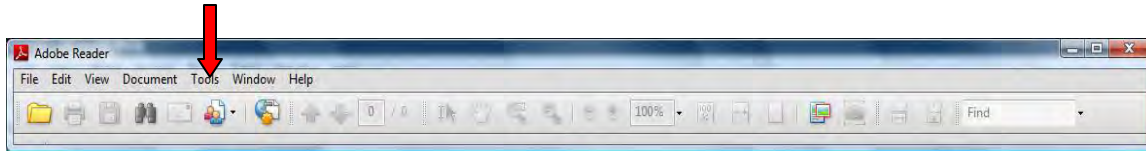


## MAP INSTRUCTIONS

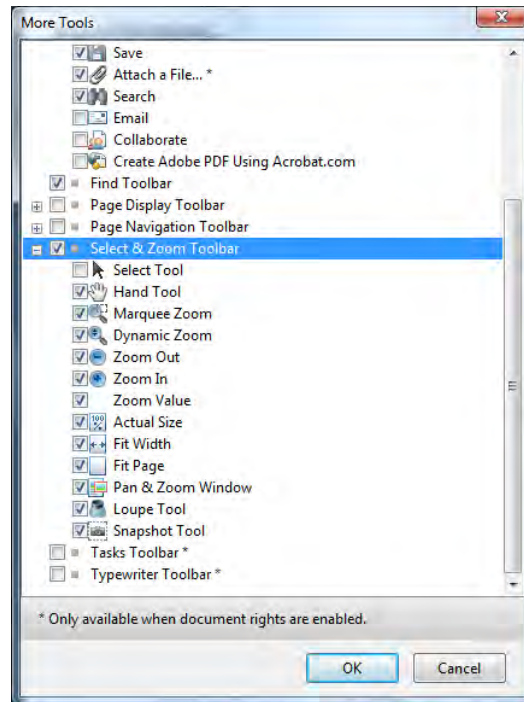
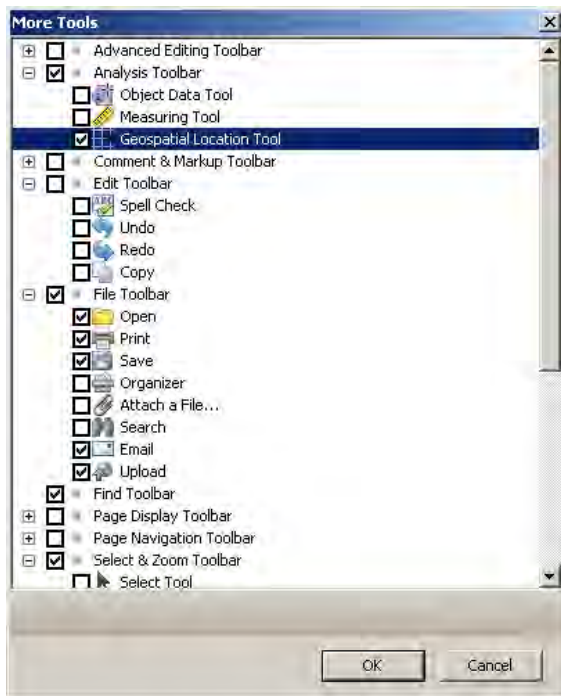
The Polk County Office of Emergency Management is pleased to offer the citizens of Polk County access to an interactive County maps as a free resource tool. We cannot guarantee the accuracy of information provided by outside sources.

The following instructions assume you have never worked with layers in a PDF file.

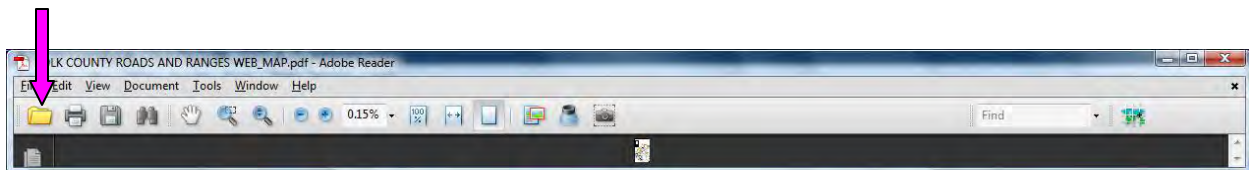
Download or update your viewer to Adobe Reader9. You may wish to save the MAPs to your hard drive, flash drive in a folder entitled “Polk County Maps for easy access. Open Adobe Reader9. Click on “**Tools.**”



