. Click 

3. Click 'Edit'
 4. Enter the Latitude, Longitude and direction and click 'add'
- Note – the coordinate system for web maps is 'Web Mercator' and not 'State Plane' – you may have slightly off results adding latitude/longitude of given State Plan coordinates in a Web Mercator map
-