"HOW TO" FOR CAMBRIDGE CITYVIEWER TOOLS

Adjusting size or view of the map

Zoom in or out using these keys.
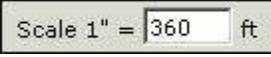
Change the scale's ratio of inches to feet.

Click this key and then click and drag on the map, forming a box to zoom in on.

Zoom in or out from the center of the map using these "Fixed Zoom" keys.

Click this key to return to the full view of the map.

Use these keys to adjust the size of the map box.
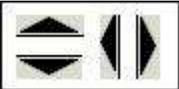
Pan the map using the arrows found around the edges of the map box.

Also, click this key and then click and drag on the map to pan.

Click this key to return to the previous view of the map.

Do not click the Internet browser's back button! It will take you back out of CityViewer.

Selecting features on the map

Click the "Select Features" key, then click and drag on the map to make a box around an area you wish to
find information for.

Note: Information displayed depends on what is in the drop-down menu. For example, building addresses will be displayed if "Buildings" is showing in the orange drop-down menu. Adjust how the Select Features key will function by choosing an option from each drop-down menu to form a sentence that describes what information will be found when highlighting a section on the map.

Click this key on the map box to zoom to the selected features.

Click this key to clear selected features.

Creating a map markup

Type in your name and choose a "Category", or folder, for the markup from the drop-down menu.
Click "New" to create a new markup file and enter a title in the "Title" box.

Add text to the map by typing in the Text box, clicking the "Draw Text" key, and
clicking on the location on the map where text is desired.

To make text "glow", or stand out on the map, check the "Glow" box and choose a color for the background glow by
adjusting saturation and brightness and then clicking on the desired color.

Click these keys to draw points, lines, or polygons, respectively.

Click this key to delete a markup feature by clicking the fourth key and clicking on the desired feature you
have drawn. Choose a color by adjusting saturation and brightness from the "Color" box.

Exporting data

Create mailing labels, when parcels are selected, with the addresses shown in the data grid. You can also
send the information in the data grid to a spreadsheet by using the link on the bottom of the selection tab.

Click this key to print the map with your changes applied. Adjust the format of the page, add a title, and
click "Create". This will create a PDF document that can be saved, attached to emails, or printed.

Click this key to email the map, also with changes applied. An email with a link to the map will appear.