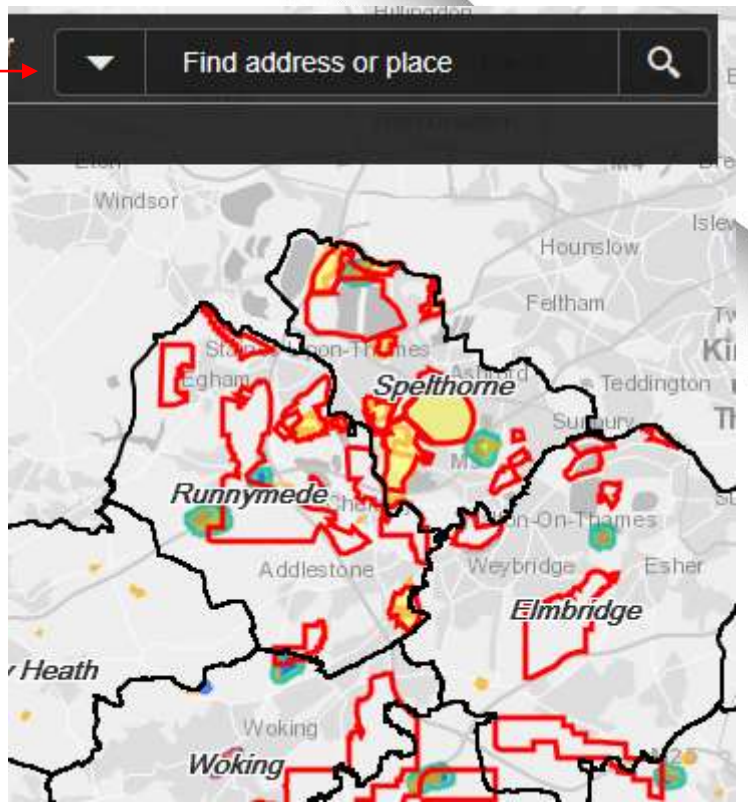
Surrey Minerals and Waste Safeguarding Map Viewer Help Guide

ArcMap Online Toolbar

1. Search Bar
2. Zoom Tool
3. Print Tool
4. Legend Tool
5. Layer Tool
6. Basemap Tool
7. Measure Tool
8. Description Tool
9. Bookmark Tool

How do I search for an address?

- Simply click in the search bar where it says ‘Find Address or Place’ and type in what you are looking for.
- You can search by:
  - Site name
  - First line of the address
  - Street name
  - Postcode



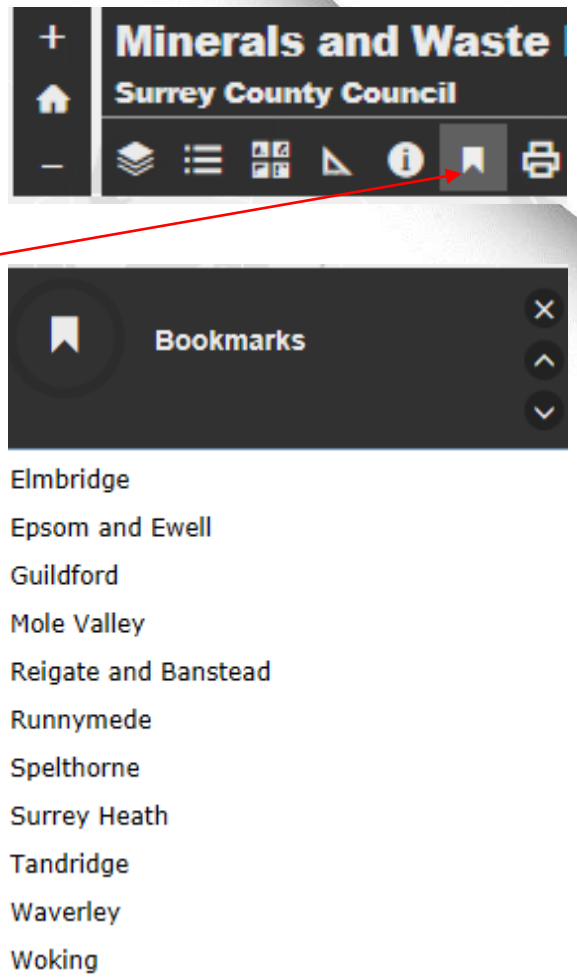
How do I zoom in and out?

