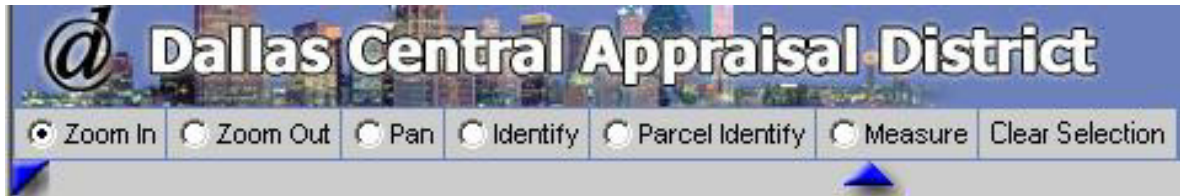


Tool Selection Box

The Tool Selection Box allows direct interaction with the Display Area. The available tools are: Zoom In, Zoom Out, Pan, Identify, Parcel Identify, Measure, and Clear Selection.

NOTE: To activate a tool, it must first be selected from the ‘Tool Selection Box’



Zoom In: There are two ways to zoom into the area of interest: 1) Move the mouse pointer on the screen to the area of interest and single click the left mouse button. This will zoom in at 10 percent of the size of the displayed area and re-center the map; 2) Zoom Box. Click a spot that is the lower left corner of the area you want to zoom in to, and holding down the left mouse button, drag the mouse and a **RED** box will appear. Move the mouse until the area of interest is inside the box. Then lift your finger off of the mouse button.

Zoom Out: There are two ways to zoom out of an area: 1) Move the mouse pointer on the screen to the area of interest and single click the left mouse button. This will zoom out at 10 percent of the size of the displayed area and re-center the map; 2) Zoom Box. The percentage of zoom out depends on how big the box is. The smaller the box, the bigger the percentage of zoom out. The larger the box, the smaller the percentage. To draw the box, click a spot in the lower left corner of the display screen and hold down the left mouse button, drag the mouse and a **RED** box will appear. Move the mouse until the desired size is reached. Then lift your finger off of the mouse button.

NOTE: You can also Zoom In and Zoom Out by using the ‘Zoom Bar’ located at the bottom right hand corner of the ‘Display Area’.

Pan: This allows you to move around the map and keep the same map scale. To pan in the map display area, move the mouse pointer on the screen to the area you want to see. Click and hold down the left mouse button, drag the mouse in the opposite direction that you want to see. Then lift your finger off of the mouse button. Example: If you wanted to see a parcel that was a block or so north from your current location, select ‘**Pan**’ from the Tool Selection Box, click the upper portion of the display screen and hold down the left mouse button. Drag the mouse towards the bottom of the screen, then lift your finger off of the mouse button.

NOTE: You can also Pan by using the **BLUE** arrows on the sides and corners of the ‘Display area’. Select the arrow that is pointing in the direction you want to pan.

Identify: This allows you to get information from an active layer. There are four available active layers: Dallas block, Abstract, Subdivision and Zoning. To see them, you must be zoomed in to a scale of 10,000 or closer. On the right side of the screen is the ‘Information Display’ area. The ‘Layers’ tab shows them with a circle just to the left of the layer name. One of the circles must be selected so it can be identified.

NOTE: You can only identify one layer at a time and it does not need to be visible.