

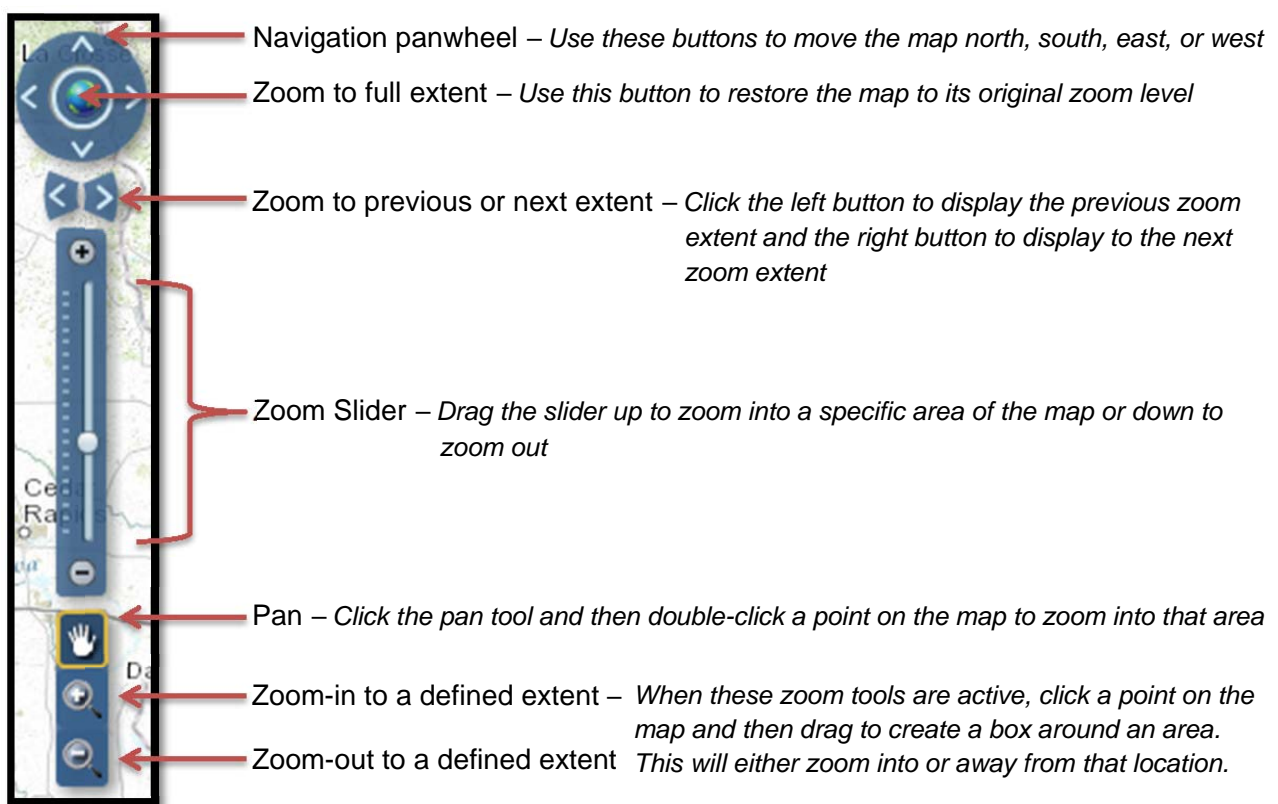
USING REGIONAL DECISION MAKER

The tools described in this tutorial are used for navigation purposes and aid in geographical interpretation of the map.

NAVIGATIONAL CONTROLS

Navigating the Map

This toolbar is located along the lefthand side of your screen.



Scale and Coordinates



- The map scale and coordinates are located in the bottom left corner of your screen.
- The scale bar changes dynamically as you zoom into or out of the map and displays the map scale in both kilometers and miles.

- The geographical coordinates change accordingly as your pointer moves to different locations across the map

Overview Map



- The Overview Map icon is located in the bottom right corner of the screen.
- Click the icon, and a small overview map is added to the display.
- This map shows the current spatial extent of the map as a red rectangle relative to the entire spatial extent of the basemap.
- Move the extent of the red rectangle shown below to navigate the extent of your map.



Changing the Basemap

Topographic Imagery Streets

- Alternative basemap options are available in the top right corner of the screen.
- Click one of the buttons shown above to change the background displayed behind the map.
- **Note:** only one basemap is visible at a time, and the “Topographic” map has been chosen as the default background for maximum map visibility.

BASIC TOOLS

These tools are common to most web applications you will find on RDM. They help to control how the map looks like or extract information from map layers.

Toolbar



The toolbar shown above is located along the top of your screen. Hover your mouse over an icon to display the tool name, and click on an icon to use the tool.

Layer List



Use the Layer List tool to turn map layers on or off according to what information you would like to view.

1. Open the Layer List tool and make sure the box next to “LDM Education” is checked.
2. Click on the arrow to the left of “LDM Education” to view what layer categories are available.
3. Similarly, click the arrow to the left of any of these broad categories to display specific layers.
4. In order to view a layer on the map, click the box next to the category that the layer falls under **AND** click the box next to the layer you wish to view.
5. After viewing, turn the layer off by clicking this same box.