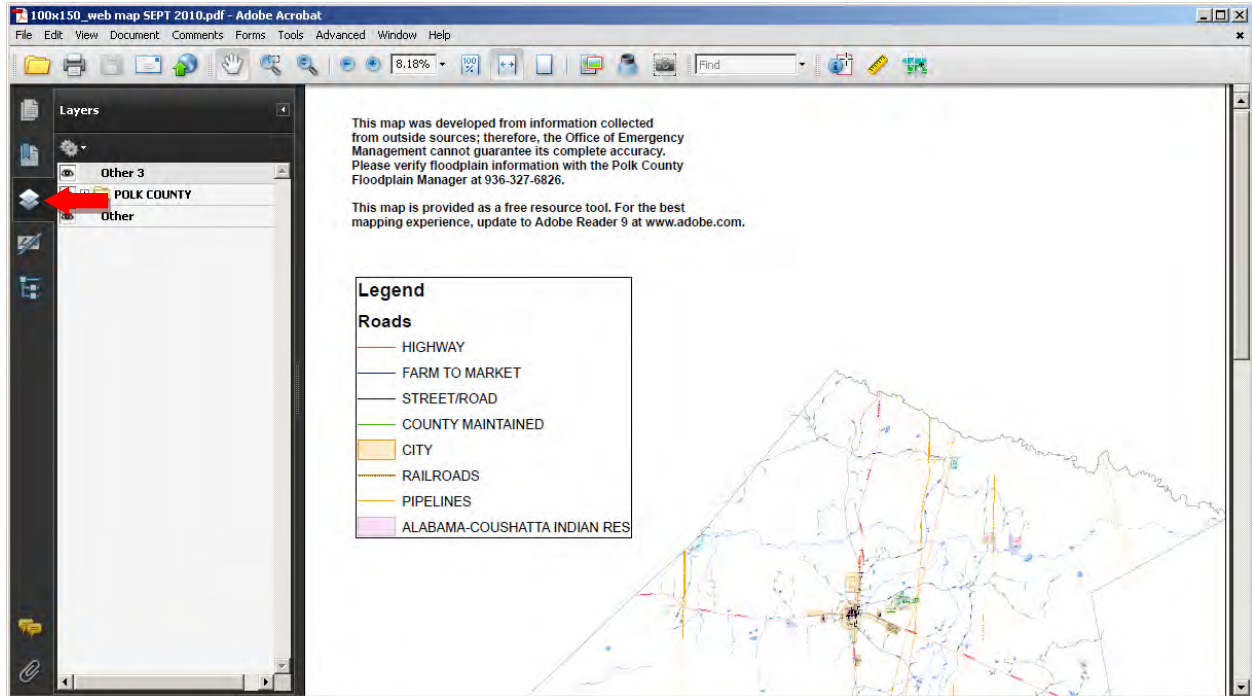
Select “**Customize Toolbars.**” The “**More Tools**” window will open. Check the **Analysis Toolbar** and check **Geospatial Location Tool** (if you want to query Latitude/Longitude coordinates on the map); check the “**Find Toolbar**” and Scroll down the list, and check “**Select and Zoom Toolbar**” and check options as follows (it took 2 screenshots to show all options):



You now have all the tools on the toolbar to work with the County map. If you saved the map click the “**FOLDER**” icon, and open the Map.



When the map opens in Adobe Reader9, allow all the layers to draw. The following snapshot shows how your opening screen may look. Click on the “**View Layer**” Icon on the left toolbar.



