Tutorial 3:
Using The Draw and Measure Tool

The Draw and Measure tool adds text, shapes, lines, or points to your map. Alternatively, this tool can measure the distance of a line or area of a shape that you draw on the map.

Step 1 : Customize a Shape

1. Open the “Draw and Measure” tool by clicking on its icon in the top toolbar.

2. A popup box appears showing a row of icons. These icons represent the shapes available to draw on the map. Hover your pointer over each icon and a textual description of the shape will appear.

3. Click on the “Draw Polygon” icon, which is shown below.

Various customization tools now appear in the toolbox, allowing you to format your polygon.

4. Click on the box next to “Fill Color”, and an array of colors will appear for you to choose from. Click on the color that you would like to fill your shape.

5. Open the dropdown list next to the word “style” and select the colored pattern that will appear within your shape.

6. Change the transparency of your shape in the box next to the word “Alpha” using the up or down arrows. An alpha value of “0” will produce a hollow shape and an alpha value of “1” will produce an opaque shape.

7. Using the methods learned in step 4, change the color of the outline that will appear around your shape in the box next to “Outline Color”.

8. Click on the up and down arrows next to the word “Width” to change the thickness of your shape’s outline. A higher width value will produce a thicker outline.

9. Check the box next to the phrase “Show Measurements” if you would like the perimeter and area of your shape to be shown on the map.

10. Two dropdowns lists now appear, allowing you to customize your shape’s measurements. Choose your desired units of measurement from the “Area Units” and “Distance Units” lists.
11. You are now finished customizing your shape:

![Customized Shape]

**Step 2 : Draw a Polygon**

You will now draw your polygon onto the map.

1. Click a point on the map that you wish to start drawing from.
2. Keep clicking on points around your desired boundary to extend the edges of the polygon. The points you make will be connected with straight lines. Therefore, it is helpful to make points close together for curved areas of your boundary and farther apart for straight boundary edges.
3. Once your polygon is finished, double click your last point to stop drawing. You should now have a measured and customized polygon on your map.
4. If your finished polygon is incorrect, click on it once. This action will show the points that you made while constructing your shape as grey squares. By clicking and dragging these squares to new areas, you can alter the shape of your polygon.

![Polygon with grey squares showing points made during construction]

**Step 3 : Add Text**

You will now add a textual annotation to your polygon.

1. Click on “Add Text” button in the row of available shape icons.

![Shape icons with Add Text highlighted]

Customization choices appear, allowing you to format your text.

2. In the box next to the word “Text”, enter a label for your shape. Then, format this text using the Bold, Italic, or Underline buttons.

3. Next, choose a font style from the dropdown list next to the word “Font”.

4. In the box next to the word “Color”, choose the color that you would like your text to appear in.

5. Enter the font size of your text in the box next to the word “Size” using the up or down arrows.

6. You are now finished customizing your text:

![Text customization panel]

7. To add your text to the map, click on the spot you would like it to appear.
8. When you are finished with your drawings, click the “Clear drawings” button in the upper right corner of the toolbox and they will disappear.

**NOTE:** If you ever wish to remove a single drawing or label, right click on the annotation and select “clear”.