- Click on the ‘+’ sign in the main toolbar to zoom in
- Click on the ‘-’ sign to zoom out.
- While holding the shift key, draw a box around the area you wish to zoom into.
- The home symbol will reset the map to its original view.

+

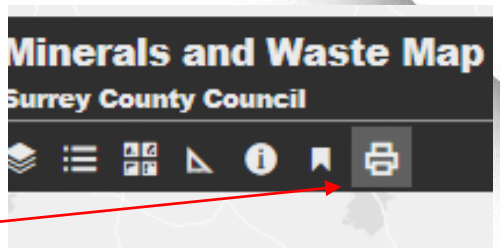
How do I find my district or borough?

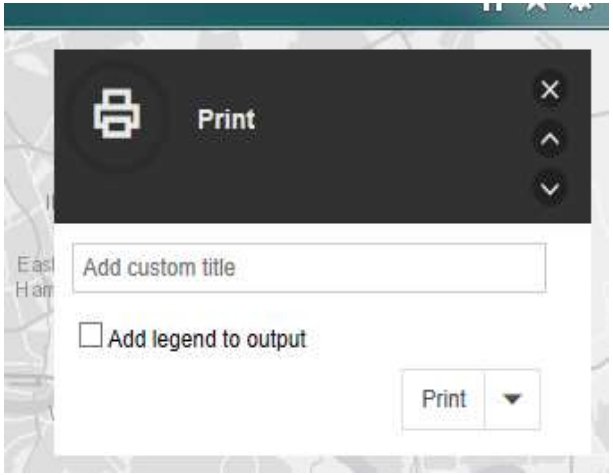
- Click on the bookmark icon.
- The bookmark window should appear.
- Click on the bookmark to zoom into it on the map.



How do I print my map?

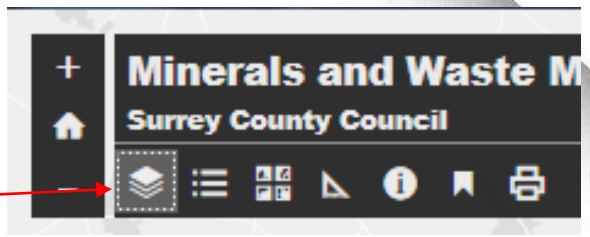
- To print the map you are viewing click on the print icon on the toolbar.
- A printing window should appear.
- Add a title using the ‘Add custom title field’.

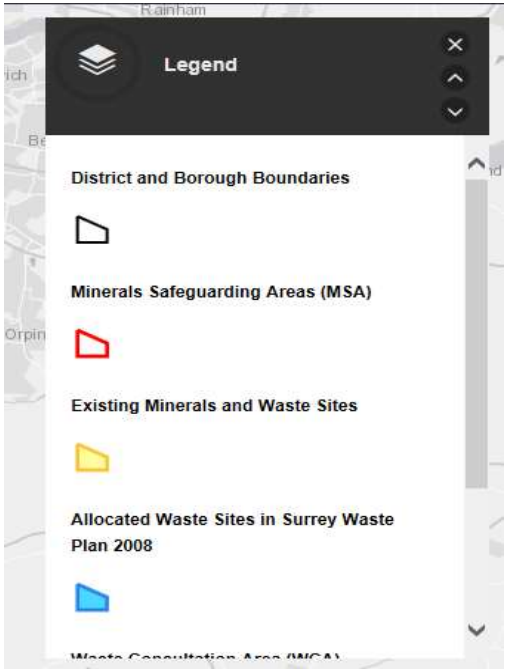




How do I view the legend?