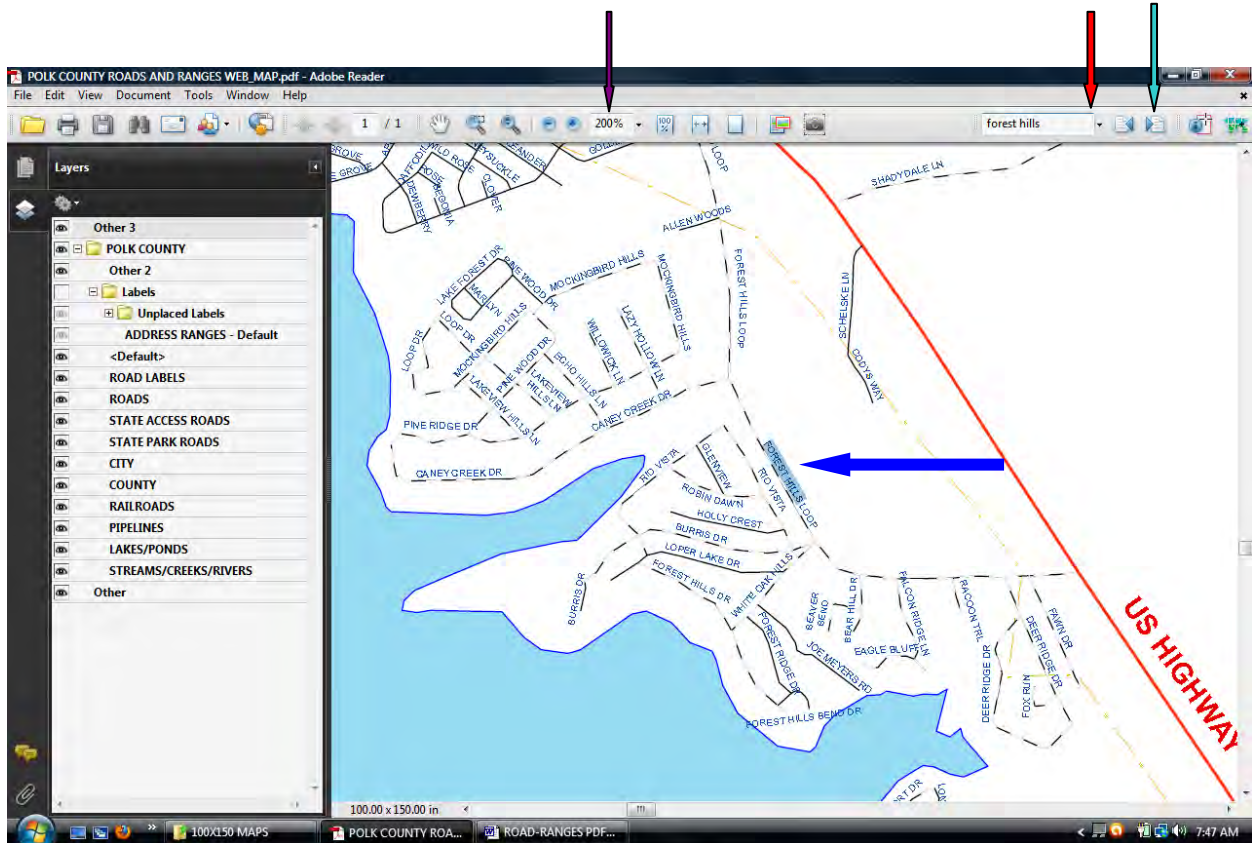
The “Layers” window will open. Click the + to the left of the POLK COUNTY folder. The yellow Labels folder stores address ranges. **It is important to always toggle off the Labels Folder before searching for a road.** Click the “Eye” to the left of the “Labels” folder to turn off the Labels.

### TURNING OFF LAYERS

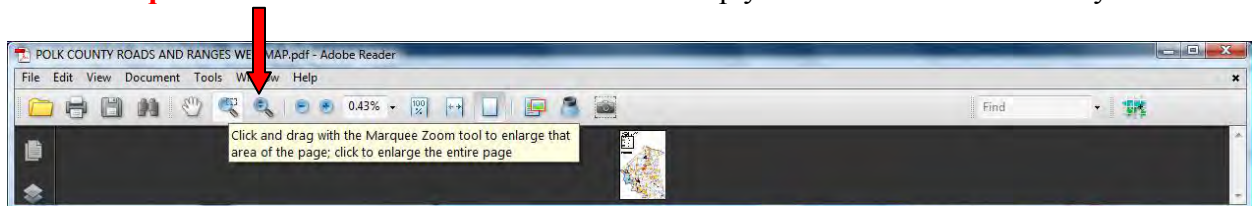
You can simplify the map by removing any layer you do not wish to view, such as railroads, pipelines and/or water features. Toggle the eye to the left of the layer to add/remove the layer. Do not turn off Roads or Road Labels. Turn off Subdivision boundaries by toggling off “Image.” Turn off Subdivision Name labels by clicking the + to the left of the labels folder and toggling off Subdivision Names.

### HOW TO SEARCH FOR A ROAD

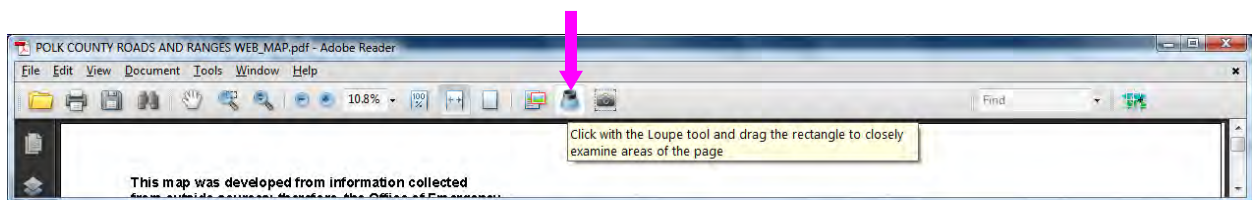
Zoom the map to **200%**. Click the arrow to the right of the **Search Window**, and make sure “Whole words only” and “Case-Sensitive” are not checked. Type FOREST HILLS in the “**SEARCH**” window and press “enter.” A segment of **Forest Hills Loop** will be hi-lighted on the map. You can click the “**Find Next**” icon to the right of the Search Window to advance along a road. See screen shot below.



