

# Active Projects Quick Help Guide for Desktop



Search...

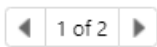


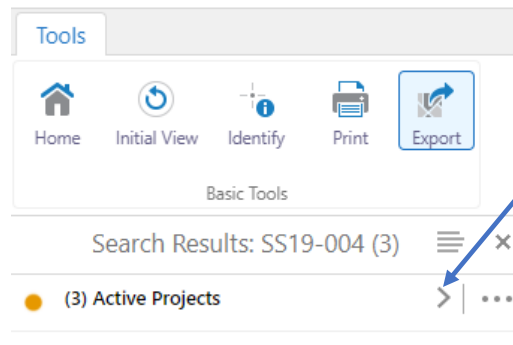
The screenshot shows the 'Active Projects Map Viewer' interface. At the top left, there is a 'Tools' bar with icons for Pan, Zoom In, Zoom Out, Previous Extent, Next Extent, Home, Initial View, and Identify. Below this is a 'Basic Tools' section with a 'Home' button and a search box containing 'I want to...'. The search box is labeled with a '1'. To the left of the search box is a small left-facing arrow labeled with a '3'. Below the search box are zoom in (+) and zoom out (-) buttons labeled with a '4'. The main map area shows a topographic map of Everett, Washington, with several orange dots representing active projects. At the bottom left, there is a 'Layers' button labeled with a '5' and a 'Basemaps' button labeled with a '6'. A scale bar at the bottom indicates 0, 1, and 2 miles. The text 'Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, G...' is visible at the bottom right of the map.

Use the numbers above to orient yourself to the mapping application

1. The I Want To... menu is your toolset for viewing the home panel, finding data, changing layers and returning to the initial extent
2. Type any search criteria to search all GIS data for example: project number, project name, address or neighborhood.
3. Move the home panel out of the way to view the entire map by clicking on the small left facing arrow. Click again to view again.
4. Use the + and - buttons to zoom in or out. Desktop computers use the mouse wheel scroll.
5. Layers button - tap here to view layers and turn layers on and off.
6. Base Map picker - Choose alternate base map for additional information including aerials and terrain. Choose the Topo Map to return.

## To Learn More About a Project:

1. Zoom to the location of the project and click on the dot, a window will appear with additional information. If more than one project file is at a location, use the arrows  to select the next project
2. If you don't want to zoom to a location, use the search box and enter the project number, click the arrow in the results window to show the additional information



3. Use the back arrow to go back to the results list. To view project documents, click "Click to View Project Documents"