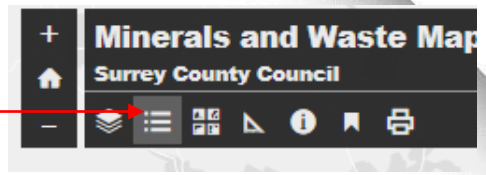
- To see the legend, click on the Legend icon on the toolbar.
- The Legend window should appear showing the key.

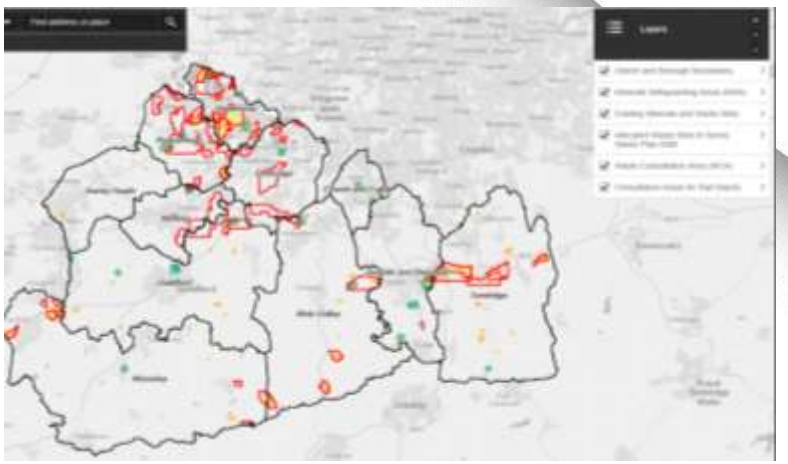


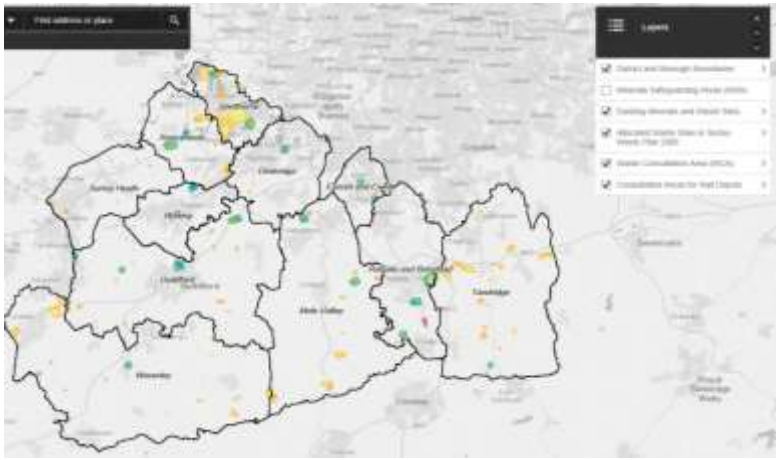


How do I chose a layer?

- Click on the layers icon.
- The layers window should appear, showing available layers.
- By clicking in the box next to each layer you can turn each layer on and off.

