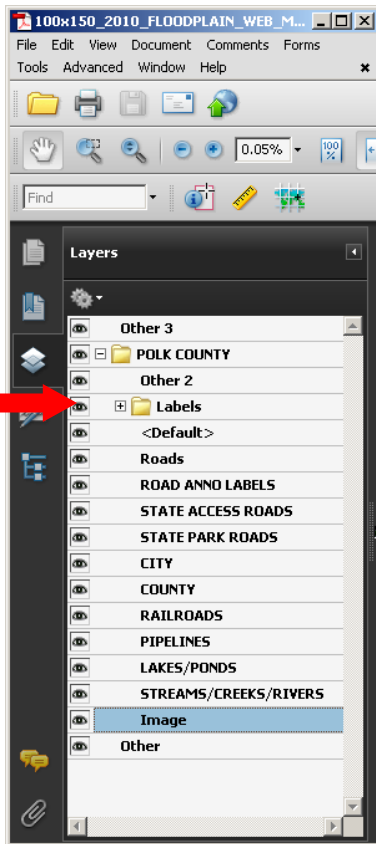
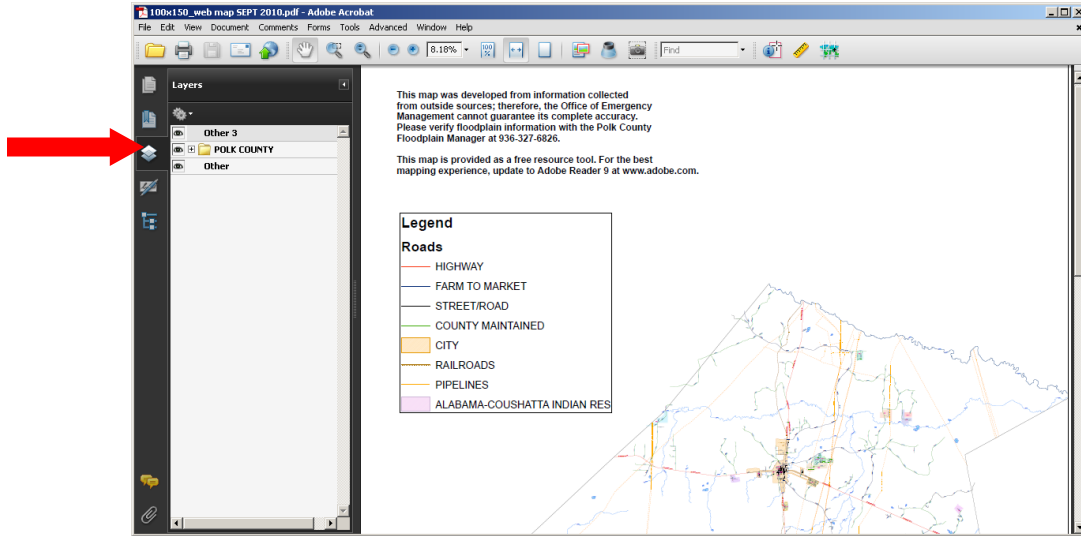


When the map opens in Adobe Reader9, allow all the layers to draw. The following snapshot shows how your opening screen may look. Click on the “**View Layer**” Icon on the left toolbar.



The “Layers” window will open. Click the + to the left of the POLK COUNTY folder to view the map layers. **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