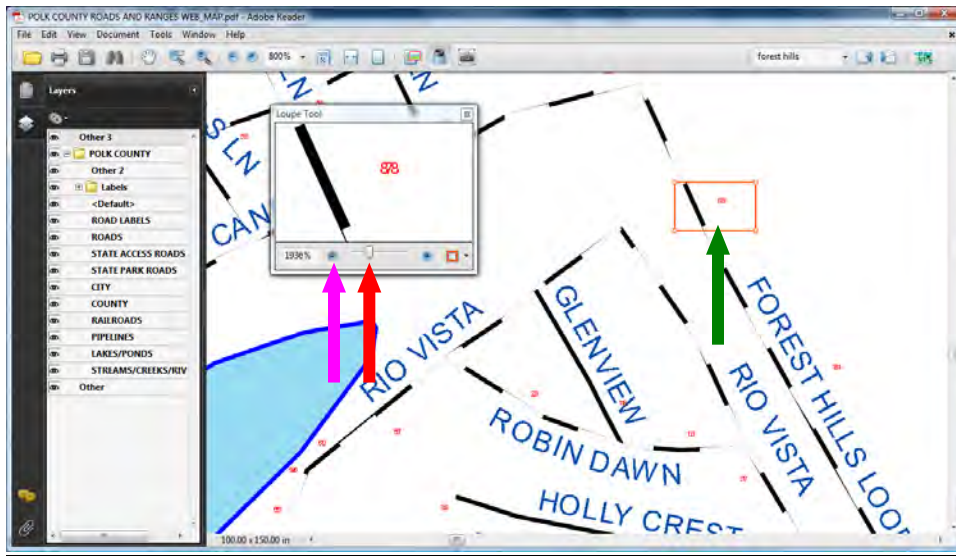
Use “**Marquee Zoom**” to zoom in on an area of the map you wish to see more clearly.



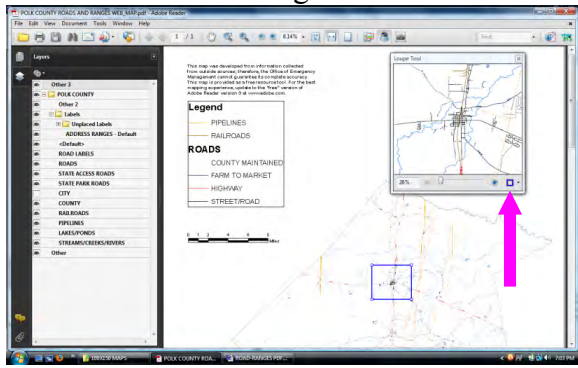
Click on Marquee Zoom and drag a square around Forest Hills Loop. The map will zoom in on that area. Now that the map is enlarged, let’s find out how the house numbers are arranged along the road. Toggle ON the Labels “**EYE.**” Numbers representing address ranges are faintly displayed on the map. Address ranges in Livingston & Corrigan city limits will not display. Use the Marquee Zoom tool to zoom in on an address, or use the “**Loupe Tool**” to examine individual addresses along the road.



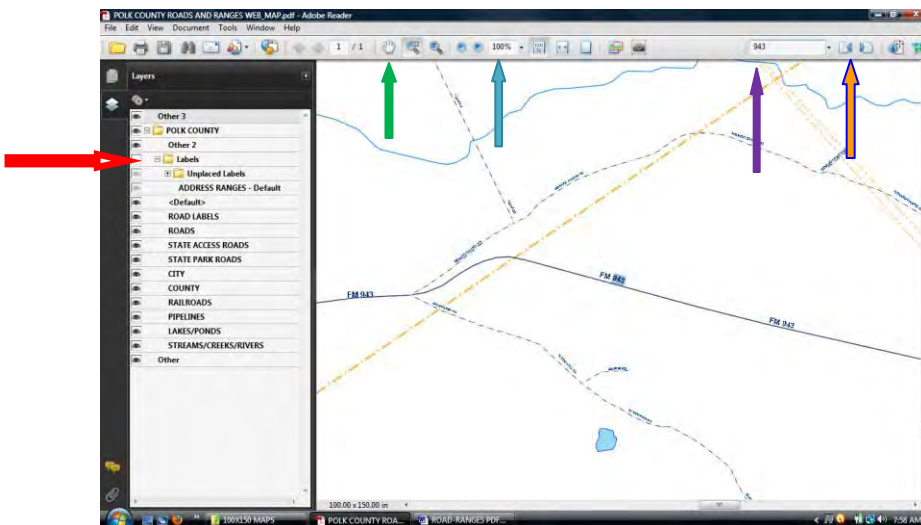
To zoom in on an address, select the Loupe Tool, click on the map and the Loupe Tool window opens. Drag the **button** to the right, or click on the “+” button to increase window image size. Hold down the left mouse button and drag the “**box**” along the road to examine address ranges which will be displayed in the Loupe Tool window (see below).