Note: Only one layer should be viewed at a time, so it is helpful to turn a layer off before turning on an alternate layer.

Legend



The Map Legend tool interprets the meaning and value of symbols and colors for thematic maps.


1. Select a layer using the Layer List tool mentioned above.
2. Open the Map Legend tool and it will display the meaning of any active layer's components.

Zoom to County



1. Open the Zoom to County tool and list of Indiana counties appear.
2. Click on the county you wish to view in closer detail and the map will zoom to this extent.



You can also use this tool to bookmark a custom map extent. To do so:

1. Zoom to the map extent you wish to save for future reference.
2. Click on this icon, located in the top right corner of the Zoom to County dialogue box. 
3. Type a name for the extent into the textbox and click "Add Bookmark". This will add your extent to the list of county bookmarks.

Identify Map Objects



This tool examines and displays layer information for specific school corporations or schools, and **must** be used in conjunction with the Layer List tool. **Only** layers that are turned on (have a check in the box next to their name) using the Layer List tool may be examined using the Identify tool.



1. Open the Identify tool and you will see a dropdown list with the names of every layer. Choosing a specific layer from this list will yield results for that layer only, whereas leaving the setting as "All Layers" will yield results for every layer that is turned on.
2. The four buttons underneath this dropdown list determine the area that you wish to identify features within. The default is set to this "Identify by Point" . If you wish to use this tool in an area larger than a point, you can draw a polyline, rectangle, or polygon to specify an area using the subsequent three buttons, respectively.
3. Click on a school or school corporation, and additional information relative to the active layer will appear in the tool's Results tab .

Find an Address




The Find an Address tool finds a specific location on the map using either an address or geographic coordinates.

To enter an address:

1. Click on this tab  and enter the street address and city of your location, separated by a comma.
2. Click "Locate", and the map will zoom to the extent of this address.
3. If the resultant extent is incorrect, click on the Results tab  to view other possible address matches.

To search by coordinates:



1. Click on this tab  and type in the longitude and latitude corresponding to your desired location.
2. Click "Locate", and the map will zoom to the extent of the entered location.

Make Chart



The Make Chart tool graphically represents the attributes of a map layer.


1. Open the Make Chart tool and select the layer you wish to view graphically.
2. Using one of the draw tools available, specify the area you wish to include in the chart by drawing it on the map.
3. This action automatically produces a bar graph displaying your results.
Although each bar is not be labeled, hovering your pointer over a bar reveals the area it represents.

Search Data




The Search Data tool enables you to search for features in a specific layer.

To perform a search spatially (using a graphical search tool):

1. Open the Search Data tool and click on this tab .
2. In the dropdown box to the right of "Search Layer", select the layer that you wish to search.
3. Choose one of the graphical search tools located below the dropdown list of layers and draw the area onto the map that you want to search.
Note: you may draw more than one shape onto the map per search.
4. Click "Search" and a table summarizing your results will appear.

To perform a search by attribute (text search):

1. Open the Search Data tool and click on this tab .
2. In the dropdown box to the right of "Search Layer", select the layer that you wish to search.
3. In the dropdown box to the right of "Search Layer Field", select the field you will use to search the selected layer.
4. For most layer fields, a dropdown list will then appear, providing you with specific values to choose from. Click on a value to display results.
5. The field labeled "Search Criteria" works differently and provides you with the ability to search within a certain range of values. To use this field:
 - a. Click "Search Criteria" in the "Search Layer Field" dropdown list if it is available.

- b. Enter the field name that is shown in the example **exactly** as it is shown.
- c. After the field name, enter >, <, or = followed by the value of your choosing.
More than one constraint such as this may be put on a search result by constructing two criteria as instructed above and separating them with an “and”.
- d. Click “Search” and a table summarizing your results will appear.

Draw and Measure



Use the Draw and Measure tool to add text, shapes, lines, or points to the map. Alternatively, use it to measure the distance of a line or area of a shape that you draw on the map.

1. Open the Draw and Measure tool and click on an icon along the top of the popup box to choose what type of annotation you would like to make.
2. Customize your shape or text by choosing the color, style, size, font, and more.
3. To show measurements for any annotation type other than “point” and “text”, check the box next to “Show Measurements”.

You can customize this aspect of the tool by specifying what units you would like the measurements to appear in using the dropdown lists.

4. Click and drag your pointer across the map to draw your desired shape. For textual annotations, click where you wish your label to appear.

Print Map



Use the Print Map tool to print high-quality maps that do not display the web features and tools shown on your screen.

1. Open the Print Map tool and zoom to the extent you wish to print.
2. Customize the map using the Print Map dialogue box. Title, Author, Layout, etc. may be changed.
3. Click Print, and a browser tab displaying a picture of your map will open.
4. Hover your mouse over the bottom of your map and a toolbar appear. Click the “Print file” icon.