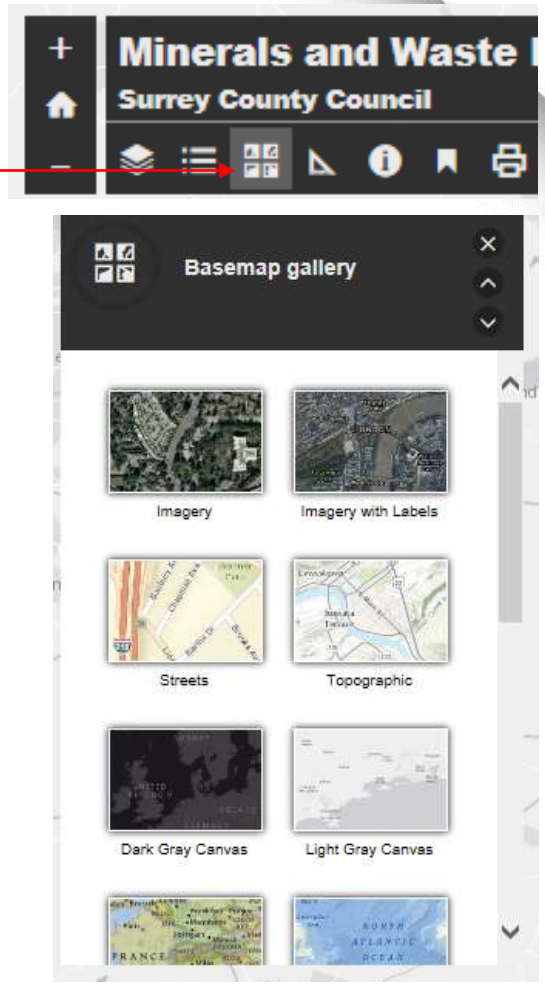






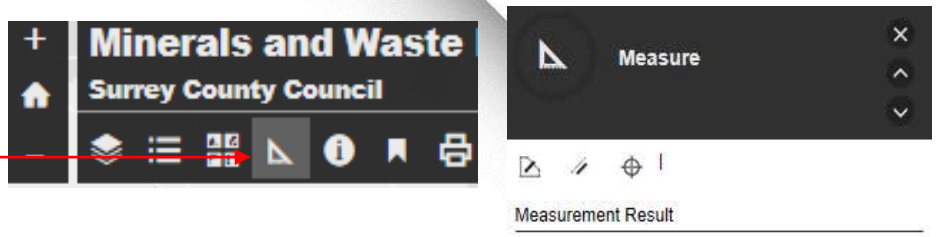
How do I change the basemap?

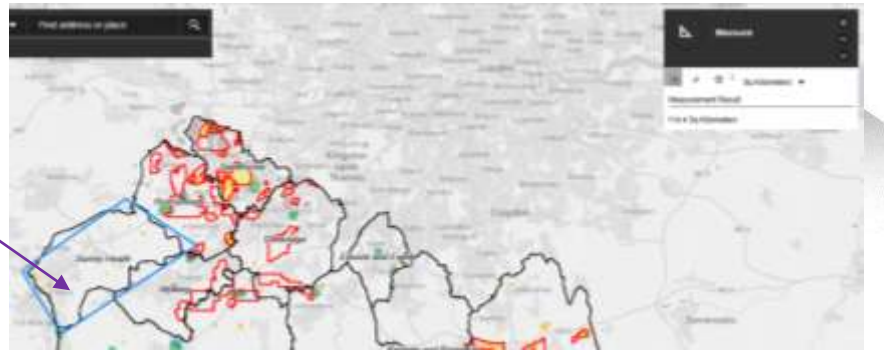
- Click on the Basemap Gallery Icon.
- The Basemap window should appear, showing different basemaps to chose from.

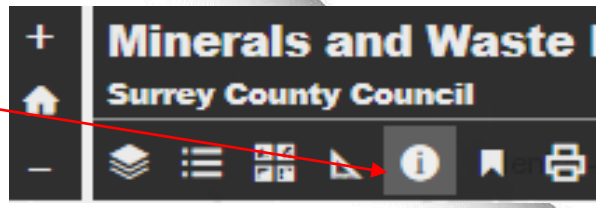


How do I measure areas or distances?

- Click on the measure icon
- The measure window should appear.
- Use the area measure feature by drawing an area you want to measure.
- Use the distance measure feature by selecting points on the map.
- Use the grid reference measure for longitude and latitude of a point.





How do I find out more information about the map?

- Click on the ‘info’ icon on the tool bar.
- The information window will appear with where you can go for more information.
- This will also link you back to the planning policy webpages.