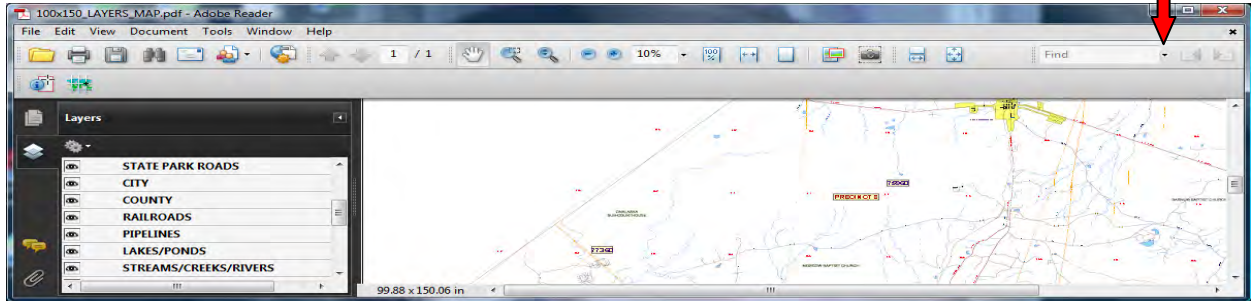
You can Click on a corner of either the Loupe Tool window or the display box and drag the corner to increase or decrease the view in the Loup Tool window. Change the color of the Loupe Tool map window to make it stand out on the map by clicking the arrow to the right of the **line color box** and selecting a new color.



Let's search a much longer road. **Zoom** the map down to 100%. Remember, you must **TOGGLE OFF LABELS** by clicking the **EYE** to the left of the Labels folder. Type **943** or **FM 943** in the Search Window; click enter (partial names are ok). FM 943 is a long road and by decreasing the map size, more of the road is displayed in the screen. Click "**Find Next or Find Previous**" to advance along FM 943 or use the "**HAND**" icon to move the map around in the map window. (See Below)



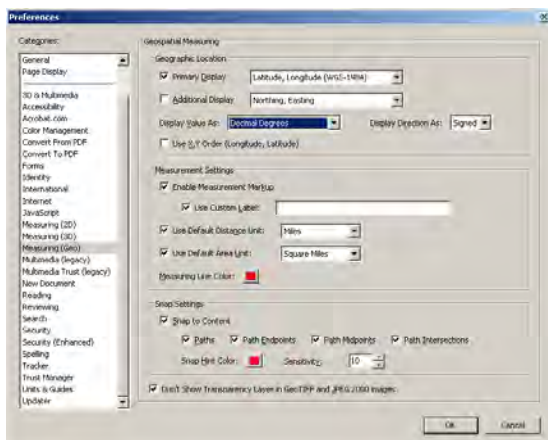
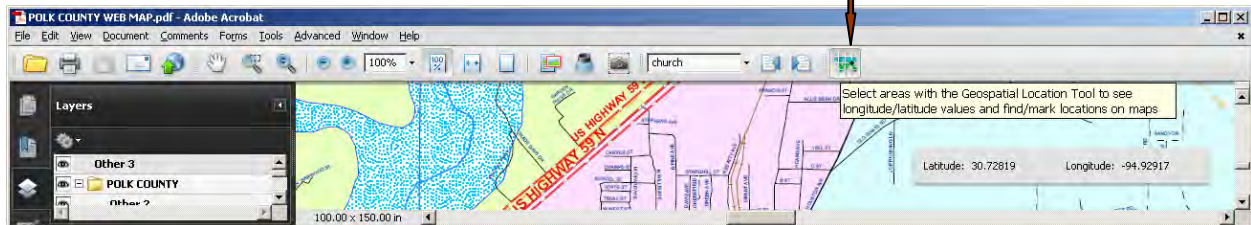
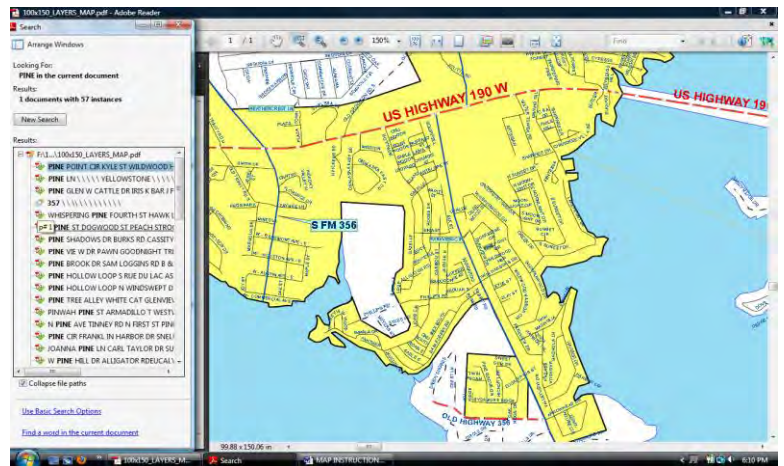
HINT: if you do not know the full road name, type in a portion of the name. For example if you are searching for Pine and you do not know if it is Pine St, Pine Rd, or Pine Ave, click the “down arrow” to the right of the search window and select **“Open Full Acrobat Search.”**



Type PINE in the search window that opens on the right, and click the “Search” button. A listing of streets containing PINE opens, with nearby locations randomly displayed. Click on any road in the list to advance to that road.