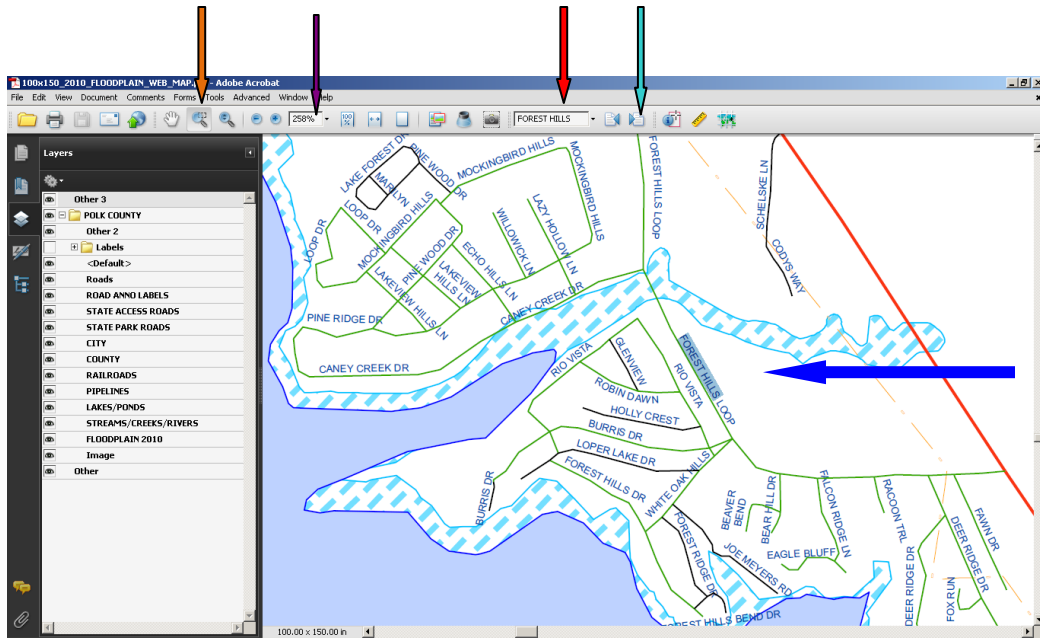
You can simplify the map by removing any layer you do not wish to view, such as railroads, pipelines and/or water features. Toggle the eye to the left of the layer to add/remove the layer. Do not turn off Roads or Road Labels.

You can turn off the Floodplain layer by toggling off the **Image** layer.

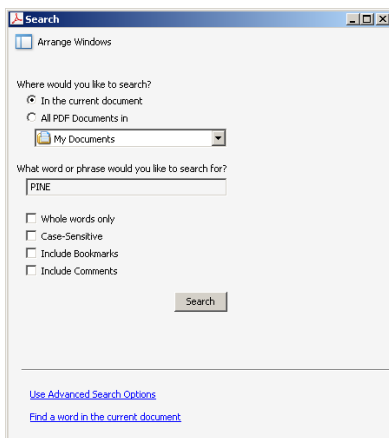
HOW TO SEARCH FOR A ROAD

Toggle off the “Labels Folder”, and 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.

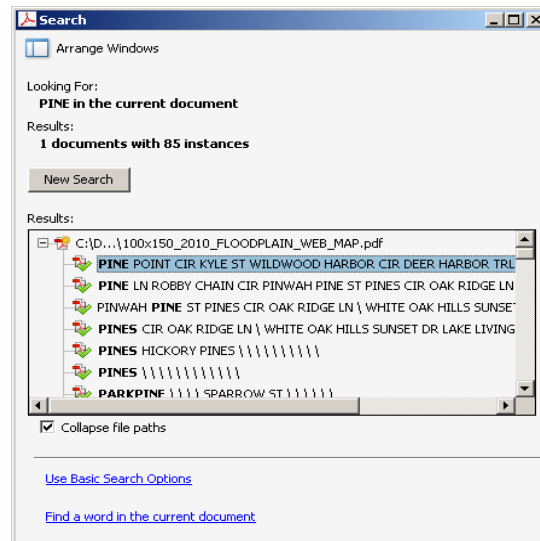
Click the “**Marquee Zoom**” tool and drag a square around Forest Hills Loop. The map will zoom in on that area.



HINT: if you do not know the full road name, type in a portion of the name and click on the “Next” icon to advance through the roads. Or click the “down arrow” to the right of the search window and select “**Open Full Acrobat Search.**”

