1. **Search Tool:** Type an address or place name into the search bar. The map will identify the location.

2a. **Zoom Tool:** Use the Zoom Tool to zoom in (+) or zoom out (-) on the map.

2b. **Home Tool:** Use the Home Tool to return to the original extent of the map.
**3a. Legend Tool:** The Legend Tool displays the map legend. Only the layers you have turned on in the ‘Layers Tool’ will appear in the map legend.

**3b. Layers Tool:** The Layers Tool contains the map layers and allows you to control which layers are displayed.

- Turn the layers on and off by checking the box next to the layer name.
- Select the ‘…’ icon next to the layer to open a secondary menu.
- Select ‘Transparency’ to change the transparency of the layer. A slider will appear once selected.
- Select ‘Move up’ or ‘Move down’ to change the order of how the layers are displayed.

A note: If you have layers turned off, you will not see them in the map legend and you will not be able to control them with the Swipe Tool. If a layer has disappeared, make sure that it is selected in the Layer List.

**3c. Basemap Tool:** Use the Basemap Tool to change the map’s basemap.
4. **About:** The About window provides a link to this help document, a contact link, and the Blue Water Audit Disclaimer.

5a. **The Print Tool:** Use the Print Tool to print the map. ‘MAP_ONLY’ will only print the map. All layouts will include relevant map information such as the legend.

5b. **The Bookmark Tool:** Use the Bookmark Tool to save a location on the map so you can return to it again.

5c. **The Swipe Tool:** Use the Swipe Tool to swipe between layers and the basemap to compare them.

- When the Swipe Tool is selected, a dividing line will appear on the map.
- Use the dropdown menu to select the layer you want to swipe (the layer you want on top).
- Move the grey box that sits on the dividing line to control the Swipe Tool.

Note: If a layer doesn’t appear in the Swipe tool, make sure it is selected (checked) in the Layer Tool.