### LATITUDE AND LONGITUDE

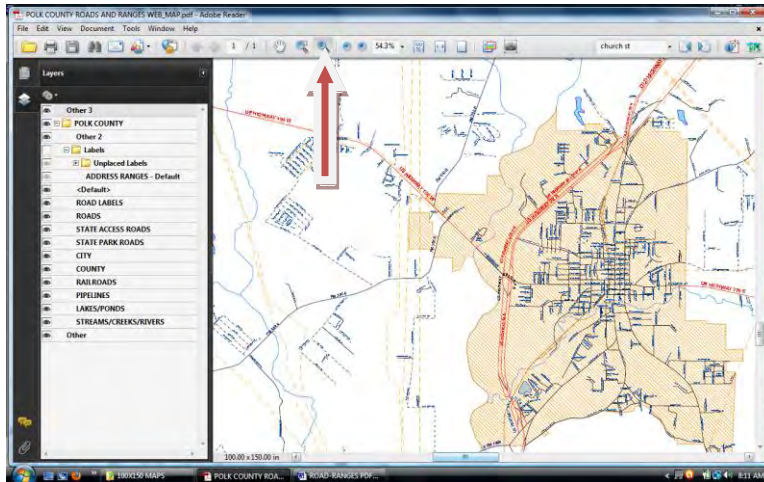
You can pinpoint latitude and longitude coordinates. Click on the **“Geospatial Location Tool.”** Move the mouse back onto the screen. When the “EX-Shaped” cursor appears, notice that the latitude and longitude coordinates update in the display window at the bottom of the map as you move the cursor across the screen.



You can even change how GPS coordinates are displayed. Click “Edit” and select “Preferences.” From here you can change many of the settings. from Measuring (GPS) you can change from decimal degrees to deg, min, sec.

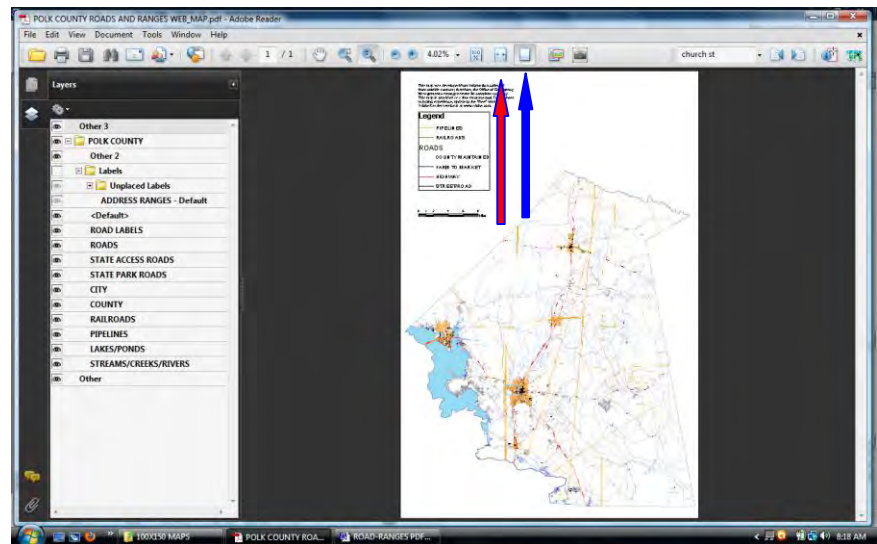
Have fun with the map. Click on the various tools and see what happens! It’s a learning process best learned by trial and error. There are several ways to perform each task.

## FUN TOOLS TO EXPLORE

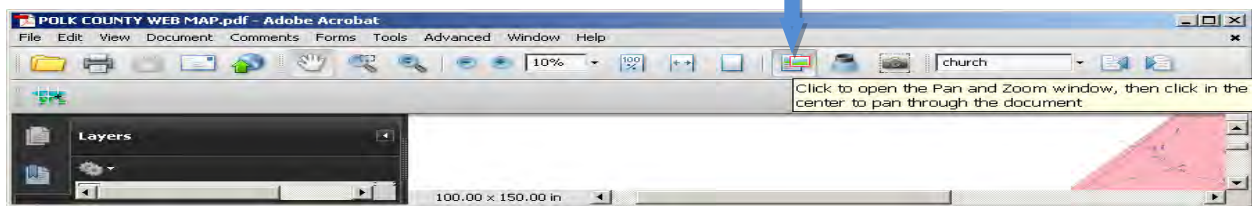


Dynamic Zoom Tool (DZT): Click **DZT** and place the magnifying glass on the map screen. Hold down the mouse button and move the mouse up and down on the screen to quickly increase and decrease the map size, or roll the button on the mouse up and down. For a laptop, hold down the left pad and move your finger up and down on the main touch pad.