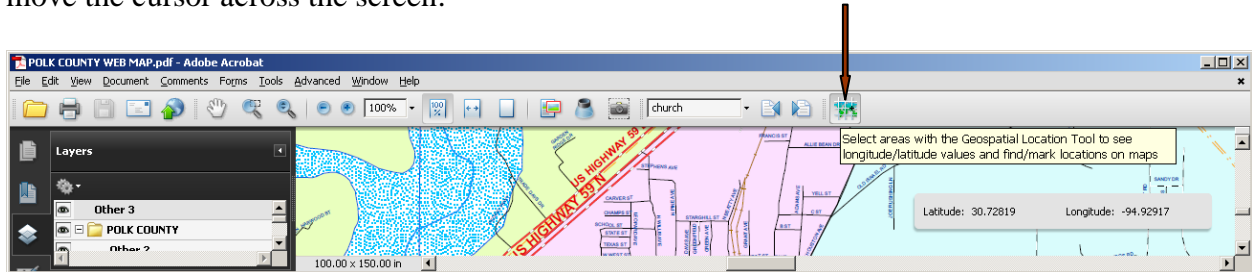


Type **PINE** in the search window that opens, and click the “Search” button. A listing of streets containing **PINE** opens, with nearby locations randomly displayed. Click on any road in the list to advance to that road.

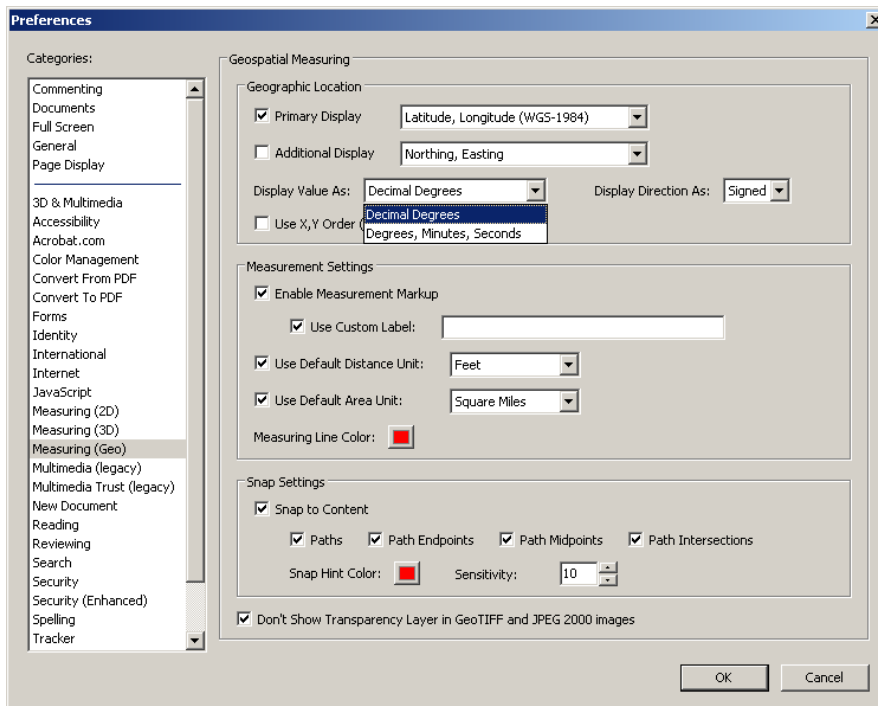


LATITUDE AND LONGITUDE

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 change how GPS coordinates are displayed on the map. Click “Edit” on the top tool bar and select “Preferences.” From here you can change many of the settings. Highlight Measuring (GEO) in the Categories window and the following window will open. You can change the “Display Value As” from decimal degrees to deg, min, sec. (See below)