See an Entire Page On Screen: Click on the “**blank page**” icon and the entire map will display within the confines of the display window. Click the page Icon with the **double arrows**, and the screen will fill the width of the page.

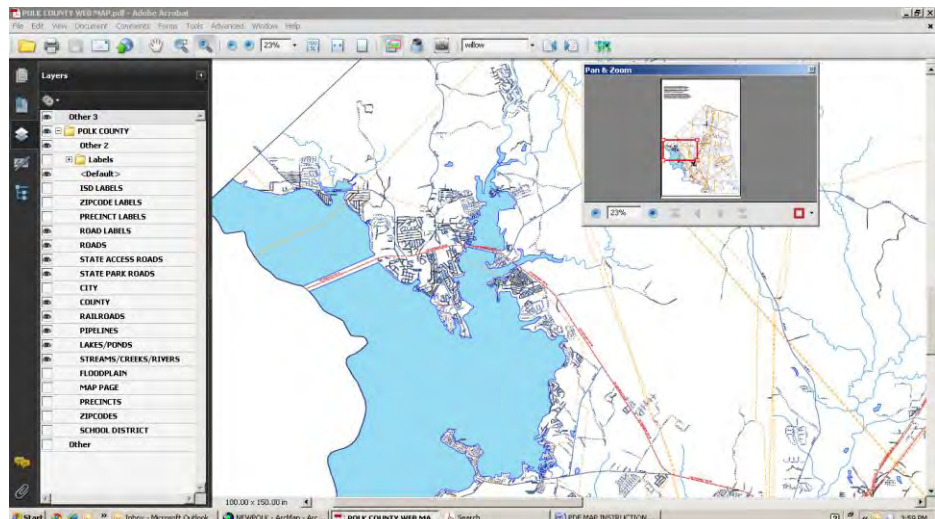


## Pan & Zoom Tool



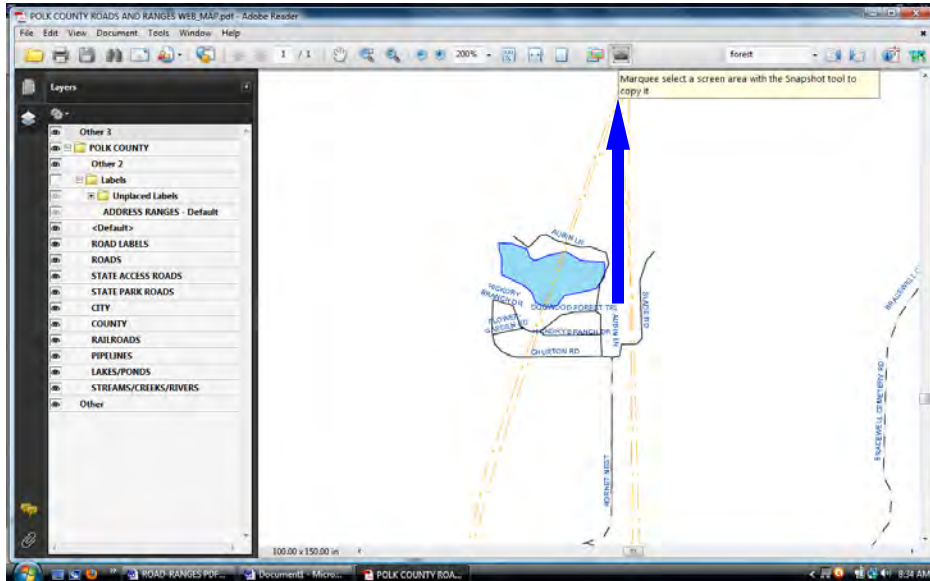
Click the Pan & Zoom tool to open the “Pan & Zoom” window.

Place your mouse on the red square in the Pan & Zoom window and it will change to a “hand.” You can drag the red square within the Pan & Zoom



window to move quickly to new locations on the main map. You can also resize the red square by placing the cursor on a corner of the square until the cursor turns into a “double arrow.” Simply drag the corner with the mouse to enlarge or reduce the box size. Notice that when the red square is reduced in size, you zoom in closer on the large map.

## SNAP SHOT TOOL

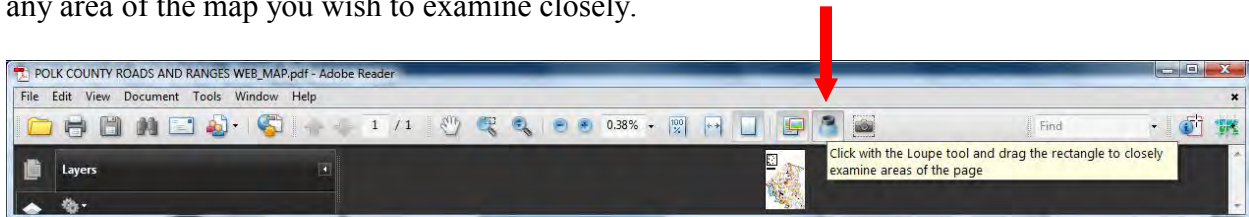


Going to a Garage Sale this weekend? Search for a road or location on the map. Zoom in close enough on the map that the road names are easily read. Click the snapshot tool, drag the tool over the area you wish to copy.