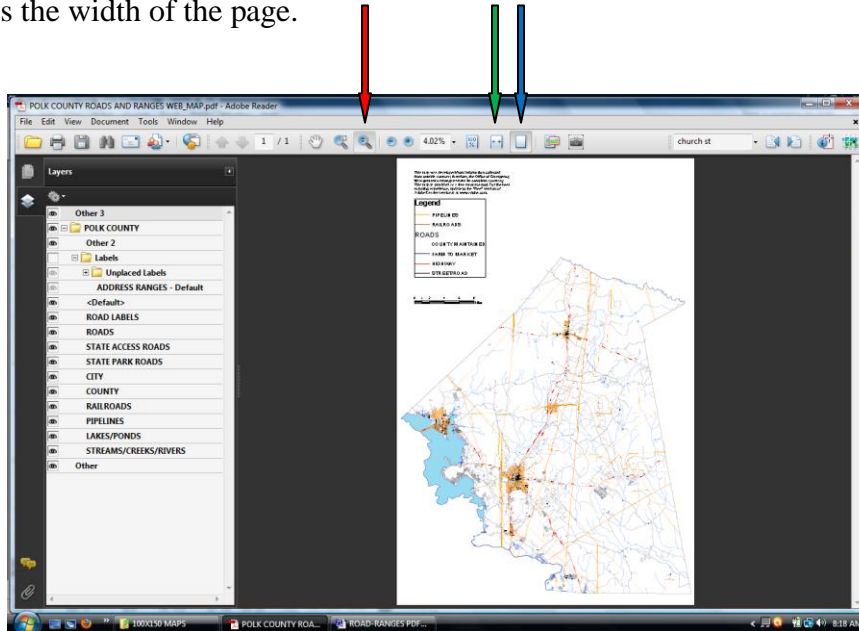


Have fun with the map. Click on the various tools and see what happens! It’s a learning process best learned by trial and error. There are several ways to perform each task.

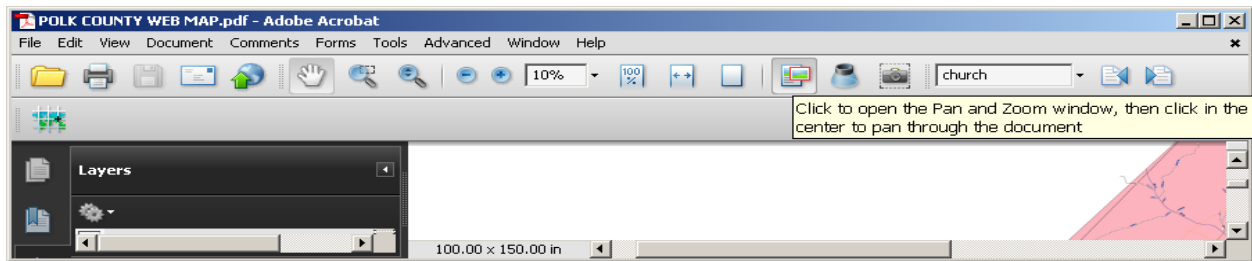
TOOLS TO EXPLORE

Dynamic Zoom Tool (DZT): Click **DZT** icon (magnifying glass with up/down arrows) 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 Entire Map 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 fills the width of the page.

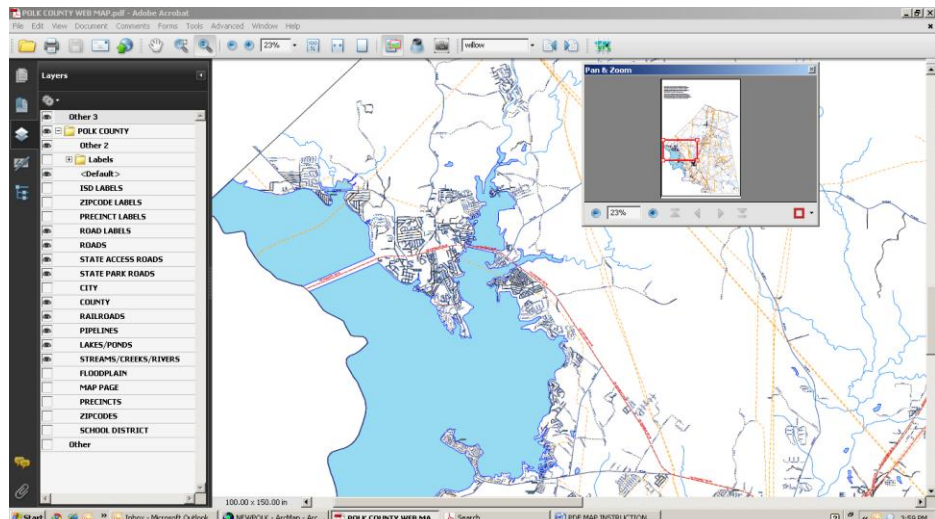


Pan & Zoom Tool



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.

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.