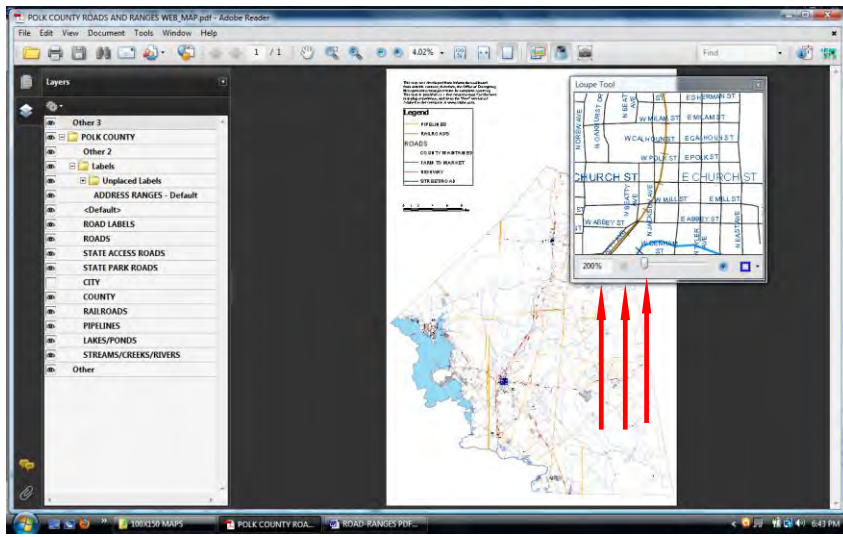
A window opens stating the selected area has been copied. Click OK. Open another program such as Word. Right click the mouse, and select Paste. The map shot is pasted into the document. You can print it out and have handy driving directions.

## LOUPE TOOL

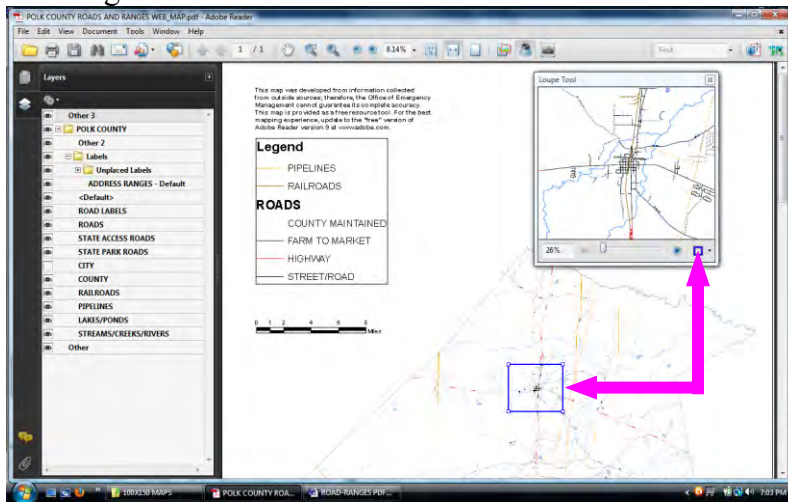
Use the Loupe tool to closely examine areas of the map. Click on the **Loupe Tool** and click on any area of the map you wish to examine closely.



As you move the loupe tool over the map, the image in the Loupe Tool window displays an enhanced image. To zoom in to **200%** or more in the Loupe Tool window, type **200** in the % window, drag the button to the right, or click on the “+” button. The image will increase in size.



Click on a corner of the Loupe Tool box on the main map page and drag the corner to increase or decrease the view in the Loupe Tool window. Change the color of the Loupe Tool map window to make it stand out on the map by clicking the arrow to the right of the **line color box** and selecting a new color.



## WHAT WENT WRONG?

There are no road names displayed on the map: Toggle on ROAD LABELS in the Layers List.

I searched for a road and it went to the wrong place on the map: You forgot to toggle off the EYE to the left of the “Labels folder” before searching a road name.

I lost my Layers window: Right click on the map and select “Show Navigation Panels.” Then click on the Layers icon to display the Layers list.

I clicked on the 100% icon on the toolbar and lost the map: You are zoomed in to the top left corner of the map. Move your mouse across the tool bar until you find the “Click to Make the Document Fill the Width of the Screen” icon. Or resize the map to 15-25% in the window that shows 100%. Click the arrow to the left of 100% window and zoom down size. The map will reappear.